QUICK JOB SEARCH GUIDE

Our Career Center staff is pleased to provide you with some quick reference tips and practical advice on career development, seeking employment and applying for graduate / professional study. Special thanks to Associate Director Cheryl Hallman and Career Assistant Kristen Abdallah for their work in putting this guide together.

Selected contents:
Registering with the Career Center’s on-line system RaptorLink
Making career choices
Preparing resumes / job search correspondence with samples
The best ways to look for jobs and internships
Networking
Applying for Government/Public Service Jobs
Interviewing Strategies
Applying to Graduate/Professional School

We hope you will find the information helpful as a student and alum.

Professional staff members at the Career Center are always available to provide you with any special guidance or help you might need. Appointments can be set up by phone at 856-225-6046 or by stopping by the Career Center, Lower Level of the Campus Center.

James A. Marino
Assistant Dean / Director

CAREER CENTER
Rutgers University
326 Penn Street
Camden, NJ 08102

cc.camden.rutgers.edu
careercenter@camden.rutgers.edu
SERVICES FOR STUDENTS

COUNSELING

Career Counseling / Coaching — Individual meetings can be arranged to discuss choosing a major, finding an internship, developing a job search action plan, applying to graduate/professional school and other career concerns.

Assessment Inventories — The following on-line assessments are available to students: SIGI3 (free), Strong Interest Inventory (Interests) and Myers-Briggs (Personality Type) for a fee. Contact the Career Center for on-line instructions.

Career Resource Library — Features career books/employer directories and multi-media DVDs on various aspects of the job search process.

Career Insider — This on-line library provides access to a variety of Career Information.

Available on the Career Center website http://cc.camden.rutgers.edu

JOB & INTERNSHIP SEARCH

RaptorLink On-line System

Access to Job/Internship listings posted by the Rutgers-Camden Career Center, as well as sign up for Career Center Events & Workshops, on-campus recruiting and access to Resume Builder, CareerShift and InterviewStream.

Job Fairs — Career Day (Oct.), Internship Fair (Nov.), Public Service Fair (March) Spring Job Fair (April).

On-Campus Recruiting — Interviews conducted with top employers on location in the Career Center.

Interview Prep — Mock Interview Program, InterviewStream Pro Training Program, Interview Success seminar and individual interview coaching with Career Center Staff.

Resume Prep Assistance and Critique Service — ResumeBuilder Program available through RaptorLink. Resumes critiqued within 24 – 48 hours.

Internship — Access to 100s of internships posted through RaptorLink. Attend the internship fair in November. Earn Credit for internships through the Career Center’s Arts & Sciences internship course or the School of Business internship course.

GRADUATE / PROFESSIONAL SCHOOL / CONTINUING EDUCATION

• Pre-Med, Pre-Law and general graduate school advising
• Individual appointment with staff to discuss graduate/professional school options or further training.
• Test Bulletins / Testing Information / Test Prep Information
• Annual Graduate School Fair (October)

CAREER CENTER

Lower Level, Campus Center
http://cc.camden.rutgers.edu
856-225-6046 careercenter@camden.rutgers.edu
Hours: M & Th 8:30 - 6:00 T,W,F 8:30 - 4:30 (breaks as posted)
Website: 24/7
SERVICES ON-LINE

Register today on RaptorLink, a web based career system that provides students and alumni of Rutgers-Camden the opportunity to:

- Register with the Career Center on-line
- View jobs, internships and volunteer opportunities
- Participate in on-campus recruiting
- Create your resume using Resume Builder
- Practice interviewing
- Sign up for all Career Center workshops and events

To register, go to the Career Center website and click on the RaptorLink logo. Log in with your RU ID and RaptorLink password. If you do not have a password click “forgot password”. RaptorLink will generate a new password to your Rutgers-Camden e-mail address.

InterviewStream allows you to conduct practice interviews with pre-recorded questions and webcam recorded answers. Once you have created an account on-line, you can conduct an interview from any web-accessible computer with a webcam. Your interview answers are saved in your InterviewStream account where you can review them alone or email them to a Career Center counselor to discuss in conjunction with a counselor appointment. Log into RaptorLink to access this system.

CareerShift searches every job listing at every job board & employer with job postings on the internet. Get inside contact information immediately, including email addresses for millions of companies. Log into RaptorLink to access this system.

A premiere platform for accessing Country Career Guides and information on communities around the world. Log into RaptorLink to access this system. Then use your NetID and password to access GOINGGLOBAL.

Intelligence you need for the career you want. Rutgers on-line Career & Industry Library. Hundreds of career books and job search guides FREE for you to download. Access Career Insider on the Career Center’s website. Use your Rutgers e-mail address to have your password e-mailed to you.

Alumni Career Network

Access this database of alumni from Rutgers Camden, New Brunswick & Newark to arrange information interviews. Access the Alumni Career Network on the Career Center’s website. Password = raptors.
GETTING STARTED: EXPLORING YOUR CAREER OPTIONS

“I LOVE MY MAJOR, BUT WHAT CAN I DO WITH IT?”

Meet with a career counselor who can help you lay out a plan to explore your interests, suggest strategies to help you uncover your skills and work values and introduce you to careers that are a good fit for you.

Check out the “What Can I Do With A Major In…?” section of the Career Center’s website, under “Students”, to get a sense of what others who graduated in your major are doing now.

Access the Career Center’s Career Insider. This on-line library has 100s of career books you can download for free. Books include career guides, industry guides and job search publications.

Tap into the Career Center’s Alumni Career Network to connect with over 1800 Rutgers Alumni. Conduct information interviews with these alumni to find out about the day-to-day aspects of their career, what employers are looking for in recent grads and how to best break into the field.

Test out a career by shadowing a professional for a day, or by doing an internship in your field of interest.

“CAN I JUST TAKE A TEST?”

The Career Center does offer career assessments that students can take to help identify their interests and personality and which careers might be a good fit. The results help you reflect on what you already know about yourself to plan for your future.

Career Assessments

SIGI3 (System of Interactive Guidance and Information) - SIGI3 can help you systematically examine your work-related values, interests, personality types, and skills. Once you enter your own preferences, the program searches its occupational database to find those careers that most closely match your preferences.

Myers-Briggs Type Indicator (MBTI) - The MBTI helps you to assess how your personality preferences might influence your career choices, and helps you to understand yourself and your interactions with others (at work or in your personal life).

Strong Interest Inventory - The Strong Interest Inventory helps you clarify and reflect on your interests so you can better understand and expand on possible career options. The inventory provides majors and career options based on your interests.

Stop by the Career Center for more information on taking career assessments. Make an appointment with a career counselor to help you interpret your assessment results and create a career plan that’s right for you.

QUESTIONS TO ASK YOURSELF WHEN STARTING YOUR CAREER EXPLORATION:

Who am I? What am I interested in? What do I have to offer?

What are my most important life goals? What values guide me?

What ideas excite me? What activities are most engaging?

What course and careers have struck me as the most interesting?

How have my experiences helped me grow? What assets do my experiences bring to new settings?

What skills are my strengths? Are there skills I need to develop?

What drives me? How do I make things happen and create new opportunities?

What are the academic and career choices available to me?

What steps do I need to take to implement my choice?

Now that I have some ideas, who can help me get started creating my career plan?
RESUME WRITING

It’s no secret that the resume is an important tool in the job search process. It can be useful in helping you obtain interviews for competitive part-time, summer, or internship positions. Below are some suggestions to make it easier to put your resume together.

