



OFFICE OF CAREER PLANNING

# CAREER WORKBOOK

DISCOVER, PLAN, AND SUCCEED



[www.meredith.com/career-planning](http://www.meredith.com/career-planning)

## WELCOME



# HOW TO USE THIS WORKBOOK

We are thrilled you are reading this resource with content developed and curated just for you! Invest in your career and professional development by using the Career Workbook:

- to develop your individualized career plan
- as a resource to explore your interests, skills, values, and strengths
- to recognize the career readiness skills employers are looking for and to know the ways to build them
- to identify strategies that will work for your internship and job search, and/or graduate school admissions
- to build and finetune your professional documents such as the resume, cover letter, thank you letter and other networking messages, your list of references, and graduate school application materials
- to create your professional brand and networking strategy
- to prepare for and ace your interviews.

The career planning process doesn't have to be scary or overwhelming. Break the pieces down into manageable parts during your time at Meredith and you will find that you are more likely to meet your career and professional goals. Engage with the team in the Office of Career Planning early and often for support to do just that! We can't wait to work with you in this journey to DISCOVER, PLAN, & SUCCEED!

*- The team in the Office of Career Planning (OCP)*

## OUR MISSION

**Prepare and empower students and alumnae to succeed in careers aligned with their strengths, values, and goals. OCP offers professional development, encourages exploration and self-reflection, cultivates confidence and effectively utilizes and engaged network of faculty/staff alumnae/i and employers.**



## WE ARE HERE TO HELP

OCP serves as a full-service, centralized career center. Counselors are trained to serve all majors, degrees, and alumnae/i for a lifetime.

Career exploration and development begins during a student's first semester at Meredith College, and we encourage students to start working with OCP early in their college experience. OCP takes an individualized, strengths-based approach to career counseling and development. OCP supports students' career readiness and provides opportunities for students to build skills and competencies to meet employers' expectations in the workplace.

Scan to  
View Our  
Website



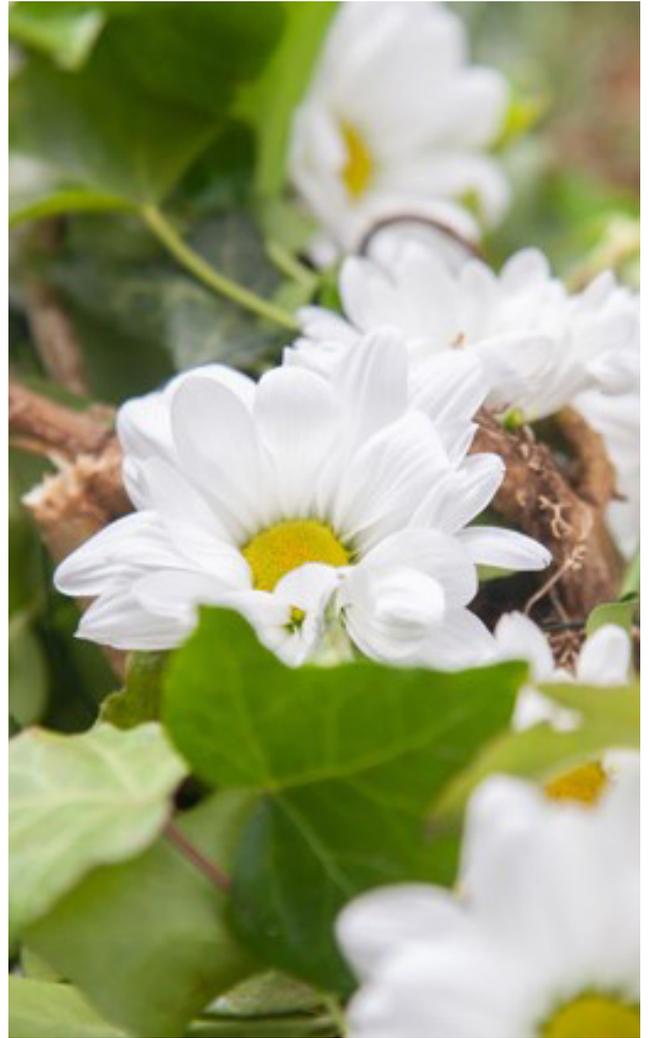
## PRINCIPLES OF PROFESSIONAL CONDUCT

These principles provide the Office of Career Planning (OCP) with the ethical framework to base operations and interactions.

Career planning professionals, without imposing personal values or biases, will assist individuals in making a career decisions or developing a career plans.

## PROFESSIONAL CONDUCT POLICY

Professional conduct includes communication with employers and professional activities. With any Office of Career Planning sponsored event, the expectation for Meredith students is to maintain appropriate demeanor and behavior. Employers and OCP staff members take these programs seriously. Students participating in OCP sponsored activities are responsible for knowing, following and strongly adhering to campus recruiting policies. We encourage you to review these policies on the OCP website or Handshake. Failure to adhere to campus recruiting policies may result in loss of access to Handshake or other Career Planning services.



## STAFF RESPONSIBILITY:

- 1. Treat each student with respect and care.** Act without bias when counseling, coaching, and advising. Refer all interested students for employment and experiential learning opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, military status, veteran status, or disability, and provide reasonable accommodations upon request.
- 2. Provide access for all students to participate in services, programs, and events.** Provide equitable services to all students, alumnae/i, and employers.
- 3. Maintain a recruitment process that is fair and equitable to both students and employers.**
- 4. Keep professional plans private.** Student and alumnae/i conversations with the OCP team, whether in person, on the phone, in writing/email, or video call, and information related to career and professional development and engagement with OCP services, programs, and resources are always private.

Our team promises to **guide and support** all students in their **career development** journey.

—TEAM OCP

## STUDENT RESPONSIBILITY:

*Take an active and engaged approach in your career and professional development by using campus and Career Planning resources to meet your career goals.*

- 1. Provide accurate information to the Office of Career Planning and to employers** about your academic record, work experience, honors, activities, skills and visa status. Misrepresentations may be subject to Student Conduct proceedings and the OCP Professional Conduct Policy.
- 2. Conduct yourself professionally during all encounters with employers.** This includes written or email correspondence, phone contacts, and personal interactions. Complete details located in the OCP Professional Conduct Policy.
- 3. Follow through on your commitments.** Attend appointments with OCP career counselors and events hosted by employers and OCP. Complete details located in the OCP Professional Conduct Policy.
- 4. Accept a job offer or graduate school entrance in good faith.** Once you accept an offer, honor that commitment. Withdraw from the recruiting process and notify other employers you are actively considering. Do not continue to interview.
- 5. Ask questions if you are unclear about any service, resource, or program offered by OCP.** We are here to support you!

*Adapted from the National Association of Colleges and Employers ([www.nacweb.org](http://www.nacweb.org))*



**THE WAY TO DO  
GREAT WORK IS TO  
LOVE WHAT YOU  
DO. DON'T SETTLE  
FOR ANYTHING LESS  
THAN A CAREER  
THAT INSPIRES AND  
FULFILLS YOU.**

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# 01

# BUILD YOUR CAREER FOUNDATION

Career Planning Services

Getting Started

Self-Assessment

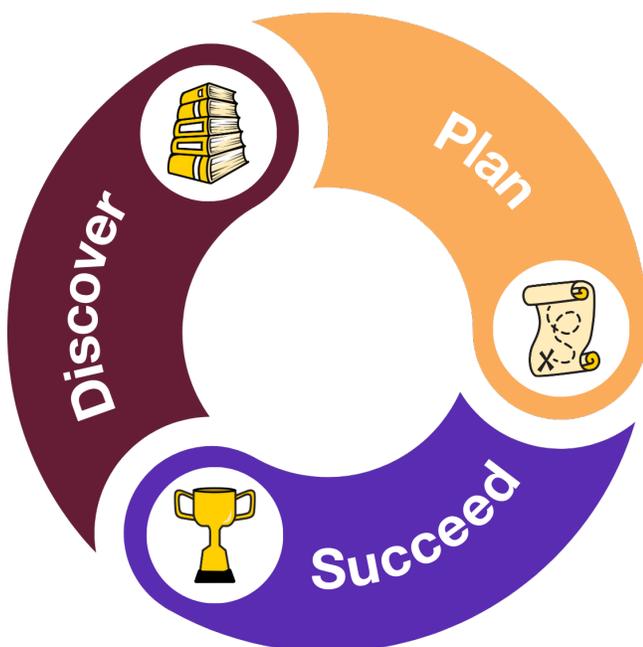
Career Readiness

# CAREER PLANNING SERVICES

<p><b>How we can support you through the services we provide at the Office of Career Planning</b></p>	 <b>DISCOVER</b>	 <b>PLAN</b>	 <b>SUCCEED</b>
Career Assessments	✓		
Career Counseling Appointments with OCP	✓	✓	✓
Connections with Employers & Alumnae	✓	✓	✓
First Destination Survey Data			✓
Graduate School Preparation	✓	✓	✓
<b>Handshake:</b> Explore internships & jobs, RSVP for OCP & employer sponsored events, schedule appointments with OCP	✓		
<b>Handshake:</b> Create internship & job filters based on industries & positions of interest, apply for positions & internships, RSVP for OCP & employer sponsored events, schedule appointments with OCP		✓	
<b>Handshake:</b> Apply for Internships & Jobs, RSVP for OCP & employer sponsored events, schedule appointments with OCP schedule appointments with OCP			✓
Interview Preparation & Mock Interviews		✓	
Job Search Strategies		✓	
LinkedIn Profile Development & Search Strategies		✓	✓
Social Media Strategies	✓		
Major & Career Exploration & Decision Making	✓		
OCP Social Media - Stay Connected!	✓	✓	✓
On Campus Recruiting & Career Fairs			✓
Professional Documents & Messages: Resumes, Cover Letters, Networking		✓	

You may find that you cycle through each of these phases more than once during your time at Meredith as you develop and refine your career plan!

How we can support you & the services we provide at the Office of Career Planning	 <b>DISCOVER</b>	 <b>PLAN</b>	 <b>SUCCEED</b>
Career Decision Making Tools and Resources	✓		
Learning Modules for Career Exploration, Identity, & Values and Strengths Based Networking – LinkedIn	✓		
Learning Modules Accessible 24/7 - Resume Writing, Interviewing, Networking, Courageous Conversations for Inclusivity		✓	
Resources for the Graduate School Search, Employer, Organization, and Labor Market Research, Video Interviewing Resources		✓	
Position Evaluation and Salary Negotiation Research Tools			✓
Learning Modules Accessible 24/7 - Courageous Conversations in the Workplace, Navigating Career Ups & Downs, Start Smart Salary Negotiation Course			✓



**01 DISCOVER**  
CAREER OPPORTUNITIES

**02 PLAN**  
FOR YOUR FUTURE CAREER

**03 SUCCEED**  
IN YOUR GOALS

# GETTING STARTED

The CliftonStrengths assessment helps you to identify your top 5 Talent Themes which point to talents that naturally exist within you.

## WHEN DEVELOPED, TALENTS ARE:

- 1 Behavior patterns that make you effective.
- 2 Thought patterns that make you efficient.
- 3 Beliefs that empower you to succeed.
- 4 Attitudes that sustain your efforts toward achievement and excellence.
- 5 Motivations that propel you to take action and maintain the energy needed to achieve.

Strengths are developed from our natural talents when combined with acquired skills, lessons or facts learned, and intentional effort. Remember, all 34 themes are positive and can be applied productively in a wide variety of careers. For example, a talent in Communication could be applied to roles in business, education, nutrition, government, theater, public health, and other fields.



You can apply your strengths to make decisions about your academic and career goals, and develop a plan to get there. List your top talent themes and some of your current thoughts about your academic and career plans. Meet with a Strengths Coach in StrongPoints, a Career Counselor, Academic Adviser, or Faculty Adviser to talk about how you might use your strengths in a variety of majors and careers.

### MY TOP 5 TALENT THEMES...

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### MAJORS I'M CONSIDERING NOW...

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### CAREERS I'M CONSIDERING NOW...

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

# SELF-ASSESSMENT

To make career decisions, we first have to know about ourselves - our strengths, interests, values, and skills. We can then take this knowledge and explore possible career fields and occupations. With our self-knowledge, we are better able to evaluate whether or not a particular career would be satisfying. Use this self-assessment to start reflecting on your talents, interests, and values.

## WHAT I DO BEST

**Read through the following list of activities and identify five statements that would best describe tasks or activities you would like to spend most of your time doing in a job or career.**

- Volunteer for causes I believe in
- Talk with those going through difficult situations
- Establish routines and processes
- Learn as much as I can about the people I meet
- Take on challenges
- Follow through on all of my commitments
- Participate in intellectual and philosophical discussions
- Prove myself successful
- Strive to know more
- Envision the things I want and desire
- Organize a big event or celebration
- Join brainstorming sessions
- Make work fun
- Speak on behalf of other people or organizations
- Compare my performance to others
- Act according to my beliefs
- Include people who feel left out
- Non-verbally convey empathy to others
- Help others explain their thoughts
- Teach or coach people
- Work hard
- Live for the present
- Find a new way to do things
- Meet new people
- Use history to explain my position or idea
- Treat all people the same
- Concentrate until the job gets done
- Do what is expected of me each day
- Discover patterns of data
- Be persuasive
- Keep track of several things at one time
- Discover effective collaboration among diverse individuals
- Create future pictures and plans
- Take on significant goals and challenges
- Search for the reasons and causes
- Tell stories
- Push things into action
- Accept people as they are
- Foster cross-cultural connections or relationships



## MY INTERESTS

Think about what you enjoy doing and things you like to learn about. Choose five interests that you enjoy most.

