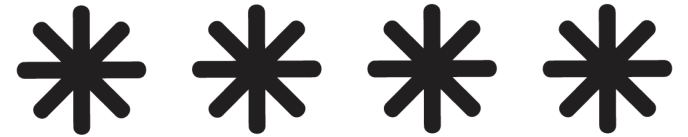




THE COLLEGE OF ARTS + SCIENCES  
WALTER CENTER FOR CAREER ACHIEVEMENT

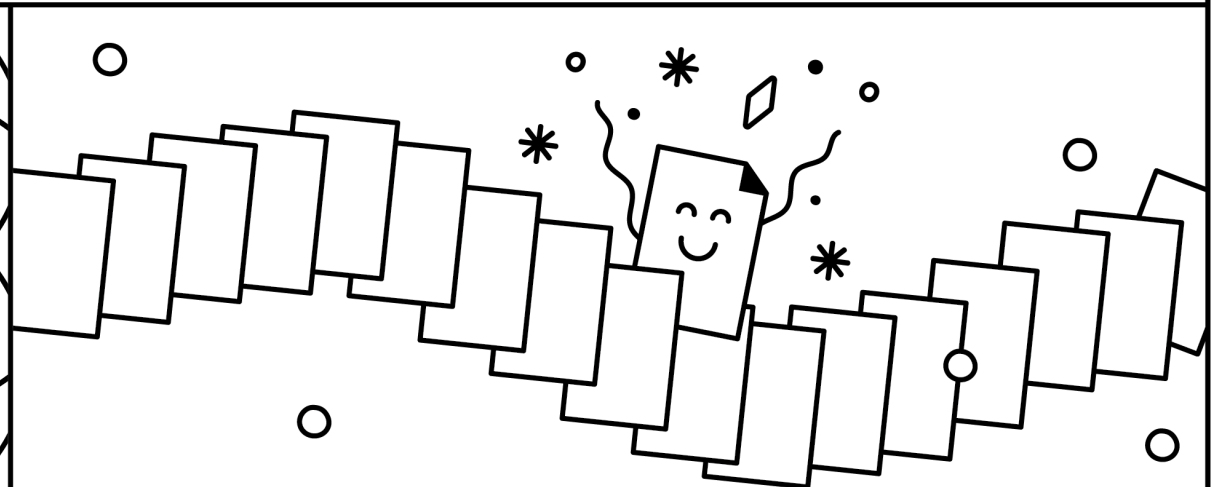
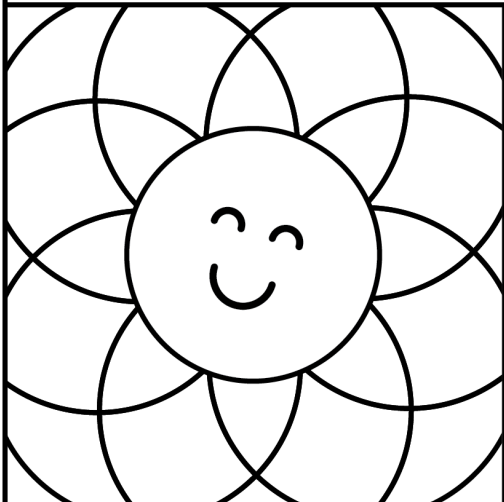


# PLAN

YOUR



# CAREER



# Contents

## **3 Design a Life You'll Love**

- 3 Introduction to the Walter Center
- 4 Design Your Life at IU and Beyond
- 5 Your Four-Year Journey at IU

## **9 Get Curious**

- 10 Be Curious About Yourself
- 11 Flow Moments Reflection Journal

## **12 Talk to People**

- 13 Build Meaningful Connections
- 14 Steps to Building Your Network
- 16 Make New Connections with Career Chats
- 17 Prepare for a Career Chat
- 18 Stay Organized, Follow Up, and Reflect After a Career Chat
- 19 Using LinkedIn to Your Advantage
- 20 Attend a Career Fair

## **21 Try Stuff**

- 22 Start Trying Stuff
- 23 Undergraduate Research
- 24 The Job and Internship Process

## **26 Tell Your Story**

- 27 From Classroom to Career
- 28 Career Competencies
- 30 Create Your LinkedIn Profile
- 31 Build Your Resume
- 33 Create Your Accomplishment Statements
- 34 Skill Verbs by Career Competency
- 37 Resume Examples
- 40 Write a Cover Letter
- 41 Cover Letter Example
- 42 Interview Successfully
- 43 The SPAR Method
- 47 Negotiating a Job Offer
- 49 Preparing for Graduate School
- 50 Application Checklist
- 51 Curriculum Vitae Example
- 52 Personal Statement

# Design a Life You'll Love

How the Walter Center and principles of life design fit into your IU journey.



## Meet the Walter Center for Career Achievement

From discovering and exploring your interests to achieving a lifetime of meaningful and fulfilling work, The Walter Center for Career Achievement is your guide.

We want you to love what you do because we know how great that feels! We love what we do, which is uncovering all that motivates, inspires, and excites you so that you can find a career that will continue to do the same.

Planning for life beyond college can be overwhelming, maybe even a little scary. Not to worry! We can direct that nervous energy into excitement about your future.

Remember, it's never too early (or too late) to make a plan. If you aren't exactly sure where to begin, that's OK — we're here to help you get started.

## About Career Coaching

Together, we can:

- Discover career paths that interest and inspire you
- Translate your strengths and talents into marketable skills
- Connect with employers, industry experts, and alumni
- Gain meaningful experience
- Optimize your career potential
- Promote your best self
- Gain confidence (and have fun) along the way

While this planner has tons of information you can use to get started, the Walter Center is where the real magic happens. We encourage you drop into the Career Studio or schedule a one-on-one appointment and come see us!

## Explore the Walter Center

### Career Courses and Internship Credit

\* [go.iu.edu/careercourses](https://go.iu.edu/careercourses)

The Walter Center's courses help you with everything from exploring and choosing a major that fits your interests to applying for opportunities post-graduation. You can also gain course credit while you complete an internship.

### Peer Coaching at the Walter Center

\* [go.iu.edu/careerstudio](https://go.iu.edu/careerstudio)

Professionally trained undergraduate peer coaches work with you to create application materials, explore internships and jobs, navigate building marketable experience, and assist you in all aspects of planning for your next steps.

### Career Coaching Appointments

\* [go.iu.edu/careercoaching](https://go.iu.edu/careercoaching)

Career coaches help you navigate your academic and professional journey with personalized guidance, resources, encouragement and action steps meant to move you toward your goals!

### Professional Portrait Booth

\* [go.iu.edu/portraits](https://go.iu.edu/portraits)

Elevate your online profiles with a free, professional portrait. Step into the Professional Portrait Booth on the 2nd floor, anytime without an appointment.

### Find us online, and around campus!

\* [Instagram](#) + [LinkedIn](#), @IUWalterCareers

There's always something exciting happening at the Walter Center—career fairs, workshops, events and other chances to connect with employers, alumni, and your peers. Find events on Handshake and follow us online to stay in the loop.

# DESIGN YOUR LIFE

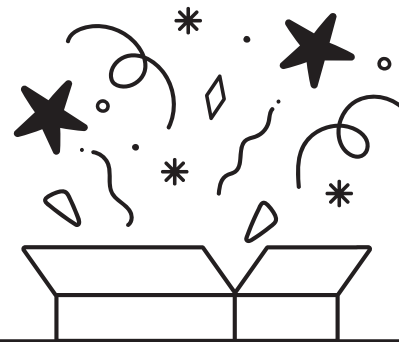
**At IU and beyond!**

In the College of Arts + Sciences, you'll move from curiosity to confidence as you discover yourself and design your life.