**RESUME BUILDER**

Resume Builder is an interactive program available through RaptorLink, which will help you design and format a professional looking resume. Students can choose from a variety of targeted resume templates that best showcase their qualifications and experiences.

**THE BASICS**

- **Target your resume.** Research the field you are entering, know the key qualifications and skills for the position and include them in your resume.
- **Use action verbs to describe your accomplishments and job responsibilities.**
- **Unless you are a traditional freshman or sophomore, do not list high school information.**
- **Give your resume visual appeal – plenty of white space, use of bold facing, attractive fonts.**
- **Bullet format vs. large paragraphs will invite people to read your resume.**
- **Use 8 ½ x 11 inch paper and 10 to 12 point font size.**
- **One page is all you need and all anyone wants to read!**

**Education**

List colleges, with city/state, in reverse chronological order. Include graduation date (or expected date), major, minor/concentration, degree(s), honors, and academic accomplishments. Grade point average is optional, but you should include it if it is a 3.0 or over.

Education should be placed toward the beginning of your resume if you are a recent graduate. As your experience broadens, your education section should move towards the bottom of your resume and include only essential information (such as college, degree, major, date of graduation).

**RESUME CRITIQUE**

The Career Center offers a resume critique service to students and alumni. E-mail your resume to careercenter@camden.rutgers.edu or drop it off at the Career Center. Your resume will be critiqued within 24 – 48 hours.

**THE BASICS**

- **Target your resume.** Research the field you are entering, know the key qualifications and skills for the position and include them in your resume.
- **Use action verbs to describe your accomplishments and job responsibilities.**
- **Unless you are a traditional freshman or sophomore, do not list high school information.**
- **Give your resume visual appeal – plenty of white space, use of bold facing, attractive fonts.**
- **Bullet format vs. large paragraphs will invite people to read your resume.**
- **Use 8 ½ x 11 inch paper and 10 to 12 point font size.**
- **One page is all you need and all anyone wants to read!**

**Contact Information**

Your name, address, one phone number and e-mail address appear at the top of your resume.

**Objective**

An objective tells the employer what your target job is or what skills you have to offer. Most employers prefer an objective, but there can be situations where it is best to omit the objective. If you have more than one objective, it is recommended to create more than one resume.

**A Good Objective:** is concise and to the point; states your immediate career goals and skills you possess which relate to the job; has a direct relationship to the employer’s needs; never uses “I” or “me”
LISA JOHNSON  
109 Commerce Blvd. • Burlington, NJ 08765  
856-768-9878 • listaj@camden.rutgers.edu

OBJECTIVE  
Financial Assistant position in the banking industry.

EDUCATION  
Rutgers University, School of Business • Camden, NJ  
B.S. in Finance, minor in Computer Science • May 2012  
• Honors College  
• GPA 3.5 overall, 3.8 in major  
• Dean’s List 5 semesters  
• Recipient of John Moneybags Scholarship  

Research Project  
Under the supervision of Professor Joe Michael; researched and analyzed the economic outlook for South Jersey though 2012. Presented research at the annual South Jersey Economic Conference June 2010.

ACTIVITIES  
President, Finance Society • 2010 – 2011  
Developed fundraising activities which netted club $2000  
Planned programs and recruited speakers  
Managed 50 member organization  
Member, Honors Society • 2009- 2012

EXPERIENCE  
Cendant Mortgage Corp. • Mt. Laurel, NJ  
Financial Analyst Intern • Oct. 2010 - Present  
• Provide investment banking services to principal investment firms.  
• Advise Financial Analysts on acquisition financing.  
• Developed financial models for department  
• Member of Investment Banking Team

JP Morgan • Philadelphia, PA  
Sales Assistant • Summer 2010  
• Created sales presentations using Powerpoint  
• Accompanied brokers on corporate sales calls  
• Compiled marketing data of potential customers

SKILLS  
Computer  
• Ms Excel, Access, Word, and Powerpoint  
• Adobe Photoshop  

Language  
• Proficient in writing and speaking Spanish

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LAWRENCE BROWER  
14 Maple St.  
Camden, NJ 08234  
(856) 555-5343

Resume Sample 1

Resume Sample 2

OBJECTIVE  
Internship in Computer Science.

EDUCATION  
B.S. in Computer Science • May 2012  
Rutgers University, College of Arts & Sciences • Camden, NJ  
Cumulative GPA: 3.25

HONORS  
Dean’s list spring 2011, fall 2011  
Received 2011 JAVA Program Design Award

LEADERSHIP  
Vice President, Computer Science Club  
Designed club website: http://compsci.camden.rutgers.edu  
Co-Captain, Rutgers-Camden Soccer Team  
Ambassador, Rutgers-Camden Admissions Department

COMPUTER  
Languages  
C, C++, HTML, Java Script, Java

Software  
MS Word, MS Access, MS Excel, MS Visual C++  
Netscape, Visual Basic

Hardware  
PC, Macintosh, HP-UX

EXPERIENCE  
Help Desk Assistant • Aug. 2011 to Present  
Computing Services, Rutgers University • Camden, NJ  
• Assisted students with use of PC and Macintosh Computers  
• Maintained computer hardware and various software packages  
• Developed student user log on Excel

Tutor • Spring 2010  
The Leap Academy • Camden, NJ  
• Tutors 7th and 8th grade students in Math and Computer Science

Sales Assistant • Summer 2009  
ComputerRama • Cherry Hill, NJ  
• Advised customers on purchases of computer systems  
• Recognized as Employee of the Month, July 2009
Anita Job  
anitajob@camden.rutgers.edu  
123 Main Street  
Camden, NJ 08102  
856-555-6545

**OBJECTIVE**  
Assistant Editor position within the publishing field.

**EDUCATION**  
Rutgers University – College of Arts & Sciences-Camden, NJ  
B.A. English, May 2012  
Minor: Journalism  
- Dean’s List 2 semesters  
- Maintained a 3.2 GPA while working 25 hours per week  
- Recipient of Way To Write Scholarship  
- Developed technical skills in using Microsoft Office Suite, PageMaker and Quark

**ACTIVITIES**  
Member, English Students Organization  
Participant – Intramural Hockey and Volleyball

**EXPERIENCE**

**Related**  
Writer  
*The Rutgers Gleaner – Campus Weekly* (Fall 2009-Present)  
- Wrote a variety of articles for general interest, entertainment reviews, campus reviews, and special features.  
Stringer  
*The Courier-Post – Cherry Hill, NJ* (Summer 2009)  
- Cover public meetings and other events throughout the South Jersey area.

**Other**  
Office Work  
Quik Temp - temporary services agency (May 2008-Present)  
- Gained valuable work experience in a variety of business environments.  
Wait Staff  
Various restaurants in the South Jersey area (2007-2008)

**INTERESTS**  
Traveled throughout Europe while participating in an exchange program.

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Annie Student  
moesai@camden.rutgers.edu  
856-225-6466  
526 Penn St.  
Camden, NJ 08102

**PROFILE**  
- Operations/Project Management  
- Training  
- Grant Management  
- Program Development

**EDUCATION**  
Rutgers University, Graduate School, Camden, NJ  
Masters of Public Administration  
Date of Graduation: May 2012  
G.P.A. 3.8 (out of 4.0)  
Member, PiSA  

University of Richmond, Virginia  
B.S., Sociology, May 2010  
GPA 3.5  
President, Students in Community Service  
Writer, UR News

**MANAGEMENT EXPERIENCE**  
Reach Up Inc., Milland, NJ  
Program Director  
February 2010 - August 2010  
Directed all aspects of youth education program serving 100 at-risk teens. Accountable for program design, development and delivery, staff recruitment and training. Community outreach efforts included public relations and presentations to various groups. Managed $250,000 annual budget.  

