

CAREER DEVELOPMENT RESOURCES

If after reviewing these tip sheets, you would like more information or clarification about their contents, contact the Career Development Office at (330) 823-8685 or fugettsb@mountunion.edu to schedule an appointment. *Due to the current public health crisis, appointments will be by phone or videoconference until further notice.*

Job and Internship Search Tips

- **Identify the type(s) of jobs you want to pursue.** It is easier to find a specific type of job than it is to find “any job”. At this point you also need to determine what you are looking for in terms of salary, benefits, schedule, work environment, and commute time. Keep in mind that you can look for more than one type of job at a time.
 - **Don’t limit yourself to the perfect job.** For many students, their first job after college is a good job, but not necessarily their dream job. Consider positions that will give you the skills and experience needed to start your career in the right direction.
 - **Determine your threshold dates.** These are the dates at which you expand your job search, either by geographic area or by the types of jobs you will consider.
 - **Get your résumé in order.** Have it reviewed/proofed. One of the top reasons résumés get placed in the “no pile”, is typographical errors. Don’t rely on spellcheck alone.
 - **Develop a job search strategy.** You should utilize a mix of approaches rather than relying on just one method. At minimum you should 1) identify the job boards that you think will yield the best results, 2) identify and contact your personal/professional network, 3) target specific employers by checking their websites for openings *on a weekly basis*, and 4) participate in job fairs, even if there are only one or two employers who interest you. Never pass up an opportunity to meet employers face-to-face.
- Make it a priority to register on Mount Union’s job database, [Handshake](#). Any job that is called into the Career Development Office will be listed on this site. The advantage of using this site, is that most of the jobs are entry-level (0-3 years of experience). You may also upload a résumé and make use of the system’s networking functions. Use your Mount Union email to gain immediate access.
- If you are looking for a job outside of Ohio, inquire about reciprocity. We may be able to obtain career assistance for you from another college in the state in which you will be working/living.
- **Prepare for interviews.** Being a good communicator is not enough. Employers are expecting more than superficial responses to their questions. Minimal preparation includes: researching the employer, previewing the route/drive-time/parking situation, and being able to explain/describe/justify everything on your résumé.
 - **Follow up with the employer after an interview** by sending a “thank you” card. Do this within a week of the interview. It is a professional courtesy and will set you apart from the competition.

□ **Keep track of all of the positions that you have applied for**, so that you can periodically review your efforts. Often, the job search is a numbers game. Statistics vary dramatically by career field, but in some cases you may have to apply to as many as 100 jobs before being offered one that you find acceptable.

Do not be discouraged and do not compare yourself to others. Everyone has different goals, job values, and circumstances. *Every industry and career field has a different job market.*

□ **Schedule an appointment with the Career Development Office.** Discuss your plans with a professional to make sure that you are on track and that you understand your job market. To schedule an appointment call The Center for Student Success at 330-823-8685 or email fugettsb@mountunion.edu.

Resume Guidelines

1. There is more than one right way to format or design a resume.
2. Be sure that you can explain, describe and justify everything on your resume. Do not list skills or phrases just because they sound good or everyone says you need to have them on your resume. Some of the more commonly over-used and hard-to-back-up phrases include leadership and critical thinking.
3. No typos. This includes misspellings and incorrect punctuation and capitalizations.
4. List everything in reverse chronological order.
5. Don't abbreviate unless it is for a term that is abbreviated as a standard practice in your industry (i.e. NCAA, SPSS). Some employers view the use of abbreviations as short-cutting.
6. Be sure that your verb tense is appropriate and consistent. Begin each statement with an action verb.
7. Show effectiveness where possible (i.e. increased sales by 7%).
8. Do not write in the first person except on a cover letter (i.e. don't use pronouns).
9. A list of bullet points is usually easier to read than a paragraph of text. Be careful not to use so many bullet points that your resume looks polka dotted.
10. While the primary purpose of extra-curricular and volunteer activities is to show that you do more than what is required of you, you may describe your duties/responsibilities. If you choose to, the description should show transferable skills or exposure to populations you may work with in your career.
11. References go on a separate sheet of paper and are only submitted if requested.
12. No photos and no links to social media.

13. Only include your GPA if it is 3.0 or higher. If employers are using a cut-off GPA, it is often 3.0. In this case a 2.99 will move your resume to the “no” pile. Some professions (especially science and medicine will have higher GPA cut-offs).
14. If you have a strong portfolio of your work which is accessible on-line, provide a link or address to the portfolio site.
15. A skills section is often useful, as it provides a place to list keywords and abilities that an employer may be scanning your resume for. Skills listed should include any that are noted in the qualifications section of a job posting.
16. Font size can be 10-12 points. Simple, common font styles such as Times New Roman, Arial, Ventura, and Calibri are all acceptable.
17. Common resume categories include: name and contact information, education, licensure and certifications, field experiences/shadowing/clinical rotations, skills, experience (can be paid or unpaid), extra-curricular activities, and honors.

