



# CAREER DEVELOPMENT GUIDE

For Undergraduate Students



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# Handshake: Your Career Development Starts Here

Handshake is the University of Notre Dame's centralized career management platform where students can research employers, search for internships and full-time jobs, network with other students, schedule career counseling appointments, RSVP for events, and much more.

## Why should you use Handshake?

### GET HIRED

Search for thousands of jobs and internships around the world.

- Search for internships and jobs.
- Apply for jobs via an online process.

### GET DISCOVERED

Employers on Handshake are looking for students and new grads only. Get reached out by employers looking for students like you.

- Research prospective employers.
- Employers are actively searching for students.

The career search is not a one-way street. Complete your profile. **Students with a full profile are 5x as likely to be messaged by employers.**

- Apply for jobs via an online process.

### GET CONNECTED

Leverage an engaged community of peers, alumni, and employers to get the information you're looking for.

- Meet other students at Notre Dame and other universities across the country
- Connect with your peers for tips and advice.

Find the best places to work according to classmates. Compare opportunities across thousands of companies.

- **110,000+** reviews from students
- **700+** schools nationwide.
- **64,000+** companies reviewed.

Ask real students real questions with peer messaging. Tap into a network of experienced students and alumni to get relevant advice on your career journey.

### GET IT ALL IN ONE PLACE

Everything you need to build your career is all on Handshake.

- RSVP for career fairs, networking receptions, and other events.
- Participate in mock interviews.
- Add your resume, portfolio, etc. for convenient access by employers.

- Attend learning labs (interactive small-group sessions)
- Interview for jobs and internships on campus.

Employers regularly host events on campus. Don't miss out on the opportunity to meet with them – whether it is a career fair, info session, on-campus interview, or even a coffee chat.



## THE NOTRE DAME NETWORK

Notre Dame alumni and parents frequently contact the University to advertise internships and full-time opportunities. These positions are posted on Handshake under the employer name "The Notre Dame Network." As you are searching for opportunities, be sure to search for these.

## HANDSHAKE NAVIGATION

Handshake's homepage and simple navigation bar helps you quickly find the information you are seeking.

- **Jobs:** Search for jobs and internships. Be sure to use the filtering tool to tailor your results.
- **Events:** Find both events from the Center for Career Development, as well as employer information sessions, workshops, mock interviews, office hours, and more.
- **Q&A:** Browse for answers to questions you may have about your job search or a particular employer. Students, alumni, and employers from around the world ask and answer questions here.
- **Students:** Curious to see the experiences of other students or how they have tailored their profile? Check out this section and begin to network with other Handshake users around the world on hundreds of college campuses.
- **Career Center:** This drop down menu offers resources for how to interact with the ND's Career Development staff.
- **Employers:** Learn about organizations that use the Handshake platform to recruit students for internships and jobs. Use the "follow" feature to get notified when your favorite employers post opportunities.
- **My Profile:** See what your profile looks like to an employer and edit as needed.
- **Appointments:** Schedule an appointment with a career counselor.
- **Resources:** Helpful articles and notices from Career Development staff.
- **Discover Careers:** This section offers more information about different job titles and employers.

# Handshake : Profile Example

Add a photo so employers can put a face to your name when viewing your profile.



## Molly Irish

University of Notre Dame  
Bachelors, Economics • Film,  
Television and Theatre  
Graduates May 2021  
Junior

Message

### Discover More Students



Jason P. Winchester  
Economics '21  
Georgetown University...



Aurora E. Smith  
Political Science '21  
Evans & Katz LLC, Intern

Add as many skills as possible that you've developed.

### Skills

- Adobe Illustrator
- Adobe InDesign
- Adobe Premiere Pro
- Business Communication
- Career development
- Copywriting
- Customer service
- Data management
- Event Planning
- Hootsuite
- Leadership
- Marketing
- Microsoft Excel
- Microsoft Office

### Documents

- Resume
- Resume
- Cover Letters
- Cover Letter

Manage Documents

### Personal Information

- Email Address   
mirish@nd.edu
- Locked by school
- Hidden from employers

### My Journey

I am a Film, Television, & Theatre and Economics double major in my junior year at the University of Notre Dame. I engage in both theoretical and production film courses, as well as economics classes with an emphasis on both quantitative theory and social awareness. I would like to combine my hands on film experience and technical economics skills to pursue a career in the financial side of the entertainment industry.

This is a space where you can describe your goals and experiences, like the About section on LinkedIn.

### Education



University of Notre Dame primary education  
Bachelors, College of Arts & Letters  
Aug 2017 - May 2021  
Major in Economics, Film, Television and Theatre

Add your education, including your major, GPA, and graduation date.

### Work & Volunteer Experience



#### Center for Career Development

Videographer  
Apr 2019 - Present (8 months) | Notre Dame, IN

- Film and edit video for marketing and communication purposes
- Create social media and website content

### Organizations & Extracurriculars



#### President

Foodshare  
Aug 2016 - May 2019 (2 years, 10 months)  
| South Bend, Indiana, United States of America

Recruited, organized, and trained 60 volunteers to weekly shifts where we picked up leftover food from dining halls and restaurants on Notre Dame's campus and delivered it to homeless shelters in South Bend. During my time in leadership, the club expanded from covering one dining hall to two dining halls, multiple restaurants, tailgates, and catered events on campus.

[Add this organization to your profile](#)

Fill out this section with activities like clubs and sports.

### Courses

Add any courses you have taken that are pertinent to your desired career field

- Principles Of Marketing
- Film History
- Marketing Research
- Managerial Accounting
- Financial Accounting
- Consumer Behavior

# Handshake: Profile Checklist

- Activate your account by visiting: [go.nd.edu/handshake](https://go.nd.edu/handshake)
- Set your privacy accordingly - determine what access level works best for your needs.
  - **Private:** You'll be able to apply for jobs but employers won't be able to search proactively for you.
  - **Employers:** Your profile will be visible to employers. You may receive messages about potential job opportunities from employers contacting you directly after they review your profile. **STRONGLY RECOMMENDED**
  - **Community:** Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You'll be able to message students and alumni who have similar interests or experiences.

## COMPLETE YOUR PROFILE

- Upload a resume and make a default resume public for employers to see.
- Add a picture and a bio.
- Select as many SKILLS which you have developed. The more, the better. Keep in mind that some employers search by skills instead of majors and experiences. This area is a very important part of your profile.
- Add your current and/or past work experience (internships, campus jobs, etc.) since graduating high school.
- Add any clubs, organizations, community service, and residence hall involvement to show how well-rounded you are.
- Consider adding any interesting courses or projects you worked on. Employers are looking for intellectually curious students who have project management skills.



## SEARCH BEYOND HANDSHAKE

An effective internship and job search strategy extends beyond opportunities posted on Handshake. Students are encouraged to explore the sites outlined below to research and pursue opportunities. The Meruelo Family Center for Career Development provides free access for students for all of these sites.

- Brad Traverse
- CareerShift
- Glassdoor
- GoinGlobal
- Google for Jobs
- Idealist
- Internships.com
- LinkedIn
- Parker Dewey
- US.Jobs
- USAJobs.gov

For links to these sites and many other industry-specific job boards, visit [undergradcareers.nd.edu/boards](https://undergradcareers.nd.edu/boards)





# Major and Career Discernment

# Major & Career Discernment

You have already started and are continually engaging in the career development process. This process is not limited to your college years - it is something that will continue throughout your lifetime. Key elements to help college students engage in the process are: figure out who you are (values, interests, personality, and skills), study what you enjoy/get involved, explore careers, reflect and take action.

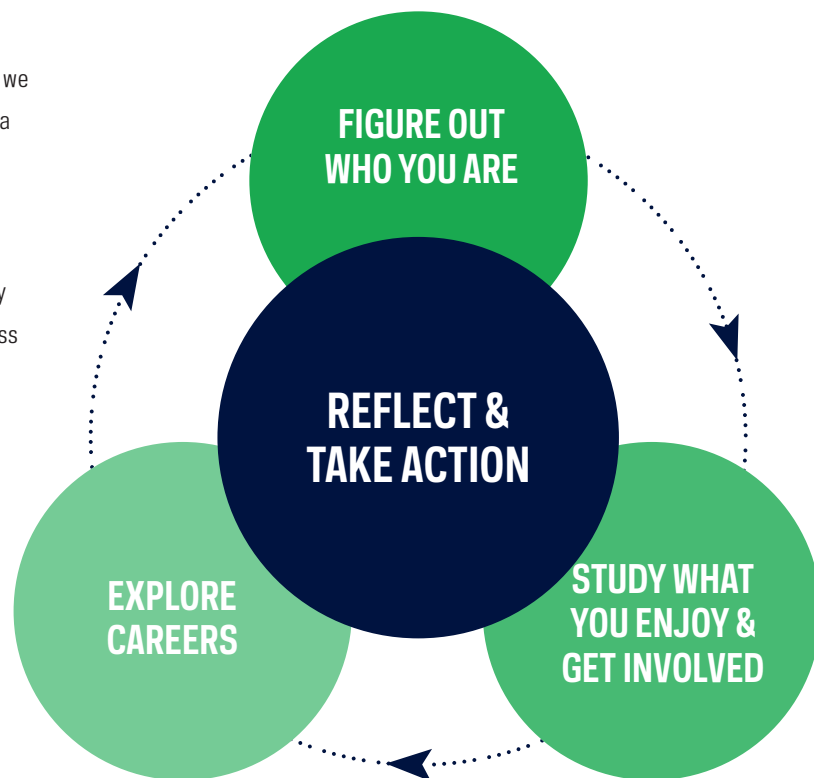
## Career Development Model

This diagram serves as a visual guide for understanding the steps we encourage you to take in your major and career discernment. It is a dynamic process with movement back and forth between stages, though we suggest beginning with building self-awareness.

Whenever considering a career change, employ the same steps of assessing, exploring, reflecting, and taking action! The details may differ but the process is essentially the same. Learning this process as a student is a valuable lifelong tool.

## Figure Out Who You Are

In order to choose a major or career path you must know yourself. Knowing yourself entails identifying Values, Interests, Personality, and Skills (VIPS). To achieve long term career satisfaction it is important to implement all four VIPS in your future career. Personal experiences help to identify and learn more about your VIPS. Think about everything you've done to this point (classes, activities, jobs, service, etc.) as you complete the inventories suggested in "Tools to Use."



### ACTION STEPS

- Meet with your advisor to explore resources and services on campus.
- Become involved in extracurricular activities for personal and professional development.
- Learn about the Meruelo Family Center for Career Development and review the information on Major & Career Discernment on our website.
- Make an appointment with a Career Counselor on Handshake.
- Assess your values, interests, personality, and skills through self-assessment tools, workshops, and appointments with a Career Counselor.

### TOOLS TO USE

- 7 Clues: A Career Assessment Activity
- Values:** Prioritizing Your Values and Work Values
- Interests:** Achievements Inventory, Interest Inventory
- Skills:** Skills Assessment Inventory and Application; Achievements Inventory



### ONLINE ASSESSMENTS

Interactive assessment activities available online at [undergradcareers.nd.edu/assessments](http://undergradcareers.nd.edu/assessments).

## Study What You Enjoy and Get Involved

Your major does not define your career path! You will be more motivated to attend class if you are interested in what you are studying. Engage on campus, and remember experiences help to better understand your values, interests, personality, and skills (VIPS).

### ACTION STEPS

- Get to know faculty in departments under consideration—attend a professor’s office hours
- Speak with juniors and seniors in majors you are considering.
- Attend the “Majors Fair” during the Fall semester.
- Review course descriptions and requirements for majors/minors
- Attend Activities Night in early September and find a club or two to join. In particular, seek out academic and career-related clubs.
- Understand how skills obtained in the classroom are transferable to the “real world”

## Explore

Research careers related to what you have learned about yourself.

### ACTION STEPS

- Research industries/career paths
- Compare VIPS to career paths
- Conduct informational interviews with family, friends, faculty, juniors/seniors in your major, and alumni
- Seek opportunities on campus to learn about/become involved in majors/clubs/service
- Engage with employers and organizations on campus
- Attend Career Fairs, Info Sessions, and panel talks for the areas in which you’re interested\*



### TOOLS TO USE

- What Can I Do With This Major?\*
- ND Course Bulletin and Departmental Websites\*
- Student Activities Website
- First Destination Data on our website

\*For detailed information visit [undergradcareers.nd.edu/tools](http://undergradcareers.nd.edu/tools)

### TOOLS TO USE

- Candid Career, Vault, What Can I Do With This Major\*
- O\*Net, Occupational Outlook Handbook\*
- IrishCompass, Alumni Website (my.nd.edu), LinkedIn\*
- Success Stories & Data (First Destination Report)\*

\*For detailed information visit [undergradcareers.nd.edu/tools](http://undergradcareers.nd.edu/tools)



## Reflecting and Taking Action

Reflecting throughout this process is a critical component of the cycle. Every experience shapes you in some way, whether you realize it or not. Taking some time to slow down and think about how experiences and activities have affected you will be immensely helpful. No one can tell you what to major in or what career to pursue (although some will try). It’s up to you to be an active participant in your career journey and in your decisions!



# 7 Clues: A Career Assessment Activity

Learning your own unique pattern of interests, motivation, satisfaction and meaning is an important first step in career development. Answer the 7 following questions to get started.

**What classes fascinate you?**

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**What are your dream job(s)?**

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**What do you naturally do well?**

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**What local, societal, or world issues interest you?**

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**What is the most gratifying thing you've ever done? What experiences turned out to be most dissatisfying to you?**

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**If you knew you couldn't fail, what would you do?**

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**What's something you are doing when you lose track of time?**

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# Resumes and Cover Letters

# RESUMES AND COVER LETTERS

## Writing Your Resume

A resume is often the first sense a recruiter has of you, your abilities, and accomplishments. Resumes receive about six seconds of a recruiter's time, so don't try to include everything during your time at Notre Dame. Think of your resume as a tool that markets your most applicable skills and experiences. A well-written resume can help your chances of getting an interview.

### Types of Resumes

#### REVERSE CHRONOLOGICAL

This is the most common resume format for college students.

A reverse chronological resume organizes information by jobs/experiences with the most recent listed first.

#### FUNCTIONAL

A functional (or skills-based) resume works well for professionals but typically not for undergraduates. It organizes information into functional groups of skills or accomplishments.

#### COMBINATION

This type of resume organizes information with an emphasis on skills in reverse chronological order. Experiences and skills can be tailored to the specific requirements of a position.

#### CREATIVE

Typically utilized for applying to design positions, this type of resume does not follow a specific format. A creative resume showcases a student's design capabilities while delivering key accomplishments in a unique aesthetic.

### Common Resume Sections

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

#### CONTACT INFORMATION (REQUIRED)

- Name—slightly larger font than the rest of the document
- Address (permanent, campus, or both)
- ND email address and cell phone number

#### OBJECTIVE (OPTIONAL)

- If you choose to use an objective make it specific to the industry and position—a vague objective can do more harm than good.

#### EDUCATION (REQUIRED)

- University and city/state
- Degree and month/year of graduation
- Major(s), minor(s), and concentration(s), if applicable
- GPA. If stating Major GPA, include cumulative GPA too, and do not round up!
- Include high school for First Year students. Sophomores can include it if returning home for an internship
- Study abroad programs or other universities, if applicable, formatted the same as current university

#### HONORS (OPTIONAL)

- Relevant accomplishments, achievements, scholarships or awards earned for exceeding average standards in either academics, athletics, or in a work environment
- Honors can be included under Education instead of listed separately

#### RELEVANT COURSES (OPTIONAL)

- Consider adding unique courses beyond general or introductory requirements of the major
- Include courses related to career goals, objectives, and/or skill sets



### RESUME TIPS

- Use Microsoft Word, not Google Docs or Pages
- One page, be brief but provide sufficient information
- Font size should be between 10-11 pt., margins between 0.5-1 inch
- Consistency and clarity are key
- Utilize strong action verbs to begin your bullet points, but vary your word choice
- Tailor your resume to each position
- Include results/accomplishments; quantify when possible
- Emphasize your unique skills
- Make your resume stand out—use a personalized heading, bolding, and lines in selective areas
- Keep your resume updated with experiences, accomplishments, GPA
- References should not be on resume
- Save resume as a PDF

## EXPERIENCE (REQUIRED)

- Always include the name of organization, location, job title, and dates worked
- Utilize strong action verbs, quantify results when possible, and use a variety of verbs to start each bullet point
- Describe the scope and context of a situation. Explain the actions you took and the impact these had on both the organization and yourself
- Talk about what was learned and the skills developed, not just the tasks/jobs that were performed
- Do not limit “Experience” to jobs or employment; Clubs or project work can also be included

## LEADERSHIP, ACTIVITIES, SERVICE (OPTIONAL)

- It is important to list quality over quantity in this section
- Name the organization, role/position title, date, and a possibly a bullet describing skills, responsibilities, and/or accomplishments

## SKILLS (REQUIRED)

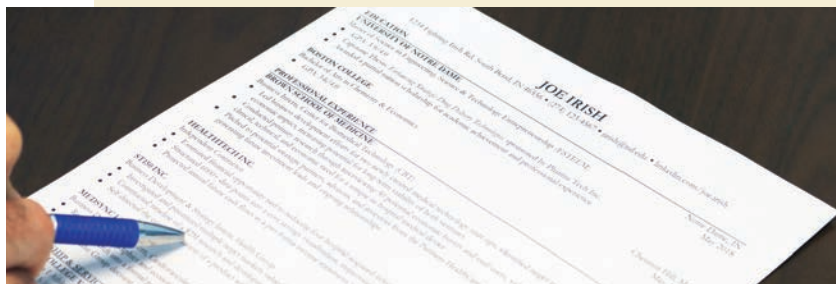
- Includes computer, technical, language, science/laboratory, and production skills when applicable
- Do not list soft skills—instead incorporate those skills into your experiences to demonstrate how they were developed

## INTERESTS (OPTIONAL)

- Certain industries may also like to see an “Interests” section that includes hobbies and areas of interests
- Interest sections can be combined with “Skills” or “Activities”
- Be honest and specific when listing interests—you may be asked about them in an interview!

## SAMPLE RESUMES AVAILABLE ONLINE

Sample resumes and templates are available on our website at: [undergradcareers.nd.edu/resume](http://undergradcareers.nd.edu/resume)



## NACE COMPETENCIES

(The National Association of Colleges and Employers)

Career readiness of college graduates is of critical importance in higher education, in the labor market, and in the public arena. Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition to the workplace.

Conveying these competencies through your resume and application will allow you to show those viewing it that you have the qualities needed to succeed.

### Critical Thinking/Problem Solving:

Exercise sound reasoning to analyze issues, make decisions, and overcome problems.

### Oral/Written Communication:

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.