- |  |  |  |                                    |
|--|--|--|------------------------------------|
| <input type="radio"/> Acting & theater | <input type="radio"/> Entrepreneurship     | <input type="radio"/> Medicine                 | <input type="radio"/> Science      |
| <input type="radio"/> Action sports    | <input type="radio"/> Environment & nature | <input type="radio"/> Music                    | <input type="radio"/> Technology   |
| <input type="radio"/> Armed services   | <input type="radio"/> Fashion              | <input type="radio"/> Non-profit organizations | <input type="radio"/> Television   |
| <input type="radio"/> Business         | <input type="radio"/> Film                 | <input type="radio"/> Numbers                  | <input type="radio"/> Travel       |
| <input type="radio"/> Dance            | <input type="radio"/> Food                 | <input type="radio"/> Philosophy & religion    | <input type="radio"/> Writing      |
| <input type="radio"/> Design           | <input type="radio"/> Government           | <input type="radio"/> Politics                 | <input type="radio"/> Other: _____ |
| <input type="radio"/> Education        | <input type="radio"/> Journalism           | <input type="radio"/> Radio & broadcasting     |                                    |
| <input type="radio"/> Engineering      | <input type="radio"/> Law                  | <input type="radio"/> Sports                   |                                    |

## WHAT I WANT MOST

Choose the top five career values that best describe the qualities you would most like to find in the place you choose to work.

- |   |  |  |  |
|---|--|--|--|
| <input type="radio"/> Location              | <input type="radio"/> Excitement                         | <input type="radio"/> Structure and predictability | <input type="radio"/> Fast pace            |
| <input type="radio"/> Help others           | <input type="radio"/> Creative expression                | <input type="radio"/> Community                    | <input type="radio"/> Profit, gain         |
| <input type="radio"/> Stability             | <input type="radio"/> Power and authority                | <input type="radio"/> Tradition                    | <input type="radio"/> Help society         |
| <input type="radio"/> Independence          | <input type="radio"/> Fun and humor                      | <input type="radio"/> Recognition                  | <input type="radio"/> Advancement          |
| <input type="radio"/> Honesty and integrity | <input type="radio"/> Work alone                         | <input type="radio"/> High earnings anticipated    | <input type="radio"/> Diversity            |
| <input type="radio"/> Work with others      | <input type="radio"/> Change and variety                 | <input type="radio"/> Competition                  | <input type="radio"/> Moral fulfillment    |
| <input type="radio"/> Adventure             | <input type="radio"/> Spirituality                       | <input type="radio"/> Influence people             | <input type="radio"/> Work-life balance    |
| <input type="radio"/> Artistic creativity   | <input type="radio"/> Work on the frontiers of knowledge | <input type="radio"/> Time freedom                 | <input type="radio"/> Challenging problems |

Write your top talents, interests, and values below. Brainstorm! In what types of roles or work environments could these connect? Meet with a career counselor, academic or faculty advisor, or a strengths coach to discuss options.

## WHAT I DO BEST

## MY INTERESTS

## WHAT I WANT MOST



## NAVIGATING THE CAREER MAZE: ESSENTIAL TIPS FOR SUCCESS

At Meredith College, the journey of career exploration and development begins the very first semester. Recognizing the significance of this process, OCP encourages students to initiate conversations with the Office of Career Planning (OCP) at the earliest stages of their college experience and frequently throughout their time as a student. This “early and often” approach allows students to maximize their time at Meredith and invest in opportunities that promote exploration, decision making, and connection building.

OCP provides personalized guidance and assistance, basing this approach on unique strengths and talents, career and professional interests, and goals of each individual.

OCP aims to support students in their journeys towards career readiness.

Through a range of comprehensive services, OCP offers valuable opportunities for students to enhance their skills and competencies, ultimately preparing them to meet and exceed the expectations of prospective employers. By engaging in career counseling and professional development activities, students gain access to resources and tools that enable and empower them to make informed decisions about their career paths. OCP aims to equip students with the necessary knowledge, skills, and confidence to thrive in the ever-evolving workplace so they are well-prepared to achieve their goals and make a meaningful impact in their chosen fields.

# CAREER READINESS

## COMPETENCIES FOR A CAREER READY WORKFORCE

These eight competencies are foundational and are required by all college graduates entering the workplace. In addition to technical and specific skills in each discipline, employers expect all graduates to possess these eight, broad career competencies, and be able to articulate experiences that demonstrate you have actively used them.



### CAREER & SELF-DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

#### SAMPLE BEHAVIORS OF CAREER & SELF-DEVELOPMENT IN CAREER READY GRADUATES:

- Identify areas for continual growth while pursuing and applying feedback.
- Develop plans and goals for one's future career.
- Display curiosity, ask appropriate questions; seek out opportunities to learn.
- Assume duties or positions that will help one progress professionally.
- Establish, maintain, and/or leverage relationships with people who can help one professionally.



### COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

#### SAMPLE BEHAVIORS OF COMMUNICATION IN CAREER READY GRADUATES:

- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Communicate through industry specific tech tools in a way that meets organization and supervisor expectations.



### CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

#### SAMPLE BEHAVIORS OF CRITICAL THINKING IN CAREER READY GRADUATES:

- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Proactively anticipate needs and prioritize action steps.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.



### LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.

#### SAMPLE BEHAVIORS OF LEADERSHIP IN CAREER READY GRADUATES:

- Inspire, persuade, and motivate self and others under a shared vision.
- Use innovative thinking to go beyond traditional methods.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and by building mutual trust.
- Plan, initiate, manage, complete, and evaluate projects.



## EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

### SAMPLE BEHAVIORS OF EQUITY & INCLUSION IN CAREER READY GRADUATES:

- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
- Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and that leads to personal growth.
- Keep an open mind to diverse ideas and new ways of thinking.
- Identify resources and eliminate barriers resulting from individual and systemic racism, inequities, and biases.
- Demonstrate flexibility by adapting to diverse environments.
- Address systems of privilege that limit opportunities for members of historically marginalized communities.



## PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

### SAMPLE BEHAVIORS OF PROFESSIONALISM IN CAREER READY GRADUATES:

- Maintain a positive personal brand in alignment with organization and personal career values.
- Be present and prepared.
- Demonstrate dependability (e.g., report consistently for work or meetings).
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- Have an attention to detail, resulting in few if any errors in work.
- Show a high level of dedication toward doing a good job.



## TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

### SAMPLE BEHAVIORS OF TEAMWORK IN CAREER READY GRADUATES:

- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.
- Employ personal strengths, knowledge, and talents to complement those of others.
- Exercise the ability to compromise and be agile.
- Collaborate with others to achieve common goals.
- Build strong, positive working relationships with supervisor and team members/co-workers.



## TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

### SAMPLE BEHAVIORS OF TECHNOLOGY IN CAREER READY GRADUATES:

- Navigate change and be open to learning new technologies.
- Use technology to improve efficiency and productivity of work.
- Identify appropriate technology for completing specific tasks.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.
- Quickly adapt to new or unfamiliar technologies.

*Adapted from the National Association of Colleges and Employers ([www.nacweb.org](http://www.nacweb.org))*





# 02 DISCOVER YOUR PROFESSIONAL PATH

Welcome to Handshake  
Beginning Your Job Search  
Income-Generating Opportunities  
Navigating Career Fairs

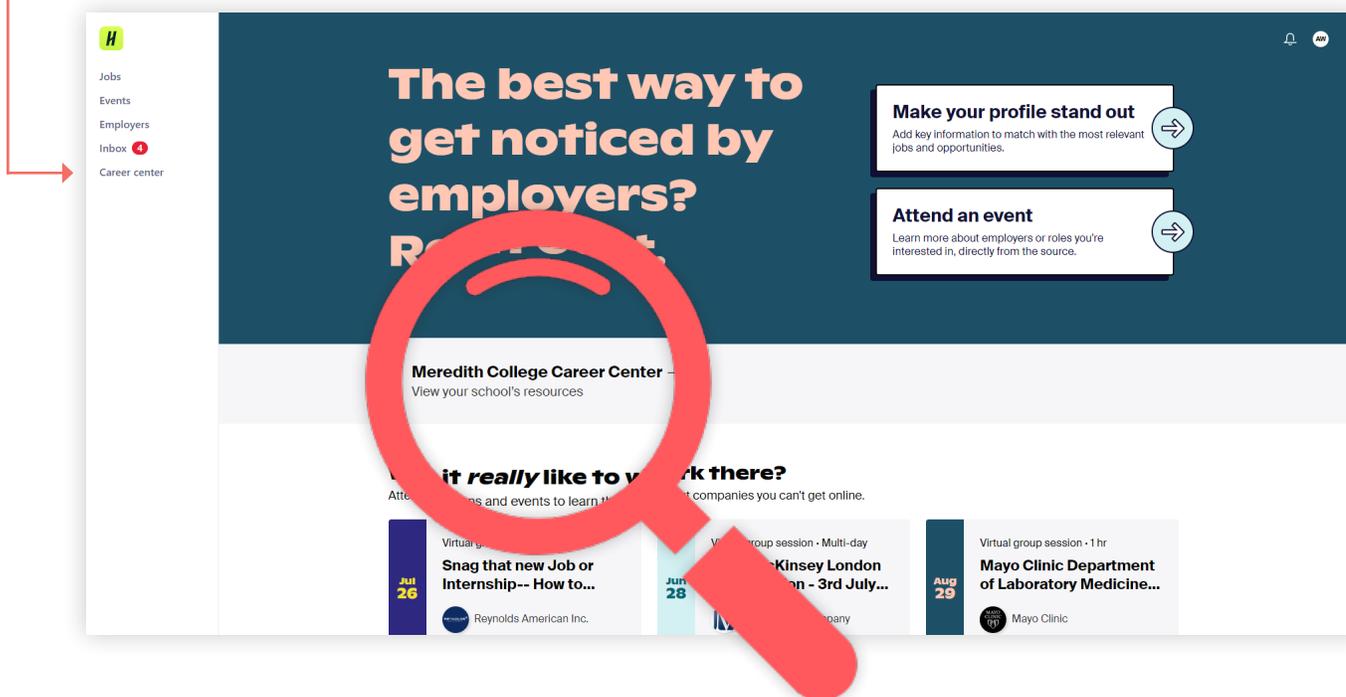
# WELCOME TO HANDSHAKE

## EXPLORE THE EXCLUSIVE RECRUITING RESOURCE:

Handshake is Meredith College's premier recruiting database that connects students with employers. Through a modern, streamlined platform, Handshake offers students the ability to:

- Access personalized job recommendations based on your major and interests
- View and register for upcoming career fairs, OCP events, and employer events
- Apply for jobs, internships, and co-op opportunities with top companies
- Schedule career counseling appointments with OCP staff members

**Pro Tip:** Book an appointment by clicking “**Career Center**” on the homepage.



## TIPS FOR BOOSTING YOUR HANDSHAKE PROFILE:

- List your major(s), anticipated graduation date, and job preferences (including job type, locations of interest, and job roles)
- Upload a professional profile picture
- Upload your resume and other professional documents
- Add relevant skills, work experience, coursework, and projects
- Make your profile visible to employers and other Meredith College students

The more relevant information you share on your profile, the better your Handshake experience will be! Handshake will send you curated job and internship recommendations based on your interests. Also, the more information you include, the better your chances are of having a recruiter find you and send event invites or job opportunities. Don't worry, you can update your interests at any time!

# Handshake



# BEGINNING YOUR JOB SEARCH

## BEGIN WITH SELF-AWARENESS

- What are your interests, strengths, skills, and values?
- What are your personal and professional goals?
- Where would you like to live? What are your preferred geographic locations?

## EXPLORE CAREER & JOB INFORMATION

- Explore resources like O\*Net, BLS, and Chamber of Commerce websites to research organizations and job titles.
- Read job descriptions and evaluate career fields/industries/employers.
- Conduct informational interviews/have career conversations.
- Have career conversations with professionals in fields of interest.
- Think about personal qualities and skills required for jobs of interest. Where might your natural talents fit into different occupations?

## DEVELOP JOB SEARCH SKILLS AND GET STARTED

- Set specific and tangible goals and create a job search plan. Get organized!
- Create strong resumes and cover letters, and hone your interview skills.
- Build and use your network.
- Complete your profiles on Handshake and LinkedIn.
- Identify a variety of job search resources and learn to use them effectively.
- Apply to positions of interest and follow up. Tailor your resume and communication accordingly, and pay attention to what the job application is requesting. Some positions require a cover letter, references, writing samples, and other materials. Follow instructions!
- Send thank you messages after each employer/professional interaction.
- Be persistent and recognize that the job search takes time. Plan accordingly!

## THE POWER OF NETWORKING

A successful job search uses a variety of strategies, and an important component of the search is building strong relationships through networking! We know that **80-90%** of jobs are found via referrals and networking, so it's essential to start creating professional contacts early in your college career. When embarking on the job search, experts suggest that **60%** of your time should be spent meeting and connecting with professionals, **30%** of your time spent researching opportunities, and **10%** sending resumes to contacts or actually applying to roles.

## CAREER CONVERSATIONS

One of the best ways to learn more about a specific job, career, or organization is to conduct an information-gathering interview. Talk with a connection you already have, a Meredith alumna, or use other resources such as Handshake or LinkedIn to identify individuals working in a career field that interests you.

Craft a professional message to the person, requesting a meeting to discuss their career path in an information-gaining capacity. Be respectful of your contact's time and stick to the amount of time you originally requested (usually 30 minutes to an hour). Ideally, the meeting will take place at the person's work setting, but phone and virtual meetings can be just as valuable. Dress appropriately for the work setting, send a thank you note after the meeting, and stay in touch with your new connection.

**BONUS:** You'll expand your professional network while gaining valuable career insights at the same time!

# SAMPLE CAREER CONVERSATION QUESTIONS

<b>Questions</b> <i>Review the sample questions below.</i>	<b>Response</b>
Describe your career path.	
How did you decide to pursue this career path?	
What do you enjoy most about your position? What is most challenging?	
What does a typical day look like in your role?	
What qualifications do you seek in new hires? Is a graduate degree required for this line of work?	
What advice do you have for students who are preparing to enter this field?	

## JOB SEARCH SAFETY TIPS

The Office of Career Planning works to protect the quality of opportunities available through Handshake; however, we cannot guarantee the legitimacy of all postings or employers. Additionally, you may be using search engines such as indeed.com, simplyhired.com or other open job posting aggregators. Pay attention to your instincts and you can always contact Career Planning for advice.

**If you feel uncomfortable about a job opportunity that you find, do not provide any personal information. Be wary if an employer:**

- Offers you a job with little or no interaction with you.
- Offers a large amount of money for a little work or payment before work has been completed.
- Requests personal information such as your Social Security Number, bank account or credit card information, copies of passport, license or other personal documents.
- Requests you to move money from one account to another.
- Uses a personal email address instead of a company email address, or the company name is misspelled within the email address (angel@merredith.edu instead of angel@meredith.edu).
- Posts a job with multiple spelling and grammatical errors.
- Posts a job that includes keywords like “quick money,” “investment opportunities,” or “part-time job with full-time pay.”

