# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HANDSHAKE</strong></td>
<td></td>
</tr>
<tr>
<td>Profile Example</td>
<td>1</td>
</tr>
<tr>
<td>Profile Checklist</td>
<td>2</td>
</tr>
<tr>
<td><strong>MAJOR AND CAREER DISCERNMENT</strong></td>
<td></td>
</tr>
<tr>
<td>7 Clues: A Career Assessment Activity</td>
<td>3</td>
</tr>
<tr>
<td><strong>RESUMES AND COVER LETTERS</strong></td>
<td></td>
</tr>
<tr>
<td>Writing Your Resume</td>
<td>4</td>
</tr>
<tr>
<td>Resume Action Verbs</td>
<td>5</td>
</tr>
<tr>
<td>Resume Samples</td>
<td>6</td>
</tr>
<tr>
<td>Resume Checklist</td>
<td>7</td>
</tr>
<tr>
<td>Creating the Federal Resume</td>
<td>8</td>
</tr>
<tr>
<td>Cover Letters</td>
<td>9</td>
</tr>
<tr>
<td>Sample Cover Letters</td>
<td>10</td>
</tr>
<tr>
<td>Sample Cover Letter: Email Format</td>
<td>11</td>
</tr>
<tr>
<td>Required Writing Sample Guidelines</td>
<td>12</td>
</tr>
<tr>
<td><strong>BUILDING YOUR BRAND AND NETWORKING</strong></td>
<td></td>
</tr>
<tr>
<td>Your LinkedIn Profile</td>
<td>13</td>
</tr>
<tr>
<td>Networking</td>
<td>14</td>
</tr>
<tr>
<td>Informational Interviewing</td>
<td>15</td>
</tr>
<tr>
<td>Thank You Examples</td>
<td>16</td>
</tr>
<tr>
<td><strong>FINDING OPPORTUNITIES</strong></td>
<td></td>
</tr>
<tr>
<td>Map Your Internship and Job Search</td>
<td>17</td>
</tr>
<tr>
<td><strong>INTERVIEWING AND JOB OFFER EVALUATION</strong></td>
<td></td>
</tr>
<tr>
<td>Interviewing</td>
<td>18</td>
</tr>
<tr>
<td>Virtual Interviewing</td>
<td>19</td>
</tr>
<tr>
<td>Interview Checklist</td>
<td>20</td>
</tr>
<tr>
<td>Common Interview Questions</td>
<td>21</td>
</tr>
<tr>
<td>STAR Technique</td>
<td>22</td>
</tr>
<tr>
<td>Questions to Ask the Interviewer</td>
<td>23</td>
</tr>
<tr>
<td>Interview Dress</td>
<td>24</td>
</tr>
<tr>
<td>Post Interview Follow-Up &amp; Job Offer Evaluation</td>
<td>25</td>
</tr>
<tr>
<td><strong>GRADUATE &amp; PROFESSIONAL SCHOOL</strong></td>
<td></td>
</tr>
<tr>
<td>Graduate or Professional School</td>
<td>26</td>
</tr>
<tr>
<td>Additional Post-Graduate Opportunities</td>
<td>27</td>
</tr>
<tr>
<td><strong>GET CONNECTED</strong></td>
<td></td>
</tr>
</tbody>
</table>


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.
Add as many skills as possible that you’ve developed.
## Handshake: Profile Checklist

- **Activate your account by visiting**: [go.nd.edu/handshake](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
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.
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

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?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

What do you naturally do well?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

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

If you knew you couldn’t fail, what would you do?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What’s something you are doing when you lose track of time?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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

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.

SOURCE: Survey of Employers and Universities - NACE Readiness for the New College Graduate: A Definition and Competencies (The National Association of Colleges and Employers)
# Resume Action Verbs