Key Accomplishments:  
- Expanded educational programs in life skills, decision making and team building.  
- Designed and implemented leadership training program; program included mentoring and job skills training.  
- Hired, trained and supervised a 25 member staff.  
- Realized a 98% program completion rate among participants.  
- Raised $100,000 through grant writing and fund raising initiatives.  
- Produced public relations and recruiting materials, researched and authored articles on current issues affecting teens.

Camden Youth Center, Camden, NJ  
Assistant Program Director  
June 2008 - January 2010  
Assisted with all operational aspects of center serving 200 urban youth. Recruited, trained and maintained team of multi-cultural volunteers. Took on responsibility for fiscal management, marketing and community outreach. Supervised, tracked and monitored program activities.  

Key Accomplishments:  
- Recruited over 200 volunteers during four year tenure.  
- Increased year-end programming and boosted participation in leadership training and Youth Center programs.  
- Developed and coordinated annual fund raising event.

**PROFESSIONAL ASSOCIATIONS**  
Board Member, Association of Nonprofit Executives  
Member, National Association of Youth Leaders

**COMPUTER & OTHER SKILLS**  
Microsoft Office Suite (Word, Excel, PowerPoint), Microsoft Project  
Foreign language skills: Conversational Spanish  
Certified to teach CPR/First Aid courses
COVER LETTER

DO:
- Send a cover letter with every resume
- Address letter to a specific person and title
- Create a separate cover letter for each position
- Limit to 1 page containing 3 paragraphs
- Sign your name
- Have your cover letter critique by the Career Center

DON’T:
- Address to just a title or department
- Be pushy or assuming
- Mass produce

ELEMENTS OF A COVER LETTER (WHAT YOU SHOULD INCLUDE)

(Space Down Four Spaces)

Ms. Betty Wilson
Director, Recruiting and Staffing
Jefferson Industries, Inc.
263 East Broad Street
Philadelphia, PA 19031

Dear Ms. Wilson:

The opening paragraph should state why you are writing and why you are interested in the organization. If you are writing a letter of application, you should name the position for which you are applying and tell the employer how you became aware of it. A letter of inquiry should provide evidence of your career-mindedness; it helps to refer to specific job functions, if not titles. If you were referred to the employer by someone such as an employee of the company, this is also the best place to mention that person’s name and to point out that s/he suggested you write.

The middle paragraph draws attention to your resume and highlights specific skills relevant to the potential employer. Present your motives for seeking employment with this organization and cite achievements and qualifications related to the position desired. If you have qualifications that are not noted on your resume, this is your opportunity to discuss them.

The closing paragraph states what you will do next (such as calling to arrange an interview at the employer’s convenience) or what you would like the recipient of the letter to do next. An assertive statement explaining what you plan to do and what you hope the employer will do is harder to ignore than a vague request for consideration.

Sincerely,

(Signature here)

Your name typed

Enclosure (This indicates that your resume or additional materials are enclosed.)
Sample Cover Letter

344 Pine Street
Maple Shade, NJ 08787

September 29, 2011

Ms. Alice C. Warren
Manager of Corporate Accounting
Crown Electric Company
765 River View Road
Burlington, NJ 08065

Dear Ms. Warren:

Review of your company’s college recruiting literature indicates that you hire Accounting Trainees in the Corporate Accounting function. Having rotational assignments in auditing, tax compliance, and cost accounting sounds extremely interesting to me; therefore, I would like to interview with your firm.

I will be receiving a B.S. degree in Accounting in May 2012 and have maintained a strong grade point average during my tenure at Rutgers University. In addition to my academic achievement, you will note that I have always been industrious and hard working. This is evidenced by the fact that I have been continually employed, either full or part-time, since age thirteen. In addition, I find it important to make time for extracurricular activities and volunteer opportunities, such as the LEAP School project. Involvement in these activities permitted me to strengthen my ability to effectively organize and plan my time to maximum advantage, as well as, strengthening my leadership skills and interpersonal communication abilities.

A solid academic background, work ethic, and drive, excellent organization and communication skills, and my intense interest in the field of accounting will enable me to make a valuable addition to Crown Electric’s Accounting functions.

I would appreciate an opportunity to interview with your organization and will call you the week of October 5, 2011 to schedule an appointment. If you would like to contact me before that time, I can be reached at (856) 555-8676.

Sincerely,

(Signature here)

Anita Job

Enclosure
JOB HUNTING TIPS

Whether you are applying for a part-time, summer or full-time position you will want to take advantage of the variety of ways in which people find jobs.

The Internet is a good place to start because it is easily accessible and can provide lots of listings. Although there are a zillion job listing sites, you may want to visit some of the most widely used web programs for college students.

In addition to the RaptorLink web program that you learned about earlier in the booklet, some excellent sites for college students and alumni include CareerShift, GoingGlobal and Green Career Central. CareerShift and GoingGlobal can be accessed through RaptorLink. Green Career Central can be found on the Career Center’s website. Use your Rutgers email to register.

Be sure to check the individual web pages of employers that interest you along with the web pages of professional associations (i.e. American Marketing Association) in your field(s) of interest. Consider joining a Professional Association as a student member and be sure to attend any meetings in your area.

Your first step should be to utilize the variety of job search links on the Career Center’s web site: http://cc.camden.rutgers.edu

The best way to look for a job is networking and making direct applications to employers that you determine you would like to work for.

Networking means making a connection with a wide variety of people who may be in a position to help you locate job opportunities and get in the door to interview. Sources include parents, friends of parents, friends, parents of friends, relatives, faculty / staff at Rutgers, Career Center staff, alumni, people who provide you with services, etc.

Check out the Alumni Career Network, sponsored by the Career Centers university-wide.
(http://careers1.rutgers.edu/alumni/main.asp)
Password is: “raptors”
You can search for alumni contacts by major, career field, industry, degree, geographic location and by campus. These professionals are available to talk to you about their fields and provide advice on how to find work in their field/industry.

Direct Application to employers can work very well if you are consistent and follow-up. Mail / email your letter and resume to a hiring manager/director or human resources staff indicating your interest in working for that organization. Follow-up within 3 business days to ask for the interview. Challenge yourself to send out a certain number on Mondays and Thursdays of each week. For the Monday letters, follow up with a call on Thursday, for Thursday’s correspondence, follow-up on Monday.

OTHER METHODS:

On-Campus Recruiting – From September through April, employers visit Rutgers-Camden to interview students and alumni for a variety of opportunities. This program is managed through the RaptorLink system. You can research employers who have scheduled dates, submit your resume on-line for those for which you qualify, check if you are picked and sign-up for your time through the system. Actual interviews are conducted at the Career Center. This is an excellent opportunity for you to interview for positions as your only competition comes from within Rutgers and very few are denied interviews. At the very least you get interview practice…..maybe you just might get a job offer. For more information about the On-Campus Recruiting Program, pick up an information brochure at the Career Center or ask one of the Career Center staff.