 [go.iu.edu/designyourlife](http://go.iu.edu/designyourlife)

## Get curious

Let your curiosity roam! Ask questions about yourself, the people around you, and think about what the world needs. By exploring things you're curious about, and types of work you might like, you'll set yourself up to be surrounded by interesting people, experiences, and possibilities.



## Talk to people

Everyone you meet has a unique perspective and experience to share. What can you learn from people who already do the kind of work you're curious about, like College of Arts and Sciences alumni? What about your peers, faculty and the people around you? Ask questions and talk about what captures your attention. Conversations help you gain information quickly and spark new ideas.

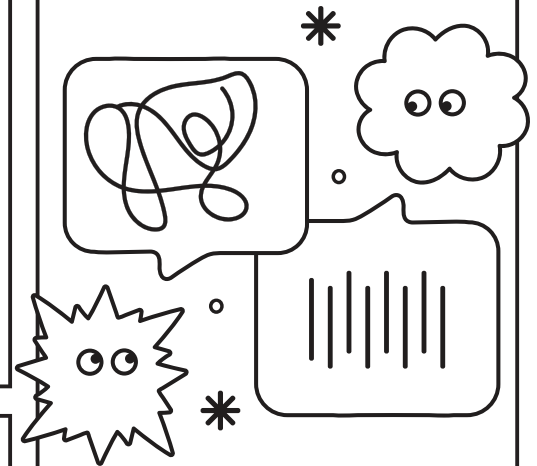
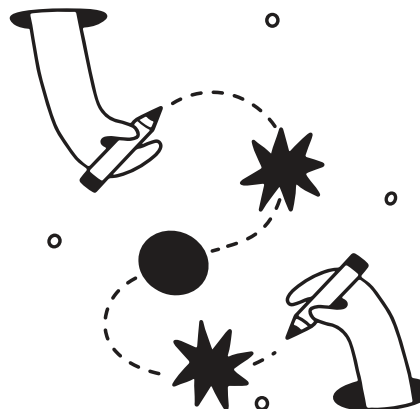
## Try stuff

Take risks, do experiments, try new things and get messy. If one thing doesn't work out, adjust your plan or move onto the next thing. You can start small by watching a video or attending an event. As you explore what you like, you can move onto bigger commitments, like classes, volunteering and internships.



## Tell your story

At IU and beyond, you are gaining the skills and talents that intrigue, attract, and add value for employers. Your story connects the dots between your education, your experiences, and where you want to take your career. Own it! By telling your story, you're building the confidence to be your own best advocate.



THE COLLEGE OF ARTS + SCIENCES  
**WALTER CENTER  
FOR CAREER ACHIEVEMENT**

# Your Four-Year Journey at IU

When designing your four-year journey through college, the possibilities are quite literally endless! While great news, it can also make it hard to know where to start. Use these life design ideas as you begin to design your life and prepare for a career.

## Year 1: Explore Your Possibilities

<b>Get Curious</b>	<b>What's out there for you to explore?</b> <ul style="list-style-type: none"><li>• What do IU and the Bloomington community have to offer?</li><li>• Where do you feel at home on campus?</li><li>• What classes and activities do you most enjoy?</li></ul>
<b>Talk to People</b>	<b>Who can help or tell you more?</b> <ul style="list-style-type: none"><li>• Meet with a Career Coach to explore potential pathways and resources.</li><li>• Connect with your academic advisor to learn about major and graduation requirements.</li><li>• Collect the career stories of people you know.</li><li>• Begin building a network of people who share your interests.</li></ul>
<b>Try Stuff</b>	<b>How can you gain experience and test out your ideas?</b> <ul style="list-style-type: none"><li>• Check out student organizations you may want to join.</li><li>• Choose classes that help you explore your interests.</li><li>• Take ASCS-Q 295: Design Your Life and Career to begin building your future!</li></ul>
<b>Tell Your Story</b>	<b>How can you prepare to share your accomplishments with the world?</b> <ul style="list-style-type: none"><li>• Create profiles on LinkedIn and Handshake.</li><li>• Talk to your friends and family about your experiences at IU Bloomington.</li><li>• Keep a record of your achievements and experiences. This will come in handy when building your resume!</li></ul>

## How to Think Like a Designer

### 1. Know it's a Process

Designers almost never stick with the first version of their plan, and that's a good thing! Give yourself permission to explore, have new ideas, and let go of old ones as you learn and grow.

### 2. Reframe Problems

Sometimes designers get stuck on a problem because they are looking at it in the wrong light. By taking a step back, identifying the frameworks that might be limiting them, and reimagining the problem they are trying to solve, they can find new ways to explore solutions.

### 3. Collaborate with Others

Designers know the best results are usually not achieved alone. They turn to others when they feel stuck, need some fresh ideas, or want help processing or reframing their thoughts. During your time at IU, the following people can be valuable members of your design team:

- Career Coaches
- Academic Advisors
- Professors
- Family and Friends
- Network Connections

## Year 2: Follow Your Interests

<b>Get Curious</b>	<p><b>How's it going so far?</b></p> <ul style="list-style-type: none"><li>• Reflect on your current major/career interests. Do they still feel like a good fit? If not, what else could you explore?</li><li>• What is still on your bucket list to try at IU?</li><li>• How can you start building experience in your field of interest?</li></ul>
<b>Talk to People</b>	<p><b>Who do you want to meet?</b></p> <ul style="list-style-type: none"><li>• Meet with a Career Coach to update your resume and discuss your summer plans.</li><li>• Visit your academic advisor to make sure you are staying on track.</li><li>• Encourage yourself to go to your professors' office hours to talk about topics of interest and build your network on campus.</li><li>• Use the Walter Center Success Network to identify an alum in your major who you could chat with about their career journey</li></ul>
<b>Try Stuff</b>	<p><b>What experiences are you ready for?</b></p> <ul style="list-style-type: none"><li>• Unsure what level of experience you're ready for? See pg. 22.</li><li>• Gain new skills through your classwork, student groups, or part-time job.</li><li>• Consider pursuing a leadership opportunity on campus or with your student organization.</li><li>• Attend career fairs and networking events to learn more about different opportunities.</li></ul>
<b>Tell Your Story</b>	<p><b>What do you want others to know about you?</b></p> <ul style="list-style-type: none"><li>• Get feedback on your updated resume.</li><li>• Update your LinkedIn and Handshake profiles and use them to stay connected with professionals and employers.</li><li>• Practice talking about your experiences in a mock interview with a Career Coach.</li></ul>

## Year 3: Dive Deeper

<b>Get Curious</b>	<b>What is important to you?</b> <ul style="list-style-type: none"><li>• How have you grown or changed since your first day of college?</li><li>• What values and interests do you want to prioritize?</li><li>• What contributions do you hope to make to your community, profession, or the world?</li><li>• How do you maintain a healthy work/school/life balance?</li></ul>
<b>Talk to People</b>	<b>What can you learn from others?</b> <ul style="list-style-type: none"><li>• Conduct career chats with professionals and recent graduates to learn about their experiences.</li><li>• Talk to employers at a career fair or other on-campus event.</li><li>• Meet with your Career Coach to continue talking about ways to get experience and any challenges you may be facing as you prepare for your career.</li><li>• Check in with your Academic Advisor to ensure you are on track to meet your graduation goals.</li></ul>
<b>Try Stuff</b>	<b>How can you take your interests to the next level?</b> <ul style="list-style-type: none"><li>• Do something that challenges you to leave your comfort zone, such as studying abroad, serving in a leadership role, attending a conference, or completing a new project.</li><li>• Complete an internship or find a part-time job that allows you to explore your interests.</li><li>• Learn more about how professionals find opportunities in your field.</li></ul>
<b>Tell Your Story</b>	<b>What transferable skills are you developing?</b> <ul style="list-style-type: none"><li>• Develop an elevator pitch to help you introduce yourself to professionals.</li><li>• Take inventory of the stories you might want to tell in an interview and continue practicing your interviewing skills.</li><li>• Put your most ideal work/life situation into words- what does it look like?</li></ul>