**Should you have concerns or questions about a job or employment opportunity, please, contact OCP immediately at 919-760-8341 or [career@meredith.edu](mailto:career@meredith.edu).**

*The Office of Career Planning cannot control the quality, safety or legality of employment opportunities. Neither can we guarantee the accuracy of postings or the ability of employers to provide job offers or candidates to fulfill those roles. Above all, use common sense and caution on Handshake and any other sites you may find.*

# INCOME-GENERATING OPPORTUNITIES

Undocumented students possess unique strengths and face unique challenges in their career journeys. The Office of Career Planning, along with the Meredith College community, is here to offer support to undocumented students navigating the career search.

There are no right answers or wrong questions; each student's job, internship, or graduate school search is unique. OCP and other offices on and off campus are here to help you talk through your questions related to your personal identity and job-search considerations, including:

- Considering the way your identity might show up in the job search.
- Obtaining equitable access and identifying inclusive work environments.
- Discovering unique identity-based job and internship opportunities.
- Presenting your whole self in your career.

This page is not an exhaustive list of resources and information, but rather a starting point for students and professionals with marginalized identities to learn how to navigate challenges in the workplace, and in a job, internship, or graduate school search.

## How to Get Experience:

The best way to prepare for life after graduation is to find experiences that will allow you to develop skills you can apply in the workplace. Whether it is a paid or unpaid position, it is important to choose experiences that help you explore your interests and fit with your career goals.

Skill-building experiences may include, but are not limited to, the following activities:

- Internships
- Fellowships
- Research
- Volunteering
- Community Organizing
- Academic projects
- Shadowing professionals
- Part-time positions
- Leadership roles in student groups

Meet with a member of the OCP team to learn how to communicate the value of your experiences through your application materials (resume, cover letter, writing sample, or personal statement), in an interview, or as you network.

## A Few Things to Consider:

- Filling Out Applications – On job applications there is usually a question that says: “Are you legally authorized to work in the United States?”
  - If you have DACA status, you can answer “yes” to the question and continue through the hiring process without having to disclose more detailed information about your background. See the section below for more information on DACA.
  - If you do not have DACA or another work authorization status, there are other options you may consider for gaining experience and finding employment. See the section below for alternative employment options experience and finding employment. See the section below for alternative employment options.

- Income-Generating Opportunities for Students without work authorization or DACA.
  - An independent contractor can use an Independent Taxpayer Identification Number (ITIN), obtained regardless of immigration status. Read *Life after College: A Guide for Undocumented Students* by Immigrants Rising for more information (pages 29-35).
  - If you are interested in starting your own business, a Limited Liability Company (LLC) may be an option to consider. An LLC is composed of an individual or a group of people who are both workers and owners of a business. Read *Life after College: A Guide for Undocumented Students* by Immigrants Rising for more information (pages 35-37).

## GRADUATE SCHOOL

If you want to continue your education after earning a bachelor's degree, graduate school may be your next step. If you are considering whether to apply to graduate school, sign up for a career counseling appointment to talk with a counselor about the decision and to get help finding programs.

### Financing Graduate School

Many graduate schools offer funding to help with the cost of graduate school. Some financial assistance comes in the form of research or teaching assistantships. Some programs also offer scholarships for incoming students. This blog from *My (Un)Documented Life* has tips on applying to graduate school as an undocumented student. Also check out the following resources for graduate scholarships:

- My (Un)Documented Life's list of scholarships open to undocumented students
- Paul and Daisy Soros Graduate Fellowship

*Source: Cawley Career Education Center*



## LOCAL ORGANIZATIONS

### Apoyo

<https://www.facebook.com/apoyoNC/>

Community-need driven, rapid response organization that fights wage theft, offers an ally verifier system, in-neighborhood communication system setup, reliable lawyer recommendations, interpretation support and buddy system for appointments.

### El Centro Hispano

[www.elcentronc.org](http://www.elcentronc.org)

Over the last twenty-five years, El Centro Hispano has grown from a small program in a Durham church basement into the largest grassroots Latinx organization in North Carolina, providing education, support, and health care services to more than 10,000 community members.

### El Pueblo

[www.elpueblo.org](http://www.elpueblo.org)

For more than fifteen years, El Pueblo has been lobbying the North Carolina General Assembly on behalf of immigrant communities, advocating for improved farmworker conditions, in-state tuition for certain undocumented immigrants, and access to driver's licenses for DACA recipients, among other things.

### LatinxED

<https://latinxed.org/>

LatinxED amplifies the leadership and lived experiences of Latinx immigrant families to break down barriers to educational opportunities in North Carolina.

### North Carolina Justice Center

[www.ncjustice.org](http://www.ncjustice.org)

The North Carolina Justice Center is the state's leading research and advocacy organization dedicated to transforming North Carolina's prosperity into opportunity for all. See their Immigrant and Refugee Rights Project for resources specific to undocumented and DACAmented communities.

### Raleigh Immigration Law Firm

<https://www.facebook.com/RaleighImmigration/>

Private law firm specializing in immigration that supports UndocuCarolina with pro bono legal expertise at our Ally Trainings. Attorney Beckie Moriello conducts a regular Facebook live conversation, "Este es mi hogar," that answers viewer questions free-of-charge.

### Refugee Community Partnership

[www.refugeecommunitypartnership.org](http://www.refugeecommunitypartnership.org)

The RCP seeks to build a supportive infrastructure for newly relocated refugee families, providing advocacy, education, and food-assistance programs.

### Siembra NC

<https://siembranc.org/>

Siembra NC is an organization of Latinx people defending rights & building power "with papers and without papers," with member leadership teams in Alamance, Durham, Forsyth, Guilford, Orange and Randolph counties, established in 2017.

### Southerners on New Ground

[www.southernersonnewground.org](http://www.southernersonnewground.org)

Southerners On New Ground (SONG) is a regional Queer Liberation organization made up of Black people, people of color, immigrants, undocumented people, people with disabilities, working class and rural and small town, LGBTQ people in the South.

## NATIONAL ORGANIZATIONS

### Immigrants Rising

<https://immigrantsrising.org/>

Immigrants Rising empowers undocumented young people to achieve educational and career goals through personal, institutional, and policy transformation.

### Immigration Advocates Network

[www.immigrationadvocates.org](http://www.immigrationadvocates.org)

IAN is a collaborative effort of leading immigrants' rights organizations designed to increase access to justice for low-income immigrants and strengthen the capacity of organizations serving them. IAN has lists of resources that are useful to both immigrants and undocumented students.

### National Immigration Law Center

[www.nilc.org](http://www.nilc.org)

NILC is an organization that is exclusively dedicated to defending and advancing the rights of low-income immigrants.

### UnidosUS

[www.unidosus.org](http://www.unidosus.org)

UnidosUS, formerly the National Council of La Raza, partners with Affiliates across the country to serve millions of Latinos in the areas of civic engagement, civil rights and immigration, education, workforce and the economy, health, and housing. They believe in fighting for our community and for an America where economic, political, and social advancement is a reality for all Latinos.

### United We Dream

[www.unitedwedream.org](http://www.unitedwedream.org)

United We Dream is the largest immigrant youth-led network in the country. With over 400,000 members, they empower people to develop their leadership and organizing skills, and to develop their own campaigns to fight for justice and dignity for immigrants and all people. This is achieved through immigrant youth-led campaigns at the local, state, and federal level.

### Immigration Advocates Network

<https://www.immigrationadvocates.org/nonprofit/legaldirectory/>

The Immigration Advocates Network (IAN) is dedicated to expanding access to immigration legal resources and information through collaboration and technology. IAN was created in 2007 by leading immigrants' rights organizations, to increase access to justice for low-income immigrants and strengthen the capacity of organizations serving them. This link is to their National Immigration Legal Services Directory, which is searchable by state, zip code, and detention facility.

### Additional Resources

<https://mydocumentedlife.org/>

My (Un) Documented Life – This website provides up-to-date information, resources, and a community for undocumented immigrants, including scholarship opportunities, strategies for navigating the educational system, and information on how to apply for DACA.





## INTERNATIONAL STUDENTS

Many international students have the goal of remaining in the United States after they graduate and begin a career. While international students face unique challenges in seeking U.S. employment after graduation, they also have experience and skills that are valued in the U.S. job market. The Office of Career Planning, along with the Meredith College Community, is here to offer support to international students navigating the career and employment search. The Office of International Programs (OIP) provides specific support and advising to students from international backgrounds (F-1 visa students, DACA and undocumented students, or students who identify as having an international background).

International students have the option to work on-campus or off-campus (utilizing CPT before graduation or OPT after graduation). Most commonly, CPT (Curricular Practical Training) is used for a work experience that is “curricular” (must relate to your major), and is an integral part of your degree program (you must earn academic credit for the work experience). Be sure to connect with OIP for specific questions and requirements regarding visa questions, CPT, and OPT applications.

### **As you begin your job or internship search process, follow these tips in your U.S. job search:**

- Begin your search early! Treat it like a job. Have conversations with OCP early and often!
- Work with OIP to understand your options and stay up-to-date on regulations and timelines.
- Identify your strengths and what makes you unique, and how to communicate your talents to potential employers.
- Research companies of interest, including those that have historically hired International students, and those with International locations. Talk with OCP for help identifying these organizations!
- Think broadly about organizations of interest, and understand the job market in your field of study! Sometimes, smaller organizations without structured internship programs have more flexibility to accept students utilizing CPT for short-term internship opportunities than larger companies with more structured, cohort-style programs.
- Craft a professional resume that reflects the knowledge and skills you have gained as a student at Meredith College. Keep your resume up-to-date with relevant coursework, projects, club and/or organization participation, etc.
- Typically, job applications will ask the questions: “Are you legally authorized to work in the United States?,” and “Will you require sponsorship now or in the future?” Be prepared to answer these questions honestly, and meet with OIP or OCP if you have questions about how to respond to these.
- Have career conversations with individuals working in fields of interest. Connect with Meredith international alumnae for specific conversations about their experiences and to seek their advice. LinkedIn can be a great tool to make connections!
- Attend networking events, info sessions, and career fairs to learn about opportunities and make connections.



**EMBRACE EVERY  
CHALLENGE AS A  
STEPPING STONE ON  
THE PATH OF YOUR  
CONTINUOUS  
CAREER GROWTH.**

# NAVIGATING CAREER FAIRS

Career fairs are events that bring together employers and students, so that employers can share information about their respective organizations and connect with potential candidates for their internship and full-time opportunities. Fairs give students the opportunity to network with professionals, learn about careers that align with their interests and majors, and to potentially apply for opportunities. Review these tips to help you prepare!

## 1 BEFORE

- Locate the list of employers attending the fair and research the employers that interest you most. You should know: company products/services, history, strengths, competitors, and roles you may be interested in.
- Write down questions that you have for each employer. These should be questions that you can't find the answer to on the Internet.
- Prepare and practice your 30-second introduction.
- Choose professional attire for the fair. Check with OCP for recommended attire for the specific event. Generally speaking, business professional or business casual attire is recommended for career fairs.
- Prepare for questions an employer might ask: Why are you interested in our company? What skills and experiences do you possess that would be a good fit with our organization?

## 2 DURING

- Travel lightly! Carry a small handbag or messenger bag, and a folder or padfolio with copies of your resume.
- Break the ice and make yourself more comfortable by beginning with an employer that is not on the top of your list.
- Start the conversation with employers by introducing yourself and asking open-ended questions.
- Pay attention to your nonverbal communication (smile, eye-contact, handshake, posture).
- Limit personal use of your phone. Be mindful that employers may be observing you.
- Ask for the representative's business card or contact information and discuss appropriate follow-up.
- Thank the representative and after leaving the table, jot down a few notes about what you learned.

## 3 AFTER

- Send thank you notes to each representative. Remind the employer of where you met, reiterate your interest in the organization, and the skills and experiences you can contribute.
- Complete any other follow-up you discussed with the representative.
- Reflect on what you learned at the fair. How do your skills and experiences align with the positions that interest you most? Which organizations seemed like the best fit for your values and interests? What would you do differently at the next career fair?

## CREATE YOUR 30-SECOND INTRODUCTION

At a career fair, or during any type of networking event, you want to be prepared to introduce yourself and start a conversation with an employer. Your introduction is personal and should reflect your individual strengths, interests, and goals. The way that you introduce yourself may change depending upon who you are talking to. Remember, the most memorable conversations happen when a connection is formed. As you think about how to introduce yourself, consider what skills, experiences, interests, and values may be important to an employer.

**CONTINUE ON NEXT PAGE TO FILL OUT YOUR 30-SECOND INTRODUCTION** →

## WHO ARE YOU:

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## WHAT YOU ARE GOOD AT:

*\*Tip: Review your strengths by reading your Signature Insight Report. Incorporate words or phrases that describe your talents best.*

## WHY YOU ARE INTERESTED?

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## A KEY RELEVANT EXPERIENCE:

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## ASK QUESTIONS

Continue the conversation by asking good questions. The best questions are open-ended, can't be answered with a quick web search, and come from a genuine interest in the organization or role. Examples of questions you might ask:

- As an entry-level employee, what could I expect to be doing 1-3 years from now?
- What courses would best prepare me for your entry-level positions? Are there any student organizations or experiences that would be beneficial in preparing for a position at your company?
- What is one of the biggest challenges in this role?
- My major is X. What positions at your company would be a strong fit for someone with my education background?
- How long is the application and interview process and what does it consist of?
- What are some ways that your company supports recent graduates/entry-level employees? Do you offer mentoring programs or affinity groups?

## WHAT TO WEAR

Some organizations are quite casual, while others still encourage business professional attire. Be authentically you, and also be aware of expectations from industries you are considering. Much of this is industry specific! Do your research about the company to understand company culture and expectations, and whether or not it aligns with your own values and identity. If you're not sure what attire is appropriate, ask a counselor in OCP or a professional connection for advice. Great style does not have to break the bank! Visit OCP to ask about inexpensive professional attire.