Job Fairs – As a Rutgers student/alumnus, you are welcome to attend job fairs on all Rutgers campuses. The Career Center sponsors several on-campus fairs including the annual Career Day and Internship Fair in the Fall and the annual Public Service Job Fair and Spring Job Fair in the Spring. Rutgers-NB has 2 large Job Fairs called the NJ Collegiate Career Days held in January and May. The Career Center maintains a list of University-wide job fairs along with area and nationwide fairs at the front desk and on the CC web site.

Third Party Recruiters – Employment Agencies (Permanent and Temp) and Executive Search Firms promote positions and service a variety of clients. Although we don’t recommend any one agency, it may be worth your time to visit one to two firms to see if they might be in a position to help you connect with employers and job opportunities. A directory is available at the Career Center.

Newspaper Classifieds – don’t neglect these leads. A number of Rutgers graduates find jobs through the want ads each year.

Develop a system for organizing all your job search activities/information. Pay attention to the details and take a proactive stance in the process.

Take the Job Search Quiz on next page >>
WHERE ARE YOU IN YOUR JOB SEARCH?

Answer YES or NO to the items in this checklist.

What you know about yourself and your preferences

- Can you clearly state your career goals? ______
- Can you explain why you chose your major? ______
- Can you describe your greatest strengths? Weaknesses? ______
- Can you name work activities that you perform well and most enjoy? ______
- How about non-work activities? ______
- For each of your most important job related experiences, can you list?
  - Things that you did? ______
  - Things that you learned? ______
  - Several contributions you made or things you accomplished? ______
- Have you clearly defined your geographic preferences? ______
- Have you clearly defined the salary range you will consider? ______

What You Know about Employers

- Can you name 3 fields of employment into which you might fit? ______
- Can you name several kinds of employers who might hire you? ______
- Can you name job titles that might fit your job description? ______
- Do you know resources to help you find the answers to the above? ______
- Can you name 4 sources of information to help you locate employers? ______
- Have you talked with several people from your field(s) of interest? ______
- Can you name 5 employers you contacted in the last week? ______
- Are any of these employers curious as to how your skills could help them? ______

Your Job Seeking Contacts to Employers

- Do you rely on advertised listings (web and paper) as your major sources of leads? ______
- Have you prepared a resume that you are satisfied with? ______
- Have you had your resume reviewed by the career center staff or other source? ______
- When you apply, do you send your resume to the personnel office? ______
- Do you know the kinds of questions to expect at a job interview? ______
- Can you state why you are interested in a particular type of employer? ______
- Have you used any of the following to prepare for interviews:
  - Role playing with a friend, relative or Career Center staff person? ______
  - Writing out answers to commonly asked interview questions? ______
  - Role playing by yourself in front of a mirror? ______
  - Read various books/pamphlets on interviewing? ______

Add up the total number of Yes responses

TOTAL ___
NETWORKING, STILL THE #1 WAY TO FIND A JOB.

Network Your Way to a Job
The internet can be a job seeker's greatest foe or greatest friend; it depends on how you use it. All too often job seekers spend 90 – 100% of their job search time applying to job openings posted on the internet when in reality only 20-30% of all positions are filled this way. The majority of jobs are filled by candidates who made a connection with the hiring manager through networking.

What is Networking?
Networking is a process of asking people you know (and the people they know) for information, advice, ideas or support as you plan and pursue your career goals. Networking is about connections and building relationships. It is connecting with people in your field of interest to find out more about their careers and to get advice for your job search. Networking provides the personal touch that you can’t convey through the internet or a resume.

Identify Your Network
Your networking starts with people that you know (and the people they know), professors, friends, family, classmates, coworkers, Career Center staff. You should also join student groups and professional associations related to your field. Networking is about gathering information, getting advice and building relationships. Be creative about where you do your networking. You can find people to add to your network almost anywhere.

The Career Center’s Alumni Career Network
The ACN is a database of over 1800 Rutgers Alumni who have volunteered to give advice and provide information interviews to Rutgers students and alumni. The ACN can be accessed through the Career Center’s website and provides Alumni names, employer, job title, major and contact information. The password is “raptors”.

The Rules of Networking
• Don’t spend all of your networking time on-line. Get out and meet people face to face at events, conferences, while doing volunteer work and through on-one-on information interviews.
• Don’t ask for a job! You are looking for advice, information and help breaking into a career. Let them know what position(s) or career field you are pursuing.
• Do follow up on all referrals.
• Have your resume and/or business card updated when you start to network. It is ok to ask for advice during the meeting on how best to present your qualifications on your resume. You never know when you might be asked for your resume to pass along to someone they know.
• Send a thank you to everyone in your network who has been helpful to you.
• Keep your network updated on your job search progress let them share in your success once you have found a job.
• Continue networking even after you’ve found a job. You may just need your network contacts again.

You already do a lot of networking. Are you on Facebook? LinkedIn? Twitter? These sites are about building relationships

LISTEN.
This may be the most obvious, but hardest to do. You’re nervous, you’re thinking about the next thing you want to say in the conversation. Focus on what the person is saying and let the conversation flow naturally.

Questions You Can Ask During Networking Meetings
How did you get into this line of work?
How did you get started in this job?
What is the nature of your work? Job duties?
What do you like most about your job? What do you like least about your job?
In addition to the standard credentials for the field, what gives a candidate the edge in getting hired?
Where are the job opportunities in this field found now and in the future?
In your opinion what do you see as the most significant current issues and trends in this field?
What are some related positions/organizations a person interested in this field might explore?
What companies/organizations do you see as the top players in this industry?
Who else do you know that I might talk with? May I use your name in contacting this person?
SOCIAL NETWORKING

Do you ever make posts on your Facebook or Myspace account that you would be ashamed of your parents seeing? If so, you may want to rethink what you’re posting on your social networking pages. Your parents may not be the only ones looking at your page, potential employers may be looking at your personal information (even if you thought you had your privacy settings under control). Would you want your inappropriate social networking page to be the reason that you were cut from the running for a job that you really wanted?

According to a recent Careerbuilder.com survey, forty-five percent of employers utilize social networking sites to help in the evaluation of potential job candidates. This percentage doubled from twenty-two percent over the course of one year. Hiring managers are looking on potential candidate’s social networking profiles to get a better feel for the individual instead of only utilizing a resume. The same Careerbuilder.com website polled employers and came across the top four most common reasons for disqualifying a potential hire: drinking or using drugs, inappropriate photographs, bad-mouthing a previous employer, and showing poor communication skills.

TIPS ON SOCIAL NETWORKING

1. **Check your privacy settings:** Take initiative and limit who has access to your profile.

2. **Manage your profile:** Eighty percent of hiring managers admit Googling potential candidates, so you need to see what they’re seeing. Google yourself. If you don’t like what you find, change your profile, take down pictures and posts and update your privacy settings.

3. **Never make derogatory comments about employers:** Current or previous, keep your opinions to yourself. This portrays a negative image of you to potential hiring managers.

4. **Don’t post inappropriate photos:** Posting photos of you doing a keg stand or being passed out drunk may be funny in the moment, but can put you at a severe disadvantage if these photos come into the wrong hands.

5. **Don’t use language that would get your mouth washed out with soap:** The way you speak on your profile creates an image of your communication skills. Don’t post anything that would lead your mom to washing your mouth out with a bar of soap!