## Year 4: Design Your Way Forward

<b>Get Curious</b>	<p><b>Where do I want to go next?</b></p> <ul style="list-style-type: none"><li>• Maintain a learning mindset and stay open to all your possibilities.</li><li>• Consider a job shadow to get an inside look at the ins-and-outs of a career you're considering.</li><li>• Assess your professional motivations and values. Start to research which employers or grad schools might align with your aspirations.</li></ul>
<b>Talk to People</b>	<p><b>How can my network help me chart my next steps?</b></p> <ul style="list-style-type: none"><li>• Ask your closest contacts if they may be able to connect you with members of their network to help you learn more about your field.</li><li>• Keep having career chats and ask the professionals you meet for their advice.</li><li>• Meet with a career coach for help with your job search strategy, application materials, and interview prep.</li></ul>
<b>Try Stuff</b>	<p><b>How can I get where I want to go?</b></p> <ul style="list-style-type: none"><li>• Find out about the professional organizations in your field and consider a student membership.</li><li>• Apply to opportunities that excite you, even if you aren't 100% confidence you will get the job.</li><li>• Identify skills you may need to improve and find ways to utilize them.</li><li>• Always keep trying new things. It's never too late!</li></ul>
<b>Tell Your Story</b>	<p><b>What strengths have I developed during my time at IU?</b></p> <ul style="list-style-type: none"><li>• Be ready to talk about your story with anyone. You never know who you might run into!</li><li>• Articulate the kinds of opportunities you're seeking and skills that will enable you to succeed in them.</li><li>• Tailor and refine your resume and cover letter for each application you submit.</li></ul>



**Get curious**



# Be Curious about Yourself

Uncover your interests and seek new experiences by finding your 'flow moments.'

Curiosity can lead you in exciting and unexpected directions, giving you the chance to encounter new people, opportunities, and ideas as you work to design a life that you'll love. By staying curious about yourself and the world, you are inviting possibilities you might not have considered on your own. It means you live in such a way that you are able to encounter great experiences and opportunities.

## Be Curious about Yourself

Though you may feel you already know what your interests are, there is always more to uncover. Staying curious about yourself means paying attention to which activities bring you joy, leave you feeling energized, and feel natural to you. In moments when these things come together, you might find yourself so engaged in what

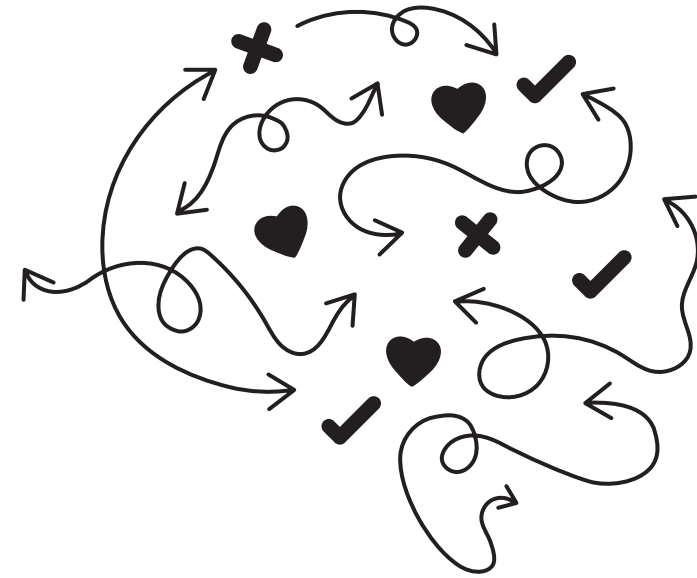
you are doing that you lose track of time. These are *flow moments* — the moments where you've found your rhythm and work feels more like play. Identifying these moments is a good first step to staying curious about yourself and what you want.

## Flow Moments Reflection Journal

Use the table on the next page to think about and identify your flow moments.

Complete the table, then use the reflection questions to dive deeper into those experiences. Think about how your flow moments might guide you in your career exploration journey. Consider what potential professions might include aspects of your flow moments.

Asking these questions about yourself can be a vital part of discovering the kinds of jobs, experiences, and environments that you will thrive in.



## Career Exploration Tools

\* Access these sites at [go.iu.edu/explorecareers](http://go.iu.edu/explorecareers)

### What Can I Do With This Major?


This website includes common career pathways for a variety of majors. Navigate to your current or possible major. Browse through fields and industries that appear and interest you and note the types of work and employers that catch your attention. Includes information on professional associations and employment opportunities.

### Road Trip Nation

Showcases a diverse library of videos featuring college students who travel around the country to learn what it's like to work in different careers. Try the Road Map activity, which curates a short list of videos based on your interests.