## SOME GENERAL GUIDELINES

- If you question whether or not you should wear it -- don't!
- Making a strong first impression is best achieved by being overdressed rather than underdressed.
- Generally speaking, business professional or business casual attire is recommended for career fairs or interviews.
- Choose clean, pressed, and tailored clothing.
- If you plan to wear a skirt or dress, aim for a hemline that hits your knee.
- Limit accessories and perfume.
- Coordinate your shoes with your attire.
- Check the little things: address loose hems, manicure your fingernails, and shine your shoes.





# 03

## CRAFT PROFESSIONAL DOCUMENTS & COMMUNICATION

Creating Your Resume  
OCP Resume Checklist  
Skills Clusters/Action Verbs  
Resume Examples  
Cover Letters  
Reference Examples  
Thank You Letters  
Curriculum Vitae  
Letters of Recommendation  
Professional Emails

# CREATING YOUR RESUME

Resumes are a brief summary of your work and/or experiences, education, and skills. Resumes are tailored to highlight qualifications and experience as they relate to the job or opportunity you are seeking. You do not have to include every experience you have had. This is often your first impression and your way of securing an interview.

## TOP TIPS:

- Be accurate and honest about your qualifications.
- Proofread carefully to avoid any mistakes.
- Avoid including potentially discriminating information such as your picture, race, gender, religion, national origin, political preference, birthdate, height, or weight.
- For each position, include 2-5 bullets that start with action verbs and describe your accomplishments or the skills you used.
- Use a consistent font style and format to create a document that is visually appealing.
- Review the OCP Resume Checklist!
- When attending in-person events, print your resume on high quality paper, and use matching paper for your cover letter and references.
- Upload your resume to Handshake and make it visible to employers.

## WHICH SECTIONS WILL YOU INCLUDE ON YOUR RESUME?

- |   |  |   |
|---|--|---|
| <input type="radio"/> Education   | <input type="radio"/> Relevant Projects            | <input type="radio"/> Publications        |
| <input type="radio"/> Honors/Awards   | <input type="radio"/> Leadership Experience        | <input type="radio"/> Military Experience |
| <input type="radio"/> Relevant Courses  | <input type="radio"/> Work Experience              | <input type="radio"/> Athletic Experience |
| <input type="radio"/> Skills & Certifications<br>(Technical Skills, Lab Skills,<br>Language Skills, etc.) | <input type="radio"/> Campus/Community Involvement | <input type="radio"/> Other: _____        |
|   | <input type="radio"/> Related Research             |   |

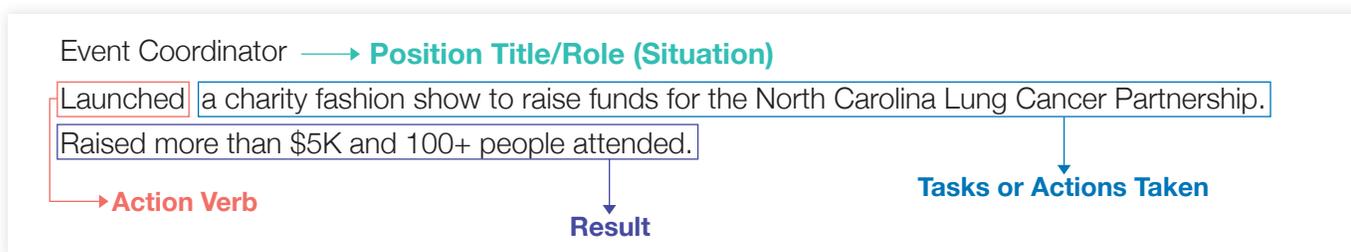
## PRO TIP

You can customize your resume by adjusting the names and organization of your sections. For example, a student looking for a job or internship in the field of social work might name their section: Social Work Related Experience or Advocacy Experience.

## WRITING STRONG DESCRIPTIONS

Under the heading for each of the experiences you choose to highlight, you will add brief statements that describe the type of project you worked on, skills you used, or contributions you made. Each statement should begin with an action verb. Considering including numbers to help demonstrate the scope or impact of your work. Use the action verb list on pages 30-31 to choose different verbs that highlight your skills. Practice creating strong bullets by using the STAR (Situation, Task, Action, Result) format.

## EXAMPLE:



# OCP RESUME CHECKLIST

Although each resume is unique and should be tailored to each job and industry to which you apply, there are a few basics you'll want to incorporate into every resume. Questions? Contact [career@meredith.edu](mailto:career@meredith.edu).

## APPEARANCE & FORMAT

- Use fonts that are professional and easy to read (Arial, Times, Calibri) and in a legible size (10-12 point)
- Ensure that all formatting, including fonts, bolding, italicizing, and use of capitals are consistent throughout the document
- If bullets are used, be consistent with use of periods
- Use consistent margins – between 0.5 and 1 inch
- Document must be free of spelling and grammatical errors
- Convert your document to a PDF before uploading to prevent an extra blank page -- this also makes documents more easily read by applicant tracking systems

## CONTACT INFORMATION & HEADER

- Boldfaced name (14-20 font size) and contact information listed at the top of the resume (phone, email, and city/state -- your full mailing address is not needed)
- Email address is professional in nature

## EDUCATION

- List full name of institution(s) with city and state
- Degree spelled out accurately (Bachelor of Arts or Bachelor of Science) with major(s)/minor(s) listed along with anticipated graduation date (month and year)
- Ensure that all degrees are listed accurately (2nd major does not always equal a 2nd degree)
- If listing multiple institutions, list in reverse chronological order (most recent listed first)
- Optional: It is recommended that you list your GPA only if higher than a 3.0

## EXPERIENCE SECTIONS

- Include job title, organization name, city, state, and dates employed (listed in a consistent format)
- Begin descriptions with action verbs in appropriate tense (use past tense when referring to roles you no longer hold)
- Focus descriptions on accomplishments and relevant skills, not just job duties
- If listing multiple experiences, list in reverse chronological order (most recent listed first)

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## Optional Content Might Include:

### OBJECTIVE OR PROFESSIONAL SUMMARY

- Wording is specific and employer-focused, targeted to a particular field, position or industry
- Accomplishments, experience and skills are directly geared toward a particular field, position or employer

### RESEARCH, CLASS PROJECTS, COMMUNITY SERVICE, LEADERSHIP, ETC.

- For research or class project, list course, project title, and dates along with accomplishments/results
- If listing volunteer and/or leadership experience, format like “experience section” for consistency

### SKILLS SECTION

- Computer skills: examples include software applications, operating systems, social media, etc.
- Language skills: specify level of fluency (beginning, intermediate, advanced, fluent, native speaker)

# SKILLS CLUSTERS/**ACTION VERBS**

ADMINISTRATION	COMMUNICATION	CREATIVE	FINANCE
Access	Address	Begin	Acquire
Arrange	Advertise	Build	Adjust
Assess	Author	Create	Allocate
Categorize	Clarify	Customize	Appraise
Coordinate	Collaborate	Design	Audit
Collect	Communicate	Develop	Balance
Compile	Convince	Display	Calculate
Distribute	Correspond	Draft	Compute
Furnish	Define	Entertain	Correct
Generate	Describe	Illustrate	Deploy
Maintain	Develop	Invent	Determine
Monitor	Incorporate	Model	Evaluate
Organize	Influence	Modify	Inventory
Process	Mediate	Perform	Invest
Receive	Outline	Photograph	Manage
Record	Present	Pattern	Program
Serve	Propose	Plan	Project
Simplify	Summarize	Sketch	Reconcile
Track	Translate	Shape	Reduce
Verify	Write	Style	Research

HELPING	LEADERSHIP	RESEARCH	TECHNICAL
Adapt	Advise	Conclude	Analyze
Advocate	Appoint	Clarify	Apply
Aid	Approve	Collect	Build
Care for	Chair	Compare	Conceptualize
Counsel	Compare	Critique	Construct
Coach	Decide	Determine	Convert
Contribute	Delegate	Diagnose	Design
Diagnose	Direct	Evaluate	Develop
Educate	Implement	Examine	Edit
Encourage	Increase	Experiment	Engineer
Facilitate	Initiate	Explain	Inspect
Guide	Inspire	Identify	Locate
Intervene	Lead	Investigate	Modify
Prevent	Manage	Measure	Program
Provide	Motivate	Prepare	Remodel
Resolve	Organize	Research	Repair
Simplify	Prioritize	Review	Solve
Support	Recommend	Solve	Specialize
Teach	Represent	Survey	Troubleshoot
Volunteer	Strategize	Test	Upgrade

# MEET LARISSA

Major: Criminology & Sociology

## SAMPLE RESUME

### LARISSA YATES

Raleigh, NC | (919) 555-1212 | lsyates@email.meredith.edu

#### EDUCATION

MEREDITH COLLEGE, RALEIGH, NC | ANTICIPATED GRADUATION DECEMBER 20xx

Bachelor of Arts in Criminology, Second Major in Sociology

Honors: Dean's List

EAST CAROLINA UNIVERSITY, GREENVILLE, NC | AUGUST 20xx – MAY 20xx

Earned 30 credit hours toward Bachelor of Arts

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#### COMMUNITY AND SOCIAL SERVICES EXPERIENCE

HAVEN HOUSE SERVICES | TEAM LEADER | RALEIGH, NC | AUGUST 20xx – PRESENT

- Supervise and assist clients during completion of restitution and community service hours.
- Resolve conflict between clients and ensure respectful environment at host sites.
- Communicate with parents regarding procedures and expectations of clients.

TEEN PROGRAMS, CITY OF RALEIGH | CAMP COUNSELOR & OFFICE SPECIALIST | RALEIGH, NC | SUMMERS 20xx-20xx

- Entered participant registration information into MemberTrack database.
- Tracked daily attendance and event registration of participants.
- Evaluated program effectiveness by collecting participant feedback.
- Created and implemented an activity plan for up to 25 campers, ages 12-14.
- Collaborated with two other counselors to coordinate activity logistics.

HAVEN HOUSE SERVICES | INTERN | RALEIGH, NC | AUGUST – SEPTEMBER 20xx

- Assisted with intake process for clients and families.
- Maintained contact with juvenile court counselors and observed juvenile court hearings.
- Co-facilitated orientation of a recreation program for at-risk adolescent population.

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#### COMMUNITY AND CAMPUS INVOLVEMENT

CRIMINOLOGY AND SOCIOLOGY CLUB | PRESIDENT | MEREDITH COLLEGE | AUGUST 20xx – PRESENT

- Planned, organized, and led monthly meetings for more than 30 members.
- Coordinated event for a high-profile guest speaker from Homeland Security, including managing all marketing.

FIRST YEAR EXPERIENCE PROGRAM | STUDENT ADVISOR | MEREDITH COLLEGE | MARCH – JUNE 20xx

- Facilitated and led group discussions and activities throughout the year for a group of 8 first year students.
- Informed first year students of upcoming events and opportunities to build community engagement.
- Mentored students to foster relationships, provide emotional support, and develop academic skills.

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#### SOCIAL JUSTICE RESEARCH

THE STRONG BLACK WOMAN: PROTECTED OR FORGOTTEN? | AUGUST 20xx – PRESENT

- Conduct research on the relationship between race and body image among young women through in-depth interviews.

THE BLAME GAME: A STUDY ON JUVENILES AND PARENTING | MAY – DECEMBER 20xx

- Evaluated the importance of parents to the juvenile justice system through field observations and research on the level of effectiveness of parental involvement in social services for juveniles.

# MEET JALILA

Major: English & History

Minor: Professional Writing & Presentation Media, International Studies

## SAMPLE RESUME

### Jalila Samara

(919) 777-2222 | jsamara@email.meredith.edu

#### Education

**Meredith College**, Raleigh, NC

Bachelor of Arts in English, with Second Major in History

Expected May 20xx

Minors: Professional Writing & Presentation Media, International Studies

**Meredith College Honors Scholar**, GPA: 3.8

Study Abroad: Italy

Summer 20xx

#### Relevant Coursework

Publishing & Editing (Fall 20xx)

Web Site Design & Management (Fall 20xx)

#### Publishing & Related Experience

**Books Editorial Intern**, Duke University Press, Durham, NC, January 20xx –present

- Support various editorial associates in the department, including sending emails and packages to authors.
- Manage logging and editing submissions in Title Management, record project documentation, and request payments as needed.

**Editor-in-Chief**, *The Meredith Herald*, Meredith College, Raleigh, NC, July 20xx –present

- Strategically recruit student staff to build a high-performing team.
- Run meetings and direct planning and editing of each bi-weekly issue.
- Complete final copy edits and assist with layout using Adobe InDesign before the paper goes to print.
- Previously served as Arts & Entertainment section editor and associate editor.

**Social Medicine Reader Intern**, Duke University Press, Raleigh, NC, February 20xx –present

- Request and track copyright permissions, including a multitude of messages, fees, and paperwork, for the third edition of *The Social Medicine Reader*.
- Communicate effectively with professionals at scholarly journals and other publishers, the main editor of the *Reader*, and my supervisor.

**Writing Tutor**, Learning Center, Meredith College, Raleigh, NC, January 20xx –present

- Instruct and guide peers, focusing on structure, organization, flow, and grammar on class papers.
- Evaluate and facilitate students' creation and support of thesis statements.

**Library Cataloging Intern**, Duke University Press, Durham, NC, June 20xx

- Mastered Duke University Library's cataloging system and database.
- Cataloged over half of the Press's on-site library under a special collection in the library system.

**Freelance Copy Editor**, Mr. James Clary, Beaufort, NC, September 20xx –September 20xx

- Edited nonfiction, historical text for grammar, spelling, punctuation, and flow.
- Provided occasional factual or continuity corrections.
- Created tables, formatted styles, and built a comprehensive index for a 300-page book.

#### Additional Work Experience

Team Member, Chick-fil-A, Beaufort, NC, August 20xx –January 20xx

- Grew customer satisfaction by providing friendly, consistent service with a team.
- Resolved customer concerns independently and efficiently.