### Teamwork/Collaboration:

Build collaborative relationships with colleagues and customers, work within a team structure, and negotiate and manage conflict.

### Digital Technology:

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

### Leadership:

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.

### Professionalism/Work Ethic:

Demonstrate personal accountability, effective work habits, integrity, and ethical behavior.

### Career Management:

Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth.

### Global/Intercultural Fluency:

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.

# Resume Action Verbs

Avoid using common words such as helped, worked, and responsible for.

<b>A</b> accelerated	classified	educated	<b>J</b> increased	ordered	returned
accommodated	cleared up	elected	informed	organized	revealed
accomplished	collaborated	eliminated	initiated		reviewed
accounted for	collected	employed	innovated		revised
achieved	combined	encouraged	inspected	<b>P</b> participated	
acquainted	compiled	enlisted	inspired	perceived	<b>S</b> saved
acquired	completed	ensured	instructed	performed	scheduled
adapted	computed	entered	interpreted	persuaded	screened
added	condensed	established	interviewed	planned	scrutinized
adjusted	conducted	estimated	invented	prepared	selected
administered	conferred	evaluated	inventoried	presented	sent
advertised	consolidated	examined	invested	processed	served
advised	constructed	executed	investigated	procured	set
advocated	consulted	expanded		produced	shipped
aided	controlled	expedited	<b>J</b> joined	profited	showed
altered	converted	explained	judged	programmed	sold
analyzed	convinced	explored		projected	solved
anticipated	coordinated	extended	<b>K</b> keyed	promoted	sought
applied	copied			proofed	specified
appraised	corrected	<b>F</b> facilitated	<b>L</b> laminated	proposed	spoke
approved	counseled	familiarized	launched	proved	sponsored
arbitrated	counted	filed	lectured	provided	stabilized
arranged	created	forecasted	lead	publicized	started
assembled	critiqued	foresaw	learned	published	stopped
assessed		formulated	led	purchased	straightened
assisted	<b>D</b> debated	fostered	liaised		streamlined
assumed	decided	found	logged	<b>Q</b> qualified	strengthened
attached	defined	founded			studied
attained	delegated		<b>M</b> maintained	<b>R</b> rated	submitted
attended	delivered	<b>G</b> gained	managed	received	suggested
augmented	demonstrated	gathered	marketed	recognized	summarized
authored	designed	generated	maximized	recommended	supervised
	detached	governed	measured	recorded	supplemented
<b>B</b> balanced	determined	graded	medicated	recruited	surpassed
bolstered	developed	greeted	merged	reduced	
briefed	devised	grouped	modified	referred	<b>T</b> taught
budgeted	directed	guaranteed	monitored	regulated	terminated
built	disclosed		motivated	reorganized	tested
	discovered	<b>H</b> handled		repaired	trained
<b>C</b> calculated	dispatched	heightened	<b>N</b> negotiated	replaced	transferred
catalogued	displayed	highlighted	notified	reported	
caused	distributed			represented	<b>U</b> unified
chaired	drafted	<b>I</b> identified	<b>O</b> observed	researched	updated
changed	dramatized	illustrated	obtained	resolved	upgraded
charted		implemented	opened	restored	utilized
checked	<b>E</b> earned	improved	operated	restructured	
circulated	edited	incorporated	orchestrated	resulted in	

# Resume Checklist

## GENERAL FORMAT

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Is the resume one page?
<input type="checkbox"/>	<input type="checkbox"/>	Is the first and last name at the top of the page in bold? Are address, phone number, and email easy to read?
<input type="checkbox"/>	<input type="checkbox"/>	Does the education section follow directly after the contact information?
<input type="checkbox"/>	<input type="checkbox"/>	Is formatting (e.g. bold, font, bullet sizes, heading styles) consistent throughout the resume? Are the headings and statements evenly spaced?
<input type="checkbox"/>	<input type="checkbox"/>	Are verb tenses present tense for current experiences; past for previous experiences?
<input type="checkbox"/>	<input type="checkbox"/>	Are there approximately 1-4 statements in bulleted format under the Experience section?

## CONTENT

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	If included, does the Objective statement clearly state industry, position, and 2-3 skill sets?
<input type="checkbox"/>	<input type="checkbox"/>	Does the resume include the applicable headings? Education, Experience, Activities/Leadership/Service, and Skills?
<input type="checkbox"/>	<input type="checkbox"/>	Does the Education section state official degree and graduation date? Is the cumulative GPA included if higher than 3.0? Is the GPA accurate and not rounded up?
<input type="checkbox"/>	<input type="checkbox"/>	Do the bulleted descriptions demonstrate major accomplishments rather than routine tasks/duties and are they quantifiable (when possible)?
<input type="checkbox"/>	<input type="checkbox"/>	Do the bulleted descriptions start with action verbs and demonstrate the use of key skills?
<input type="checkbox"/>	<input type="checkbox"/>	Is the resume free of personal pronouns (e.g. no references to "I", "we", "me", "us", "my")?
<input type="checkbox"/>	<input type="checkbox"/>	Is the resume completely free from spelling, punctuation, abbreviations, and grammatical errors?

## Mary Smith

msmith01@nd.edu | 574.423.4567 | 2020 E. Jefferson Blvd., South Bend, IN 46617

### EDUCATION

**University of Notre Dame**  
First Year Studies  
GPA: 3.65

**When applicable, be sure to include class projects to emphasize the skills you developed**

Notre Dame, IN  
May 20XX

**Clay High School**

GPA: 3.92 Class Rank: 3/267

South Bend, IN  
June 20XX

### EXPERIENCE

**Introduction to Engineering Systems**  
Controlled Descent Project, Team Member

- Collaborated with a team of four members to design, build, and test a prototype to protect a "medical aid package"
- Designed a system to protect a weight and sensor dropped from a second story balcony, receiving positive feedback and A grade from professor

*Iterative Design Project, Team Member* Fall 20XX

- Collaborated with a team of three members to iteratively design a picture frame for the University bookstore using SolidWorks
- Developed initial design for frame, 3D printed it, and tested it against specifications
- Redesigned and retested the frame based on feedback from peers, instructors, and customers to achieve a final product

**Kildare's**

Hostess

- Organized seating plan which matches the needs of the customers with availability of space and readiness of waiters and kitchen staff

South Bend, IN  
Summer 20XX

**Jane & John Doe**

Child Care Provider

- Supervised the safety and well-being of two children, ages 6 and 9, on a daily basis for 20-40 hours a week

South Bend, IN  
Summer 20XX

**Camp Wilderness**

Counselor

- Planned and organized daily activities for 40 new campers each week, ages 8-12 years
- Enforced rules, improvised activities, and problem solved difficult situations

South Bend, IN  
Summer 20XX

**Frosty's**

Sales Associate

- Accommodated customer needs by providing products in a fast paced environment by delegating responsibilities with team members

South Bend, IN  
Summer 20XX

**Experiences like babysitting, lifeguarding and camp counseling can be included to highlight the skills developed in those positions**

### ACTIVITIES

Mending Minds Club, Volunteer/Member  
The Bald and Beautiful Club, Member

### SKILLS

Language: Intermediate Italian  
Computer: Microsoft Office, Mat Lab, LabVIEW, Adobe Illustrator, Photoshop

## Jane Hall

jhail2@nd.edu | (574) 123-4567  
Campus: 242 Pangborn Hall | Notre Dame, IN 46556 Permanent: 10000 Timberstone Drive | Fishers, IN 46000

It's helpful to place your email/cell number under name

### EDUCATION

**University of Notre Dame**

Bachelor of Arts | English with Creative Writing Concentration  
Minors: Business Economics, Irish Studies

Notre Dame, IN  
May 20XX  
GPA: 3.7/4.0

**Creative Writing in Ireland Program**

Selected to spend three weeks in an immersive creative writing course

Dublin, Ireland  
June 20XX

**Hamilton Southeastern High School**

GPA: 4.35 | SAT: 2240 | Class Rank: 27 / 737

Fishers, IN  
June 20XX

### HONORS

Notre Dame Dean's List Fall 20XX

Finalist Poet in the American High School Poets JUST POETRY!!! National Poetry Quarterly 20XX  
AP Scholar with Distinction 20XX and 20XX

### EXPERIENCE

**"The Orb" Hamilton Southeastern High School News Magazine**

Managing Editor

- Oversaw transition from newspaper to news magazine
- Delegated coverage, articles, photography, layout, and design work
- Led staff of thirty in production of seven news magazines

News Editor

Fall 20XX - Spring 20XX

- Wrote and edited articles for all sections of newspaper
- Selected articles to be printed in news section
- Created page layouts for news section

**Teen Advisory Board of Hamilton East Public Library**

President

- Led meetings of 10-15 peers to create and plan library events and teen zone renovations
- Volunteered at library events for teens and children

Fishers, IN  
Fall 20XX - Spring 20XX

### EMPLOYMENT

**University of Notre Dame Summer Scholars**

Resident Counselor

- Coordinated events for summer scholars outside the classroom
- Supervised section of students during two week camp experience

Notre Dame, IN  
Summer 20XX

**Fishers YMCA of Greater Indianapolis**

Lifeguard Summer

- Certified in CPR and Lifeguard training
- Acted as main authority figure in YMCA swimming pools

Fishers, IN  
Summer 20XX - 20XX

**Entrepreneurial Swim Instructor**

Founder and Instructor

- Created swim lessons business, teaching strokes and technique in backyard pool
- Managed finances, scheduling, and expansion to over 20 students aged 3-12 in individual lessons

Fishers, IN  
Summer 20XX - 20XX

### ACTIVITIES

Creative Writing Club, "Mustard," 20XX - present  
Classical Music Club, 20XX - present  
Feminist Group, "Notre Dames," 20XX - present  
Pangborn Interhall Flag Football, Linebacker, 20XX

### SKILLS

Computer: Adobe Creative Cloud InDesign, Illustrator, Photoshop, and Microsoft Word, PowerPoint, Excel, Outlook  
Language: Basic Spanish, Basic Irish  
Creative Writing: Two unpublished YA novels; sixty-five poems

## Jason P. Winchester

**Campus Address**  
1234 Irish Way  
South Bend, IN 46556

jwin@nd.edu | (123) 456-7890

**Home Address**  
333 Home Drive  
Miami, FL 31987

### EDUCATION

**University of Notre Dame**  
Bachelor of Arts in Arabic and Theology  
GPA: 3.35

**American University in Cairo**  
Arabic language and Egyptian culture immersion

Notre Dame, IN  
May 20XX

Cairo, Egypt  
August 20XX - May 20XX

### EXPERIENCE

#### The Observer Newspaper

- Media
- Reporter, Production Editor, Fall 20XX-Present
  - Received recognition for several published articles on student life issues
  - Ensure the paper is printed without error through attention to detail
  - Coordinate with a team of 10 staff to produce quality news under daily deadlines
  - Conduct interviews on sensitive topics with diplomacy and strategic questions

#### Alert Global Media

- Editorial Assistant, Summer 20XX
- Wrote drafts and edited final articles for print
  - Planned an anti-money laundering conference in Dubai as part of a marketing team
  - Assisted the CEO in meeting tight deadlines and responding tactfully to callers
  - Contacted foreign embassy officials in Washington, D.C. for informational interviews

### Leadership

#### The American University in Cairo

- Student Orientation Leader, Spring 20XX
- Led the orientation for 400 new American students adjusting to life in Egypt
  - Presented sessions on intercultural differences and Egyptian society
  - Collaborated with faculty and staff to develop orientation structure and content
  - Utilized Arabic skills in helping students negotiate and acclimate to Egyptian life

#### Campus Ministry

- Retreat Leader, Fall 20XX-Spring 20XX
- Coordinated efforts with 14 other students to host two retreats for 70 freshmen
  - Facilitated discussion and built trust and community within a group of 15 students

### Teaching

#### International Center for Technology

- English Teacher, Fall 20XX-Spring 20XX
- Taught beginning and continuing English classes to disadvantaged Cairo citizens
  - Developed curriculum tailored to the students' interest in business

#### Take Ten

- Conflict Resolution Facilitator, Fall 20XX-Spring 20XX
- taught nonviolent dispute resolution skills in a low-income elementary school
  - Demonstrated strong interpersonal skills in dealing with young students
- Group** experiences to help them stand out

### CAMPUS EMPLOYMENT

College of Engineering, Dean's Office, Student Assistant, Fall 20XX-Present  
LaFortune Student Center, Huddle, Cashier, Fall 20XX-Present  
Notre Dame Law School, Library, Student Worker, Spring 20XX, Fall 20XX-Spring 20XX

**Use reverse chronological order** within the groupings

### LANGUAGES

Modern Standard Arabic (Intermediate), Egyptian Colloquial Arabic (Intermediate)

## Sharon Blake

Current Address: 111 Benetton Road • South Bend, IN • 46677 • sblake572@nd.edu  
Permanent Address: 10995 Killer Hill Coulee • La Crosse, WI • 54677 • (888) 999-2222

### EDUCATION

#### University of Notre Dame

Bachelor of Arts Political Science, Arabic, and Peace Studies  
GPA: 3.96 Honors: Pi Sigma Alpha, Yarrow Award for academic excellence

May 20XX  
Notre Dame, IN

#### American University in Cairo

Spring 20XX  
Cairo, Egypt  
Summer 20XX  
Amman, Jordan

#### Arabic Language Institute

Received Summer Language Abroad Grant

### RESEARCH AND COURSES

#### Senior Honors Thesis, University of Notre Dame

"Arab Spring and the Influence of Social Media on Political Dissent"

If you are seeking employment with a global company consider including an international section

#### Beyond Politics: an Undergraduate Review of Politics, University of Notre Dame

"The Campaign Against Torture: The United States and the War on Terror"  
Islamist Political Parties in Comparative Perspective International Human Rights Movement

### LANGUAGES

Modern Standard Arabic (Intermediate), Egyptian Colloquial Arabic (Beginner), French (Beginner)

### INTERNATIONAL EXPERIENCE

#### Product Managers, Mansour Group, Marketing Intern

- Studied and produced executive summary on marketing chain for Samsung products in Egyptian market

Summer 20XX  
Cairo, Egypt

#### Putubiw Junior Secondary School, Volunteer

- Taught English and technology classes to twenty-five 7th and 8th grade Egyptian students
- Drafted funding proposals for village projects in coordination with Putubiw Students' Union and United Planet

Summer 20XX  
Putubiw, Ghana

#### World Relief, Volunteer

- Planned lessons and taught English at summer camp for Burmese refugee children

Summer 20XX  
Rangoon, Union of Burma

### LEADERSHIP AND SERVICE

#### Co-Founder and President, Gulf Coast Action League

- Organize and lead a week-long service trip of 25 students to New Orleans for rebuilding projects

August - October 20XX

#### VOICE Committee, Center for Social Concerns

- Organize and lead a week-long service trip of 25 students to New Orleans for rebuilding projects

Fall 20XX - Present

#### Co-President, Notre Dame Peace Fellowship

- Facilitate reflective discussion to promote peace through prayer and nonviolent action

Spring 20XX - Present

#### Student Leadership Award, Student Government

Fall 20XX, Fall 20XX

#### Social Concerns Commissioner, Lewis Hall

- Organized dorm service events and promoted awareness of social justice issues

Fall 20XX - 20XX

#### ND Votes Commissioner, University of Notre Dame

- Focused on registration, education, and mobilization of voters for the 20xx Election

Fall 20XX

### TECHNOLOGY

ProQuest, Keeings, SSPS, and Microsoft Word, Excel, and PowerPoint



Demonstrate an interest in the markets

Emily Marie O'Connor

1117 Lewis Hall, Notre Dame, IN 46656 | econnor43@nd.edu | (574) 123-4567

EDUCATION

University of Notre Dame, Notre Dame, IN

Bachelor of Business Administration in Finance, Bachelor of Arts in Program of Liberal Studies

May 20XX  
GPA 3.50

MARKET RELATED ACADEMIC TRAINING AND EXPERIENCE

Internal Market Watch, Notre Dame, IN

Spring 20XX - Present

- Group Leader
- Analyze major economic trends and events across four geographic regions including both developed and emerging economies, culminating in weekly presentations and discussion panels
- Debate macro-investment ideas within different asset classes, including equities, interest rates, and foreign exchange, after discussing market trends and predicting their impact on the global economy

Student International Business Council, Notre Dame, IN

Spring 20XX

- Citigroup Sales and Trading Project
- Conducted fundamental analysis and research on various equities, bonds, CD contracts, and options, achieving a portfolio return of 5.2% on a \$15 million account over a two-month period
- Engaged in a weekly discussion led by Citi traders, sales people, and capital markets specialists on central bank policy, different option strategies, and various fixed income trading tendencies

Trading Floors, New York, NY

October 20XX

Job Shadow Participant

- Cultivated relationships and reached out to traders and salespeople by using ND alumni network database and arranged trading floor visits to Citi, Credit Suisse, Deutsche Bank, Goldman Sachs, J.P. Morgan, Mizuho, and UBS
- Shadowed professionals on the Equity Derivatives, Commodity Futures, FX Options, High Yield, and Investment Grade Securities desks to appreciate how desks correspond with the clients, research, and capital markets

UBS Wealth Management, Chicago, IL

Summer 20XX

- Summer Intern
- Constructed and reviewed portfolios to meet the specific financial needs of clients and, if applicable, created structured product opportunities which enhanced client returns while retaining adequate liquidity
- Scrutinized macro and microeconomic releases in order to formulate an overall outlook on how different asset classes would perform in the near-, mid-, and long-term timeframes in various economic scenarios

LEADERSHIP & SERVICE — Experiences should highlight leadership and people skills

Notre Dame Student Senate, Notre Dame, IN

Fall 20XX - Present

- Advocate the needs of Lewis Hall residents by promoting improved special needs facilities, campus safety, and social inclusion initiatives while serving in the student senate

Political Campaign Volunteer, Louisville, KY

Summer 20XX

- Appraised the cost / benefit feasibility of media and social media options to determine the best marketing strategy for the Martha Smith U.S. Congress Campaign; analyzed campaign contributions to ensure compliance with federal guidelines

- Formulated, wrote, and edited different policy positions as part of a team that drafted campaign speeches

Take Ten Urban Childhood Violence Prevention, South Bend, IN

Fall 20XX - Spring 20XX

- Created a "safe zone" environment where children could feel free to voice their issues and develop support groups to share their concerns; established small discussion groups in which children could develop critical thinking skills
- Counseled underprivileged students of local elementary schools in conflict resolution and violence prevention techniques

SKILLS & INTERESTS — Area to showcase your diverse interests and passions

Technical - Bloomberg Certified in Equities and Fixed Income Securities | Proficient in Microsoft Office  
Interests - Water Skiing | Trail Biking | Distance Running | Italian Opera | Humane Society | Writing Short Stories |  
Activities - Undergraduate Women in Business Conference Committee Member (led initiative to include Social Impact