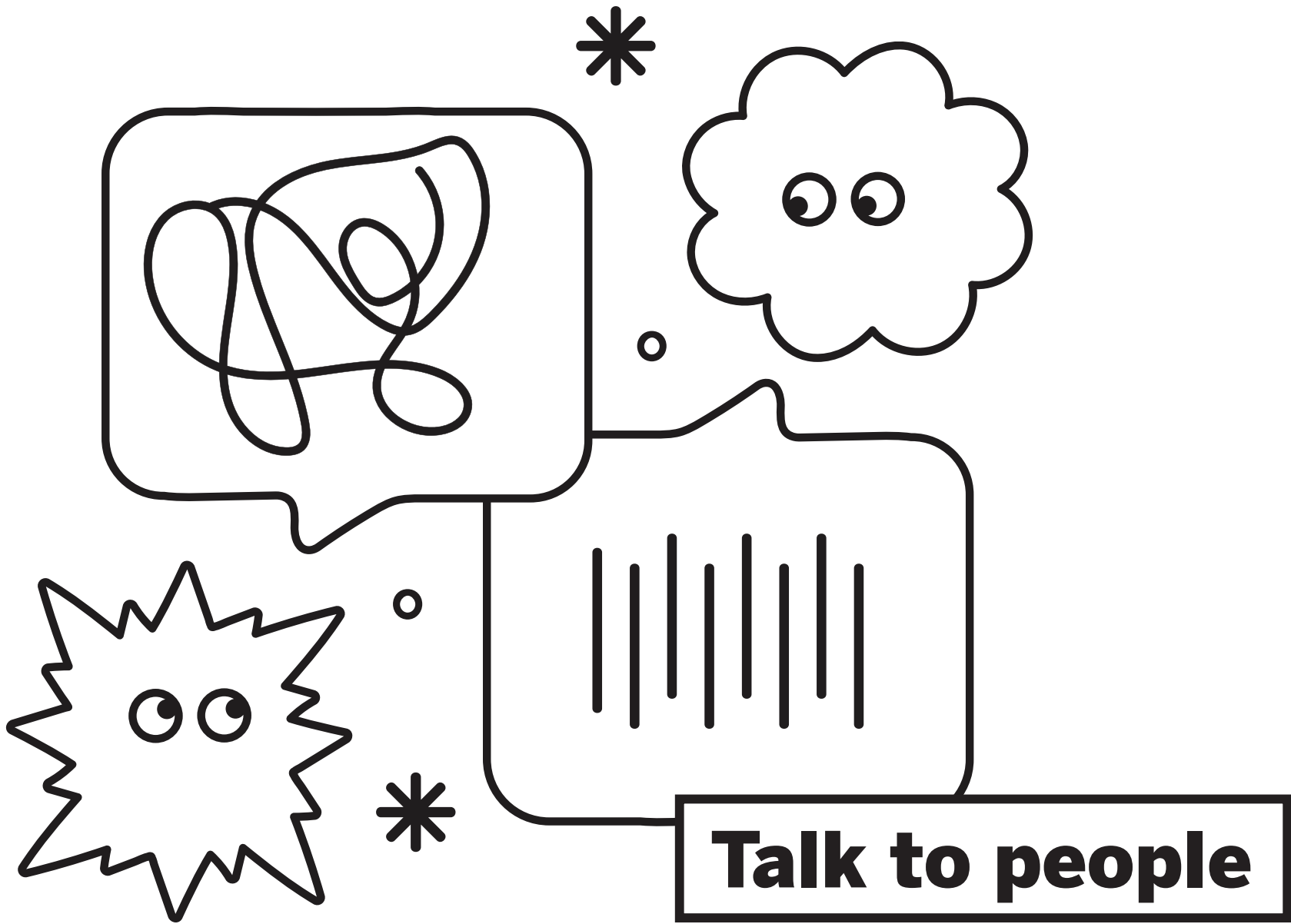
# Flow Moments Reflection Journal

Use the table to identify your flow moments, then use the following questions to dive deeper into those experiences. Consider the people you know or want to know, the kinds of work you find engaging, and the types of problems you find yourself drawn to solving. Asking these questions about your flow moments can be a vital part of discovering the kinds of jobs, experiences, and environments you will thrive in.

 <b>What was I doing?</b>	<b>What was the environment like?</b>	<b>Who was I with?</b>	<b>What tools or skills was I using?</b>	<b>What was the impact of what I did?</b>
Leading a tennis lesson	Outdoors at a summer camp	Teen campers and other counselors	Tennis equipment; coaching and communication	Campers built confidence and felt supported

## Reflection Questions:

- What kinds of employers are doing work that I find interesting?
- How do people in my field of interest spend their time on an average day?
- How does this work impact or contribute to the wider world?



**Talk to people**

# Build Meaningful Connections

The key to expanding and using your network is to build professional relationships.

Throughout your life design journey, you'll want to keep in touch with the faculty, staff, alumni, and employer connections you make along the way. The term "networking," traditionally used to describe this endeavor, can feel a little impersonal and vague. We prefer to look at this process of growing and engaging with your professional community as relationship building.

## Networking Isn't So Scary

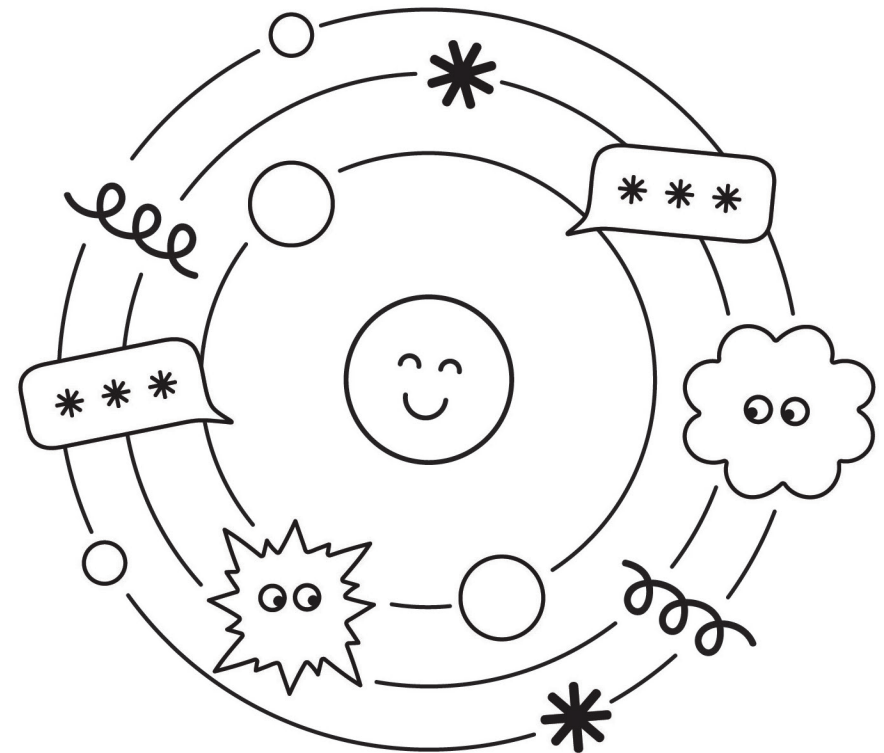
If you get chills just from hearing the word "networking," fear not. We want to help you use everyday relationship-building skills to aid in your career development process.

Getting to know people means more than asking for a job or introducing yourself with hope of getting a business card. Don't worry about how much or where you do it. Whether you get to know people individually or in groups, it is more important just to start. Emotional support, sharing and gaining

information, getting assistance on different topics, and forming alliances to better your life are all ways that you can rely on the relationships you build.

## Why Build Relationships?

One of the most valuable reasons to develop relationships throughout life is the chance to get to know others who share your passions. Did you know most jobs are not publicly advertised? Despite this fact, most people spend their time looking for openings on the internet when job-searching. Rather than relying on potential employers to post their open positions online, getting out there and speaking with potential employers may lead you to realize that a large portion of hiring involves friends and acquaintances hiring other trusted friends and acquaintances. Building relationships does not mean contacting everyone you know to ask if they are aware of openings. Instead, meeting



folks in fields that interest you and exchanging information can make the difference between you being in the back of someone's mind or not when help is needed in the future!

## Where Does It Happen?

Everywhere! There is no bad place to start building a relationship with people around you. Think about people