6. **Keep personal information to yourself:** Don’t post personal information that you wouldn’t be comfortable having a hiring manager see. Managers can be greatly influenced in their decisions by what individuals post on-line.

7. **Enhance your profile:** Social media is not all bad for the job seeker. Used wisely, social media can enhance your chances of being considered by an employer. Strengthen your image by joining groups and professional organizations related to your field of interest. Follow career related Twitter feeds, read blogs and articles and make comments on what you read. Be an active participant in your field, share websites or articles about your career field that you find interesting.

8. **Build your professional on-line presence:** We recommend students start to use professional networking sites like LinkedIn. LinkedIn is the world’s largest professional network with over 120 million members. LinkedIn connects you to your trusted contacts and helps you exchange knowledge, ideas, and opportunities with a broader network of professionals.

9. **Because LinkedIn is a professional site, it requires a bit more etiquette to use properly.** It is a platform that many use to showcase their skills and grow their professional network as opposed to their personal network. You shouldn’t try to add people randomly on LinkedIn. Focus on picking the right people and when you do send an invitation give them a good reason to accept your invitation. Adding someone just to add them just isn’t going to be accepted here. With that said, LinkedIn is great for networking with highly professional people.

10. **To get started with LinkedIn it’s a good idea to view how other professionals have set up their profiles and showcased their qualifications.**
APPLYING FOR GOVERNMENT/PUBLIC SERVICE JOBS

TEN GOOD REASONS TO APPLY FOR GOVERNMENT EMPLOYMENT

1. The Nation’s Largest Employer

2. There’s a Job for Every Interest

3. You CAN Make a Difference


5. You Can Advance Quickly

6. There Are Opportunities Around the Country—and Around the World

7. The Government Values Diversity

8. Government Jobs Pay Better Than You Think

9. The Government Provides Excellent Training and Career Development

10. Flexible Work Schedules and Benefits Encourage Work-Life Balance

HOW TO APPLY

Review the list of government job openings (www.usajobs.gov, www.gogovernment.org, www.njgov/nj/employ/ and RaptorLink), decide which job(s) you are interested in, and follow the application instructions in the job announcement. In most cases you can apply with a resume. If a special application form is required the job announcement will tell you where/how to get it.

HERE’S WHAT YOUR RESUME/APPLICATION MUST CONTAIN

Job Information
Job announcement number, title, grade level/salary.

Personal Information
Full name, complete mailing address, day/evening phone numbers, email address, Social Security Number, Country of Citizenship, Veterans Preference (if applicable). If a former Federal employee, list reinstatement eligibility and highest salary held.

Education
Name, city, and state of high school/colleges attended. Majors and type/date of diplomas, degrees received. Send a copy of college transcripts ONLY if the job announcement asks for it.

Work Experience
Give the following information for both paid and unpaid work experience related to the job you are applying for.

- Employer’s name/address
- Job Title
- Starting/ending dates
- Supervisor’s name/phone number if known
- Hours worked per week
- Duties/accomplishments
- Salary

Other Qualifications
List job related training courses, skills (other languages, computer software/hardware, typing speed), certificates and licenses, honors, awards, special accomplishments, leadership activities, performance awards.

A SAMPLE GOVERNMENT RESUME FOLLOWS TO HELP YOU WITH CONTENT AND FORMAT. >>
.resume sample 1

example

elaine mccarthy
1854 arthur street
washington, dc 20005
ss# 215-76-8066
u.s. citizen

objective

to obtain the position of paralegal specialist (ann. #gs-90, grade 7) with the civil division of the u.s. department of justice.

education

loyola college, baltimore, md 20230
 bachelor of arts degree - may 2011
 majors: french, psychology
 top 10% (3.6 gpa)
 university of paris sorbonne, summer program, 2010

gleneig country school, gleneig, md 21228
 graduated may 2007

professional experience

davis & lloyd, 1725 connecticut avenue, nw, washington, dc 20006
 legal assistant, june 2004 – present; full-time, $40,000 per year
 supervisor: john jacobson (202) 555-9217, contact may be made
 • provide support services to assist civil litigation activities of a major washington law firm.
 • review depositions of witnesses or experts providing testimony in a variety of civil proceedings.
 • prepare written summaries highlighting key points of testimony and identifying potential issues of importance.
 • generate charts demonstrating crucial points of evidence.
 • compile material necessary to prepare witnesses for trial.

d.c. crisis counseling center, p.o. box 30987, washington, dc 20036
 counselor, may 2009 – present, 6 hours per week, volunteer
 supervisor: carolyn weeks (202) 872-9871
 • assist victims of sexual assault in an active rape crisis center operating in the district of columbia.
 • provide counseling, in formation and referral.
 • completed 65-hour training program regarding services, local laws, and counseling techniques.

computer skills

word processing: microsoft word, wordperfect

libraries: dbase iv, paradox

on-line research: nexis/lexis and basys

training

d.c. crisis counseling center / may 2006 / 65 hours / training in counseling and in local laws.

Davis & Lloyd / september 2007 / 10 hours / training in how to use online legal databases (LEXIS / NEXIS)

skills

• proficient with dbase iv, paradox, microsoft word and wordperfect.
• skilled in using legal research software: nexis/lexis and basys.
• comfortable in either macintosh or PC environment.
• fluent in French.
• type 60 wpm.

awards

• who’s who among students in american universities and colleges
• red and blue honor society
• vassar college summer program for graduating high school seniors
• nominated for dean’s award
• outstand member – alpha chi sorority
INTERVIEWING

Interview preparation and practice are your tickets to successful interviews. You can learn the skills which will help you market yourself effectively at an interview. Practicing for interviews can increase your confidence and enable you to look forward to your interviews. A key to better interviewing is to understand that the interview is a two-way exchange of information. You and the employer both need to gather information. The employer is selling the organization to you and assessing your potential for the position; you are marketing your skills, knowledge, and personality to the employer and seeking information to help you evaluate the employer and the position.

BEFORE THE INTERVIEW

FACTORS VALUED BY EMPLOYERS

- Communication skills (verbal and written)
- Integrity/honesty/personal accountability
- Interpersonal abilities
- Computer Aptitude
- Leadership
- Self-confidence
- Flexibility/versatility
- Motivation/initiative
- Analytical/problem solving
- Realistic career objective
- Attitude
- Organizational skills

KNOW YOURSELF

Take an inventory of your skills/abilities, personal attributes, experience, and education. Prepare by listing activities that you have done (past jobs, volunteer work, school projects, extra-curricular involvements, etc.). Consider the skills/abilities you have developed and issues/situations you have encountered. List several of your strongest skills with examples of how you have demonstrated each of them.

Consider your career plans and goals. Make an appointment to see a Career Counselor if you need help in clarifying your goals.

KNOW YOUR CAREER FIELD

Research careers, industries and employers by utilizing on-line resources such as employer websites and the Career Center’s Career Insider on-line library. Career Insider can be accessed from the Career Center website. Use these resources to determine the skills, abilities and personal traits required to fulfill the responsibilities of positions within your career field. Check the Alumni Career Network to contact alumni for career information such as a description of a typical work day and an inside view of the industry.

RESEARCH THE EMPLOYER

Employers expect that you will know something about their company/organization. Check employers’ websites; browse the web for employer listings. Helpful employer information includes: products, services, location, history, culture, growth. View the Career Insider Platform for more employer information. Also check the Alumni Career Network referenced above for alumni contacts that can provide employer information before your interview.