Michael H. Graves

495 Keough Hall, Notre Dame, IN 46556 | (574) 123-4567 | mgraves@nd.edu

EDUCATION

University of Notre Dame, Notre Dame, IN

Bachelor of Business Administration

Major: Finance  
Second Major: History  
Bloomberg Certification in both Equities & Fixed Income Securities

May 20XX  
Cumulative GPA: 3.81  
Dean's List 20XX - Present

RELEVANT EXPERIENCE AND ACADEMIC TRAINING

Sorin Capital, Stamford, CT

Summer 20XX

- Use "action" verbs as the first word of bullet points, and give results whenever possible
- Analyzed a portfolio of 15 commercial properties using income and comparable methods of valuation such as DCF and capitalization rates to build assumptions that helped to maximize the return on investment
- Collaborated with the principal manager to outline a detailed timeline for creating and distributing unregistered securities to accredited investors in efforts to raise \$50 million to invest in distressed commercial real estate
- Developed an interface allowing the investment team to find favorable price-value mismatches within series of standardized CMBS indices through a Principle Component Analysis Pricing Model, resulting in the firm profiting over \$1.2 million

Morningstar Capital, Chicago, IL

Summer 20XX

- Investment Analyst Intern
- Articulated strategic financial plans for prospective clients that are now being used by the marketing group to make financial proposals and recommendations to prospective clients, and has, thus far, resulted in the conversion of six prospects to clients
- Conceptualized and designed an innovative spreadsheet illustrating monthly trading activity which has been implemented by the investment committee as a tool in making portfolio and investment decisions

Student International Business Council, Notre Dame, IN

Fall 20XX

- Goldman Sachs Strategic Advisory Project - Travel Team Member
- Collaborated with a five member team to develop a viewpoint on Netflix (NASDAQ: NFLX) using numerous valuation methodologies; ultimately proposed strategic alternatives for NFLX, including M&A, credit and debt options

Credit Suisse IPO Project - Team Leader

Fall 20XX

- Analyzed the historical IPO of Manchester United (NYSE: MANU) and presented and defended conclusions and decision rationale to senior members of the Credit Suisse banking team; empowered less experienced members by assigning them key roles
- Valued MANU using comparable companies, precedent transactions, and DCF analysis using a WACC of 8.2% and exit multiple of 9.4x 2017E EBITDA, implying an equity valuation of \$2.07 billion and a share price of \$12.28

Wall Street Prep Modeling Seminar, Notre Dame, IN

Spring 20XX

- M&A and LBO Valuation
- Show exposure to key industry parameters such as DCF, EBITDA, and LBO
- Completed an intensive two-day financial modeling course in which the team built an 8-tab financial model and completed a DCF and LBO analysis of Stryker (NYSE: SYK) and Southwest Airlines (NYSE: LUV)
- Extracted data from Value Line, Capital IQ and FactSet to build up the revenue and EBITDA components of the DCF build-out
- Assessed different valuation technologies including precedent acquisitions transactions, comparable public companies, DCF, LBO, and sum of the parts to determine the best valuation tool for the specific cases

Wall Street Club Fall Investment Bank Tour, Chicago, IL

Fall Break 20XX

- Visited Chicago offices of BMO, Citi, Credit Suisse, Houlihan Lokey, J.P. Morgan, Morgan Stanley, Robert W. Baird, and William Blair to learn about their unique cultures, market coverage strategy, and interaction with product team

LEADERSHIP AND COMMUNITY OUTREACH

Jubilee Initiative for Financial Inclusion (JIFFI), VP of Financial Empowerment, South Bend, IN

September 20XX - Present

- Generate microcredit loans to individuals plagued by debt to predatory lenders in the South Bend community after thoroughly evaluating client creditworthiness; enabled participants to pay off their debt at lower and more sustainable interest rates
- Design a curriculum and facilitated classes on financial empowerment in the South Bend community centers which emphasized an understanding of financial literacy in students and adults, helping them escape and avoid the poverty cycle

Notre Dame Rugby Club, VP of Operations, Notre Dame, IN

August 20XX - Present

- Reformed the process for gathering medical information leading to an efficient records system; competed on the varsity squad

BOSCO - Uganda, International Summer Service Learning Project, Gulu, Uganda

May - July 20XX

- Fostered social and economic development in rural communities by installing solar panels to run low-power PCs and training citizens on the benefits and usage of internet; reported violations of human rights to the UN
- Implemented and serviced point-to-point antennas across northern Uganda to enhance communication and provide internet access to schools, seminars, health centers, and NGOs as part of the Battery Operated Systems for Community Outreach Program

Appalachia Service Project, Harley, VA

January - March 20XX

- Advocated a plan to improve the Harley Community Development Center through infrastructure improvement oriented projects to ensure long term viability of the center so it can continue its mission of providing hope and necessary services to residents

SKILLS & INTERESTS — Interests can show your diversified passions and involvement

Technical - Proficient in S&P Capital IQ, Bloomberg, FactSet, Thomson ONE, R Statistics, Microsoft Office and C++  
Interests - Political & Moral Philosophy | Web Development and Marketing | Elementary Education Reform | Ran the Holy Half Marathon

School Address:  
1000 Cedar Street  
South Bend, IN 46637

## Kristen Kelly

kkelly@nd.edu  
(574) 123-4567

Permanent Address:  
2000 Shamrock Drive  
Greencastle, IN 46000

### EDUCATION

#### UNIVERSITY OF NOTRE DAME

Master of Science in Accountancy  
Bachelor of Business Administration  
Major: Accountancy, Minor: Peace Studies

Notre Dame, IN  
May 2020  
May 2019  
GPA: 3.39

#### NOTRE DAME LONDON PROGRAM

Study Abroad, International Business Certificate

London, England  
Fall 2017

### HONORS

Indiana CPA Society Scholarship Winner  
Lilly Community Foundation Scholar  
Whirlpool Sons and Daughters Scholarship Winner  
Beta Alpha Psi Member

### EXPERIENCE

#### CROWE HORWATH, LLP

Federal Tax Intern

- Prepared personal, business, and not-for-profit tax forms and returns
- Completed research for specific tax positions, including FIN 48 support
- Assisted with research for client prospecting projects
- Wrote memoranda detailing consequences of corporate restructuring plans

Indianapolis, IN  
June-August 2018

#### TAX ASSISTANCE PROGRAM

Volunteer Tax Preparer

- Prepared personal income tax returns for South Bend/Mishawaka community
- Gained familiarity with IRS forms and reading tax code
- Developed professional skills of responsibility, client service, and confidentiality

Mishawaka, IN  
January-April 2017

#### BBDO EUROPE

Special Projects Assistant, Controller's Team

- Processed taxable benefits through analysis of expense claims and current policy
- Calculated balances and issued invoices to agencies
- Organized supplier invoices and updated reference to reflect payments

London, UK  
September-December 2016

### LEADERSHIP

#### RYAN HALL

Resident Assistant

- Supervised the safety and well-being of 267 hall residents
- Trained to handle emergencies, conflicts, and dorm management
- Served as temporary hall president, judicial commissioner, and on orientation staff

Notre Dame, IN  
August 2017-May 2018

#### GREENCASTLE COMMUNITY SCHOOL CORPORATION

Human Resources Intern

- Prepared employee mailings and information packets for new hires
- Processed employment verification and loan forgiveness forms
- Updated employee database and worked to eliminate excessive usage of paper
- Gained exposure to the internal functioning of a government-funded office

Greencastle, IN  
May 2016-July 2016

### ACTIVITIES

Tutor, Notre Dame Academic Services for Student-Athletes  
Student Assistant, Notre Dame London Undergraduate Program

### SERVICE

Volunteer Receptionist, American Red Cross, South Bend, IN  
Site-leader, Urban Plunge, Indianapolis, IN  
Participant, Appalachia Seminar, David, KY

## Molly Irish

54646 Irish Crossings Lane • South Bend, IN 46637 • 333-222-1111 • mirish@nd.edu

### EDUCATION

#### University of Notre Dame, Notre Dame, IN

Bachelor of Arts, Double Majors: International Economics-Spanish and English  
GPA: 3.87, Dean's List Fall 20XX-Fall 20XX

May 20XX

#### Fundación Ortega y Gasset, Toledo, Spain

Highlight concentrations or course work

May 20XX

### INTERNSHIPS

#### Huron Consulting Group, Chicago, IL

Healthcare Summer Business Analyst

Summer 20XX

- Assisted in on-site implementation of Centralized Patient Access Services for hospital network in Corpus Christi, Texas
- Completed time studies of newly implemented processes, validating reporting metrics with Huron project team
- Explained reporting tool to client director, created training plans, and updated all client guides
- Won intern case competition with team of five interns

Summer 20XX

#### U.S. Securities and Exchange Commission, Washington, D.C.

Summer College Honors Intern, Office of Education and Advocacy

- Collaborated with financial agencies such as the Commodities Futures Trading Commission, the Department of the Treasury, and the Federal Reserve to coordinate a conference educating teachers on the financial market
- Organized conference operations including emailing applicants, coordinating speakers, arranging catering and transportation, and creating program material

### LEADERSHIP

#### Advisory Board Member, Consulting Connect

- Invited to board to advise students interested in consulting about the work, lifestyle, and recruitment process
- Assist leadership with events and projects, such as the creation of a Notre Dame case preparation booklet

Fall 20XX-Present

#### Project Coordinator, Deloitte Case Competition

- Guided team of eight students in analyzing, evaluating, and preparing presentation for a Mergers & Acquisitions case study

Spring 20XX

- Won 2nd Place among 20 other teams for extensive research and presentation clarity and style

Spring 20XX

#### Dean's Fellow Treasurer, College of Arts and Letters

- Endorsed by faculty and accepted by the Fellows
- Provide opportunities and support for students to become academically and culturally engaged in events on campus

Fall 20XX

#### Chairperson, Sophomore Class Council Education Committee

- Directed committee in organizing events to enrich the academic lives of Notre Dame students
- Designed Professor-Student coffee house series to encourage conversation between faculty and students in a relaxed setting

Fall 20XX

#### Project Leader, Member, Student International Business Council

- Led projects to assess a company, identify means to add value to the company, and create a recommendation for improvement
- Prepared analyses on projects sponsored by The Boston Consulting Group, McKinsey & Company, and Goldman Sachs
- Traveled with team to Goldman Sachs to present analysis

### EXPERIENCE

#### Writing Center, University of Notre Dame, Notre Dame, IN

- Recommended by faculty to tutor undergraduate and graduate students in academic, essay, and formal writing
- Presented at National Council on Peer Tutoring in Writing (NCPWTW) Conference in October 20XX in Orlando, FL
- Received \$1000 grant from Notre Dame and \$150 grant from NCPWTW to conduct research and travel to conference

Spring 20XX-Present

#### Nordstrom, Tyson's Corner, VA

- Sales Associate, Men's Sportswear
- Effectively operated Nordstrom's POS system, earned wages on commission

Summer 20XX

### SKILLS & INTERESTS

Technical: Microsoft Word, Excel, PowerPoint, Access, STATA | Language: Advanced Spanish speaking and writing  
Interests: Drawing and painting | Traveling abroad | Reading historical fiction | Alpine skiing | Running | Piano

## Mark W. Howard

143 Stanford Hall, Notre Dame, IN 46556 • Cell: (614) 123-4567 • mhoward@nd.edu

### EDUCATION

**University of Notre Dame**, Notre Dame, IN  
 Bachelor of Science Major: Computer Engineering  
 Engineering Honors Program  
 May 20XX  
 GPA: 3.62

**Notre Dame London Program**, London, England  
 Summer 20XX

### INTERNSHIP

**Lake Shore Cryotronics, Incorporated**, Westerville, OH  
 Product Development Intern  
 Summer 20XX, Winter 20XX

- Developed a user interface and implementation using C# in Visual Studio to send new system inputs and receive outputs in a serial port, along with graphing outputs and logging data to CSV files
- Wrote programs in LabVIEW to acquire and manipulate experimental data from various instruments and interpreted results which helped clarify a hardware problem causing drift in output values
- Evaluated the operating temperatures of FETs on a large magnet power supply design to determine what voltage the regulator should produce for safe operating temperatures and altered the existing circuit to allow for safer regulator voltage using a circuit design software
- Experimented with the calibration process of several large magnet systems to create a faster, more efficient process, reducing calibration time from one hour to 5 minutes

### RESEARCH

**Electrical Engineering Research with Dr. Peter Bauer**, Notre Dame, IN  
 Research Assistant  
 Fall 20XX-Fall 20XX

- Explored the possibility of using constant power levels and adding energy storage to heavy machinery with large diesel engines to increase fuel efficiency over using continuously changing power
- Developed an algorithm to simulate an engine switching between several constant power levels to show how an engine might use constant power levels with energy storage instead of always changing power
- Wrote MATLAB code to calculate fuel consumption efficiency as a function of energy storage and discovered an increase in fuel efficiency up to 31% depending on the energy storage capacity
- Presented findings to Electrical Engineering faculty members and published a final report with the results of the research to be presented at a conference in Dearborn, Michigan in June 20XX

### EXPERIENCE

**Web Applications Project**, Notre Dame, IN  
 Project Partner  
 Spring 20XX-Present

- Design, implement, and validate web software using a real domain name
- Learn the skills needed to launch a modern web application on Amazon Web Services, such as interfaces for web applications, server and client scripting and database integration, and security

**SAE International Formula Hybrid Competition**, Notre Dame, IN  
 Team Member  
 Fall 20XX-Present

- Collaborate in a 25-person team to design and build a formula one car to race in competition
- Create and develop a series hybrid powertrain system as part of the electronics team

### ACTIVITIES

**Competitor, Bengal Bouts Boxing Tournament**, Notre Dame, IN  
 Fall 20XX-Present

- Train 10 hours a week for five months to compete in the largest amateur boxing tournament in the world
- Raise money for Holy Cross missions which build primary and technical schools in Bangladesh

**Staff Member, Freshman Orientation Weekend**, Notre Dame, IN  
 Fall 20XX

- Welcomed the incoming freshman to campus by providing advice on college life and social activities

### TECHNICAL SKILLS

C, C++ ,Microsoft Visual C#, basic Java, Python, Unix, MATLAB, LabVIEW, Microsoft Office

## Laura A. Anderson

Current Address: 1 Bulla Road | South Bend | IN | 46637 | llander@nd.edu  
 Permanent Address: 5879 Westdale Dr. | Burlington | VT | 05401 | (574) 631-1482

### OBJECTIVE

To obtain a chemical engineering position in the pharmaceutical industry utilizing communication, project management, and problem solving skills

**If opting for an objective, list the type of position you are seeking, the industry, and skills you possess that are desired for the position**

### EDUCATION

**University of Notre Dame**  
 Bachelor of Science  
 Major: Chemical Engineering  
 Notre Dame, IN  
 May 20XX  
 GPA: 3.29

**Kings College**  
 Bachelor of Science  
 Major: Chemistry  
 Wilkes-Barre, PA  
 May 20XX  
 GPA: 3.74

### INTERNSHIP

**General Electric Healthcare**  
 Service Engineer  
 Waukesha, WI  
 Summer 20XX

- Led six-person cross-functional team to develop and implement a magnetic resonance (MR) system packaging configuration which reduced annual materials and labor costs by ~\$150K
- Streamlined MR calibration process by driving integration of new service tools and restructuring the process flow to reduce theoretical MR installation time by seven percent
- Applied lean principles in developing new installation process for MR equipment, resulting in ~\$100K cost reduction and 83% installation time reduction
- Conducted on-site audit of MR system installation to provide a baseline for validation of upcoming life cycle staging pilot

**Quantify results when possible**

### EXPERIENCE

**Orthopedic Biomechanics Laboratory**  
 Undergraduate Research Assistant  
 Notre Dame, IN  
 Spring 20XX, Summer 20XX

- Executed first phase research and design of bio-mimetic meniscus implant (human knee)
- Collaborated with undergraduate team to adapt design of minimally invasive implant (human hip) for small-scale testing and to develop a live-bone analysis procedure for small-scale implant prototypes

### University of Notre Dame College of Engineering

**Peer Mentor**  
 Notre Dame, IN  
 Fall 20XX -Spring 20XX

- Instructed and advised 25 students on the concepts of Introduction to Engineering Systems
- Designed and maintained section webpage

### LEADERSHIP

**Vice President**, Engineering Leadership Council  
 Representative, London Student Advisory Council  
 Speaker, Committee Chair, Society of Women Engineers  
 Fall 20XX -Spring 20XX  
 Fall 20XX -Spring 20XX  
 Spring 20XX

### ACTIVITIES

**Employer Relations**, Engineering Industry Day  
 Volunteer, Appalachia Spring Break Service Learning Seminar  
 Admissions Ambassador, University of Notre Dame  
 Fall 20XX  
 Spring 20XX  
 Fall 20XX -Spring 20XX

### HONORS

Notre Dame Scholar  
 National Merit Finalist

### SKILLS

Computer: MATLAB, Ansys, C++ , Pro/E, LabVIEW, Microsoft Office  
 Language: Intermediate French  
 Interests: traveling, piano, ice skating, running marathons, recycling, medieval history

## Adam M. Wilson

Current Address: 4 O'Neill Hall | Notre Dame, IN 46556 | (574) 123-4567 | adamwilson@nd.edu  
 Permanent Address: 40 Red Oak Road | Lakeview, IL | 60001

### EDUCATION

**University of Notre Dame** | Notre Dame, IN May 20XX  
 Bachelor of Science, Majors: Science Pre-Professional and Spanish GPA: 3.62  
**Universidad Popular Autonoma del Estado de Puebla** | Puebla, Mexico Fall 20XX

**EXPERIENCE** ——— | **Experience can be paid or volunteer**

**The Hill Lab - Professor Reginald Hill** Fall 20XX - Present

*Undergraduate Research Assistant* | Notre Dame, IN  
 ■ Utilize different scientific techniques of splitting cells in studying the biology of cancer  
 ■ Received a research grant studying the relationship between pancreatic cancer and Hydrogen Sulfide Salts

**Minority Pre-Med Society** Fall 20XX - Present

*Secretary* | Notre Dame, IN  
 ■ Organize workshops for pre-med majors and get speakers to give advice on the medical school application process  
 ■ Plan and manage the annual blood drive for the Notre Dame campus, one of the biggest blood drives on campus

**Common Hope** Fall 20XX - Present

*Medical Volunteer* | Antigua, Guatemala  
 ■ Assist in pharmacy, dental, medical, and mobile clinics while providing public health talks in schools  
 ■ Promote and participate in community health fairs, created public health related flyers, and accompanied social workers on home visits