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

| A | accelerated | accommodated | accomplished | accounted for | achieved | acquainted | acquired | adapted | added | adjusted | administered | advertised | advised | advocated | aided | altered | analyzed | anticipated | applied | appraised | approved | arbitrated | arranged | assembled | assessed | assisted | assumed | attached | attained | attended | augmented | authored |
| B | balanced | bolstered | briefed | budgeted | built |
| C | calculated | catalogued | caused | chaired | changed | charted | checked | circulated |
| D | debated | decided | defined | delegated | delivered | demonstrated | designed | detached | determined | developed | devised | directed | disclosed | disclosed | discovered | dispatched | displayed | distributed | drafted | dramatized |
| E | earned | edited | classified | cleared up | collaborated | collected | combined | compiled | completed | computed | condensed | conducted | conferred | consolidated | constructed | consulted | controlled | converted | convinced | coordinated | copied | corrected | counselled | counted | created | critiqued |
| F | facilitated | familiarized | filed | forecasted | foresaw | formulated | fostered | founded | founded |
| G | gained | gathered | generated | governed | graded | greeted | grouped | guaranteed |
| H | handled | heightened | highlighted |
| I | identified | illustrated | implemented | improved | incorporated |
| J | increased | informed | initiated | innovated | inspected | inspired | instructed | interpreted | interviewed | invented | inventoried | invested | investigated |
| K | joined | judged |
| L | laminated | launched | lectured | lead | learned | led | liaised | logged |
| M | maintained | managed | marketed | maximized | measured | medicated | merged | modified | monitored | motivated |
| N | negotiated | notified |
| O | observed | obtained | opened | operated | orchestrated |
| P | participated | perceived | performed | persuaded | planned | prepared | presented | processed | procured | produced | profited | programmed | projected | promoted | proofed | proposed | proved | purchased |
| Q | qualified |
| R | rated | received | recognized | recommended | recorded | recruited | reduced | referred | regulated | reorganized | repaired | replaced | reported | represented | researched | resolved | restored | restructured | resulted in |
| S | saved | scheduled | screened | scrutinized | selected | sent | served | set | shipped | showed | sold | solved |
| T | taught | terminated | tested | trained | transferred |
# Resume Checklist

## GENERAL FORMAT

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
</tbody>
</table>

## CONTENT

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
<tr>
<td>![Checkbox]</td>
<td>![Checkbox]</td>
</tr>
</tbody>
</table>
Mary Smith
msmith01@nd.edu | 574.133.4567 | 2020 E. Jefferson Blvd, South Bend, IN 46617

EDUCATION
University of Notre Dame
Bachelor of Science in Engineering
Major: Undeclared
GPA: 3.65

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  Fall 20XX
- 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 an A grade from professor

Interactive 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  South Bend, IN  Summer 20XX
- Organized seating plan which matches the needs of the customers with availability of space and readiness of waiters and kitchen staff

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
jhall2@nd.edu | (574) 123-4567

EDUCATION
University of Notre Dame
Bachelor of Arts | English with Creative Writing Concentration
Minors: Business Economics, Irish Studies
GPA: 3.7/4.0  Creative Writing in Ireland Program  Dublin, Ireland  June 20XX

Hamilton Southeastern High School
GPA: 4.35 | SAT: 2240 | Class Rank: 27 / 737  Fishers, IN  June 20XX

EXPERIENCE
The Orb* Hamilton Southeastern High School News Magazine
Managing Editor  Fall 20XX - Spring 20XX  Fishers, IN
- 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
- 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  Fall 20XX - Spring 20XX  Fishers, IN
- Led meetings of 10-15 peers to create and plan library events and teen zone renovations
- Volunteered at library events for teens and children

Frosty's
Sales Associate  Summer 20XX  Fishers, IN
- Accommodated customer needs by providing products in a fast-paced environment by delegating responsibilities with team members

ACTIVITIES
Creative Writing Club, "Mustard," 20XX - present
The Bald and Beautiful Club, Member

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
## Campus Address - Resume

**Jason P. Winchester**

1234 Irish Way  
South Bend, IN 46556  
jwin@nd.edu | (123) 456-7890

**Home Address**

333 Home Drive  
Miami, FL 31987

## Reverse Chronological - Emphasis on Research & International

**Sharon Blake**

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

### Education

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>GPA</th>
<th>Honors</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Notre Dame</td>
<td>Bachelor of Arts in Arabic and Theology</td>
<td>3.35</td>
<td></td>
<td>Notre Dame, IN</td>
<td>May 20XX</td>
</tr>
<tr>
<td>American University in Cairo</td>
<td>Arabic language and Egyptian culture immersion</td>
<td></td>
<td></td>
<td>Cairo, Egypt</td>
<td>August 20XX-May 20XX</td>
</tr>
</tbody>
</table>