#### Skills

HTML, CSS, XML

AP Style

Adobe InDesign

Title Management

WordPress

# MEET ANGÉLICA

Major: Computer Science

## SAMPLE RESUME

### ANGÉLICA CHAVEZ

Raleigh, NC | (919) 760-1234

amchavez@email.meredith.edu | www.linkedin.com/in/amchavez

#### EDUCATION

**Meredith College**, Raleigh, NC  
Bachelor of Science in Computer Science  
GPA: 3.1/4.0; Dean's List; PI DELTA PI Honor Society  
May 20xx

#### SKILLS

**Programming Languages:** Java, JavaScript, HTML, CSS, MySQL, PHP, AngularJS, and Python

**Tools:** Junit, Maven, Git

**Methodologies:** Object Oriented Programming, Test Driven Development, SDLC, Agile, Scrum

**Multi-lingual:** Fluent in spoken and written English and Spanish, conversational Japanese

**Relevant Courses:** Website Management and Design, Graphics and Modeling, Databases, Software Engineering, Web Programming with Databases, Networking and Operating Systems, Computer Organization, Data Structures

#### TECHNICAL WORK EXPERIENCE

##### **MetLife, Raleigh, NC**

###### **Technical Intern**

August 20xx - Present

- Saved MetLife \$50,445 annually and improved build speed by 97 percent working with a team to integrate a critical application to the Software Delivery Automation toolset.
- Develop an adaptable tool using Java 1.8 and test-driven development. This tool converts 6,406 files to possess a Maven standard directory layout in 48 seconds.
- Update portions of legacy code written in Java 1.5 to fit best practices and write automated tests using Junit.
- Convert 3rd party JARs to Maven coordinates and configure POM files for several projects.
- Create a technical design document, a UML diagram, and other supporting documentation.

##### **SembraCare, Raleigh, NC**

###### **IT Intern**

May – August 20xx

- Designed, developed, and maintained marketing websites to establish an online presence for the company.
- Stored critical files from websites to local directories to allow for faster problem remediation.
- Assisted in client billing using corporate provided software.

#### PROFESSIONAL EXPERIENCE

##### **Center for Information Dominance, Yokosuka, Japan**

###### **Training Instructor**

August 20xx – December 20xx

- Developed training products vital to the defense of naval forces operating abroad.
- Designed and implemented training programs for Navy technical schools.
- Briefed multi-functional teams using diverse instructional techniques in a classroom environment.

##### **Navy Personnel Command, Millington, Tennessee**

###### **Detailer/Human Resource Manager**

May 20xx – August 20xx

- Supervised and evaluated work performances of 40 instructors, administrative staff and budget analysts.
- Collaborated with senior-level leaders on operational planning and productivity consistent with mission objectives.
- Developed fiscal budgets needed for employee development, training and travel.

#### ADDITIONAL EMPLOYMENT HISTORY

**Operations Manager/Training Officer**, USS IWO JIMA (LHD-7) Norfolk, Virginia  
20xx-20xx  
**Course Manager/Instructor**, Center for Information Dominance, Pensacola, Florida  
20xx-20xx  
**US Navy – Active Duty Military**  
19xx-20xx

# MEET CATE

## Bachelor of Arts

### SAMPLE RESUME

#### CATE JONES

(919) 111-2222 | cjones@email.meredith.edu

#### EDUCATION:

**Meredith College**, Raleigh, NC

Bachelor of Arts

Anticipated May 20xx

**Athens Drive High School**, Raleigh, NC

High Honors, GPA: 3.85

June 20xx

#### SKILLS:

Microsoft Office: Word, Excel, PowerPoint; Spanish (Conversational Proficiency); CPR Certified

#### LEADERSHIP EXPERIENCE:

**Vice-President, Athens Drive Community Service Club**, Raleigh, NC

August 20xx – June 20xx

- Coordinated service events for a club of 50+ students contributing a total of 400+ hours of service
- Led club meetings, gathering feedback from past events and ideas for future service activities
- Communicated with community organizations including Habitat for Humanity, Interact and the Salvation Army to explore volunteer opportunities and coordinate days of service
- Raised more than \$5K in donations for the American Cancer Society through Relay for Life

**Captain, Athens Drive Lacrosse Team**, Raleigh, NC

February 20xx – June 20xx

- Elected by peers 2 consecutive years as team captain in recognition of dedication, skill and leadership
- Led team to county championship by coordinating extra team practices in the off season
- Developed strong team bond, resolving conflict between team members and motivating others

**Junior Counselor, Twin Creeks Summer Camp**, Greenville, NC

June – August 20xx

- Led a group of 6 campers ages 8-10
- Motivated campers to try new activities and involve themselves in projects
- Monitored and reported safety concerns with equipment and facilities
- Communicated daily events and observations to parents and senior camp staff

#### ADDITIONAL EXPERIENCE:

**Nanny, Smith Family**, Raleigh, NC

June 20xx – Present

- Organize meals, activities and daily tasks for 2 children ages 3 and 5
- Manage disruptive behavior with patience, care and problem solving skills
- Coordinate daily activities to encourage education and development of fine motor skills
- Anticipate the family's needs and demonstrate initiative by managing additional household chores such as cleaning and organizing

#### CAMPUS INVOLVEMENT:

- Meredith College Lacrosse Team
- Black Student Union
- Meredith Recreation Association

# MEET EVANGELINE

Major: Business Administration

Minor: International Business and Entrepreneurship & Family Business

## SAMPLE RESUME

### EVANGELINE MEADOWS

Raleigh, NC | (919) 555-1234 | [ecmeadows@email.meredith.edu](mailto:ecmeadows@email.meredith.edu) | [linkedin.com/in/ev-meadows](https://www.linkedin.com/in/ev-meadows)

#### EDUCATION:

**Meredith College**, Raleigh, NC

Bachelor of Science in Business Administration

Anticipated May 20xx

Minors in International Business and Entrepreneurship & Family Business

**Durham Technical Community College**, Durham, NC

January 20xx – May 20xx

**The University of Texas San Antonio**, San Antonio, TX

August 20xx – December 20xx

#### SKILLS:

Leadership, Interpersonal Skills, Public Speaking, Teamwork, Eager and Fast Learner, Ability to take timely initiatives, French (elementary conversational)

#### SELECTED WORK EXPERIENCE:

**Business Operations Intern, Genentech**, San Francisco, CA

May 20xx – August 20xx

- Integrated Customer Experience (ICX): Support change management activities to embed ICX into the fabric of SAI practices. Partnered closely with manager to establish measurements of success - internal operations and/or external customer feedback. Developed a process for capturing measures and set up a sustainable way to track measures
- Increase Diverse Suppliers: Create a short list of vetted Black and/or LatinX-owned suppliers for SAI to engage for future project and consulting services. Partner closely with SAI project owners and Procurement to understand the capabilities they are seeking for the ideal supplier. Identify and work with the supplier to showcase their capabilities to SAI teams to support current and future RFP activities

**Contract and Channel Management Intern, Genentech**, San Francisco, CA

May 20xx – August 20xx

- Played a key role in developing process and technology proposals to improve customer experience and healthcare delivery
- Led supplier diversity project, working closely with business delivery teams to identify diverse suppliers that could fulfill their needs. Created a list of diverse suppliers to be leveraged across the 350 people
- organization

#### LEADERSHIP EXPERIENCE:

**Resident Assistant**, Meredith College, Raleigh, NC

January 20xx – July 20xx

- Assisting students with connecting to resources and navigating the campus to increase confidence and sense of belonging
- Completing administrative paperwork related to residents including policy violations, reports and maintenance needs
- Participated as member of a diverse team in ensuring smooth operation of resident life activities to reach common goals

#### CAMPUS INVOLVEMENT:

- Captain, Meredith College Track and Field Team August 20xx – Present
- Member, Beta Gamma Sigma International Honor Society March 20xx – Present
- Member, Silver Shield Honorary Leadership Society April 202x - Present
- VP, NCAA Student Athlete Advisory Committee October 20xx – May 20xx

# MEET DAPHNE

Master of Business Administration; Concentration: Human Resource Management

## SAMPLE RESUME

### Daphne Fitzpatrick

dafitzpatrick123@email.com

(919) 555-6789

#### EDUCATION

**Meredith College**, Raleigh, NC

Master of Business Administration; Concentration: Human Resource Management

GPA: 3.53

- MBA 640: Management & Ethical Leadership Project - Effective Training and Learning Styles
- MBA 615: Developing Human Capital Project - Performance Evaluations and Motivation
- MBA 617: Legal & Ethical Employment Project – Employee Relations Management

**William Peace University**, Raleigh, NC

Bachelor of Arts

Major: Psychology; Minor: Business Administration

Officer / National Liaison for Gamma Sigma Sigma - National Service Sorority

GPA: 3.47

#### WORK EXPERIENCE

**Brain Injury Association of North Carolina** Raleigh, NC

2016 - Present

Executive Assistant

- Developed and re-launched monthly electronic newsletter and increased subscribers by 20%
- Re-designed quarterly informational catalog that reaches 1,500+ association members, increasing readership by a minimum of 10% each quarter and decreased costs by 30%
- Facilitated marketing outreach that attracted 2,000+ engagements and 50 shares
- Tasked with identifying new topics to increase community outreach across social media outlets
- Responsible for co-managing all association social media outlets, ensuring brand identity remains consistent
- Active team member on an internal marketing planning committee for association conferences
- Construct new handouts, PowerPoints and blog posts for community outreach activities

**Brain Injury Association of North Carolina** Raleigh, North Carolina

2016 –2016

Intern

- Screened incoming inquiries and directed voicemails and emails to appropriate location
- Maintained and updated database for association annual fundraiser
- Led a local support group lecture on “How to Keep the Brain Healthy” after a traumatic brain injury

**William Peace University** Raleigh, North Carolina

2014 –2015

Admissions Ambassador

- Constructed portfolios and maintained information for prospective students using the system database

#### HONORS AND ACTIVITIES

**Broyhill Business Fellows Program**

2018 - Present

- Attended two-day site visit at Capital One in Richmond, VA within Human Resources department
- Prepared meals at Food Bank of Central and Eastern NC

**Certified Brain Injury Specialist**

2017 – Present

**Psi – Chi – International Honor Society in Psychology**

2015 – Present

#### COMPUTER SKILLS

Microsoft Office, Salesforce, WordPress, Google Analytics, Access

# MEET SAMMI

Major: English

## SAMPLE RESUME

# SAMMI JUNE

WRITER

## CONTACT

-  123-456-7890
-  sjune@email.meredith.edu
-  www.sammijunewriter.com

## PROFILE

Highly motivated and enthusiastic English student seeking opportunities to apply and expand my skills in a professional environment. Dedicated to leveraging my strong writing, communication, and critical thinking abilities to contribute to the success of an organization.

## EDUCATION

**Bachelor of Arts in English**  
Meredith College  
Anticipated Graduation: 20xx

## SKILLS

### PROFESSIONAL

Written & verbal communication  
Literary analysis & interpretation  
Editing & proofreading  
Research  
Social media management  
Organization  
Leadership & collaboration

## EXPERIENCE

### SOCIAL MEDIA INTERN

#### Really Great Company | January 20xx - Present

- Assist in drafting and editing content for various marketing materials, including blog posts, social media posts, and press releases
- Conduct research on industry trends to support the development of marketing strategies
- Collaborate with the marketing team to brainstorm ideas and contribute to campaign planning
- Manage and maintain social media accounts to increase brand visibility and engagement
- Assist in organizing and coordinating company events and promotional activities

### TUTOR

#### Meredith College | September 20xx - April 20xx

- Tutored students in Principles of Writing and similar courses (average of 10 students per week)
- Proofread essays and other written assignments
- Provided verbal and written feedback to students in order to strengthen their writing skills
- Developed quizzes and creative study materials

# MEET DANIELLA

Major: Graphic Design  
Minor: Web Development

**SAMPLE RESUME**

## DANIELLA ARENAS

GRAPHIC DESIGNER

### CONTACT

123-456-7890  
dmarenas@email.meredith.edu  
www.danielladesigns.com  
Raleigh, NC

### SKILLS

Adobe Creative Suite (Photoshop, Illustrator, InDesign)  
HTML, CSS, and web design  
Motion graphics and animation software (After Effects, Premiere Pro)

### EDUCATION

**Bachelor of Arts in Graphic Design**  
Minor in Web Development  
**Meredith College**  
Anticipated Graduation May 20xx  
GPA: 3.75

### RELEVANT COURSES

Graphic Design and Typography  
Interactive Design  
Website Design and Management  
Digital Photography  
Beginning Programming

### LANGUAGES

Spanish   
English   
Italian 

### PROFILE

Highly motivated and creative graphic design professional seeking an opportunity to apply and enhance my skills in a professional setting. Committed to delivering visually compelling designs while continuously expanding my knowledge of design principles and industry trends. I am eager to contribute to the success of a forward-thinking company by producing visually impactful designs that effectively communicate and resonate with target audiences.

### WORK EXPERIENCE

#### Freelance Graphic Designer

Daniella Designs January 20xx - Present

- Work with various clients to develop customized designs for their specific needs, including logos, brochures, posters, and social media graphics.
- Communicate closely with clients to understand their design requirements and deliver exceptional designs that met their expectations.
- Manage multiple projects simultaneously, ensuring timely completion and client satisfaction.
- Handle all aspects of the design process, from conceptualization to final delivery.

#### Graphic Design Intern

Company Name, Inc. August 20xx - April 20xx

- Collaborated with a team of designers to create visual assets for marketing campaigns, social media platforms, and website content.
- Assisted in the development of branding and identity materials, including logos, business cards, and style guides.
- Participated in brainstorming sessions and contributed creative ideas for design projects.
- Conducted market research to stay up to date with current design trends and competitors' visual strategies.
- Assisted in preparing and delivering design presentations to clients, incorporating their feedback into the final designs.
- Contributed to the maintenance and organization of the company's digital asset library.

#### Sales Associate

ABC Retail Store June 20xx - December 20xx

- Assisted customers in selecting and purchasing products, providing product information and addressing any concerns or questions.
- Maintained store cleanliness and organization, ensuring products were neatly displayed and shelves were stocked.
- Collaborated with team members to achieve sales targets and promote store promotions.