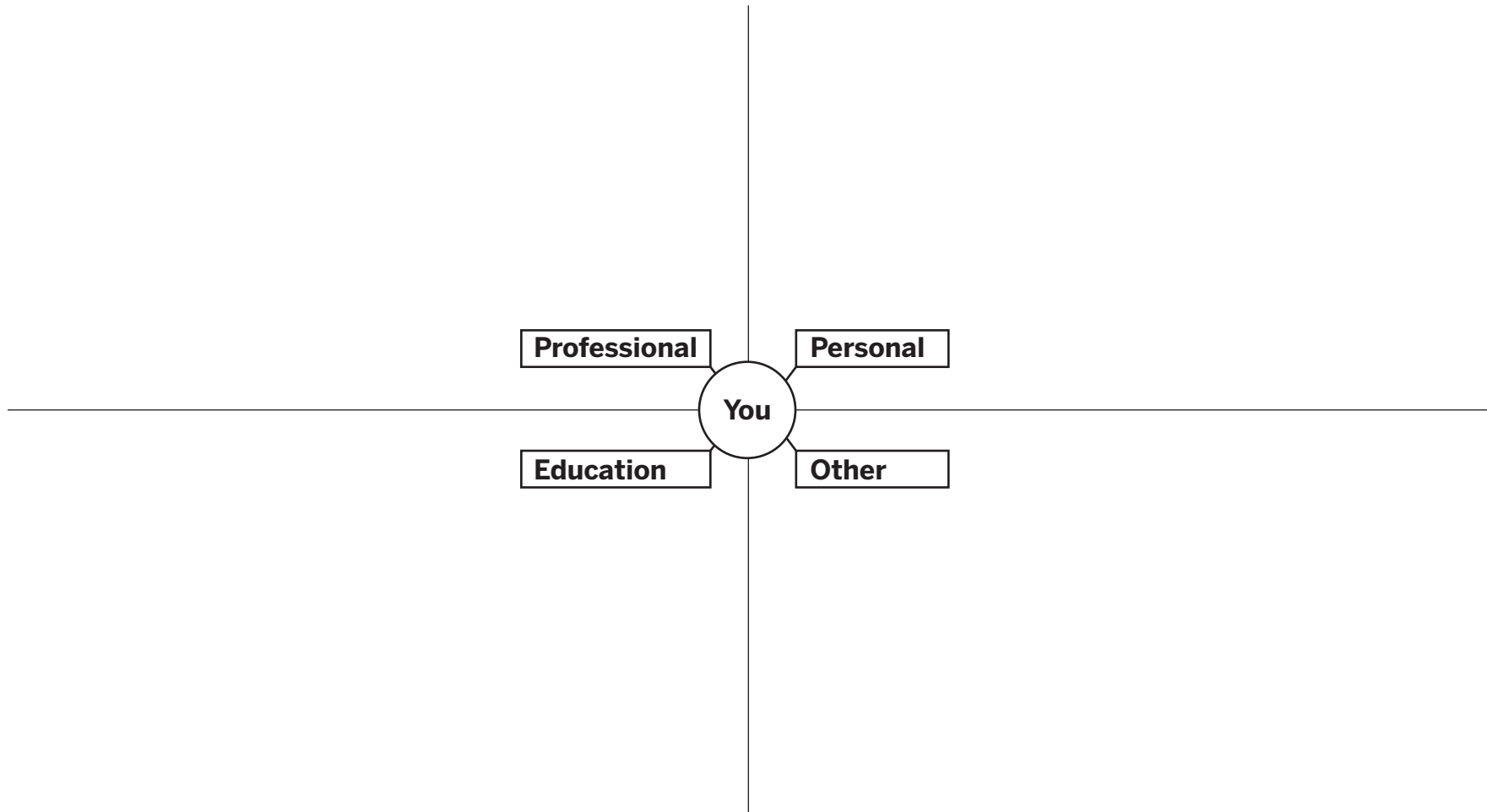
you meet in classes, student organizations, at work, or during community events, etc. These are all great places to build relationships. Whether you believe it or not, you are always building meaningful relationships with people around you. It is what you do with them and how much you invest in them that matters.

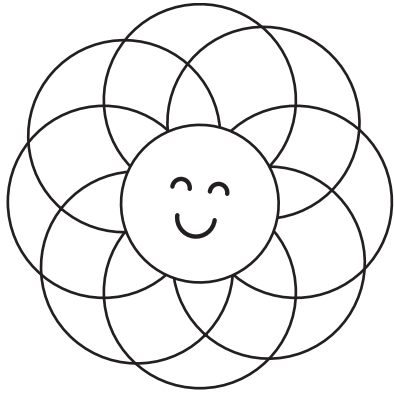
# Steps to Building Your Network

Assess your network's foundation by looking at who you already know.

## Step 1: Identify Current Relationships

Fill out the chart with names of people you know who you might go to for advice. See how many you can get in a few minutes. Consider your family members, classmates, teachers, former employers and co-workers, people you met at events and anyone you've connected with before. These people make up your current relationship circles. After you've finished, look over your list. Who can you start contacting now?





## Step 2: Expand Your Circles

You just identified who makes up your current relationship circles. We can now explore expanding your circles using the following sources.

### Career + Academic Advising

Your academic and career advisors are essentially professional networkers. In your next appointment, bring up your interests and what you're seeking out. They will point you in the right direction.

### Presentations & Workshops

\* [events.iu.edu](https://events.iu.edu)

Academic departments, career advising offices, and student and cultural organizations host opportunities to learn from professionals throughout the school year. You will also meet

people at information sessions, career fairs, conferences, workshops, and expos.

### In the Classroom

Faculty are well connected on campus and can make simple referrals to another faculty member who shares your interest. Office hours are a good time to have these discussions, but you can also reach out by email to set up a time to meet. Start the conversation by sharing your academic and career interests with them, and asking about the faculty member's own interests.

Graduate students, teaching assistants, and upper-class students may also know 'the best person to talk to' about your area of interest, as they've likely pursued answers to your same questions before.

### LinkedIn

\* [linkedin.com](https://www.linkedin.com)

Find professionals by searching Indiana University or specific degrees or companies. If you make a request to connect, make sure your profile is professional and that you attach a personalized note.

### Clubs and Organizations

\* [beinvolved.indiana.edu](https://beinvolved.indiana.edu)

Student organizations naturally attract students with like interests. Consider student government, multicultural groups, or special interest groups. Many professional organizations often have student chapters, either on campus, locally, state-wide or nationally.

### Walter Center Success Network

\* [wcsn.indiana.edu](https://wcsn.indiana.edu)

Find IU College of Arts and Sciences alumni with similar majors, interests or experiences who have signed up for the platform actively seeking to help students.

First, login with your IU username and passphrase then complete your profile as thoroughly as possible. Then browse through the network of alumni and find someone to connect with. You will then choose 'Let's Connect' on someone's profile and the website will guide you through requesting a career chat. Use the examples on the next page to customize your request.

## Step 3: Make Connections

The best way to start any relationship is to start a conversation. We will do this through career chats. The previous sources helped you identify people you might want to reach out to and have a career chat with, which we will go over in the upcoming pages.

## Step 4: Make Your Connections Meaningful

Building a meaningful relationship means having an open line of communication, and helping each other when needed. This may mean you:

- Give updates as you progress in your career journey
- Share insight and useful resources
- Offer to use your expertise to help them and answer questions they may have

## Step 5: Say Thank You

Always thank the other person for taking the time to speak with you. You might also mention a particularly helpful piece of advice they gave you, reference a part of the conversation you found interesting, or a topic you will follow up on.

# Make New Connections with Career Chats

Expand your relationship circles by reaching out to new possible connections.

Career chats are one of the best ways to learn what the world of work is really like, and help you expand your network at the same time. Career chats are not a place to ask for a job or internship, but they are a fact-finding mission on the career, industry, and company you are interested in.

It's normal to be nervous when first starting this process, but it will get easier as you talk to more people and get more practice. Try to talk to as many people as you can!

The professionals you speak to may have very different perspectives on the same topics. You'll find there is always more to learn about your chosen field based on the diversity of work settings, different organizational structures, and visions and missions that drive different organizations. Many professionals are happy to share information about their jobs or the industry. You just have to ask!

## What does it look like?

A career chat is a twenty-to-thirty-minute conversation between you and a professional working in a field that interests you. It can take place in person, over the phone, or by video chat, depending on each person's preferences and work locations.