Sample Cover Letter

September 1, 2020

Ms. Jane Johnson
Human Resources Manager
ABC Investigation & Research Services
1973 Howieson Court
Wadsworth, OH 44281

Dear Ms. Johnson:

I am applying for the position of Junior Investigator which was advertised this week on *Handshake*. With regard to your requirements for the position, please note that I have completed my Bachelor of Arts degree in Criminal Justice and possess two years of experience working with the public. I believe that many of the qualities I have developed through work, athletics and extra-curricular activities (attention to detail, resourcefulness, and perseverance) match the qualities you desire in an investigator. ***First paragraph: State what job you are seeking, how you found out about the job, and how you are qualified for the job. You may include personal characteristics.***

I have been interested in your company since I met one of your representatives at a career fair when I was a freshman, and have followed your company’s social media for the last year. I am excited about the prospect of joining an organization which is experiencing significant growth in a slow economy, and I was also pleased to see that you were named to “Ohio’s Top 100” for best places to start a career. ***Second paragraph: Explain your motivation or interest in working for the organization or in the position you are seeking. Either be specific or leave this section out. Do not pretend to have researched the organization, because it will be obvious to the employer.***

If you would like to meet to discuss my qualifications for this position, as well as how I might help your organization meet its goals, you may contact me at (330) 555-9910 or at mbatabash@gmail.com. Thank you for your consideration, and I look forward to speaking with you soon. ***Third paragraph: Discuss the next step. Ask for the interview. Tell them how to contact you.***

Sincerely,

Mary Batabash

Interview Tips

- Obtain a clean, pressed, and well-fitting interview suit. While suits are typically the best bet, there are other acceptable options. Check with the Career Development Office for alternatives. The general rule is to dress conservatively and professionally.
- Research the employer. Look beyond the home page of their website. They will expect you to know something about their organization, as well as why you want to work for them.
- Know with whom you will be interviewing and approximately how long you should expect to be there. Ask these things when they call to set up the interview.
- Do not schedule anything immediately after the interview. Sometimes interviews run later than expected and you never want to have to leave an interview early.
- Practice saying your answers to common interview questions out loud. The more you “tell your story” out loud, the more likely it will come out smoothly during the interview when you may be nervous. Note that this is not the same as memorizing your answers.
- Prepare a list of questions for the interviewer. Do not ask questions that are easy to answer if you were to simply look on their website. Ask about less obvious things such as the organization’s values and culture, client satisfaction ratings, your first month’s goals, plans for expansion, or even who your co-workers will be.
- Do a test drive and know where to park. Parking a block away at the top of a parking deck and riding an elevator to the 30th floor will take extra time. Don’t forget to factor in potential construction and rush hour traffic.
- Be at least 5 minutes early (earlier if they tell you there is paperwork to complete). Never be late!
- Turn off your phone before entering the building. There should be no distractions.
- Bring a note pad and pen to take notes and a calendar in case they want to schedule a second interview.
- Bring a list of your references with you in case they ask for them.

- Bring extra copies of your resume. Sometimes the interviewer has not seen your resume beforehand.
- Get the interviewer's business card before you leave. You will want to follow up immediately with a thank-you card, and it is imperative that you spell their name correctly.

SPECIAL INTERVIEW TIP RELATED TO THE CURRENT HEALTHCARE CRISIS

The COVID-19 epidemic means that students across the world have had to change everything about their education at a moment's notice. While your experience is one that is shared by all students, it is still a big deal. Handling this kind of "big deal" with a positive, can-do attitude is what employers are looking for in the people they hire. This is the type of situation that can help you rise to the top, *if you can communicate about it effectively*. Think about how you adapted to this situation and be prepared to talk about it in an interview. There is no one, right way to discuss your experience. Just be sure to keep it positive, and discuss what you learned, how you grew, how you problem-solved, or even how you helped others through the situation.

50 Most Common Job Interview Questions for New Graduates

1. Tell me about yourself. –or- Tell me something about yourself that isn't on your résumé.
2. What do you know about our organization?
3. Why are you interested in working for our organization?
4. What are your short term (or long term) career plans?
5. Tell me about one of your goals and your plan to achieve it.
6. What are your strengths?
7. What are your weaknesses? -or- In what areas would you like to improve?
8. Are you willing to relocate?
9. Are you willing to travel? How much?
10. Are you willing and able to work some evenings and weekends?
11. Describe one of your most recent successes. –or- What are you most proud of?
12. What motivates you to do your best work?
13. Describe your ideal job.
14. Describe your best boss (or teacher).
15. Describe your worst boss (or teacher).
16. Who is your role model and why? -or- Who do you admire most and what qualities do they possess?
17. How have your education and experience prepared you for this job?
18. Why is your GPA not higher?
19. Why weren't you more involved in extra-curricular activities or service learning?
20. What was your most valuable class? Least valuable class?
21. Use three adjectives to describe yourself as an employee.
22. What have you learned this week? What is the most useful thing you've learned this month?
23. What causes you stress?
24. How do you process information? make decisions? solve problems? Give an example.
25. How do you manage multiple priorities? How do you multi-task?
26. Why should I hire you?
27. What makes you the best candidate for this position?
28. Why did you choose to attend your college?

29. Why did you choose your last employer (or your last job)?
30. What are you looking for in a job? -or- What are your top 3 job values?
31. Why are you looking to leave your current position?
32. What is your salary requirement?
33. What would you do if you saw another employee stealing from the company?
34. What questions do you have for me?
35. Tell me about a time when you had to deal with a difficult/angry customer or person.
36. Tell me about a time that you failed.
37. Tell me about a time that you had to do the impossible.
38. Tell me about a time that you had to take on a leadership role.
39. Tell me about a time that you had to work with a group that was not working well together.
40. Tell me about a time that you had to tell someone of importance, "no".
41. Tell me about a time when you faced an ethical dilemma.
42. Tell me about a time that you had to make an on-the-spot or split-second decision.
43. Tell me about a time you had to deal with an ambiguous situation.
44. Tell me about a time you had to deal with conflict or a misunderstanding.
45. Tell me about a time you had to apologize for something.
46. Tell me about a time you did more than what was expected of you.
47. Tell me about a time you dealt with a personal or professional disappointment.
48. Tell me about a time that you had to adapt.
49. Tell me about a time you were able to persuade someone to do something or to change their mind.
50. Tell me about a time you had to defend a choice that you made.