# MEET HARPER

## Master of Arts in Industrial/Organizational Psychology

### SAMPLE RESUME

#### Harper Davis

(919) 555-4321 | davis.harper.2000@email.com | www.linkedin.com/in/davis-harper | Raleigh, NC

#### EDUCATION

**Meredith College**, Raleigh, NC May 20xx  
*Master of Arts in Industrial/Organizational Psychology*

**The University of North Carolina at Charlotte**, Charlotte, NC May 20xx  
*Bachelor of Arts in Communication Studies, Concentration: Organizational Communication*

#### EXPERIENCE

**Employee Engagement (EE) Specialist Intern** Aug 20xx- Present  
Insurance Answers Together, Raleigh, NC

- Manage recognition platform (Kudos) to promote engagement among 1,000 internal employees & leadership
- Collaborate with Chief Human Resources Officer and VP, Marketing to develop professional training opportunities and maximize employee performance, growth, and retention
- Develop and execute internal communication strategies for corporate projects and programs to ensure alignment with organizational values and mission
- Strategize, implement, and maintain Initiatives that are supportive of evolving Diversity, Equity, and Inclusion (DEI)
- Juggle multiple projects and deadlines within fast paced professional services environment
- Organize employee special events, including team building, holiday events, and corporately recognized diversity months

**Learning and Development (L&D) Intern** May 2022-Aug 20xx  
Insurance Answers Together, Raleigh, NC

- Assisted Learning and Development team with in-person trainings for summer trainee program; Trainings included, Change Management, Unconscious Bias and (MTBI) Myers Briggs Type Indicator
- Assisted VP, Training and Development with implementation and testing of internal (LMS) Learning Management Systems
- Managed training materials including, audio-visual aids, online documentation, and pre-work
- Managed instructor-lead virtual trainings via Zoom; tracked chat function, timing of sessions, and managed breakout rooms
- Collected and analyzed survey data from participants after trainings to determine success or failure of programs

**Career Services Intern** Aug 20xx-May 20xx  
University Career Center (UCC), UNC Charlotte

- Trained new Career Service Interns on daily responsibilities including, resume approval via Hire-A-Niner platform, review and scoring of mock interviews via BigInterview and in-person consultations with students
- Met with 15-20 students per week to provide consultation on career development
- Facilitated presentations to various student groups on topics including resume, cover letter writing, interviewing, and LinkedIn profile creation

**Human Resources Intern** May 20xx-Aug 20xx  
Raise A Child Of The Carolinas, Charlotte, NC

- Wrote job descriptions and posted jobs/volunteer opportunities on SHARECharlotte and VolunteerMatch websites
- Screened applicants to identify job fit by conducting interviews and background checks
- Managed onboarding materials and processes by providing new hires with manuals, guidelines, and passwords
- Managed volunteer engagement by conducting new hire and exit surveys; Reported survey findings to Chief Human Resources officer and Recruitment team

#### LEADERSHIP EXPERIENCE

**Student Ambassador, VP Marketing** Jan 20xx- May 20xx  
Alumni Association, UNC Charlotte  
Curated visual media content through photography, video, and graphic design (Canva) to promote loyalty, fellowship

#### Technical Skills

Proficient in Microsoft Office (Word, Powerpoint, Excel); Actively learning SPSS; Expertise in virtual platforms via Zoom & Teams

# MEET MAY

Major: Biology

## SAMPLE RESUME

## May Riley

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Raleigh, NC | (919) 555-0100 | mariley@email.meredith.edu | www.linkedin.com/in/m.riley

### Education

**BACHELOR OF SCIENCE IN BIOLOGY | MEREDITH COLLEGE | RALEIGH, NC | EXPECTED MAY 20XX**

### Research Experience

**RESEARCH ASSISTANT | ABC LABORATORY | DURHAM, NC | SEPTEMBER 20XX - PRESENT**

- Assist in designing and conducting experiments investigating cellular aging and potential interventions.
- Perform laboratory techniques including DNA extraction, PCR, gel electrophoresis, and microscopy.
- Collect and analyze data using statistical software (R, SPSS) and presented findings to the team.
- Collaborate with senior researchers and graduate students to develop experimental protocols and troubleshoot experimental issues.
- Contribute to writing and editing scientific papers for future publication.

### Additional Experience

**HOSPITAL VOLUNTEER | WAKEMED | RALEIGH, NC | OCTOBER 20XX - PRESENT**

- Provide assistance to nursing staff by running errands, delivering supplies, and organizing patient rooms.
- Guide visitors and patients to their respective destinations within the hospital, ensuring they feel welcome and well-informed.
- Maintained cleanliness and organization in common areas, including waiting rooms and lounges, to create a comfortable environment for patients and their families.

**RESTAURANT MANAGER | ANNIE'S COFFEE BISTRO | RALEIGH, NC | MARCH 20XX - AUGUST 20XX**

- Created a cross-training program ensuring staff members were able to perform confidently and effectively in all positions.
- Grew customer based and increased restaurant social media accounts by 19% through interactive promotions, engaging postings and contests.
- Successfully redesigned existing inventory system, ordering and food storage practices, resulting in a 6% decrease in food waste and higher net profits.

### Leadership & Campus Involvement

- Meredith College Softball Team (20xx - Present); Team Captain (20xx)
- Beta Beta Beta Honor Society Member (Inducted 20xx)
- Angels for the Environment Member (20xx-20xx)

### Laboratory Skills

- DNA extraction
- Polymerase Chain Reaction (PCR)
- Microscopy (brightfield, fluorescence)
- Gel electrophoresis
- Cell culture techniques

# COVER LETTER OUTLINE

A cover letter is your opportunity to convey to the employer why you're a great candidate for the role. It gives a clear idea of who you are and how you can add value to their organization through stories about your strengths and most relevant experiences.

**Jalila Samara**

(919) 777-2222 | jsamara@email.meredith.edu

*(TIP: Use the same heading for your resume, cover letter, and references page.)*

Date

Employer/ Representative Name  
Employer/ Representative Title  
Name of Organization/ Company  
Street Address of the Organization  
City, State Zip Code

Dear (Representative's Name):

**Paragraph I: Purpose**

Identify the position or type of positions in which you are interested. State how you heard about the opening or organization, and name any professionals who may have referred you. If you have met with the hiring manager before, remind them who you are by referencing your past connection or conversation. Include a statement of “energy” that begins to create the match between the position requirements and your qualifications. Tell the hiring manager that you understand what makes this organization or role special.

**Paragraph II: Background and Qualifications**

Describe your most relevant previous positions or experiences, and the skills you gained from them. Use the job description and organization website as guides to identify how your skills match with the employer's needs. Provide specific examples of your strongest qualifications and relate them to how you would apply those skills in this position. Rather than listing all of your experience, focus on the most relevant and give additional insight into the responsibilities you had in that role and what you accomplished. This paragraph may be broken into two paragraphs to make it more readable.

**Paragraph III: Next Steps**

End the letter indicating your strong interest in the position. Be assertive and state how you intend to follow up. Thank the employer for their consideration and interest.

Sincerely,

(Handwritten signature if using a printed version)

Your name typed

## TIPS FOR SUCCESS:

- 1 Ensure your cover letter is no longer than one page.
- 2 Always write a tailored cover letter to accompany your resume. Elaborate or explain the impact of your experiences.
- 3 Address your letter to a specific individual, with the correct title. If you can't find a name, use Hiring Manager. Check the job description to adjust your cover letter accordingly.
- 4 Avoid using fancy or creative fonts. Use 10 and 12-point sizes for easy reading. The same font and font size that you used in your resume, you will also use for your cover letter.
- 5 Be clear and concise. Eliminate grammar or spelling errors. Proofread your letter thoroughly.
- 6 No general statements! Go into detail about your relevant experiences and the impact.
- 7 Focus on your strengths and most relevant experiences.

# COVER LETTER SAMPLE

**Jalila Samara**

(919) 777-2222 | jsamara@email.meredith.edu

**January 4, 20xx**

Nancy Hoagland  
Books Editing and Production Manager  
Duke University Press  
905 W. Main St. Ste 18-B  
Durham, NC 27701

**Dear Ms. Hoagland:**

I am writing to you to apply for the position of Social Medicine Reader Intern at your company. I believe that my editing experience and attention to detail will make me a valuable part of your team, and I am excited at the possibility of working with such an outstanding academic press.

I am currently a junior at Meredith College, where I am pursuing a bachelor's degree with a double major in English and history. My majors have only enhanced my love of language; in addition, my training as a historian has helped develop an ability to analyze information and ask the right questions, which will serve me well in negotiating contracts and deciding when permissions may not be required for a text at all. Attention to detail will also be instrumental in these tasks, and I have further developed this strength through my work as the Editor-In-Chief of the Meredith Herald.

I also have experience working in areas that require precise organization and coordination with multiple people to complete projects, which I would apply to find copyright holders, relay information to editors, and stay on top of permissions needed. During my year working with Mr. James Clary on his nonfiction Civil War book, I utilized and improved my own organizational skills and ability to communicate through a multitude of mediums. While editing for Mr. Clary, I worked remotely through emails and phone calls, synthesized and interpreted his instructions in regards to the book, and presented my own questions and suggestions in a concise and clear manner when needed. I have also made use of these skills while twice leading the planning for the honors program annual fall trip, which required communication with a dozen fellow students and clear directives to keep us running smoothly. My focused approach to project management combined with my dedication to producing high quality work will be instrumental in this role.

For the past several years I have been planning for a career in publishing, and I am eager to learn to work with any and all parts of this business. I believe my prior experience combined with my enthusiasm to learn from this opportunity will be valuable to your editorial staff. I look forward to hearing from you soon. Thank you for your consideration of this letter and the enclosed résumé.

Sincerely,

**Jalila Samara**

## PRO TIP

Employers receive hundreds of application documents! Clearly identify your documents by saving them in the format “your name\_document type.”

**Example: Jalila Samara\_Resume or Jalila Samara\_Cover Letter**



# REFERENCE EXAMPLE

## Jalila Samara

(919) 777-2222 | jsamara@email.meredith.edu

### REFERENCES

**Mr. James Clary** (Former Supervisor)

*Author*

JClary Books, Inc.  
222 Henderson Road  
Beaufort, NC 28516  
jclary@clarybooks.com  
(919) 555-6788

**Dr. Rebecca Duncan** (Advisor, Professor)

*Professor of English, Advisor to the Meredith Herald*

Meredith College  
3800 Hillsborough Street  
Raleigh, NC 27607  
duncanr@meredith.edu  
(919) 760-2291

**Dr. Carmen Christopher** (Current Supervisor)

*Learning Center Director, Assistant Professor of English*

Meredith College  
3800 Hillsborough Street  
Raleigh, NC 27607  
christoc@meredith.edu  
(919) 760-8611

# THANK YOU LETTER SAMPLE

## Thank You Letter Sample

Dear Ms. Hoagland:

I wanted to take a moment to thank you again for the time you spent with me this afternoon. Interviews can be stressful; you and the entire editorial staff made me feel quite comfortable and welcomed throughout the process. Your description of the Social Medicine Reader Intern position convinced me that this is a job that I would enjoy, and would allow me to successfully apply my talents in editing and project management to contribute to Duke University Press.

It was very helpful to understand how the intern position's duties contribute to the production process. I see clear places where my experience as an independent nonfiction book editor will contribute to my ability to quickly add value to your team. It was fun to hear from so many of your staff members about their own experiences editing their college newspapers!

I appreciate the opportunity to interview with Duke University Press, and the time your team spent with me. I look forward to hearing from you and remain very interested in this internship. If you need any additional information from me, I will be happy to promptly provide it for you.

Sincerely,

Jalila Samara

jsamara@email.meredith.edu  
(919) 777-2222



## CURRICULUM VITAE

Unlike a resume, which lists work history and experiences along with a brief summary of your skills and education, a curriculum vitae (CV) is a far more comprehensive document, usually three or more pages in length. A CV is most often used by those seeking academic or research focused positions. A CV may include the following sections:

- Presentations
- Publications
- Professional Affiliations
- Research Experience
- Certifications/Licensure
- Teaching Experience
- Areas of Expertise
- Fellowships/Scholarships

## LETTERS OF RECOMMENDATION:

Letters of recommendation are typically used in applications for graduate programs, scholarships, fellowships, and positions in academia. When asked to provide letters of recommendation, there are a few key points for you to consider:

**When do I ask?** Give your references plenty of time to write their letters of recommendation. At least three weeks before your deadline is preferred.

**Who do I ask?** Check for specific instructions on your application. Often, there are specific guidelines about who you need recommendations from. Consider individuals who are familiar with your work/projects, interests, and goals. Ask faculty, supervisors, advisors, or community members who know you well, write well, and can speak to your fit with the program or opportunity to which you are applying.

**What information do I need to give my references?** Share an updated copy of your resume, details regarding your specific interest in the program or role, information about the program or role, and relevant deadlines.

## PROFESSIONAL EMAILS:

Professional emails are very different from casual emails, chats, or text messages. The ability to craft professional, clear, and concise written communications is rated among the top competencies employers seek year after year. Check out a few tips for success:

**Choose an appropriate email address.** Keep it simple, ideally a combination of your first and last names.

**Respond in a timely manner.** Be courteous and reply promptly to messages you receive, regardless of your interest in the position.

**Use professional language in your greeting and to introduce yourself.** For example, Dear Mrs. X: I am writing in regards to the posting on your company's website for XYZ positions in financial services.

**Be brief.** Include all necessary information, but save detailed stories or examples for attachments or verbal communications.

**Proofread!** Did you name the correct company and contact? Check spelling, grammar, and tone.

**Pick up the phone and follow up with a hiring manager.** Don't just rely on email.

## PRO TIP

Share the email address you are mostly likely to check. Students often have a school email address, as well as one or two personal email addresses. Ensure that the email address you share on application materials is one you are regularly checking!



# PROFESSIONAL EMAIL



jsamara@email.meredith.edu

## Request for Graduate School Recommendation

Jalila Samara <jsamara@email.meredith.edu>  
Draft To: facultymember@meredith.edu

Wed, Jul 19, 2023 at 9:21 AM

Dear **[Professor's Name]**,

I hope this email finds you well. I have thoroughly enjoyed and benefited from your instruction during my time at Meredith, and I am reaching out to kindly request your assistance in writing a letter of recommendation for my graduate school application.

Having been exposed to your expertise and guidance in **[specific subject/field]**, I have been inspired to pursue further studies in this area. After extensive research and consideration, I have decided to apply to **[Graduate Program Name]** at **[Target University/Institution]**. The program's curriculum closely aligns with my academic interests and career aspirations, and I am enthusiastic about the potential for growth and learning it offers.