## Setting Up a Career Chat

When you find someone to contact, begin with an outreach email. You can start with the following examples:

*Dear Alexandra,  
My name is Tyson Lorenzo. I'm an International Studies major at IU exploring a possible career in healthcare. I found you through LinkedIn. Would you be willing to chat with me for about 20 minutes to discuss your field of work? If you're unable to meet, perhaps you could suggest a co-worker or someone you know for me to contact. I appreciate your time.*

*Thank you,  
Tyson*

*Dear Imani,  
My name is Ava, and I'm a third-year student at Indiana University. I've been researching public relations professionals on LinkedIn who have experience in campaign planning, and your profile caught my attention because we both studied at Indiana University and have similar interests. Would you be interested in chatting for a few minutes so I could ask you about your experiences in campaign planning?*

*Thank you,  
Ava*

## Preparing for a Career Chat

During the meeting you can ask questions about their background and what led them to their current position. You might also ask about the culture of their organization and any advice they have for entering the field. It is not acceptable to simply ask them for a job; a career chat should be about gathering advice and information.

Use the worksheet on the next page to map out your goal for the conversation, and ideas of questions you might ask. Add specific questions that show you've done your research on the person and organization. These questions will help you better understand if this career path is right for you. Stay up to date on industry news, because current events make for good conversation as well.

## Sample Questions

- How did you start working in this industry?
- What experiences helped you be successful in this field?
- What are some of your favorite parts of this type of work? Some challenges?
- What advice would you give to someone thinking about entering this field?
- Are there specific experiences or skills I should acquire now in order to be a better fit for this industry in the future?



# Prepare for a Career Chat

Use this worksheet to prepare for a career chat and reflect on the conversation. 

Professional's name and contact info:

## **Before the conversation**

What have I already learned about this person and their career through LinkedIn?

What are my goals for this career chat?

What do I hope to learn?

## **After the conversation**

What information did I get from this conversation?

Does this information help me move forward in my life or career plans? Why or why not?

What is my next career chat based on this conversation?

# Stay Organized, Follow Up, and Reflect After a Career Chat

Keeping a network is a continuous process. It's important to follow up with new connections you make.

## Organize Your New Contacts

Using the example below, create a spreadsheet that lists your new connections, their contact information, how you met them, any notes you may have, and the date of your last conversation with them. You can use LinkedIn to manage your connections more effectively and efficiently. It is a good idea to periodically connect

with important members of your established network, such as former supervisors or professors, because you might want to ask them to be a reference or to write a letter of recommendation later.

## Follow Up

In your follow-up thank you note, express your gratitude by saying how much you appreciate their time and help. Be sure to highlight specific

ways in which the information they provided has been beneficial to you. Mention any decisions you were able to make or any further steps you took on your career path as a result of their guidance. This will show that you value their input and that it has had a tangible impact on your professional development. To get started, you can use the following example:

*Dear [Name],*  
*Thank you for taking the time to meet with me last Tuesday to talk about your career. Our discussion was most helpful and has confirmed my interest in pursuing a [major] degree at [university]. I will be [action you'll take, given the information you've learned] and will follow up with [contacts they gave you]. As you requested, I will let you know of my progress. Again, I deeply appreciate your time and consideration.*

*Sincerely,*  
*[Type your name here]*

## Reflect

Based on what you learned from the conversation and what you know about yourself, do you think this industry or company is a good fit for you? Do you have the necessary skills to work in this field? If not, how might you gain them? Did you find a fit for your values and things you enjoy doing? If there are differences, would you still like to pursue or research this career? If not, ask yourself: why not?

●●● Example Spreadsheet					
	A	B	C	D	E
1	Name	Phone	Email	Note	Last Contact
2	<b>Justin Lloyd</b>	855-0000	email@iuh.org	Met at networking event. Hires interns and entry-level staff for IU Health.	Feb 24
3	<b>Annie Smith</b>	855-0000	email@stv.org	Met at yoga class. Knows hiring manager for St. Vincent; experience with mental health orgs, agreed to career chat	March 30

# Using LinkedIn to Your Advantage

This networking site has the most important aspects of a job search in one place.

## Why LinkedIn?

LinkedIn, a 20+ year old professional networking site, connects individuals and businesses globally. It enables users to create profiles, share resumes, post updates, and connect with colleagues and industry professionals. LinkedIn also offers job search features, career development resources, and a space for industry-related discussions. That is a lot of career information! Because the platform brings together many aspects of job searching, it can be important to know how to make the best use of the resources and your time.

## Build your Connections

The power of LinkedIn lies in building connections beyond the first-degree. The more first-degree connections you have, the more access you have to second- and third- degree connections. This opens your access to jobs that aren't publicly advertised, by giving you more people to potentially add to your relationship circles.

## Explore IU's Alumni Page

From IU's school page, you can view the profiles of the 270,000+ active student and alum profiles. Browse this area for ideas of career paths, companies, occupations, and experiences to pursue based on searchable criteria such as major, location, or industry.

## Explore Careers

Using LinkedIn's Career Explorer tool, you can find ideas for occupations based on the skills you already have, or learn what skills you might need to develop based on your career paths of interest. From here, you can directly find jobs posted on LinkedIn, connections from your network who also have those skills, and select LinkedIn Learning courses to develop those proficiencies.

## Join Groups

LinkedIn groups are a quick way to connect with people who share your interests or work within a common industry. Groups allow you

to participate in discussions with these professionals and learn about new topics and job opportunities.

## Search and Apply for Jobs

With LinkedIn jobs, once you click on a post, you can easily see your connections or people you may know who already work at the organization. Follow your targeted employers and set up job alerts to be the first to hear about them. LinkedIn will also provide recommendations of jobs for you based on the skills and experiences on your profile.

Open to work? Clearly indicate on your profile by turning on the "Open to Work" banner, using the hashtag #opentowork, and selecting the types of opportunities you're seeking.

## Develop Skills

Once you've identified skills you'd like to develop, participate in LinkedIn Learning courses, provided free through IU! Once completed, you can display your proficiency as a badge on your profile. LinkedIn

also provides clear ways to demonstrate your skills by taking assessments or posting stories about transferable skills directly on your profile.

## Prepare for Interviews

Use LinkedIn's Interviewing tool to practice answering interview questions based on skill or industry. With more employers utilizing online interviewing software, this is a great opportunity to practice with this format. By recording a video, you can receive instant feedback, view it on your own or ask your connections to provide their thoughts!

## Actively Engage

Your visibility is enhanced through your engagement on LinkedIn. Update your status, share articles of interest to your profession, and post about what you're learning or career-related events you're attending. Use hashtags (such as #internships) to stay up to date or bring attention to specific content. Have fun!

# Attend a Career Fair

There are many benefits to attending a career fair, regardless of major, year, or career goals.

The Walter Center holds a Career and Internship Fair each fall and spring, as well as many other networking and career events annually. Other career offices also host events, which all IU students are welcome to attend. Use Handshake to find events at [go.iu.edu/handshake](http://go.iu.edu/handshake).

At these fairs, you can:

- Explore positions and career fields you could pursue with your major and background.
- Gather information and meet representatives from organizations that interest you, developing your network of contacts.
- Increase your chances of interviewing with an employer and gain valuable interview experience.
- Receive job search advice from seasoned recruiters.