### Experience

**The Observer Newspaper**, Notre Dame, IN - Fall 20XX-Present
- Reporter, Production Editor
- Received recognition for several published articles on student life issues
- Conducted interviews on sensitive topics with diplomacy and strategic questions
- 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

**Alert Global Media**, Miami, FL - Summer 20XX
- Editorial Assistant
- 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

**The American University in Cairo**, Cairo, Egypt - Spring 20XX
- Student Orientation Leader
- Led the orientation for 400 new American students adjusting to life in Egypt
- Collected feedback on intercultural differences and Egyptian society
- Collaborated with faculty and staff to develop orientation strategy and content
- Utilized Arabic skills in helping students negotiate and acclimate to Egyptian life

**Product Managers, Mansour Group**, Marketing Intern, Cairo, Egypt - Summer 20XX
- Planned lessons and taught English at summer camp for Burmese refugee children

**Putubiw Junior Secondary School**, Rangoon, Union of Burma - Summer 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

**VOICE Committee, Center for Social Concerns**, Notre Dame, IN - Fall 20XX-Spring 20XX
- Organize and lead a week-long service trip of 25 students to New Orleans for rebuilding projects

**Take Ten**, Notre Dame, IN - Fall 20XX-Spring 20XX
- Conflict Resolution Facilitator
- Taught nonviolent dispute resolution skills in a low-income elementary school
- Demonstrated strong interpersonal skills in dealing with young students

### Languages

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

### Leadership and Service

**Co-Founder and President, Gulf Coast Action League**, Fall 20XX-Spring 20XX
- Organized and lead a week-long service trip of 25 students to New Orleans for rebuilding projects

**VOICE Committee, Center for Social Concerns**, Fall 20XX - Present
- Organize and lead a week-long service trip of 25 students to New Orleans for rebuilding projects

**Nd Votes Commissioner, University of Notre Dame**, Fall 20XX
- Organized dorm service events and promoted awareness of social justice issues
- Focused on registration, education, and mobilization of voters for the 20xx Election

### Technology

- ProQuest, Keesings, SSPS, and Microsoft Word, Excel, and PowerPoint
- Use reverse chronological order within the groupings
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
Group Leader
• Analyze major economic trends and events across four geographic regions including both developing 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
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
Job Shadow Participant
October 20XX
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

UBS Wealth Management, Chicago, IL
Summer Intern
Summer 20XX
• 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
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
Technical - Bloomberg Certified in Equities and Fixed Income Securities | Proficient in Microsoft Office Interests - Water Skiing | Trail Biking | Distance Running | Italian Opera | Humanane 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 46656 | (574) 123-4567 | mgraves@nd.edu

EDUCATION
University of Notre Dame, Notre Dame, IN
Bachelor of Business Administration May 20XX Cumulative GPA 3.81
Majors: Finance Second Majors: History
Bloomberg Certification in both Equities & Fixed Income Securities

RELEVANT EXPERIENCE AND ACADEMIC TRAINING
Sorin Capital, Stamford, CT
Use "action" verbs as the first word of bullet points, and give results whenever possible
Summer 20XX
Summer Analyst
• Analyzed a portfolio of 1.5 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 risk-return characteristics within a 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 team to secure 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
Goldman Sachs Strategic Advisory Project - Travel Team Member
Fall 20XX
• Collaborated with a five-member team to develop a viewpoint on Netflix (NASDAQ: NFLX) using numerous valuation methodologies ultimately proposing strategic alternatives for NFLX, including M&A, credit and debt options

Credit Suisse IPO Project - Team Leader
Fall 20XX
• Analyzed the historical (IP) 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 9.3x

Wall Street Prep Modeling Seminar, Notre Dame, IN
Spring 20XX
Wall Street Prep Modeling Seminar, Notre Dame, IN
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 Wynn (NASDAQ: WYNN) 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 techniques including precedent acquisitions transactions, comparable public companies, DCF, LBO, and sum of parts to determine the best valuation tool for the specific cases

Wall Street Club Fall Investment Bank Tour, Chicago, IL
Fall 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
• Generated microcredit loans to individuals plagued by debt in the South Bend community after thoroughly evaluating client creditworthiness, enabled participants to pay off their debt at lower and more sustainable interest rates
• Designed 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
• Focused on 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 as northern Ugandans to enhance communication and provide internet access to schools, seminars, health centers, and NGOs as part of the Battle Operated Systems for Community Outreach Program