PREPARE YOUR PRESENTATION

A business suit is the appropriate attire for most professional interviews. Appearance is the first thing people notice at an interview. Dress neatly and keep jewelry and cologne/perfume to a minimum.

Practice responses to possible interview questions. Outline the key points that you plan to stress. Prepare a brief statement about yourself and become comfortable with talking about yourself without memorizing sentences. For more interview preparation tips, check out Interview Stream which you can use to practice interview skills.
SAMPLE INTERVIEW QUESTIONS

QUESTIONS FREQUENTLY ASKED

Tell me about yourself.
What are your greatest strengths? Weaknesses?
What motivates you to succeed?
Why are you interested in this position? Our organization?
How would you describe yourself in terms of your ability to work as a member of a team?
Have you ever had difficulty with a supervisor/instructor?

How did you resolve the conflict?
Describe your greatest accomplishment (related to career/personal).
How would your (best friend, supervisor, co-worker) describe you?
What are your long range and short term career goals?
How do you handle stress?
Why should we hire you?

QUESTIONS TO ASK

Questions about position
How often has this position been filled in the past five years?
What is the career path for this position?
What type of person are you seeking?
How would you describe your company culture?
What type of internal and external training do you provide?

DURING THE INTERVIEW

First impressions do count! Arrive 10-15 minutes early and realize that you will begin to be evaluated as soon as you are identified.
Be pleasant to the receptionist. Greet the interviewer by name, with a smile, eye contact, and a firm handshake. Speak clearly and directly. Be aware of your posture; stand and sit without slouching.
Show confidence in yourself and your ability to perform the job!
Maintain good eye contact with the interviewer, without staring, and take an active part in the interview. Convey enthusiasm. Be specific and focused; use examples wherever possible. Speak clearly and concisely. Listen carefully. Remember to smile at appropriate moments.
Ask questions of the interviewer. At the end of the interview, thank the interviewer; reiterate your interest in the job and why you are a great candidate.
Be sure you have the interviewer’s name, title and address.

AFTER THE INTERVIEW

Spend a few minutes right after the interview summarizing the positive and negative aspects.
Send a thank you letter/e-mail.
Make follow-up phone calls.
The behavioral interview technique is used by employers to evaluate a candidate's experiences and behaviors in order to determine their potential for success. This approach is based on the belief that past performance is the best predictor of future performance.

Questions will be targeted to the candidate’s past job behavior and explore their education and work experience, intellectual capacity, interpersonal interaction skills and motivation factors. Questions are open-ended; and cannot be answered with a simple ‘yes’ or ‘no’.

**HOW TO PREPARE FOR A BEHAVIORAL INTERVIEW**

Recall recent situations that show favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning, and customer service.

Prepare short descriptions of each situation; be ready to give details if asked.

Be sure each story has a beginning, middle, and an end, i.e., be ready to describe the situation, including the task at hand, your action, and the outcome or result.

Be sure the outcome or result reflects positively on you (even if the result itself was not favorable).

Be honest. Don’t embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation.

Be specific. Don’t generalize about several events; give a detailed accounting of one event. Vary your examples; don’t take them all from just one area of your life.

Use the STAR method to best answer behavioral interview questions:

**Situation** – What was the situation? Set up the story.
**Task** – What task needs to be done?
**Action** – What action did you take, what were your steps?
**Result** – What was the result? Use an example with a positive result.

**HERE IS A LIST OF SAMPLE BEHAVIORAL-BASED INTERVIEW QUESTIONS THAT MAY HELP YOU PRACTICE:**

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split second decision.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Describe a time when you anticipated potential problems and developed preventative measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Describe a time when you set your sights too high (or too low).

**CAREER CENTER INTERVIEWING RESOURCES**

- Interviewing Seminars – Offered each semester
- InterviewStream – An interactive on-line mock interview platform accessible through RaptorLink
- Mock Interview Service – Individual mock interviews available by appointment
- Interview Coaching – Meet one-on-one with Career Center staff for intensive interview training.
Thank You Letter Sample 1

March 12, 2012

Mr. Benjamin Samuels
Human Resources Manager
Draper’s Department Store
784 Lincoln Drive
Princeton, NJ 08449

Dear Mr. Samuels:

I enjoyed interviewing with you during your recruiting visit to Rutgers-Camden on March 11, 2012. The management trainee program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in May with a Bachelor’s degree in Management. Through my education and experience I’ve gained many skills, as well as an understanding of retailing concepts and dealing with the general public. I have worked three years in the retail industry in various positions from Associate to Assistant Department Manager. I think my education and work experience would complement Draper’s management trainee program.

I have enclosed a copy of my college transcript and a list of references that you requested.

Thank you again for the opportunity to interview with Draper’s Department Store. The interview served to reinforce my strong interest in becoming a part of your management team. I can be reached at (540) 555-1234 or by email at jstudent@rutgers.edu should you need additional information.

Sincerely,

John Student

Enclosures

Thank You Letter Sample 2

March 12, 2012

Alex Iona
Vice President
Warner Public Relations
467 Rathmore Ave.
Philadelphia, PA 19078

Dear Mr. Iona:

Thank you again for the opportunity to interview for the public relations assistant position. I appreciated your hospitality and enjoyed meeting you and your staff.

The public relations assistant position represents an excellent and exciting opportunity for an energetic graduate, like me, to break into the public relations field. I was particularly impressed with your firm’s successful bid for the BIG-A-TIRE account. Having two years in the public relations field as an intern with Roberts Communications Inc., I feel certain I possess the creative and strategic planning experience you indicated you need to manage this account.

I would like to reiterate my strong interest in the position and in joining your team at Warner Public Relations working with you and your staff. Please feel free to contact me at 856-555-5489 or by e-mail at astudent@camden.rutgers.edu.

Again, thank you for the interview and for your consideration.

Sincerely,

Upbeat Student

Elmer, NJ 08459
JOB FAIR TIPS

Job Fairs provide job seekers a way to explore career opportunities from many diverse employers in one location. It’s a great resource to take advantage of to learn about job opportunities, research organizations, and practice your networking skills.

BEFORE THE FAIR

Do your homework: If available, check out the list of employers before attending the event. Research the organizations ahead of time by visiting employer websites. Employers prefer speaking with potential job candidates that are familiar with their organization and their industry. You’ll set yourself apart from the crowd by appearing knowledgeable and intelligent.

Prepare your resume: Create and/or edit your resume in advance. It is advisable to bring your resume to the Career Center at least 48 hours in advance to have your resume critiqued and ensure that it is ready to be shown to potential employers. Be sure to bring many clean copies to hand out.

Prepare an “Elevator Pitch”: Create a one-minute pitch that will summarize your skills, goals, experiences, and aspirations. Practice this presentation until you are comfortable opening with this to potential employers. Be prepared and at ease responding to follow up questions.

Dress to Impress: You can’t go back after a first impression, so be sure to make a positive lasting impression. Dress professionally in a business suit and be well groomed when interacting with employers.

AT THE FAIR

Plan the day: Arrive early to avoid getting stuck in long lines; the first hour is typically the slowest. Don’t be in a rush; prepare to spend a few hours at the Job Fair.

Ease into it: Upon arrival, begin by visiting employers that are of a lower priority to you. By doing this you are able to practice, and be prepared when you hit the employers that are of a higher priority.