## Develop Your Pitch

Don't ask what positions employers have. Instead, tell them what you seek by preparing a 'pitch' or elevator speech. Your pitch should be a

10-to-15 second introduction that includes:

- Who you are (major, interests)
- What you can offer them (skills, experience)
- What you're looking for (show tailored interest in the company)

• A good follow-up question that is organization-specific

An example of a pitch would be:

*Hi, I'm Jordan Wang, a junior at IU majoring in merchandising. I interned last summer with a designer in New York that really piqued my interest in clothes designed for customers with disabilities. I'm hoping to complete another internship in a related area this summer. I know your company recently developed a line of active wear for customers with disabilities. What does the process for creating such an innovating line look like?*

## Do Your Research

Before you attend a career

fair, do your homework. Find answers to as many of the following questions as you can, depending on the type of position you seek. It shows the person you speak with you are serious about your candidacy. You may end up with more questions.

For internship-seekers:

- What experience or skills might I obtain as an intern with your organization?
- Do you offer internships paid or for academic credit?
- Do many of your interns become full-time employees after their internship?
- What is your favorite part about working for this organization?

For job-seekers:

- What skills do you look for in potential applicants?
- What types of previous work experience do you look for in a candidate?
- What's the best way to apply and how long does the

process usually take?

- Will you be holding interviews on campus?
- What's the best way for me to follow up on my interest in your organization or in this position?

## Prepare to Answer Questions

- When are you available to begin working?
- Are you interested in full-time or internship opportunities?
- What kind of position are you looking for?
- Which geographic areas are you interested in?
- Why did you stop at our table today?
- May I have a copy of your resume?

Unless you have made other arrangements, follow up with the recruiter within two weeks. Employers often leave fairs with hundreds of resumes, but less than five percent of students follow up. This can give you a major advantage over other applicants.



**Try Stuff**

# Start Trying Stuff

Trying things allows you to discover your likes, dislikes, and must-haves while gaining valuable skills. Progress from low-to-high commitment options as your confidence builds.

## **'I have no clue if I like this field, but I'm interested.'**

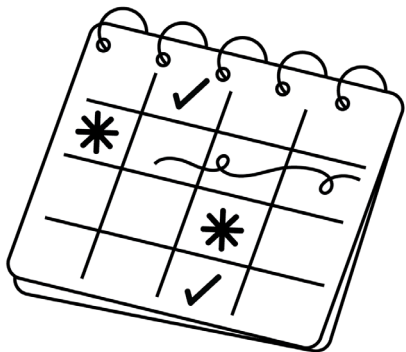
If this is what you're thinking, it's time to try:

### **Career Chats**

Speak with someone about their work to ask specific questions you have, as well as gather information about tasks, duties, perks, and challenges of working in the field. See pg. 16.

### **Job Shadowing**

Spend time observing someone who works in a field you find interesting. You won't be doing hands-on work, but you can see what a day working in that career looks like.



## **'I think I like this field, but I haven't tried it yet.'**

If this is what you're thinking, it's time to try:

### **Community Volunteering**

Volunteering allows you to give back, explore careers, and develop skills. Bloomington has over 300 nonprofits that range from animal care to music festivals, with short-term or ongoing volunteer opportunities. You can choose where to volunteer based on your schedule and level of commitment.

Use the City of Bloomington Volunteer Network to find opportunities all year long. For other locations, search for similar networks. Visit [bloomington.in.gov/volunteer](http://bloomington.in.gov/volunteer).

### **Student Organizations**

Joining a student organization helps you make friends while gaining experience and skills. Leadership positions, like treasurer or marketing chair,

develop specific skills and enhance your resume.

The Student Involvement Fair, held each fall, allows you to explore hundreds of groups at once, and talk to current members. Many departments also have student organizations. Ask your academic advisor and faculty about groups in your major. For a complete directory, visit [beinvolved.indiana.edu](http://beinvolved.indiana.edu).

### **Part-Time Jobs**

A part-time job is a great way to see if you like a particular field while still making some money, developing transferable skills and gaining potential leadership experience.

The job may not necessarily align with your career interests. Build credibility in the role, and then offer to take on projects and responsibilities that better align with your interests. In turn, you gain relevant experience and showcase your ability to adapt and take on new challenges.

### **Research**

Whether or not you want to attend grad school, engaging in research with faculty is a great opportunity to build skills that add value to a resume and help you learn about the types of work that interest you. There are also scholarships and grants available on campus if you want to conduct your own research.

## **'I have some exposure, but I need more to make sure it's a good fit.'**

If this is what you're thinking, it's time to try:

### **Internships**

Internships are generally a formal opportunity to work with an employer in a field of interest. They are a great way to build industry connections and to see if you like a particular type of work. Many students intern in summer, but there are year-round opportunities, too.

# Find Undergraduate Research Opportunities

Participating in research as an undergraduate student allows you to deepen your understanding of a subject, while developing skills necessary for work in a particular field.

## 1. IU Undergrad Research

Start your online search with 'Indiana University Undergrad Research' and review their resources on finding programs and funding. Departments may have different timelines, so use this site to find when applications are accepted and how to apply.

## 2. Ask Advisors and Faculty

Academic advisors and faculty are likely familiar with potential opportunities in your department.

## 3. Look Outside Your Major

Don't hesitate to reach out to faculty in other departments and majors, especially if you are interested in their research. Many offices on campus not affiliated with an academic department also offer research opportunities.

## 4. Reach Out

Use the example to the right to craft an email the relevant faculty member.

To: [email]@iu.edu

Cc Bcc

Subject: **Interest in Undergraduate Research at CCN Lab**

Dear Dr. [Last Name],

I am Maria Vasquez, a sophomore who just declared a Neuroscience major. I have been looking for undergraduate research opportunities and came across the Computational Cognitive Neuroscience Lab and the research being done on Brain Dynamics and Awareness. This area of research, particularly the study of network organization within the brain and its role in consciousness and awareness, captivates me.

I am eager to learn more about your research and would like to discuss the possibility of contributing. Would you be open to meeting with me during your office hours sometime in the next two weeks?

Sincerely,  
Maria Vasquez

**Maria Vasquez**  
123-456-7890  
mvasquez@iu.edu

## Reflection Questions:

- What might you be interested in researching? Is there anything on the Indiana University Undergrad Research website you might look into further?

# The Job and Internship Process

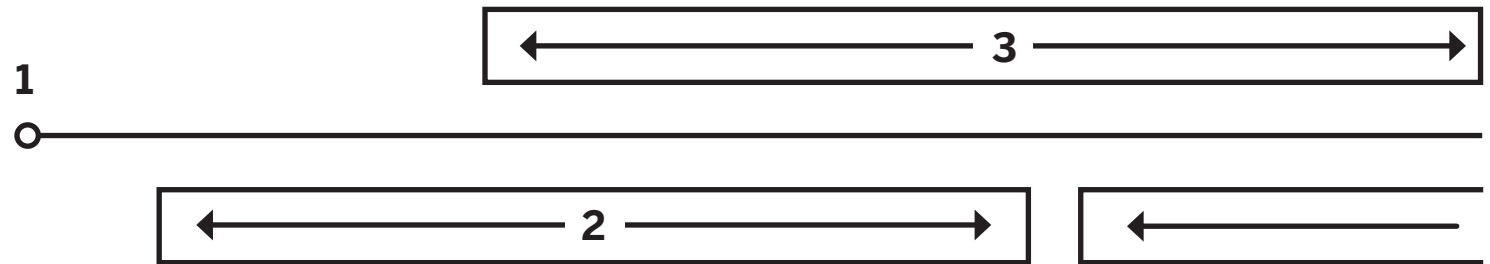
Use your time wisely to enhance your chances of finding the right opportunity.

Many students think the best way to gain employment is to continuously submit applications, hoping that the sheer volume of submissions will increase their chances of success. However, you can divide your time more strategically:

- 60% Building a professional network by talking to people
- 30% Researching opportunities
- 10% Submitting applications

The steps to the right will help you put this into practice. Remember, the job search is a nonlinear process. You may need to revisit these steps multiple times to find the right opportunity for you.