Appalachia Service Project, Harlan, KY
January - March 20XX
• Advocated a plan to improve the Harley Community Development Center through infrastructure improvement 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
Kristen Kelly
kkelly@nd.edu
(574) 123-4567

Permanent Address:
2000 Shamrock Drive
Greencastle, IN 40000

REVERSE CHRONOLOGICAL - ACCOUNTING

**EDUCATION**

**UNIVERSITY OF NOTRE DAME**

- Master of Science in Accounting
  - Notre Dame, IN
  - May 2020
- Bachelor of Business Administration
  - May 2019
- Major: Accountancy; Minor: Peace Studies
- GPA: 3.90

**NOTRE DAME LONDON PROGRAM**

- Study Abroad, International Business Certificate
  - London, England
  - Fall 2017

**EXPERIENCE**

**CROWE HORWATH, LLP**

- Federal Tax Intern
  - Indianapolis, IN
  - June-August 2018

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

**HURON CONSULTING GROUP**

- Summer College Honors Intern, Office of Education and Advocacy
  - Chicago, IL
  - Summer 20XX

- 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

**TAX ASSISTANCE PROGRAM**

- Volunteer Tax Preparer
  - Mishawaka, IN
  - January-April 2017

- 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

**BBDO EUROPE**

- Special Projects Assistant, Controller’s Team
  - London, UK
  - September-December 2016

- 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

**GREENCASTLE COMMUNITY SCHOOL CORPORATION**

- Human Resources Intern
  - Greencastle, IN
  - May 2016-July 2017

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

**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

REVERSE CHRONOLOGICAL - CONSULTING

**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
- Master of Science in Accountancy
  - May 2020
- Notre Dame London Program
  - Study Abroad, International Business Certificate
  - London, England
  - Fall 2017

**EXPERIENCE**

**HURON CONSULTING GROUP**

- Advisory Board Member, Consulting Connect
  - Fall 20XX-Present

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

- Project Coordinator, Deloitte Case Competition
  - Spring 20XX

- Guided team of eight students in analyzing, evaluating, and preparing presentation for a Mergers & Acquisitions case study
- Won 2nd Place among 20 other teams for extensive research and presentation clarity and style

**DEAN’S FELLOW TREASURER, College of Arts and Letters**

- Spring 20XX

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

**WASHINGTON, D.C.**

- Chairperson, Sophomore Class Council Education Committee
  - Fall 20XX

- 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

**GREENCASTLE COMMUNITY SCHOOL CORPORATION**

- Human Resources Intern
  - Greencastle, IN
  - May 2016-July 2017

- Processed employment verification and loan forgiveness forms
- Updated employee database and worked to eliminate excessive usage of paper
- Traveled with team to Goldman Sachs to present analysis

**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

**SKILLS & INTERESTS**

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

**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: 4.00, Dean’s List Fall 20XX-Fall 20XX
- Master of Science in Accountancy
  - May 2020
- Fundación Ortega y Gasset, Toledo, Spain
  - 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 networks in Corpus Christi, Texas
- Completed time studies of newly implemented processes, validating reporting metrics with Huron project team
- Explained reporting tool to clinical director, created training plans, and updated all client guides
- Won intern case competition with team of five interns

**US SECURITIES AND EXCHANGE COMMISSION, Washington, D.C.**

- Summer College Honors Intern, Office of Education and Advocacy
  - Summer 20XX

- 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
  - Fall 20XX-Present

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

- Project Coordinator, Deloitte Case Competition
  - Spring 20XX

- Guided team of eight students in analyzing, evaluating, and preparing presentation for a Mergers & Acquisitions case study
- Won 2nd Place among 20 other teams for extensive research and presentation clarity and style

**DEAN’S FELLOW TREASURER, College of Arts and Letters**

- Spring 20XX

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

**WASHINGTON, D.C.**

- Chairperson, Sophomore Class Council Education Committee
  - Fall 20XX

- 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

**GREENCASTLE COMMUNITY SCHOOL CORPORATION**

- Human Resources Intern
  - Greencastle, IN
  - May 2016-July 2017

- Processed employment verification and loan forgiveness forms
- Updated employee database and worked to eliminate excessive usage of paper
- Traveled with team to Goldman Sachs to present analysis

**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

**SKILLS & INTERESTS**

- Technical: Microsoft Word, Excel, 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.