**Choula General Hospital** Fall 20XX

*Medical Intern* | Puebla, Mexico  
 ■ Supported physicians in two public hospitals to gain exposure to experience of international medicine  
 ■ Performed in-depth rotations with physicians and surgeons while speaking Spanish to patients  
 ■ Identified deficiencies in various departments: gynecology, internal medicine, surgery, pediatrics, pathology

**Mother Theresa House** Summer 20XX

*Caretaker* | Lansing, MI  
 ■ Cared for the terminally ill in a non-profit house and administered daily medication

### LEADERSHIP

**Resident Assistant - O'Neill Hall** Fall 20XX - Present

*University of Notre Dame* | Notre Dame, IN  
 ■ Devise programs and activities designed to meet the needs of residents and establish rapport within the community  
 ■ Participate in a rotational management schedule during the evening hours arranged with and approved by the Rector  
 ■ Build relationships with residents to provide direct academic assistance and appropriate educational referrals

**Undergraduate Teaching Assistant** Spring 20XX - Present

*University of Notre Dame - Biology Department* | Notre Dame, IN  
 ■ Serve as liaison between students and professor, learning different ways to teach based on different learning styles

### ACTIVITIES

**College Mentors for Kids** | Vice President Fall 20XX - Present

■ Develop weekly activities with students in 4th through 6th grade focusing on higher education and career goals

**The Observer** | Sports Columnist Fall 20XX - Spring 20XX

■ Wrote over 100 sports columns that included game previews and recaps, feature stories on Notre Dame Athletics

### SKILLS

*Technical:* Proficient in Microsoft Word, Excel, PowerPoint, and Visio  
*Language:* Proficient in conversational and written Spanish  
*Interests:* Aviation, Fantasy Football, Chicago Bears, Service Opportunities, South American culture, Twitter

## Robyn-Elizabeth Lavine

relavine2@nd.edu | (555) 555-5555  
 Current Address: 111 LaSalle Ave. ■ South Bend, IN 46617  
 Permanent Address: 222 Newbury St. ■ Boston, MA 02115

### EDUCATION

*University of Notre Dame, Notre Dame, IN* May 20XX  
*Bachelor of Science, Major: Biochemistry* GPA: 3.32

### RESEARCH

**Organic Chemistry Laboratory, Dr. Christina Yang**, University of Notre Dame Spring 20XX

*Synthetic Organic Chemist*  
 ■ Contributed to analog synthesis of polyketide natural products tedanolide and myriaporone ¾ for cancer research  
 ■ Developed synthesis schemes to novel GEX1A analogs for Niemann-Pick Type C (NPC) disease research  
 ■ Continued GEX1A analog efforts and independently developed synthesis schemes for additional analog studies

**Siteman Cancer Center, Dr. Derek Shepherd**, University of Seattle Summer 20XX

*Research Scholar*  
 ■ Developed tissue bank through patient-derived tumor xenografts of colorectal cancer (CRC)  
 ■ Explored influence of CCR2 ligands on monocyte recruitment to tumor environment in CRC  
 ■ Performed qPCR on CRC tissue to quantify RNA and ELISA to evaluate protein expression

**PRESENTATIONS AND PUBLICATIONS** ——— | **Follow your industry's proper citation process**

Adams, G.M, Lavine, R.E., and Dahlen, E.B. (May 20xx). *Intercellular Motility of Autographa californica M nucleopolyhedrovirus via F-Actin in Trichoplusia ni*. Poster presentation at Undergraduate Research Symposium, University of Notre Dame.

Lavine, R.E. (20xx). Structure, Stability, and Diffusion Arsenic Interstitial Pairs. *Journal of Applied Physics*, 9(23), 105-118.

### EXPERIENCE

**Introduction to Biology Laboratory**, Notre Dame, IN Fall 20XX - Spring 20XX  
*Teaching Assistant*

■ Taught two sections of lab to 25 first year biology majors  
 ■ Collaborated with a team of undergraduate teaching assistants to prepare labs, answer questions during lab sessions, and grade assignments covering a broad range of biological science topics

**Scripps Hospital**, Boston, MA Summer 20XX

*Emergency Department Volunteer*  
 ■ Observed physicians and nurses completing medical procedures

### SKILLS

*Laboratory:* Photomicroscopy, Mass Spectrometry, Immunocytochemistry, Plasmid DNA Isolation, Transformation  
*Computer:* Microsoft Office, Adobe Photoshop, HTML  
*Language:* Fluent in French

————— | **Include key lab skills**

## Matt Miles

Current Address: 100 Corby Drive • Notre Dame, IN 46556 • (574) 123-4567 • mmiles25@nd.edu  
 Permanent Address: 300 Drenth Drive • Notre Dame, IN 46556 • (574) 123-4567

Include relevant courses if they are upper level classes or a different from what most students in a major would take

### EDUCATION

#### UNIVERSITY OF NOTRE DAME

Bachelor of Science, Electrical Engineering, May 20XX  
 Overall GPA: 3.12

Notre Dame, IN

### RELEVANT COURSES

Signals and Systems  
 Neural Networks  
 Semiconductors I & II  
 Electrical Circuits I&II  
 Magnetic Fields and Waves  
 Communication Systems

### EXPERIENCE

#### OFFICE OF INFORMATION TECHNOLOGY

- Computer Cluster Consultant, Summer 20XX
- Provided technical assistance to lab users regarding the use of printers, scanners, computers and software applications
- Maintained printing facilities and Linux, Solaris, and Windows machines

### NCAA ATHLETICS

#### UNIVERSITY OF NOTRE DAME VARSITY FOOTBALL TEAM

- Defensive Line, 20XX - Present, Captain - Present
- Gain excellent time management skills balancing a weekly 30+ hour practice, training, competition, and travel schedule in addition to academics
- Serve as liaison between the 30 member defensive unit and the coaching staff attaining skills to deal with the different personalities and resolve concerns
- Foster a spirit of community as peer mentor to three first year team members of the defensive unit
- Acquire mental toughness and became accustomed to pressure situations

### LEADERSHIP

#### ROSENTHAL LEADERSHIP ACADEMY

- Selected Participant, Fall 20XX - Spring 20XX
- Nominated on behalf of peers, coaches, and support staff to represent the program in monthly meetings, retreats, and workshops

#### STUDENT ADVISORY COUNCIL

- Member, Fall 20XX
- Contributed to the overall experience of student athletes by organizing events and workshops to promote the mission of the council: community, camaraderie, career, communication, and character

### ACTIVITIES

Planning Committee Member, Freshmen Retreats, 20xx - 20xx  
 Eucharistic Minister, Sacred Heart Basilica and Stanford Hall, 20xx - Present  
 Overnight and Day Host, Notre Dame Prospective Students, 20xx - 20xx  
 Volunteer, Urban Plunge, New York, NY, December 20xx  
 Volunteer, Habitat for Humanity, Spring Break 20xx

### SKILLS

C/C++ , MATLAB, LabVIEW, ESoft, SAP 2000, Photoshop, Microsoft Office

## Joshua Bell

Campus: 822 N St. Peter Street | South Bend, IN | 46610 | 574-123-4567 | jbell@nd.edu  
 Permanent: 111 Main Street | Los Angeles, CA | 93302

### EDUCATION

#### University of Notre Dame, Notre Dame, IN

Bachelor of Arts  
 Major: Film & Television Production  
 Minor: Business Economics

May 20XX  
 GPA: 3.52

### INTERNSHIPS

#### Jarrett Creative, New York, NY

- Development/Production Intern  
 June 20XX - August 20XX
- Created pitches for different networks like USA, CMT, and VH1 and helped move already picked up projects forward by researching leads and following up with potential talent
- Acted as a production assistant on set of a Lifetime Movie Network show

#### 2014 RTS Summer Fellowship Program, New York, NY

- Fellow  
 June 20XX - August 20XX
- Selected as one of fifteen fellows from a pool of over 1,100 to participate in a summer media internship incorporating numerous career planning seminars

#### VH1 News, Viacom, New York, NY

- Intern  
 June 20XX - August 20XX
- Managed VH1. Connected Content by keeping track of video views and viewer engagement and pairing VH1 News articles with related video content
- Transcribed and organized event, junket, and red carpet celebrity interviews
- Compiled research on celebrities and assisted on interview shoots in a production assistant role

#### The X Factor, Los Angeles, CA

- Logger/Production Assistant  
 July 20XX
- Assisted with the LA auditions and Top 40 Reveal episodes for the 3rd season of The X Factor
- Logged and transcribed arrivals and backstage segments for character realities

#### American Pavilion, Cannes Film Festival, Cannes France

- Film Documentary Intern  
 May 20XX
- Edited and filmed a documentary of the eight internship programs offered by the American Pavilion

### EXPERIENCE

#### Student Assistant, Marketing Communications, Notre Dame, IN

- October 20XX - Present
- Assist the department with video production of news packages and human-interest stories for website
- Gather information, edit pieces, log footage, shoot B-roll, and write scripts

#### Participant, Los Angeles Entertainment Career Trek

- March 20XX
- Immersed in a 6-day industry focused experience exploring the many careers in entertainment ranging from television studios to talent agencies
- Visited with over 25 representatives in the industry, representing numerous job functions and various sectors
- Gained valuable insights into career fit and navigating the entertainment field

### LEADERSHIP

#### Fisher Regatta Head Commissioner

- May 20XX
- Managed a staff of over 20 people and oversaw every aspect of the event from paperwork to day of event
- Interacted directly with food, beverage, and apparel vendors, Notre Dame Security, and Student Affairs to ensure that the event ran smoothly in the eyes of attendants, staff, and Notre Dame authorities
- Served as Marketing Commissioner for freshman year

#### Fisher Hall Dance Commissioner

- January 20XX - May 20XX
- Planned dances, called food vendors and DJs, organized venues and ticket distribution

#### Notre Dame Freshman Class Council

- January 20XX - May 20XX
- Created apparel for the Class of 20xx from the design phase to selling and distribution, raised over \$10,000 from shirt sales
- Organized and managed Freshman Class Council Concession Stand and raised over \$3,000 in revenue

### SKILLS

Computer: Proficient in MS Word, PowerPoint, Excel, Adobe Photoshop, Premiere Pro and Final Cut Pro  
 Interests: Soccer, Graphic Design & Creating Posters, Sand Volleyball

## Alex Martin

Campus: 428 Knott Hall | Notre Dame, IN 46556 | amartin@nd.edu | 574-123-4567  
 Permanent: 555 44th Lane | Ellwood, PA 44444

### EDUCATION

**University of Notre Dame**  
 Bachelor of Arts, Majors: Mathematics and Program of Liberal Studies  
 Glynn Family Honors Program  
 GPA: 3.96

Notre Dame, IN  
 May 20XX

**Boston College**  
 College of Arts and Sciences

Chestnut Hill, MA  
 Fall 20XX - Spring 20XX

### FELLOWSHIP

**Intercollegiate Studies Institute Honors Fellow**  
 ■ Attended an on-campus conference participating in lectures on politics, economics, society, and engaged in discussion and debate on key topics  
 ■ Developed public, private, and social-sector solutions to national problems with professor in year-long mentoring fellowship

### EXPERIENCE

**Student International Business Council**, Notre Dame, IN  
*Credit Suisse IPO Project, Small Group Leader*  
 ■ Constructed pitch book describing investment highlights, risk factors, and valuation for a historic IPO to present to Investment Banking analysts at Credit Suisse in Chicago  
 ■ Ensured learning development of group by providing advising, resources, and feedback

**Highlight**  
 campus  
 experiential  
 program(s) to  
 demonstrate  
 solid  
 job-related  
 experience

*Wedbush Securities Investment Experience Project Team Member*  
 ■ Produced project to present to analysts at Wedbush Securities consisting of research, volatility analysis and price forecasting for several commodity and currency pairs  
*GTGR Leveraged Buyout Project Team Member*  
 ■ Created project to present to Private Equity partners at GTGR in Chicago, which consisted of research summary, projections, and final buy out price of a publicly traded company

**Arts and Letters Business Boot Camp**, Selected Participant, Chicago, IL  
 ■ Conducted SWOT analysis of a troubled firm in a case study, used a DCF model to determine that a new product launch was the best way to proceed, presented and defended model and launch plan to Goldman Sachs, FCB, and Aon  
 ■ Selected as one of 20 Notre Dame students from the College of Arts and Letters for a week-long intensive seminar that focused on multiple aspects of business: finance, accounting, and marketing concepts

**Training the Street**, Corporate Valuation Seminar Participant, Chestnut Hill, MA  
 ■ Conducted relative and intrinsic valuation of a company targeted for a hostile takeover using public and acquisition comps and DCF modelling  
 ■ Prepared arguments for takeover defense based on our valuation of the company

### LEADERSHIP

**Program of Liberal Studies Student Advisory Committee**, Representative  
 ■ Provide student input to head of academic department  
 ■ Evaluate candidates for teaching positions and make recommendations regarding new hires  
 ■ Plan and execute academic and social events

**Notre Dame Gender Relations Center**, Peer Educator and Leadership Council  
 ■ Create and speak at programs relating to gender roles, body image, and eating disorders  
 ■ Organized anti-sexual violence march in cooperation with Take Back the Night, national organization

**Boston College Lecture Series**, Chair  
 ■ Proposed program on healthcare, identified topics and contacted speakers to bring to Boston College  
 ■ Chose moderators, time, venue, and ensured program was executed smoothly

### SKILLS

Language: Proficient in Mandarin, Basic in Spanish  
 Technical: Microsoft Office

## Aurora E. Smith

55555 Smart Way • Granger, IN 55555 • (555) 555-5555 • auroraesmith@noemail.com

### Education

**University of Notre Dame**, Notre Dame, IN  
 Bachelor of Arts, *summa cum laude*  
 Major: Film, Television, and Theatre  
 Concentration: Television

May 20XX  
 GPA 3.97

### Research

**Independent**  
*Senior Thesis "Coveted Demos and Better Tomatoes: Contemporary Teen Television and the Small-Town Idyll."*  
 Advisor: Rory Gilmore  
 ■ Researched how small town settings function to attract varied demographics to teen television texts  
 ■ Presented to the Department of Film, Television, and Theatre  
 "You Know You Love Me: Contemporary Celebrity Gossip Blogs and the Illusion of the 'Real.'" FT Special Studies, Advisor: Jess Mariano, Fall 20xx

### Research Assistant

Professor Kevin Dreyer, Director of Theater, June 20xx-present  
 ■ Produced comprehensive, high-level study guides for faculty wishing to incorporate departmental productions into course syllabi  
 Professor Max Medina, Department of Film, August 20xx-20xx  
 ■ Conducted archival research utilizing The Walt Disney Company's annual reports

### Scholarly Presentation

**Smith A.E.** March 20xx. "Gender-Bending Baddies: The Conflation of Evil and Gender Deviance in the Works of Walt Disney". Presented at The Society for Cinema and Media Studies Conference Chicago, IL

### Achievements

Outstanding Work in Television Studies, University of Notre Dame  
 Induction into Phi Beta Kappa  
 Martin's Supermarket Scholarship  
 May 20XX  
 May 20XX  
 June 20XX - June 20XX

### Experience

**Student Administrative Assistant**, Notre Dame, IN  
 Department of Film, Television, and Theatre  
 ■ Provided assistance and information to prospective and current majors  
 ■ Wrote and edited copy for departmental promotional material  
 ■ Carried out a variety of short-term research projects at professors' requests

**Honors Program Participant**, Notre Dame, IN  
 Department of Film, Television, and Theatre  
 ■ Produced and presented a substantial piece of independent research  
 ■ Completed an honors seminar and participated in an honors colloquium

**Student-Athlete Tutor**, Notre Dame, IN  
 Office of Academic Services for Student-Athletes  
 ■ Tutored student-athletes enrolled in Basics of Film and Television and Introduction to Business Statistics  
 January 20XX - December 20XX

**Undergraduate Representative**, Notre Dame, IN  
 Department of Film, Television, and Theatre External Review Board  
 ■ Selected by professors to provide feedback about undergraduate experience in the department to a panel of external reviewers  
 February 20XX

### Professional Associations

Independent Film Research Association, 20xx-present  
 American Alliance for Theater and Education, 20xx-present  
 ■ **Additional sections you may wish to include are Professional Associations and Presentations**

# Federal Resume for Government Jobs

Federal resumes have certain formats that include specific information, order, character counts, page length requirements and fields. Unlike a civilian resume, the federal resume can be 2-5 pages long due to the extent of information that these require. Create your USAJobs.gov account and build your federal resume with the resume builder to apply for jobs and internships posted on USAJobs.gov.

- Key word match with the announcement. Tailor the wording in your resume to reflect the exact language of skills, experiences, and duties used in the posting. This is key to obtain application points.
- Think broadly to demonstrate experience and skills mentioned in the announcement. Include any related experiences (unpaid, volunteer, club leadership, high school, college, summer internships) as long as they are relevant. For some opportunities, a year of courses can count for experience. List courses and credit hours if relevant.

- Use the **CCAR** model (below) to demonstrate accomplishments and results. Utilize brief paragraphs or bullet statements in the experience and additional information sections that include:
  - **Context** (why important)
  - **Challenge** (what obstacles/risks faced)
  - **Action** you took (not the team's)
  - **Result** (what your action improved, changed, impacted)

- Make it your goal to earn 100 rating points for each application package. Include all relevant information concisely. Divide the section into sub-categories (such as leadership, activities, honors, professional associations, service). Include activities, even from high school, that demonstrate you have the knowledge, skills, abilities, or experiences required.

- If you are required to complete a questionnaire, you **MUST** have very few "no" responses on the questionnaire to score enough points to be considered eligible. Think outside of the box. For example:
  - Have you ever owned your own business? If you mowed lawns for summer money, or ran a computer repair service for your neighbors you can respond "Yes."
  - Have you scheduled people? If you scheduled children for swimming, music, or tutoring lessons you can respond "Yes".

**Detailed action - how it was accomplished moving in to result**

**Convey context, action taken, and the result**

**Clearly identify result of action**

**Example of CCAR**

**Luke Harzel**  
3333 Cherry Lane, Treeline, MI 88888 | lharzel@nd.edu 000.222.3333

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**Objective**

Obtain a summer internship position in the Cryptanalysis and Exploitation Services Summer Program or the Graduate Mathematics Program at the National Security Agency utilizing data science, data analysis and advanced mathematical skills before beginning a Masters of Science in Applied and Computational Mathematics and Statistics with a focus on predictive analytics.