I am confident that your insights into my academic capabilities, work ethic, and passion for **[specific subject/field]** will provide valuable support to my application. Your letter would not only underscore my dedication to academic excellence but also shed light on my personal qualities, research potential, and ability to contribute effectively to the academic community. To ensure that the letter represents a comprehensive perspective of my qualifications, I have attached my current resume and a brief statement of purpose outlining my academic journey, research experiences, and future goals.

I understand that writing a letter of recommendation requires time and effort, and I genuinely appreciate your willingness to assist me in this critical phase of my academic journey. If it is convenient for you, I would be happy to meet in person or virtually to discuss my aspirations further and address any questions you might have regarding the application process.

The deadline for submission of recommendation letters is **[Application Deadline Date]**, and I would be immensely grateful if you could kindly submit the letter directly to the **[Graduate Program Admissions Office/Online Application Portal]** by that date.

Thank you once again for considering my request, and I look forward to the possibility of your support in my pursuit of graduate studies. Please let me know if there is any additional information or materials that you may need from me.

Wishing you the best, and looking forward to hearing from you soon.

Sincerely,  
**[Your Full Name]**





# 04

## MASTER SUCCESSFUL INTERVIEWS

Preparing for Interviews

Professionalism, First Impressions,  
& Social Media

Salary Negotiation

Job Offer Acceptances &  
Handling Rejection

# PREPARING FOR INTERVIEWS

Interviewing requires advance planning, preparation, and practice; this allows you to build your confidence and allow your qualifications to shine. Interviewing is a conversation, and you and the interviewer are getting to know one another. While each interview is different, employers invest significant time and money into recruiting candidates, and want you to do well during the interview. Interviews are also your chance to determine whether or not the organization and opportunity align with what is most important to you in a work environment.

1



## STEP ONE: KNOW YOURSELF

To interview well, you must first know yourself and be able to communicate your relevant skills and experiences. Analyze your strengths, weaknesses, and goals, and how they relate to the employer.

### Start By Brainstorming:

- What specific skills do you have that will help you most in this job?
- Describe two of your strengths that would make you a good fit for this role.
- What is an area of weakness that you are working on or what are you less good at?
- Why do you want this job specifically?

2



## STEP TWO: RESEARCH THE EMPLOYER

Learn everything that you can about the employer you are interviewing with. Use a variety of resources to collect information -- the organization's website, news sources, social media, library databases, alumnae and other professionals, etc. Learn about the industry or field that the company is in. Employers want to hire candidates that are genuinely interested in working in their organization.

### Start By Brainstorming:

- What is the organization's mission and what do they value?
- What does the organization do? What are their products or services?
- What has the organization been focusing on recently? (news releases, social media, etc.)

3



## STEP THREE: PRACTICE

Interviewing is a skill. The more you practice, the easier it will be! OCP hosts mock interviews with employers each semester, or you can schedule a mock interview with a career counselor at any time. Practice your responses and include specific examples of your related experiences. Ask for feedback on your volume, tone, and speed. Be mindful of your eye contact, posture, and other non-verbal behaviors. Don't forget to smile!

## INTERVIEW QUESTIONS:

Different types of interviews are used to gather information on your skills and competencies. Regardless of the type of interview, you can anticipate responding to a few different types of interview questions. Use the job description as a clue to what the interviewer will be looking for.

### PRO TIP

While you won't know the exact questions that will be asked, researching the organization's mission, their values, and skills, qualities, or behaviors needed in the role may give you additional clues about what the hiring manager is most interested in asking you.

## TRADITIONAL INTERVIEW QUESTIONS:

These questions often may be used to open an interview, to gather information about your motivation and interest, or to better understand your decisions and achievements.

**Tell me about yourself.**

---

**Why are you interested in this position/organization/field?**

---

**What are your greatest strengths/weaknesses?**

---

**Where do you see yourself in 5 years?**

---

**What accomplishment are you most proud?**

---

**What do you know about our organization?**

---

**Why should we hire you?**

---

## BEHAVIORAL INTERVIEW QUESTIONS:

Many employers use a behavioral interview style of questioning to see how you react in various situations. Behavioral questions are asked with the intent on understanding your past behavior. The idea is that your past behavior is a good predictor of your future behavior, or how you would perform as a future employee. These questions often begin with “Tell me about a time when...” Use the STAR method (Situation-Task-Action-Result) to best respond to behavioral questions.

**Describe a project that you initiated. How did you go about organizing it?**

---

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**Tell me about a time when you encountered a conflict with someone.**

---

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**Tell me about a time when you persuaded someone to change their mind.**

---

---

**Describe your most successful experience working on a team.**

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## ANSWERING DIFFICULT QUESTIONS

**Tell me about yourself.** This is often used to open an interview. Avoid telling your life story and instead focus on your most relevant experiences and qualifications for the job. Think about a present-past-future formula for your response. Share where you are now, then a little bit about the related experiences you've had and skills you've gained, and then finish with how this position fits with your career goals. Tell the employer why you are excited about their opportunity.

**What are your greatest strengths?** Revisit your CliftonStrengths for clues to your natural talents. Be sure to use language that describes your strengths in terms that everyone might understand and share an example of how that strength has helped you excel in past experiences.

**What is your greatest weakness?** No one is perfect, and employers want to see that you have self-awareness and are motivated to improve. Take a positive approach to this question. Choose a professional skill or quality that you are interested in growing. The best strategy is to describe a skill that you have been working on developing and emphasize the steps you have taken to grow in that area.

**What are your salary expectations?** Always let an employer bring salary up first. Do your homework before your interview and know the average starting salary for the role you are interested in. OCP has resources to assist you with this research. The best strategy is to state a salary range (typically 10%) that you are seeking and provide justification by mentioning the research that you have done.

### PRO TIP

Meet with a member of StrongPoints or OCP for a strengths coaching appointment to reflect on your natural talents and practice how to talk about them in an interview.

## CLOSING YOUR INTERVIEW

At the end of your interview, you will typically have the opportunity to ask questions. If given the chance, always ask questions. Be sure to ask questions you could not find an answer to on the web, and avoid salary questions.

**Remember: this is a chance for you to find out whether or not the organization aligns with what is most important to you -- ask questions that will help you determine that!**

## SAMPLE QUESTIONS TO ASK AN EMPLOYER:

- What is your definition of diversity?
- How are you supporting inclusivity and empowerment for diverse and underrepresented individuals?
- Can you share data on your organization's diversity?
- What are your organization's most important values?
- What are some ways your organization celebrates success?
- Can you tell me how different departments at your company work together?
- What would it take to exceed your expectations for this position?
- What kinds of opportunities exist for me to improve my professional skills within the organization?
- What are some recent challenges and opportunities faced by your organization?
- How are performance reviews conducted?
- What is the supervisory style of the manager who oversees this position?
- Will you discuss the hiring timeline for this position? The organization's next steps?

**Remember: Ask for business cards or contact information from the interviewers you have met with. Smile and summarize your interest in the position.**

## AFTER YOUR INTERVIEW:

- Be sure to follow up within 24-48 hours with a thank you note. Writing an email is fine. If you know an employer may not be making a decision in the next 48 hours, it is a great idea to send a handwritten note also.
- Contact your references to let them know how it went and to potentially expect to hear from the company.
- While you wait, research salaries in comparable positions in your geographical area. Prepare for a salary negotiation.
- Until you have verbally accepted an offer, keep searching! Continue to network, volunteer, and apply for positions that interest you.
- Reflect on your experience with the organization. If offered to you, would you take the job? Avoid updating social media with opinions of the company or your confidence in landing the position.

## PREPARING FOR VIRTUAL INTERVIEWS

Much of preparing for a virtual interview is the same as preparing for an in-person interview; however, there are a few things to consider that you don't have to worry about in person! Consider the following tips:

- Test your technology! Be familiar with the platform you're using and try it out in advance, if possible. Make sure your video and audio functions are working properly.
- Check your lighting and prep your background. Make sure lighting is adequate and that your viewers will be able to see you clearly. Remove anything distracting from your background and sit in a quiet space so that the focus will be on you.
- Log on a few minutes early so you can troubleshoot any technical issues and still be on time for your meeting. Have contact information for the person you're meeting with handy, should you run into any problems.

## INTERVIEW QUESTION WORKSHEET

Interviewing is a skill that you can develop and practice. Use the space below to begin practicing what you would communicate in an interview.

**Tell me about yourself.** Try the present-past-future formula. Where are you now? What are your most relevant past experiences and the skills you used in those roles? How does this position fit into your overall career interests and goals?

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**Why should I hire you?** Highlight your most relevant strengths and qualifications. Mention your research and describe how your skills will benefit the organization.

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## STAR METHOD PRACTICE

Behavioral interview questions are used to help interviewers understand how you may behave in work-related situations. Interviewers look at past behavior to predict your future behavior. When answering behavioral interview questions, use the STAR Method.

S

### SITUATION

Describe the specific context or situation you were in by setting the stage.

*Who was involved? What specifically were you trying to accomplish?*

T

### TASK

Identify the task or objective you needed to accomplish within that situation.

*What specific task or goal did you need to accomplish in that situation?*

A

### ACTION

Share the action that you took. Outline the steps you, and/or your team, used.

*How did you lead or engage others during the process?*

R

### RESULT

Describe the results and what you learned.

*What was accomplished? What or who benefited from your work? What would you do differently in the future? What skills or competencies did you develop?*

## LET'S PRACTICE!

Practice using the STAR method to answer behavioral questions.

**Talk about a time when you had to work closely with someone whose personality was very different from yours.**

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**Tell me about a time when you went above and beyond what was expected of you. What motivated you?**

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**Tell me about a time you were under a lot of pressure. What was going on, and how did you get through it?**

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**Give me an example of a successful presentation you gave and why you think it was a hit.**

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# PROFESSIONALISM, FIRST IMPRESSIONS, & SOCIAL MEDIA

Ideas about the ways workers "show up" in the workplace and professionalism are changing! Today's youngest workers have helped to make this shift. It's time to deconstruct and redefine "professionalism" and "organizational fit." We encourage you to identify workplaces that support and encourage authenticity and your sense of self, while also paying attention to what constitutes "professionalism" in the current workforce -- the ability to demonstrate effective work habits and act in the interest of the larger community and workplace. Showcase how you will:

- Present the best version of yourself
- Behave in a way that aligns with your organization's values
- Do the job you were hired to do
- Hold yourself accountable
- Be on time, keeping your word
- Display appropriate conduct
- Be polished and confident

## SOCIAL MEDIA AND YOUR PROFESSIONAL BRAND

Social media can be a powerful tool to use to research and connect with organizations and employers. Experts estimate that more than **90%** of organizations now use social media to recruit and vet potential hires. Check out tips for using social media in your job search:

**Clean Up:** Look at all of your social media platforms, check your privacy settings, and remove posts, photos or videos that may leave a negative impression.

**Keep it Positive:** Before posting, consider if it is something you would want a potential employer to see. Watch your grammar and avoid negative or inflammatory comments.

**Be Strategic:** Join or follow groups, organizations, or people who are in the types of environments in which you aspire to work in the future. Include keywords on your profile that highlight critical skill sets in your field.

**Engage:** Ask questions, publish, share, and post about your academic and career interests. Connect with recruiters, alumnae, and others to grow your network- these are people who can help to open doors.

**Research:** Explore organizations that hire in your field. Investigate and follow trends that are influencing related industries. Review current events for organizations that you're interviewing with.



# LINKEDIN PROFILE CHECKLIST

## GENERAL

- Have you claimed your custom URL?

## PROFILE PHOTO:

- Does the photo make you look approachable?
- Is the photo framed appropriately (full face in photo)?
- Was the photo taken recently?  
*\*as a rule of thumb, have a new photo taken at least every two years, or whenever appearance changes dramatically.*
- Are you dressed appropriately for your position and industry?

## SUMMARY:

- Is media added to the summary section?
- Is the summary section filled out?
- Does the summary reflect your personality and experience?

## FEATURED SKILLS & ENDORSEMENTS:

- Is the section optimized with the skills you want to be known for?

## COVER PHOTO:

- Is there a background photo?
- Is the cover photo high resolution?
- Is the cover photo cropped appropriately?
- Does the cover photo work on mobile?

## HEADLINE:

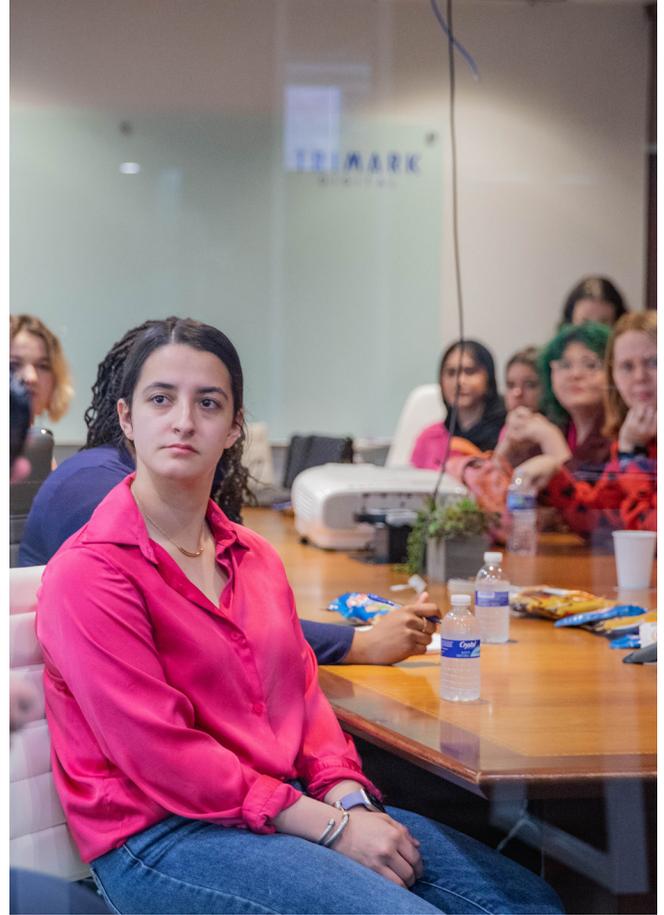
- Does your headline convey your experience?
- Is your headline grammatically correct?

## EXPERIENCE:

- Do you have at least two media items (videos, images, presentations, articles) in the experience section?
- Does experience include results, numbers, and accomplishments?

## EDUCATION:

- Is the appropriate education listed with any appropriate studies listed?