EDUCATION

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

Wings College
Bachelor of Science Major: Chemistry
May 20XX GPA: 3.74

INTERNSHIP

General Electric Healthcare
Service Engineer
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 ~$1,50K.
• 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 65% installation time reduction.
• Conducted on-site audit of MR system installation to provide a baseline for validation of upcoming life cycle staging pilot.

RESEARCH

Notre Dame, IN
Research Assistant
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

Orthopedic Biomechanics Laboratory
Notre Dame, IN
Undergraduate Research Assistant
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
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
Fall 20XX-Spring 20XX

Representative, London Student Advisory Council
Spring 20XX

Speaker Committee Chair, Society of Women Engineers
Fall 20XX-Spring 20XX

ACTIVITIES

Volunteer, Appalachia Spring Break Service Learning Seminar
Fall 20XX-Spring 20XX

Bengal Bouts Boxing Tournament, Notre Dame, IN
Fall 20XX

• 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.

HONORS

Notre Dame Scholar
Fall 20XX-Spring 20XX

National Merit Finalist
Fall 20XX-Spring 20XX

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

EDUCATION

University of Notre Dame  | Notre Dame, IN
Bachelor of Science, Majors: Science Pre-Professional and Spanish
GPA: 3.62

EXPERIENCE

The Hill Lab - Professor Reginald Hill
Fall 20XX - Present
Undergraduate Research Assistant
• Utilize different scientific techniques of splitting cells in studying the biology of cancer
• Participated in research through undergraduate research symposium, University of Notre Dame

Summer 20XX
Organic Chemistry Laboratory, Dr. Christina Yang,
• Received a research grant studying the relationship between pancreatic cancer and Hydrogen Sulfide Salts

Minority Pre-Med Society
Fall 20XX - Present
• Contributed to analog synthesis of polyketide natural products
• Developed syntheses schemes to novel XLA analogs
• Conducted XLA analog efforts and independently developed synthesis schemes for additional analog studies

Summer 20XX
Siteman Cancer Center, Dr. Derek Shepherd,
• Developed tissue bank through patient-derived tumor xenografts of colorectal cancer (CRC)
• Explored influence of CCR2 ligands on tumor recruitment to tumor environment in CRC
• Performed qPCR on CRC tissue to quantify RNA and ELISA to evaluate protein expression

Spring 20XX
Choula General Hospital
Medical Intern
• Performed in-depth rotations with physicians and surgeons while speaking Spanish to patients
• Identified deficiencies in various departments: gynecology, internal medicine, surgery, pediatrics, pathology

Summer 20XX
Common Hope
Caretaker
• Cared for the terminally ill in a non-profit house and administered daily medication

EXPERIENCE

LEADERSHIP

Fall 20XX - Spring 20XX
Resident Assistant
• Planned 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

Fall 20XX - Present
Resident Assistant
• Planned and managed the annual blood drive for the Notre Dame campus, one of the biggest blood drives on campus

OTHER EXPERIENCE

College Mentor for Kids
Fall 20XX - Spring 20XX
Vice President
• Develop weekly activities with students in 4th through 6th grade focusing on higher education and career goals

Summer 20XX
College Mentor for Kids
Vice President
• Serve as liaison between students and professor, learning different ways to reach based on different learning styles

SKILLS

Technical:
• Proficient in conversational and written Spanish

Interests:
• Aviation, Fantasy Football, Chicago Bears, Service Opportunities, South American culture, Twitter

PRESENTATIONS AND PUBLICATIONS


**REVERSE CHRONOLOGICAL - EMPHASIS ON ATHLETICS**

**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

**EDUCATION**

**UNIVERSITY OF NOTRE DAME**  
Bachelor of Science, Electrical Engineering, May 20XX  
Overall GPA: 3.12

**RELEVANT COURSES**

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

**EXPERIENCE**

**OFFICE OF INFORMATION TECHNOLOGY**  
Notre Dame, IN  
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

**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**  
Notre Dame, IN  
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**  
Notre Dame, IN  
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