Meet & Greet: Waiting in lines may seem discouraging, but be sure to take advantage of this opportunity. Meet with every employer that suits your background, experience, and ambitions. Even if you find out that you are no longer interested in a particular employer, it saves you from wasting time pursuing that organization.

• When you make it to the front of the line, don’t forget a firm handshake and good eye contact.
• Don’t be shy! There are opportunities to make connections and network, even while you are just waiting in line. You never know who you might be standing next to.
• Deliver your elevator speech with confidence, listen to the recruiter and ask questions about their organization and the positions that are available.
• Some employers do not take hard copy resumes at job fairs, but will ask you to apply on-line at their website instead. This is not an employer’s way of brushing off a candidate they are not interested in. It is a policy. If you want to be considered for the position, apply on the employer’s website as soon as possible, after the fair.
• Thank the recruiter for their time and ask them for a business card.
• Don’t go Freebie Crazy. Employers often bring free giveaways to events; make sure you are focused on talking with employers and not filling your pockets with freebies.

FOLLOW UP AFTER THE JOB FAIR

• The students who get the job or internship are most often the students who follow up.
• Send the recruiter a thank you e-mail or letter within 24 hours of the fair. Include your resume. Mention in the letter that you met them at the Rutgers-Camden Job Fair and are very interested in the position they have to offer. Remind them of the qualifications you possess that make you a strong candidate for their opening.
CREATING A 30 SECOND ELEVATOR PITCH

Imagine this; you’re standing in an elevator next to the CEO of the company that you really want to work for. What do you say? Do you know you have something planned or are you just going to wing it? Or worse yet do you freeze up? There’s no need to fear, if you plan out your 30 second Elevator Pitch you will always be ready to impress whomever you come across.

What is an Elevator Pitch? An Elevator Pitch is a brief, easily understandable, summary of your best qualities and illustrates why you should be selected for the position that you’re aiming for. Making a brilliant first-impression is the key to landing any job, and this is the perfect way to grab their attention! Your pitch should be short enough that you are able to complete it during the length of time it takes to ride an elevator.

How to create you Elevator Pitch

1. Think about what you want your audience to remember about you. Write it down.

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

2. What is unique about you that would differentiate you from the crowd? Write it down.

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

3. What are your immediate goals and vision for the future? Write it down.

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

4. Create a hook. What can you say that will grab your audience’s attention? Write it down.

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

5. Analyze your lists and determine what best exemplifies what you want to project about yourself. Keep your Elevator Pitch short and sweet, no more than 30 seconds. Practice, Practice, Practice!
Sample Job Fair Follow up E-mail

Subject: Follow up to our meet at the Rutgers-Camden job fair

Today's Date
Recruiter's Name
Title
Company
Street Address
City, State, Zip

Dear Mr./Ms. __________:

I recently spoke with you at the Rutgers University - Camden Job Fair held on April 4, 2012. I wanted to thank you for taking the time to speak with me about the opportunities at Simon Services for Management Trainees. After reviewing the job description, I became even more excited about the position and have already submitted my resume and cover letter to your on-line application site to be considered as a candidate for the position.

As we discussed, I feel that my education and background have provided me with an understanding of business management, which will prove to be a valuable asset within Simon Services. My experience includes over three years as an Assistant Manager at Alpine Apparel. Additionally, I have been involved in a number of campus activities here at Rutgers-Camden, including a term as President of the Management Association.

I would welcome the opportunity to meet with you to discuss my qualifications in more detail. I can be reached at _____ or by email at ____. I will follow up with you in five business days to discuss the possibility of securing an in person interview.

Sincerely,

(Signature here)

Your Name (Typed)
Enclosure
APPLYING TO GRADUATE/PROFESSIONAL SCHOOL

The Career Center provides advice to students and alumni to help decide if graduate school is the right career move. Pre-Med and Pre-law advising as well as general graduate and professional school advising and application assistance are provided. Career Center staff can assist in determining the correct entrance exams to be taken and when and how to take them as well as assist with obtaining recommendations and writing admissions essays. Students also have access to the Career Center’s graduate resource library which contains various graduate school guides, directories of graduate programs and books on writing graduate admissions essays.

DECIDING TO GO TO GRADUATE/PROFESSIONAL SCHOOL

Before making a decision for graduate school, analyze your motives for considering advanced study. It is a good idea to discuss your plans with a Career Center staff member, your professors, and alumni who either are pursuing or have completed graduate programs in your chosen field. Consider some of the questions below before you make the decision to go to graduate school:

- Quality of Program
  Will the course offerings provide you with the information and knowledge you want to gain? What is the student/faculty ratio? Is the program accredited? (In certain professional fields, graduation from an accredited program is required to be licensed.) What type of students enroll in the program? What are the average GPA and Test Scores? Is the institution financially stable? What is the level of professional success of those completing the program?

- Quality of Faculty
  A graduate program’s reputation is frequently based on the education and research background of the graduate faculty. In some disciplines it’s more important to study under faculty who are well known in their field than it is to study at a university with a prestigious name. Research faculty members at potential schools via professional journals and the school’s website.

CHOOSING A GRADUATE SCHOOL

Congratulations! You’ve decided to go to graduate school. Now you are faced with choosing the best program among the many universities in the U.S. and abroad. Be sure to research and consider the following factors before making your final decision.

- Environment
  Would you prefer a small, medium or large institution? Would you rather be in an urban, suburban or rural setting? Climate, recreational possibilities and opportunities to work or pursue an internship may also be involved in your choice. Geographic location is an important consideration since it can add to college costs.

- DO I KNOW ENOUGH ABOUT THE ACADEMIC PROGRAM AND SCHOOL(S) I AM INTERESTED IN?

- DO I KNOW WHAT PROGRAM WILL BEST PREPARE ME TO REACH MY CAREER GOALS?

- HAVE I GIVEN ENOUGH WEIGHT TO THE POTENTIAL ADVANTAGES OF A GRADUATE DEGREE?

- DO I HAVE ENOUGH INFORMATION ABOUT FUTURE JOB PROSPECTS FOR INDIVIDUALS WITH ADVANCED DEGREES IN MY CHOSEN FIELD?

- WHAT ARE THE ADMISSIONS QUALIFICATIONS FOR MY CHOSEN FIELD?

- CAN I AFFORD GRADUATE SCHOOL?

- SHOULD I ENTER GRADUATE SCHOOL STRAIGHT OUT OF COLLEGE?

- IF I SHOULD DECIDE TO POSTPONE GRADUATE STUDIES, WHAT WILL I DO?
Services
How complete is the school's library collection in your field of interest? Is an interlibrary loan program available? How adequate and available is campus technology, laboratories, studio space and equipment? What are the career services and student advisement services like? Are internships, assistantships and other experiential opportunities available?

The following websites can help you to research graduate programs:
www.gradschools.com
www.petersons.com
www.usnews.com/sections/rankings

Financial Considerations
Unlike undergraduate financial aid, which is usually based on financial need, most graduate education is funded with grants based on the perceived merit of the student or special talent in a field of study. Check with the graduate departments first for information about the amount of financial aid they provide.

Grants/Fellowships/Scholarships
These are usually outright awards of a few hundred to many thousands of dollars with no service to the institution required in return. Fellowships and scholarships are usually awarded on the basis of merit and are highly competitive. Grants are made on the basis of financial need or special talent in a field of study. Many grants not only cover tuition, fees and supplies but also include stipends for living expenses. In addition to the availability of these funds at the university or program level, many excellent fellowships and grants are available at the national level.