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**Experience**

<b>Learning Resource Center</b>	09/2012-05/2014
219 Coleman-Morse Center	Salary: ###.## USD Per Hour
Notre Dame, IN 46556 United States	Hours per week: 4

**Peer Tutor**

- Exceptional academic performance coupled with strong oral and written communications skills led to employment as a peer tutor
- Tutored first year students struggling in calculus courses by reviewing and strengthening their understanding of class content leading to the students' successful completion of the course
- Deconstructed complex mathematic concepts for struggling students by breaking the concept down into simple and easy to replicate steps resulting in the enhancement of students' understanding of the concept and ability to complete assigned homework problems
- Conducted large group review sessions available to all students covering calculus course content by facilitating discussion between students on various content allowing the students to verbalize their understanding of concepts, learn from each other, and successfully increase students' confidence in their comprehension of content on the final exam

<b>South Bend Office of Innovation</b>	06/2013-08/2013
227 W Jefferson Blvd	Salary: ###.## USD Per Hour
South Bend, IN 46601 United States	Hours per week: 40

**Data Analyst Intern**

- Acquired and cleaned crime report and street light data using R resulting in the successful analysis of the relation between street lighting and crime in the city of South Bend.
- Analyzed crime report and street light data using neighborhood spatial requirements and statistical distribution of the data leading to a successful policy recommendation to the mayor's council on crime reduction methods
- Developed a procedure using numerical analysis for the measurement of police effect allowing the South Bend city government to correctly identify successful policies
- Created a tutorial for city employee ArcGIS users teaching proper implementation of the ArcGIS-R bridge resulting in the increase in statistical analysis tools through R further enhancing data analysis
- Developed a methodology using object oriented programming for analysis of peak times and locational hotspots of Computer Aided Dispatch [CAD] calls to the police department leading to decision making of when and where additional police force would prove helpful
- Exploited data structures using algorithms in a hands-on experience

**Clarify full result**

**Olympia Dance Center**  
 111 Jeffy St. SE  
 Allerton, IL 00000 United States

09/2009-06/2012  
 Salary: N/A USD Per Hour  
 Hours per week: 2

**Assistant Dance Teacher**

- Identified struggling students and conveyed information in the learning style best suited for the student resulting in the student's successful mastery of the dance step
- Managed classes of 10 dancers aged 5-6 through structured lesson plans resulting in a unified presentation of learned skills in a dance recital

CCAR example

Detailed action into result

**Education**

**University of Notre Dame** Notre Dame, IN United States  
**Master of Science**, May 2016  
**Area of Study:** Applied Mathematics and Computational Statistics  
**Specialty:** Predictive Analytics  
**Relevant Coursework:** Applied Linear Models, Topics in Statistics

**University of Notre Dame** Notre Dame, IN United States  
**Bachelor of Science**, May 2015  
**GPA:** 3.714/4.0  
**Credits Earned:** 119 Semester hours  
**Major:** Applied Mathematics and Computational Statistics  
**Minor:** Asian Studies  
**Relevant Coursework:** Strong mathematical skills developed in upper-level mathematics courses including Applied Linear Models, Numerical Analysis, Time Series Analysis, Statistical Methods in Data Mining and Prediction, Scientific Computing, Statistical Methods and Data Analysis, Mathematical and Computational Modeling, Mathematical Statistics, Numerical Analysis

Detailed action

Acceptable to repeat language clearly pointing to the result

**Languages**

French: Spoken: Intermediate	Written: Beginner	Reading: Intermediate
Spanish: Spoken: Intermediate	Written: Beginner	Reading: Beginner
Korean: Spoken: Beginner	Written: Beginner	Reading: Beginner

**Additional Skills**

**Programming and Software:** Microsoft Word, Excel and Power Point, R, MATLAB, C++, ArcGIS

**Relevant Projects:**

- Data Analysis-The Statistical Analysis of Gender Bias in Films**
- Analyzed the relationship between the Bechtel test scores for films and profit through the utilization of statistical analysis tools in R, resulting in a thorough understanding of computer based statistical analysis and understanding of variables contributing to the gender biasness of a film

**Programming-Tetris**

- Demonstrated experience in utilizing user defined types, for and while loops in C++ to create a compliable and playable Tetris like computer game resulting in an interactive demonstration of a mastery of C++ code programming skills

**International Study:**

**Yonsei University Summer Special Program, Seoul, South Korea (Summer 2014)**

- Lived and attended school in Seoul, South Korea
- Academic studies focused on Korean language

**Yonsei University Exchange Program, Seoul, South Korea (Fall 2014)**

- Lived and attended fall semester of junior collegiate year in Seoul, South Korea
- Academic studies focused on Korean history, Korean media, Korea philosophy and Korean language

**Civic Leadership:**

**Vice President and Member, University of Notre Dame Juggling Club, 2012-2015**

- Recruited new members through the collection of emails at the club fair resulting in the growth of attendance and representation in the club
- Taught new members the skills necessary to juggle balls as well as other juggling items through step by step explanations and encouragement resulting in all members being able to juggle

**Treasurer and Member, University of Notre Dame Swing Club, 2012-2015**

- Budgeted for special events and workshops through the collection of club dues and fundraisers resulting in occasional workshops and the weekend exchange with other university swing clubs
- Documented current dues paying club members for the continued running of the club under university policy

**Big Brother Little Brother Commissioner, Sorin Hall, 2013-2014**

- Organized events between upper and lower classmen in the dorm successfully facilitating positive relations within the dorm and providing additional support for first year student's in their adjustment to college life

**Interests:**

Tutoring, Foreign Languages, Traveling, Dancing, Music

**References**

Name: Dr. Doug Stiller  
 Employer: University of Notre Dame, Applied Mathematics and Computational Statistics  
 Title: Tenured Professor  
 Phone: 574-631-4444  
 Email: dstiller@nd.edu  
 Reference Type: Academic

Name: Marvin Sturdy  
 Employer: South Bend Office of Innovation  
 Title: Director  
 Phone: 574-255-7293  
 Email: sturdym@sb.org  
 Reference Type: Professional

Name: Dr. Jouyun Lee  
 Employer: Yonsei University  
 Title: Professor of Korean History  
 Phone: 7+111-222-6789  
 Email: jouyunl@yonsei.edu  
 Reference Type: Academic

Action, Context, Result



# Cover Letters

Cover letters serve as a bridge between your resume and the specific job to which you are applying. Therefore, there isn't a "one size fits all" cover letter. A cover letter is also a reflection of your writing skills, so take time and care to proofread and review your document. It needs to be specific to the organization and position— a generic cover letter will not help you.

## SEND A COVER LETTER WHEN:

- Applying through Handshake or another online database and the employer has requested it
- Responding to a job posting via direct mail or email
- Sending a response to a referral from a friend or acquaintance

## GUIDELINES

### A COVER LETTER SHOULD BE:

- Formal, polished, and grammatically correct
- Precise, concise, cordial, and confident
- Written in the active voice
- Varied in sentence structure—don't begin all sentences with "I"
- Printed on the same type of paper as your resume
- Targeted to the needs of the company and requirements of the position
- A way of connecting the job description with your resume and skills

### ADDRESS COVER LETTERS TO A SPECIFIC PERSON

If you do not have a contact name:

- Investigate the company website and other online resources for contacts and addresses
- Call the company and request the name of the person responsible for hiring college graduates in your career area
- If all efforts fail, use a proper salutation such as "Dear Sir or Madam" or "Dear Hiring Manager"



## ADDITIONAL TIPS

- A cover letter is not a repetition of the wording on your resume
- When sending a resume via email, follow the cover letter format to introduce your attached resume and write the cover letter in the body of the email (do not include the addresses and the date)
- Include the position/job title and your full name in the subject line for cover letters sent via email
- Use the term "Enclosure" or "Enclosures" only if sending hard copies of documents
- The font and formatting of your cover letter should match the font and formatting of your resume

## CONTENT

### FIRST PARAGRAPH - "WHY THEM?"

- States WHY you are writing
  - Responding to an advertised opening
  - Inquiring about a possible opening
- States WHY you are applying to, or are interested in, this employer
  - Company's training program
  - Company's product or service
  - Demonstrate your company research
- Mention your contact/referral if you have one

### SECOND PARAGRAPH - "WHY YOU?"

- States WHAT qualifications you bring to the position
- Highlights two or three experiences or academic achievements that directly relate to the qualifications the employer is seeking
- Proves through examples of experiences and activities that you have key skills for the position—i.e., leadership, communication, problem-solving ability, and analytical skills
- May close with a summary sentence of your qualifications and a confident statement that you can make a contribution to the organization

### THIRD PARAGRAPH - "NEXT STEPS"

- States WHAT you WANT—an interview or an opportunity to further discuss your qualifications and employment opportunities
- May reference your enclosed or attached resume
- Thanks the person and indicates that you look forward to speaking to or meeting with him/her, but indicates flexibility as to time and place
- Optional: Can state that you will call the contact person at a certain time/day to discuss scheduling a meeting or an interview

See Sample Cover Letters on the following pages.

Schedule an appointment for a resume or cover letter review online at [undergradcareers.nd.edu](http://undergradcareers.nd.edu).

# Sample Cover Letters

## POSITION DESCRIPTION

Chart your course for success in a fast-paced learning environment and get set to become a top-performing account manager in the group insurance segment of the employee benefits industry. Highly motivated and results driven recent grads and early-career professionals will experience on-the-job and classroom training, coaching and mentoring as part of CIGNA Group Insurance's Leadership Development Program.

Use this format to draw attention to specific skills and show when and how you have used them

August 22, XXXX

Ms. Kim Dean  
University Relations Specialist  
CIGNA Corporation  
900 Cottage Grove Road, A-122  
Hartford, CT 06152

Address your letter to a specific person

Immediately state the purpose of your letter

Dear Ms. Dean:

Please consider my enclosed resume for the CIGNA Leadership Development Program. Currently, I am a senior majoring in marketing at the University of Notre Dame. The qualities I have to offer CIGNA in this program include:

- **An achiever with outstanding interpersonal skills:** While working as an intern at XYZ Company, I was selected for the marketing strategy team that partnered to increase revenue by 41% and customer base by 20%. Prior to attending Notre Dame, I volunteered for a local non-profit organization where I worked with clients from different cultures. Based on my contributions and commitment to the organization, I earned recognition as "Volunteer of the Month."
- **Demonstrated leader and team player:** I co-founded a student organization aimed at increasing community service involvement campus-wide. Over the past three years, we have been able to generate a 32% increase in student participation, and have made valuable contributions to the community. I also served as a Resident Assistant in one of the University's largest residence halls while achieving a 3.59 GPA in my classes.
- **Excellent analytical and quantitative abilities:** In a team-based business simulation, I continuously analyzed the market and our competition for a financial services firm throughout the semester. The professor acknowledged our final project as being "an outstanding example for future classes." Last summer as an intern, I participated in a cross-functional team to assess a proposed business venture expanding customer product offerings.

CIGNA is a long-time leader in providing full-service solutions. Through this approach, the company has continued to expand its client base and market position for more than 125 years. Specifically, your mission to help people lead healthier, more secure lives matches my own personal values and interests, as demonstrated through my community service efforts.

I am committed to adding value and contributing to CIGNA's global expansion. Please consider placing me on your interview schedule during your campus visit. Thank you in advance for your consideration. If you have questions prior to your visit, please feel free to contact me at (574) 258-5555.

Sincerely,

**Peter Smith**

Peter Smith

Demonstrate your research and knowledge of the company and express your enthusiasm and interest

1807 Construction Road  
Apartment #18  
Notre Dame, IN 46556

October 15, XXXX

4 blank lines here

**Mr. Phillip Sorrel**  
Director of Sales  
ABC Corporation  
1 Industry Plaza  
Framington, NJ 20589

2 blank lines here

Dear Mr. Sorrel:

Start out with the name of your referral if applicable

I recently spoke with Mr. Connors at the Fall Career Expo at the University of Notre Dame regarding career opportunities within the pharmaceutical industry, and he suggested I contact you. ABC Corporation's recent market expansion and use of the most current biotechnology in its products is particularly impressive. I am very interested in a Pharmaceutical Sales Representative position with your company and have enclosed my resume for your review.

My Science Business education has exposed me to principles of business—marketing, accounting, finance, and management—while also establishing the strong science foundation necessary in the pharmaceutical industry. As a marketing intern last summer, I applied and developed these skills in a corporate environment. Through interaction with clients ranging from computer hardware businesses to local grocers, I fostered strong communication skills and the ability to work with diverse customers. Additionally, I am committed to achieving results. For example, my new approach to marketing an on-campus community service program increased student participation by 25%. Given my goal-driven nature and desire to succeed, I am confident that I can make a positive contribution to your Sales Department.

I would like the opportunity to further discuss my qualifications and any sales opportunities within ABC Corporation. I will call you during the week of November 1 to see if we might schedule a convenient time to meet. I look forward to our conversation.

Sincerely,

4 blank lines for signature

Mary Flint

Enclosure

Include if sending a hard copy of the letter and resume.

Keep the letter short and to the point. Be direct but courteous in the closing

Show that you've done your research to keep the reader's interest

Draw attention to relevant skills, as defined by the job description, and demonstrate when and how you have used them

## POSITION DESCRIPTION

The Pharmaceutical Sales Representative is responsible for achieving sales goals and implementing company-approved programs within a (company assigned) geographically defined territory. This is accomplished by providing company-approved information and services to all classes of accounts such as physicians, retail pharmacies, hospitals, wholesalers, and managed care organizations. The Sales Representative is also responsible for coordinating sales strategies with appropriate teammates to maximize sales in territory.

## POSITION DESCRIPTION

Product Development Engineering careers at Vandelay Industries offer you the chance to drive innovation and embrace bold new challenges as a member of the team responsible for revolutionizing the automotive industry. Today, we're on a new road, with defined goals and renewed energy. You'll see it in our attention to quality and performance, and in the groundbreaking designs and technologies that create an unparalleled driving experience for our customers. We're looking for an Engineer with 0-3 years of experience and a BSME to do the following:

- Design and develop robust manufacturing processes for wiring manufacturing facilities
- Follow Vandelay's Advanced Process Development process throughout the project and assure deliverables are met on time
- Seek out, understand, and interpret product requirements that can be implemented in innovative new manufacturing processes and in a socially and environmentally conscious manner.

1234 Engineering Dr.  
Notre Dame, IN 46556

October 15, XXXX

Mr. George Costanza  
Director of University Recruiting  
Vandelay Industries  
555 Pennypacker Way  
New York, NY 10021

Knowledge and skills gained through classes and projects count as experience

Dear Mr. Costanza:

I recently spoke with Art Vandelay at the Fall Career Expo at the University of Notre Dame regarding the Product Development Engineer position with Vandelay Industries, and he suggested I contact you. Vandelay Industries' innovative approach to providing eco-friendly options for those in the automotive industry are of great importance and particular interest to me. Furthermore, Vandelay Industries' recent market expansion and use of the most current materials technology in its products is extremely impressive.

My Mechanical Engineering education and my experience in and out of the classroom makes me a valuable candidate. As an engineering intern last year at Delphi I learned a great deal of how engineering and technology companies work closely with the automotive industry, and I believe this experience will allow me to contribute immediately to your team. Additionally, I am committed to advancing social and environmental standards in our industry, as shown through my involvement in the American Society of Mechanical Engineers and Student Energy Board. Our efforts are to reduce materials waste across Notre Dame's campus, and specifically in regards to materials waste in engineering projects. Our efforts reduced physical waste by nearly 22% in the first year, as well as cut costs for the ME department by 3.5% by researching affordable, alternative materials from which to source project prototypes. Furthermore, my active involvement in student government has helped strengthen my leadership and communication skills, both of which are vital for successful engineers. I am confident that I can help move Vandelay Industries' initiatives forward and make a lasting and immediate impact on your team.

Please refer to my attached resume for a more detailed explanation of my experiences and qualifications. I want to thank you for taking the time to read my letter and for considering me for the Product Development Engineer position. If I can answer any questions please feel free to contact me at [jsmith@email.com](mailto:jsmith@email.com) or (555) 555-1234.

Sincerely,

Quantify accomplishments when possible

**Julie Smith**

Julie Smith

123 Notre Dame Ave  
Notre Dame, IN 46556

February 12, XXXX

Mr. Joe Irish  
Lilly Corporate Center  
Indianapolis, IN 46285

Immediately state why you are interested in the company and position

Dear Mr. Irish:

As a senior Accounting and Economics double major at the University of Notre Dame, I am applying for a full-time position that will utilize my strong communication and analytical skills. I have conducted on Go IRISH and through contact with Ms. Eileen Froehke, I am interested in an associate tax analyst opportunity. What has especially drawn my attention is Lilly's dedication towards research and development and meeting needs that have been previously unmet in the medical field. As well, Lilly's expectations of high integrity and respect for all the people the corporation serves impressed me.

As a tax consultant intern for True Partners Consulting, I worked extensively in researching Section 199 and other complex tax deductions for our clients. I created templates for future use in evaluating the availability of specific deductions and also generated a methodology for the analysis of fixed assets for tax purposes. As an international tax intern for Zimmer, Inc., I was able to learn the foundations of the U.S. and foreign tax structures and experience first hand the importance of tax solutions in a Fortune 500 company.

In my Principles of Marketing class, I led a team of eight through a semester-long project which followed a product through the entire marketing process and resulted in a 200-page report and 20 minute presentation. I led discussions, critiqued my team members' work, and motivated them to produce the best work possible. Outside of my academic and work experiences, I served as the Community Service Coordinator for the Black Cultural Arts Council and fostered a relationship with the Robinson Community Learning Center establishing community service activities for our club.

Accompanying this cover letter is my resume, which I also submitted through Go IRISH for your review. I would like the opportunity to further discuss with you the associate tax analyst position and my qualifications. I noted that Lilly will be conducting on-campus interviews and hope to talk with you sometime before then. Thank you for your consideration.

Sincerely,

*Anthony Hermann*

Anthony Hermann

When applicable, state that you have applied on Handshake, and indicate interest in obtaining an on-campus

Highlight relevant skills gained through specific internship and academic experience

## POSITION DESCRIPTION

As an Associate Financial Analyst, you will experience an exciting career offering a wide range of opportunities for professional development, including the two-year Lilly Initial Financial Experience ("LIFE") training program. By strengthening your skills through a variety of financial assignments, you will deepen your financial expertise, learn and contribute to the business, and impact patients through your work in finance.

# SAMPLE COVER LETTER - Email Format

Use short paragraphs to highlight specific skills and experience

After mentioning your referral, make a strong statement about why the person should continue reading your letter

## Full-time Marketing Position Inquiry

mary.domer@underarmour.com

### Full-time Marketing Position Inquiry - Mary O'Connor

Dear Ms. Domer:

I recently learned of Under Armour's full-time positions through Mr. James Biddick, a Career Counselor at Notre Dame's Meruelo Family Center for Career Development, and I am very interested in this opportunity. My previous corporate internship experience, extra-curricular activities, competitive drive, and passion for athletics make me a strong candidate for this position.

While working as a business analyst intern for Target Inc. this previous summer, I developed several important skills required by this competitive corporate setting: fast-paced learning, dedication, creativity, and the ability to work as part of a team. Through partnering and individual critical thinking skills, my intern team presented an actionable inventory strategy to the division upon completion of the internship.