---

**REVERSE CHRONOLOGICAL - EMPHASIS ON MARKETING AND FTT**

**Joshua Bell**

Campus: 822 N. St. Peter Street | South Bend, IN | 46610 | 574-123-4567 | jbell@nd.edu

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

Permanent Address: 111 Main Street | Los Angeles, CA | 93302

**EDUCATION**

**UNIVERSITY OF NOTRE DAME**  
Bachelor of Arts  
Major: Film & Television Production  
Minor: Business Economics  
May 20XX  
GPA: 3.52

**INTERNSHIPS**

**Development/Production Intern**  
Jarrett Creative, New York, NY  
June 20XX-August 20XX  
Overall GPA: 3.12

- 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 IRTS 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**  
Logistics/Production Assistant  
July 20XX

- Assisted with the LA auditions and Top 40 Reveal episodes for the 3rd season of The X Factor
- Managed and transcribed arrivals and backstage segments for character realities

**American Pavilion, Cannes Film Festival, Cannes France**  
Fellow  
May 20XX

**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

**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 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
- Organized and managed Fisher Class Council concession stand and raised over $3,000 in revenue

**Fisher 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
- Participated in numerous campus outreaches, prepared and distributed templates, and raised over $1,000 from 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, Notre Dame, IN
Bachelor of Arts, Majors: Mathematics and Program of Liberal Studies
Glynn Family Honors Program
GPA: 3.96
May 20XX
Boston College, Chestnut Hill, MA
College of Arts and Sciences
Fall 20XX-Spring 20XX

FELLOWSHIP
Intercollegiate Studies Institute Honors Fellow
Fall 20XX-Spring 20XX
• 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, Fall 20XX
• 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

Wedbush Securities Investment Experience Project Team Member, Spring 20XX
• Produced project to present to analysts at Wedbush Securities consisting of research, volatility analysis and price forecasting for several commodity and currency pairs

GTOR Leveraged Buyout Project Team Member, Fall 20XX
• Created project to present to Private Equity partners at GTOR 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, March 20XX
• 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, FOB, 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, Fall 20XX
• Conducted relative and intrinsic valuation of a company targeted for a hostile takeover using public and acquisition comps and DCF modeling
• Prepared arguments for takeover defense based on our valuation of the company

LEADERSHIP
Program of Liberal Studies Student Advisory Committee, Representative, 20XX-Present
• 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, 20XX-Present
• 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, 20XX-20XX
• 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
GPA: 3.97
May 20XX

Research
Independent
Senior Thesis “Gvoted Demos and Better Tomatoes: Contemporary Teen Television and the Small-Town Idyll.” Advisor: Jees Mariana, Fall 20XX
• Conducted archival research utilizing The Walt Disney Company’s annual reports

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

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

Experiences
Student Administrative Assistant, Notre Dame, IN Department of Film, Television, and Theatre, August 20XX-July 20XX
• 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 August 20XX-July 20XX
• Provided support for undergraduate experience in the department to a panel of external reviewers

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

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.
- Make sure to SAVE the job posting. You cannot access it after the posting closes. Review your application before submitting. If any required question or documentation is missing, your application will not be considered.
- Questions about the posting? Contact the person, number, or email on the job posting often listed under "how to apply."

- 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)

- Think outside of the box. For example:
  - Have you scheduled people? If you scheduled children for swimming, music, or tutoring lessons you can respond “Yes.”
  - Have you 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.”

- 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.”

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.”

Example of CCAR

<table>
<thead>
<tr>
<th>Context</th>
<th>Challenge</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase</td>
<td>Crime reduction</td>
<td>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</td>
<td>Explored data structures using algorithms in a hands-on experience</td>
</tr>
</tbody>
</table>

- Clearly identify result of action
- Convey context, action taken, and the result

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

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.