Assistantships and Internships
Many graduate students receive financial support through assistantships, particularly involving teaching or research duties within their academic department. Other students will find internships and assistantships in departments throughout the university.

Teaching Assistantships
These usually provide a salary and full or partial tuition remission, and they may also provide health benefits. Unlike fellowships, scholarships and grants, which require no service to the institution, teaching assistantships require recipients to provide the institution with a specific amount of undergraduate teaching, ideally related to the student’s field of study.

Research Assistantships
These are very similar to teaching assistantships in the manner of which financial assistance is provided. The difference is that recipients are given basic research assignments in their disciplines rather than teaching responsibilities.

Administrative Internships & Residence Hall and Counseling Assistantships
In an administrative internship the student is given an assignment on a part-time basis, usually as a special assistant to one of the university’s administrative officers. The assignment may not necessarily be directly related to the recipient’s discipline. Residence hall and counseling assistantships are frequently assigned to graduate students in psychology, counseling, and social work. Duties can vary from being available in a dean’s office for a specific number of hours for consultation, to living in campus residences and being responsible for both counseling and administrative tasks.

Loans
Loans are awarded on the basis of financial need. To determine need, many graduate schools require that the applicant submit the FAFSA, the Free Application for Federal Student aid, which is administered by the U.S. Department of Education. To obtain the most up-to-date information on these options, talk with a graduate financial aid officer, or visit www.fafsa.ed.gov.

FINANCIAL AID RESOURCES
For additional information on financial aid check out:

Chaser Funder Database – Rutgers on-line database that can assist graduate students in identifying and applying for fellowships and research grants to support their graduate study. Students can have access to this database at http://chaser.rutgers.edu/database/. Your Net ID will be required to access the database.

Council of Graduate Schools – This is a list of graduate fellowship opportunities for those entering graduate programs. www.cgsnet.org.

FinAid – The smart student guide to financial aid. Register to receive information on grants, scholarships and fellowships in your field of study. www.finaid.org

Fastweb – Lets students create a personalized profile that can be matched against a database of scholarships. www.fastweb.com
TIMELINE FOR APPLYING TO GRADUATE SCHOOL

Initiate the application process as early as possible—ideally the summer before your senior year. Many graduate schools have early deadlines. An early application can be an advantage in schools that have a rolling admissions process. A recommended timetable follows:

Spring / Summer (between junior & senior year)
- Identify the type of graduate programs of interest to you. Research schools by visiting their websites, speaking to faculty and alumni, reading professional journals and consulting ratings publications. Choose some schools that are a sure bet, some that are realistic options, and some that are dream schools.
- Request guides and brochures and become familiar with the on-line application process - note deadline dates.
- Inquire about financial aid, grants, fellowships and assistantships – note deadlines
- Research and evaluate academic reputation, faculty, placement performance, and course offerings.
- Much of this research can be done from the schools' websites.
- Prepare for and take standardized tests. Information on test prep and tests can be found on the Career Center’s Website, cc.camden.rutgers.edu.

September of Your Senior Year
- Meet with a Career Counselor at the Career Center to discuss your course of action in applying to graduate school.
- Set up your credentials file through Interfolio. Stop by the Career Center to pick up a brochure.
- Request letters of recommendation from professors who can comment positively on your academic proficiency.

September - November of Your Senior Year
- Attend the Career Center’s Graduate Professional School Fair held every October
- Write personal statements and/or graduate school essays. Have it reviewed at the Career Center
- If necessary, take your standardized test a second time.
- Request official transcripts from the Registrar’s office.

October - January of Your Senior Year
- Complete applications. Make sure all your references are in your credentials file.
- Complete on-line applications. Send letters, essays, and transcripts to schools. Even if deadlines are later, it is good to get applications in early.
- If you are applying for financial aid, the application deadline will often be earlier than the regular application deadline. Pay attention to all deadline dates.

February – April of Your Senior Year
- As acceptances come in, visit schools again (if necessary) to determine your preferences.
- Send in deposits.
- Call on Career Center for assistance with any of the above.
WRITING THE GRADUATE ADMISSIONS ESSAY

Most graduate school and fellowship applications require a statement, in essay form, giving your reasons for wanting to attend graduate school. Your essay must be a clear, concise, thoughtful statement. It is the only indication, other than grades, test scores and recommendations, of your potential. It can make the difference between you and an equally qualified candidate being admitted.

The Career Center has a number of excellent books on writing graduate admissions essays. Students are welcome to come by to sign out books to assist in the application process.

DESCRIPTION OF THE DEVELOPMENT OF INTELLECTUAL INTERESTS DURING COLLEGE

Discuss your purpose in going to graduate school and what contributions to the field you will make. A sober, realistic and honest account should be presented. Don’t be overly idealistic. Cite courses, professors, books, programs, discussions, etc… that have contributed to your intellectual growth. Avoid being too general. Most graduate schools are concerned with specific interests, mainly those that have research potential.

If appropriate, enclose a particularly good paper, research project or research proposal which may aid a graduate admissions committee in evaluating you especially if your academic record is not as strong as might be required for the program.

Mention why you want to attend the particular graduate program you are applying to, the research that is done there, a member of the faculty with whom you wish to work, the scope of the department, the programs offered—state why it appeals to your specific interests and needs. The school’s website is an excellent source of information.

Discuss college and outside activities that have been significant in your personal and intellectual growth, internships, summer or part-time jobs, undergraduate research, volunteer experience, etc. State your eventual goal in terms of degree and career.

CAREER CENTER ESSAY / CV CRITIQUE SERVICE

The Career Center staff will be happy to critique your graduate essay or curriculum vitae (CV) for you. Drop off or e-mail your essay to the Career Center for critique. It is best to send your essay and CV to the Career Center 2-3 weeks before you intend to submit your application.

GRADUATE ADMISSIONS TESTS

GRE, GMAT, LSAT, MCAT and a number of other entrance exam registration bulletins are available at the Career Center. In addition, the office distributes free graduate school guides and offers a list of local test prep organizations.

GRE
Computerized general test by appointment, subject tests offered in April, November, and December.
www.gre.org

GMAT
Computerized test by appointment.
www.gmat.org

LSAT
February, June, October and December.
www.lsac.org

MCAT
Exam administered over 20 times throughout the year.
www.mcat.org

Others
Contact the Career Center
Curriculum Vitae (CV) Sample

Veronica Powers
123 Main Street, Camden, New Jersey, 12345
123-456-7891
VeronicaPowers@email.com

EDUCATION
M.A., Psychology, Rutgers University, Camden, New Jersey, 2012
Concentrations: Psychology, Special Education
Dissertation: A Study of the Effects on Low Income Communities on Disabled Children
B.A., Psychology, Rutgers University, Camden, New Jersey, 2008

EXPERIENCE
Teaching Assistant, 2011-2012
Faculty in Psychology, Rutgers University – Camden
  Courses: Study of Childhood Psychology, Abnormal Psychology
Intern, 2008-2009
Department of Social Work, Camden, NJ
  Assisted with Drug and Alcohol Counseling Program
  Observed group counseling sessions for clients participating in experimental trial

RESEARCH SKILLS
Extensive knowledge of SPSS and SAS

PUBLICATIONS