As an intern in Liz Claiborne's International Marketing Division during the summer of 20XX, I worked with several cross-functional teams. These interactions were the most rewarding experiences of this internship, giving me the opportunity to effectively communicate with, and learn from, a diverse group of professionals.

Serving as the Director of Marketing for the Student International Business Council has given me the opportunity to explore my interests while applying classroom skills to real world business modules. In this challenging leadership position, I successfully led marketing projects with major companies, developing strategies and providing market research for future implementation. Through these experiences, my interpersonal skills, specifically my presentation and communication abilities, have been strengthened. With focus, time management, and determination, I have also maintained an accomplished academic record at Notre Dame.

Becoming a part of Under Armour and representing the brand preferred by today's athletes is an exciting opportunity. I look forward to discussing Under Armour's full-time positions with you at a later date. Thank you for your time and consideration.

Sincerely,  
Mary O'Connor  
(555) 555-5555  
[Linkedin.com/in/moconnor](#)

It is acceptable to leave closing open-ended, but generally better to retain control by asking for a specific appointment

Send



# Writing Sample Guidelines

Many applications for opportunities that include analysis, research, communications, or are academically based will require a writing sample as part of the initial application package. Consider the following when preparing or sending a writing sample:

- Usually 3-5 pages in length.
- If you already have a well written writing example longer than the recommended 3-5 pages, write an abstract for the first page summarizing the hypothesis, main points, and conclusion. Let the reader know the following pages are an excerpt of the same document. Include page numbers, your name, and the title of the paper on each following page.
- It's ideal that the paper combines both a topic of interest to, or relates well with, the employer.
- Most importantly, the paper must demonstrate your best writing whether or not the topic relates with the employer.
- If expected to have writing samples as part of the application process, select one or two ahead of time and ask a faculty member to review and suggest improvements. Incorporate the edits and prepare the abstracts ahead of time; this will help you get an application out quickly if meeting a tight deadline.
- Most employers are seeking to assess how well you write and communicate critical thinking. The writing sample will give them an idea of the type of research and topics you have chosen to examine and what matters to you. The writing sample allows the employer to have a small window into your perspectives. Many employers are seeking to understand your analytical, critical thinking, integrative and synthesis skills.
- Some employers are seeking to assess your creative communication, how well you persuade others through your writing, and what kinds of ideas you integrate or present in an interesting twist of perspective.
- When considering what writing sample to send, look at the work of the employer. What are the underlying skills most needed in the internship or job for which you are applying (critical thinking, research, academic writing, creative, persuasive writing, etc.)? Select a writing sample that best exemplifies the skills the employer is seeking.



- Writing samples must not contain confidential information, grammatical errors, or misspellings.
- Your writing sample must have been written solely by you. A group project paper is not acceptable and submitting one would be a misrepresentation.
- Provide a "roadmap" for your reader. The recruiter is reading a lot of writing samples. At the top of your document, include your name, date you wrote the document, why (for what class or project), and what you think it demonstrates about you; no more than three sentences.

Molly Irish  
Notre Dame, IN

## WRITING SAMPLE

With the holidays right around the corner, it's timely to address the most delightful pastime of this season: well-meaning, but perhaps misguided family members questioning you about your major and/or career choice at dinner. On the one hand, it's understandable. They're excited to see you since you've been away the whole semester. And the most natural questions to ask college students are "what are you majoring in?" followed by "what are you going to do with that?" and for our seniors, "so you're graduating in the spring...what are you going to do next year?". What they may not realize is these questions can be a source of great anxiety for students, regardless of your year or major. So if you anticipate some or all of these questions could arise through the course of dinner conversation, read on for suggestions to navigate them as painlessly as possible.

"What are you majoring in?" This first question will most likely be directed to younger students - first years and sophomores. While some of you may have a clear sense of your academic direction, it's important to remember that developmentally it's perfectly natural to be exploratory and undecided on your



# Building Your Brand and Networking

# Building Your Brand

A personal brand is similar to a corporate brand. It's who you are, what you value, and what you stand for. A personal brand helps to communicate a unique identity to potential employers. Your personal brand should highlight your values, skills, and strengths. Likewise, your brand should communicate the attributes you bring to the table.

Before you network, you need to establish your brand. Your online profiles (yes - including social media) paint a picture of who an employer is recruiting. Believe it or not, your networking contacts and employers will research you.



## SOCIAL MEDIA TIPS



One in three employers have rejected candidates based on something that was on their social media. The tips below will help guide you before reaching out to future employers or potential networking contacts.

- Adjust your privacy settings
- Be aware of what is public (photos, posts, etc.)
- Search yourself on Google
- Proactively tag or un-tag yourself in photos and events
- Always proof before you post
- Never complain about your job or boss or broadcast confidential employer information
- Utilize social media sites to research organizations and professionals
- Follow companies of interest and engage in career related groups
- Customize the invitation to connect on LinkedIn (who you are, how you know that person, and why you want to connect)
- Use the University of Notre Dame Career Insights feature on LinkedIn to search for alums (visit [undergradcareers.nd.edu/linkedin](http://undergradcareers.nd.edu/linkedin) for details)

## IRISH COMPASS

### Notre Dame's alumni connection resource driving powerful professional connections with the Notre Dame Network

IrishCompass, Notre Dame's official online community is designed to provide a virtual space for students and the Notre Dame family to collaborate and grow professionally through group and individual connections.

#### SIGN-UP

Register and complete your personal profile through [IrishCompass.nd.edu](http://IrishCompass.nd.edu) using your ND NetID & Password.

#### ND NETWORK

Through the ND Network tab, utilize filters to search for alumni with whom to connect for one-on-one 30 minute career conversations, job shadow experiences, or mock interview opportunities.

#### INDUSTRY GROUPS

Specifically designed to facilitate sharing of information with other students and alumni through questions and answers. Join and actively participate in discussions that fit your career aspirations.

#### MENTORSHIPS

Filter and search for an alumni mentor through the mentorship tab. Or, look at the "Recommended Connections" on your homepage where the system will automatically suggest mentors based upon your preferences.

#### LIBRARY

Find valuable networking and career development resources in the Library tab.



**IRISHCOMPASS**

Notre Dame's official online  
community driving powerful  
professional connections

JOIN THE COMMUNITY TODAY

[irishcompass.nd.edu](http://irishcompass.nd.edu)

# Your LinkedIn Profile

Employers use social media to target applicants and learn more about them. Make sure your social media presence is professional and targeted.



This can be a simple phone camera photo or a professional headshot. Be sure you are nicely dressed, alone in the photo, in front of a non-distracting background.

## FULL NAME

### Headline

Your headline is a short, memorable, professional slogan that highlights your skills and accomplishments as well as what you are seeking. Think of it as your thesis. "Student at Notre Dame" is not a strong headline because it does not promote your unique strengths.



University of Notre Dame



See contact info



See connections (#)

Message

More...

### Summary

Your summary should be a concise, confident statement about your skills, qualifications, and goals. It should include information about your education and experience and build on your headline. Think of it as your introductory paragraph. It should be 3-6 sentences and written in the first person.



LinkedIn offers the option to upload your resume

### Experience

Treat this section as you would the Experience section on your resume. You should include any job (even part-time), internship, research, extracurricular/service, or leadership experience that is particularly relevant or significant. Include the names of the organizations, job titles, dates, and locations. Use bullet points or short paragraphs to describe your accomplishments.

### Education

List all your institutions of higher education, including study abroad and schools transferred from (if applicable). Include your degree, major(s), minor(s), concentration(s), GPA, and dates.



## THE MORE YOU KNOW

LinkedIn allows you to customize your profile by adding sections relevant to you, including Organizations, Volunteer Experience, Skills, Honors & Awards, Courses, Projects, and Recommendations. Use the Profile Strength Indicator to find ways to improve your profile.



# Networking

Networking involves speaking with professionals in your fields of interest in order to explore careers and gather information. It is not about asking a person for a job or internship and it is not one-sided, you ask for assistance but can also provide assistance to others. Networking is merely relationship building and maintenance.

## Why Should I Network?

### EXPLORE CAREERS AND INDUSTRIES

You can use networking to gather information. If you're unsure about your major or industry of interest, you can explore options by identifying people who majored in the subjects you are considering and are now using those majors in different ways. Then reach out for a conversation.

### FIND CONTACTS

If you're more certain about your preferred industry or have it narrowed down to a few, you can use networking to establish contacts in those fields. These people can become great sources of knowledge or potentially mentors. If you have an interview coming up, you should find someone at the organization to get their insights before the interview.

### LEARN ABOUT JOB/INTERNSHIP OPPORTUNITIES

Networking should be a part of any job or internship search. Approximately 70% of all jobs/internships are found through networking so it's to your benefit to engage in this practice.

## How Do I Reach Out to Contacts?

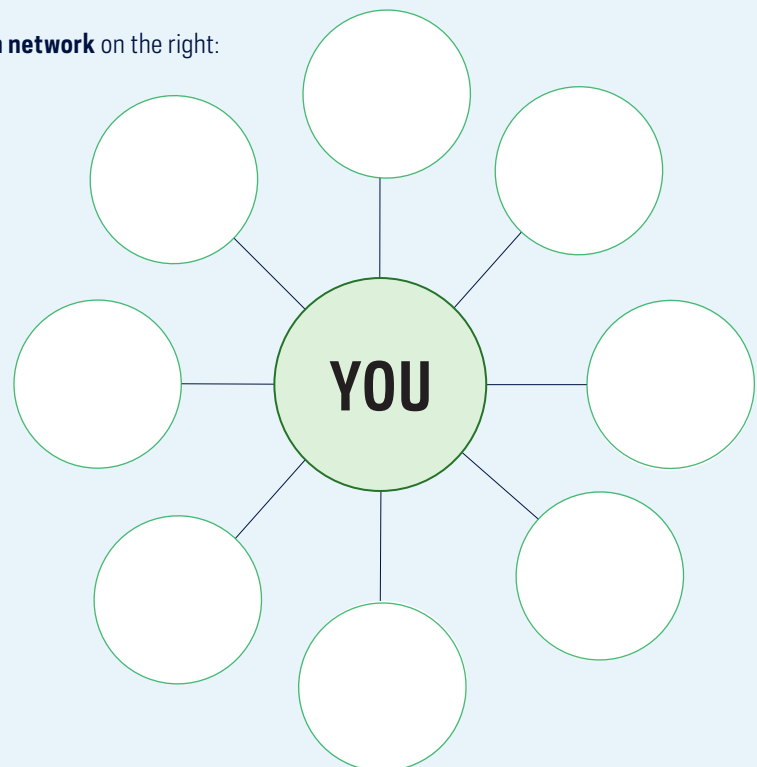
This depends on how well you know that person. While email is best for someone you don't know well, a phone call may be appropriate for someone you speak with regularly. Include the following information in any correspondence: your introduction, who referred you/how you found the contact, why you're reaching out, what you hope to learn, and a specific request (like a brief conversation).

After the initial outreach, wait a week for a reply. If you don't receive one, send a follow-up email. If you still don't receive a response, move on to another contact.



## WHO IS IN MY NETWORK?

Take the example below left and apply it to **create your own network** on the right:



## How Should I Network?

### UTILIZE THESE RESOURCES TO LOCATE AND NETWORK WITH ALUMNI AND OTHER PROFESSIONALS

<b>IrishCompass</b>	IrishCompass.nd.edu	Search for alumni who have expressed interest in helping with informational interviews, job shadows, mentorships, and more
<b>ND Alumni Directory</b>	My.nd.edu	Identify alumni on myNotreDame, the University's Alumni Association database, to reach out and connect with the ND community regarding your career development
<b>Notre Dame Clubs</b>	My.nd.edu	Notre Dame club members include alumni, parents, and friends of the University. Explore contacts and events occurring in a particular geographic region for those alumni clubs in order to network and connect with alumni in that area
<b>LinkedIn</b>	LinkedIn.com	Search for "University of Notre Dame" and then search for alumni by location and/or employer.
<b>Handshake</b>	go.nd.edu/handshake	Find organizations of interest and reach out to employer contacts that recruit at Notre Dame
<b>Career Shift</b>	UndergradCareers.nd.edu	Locate contacts from targeted organizations in the contacts section

#### INTERVIEW

Dear Mr./Ms. Alum,

I am a Notre Dame junior pursuing a career in journalism. Next Friday, March 26th, I have an internship interview with **(insert organization name)** for **(insert position title)**. I am very interested in this opportunity and would like to gain your insight on **(insert organization name)** to learn more about how I can stand out in the interview.

Would you have time for a 10-minute phone call so that I may ask about your experiences at **(insert organization name)** and any advice you might have for me in my interview?

I would be free anytime over the lunch hour, Tuesday or Thursday afternoons when I'm not in class, or in the evenings. Thank you for your consideration, I look forward to hearing back from you.

Sincerely,  
John Smith  
Jsmith8@nd.edu  
574-123-4567

Dear Mr./Ms. Alum,

I am a junior marketing major at Notre Dame who is interested in discovering more about the public relations field. I found your contact information through the Alumni Association directory, myNotreDame. (Add one or more lines highlighting why you have interest in the field)

Would you have time for a 15-minute phone call to discuss public relations as a possible career path? I would like to ask you about your experience in the industry, your career path, and ask any advice you would have for me on pursuing the field.

I would be free anytime over the lunch hour, Monday, Wednesday and Friday mornings, Tuesday and Thursday afternoons, or in the evenings.

I'm sure you have many demands on your time so I thank you for your consideration. I look forward to hearing back from you.

Go IRISH!

Jane Smith  
Jsmith9@nd.edu | 574-123-4567

#### THANK YOU

Dear Mr./Ms. Alum,

Thank you again for taking time from your busy schedule to speak with me last Friday morning about your career. Your advice was very helpful! I will be contacting Ms. Amy Smith today, as you suggested. In addition to following up with that contact, I have applied to job openings with ABC Inc., and XYZ Co. Thank you for that suggestion! (Include a point or two about advice they gave you that you took to heart).

I hope you have a great start to the summer! Again, thanks for your insight. If any additional suggestions come to your mind please pass them along. I will keep you posted on my job search progress.

Regards,  
Jane Johnson  
Jjohn2@nd.edu | 574-123-4567

#### SAMPLE NETWORKING LETTERS/EMAILS

#### CAREER EXPLORATION

# Informational Interviewing

This is one of the most common ways to network and gives you the opportunity to connect meaningfully with a professional. Informational interviewing is asking someone about what they do - it is not asking for a job or internship.

## Primary Goals

- Investigate a specific career field and learn about important issues in that field
- Narrow down career options or uncover options you never knew existed
- Obtain advice on where your skills might be applied
- Broaden your network of contacts for future reference

## WHO SHOULD I INTERVIEW?

You can contact a wide range of professionals from a variety of fields. Contacts generally fall into one of two categories: people you know and people you don't know. It helps to ask people you know to introduce you to people they know who work in your desired field.

### People you know:

Friends  
Family  
Neighbors  
Co-workers  
Professors

### People you don't know:

Alumni  
Professional Organization Members  
Employers  
Social Media Contacts

## HOW DO I PREPARE?

Preparing for an informational interview allows you to be more confident, make a positive impression, and ensures you get your questions answered. It also allows you to respond to questions about yourself more effectively.

To prepare, you should:

- Identify what you want to get out of the meeting
- Research the professional and his/her company
- Research the industry
- Review your experiences, interests, and skills
- Practice your introduction
- Develop a list of questions

If the meeting will be in person, be sure to arrive a few minutes early and dress in formal or business casual attire (depending on the industry and venue). If the meeting will be virtual or over the phone, be sure to identify a quiet space you can use in advance that has a strong internet connection.



## WHAT QUESTIONS SHOULD I ASK?

### Sample Questions for an Informational Interview:

- How did you enter this job/career?
- What do you do in a typical day/week?
- What are the most interesting aspects of your job?
- What do you like least about this career? And what do you find dull or repetitious?
- How would you recommend someone break into this field?
- What educational background is required?
- What kind of person would be best suited for this career in terms of personality, interests, and skills?
- What kind of experience or internship would help in this career?
- Are there specific courses a student might take that would be particularly beneficial in this field?
- Is travel expected with this job?
- What types of training do companies give to people entering this field?
- What technologies are integrated into this career?
- What special advice would you give to a young person entering this field?
- How do you see the jobs in the field changing over the next five years? What can I do to prepare myself for such changes?
- How can I learn more about this career/job?
- What professional organizations are active and responsive in this career field?
- Are there any other individuals you recommend I speak with to learn more about this career?
- What are some job titles of entry-level positions in the career field? What is the career trajectory?
- What is a typical salary range in this field?
- What advice would you give on locating opportunities, the time frame for applying, and the application process?



## What Do I Do After the Meeting?

### SEND A THANK YOU NOTE

Within 24 hours, send an email thank you note and follow it with a handwritten thank you note.

### THANK YOU NOTE TIP

The Meruelo Family Center for Career Development offers free note cards available for your use as thank you cards. Cards are located at both north and south desks on the 5th floor of Duncan Student Center.

### REFLECT ON WHAT YOU LEARNED

Every informational interview allows you to learn about possible careers. Take the time to reflect upon what you learned and how that relates to your own values, interests, personality, and skills. You might find that your interest has been piqued further, or that a particular career isn't exactly what you thought it was. It's important to have multiple conversations with people in a given field to get a full picture of it.

### DEVELOP A PLAN TO STAY IN TOUCH

Since networking is relationship building, it's important to stay in touch with your contacts. It may be a simple email filling them in on something new in your professional life, sending an article that could be of interest to them, or sharing a seasonal greeting. It is appropriate to follow up every few months, but it depends on whether or not you have something substantial to say. Don't forget, not everyone will find time to reciprocate so don't take offense if you don't get a reply. Also create a database to track contact information - name, date of conversation or follow-up, outcome, and notes.

## FINAL TIPS/KEYS TO NETWORKING

- Create a list of everyone you know and identify how they could help you gather career information
- Define what information you need and what you are trying to accomplish
- Know yourself (values, interests, personality, and skills) and practice a concise introduction
- Start each in-person encounter with a firm handshake, good eye contact, and a smile
- Be tactful, courteous, and authentic in all conversations
- Adopt a positive attitude about networking and be proactive
- Send communications at least a week apart and no more than 3 times; if you don't receive a response, move on
- Create a database of contacts with notes about each person and conversations you had
- Send a thank you note after any networking interaction
- Focus on quality of interactions, not quantity
- Be patient - you may start slowly but soon you will build momentum

### THANK YOU NOTE EXAMPLES

Dear Mr./Ms. Alum,

Thank you again for taking time from your busy schedule to speak with me last Friday morning about your career. Your advice was very helpful! I will be contacting Ms. Amy Smith today, as you suggested. In addition to following up with that contact, I have applied to job openings with ABC Inc., and XYZ Co. Thank you for that suggestion!