## ACCOMPLISHMENTS:

- Are publications listed?
- Are honors and awards listed?
- Are courses listed?
- Are projects listed?
- Are languages listed?
- Are organizations listed?
- Are certifications listed?

## SOCIAL PROOF:

- Do you have at least three recommendations?
- Have you been endorsed at least fifteen times?

## NETWORKING:

- Are you a member of at least five groups?
- Do you post relevant articles and/or updates at least once a week?
- Do you follow at least 5 companies that you are interested in (should be listed under interests)?
- Do you message at least one person that you don't know yet on LinkedIn each week?
- Do you introduce at least two new people in your network every month?
- Do you comment on a post in at least one group once a week?



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## ALREADY ON LINKEDIN:

- Update your status regularly - mention projects, research or articles read, events you have attended.
- Claim your unique LinkedIn URL.
- Ask for recommendations from a diverse group of people. Be intentional with your requests.
- Showcase samples of work by utilizing different modes of media or documents.
- Make sure your profile is current, relevant, detailed and convincing. Write your summary in the first person and describe past, present and future endeavors.
- View profiles of people in jobs that interest you. Fill the “skills and experience” section with keywords that recruiters in industries search.
- Complete all sections of your profile and include a current, professional photo of yourself.
- Explore possible career and academic pathways with the alumni tool. Connect with Meredith alumnae/i for informational interviews.
- Check out the jobs portal. **Pro Tip:** Create your own job search criteria with filters of your choice. Jobs from the jobs portal app are filtered based on your profile.
- Join the Meredith College Office of Career Planning LinkedIn group as well as other interest groups, professional organizations and companies on LinkedIn. Engage respectfully and comment appropriately on posts with community members.
- Message first and second connections for informational interviews and networking opportunities.
- Showcase your technical skills and career ready competencies on your profile, especially those related to your field or study of interest.
- Highlight group work or group projects. Tag members of your group, too. Highlight your teamwork skills.
- Build your LinkedIn connections and followers by sending personalized notes and invitations to connect.
- Use the creator mode in LinkedIn. Record a 30 second introduction and post it on your profile.
- Create a headline that will intrigue readers, motivating them to connect with you.

# SALARY NEGOTIATIONS

Congratulations! If you are looking at negotiating your salary, you have secured at least one job offer! Each salary negotiation will be unique, so meet with a counselor in OCP to discuss your specific situation. Visit MyMeredith for tools to help you budget and research salaries.

## EVALUATE THE OFFER:

Do you want the job? How does the offer align with what you want most? Not every offer needs to be negotiated, and not all offers are negotiable.

## TIPS FOR STRONG NEGOTIATING:

**Be polite, professional and firm.** Be aware of your non-verbal communication (posture, facial expressions, etc.)

**Do your research.** Know your value and determine realistic salary requirements. Your offer may depend upon your prior professional experience, education level, GPA, internships, geographic location, industry, and the employer's internal salary schedule. Visit OCP for information on national salary averages for various industries.

**Articulate what you bring to the organization.** Frame the discussion around the employer's needs and ask for things that will make you more productive.

**Don't bring personal needs into the discussion.** Focus on the value you bring to the organization.

**Show your enthusiasm** for the position and stay positive.

**Know your bottom line and when to walk away.** Make yourself a realistic budget; estimate housing, transportation, student loans, and other financial commitments.

**Evaluate the total offer** (advancement opportunities, benefits, flexible work schedule, location, etc.) Consider alternatives to a higher salary.

**Don't commit until absolutely certain** and get the offer in writing.

## SAMPLE SCRIPTS:

<b>SAMPLE 1</b>	"I'm sure we can find a number that's fair for both of us but for right now, I just want to see if there's a fit on your side and on my side."
<b>SAMPLE 2</b>	"You're my top choice, but I want to be totally honest with you — I have two other offers, but if we can work this to a fair number, I would be excited to join your team."
<b>SAMPLE 3</b>	"Thank you so much – I am excited about the prospect of joining the [Company Name] team. However, I've done some research and feel that with my qualifications, I should be earning [\$xxx] in this role. Can you come up with a package that meets this number?"
<b>SAMPLE 4</b>	"I want to say yes because it's a great opportunity, but I'm mindful of the market value of this position. I accept your offer, but can we revisit my compensation in six months?"



# JOB OFFER ACCEPTANCES & HANDLING REJECTION

## **AFTER YOU ACCEPT AN OFFER:**

Once you have accepted an offer of employment, notify all other organizations you have interviewed with, withdrawing your application from other employers. Do this with great care since you may wish to consider employment with this employer in the future -- don't burn any bridges. It is not necessary to share where you will be working, your starting salary, or any other details with the companies with which you will not be moving forward. When a job offer has been accepted, you must stop interviewing with other companies. It is unprofessional to continue interviewing with other employers to see if something better comes along.

**Why?** You have made a commitment to the employer whose offer you have accepted, and they are expecting you to honor that commitment. When you don't, it can damage your professional reputation. Additionally, you're taking an opportunity from another candidate who may genuinely want that position.

**What if I absolutely need to change my decision?** Think about how to do this in the most professional way possible. Recruiters appreciate transparency -- if you have changed your mind or circumstances, let the recruiter know as soon as possible (via phone call -- not an email or text). Should you want to revisit an opportunity with this organization in the future, you can feel certain you handled the situation with as much care as possible and left a good impression.

## **HANDLING REJECTION:**

You won't be the right candidate for every opportunity, just like every opportunity won't be right for you. Rejection is part of the process! Things you can do:

- Don't take it personally! The job search process is competitive.
- Meet with a counselor in the Office of Career Planning to evaluate how things are going. Practice tricky interview questions and review your resume again. See what needs to be updated!
- Reframe, refocus, and be positive. It's okay to take a step back from the job search. Take a short break, focus on what you're doing well, and jump back in with a fresh mindset!

*Adapted from North Carolina Central University's Career Planning Guide.*





# 05 CHART YOUR PATH AFTER GRADUATION

Deciding on Graduate/Professional School  
Gap Year Opportunities  
Income-Generating Opportunities

# DECIDING ON GRADUATE OR PROFESSIONAL SCHOOL

The decision to attend graduate or professional school requires serious and intentional thought. Look for ways to apply your strengths to help you make this decision. Are you good at collecting lots of information, connecting with new people, or sticking to a plan? Here are some things to take into consideration when deciding what might be the best fit for you:

## GOALS:

- Why do you want to go to graduate school?

## ACADEMIC:

- What is the size of the program? How many students would be in your cohort?
- How do students in the program describe their relationship with faculty members?
- What concentrations or specialties is the program known for?
- What format are classes offered in? (in-person, distance, hybrid)

## CAREER:

- Is further education beyond a bachelor's degree required for your career choice?
- What opportunities are available to you with an advanced degree?
- Is it necessary/desirable to have professional work experience prior to getting an advanced degree?

## EXPERIENTIAL:

- Is the program offering you practical experience in addition to coursework?
- How does the location fit with what you like to do outside the classroom? What organizations or companies are located near the campus that might offer volunteer, research, internship, or job opportunities?
- What is the campus culture of the institution?
- If relocating, what does housing and transportation look like during your education?

## FINANCIAL:

- What opportunities exist to help you finance your graduate education? Are there assistantships, fellowships, scholarships, etc.?
- How does your projected salary change by completing this degree program?
- Is it possible to work while completing this program? What are some examples of jobs past students in this program have had?



# GRADUATE SCHOOL CHECKLIST

## Do Your Research:

- Research colleges and universities of interest
    - Ask faculty, advisers, and the counselors at the Office of Career Planning about how to begin your search
    - Visit campuses if possible or schedule meetings with admissions, faculty, students, and alumnae/i
    - Check Handshake for upcoming graduate and professional school fairs
  - Establish a list of schools you plan to apply to, check their application criteria and deadlines
    - Create a personal system for ranking the institutions
  - Discuss financial needs and plans with trusted advisers, family, or financial aid counselors
- 

## Prepare Application Materials:

- Prepare and register for admissions tests (GMAT, LSAT, MCAT, GRE, etc.) at least four - six months prior to your application deadline
    - Visit [infotogo.meredith.edu/testprep](http://infotogo.meredith.edu/testprep)
    - Check out additional resources such as Kaplan ([kaptest.com](http://kaptest.com)) and EBSCO Learning Express
  - Write your personal statements and essays
    - Requirements and prompts vary from program to program. Research the program ahead of time to collect all relevant details
    - Visit the Office of Career Planning for ideas and content, and visit the Learning Center grammar and overall flow
    - Review your ideas with your faculty advisors and get feedback as you edit
  - Tailor your resume/CV
  - Take admission tests
  - Request any supplemental materials (Undergraduate transcripts, etc.)
  - Request letters of recommendation at least three weeks prior to your deadline
    - Be sure to gain a variety of recommendations.
    - Academic and professional recommendations give a holistic picture of your ability to be a successful graduate student
    - Follow all application instructions for the number and type of recommendations required
- 

## Submit Your Application

- Submit completed applications and be sure to include all necessary supplemental information
  - Request official transcripts from the Registrar's Office
  - Contact the department or check online to make sure your application file is complete
  - Continue to check your application status
  - Complete any necessary financial aid paperwork (FAFSA)
- 

## Accept and Celebrate:

- Send required information and/or fees to the institution where you have been accepted
- Send thank you notes to recommendation writers, and inform them of your final decision

## WRITING YOUR PERSONAL STATEMENT

When writing a personal statement for graduate school, it is important to consider who you are beyond your GPA and test scores. What makes you unique? What are your passions? What are you hoping to contribute to your field of interest, as well as the academic community at the institution for which you are applying?

### What to include:

- Relevant information about your background, experiences, strengths, and skills
- Insight into what you want to do, why you want to do it, and how you plan to achieve it
- Your future goals (short term and long term)
- Demonstrated knowledge of the field or school - show that you have done your research
- Provide specific examples - tell your story! (projects, research opportunities, travel, awards, etc.)

After you have carefully reviewed any requirements and/or writing prompts provided in your application instructions, plan to give yourself plenty of time to brainstorm, create an outline, write a rough draft (or two or three!), and have a few trusted editors proofread what you have written. Once you've made any suggested edits, you are ready to submit your final draft.

Dear Admissions Committee,

I am writing to express my sincere interest in pursuing graduate studies at **[Name of the University/Institution]**. As an individual passionate about **[field of study]**, I am eager to further expand my knowledge, skills, and contribute to the advancement of the field. Through this personal statement, I hope to provide insight into my background, experiences, and aspirations that make me a strong candidate for your esteemed program.

From a young age, I have been fascinated by **[field of study]** and its potential to make a meaningful impact on society. This passion has driven me to pursue my undergraduate degree in **[related field]** and has exposed me to a wide range of foundational concepts, research methodologies, and practical applications. Throughout my academic journey, I have consistently sought opportunities to delve deeper into my chosen discipline, whether through independent research projects, internships, or extracurricular activities.

One defining aspect of my academic journey has been my thirst for knowledge and my commitment to intellectual growth. I have consistently challenged myself by taking advanced coursework, seeking out additional reading materials, and actively engaging in discussions with peers and professors. These experiences have not only deepened my understanding but also honed my critical thinking, analytical, and problem-solving skills, which I believe are crucial for success in graduate-level studies.

Beyond my academic pursuits, I have actively sought out experiences that have allowed me to apply my knowledge in practical settings. During my undergraduate years, I had the privilege of participating in **[specific projects or internships]**, where I had the opportunity to collaborate with professionals in the field and gain hands-on experience. These experiences have solidified my passion for **[field of study]** and have provided me with valuable insights into the real-world challenges and opportunities within the discipline.

Furthermore, I am proud to have been an active contributor to my academic community. I have actively engaged in various student organizations, serving in leadership roles where I have honed my communication, teamwork, and organizational abilities. These experiences have not only allowed me to make a positive impact within the university but have also taught me the importance of collaboration, empathy, and cultural diversity in achieving common goals.

Looking ahead, my graduate studies represent an important step towards achieving my long-term goals. I am particularly drawn to **[specific aspects/areas]** within **[field of study]**, and I am eager to explore these in greater depth through your program. I am excited to engage in advanced coursework, research opportunities, and collaborations with esteemed faculty members and fellow graduate students. I am confident that these experiences will equip me with the knowledge, skills, and perspectives necessary to contribute meaningfully to the field and tackle complex challenges.

In conclusion, I am wholeheartedly committed to pursuing graduate studies at **[Name of the University/Institution]** because of its reputation for excellence in **[field of study]**, its esteemed faculty members, and its vibrant academic community. I am confident that my academic achievements, passion, and commitment to personal and professional growth make me a well-suited candidate for your program. Given the opportunity, I am eager to make significant contributions to the field and to the university. Thank you for considering my application.

Sincerely,

[Your Name]

# GAP YEAR OPPORTUNITIES

A gap year can be the time off between graduation from Meredith College and entering the workforce. You will hear the word ‘gap year,’ but it could last from a few months to a few years. Explore the timeframe that is best for you. Taking a gap year is much more than taking a year off. A gap year is intended to be an extended period of exploration that is spent in a purposeful and meaningful way. It can be an important opportunity for you to get to know yourself and what you want.



While there are no set rules for what you should do during your gap year, many pursue a gap year experience:

- to foster personal growth and development
- to expand their perspective and gain life experience
- to build valuable skills and competencies for a future job or graduate program
- to develop self-confidence and independence
- to gain clarity about life goals and career aspirations
- to explore interests, including new cultures and environments
- to make an impact and volunteer for a cause that is important to them
- to take a break
- to save some money
- or for another reason

## **MAKE A PLAN FOR A PRODUCTIVE AND MEANINGFUL GAP YEAR EXPERIENCE:**

Taking a gap year requires planning! There are many crucial considerations, such as choosing the right location, costs, budgeting, and the kinds of activities you want to engage in. Here are a few tips to get started:

- set clear goals and objectives
- research programs and opportunities
- set a budget and save money
- plan ahead for travel and accommodations
- research and prepare travel documents
- talk with trusted advisors about vetted programs and opportunities
- take notes on everything you've discovered







OFFICE OF CAREER PLANNING

## **CAREER WORKBOOK**

[www.meredith.edu/career-planning](http://www.meredith.edu/career-planning)

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