Experience

Learning Resource Center
219 Coleman-Morse Center
Notre Dame, IN 46556 United States

08/2012-05/2014
Salary: ##.## USD Per Hour
Hours per week: 4

Peer Tutor
- Exceptional academic performance coupled with strong oral and written communications skills led to employment as a peer tutor
- Taught 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 concepts 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

South Bend Office of Innovation
227 W Jefferson Blvd
South Bend, IN 46601 United States

06/2013-08/2013
Salary: ##.## USD Per Hour
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
- Explored data structures using algorithms in a hands-on experience

Detailed action - how it was accomplished moving in to result

Clarify full result
Olympia Dance Center
111 Jeffy St. SE
Allerton, IL 00000 United States

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

Education

University of Notre Dame
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
Bachelor of Science, May 2015
GPA: 3.714/4.0
Credits Earned: 119 Semester hours
Major: Applied Mathematics and Computational Statistics
Minor: Asian Studies

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 compilable 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 students 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
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”

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.
Immediate state the purpose of your letter

1. Start out with the name of your referral if applicable

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

August 22, XXXX

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

Dear Ms. Dean:

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,

Peter Smith

2. Immediately state the purpose of your letter

2. Enclosure

Mary Flint

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

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 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 or (555) 555-1234.

Sincerely,

Julie Smith

Julie Smith

Dear Mr. Irish:

As a senior Accounting and Economics double major at the University of Notre Dame, I have a full-time position that will utilize my strong communication and analytical skills in a variety of financial assignments, you will deepen your financial knowledge and skills gained through classes and projects count as experience count as experience. By strengthening your skills through a development, including the two-year Lilly Initial Financial Experience (“LIFE”) training program. 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.

123 Notre Dame Ave
Notre Dame, IN 46556

February 12, XXXX

Mr. Joe Irish
Lilly Corporate Center
Indianapolis, IN 46285

Dear Mr. Irish:

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

Lilly Corporate Center
Indianapolis, IN 46285

February 12, XXXX

Mr. Joe Irish
Lilly Corporate Center
Indianapolis, IN 46285

Dear Mr. Irish:

Immediately state why you are interested in the company and position

Knowledge and skills gained through classes and projects count as experience

Quantify accomplishments when possible

Highlight relevant skills gained through specific internship and academic experience

When applicable, state that you have applied on Handshake, and indicate interest in obtaining an on-campus
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
Linkedln.com/in/moconnor
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 for details)

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.

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 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.
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.

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.

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.

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.

LinkedIn offers the option to upload your resume

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**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IrishCompass</td>
<td>IrishCompass.nd.edu Search for alumni who have expressed interest in helping with informational interviews, job shadows, mentorships, and more</td>
</tr>
<tr>
<td>ND Alumni Directory</td>
<td>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</td>
</tr>
<tr>
<td>Notre Dame Clubs</td>
<td>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</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>LinkedIn.com Search for &quot;University of Notre Dame&quot; and then search for alumni by location and/or employer.</td>
</tr>
<tr>
<td>Handshake</td>
<td>go.nd.edu/handshake Find organizations of interest and reach out to employer contacts that recruit at Notre Dame</td>
</tr>
<tr>
<td>Career Shift</td>
<td>UndergradCareers.nd.edu Locate contacts from targeted organizations in the contacts section</td>
</tr>
</tbody>
</table>

**INTERVIEW**

**INTERVIEW**

**SAMPLE NETWORKING LETTERS/EMAILS**

**CAREER EXPLORATION**

**THANK YOU**

**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 Notre Dame junior majoring in marketing 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 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 you mind please pass them along. I will keep you posted on my job search progress.

Regards,

Jane Johnson
Jjohn2@nd.edu | 574-123-4567
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:  People you don’t know:
Friends          Alumni
Family          Professional Organization Members
Neighbors       Employers
Co-workers      Social Media Contacts
Professors

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?**

________________________________________________________________________

________________________________________________________________________

**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 Center for Career Development

____ My Academic Department

____ Scholarships

____ Research Funding

____ CUSE Fellowships

For more information about funding sources, visit: undergradcareers.nd.edu/funding

### Function

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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*