(Include a point or two about advice they gave you that you took to heart).

I hope you have a great start to the summer! Again, thanks for your insight. If any additional suggestions come to your mind please pass them along. I will keep you posted on my job search progress.

Regards,  
Jane Johnson  
Jjohn2@nd.edu  
574-123-4567



# Finding Opportunities

## FINDING OPPORTUNITIES

# Map Your Internship & Job Search

**Ready to search for your internship or job? Map it first and be more effective in pursuing what YOU want!**

Figure out your preferences on the following four parameters—Industry, Compensation, Function, Location. Know when and where to look for the opportunities that interest you by understanding how/when/where industries tend to recruit and post opportunities. Those that come to campus are a small percentage of the large number of employers that seek to hire college students and recent graduates.

### Industry

**What two industries are of top interest to me?**

---

---

**Where are these industries most prevalent?**

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---

**When/where do these two industries recruit and post positions (see General Recruiting Timelines on the next page for more info)?**

---

---

**What three organizations are of interest to me in my top industry?**

---

---

### Compensation

**How much? Range:**

\$ \_\_\_\_\_ — \$ \_\_\_\_\_

**What's the range for rental costs in my top choice location?**

\$ \_\_\_\_\_ — \$ \_\_\_\_\_

**What's the national average pay for my top function/industry?**

\$ \_\_\_\_\_

(See Glassdoor or NACE salary survey)

### INTERNSHIP COMPENSATION ONLY

**Does my top choice industry offer paid compensation?**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**If no, funding sources to check out:**

\_\_\_\_\_ The Meruelo Family      \_\_\_\_\_ My Academic      \_\_\_\_\_ Scholarships  
Center for Career                      Department  
Development

\_\_\_\_\_ Research Funding      \_\_\_\_\_ CUSE Fellowships

For more information about funding sources, visit: [undergradcareers.nd.edu/funding](http://undergradcareers.nd.edu/funding)

### Function

**What tasks do I want to do all day (in order of preference)?**

---

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---

---

**I've considered these position titles (in order of preference):**

---

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---

What skills do I have for these tasks/positions

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---

### Location

Where do I need/want to be in order of preference?

---

---

---

---

How do these locations fit with my top choice Industry? Is the Industry located there? Try to avoid "I'll live ANYWHERE" and select one or two "preferred" places to live.



## GENERAL RECRUITING TIMELINES

\*These are the general hiring timelines for internship and full-time positions, there are **always** exceptions

### FALL RECRUITING

- Accounting
- Actuarial
- Consulting
- Corporate Finance
- Education
- Engineering Fields
- Financial Services
- Government (requiring security background checks)
- Healthcare
- Insurance
- Investment Banking
- Marketing
- Postgraduate Service
- Print Journalism (for prestigious internships/fellowships)
- Real Estate Investment
- Retail
- Technology

### SPRING-SUMMER RECRUITING

- Advertising
- Architecture
- Design Fields
- Education
- Entertainment/Media
- Government/Policy
- Human Resources
- Insurance
- Law-related
- Marketing
- NGOs
- Nonprofit Sector
- Postgraduate Service
- Service
- Print Journalism
- Public Relations
- Publishing
- Real Estate Development
- Research
- Retail/Consumer Products
- Sports/Recreation
- Sales
- Technology

## Ethical Job & Internship Search Policies

The University commits to employers that all students understand expectations for accepting offers.

The Meruelo Family Center for Career Development requires students who are engaged in a career or job search to conduct themselves in an ethical manner reflecting the policies and expectations put forth by the University of Notre Dame in its student handbook, du Lac: A Guide to Student Life (dulac.nd.edu). Students who renege on an offer of employment (full-time job offer or internship) will be held accountable by the University and will be

required to meet with University officials to discuss the circumstances of why the offer was reneged. An appropriate resolution to the situation will then be developed which includes removal of access from Handshake. The relevant Dean will be made aware of any student who has reneged on an offer.

For more information, visit [undergradcareers.nd.edu/ethics](http://undergradcareers.nd.edu/ethics).



# Interviewing and Job Offer Evaluation



# INTERVIEWING & JOB OFFER EVALUATIONS

## Interviewing

Interviews are used for both full-time and internship opportunities, as well as service, graduate/professional school, and fellowship opportunities. They are perhaps the most significant part of the hiring/evaluation process. Both you and the interviewer have your own objectives:

### YOUR GOALS ARE TO:

- Showcase your skills and interpersonal qualities
- Demonstrate that you are a match for the position through specific examples of past experiences
- Determine if the position/organization are a good fit for you

### THE INTERVIEWER'S GOALS ARE TO SEE:

- If you have the skills to do the job
- If you are motivated to do the job
- If you are a fit with the organization's culture

## PREPARING FOR THE INTERVIEW

Preparation is the most important part of your job or internship interview. Lay the foundation and follow these steps to maximize success.

Conduct thorough research on the organization and industry. Employers view knowledge of their organization as a critical factor in applicant evaluation because it demonstrates the candidate's interest, enthusiasm, and seriousness about the position.

Tailor interview responses to describe experiences in relationship to the skills and qualifications the organization is seeking. Conduct a mock interview with a recruiter, Career Counselor, or former employer.

### INTERVIEW SUCCESS

### PRACTICE INTERVIEW RESPONSES

### RESEARCH THE ORGANIZATION AND THE INDUSTRY

### ANALYZE THE POSITION

Know the qualifications and responsibilities, outlined on the job description. Identify the key skills the position requires and describe a time you have used each of the skills using the STAR technique.

### THE FOUNDATION - KNOW YOURSELF

Know your VIPS (Values, Interests, Personality, Skills). Practice communicating these concisely and clearly as they relate to the position, organization and industry. Review your experiences. Analyze your academic training, leadership experiences, critical thinking skills and non-academic activities in relationship to the position.

## Types of Interviews

### RESUME/TRADITIONAL

This form of interviewing goes through your resume. Questions are about your education, prior work experience, and activities. It is very straightforward. Be ready with examples.

### BEHAVIORAL INTERVIEWING

Based on the principle that the best way to predict future behavior is from past behavior, this method of interviewing is one of the most commonly used. Behavioral questions typically begin with "Tell me about a time when..." or "Give me an example of when..." You should utilize the STAR technique to describe how your specific experiences relate to the job. Utilize Big Interview\* for practice.

*\*Please refer to [undergradcareers.nd.edu](http://undergradcareers.nd.edu) for specific resources*

### CASE

Some companies, especially those in consulting and finance, are concerned not only with your experience but also with your ability to address complex problems and reach logical conclusions. The emphasis here is on your thought process; there is not necessarily a right or wrong answer.

*\*Please refer to [undergradcareers.nd.edu](http://undergradcareers.nd.edu) for specific resources*

### TECHNICAL

Companies in financial services, accountancy, technology, engineering, or science may ask questions related to academic coursework or concepts (e.g. programming skills) and/or industry knowledge (e.g. market indices).

*\*Please refer to [undergradcareers.nd.edu](http://undergradcareers.nd.edu) for specific resources*

## Virtual Interviews

Companies see many benefits in using video technology to interview candidates. With a video interview, employers have most of the benefits of seeing a candidate in person, but without the expense of actually meeting them. More employers are utilizing Skype, Zoom, or other virtual formats, especially if you are interviewing from abroad to interview now days. These two-way live video calls are a modern you to communicate with interviewers in real time and simulate a face-to-face interaction. It's important to plan ahead and present yourself in the best way possible to ensure a successful virtual interview.

### Technology & Location

When planning for a virtual interview always check the signal strength of your internet connection. Make sure that you have a strong wifi connection - wherever you're interviewing at - well before the scheduled interview.

If using a laptop or ipad for the virtual interview, always check battery percentage way ahead of time. Keep the form of technology you're using plugged in to a charger or have one near by incase the battery drains easily.

Regarding location, arrange for a quiet space with a non-distracting background behind you.

The Meruelo Family Center for Career Development has interview rooms on the 5th floor of Duncan Student Center designed specifically for students who are interviewing virtually. Each room has wireless internet, IP video phone, flat screen TV, wireless keyboard, a web camera, and ports for USB or HDMI connection to the TV.

If using one of our rooms, we recommend coming at least 15 minutes ahead of the scheduled interview to get settled in, test our technology, and make certain everything is working properly.



## PRACTICE ONLINE INTERVIEWING

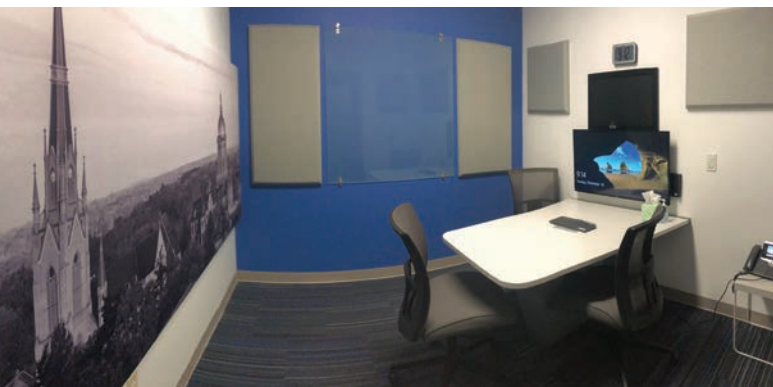
Gain access to Big Interview at [nd.biginterview.com](http://nd.biginterview.com).

### Big Interview

Big Interview is an online interactive interview preparation program. With Big Interview, users get hands-on practice with mock interviews that are tailored to specific industries, jobs, and experience levels. Utilizing Big Interview is a perfect way to conquer your nerves, gain confidence, and go in to any job interview well prepared.

### Benefits of Big Interview

- From learning Job Interview Fundamentals in Module 1 to learning how to close the interview and Ask Smart Questions in Module 10, their full video curriculum leads users through every step of the interviewing process.
- Choose from different interview scenarios.
- Participate in in-depth lessons, and practice interviews that scale in difficulty as training progresses.
- Practice general, behavioral, and technical questions.
- Save practice interviews to review later and get feedback.
- Learn perfect delivery and conquer the nerves with interactive mock interview tools.
- Get a well-rounded view of the type of questions to expect during an interview
- Participate in interactive mock interviews and see sample answers for 1100+ industries.
- Get constructive feedback in a low stress environment.



### On-Camera Presence

Present yourself professionally by dressing in business professional attire. Even though it's virtual, it's important to dress just as you would for an in-person interview. Be mindful of your body language. Make eye contact with the camera instead of looking directly at your computer screen. Focus on the camera to maintain eye contact with your interviewer.

**Companies**

**ORGANIZATION KNOWLEDGE**

- Annual Report, especially the letter to Shareholders
- History
- Mission statement
- Company leaders (CEO, etc.)
- Organizational structure
- Principle products/line of business
- Primary locations
- Stock price/trends; PE ratio
- Annual revenue
- Capitalization

**INDUSTRY KNOWLEDGE**

- Industry background/general information
- Competitors
- Relative size in industry/market share
- Industry trends and facts
- Industry-specific terminology

**CURRENT EVENTS**

- New products/lines of business
- Recent news articles about company and/or industry

**RESOURCES\***

ReferenceUSA, IBISWorld, Business Insights Essentials, Business Source Complete, Mergent Online  
 \*Please refer to [undergradcareers.nd.edu/interviews](http://undergradcareers.nd.edu/interviews) for specific resources

**Nonprofit Organization**

**ORGANIZATION KNOWLEDGE**

- Mission and services
- Population(s) served
- How the organization refers to its constituents—clients, guests, patrons, members
- Executive Director, CEO or President of local, regional, national, and/or international levels
- Income and assets; sources of funding and percentage of each to overall funds
- Local, regional, national, and world aspects of the organization
- Size of local and/or national organization
- Volunteer structure and size
- Board of Directors
- Partnerships with community, other agencies and organizations, corporations
- Initiatives, achievements, and impact measures from the Annual Report

**SECTOR KNOWLEDGE**

- Current size, numbers served, number of employees within the nonprofit sector
- Sector trends and current economic state

**CURRENT EVENTS**

- Recent news articles about the organization
- Recent articles about the topic or population of concern to the organization

**RESOURCES\***

Idealist, National Council of Nonprofits GuideStar, National Center for Charitable Statistics, Nonprofit Career Core Competencies  
 \*Please refer to [undergradcareers.nd.edu/interviews](http://undergradcareers.nd.edu/interviews) for specific resources

**Government Agency**

**ORGANIZATION KNOWLEDGE**

- Public service mission
- Top position titles and names in agency
- Level of government at which the agency functions (city, state, federal)
- Branch of government
- Size and jurisdiction of office and its parent agency
- Recruiting terminology
- Political appointments, elected, and hired positions within the agency
- Partnerships with nonprofit organizations
- Contracts and business relationships with for-profit organizations
- Relationship of government agency to other government departments or agencies; differences between focus of public services and connection between them

**SECTOR KNOWLEDGE**

- Sector trends and current economic state

**CURRENT EVENTS**

- Recent news articles about the organization
- Recent articles about topics relevant to the agency's focus and services

**RESOURCES\***

Index of U.S. Government Departments and Agencies, The Guardian Public Sector Careers, Government Executive News, GoGovernment, Best Places to Work in the Federal Government  
 \*Please refer to [undergradcareers.nd.edu/interviews](http://undergradcareers.nd.edu/interviews) for specific resources

## Common Interview Questions

You can't anticipate the questions you'll receive in an interview. However, common themes include applications of analytical, problem solving, and decision-making skills; leadership development; creativity; teamwork; and personal development. These should be answered using specific examples. Interviews often include a mix of different types of questions.

### RESUME-BASED/QUALIFICATIONS

- Why are you interested in our organization? Industry?
- What work experience has been the most valuable to you and why?
- Why did you choose to attend Notre Dame and how did you select your major(s)?
- How do you think you have changed personally in the past (five) years?
- What challenges are you looking for in a position?
- What three trends do you see in the future for our industry?
- Tell me about yourself.
- Why do you want to work in (career field)?
- Why do you feel you will be successful in this program?
- What is your greatest strength/weakness, and how will it affect your performance in this program?
- What are some of the most creative things you have done?
- What characteristics do you think are important for this position?
- Tell me about your summer internship.
- How has your education at Notre Dame prepared you for a \_\_\_\_\_ position?
- Where do you see yourself in five years?
- What has been the biggest accomplishment in your life and why?
- Why should I hire you?

### BEHAVIORAL

- Give an example of a problem you have solved and the process you used.
- Describe a situation in which you had a conflict with another individual and how you dealt with it.
- What idea have you developed and implemented that was particularly creative or innovative?
- Tell me about a team project of which you are particularly proud and your contribution.
- What types of situations put you under pressure, and how do you deal with the pressure?
- Tell me about a situation when you had to persuade another person to your point of view.
- Describe a time when you added value to an existing work process.
- Describe a leadership role you have held, and tell me why you committed your time to it.
- In thinking about a past position you have held, what did you do to make your duties more effective?
- Describe one of the toughest competitive situations you have faced and how you handled it.
- What has been one of your greatest disappointments and how did you respond?
- Tell me about a time you failed.
- Describe a situation in which you were criticized, and how you responded.
- Tell me about a time you went above the call of duty.



## THE PSYCHOLOGY BEHIND COMMON INTERVIEW QUESTIONS

It is important to know that some employers ask questions that seem very simple; however, the hidden meaning behind the questions may not be simple at all.

### WHAT INTERVIEWERS ASK YOU

1. Describe yourself. How does your background qualify you for this job?
2. What are your greatest strengths and weaknesses?
3. Why this job? Why this organization?
4. How would your peers describe you?
5. What makes you think you will succeed in this organization?
6. Why should we hire you? What do you bring to this job?

### WHAT THEY REALLY WANT TO KNOW IS

1. Can you take an incredible amount of information, organize it quickly in your head, and present it in a concise and articulate fashion?
2. How mature are you in dealing with your weaknesses? Can you identify methods for self-improvement?
3. Have you done your homework? Are you analytical?
4. How do you see yourself? Are you a leader or a follower? (A quiet confidence is needed here—not arrogance or egotism).
5. Have you accurately identified the skills and expertise needed to succeed? Can you prove you have them?
6. How are your promotion and persuasion skills? Are you believable? If you can't sell yourself, how will you be able to sell our products/company/ideas?

## STAR Technique

The STAR technique provides a concise and thorough framework for organizing responses to behavioral interview questions. Describing specific experiences adds credibility to your responses regarding your qualifications for the position. Begin by analyzing and identifying themes within the job description. Then reflect on your experiences to identify examples of when you demonstrated the skills, qualities, and knowledge required for the position. You should draw from classroom, extracurricular, volunteering, and job/internship experiences. Think about what skill(s) you can highlight with each example (ex: teamwork, communication, analytical, etc.) as well as the questions for which you can use each example.

Note, when providing examples that involved a team, be sure to balance a description of the team's efforts with your specific role (see the following STAR examples). If you don't have much team experience, consider joining a club or participating in a volunteering trip!

<b>SITUATION</b>	Describe the context of the situation - class project, student activity, volunteer, job, etc.
<b>TASK</b>	Describe the task and your specific role - goal, problem to be solved, improvement to be made, etc.
<b>ACTION</b>	Describe the actions you took - planning and implementation done to reach goal, solve a problem, etc.
<b>RESULT</b>	Describe the outcomes of your action - impact, influence, change resulting from your action, etc.

### ★ STAR Technique - Example

**SITUATION:** In the class Ethical Leadership, we discussed real world problems and the types of leadership required to address those problems.

**TASK:** As a team of six, we were assigned a project on habitat destruction. We were asked to develop a comprehensive project including a definition of the problem, our proposed solution, and an explanation of the type of leadership necessary to implement the solution.

**ACTION:** I took the initiative to make meeting plans throughout the semester before everyone's schedules became too packed. We drafted a timeline for our project, setting goals for each meeting. At every step of the project, we ensured that tasks were divided equally among the team. I sent out reminders to team members before upcoming deadlines. For the final day, we were each in charge of part of the project presentation. We each made our slides for the PowerPoint presentation, and I combined the slides to ensure the format was congruent.

**RESULT:** Our presentation received positive feedback from a panel of professors and our classmates. Since we each had a share of the project, we were knowledgeable in our respective sub-topics. The professor complimented us on our teamwork.

### STAR Technique - Worksheet

**SITUATION:** \_\_\_\_\_

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**TASK:** \_\_\_\_\_

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**ACTION:** \_\_\_\_\_

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**RESULT:** \_\_\_\_\_

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## Questions to Ask the Interviewer

Interviewers typically give you the opportunity to ask questions at the end of an interview. Make the most of this opportunity - it can be a red flag to employers if you don't ask any questions. The questions you ask will help you gain information to aid in your decision-making process. Your questions should focus on the industry, the organization, and the position.

### INDUSTRY QUESTIONS

- If you were interviewing with a retail company, a good industry question might be: Despite the rise of artificial intelligence (AI) based solutions to reshape the retail workforce, only a handful of traditional brands have been effective at implementing AI strategies to drive business efficiency. In your opinion, is AI the best way to stay relevant? What else can retailers do to adapt?
- If you were interviewing with an automotive company, a good question might be: Product recalls not only affect a company's current revenues, but could also affect its long-term performance by reducing customer confidence. What steps can be taken to reduce the number of recalls, and if recalls do occur, how can customer confidence be restored?
- In what ways has this organization been most successful in terms of products/services over the past several years compared to competitors in (this industry)?
- What challenges and opportunities do you see over the next two years regarding growth in (this industry)?
- What kind of changes do you expect to see in (this industry) over the next two to three years?

### ORGANIZATION QUESTIONS

- If you were interviewing with a publishing company, a good organization question might be: Could you talk about the data metrics that help drive major publishing decisions, such as when to develop an imprint?
- Could you talk about the key data that drives goal setting and strategic planning for (the organization)?
- How would you describe the culture of your organization?
- What has been the professional growth track for other students who have been recruited by your company over the past 3-5 years?
- Does your organization encourage its employees to pursue additional education?
- How do you feel my style will complement the team culture?

### POSITION QUESTIONS

- Describe the rotational training program associated with this position/internship. How is employee performance evaluated during the training period?

- What career paths have others followed after completing the program?
- As an intern, what kind of projects will I receive?
- What characteristics best describe individuals who are successful in this position?
- How is job performance evaluated?
- Describe the three top challenges that I'll face in this job.
- What are the key deliverables and outcomes that this position must achieve?



### INTERVIEWING TIPS

- Arrive 5-10 minutes early. Give yourself plenty of time for travel.
- Map your route, parking, etc. in advance. Have the office phone number on hand in case you need to contact them.
- Turn cell phone OFF (not vibrate).
- Bring a notepad, extra copies of your resume, a copy of your transcript and your project, design, art, or architecture portfolio when appropriate.
- Build rapport with the interviewer(s) in the first five seconds. Greet the interviewer(s) with a smile, firm handshake, and make eye contact.
- Brief silence is OK—if you are stumped by a question, take a moment to collect your thoughts. Asking for clarification (depending on the question) may also buy you some time and/or make it more clear.
- Be prepared with thoughtful questions.
- Close the interview reiterating your interest in the organization and the position. Understand the next steps and the timetable. You may have to ask for this information.
- Ask for a business card in order to follow-up with a thank you note.
- Remember, any interaction with the organization is a part of the decision-making process (information sessions, meeting the recruiter at a tailgate, pre-nights, and talking with greeters, receptionists, or office assistants).

## Interview Dress

What you wear conveys how important the opportunity is to you. The primary goal in dressing for an interview is to feel good while projecting an image that matches the requirements of the position and organization. The professional standard is to wear a two-piece, matching suit in gray, navy, or black. If are uncertain about attire, check with a career counselor or an alumnus at the organization.

### SHIRTS

Wear a long-sleeved, collared, button down shirt in white, light blue, or another calm color.



### TIES

Whether stripes or small dots, patterns should be subtle.



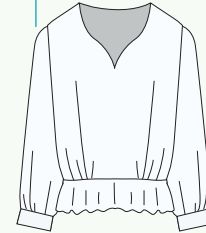
### SUITS

A two-piece matching suit in navy, dark gray, or black is appropriate. A skirt and blazer combo also works.



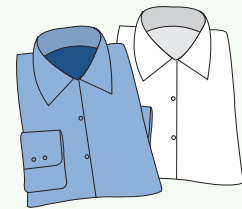
### BLOUSE/TOPS

Wear a professional top in neutral or pastel colors.



### DRESSES

A dress can also be worn, even under a blazer. Like skirts, the dress should be knee-length.



### SHOES, SOCKS, & BELTS

Wear dress shoes, dark socks, and a belt to match your shoes

### PANTS

Khaki pants fall in the category of business casual

### WRINKLE-FREE

Whatever you decide to wear, make sure your attire is wrinkle-free



### SKIRTS

Skirts should always be knee-length

### SHOES

Coordinate your outfit with flats or low closed-toe heels in dark or neutral colors.

### PANTS

Blue pants also fall in the category of business casual

## BUSINESS CASUAL

Business casual is one notch down from traditional interviewing attire. When the dress code is business casual, keep in mind it's not appropriate to wear your favorite old t-shirt, ripped jeans, old sneakers, or flip-flops. Remember the "business" part of business casual, and leave your old comfortable clothes at home. Outfits should still be clean, pressed, and fit properly. Sandals or peep-toe shoes may be permissible in some offices but save flip-flops for the weekend.

## NON-VERBAL COMMUNICATION

Along with attire, non-verbal communication is also an important factor to keep in mind while interviewing.

- Be aware of your body language and smile
- Be relaxed, but exude energy; have a firm handshake
- Avoid distracting body motions, such as adjusting hair and clothes
- Make eye contact when speaking with the interviewer(s)
- Sit comfortably, but attentively with good posture

## Post Interview Follow-Up

A thank you note restating your interest in the position and the organization should be sent within 24 hours of each interview, to each person with whom you spoke. Make each note somewhat different and try to reference something you discussed in the interview. Take no further action until at least one week beyond the date when they said they would contact you. At that time a phone call to see if a decision has been made is appropriate.

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### THANK YOU NOTE EXAMPLE

Dear Mr./Ms. Alum,

It was a pleasure to meet with you about the Marketing Representative position at ABC Organization. I especially appreciated talking with you about...

If given the opportunity, I am confident I can make valuable contributions to your organization. Thank you for the time you took to interview me. I look forward to hearing from you about this position.

Sincerely,

Jane Smith  
Jsmith9@nd.edu | 574-123-4567

## Job Offer Evaluation

After receiving an offer, you may ask yourself: Should I take it? How do I decide between multiple offers? How do I accept or decline the offer?

### SHOULD I ACCEPT ANY OFFER?

Think very carefully about the offer and don't accept until you are ready, as an acceptance must be made in good faith with an intention to honor the acceptance. Some questions to ask yourself include:

- Are the organization's values and culture in sync with mine? Did I engage well with the people I met?
- Is the work challenging? Do they provide me with quality professional development opportunities? Will it take me on my desired professional path in a reasonable time frame?

- Even if it isn't the exact position I was hoping for, will I gain skills that will positively influence my career/professional development?
- Does the compensation package (salary, benefits, vacation, health and retirement plans) meet my needs?
- Is it in a geographic location that interests me?
- How do I feel about the required level of travel?

## ACCEPTING AN OFFER

When accepting a job offer, you should do so in writing by restating your interest and the key components of your job offer. However, any acceptance (even verbal) must only be given with the full intention of honoring that acceptance.

The Meruelo Family Center for Career Development's Ethical Job & Internship Search Student Policy requires that you also notify all other organizations to whom you have applied that you have accepted an offer and wish to withdraw your name from your name from further consideration.

You may also consider notifying and thanking all those who have helped you in your job search, including those who served as references, provided you leads, and gave advice.

### ACCEPTING AN OFFER

Dear Mr./Mrs. Representative:

Thank you for offering me a position with (name of organization) in your (location or division). I appreciate the efforts that everyone in your organization have made on my behalf.

After giving your offer serious consideration, I am confident that joining your firm will offer the challenges and rewards I seek. I enthusiastically accept your offer of employment at an annual salary of \$\_\_\_\_\_, and a start date of (date). Becoming a (position title) with (name of organization) will provide me the opportunity to make a genuine contribution and to develop professionally.

On (date) I plan to be in the area to look for suitable housing. Would you please send me any pertinent information you have available?

I want to express my appreciation again for the many courtesies you and others in your organization have extended to me. I am looking forward to beginning a rewarding career with (name of organization).

Sincerely,  
(Written signature)  
(Type your name here)





## WITHDRAWING/DECLINING AN OFFER

While a phone call is the most appropriate method of communication to withdraw from a search process, an email or letter when withdrawing from the interview process or declining an offer is important to assure good relations with the organization.

- Withdraw from the interview process/decline an offer as soon as you know you are no longer interested, or immediately after accepting an offer from another organization
- Withdrawing/declining tactfully in a timely manner will not offend the organization
- Be positive—let them know it was a difficult decision, express your appreciation, and thank them for the opportunity

## RETHINKING ACCEPTING A POSITION



Once you accept a position, the employer expects that you will follow through. While students who renege on offers will be held accountable with serious consequences, consider how your professional reputation affected if you renege.

## EXPLODING OFFERS

Exploding offers are those with short deadlines. The Meruelo Family Center for Career Development's Employer Job Offer Policy outlines the timing required for employers to provide students to make decisions. If you are faced with an exploding offer, please contact our office; we can help negotiate the date if the employer recruited on campus through the Center for Career Development.

## DECLINING AN OFFER

Dear Mr./Mrs. Representative:

Thank you for offering me a position as a (position title) with (name of organization). I appreciate the efforts that everyone in your organization have made on my behalf.

Deciding where to begin my career has been a difficult decision. Although your offer was very attractive, I have elected to decline the invitation to join (name of organization), and accept another position.

Again, thank you for your kindness and consideration. I wish you success in your recruitment efforts.

Sincerely,  
(written signature)  
(Your name typed here)

## REQUESTING MORE TIME

When faced with a decision to accept an offer that you feel you can't make in the time allotted, you can consider requesting more time from the employer. You may need a phone conversation with the employer about your request to extend the offer deadline, but it's wise to provide a "heads-up" to the employer regarding the nature of your request before the call. Make sure to express your enthusiasm and gratefulness for the offer. Odds are extremely low that the recruiter will rescind the offer just for asking - and if they do, it's probably best to steer clear of the company anyway. Do not wait until the last minute to ask for an extension - a week or more before the deadline is preferred.





# Graduate and Professional School

# Graduate or Professional School

Considering graduate or professional school after graduation? Use the matrix below to help guide you with your decision.

QUESTIONS TO CONSIDER	YES	NO
Do you know what career you would like long term?		
Does the career you would like to pursue long term require a higher degree?		
Do you know what you want to study and are you still curious and passionate about that particular field?		
Are you emotionally ready for the rigors of graduate school?		
Are you financially ready (it's an expensive proposition if you're unsure or unready)?		
Do you know why you want to go to graduate school?		
Do you have the necessary requirement(s) to enter the program you desire (major, test score, industry or volunteer experience, research, internship)?		
Do you know the type of graduate program you want to pursue? 1 year Graduate Degree; 2 year Master; Law; Medical; Allied Health; 5-7 year PhD; Research, Clinical, or Applied		

## IF YOU ANSWERED YES TO THE QUESTIONS ABOVE

### CONSIDER THESE TIMELINES IN APPLYING:

#### Sophomore year, second semester

- Talk with professors; line up research opportunities for junior year; start researching graduate programs

#### Junior year

- Know the application deadline for your graduate program
- Obtain faculty-directed research and independent research experience (summer, senior thesis, or capstone)
- Read broadly in the field; take notes on readings and ideas by major contributors in the field
- Get to know faculty members from whom you will want recommendations
- Study and prepare for the graduate school testing necessary for your program; free practice tests available through Kaplan
- Sign up for testing with enough time before application submission deadlines that you could take the test(s) once more to achieve a higher score

#### Senior year

- Research, evaluate, and select programs to which you want to apply
- Prepare CV or graduate school resume
- Figure out a graduate school finance plan
- Prepare and submit application materials

### COMPONENTS OF THE APPLICATION PROCESS:

- Essay or Personal Statement and Resume/CV – begin with plenty of revision time
- Interviewing (particularly medical schools) practice interview skills before the first interview
- Recommendation Letters – ask faculty members with plenty of advance notice

## IF YOU ANSWERED NO OR ARE UNSURE HOW TO ANSWER THE QUESTIONS ABOVE

- Begin talking to your professors, alumni who pursued a graduate program you are considering, current ND graduate students, and/or a career counselor at The Center for Career Development
- Learn more about graduate school in order to make a well-informed decision
- Consider the possibilities listed on the next page which would include: taking a "gap" year, doing service, gaining a fellowship, or entering the military
- Consider entering the world of work via an internship or job

### GRADUATE SCHOOL RESOURCES

- **Petersons Grad School Bound** – Includes details about student and faculty demographics as well as key dates and program fees.
- **Petersons Allied Health Graduate Programs** – Provides general overview with links to more specific programs.
- **ABA-LSAC Official Guide to ABA – Approved Law Schools** – Provides in-depth information about law schools and allows students to see likelihood of admission to different schools based on their GPA and LSAT scores.
- **Start Class** – Includes a list ranking law schools with some quick stats, and more details about each school when you click on it.
- **Princeton Review** – Provides variety of law school rankings, such as law schools with best professors, best resources for minority students, most liberal/conservative students, etc; includes a search by region.  
*\*Please refer to [undergradcareers.nd.edu](http://undergradcareers.nd.edu) for specific resources*

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*\*Please refer to [undergradcareers.nd.edu/gradschool](http://undergradcareers.nd.edu/gradschool) for specific resources*

## Additional Post-Graduate Opportunities

### The "Gap" Year

A gap year is taking some time off between life stages. During this period, you may explore a new interest area, or you may choose an experience that enhances your skills and career goals. Before deciding if a gap year is right for you, ask yourself:

- Are there experiences that I want to have before I enter my career?
- Do I need this experience to enhance my skills, or to build additional professional experience?
- Does this experience relate to my long term career goals? If not, am I okay with that?
- How long do I want this gap year to be? Do I want to travel internationally?
- Would I consider a three-month internship, such as with an NGO, before moving to another opportunity?
- Would this experience improve my CV or research skills to be a more competitive applicant for a graduate or professional degree program?

### Service

Choosing to volunteer post-graduation can be a life-changing experience and provide you with key skills for the next step in your career. Before deciding if service is right for you, consider the following possibilities:

- What community or social issue is most important to me?
- Do I want to spend one or two years dedicating time and energy to addressing community and social issues?
- Do I want to live in community or not?
- Is the service program faith-based or not? Is that an important

factor in my decision?

- Does the program offer a stipend or salary?
- Do I want a domestic or international service program?
- Do I need health insurance and does this program provide it (most do)?
- Does my service program provide housing?
- May I qualify for postponement or forbearance to repay my loans during my service?
- Does this volunteer opportunity provide an educational award applicable to education loans or future education tuition and fees?
- Can this service opportunity help build professional experience that will open the next career door for me?
- Will this opportunity allow me to work with populations or social issues I want to focus on longer-term?
- Find postings on Handshake and explore a vast array of service opportunities through the Center for Social Concerns

### Fellowship

A fellowship is a project or research that includes an applied component, offered in a wide range of areas – teaching, research, service, and further graduate study. Fellowships are competitive so begin investigating your sophomore year by talking with your professors and the staff at the Flatley Center for Undergraduate Scholarly Engagement (CUSE). A fellowship or Fulbright can also enhance your application for a graduate or professional degree program. Some fellowships can help pay for graduate studies. Check out the CUSE website or [idealist.org](http://idealist.org) to learn more about opportunities.

### Military

As an ROTC cadet or deciding to pursue Officer Candidate School, your post-graduate plans may be set for the next few years after graduation. However, there are still resources to help NOW with your career transition:

- **Notre Dame Alumni Career and Professional Services - ROTC Group** (access through [my.nd.edu](http://my.nd.edu))
- **DoD (Department of Defense) Transition Assistance Program (TAP)**



## PRE-LAW ADVISING

The Meruelo Family Center for Career Development offers pre-law advising for students interested in attending Law School. For more information, visit: [undergradcareers.nd.edu/prelaw](http://undergradcareers.nd.edu/prelaw)



# MERUELO FAMILY CENTER FOR CAREER DEVELOPMENT

Empowering students to discern, discover, and pursue meaningful careers to be a force for good in the world.

## APPOINTMENTS

Use our online scheduling system in Handshake or call 574-631-5200.

## QUICK QUESTIONS/WALK-INS

In addition to scheduled appointments, we offer 15 minute walk-in sessions with a career counselor or career assistant (trained student employees). These sessions typically focus on brief resume and cover letter reviews and questions on how best to utilize our services.

## IRISH COMPASS

Notre Dame's online networking directory connects you with 14,000+ alumni who want to serve as mentors and share information about career paths. Visit [IrishCompass.nd.edu](http://IrishCompass.nd.edu).

## ENGAGEMENT CAREER COUNSELORS

Our Student Engagement Team helps you start the career development process by:

- Exploring majors & careers
- Learning how you can translate your values, interests, and skills into a meaningful career
- Writing your first resume and cover letter
- Learning how to leverage online tools, including LinkedIn and Handshake
- Preparing for career fairs
- Identifying summer experiential opportunities

## SPECIAL EVENTS AND WORKSHOPS

The CCD hosts events such as career fairs, industry informational sessions, and networking events, as well as workshops on career development.

## Handshake

Handshake is a centralized resource to manage your career development. Create a profile and discover internship and full-time job opportunities by connecting with thousands of world-class organizations. RSVP for events, schedule appointments, and connect with students both at Notre Dame and around the globe to learn about career paths and how you can be a force for good in the world.

## FREE ACCESS TO ONLINE RESOURCES

We provide students access to many top-notch resources to explore potential career paths, research organizations, view sample resumes and cover letters, find internship and full-time opportunities, and practice interviews.

## REGIONAL ENGAGEMENT IN CALIFORNIA

Unique in higher education career services, we have staff based in California who help connect you with alumni, recruiters, and organizations in Silicon Valley and Southern California.

## EMPLOYER RELATIONSHIPS

We use our alumni connections to build relationships with recruiters and employers across all industries to advance hiring you and other Notre Dame students for internships and full-time jobs.

# MAKE THE CONNECTION

**OFFICE HOURS**  
Monday-Friday, 8am-5pm

**LOCATION**  
Duncan Student Center  
5th Floor

## INDUSTRY CAREER COUNSELORS

Once you identify a few career paths or industries of interest, our Industry Team helps with:

- Networking and informational interviews
- Researching companies and organizations
- Tailoring your job search
- Mock interviews (case, behavioral, and medical)
- Job offer evaluation and decision making
- Graduate school exploration

## Every year we...



Provide summer funding to **250+ students** from all undergraduate colleges.



Coordinate **career treks**, taking students into the heart of several industries all around the country.



Conduct **400+ workshops and learning labs** led by our career counselors.



Schedule more than **3,000 career counseling appointments**.

MERUELO FAMILY  
CENTER FOR CAREER  
DEVELOPMENT

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CareerDevelopment.nd.edu



574-631-5200



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