<table>
<thead>
<tr>
<th>FALL RECRUITING</th>
<th>SPRING-SUMMER RECRUITING</th>
<th>Postgraduate Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Advertising</td>
<td>Service</td>
</tr>
<tr>
<td>Actuarial</td>
<td>Architecture</td>
<td>Print Journalism</td>
</tr>
<tr>
<td>Consulting</td>
<td>Design Fields</td>
<td>Public Relations</td>
</tr>
<tr>
<td>Corporate Finance</td>
<td>Education</td>
<td>Publishing</td>
</tr>
<tr>
<td>Education</td>
<td>Entertainment/ Media</td>
<td>Real Estate Development</td>
</tr>
<tr>
<td>Engineering Fields</td>
<td>Government/Policy</td>
<td>Research</td>
</tr>
<tr>
<td>Financial Services</td>
<td>Human Resources</td>
<td>Retail/Consumer Products</td>
</tr>
<tr>
<td>Government (requiring security background checks)</td>
<td>Insurance</td>
<td>Sports/Recreation</td>
</tr>
<tr>
<td>Healthcare</td>
<td>Law-related</td>
<td>Sales</td>
</tr>
<tr>
<td>Insurance</td>
<td>Marketing</td>
<td>Technology</td>
</tr>
<tr>
<td>Investment Banking</td>
<td>NGOs</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>Nonprofit Sector</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Journalism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publishing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Estate Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retail/Consumer Products</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports/Recreation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 renge 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.
Interviewing and Job Offer Evaluation
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

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
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.

CASE
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).

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).

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.

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.

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.

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.

Research 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.

The foundation - know yourself

Practice interview responses

Analyze the position

Interview success
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 way 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 in case 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.

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

**INDUSTRY KNOWLEDGE**
- Industry background/general information
- Competitors

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

**INTERVIEW CHECKLIST**
- Company leaders (CEO, etc.)
- Organizational structure
- Principle products/line of business
- Relative size in industry/market share
- Industry trends and facts
- Recent news articles about company and/or industry
- Primary locations
- Stock price/trends; PE ratio
- Annual revenue
- Capitalization
- Industry-specific terminology

**RESOURCES**
- ReferenceUSA, IBISWorld, Business Insights Essentials, Business Source Complete, Mergent Online

*Please refer to 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

**SECTOR KNOWLEDGE**
- Current size, numbers served, number of employees within the nonprofit sector

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

**INTERVIEW CHECKLIST**
- 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

**RESOURCES**

*Please refer to 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

**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

**INTERVIEW CHECKLIST**
- 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

**RESOURCES**

*Please refer to 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 (e.g., 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!

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.

```
SITUATION: Describe the context of the situation - class project, student activity, volunteer, job, etc.

TASK: Describe the task and your specific role - goal, problem to be solved, improvement to be made, etc.

ACTION: Describe the actions you took - planning and implementation done to reach goal, solve a problem, etc.

RESULT: Describe the outcomes of your action - impact, influence, change resulting from your action, etc.
```
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 you 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.

**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.

**SHOES, SOCKS, & BELTS**
Wear dress shoes, dark socks, and a belt to match your shoes.

**WRINKLE-FREE**
Whatever you decide to wear, make sure your attire is wrinkle-free.

**PANTS**
Khaki pants fall in the category of business casual.

**SKIRTS**
Skirts should always be knee-length.

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

**TIES**
Whether stripes or small dots, patterns should be subtle.

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

**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.

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.

**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 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

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.

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.

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.
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

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you know what career you would like long term?</td>
<td></td>
</tr>
<tr>
<td>Does the career you would like to pursue long term require a higher degree?</td>
<td></td>
</tr>
<tr>
<td>Do you know what you want to study and are you still curious and passionate about that particular field?</td>
<td></td>
</tr>
<tr>
<td>Are you emotionally ready for the rigor of graduate school?</td>
<td></td>
</tr>
<tr>
<td>Are you financially ready (it's an expensive proposition if you're unsure or unready)?</td>
<td></td>
</tr>
<tr>
<td>Do you know why you want to go to graduate school?</td>
<td></td>
</tr>
<tr>
<td>Do you have the necessary requirement(s) to enter the program you desire (major, test score, industry or volunteer experience, research, internship)?</td>
<td></td>
</tr>
</tbody>
</table>
| 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 State 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

- **Peterson's Grad School Bound** – Includes details about student and faculty demographics as well as key dates and program fees.
- **Peterson's 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 undergradcareer.nd.edu 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 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)
- 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
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.

**REGионаl Engagement in California**

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.

**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.

**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.

**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.

**MAKE THE CONNECTION**

Office Hours
Monday–Friday, 8am-5pm

Location
Duncan Student Center
5th Floor

**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.

**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.

**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

**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

**Appointments**

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

**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.

**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.

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

CareerDevelopment.nd.edu
574-631-5200
@NDCareer
@NDCareer
NDCareerDevelopment