A typical job or internship search lasts 3-6 months, but this can vary by location, industry, and the type of job you want. Research what you can expect and adapt this timeline to fit your needs.



## 1. Identify

### What are you looking for?

Before you start searching, it's important to establish your parameters. Decide what makes a job or internship a good fit for you, including the nature of the work, location, salary, benefits, type of employer, and organizational culture.

## 2. Prepare

### What tools will you use?

Throughout your search, you'll be tailoring/revising your documents and profiles. It is critical to keep them up to date. Read more on each of these in following pages.

- Updated resumes
- Handshake profile
- LinkedIn profile
- Portfolio for creative fields
- References
- Cover letters

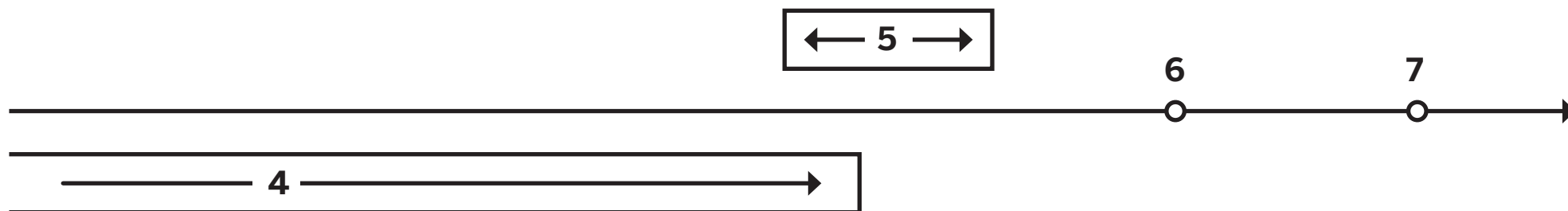
## 3. Research

### What can you find out?

Start by determining which opportunities and organizations match what you are looking for. Next, do a deep dive into these organizations. You'll need to be well informed to prepare your application materials! Make sure to look closely at:

- Organization websites
- News articles
- Salary websites
- Handshake
- LinkedIn alumni and company pages
- Glassdoor





#### **4. Network** **Who can tell you more?**

Most of your time in any search should be spent building connections with potential colleagues and employers in your field. Use LinkedIn, the Walter Center Success Network, and professional associations to find potential connections, and set up career chats to learn their stories and ask questions. For more information on networking, see pg. 13.

#### **5. Apply** **Why are you the best person for the job?**

You've found a great opportunity—now it's time to show the hiring team that your skills and experiences make you a great fit! Always submit a tailored resume and cover letter that address why you are interested in the job and the skills you can bring to the table.

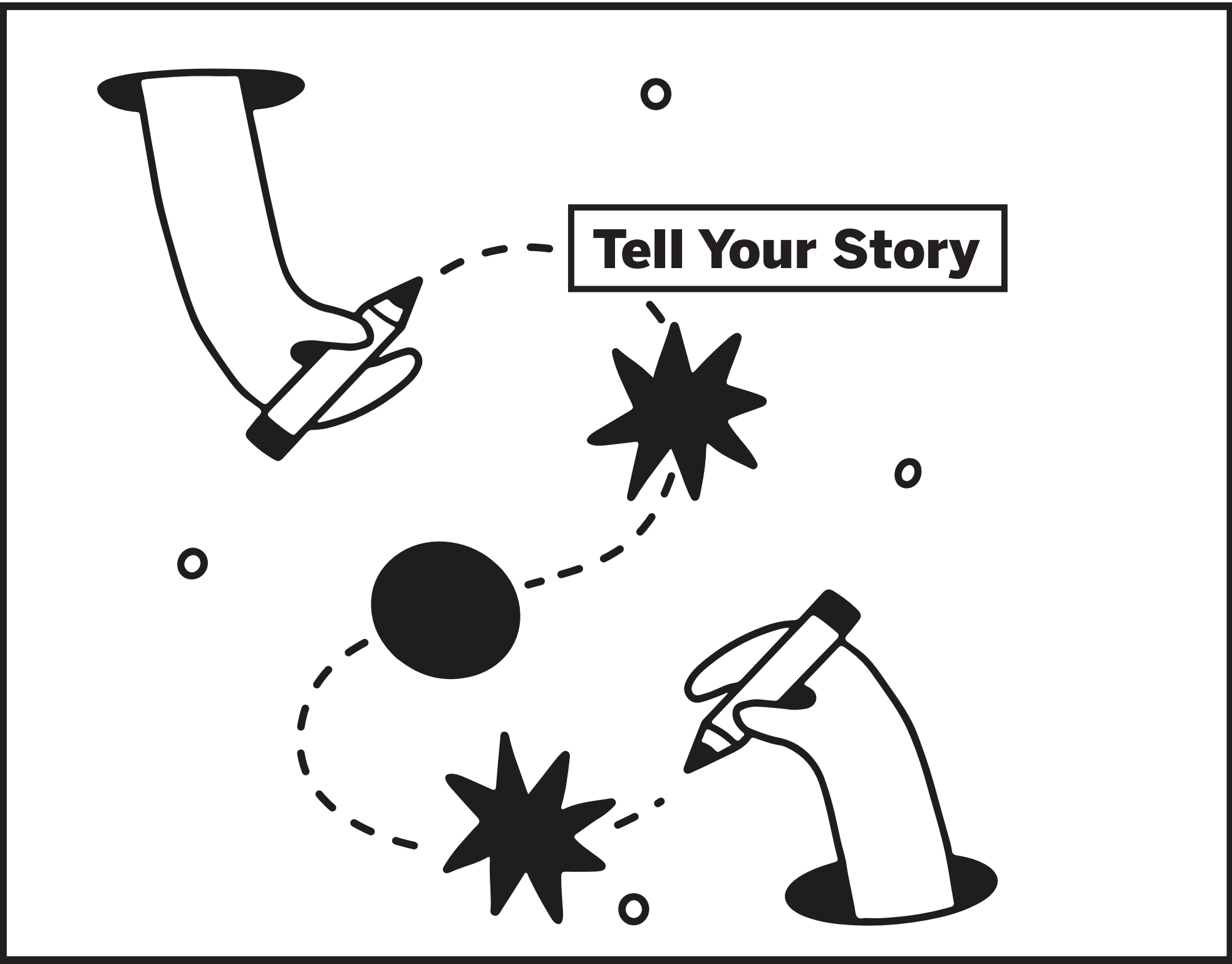
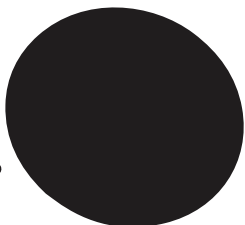
#### **6. Check-In** **What's next?**

After applying for a position, the employer might invite you to an interview, and if it goes well, you may receive an offer. Alternatively, they might inform you that they've chosen other candidates. Whatever happens, check in with yourself: Do you want to accept the offer? If yes, consider negotiating. If you didn't land the position, reflect on what you can do differently next time and revisit any of the previous steps and try again.

#### **7. End Your Search** **Accept an offer**

The last thing you'll do in a job or internship search is accept an offer. After accepting an offer, the employer will guide you through next steps. Congratulations on achieving your goal!

**Tell Your Story**



# From Classroom to Career

Identify how your coursework equips you with skills employers value.

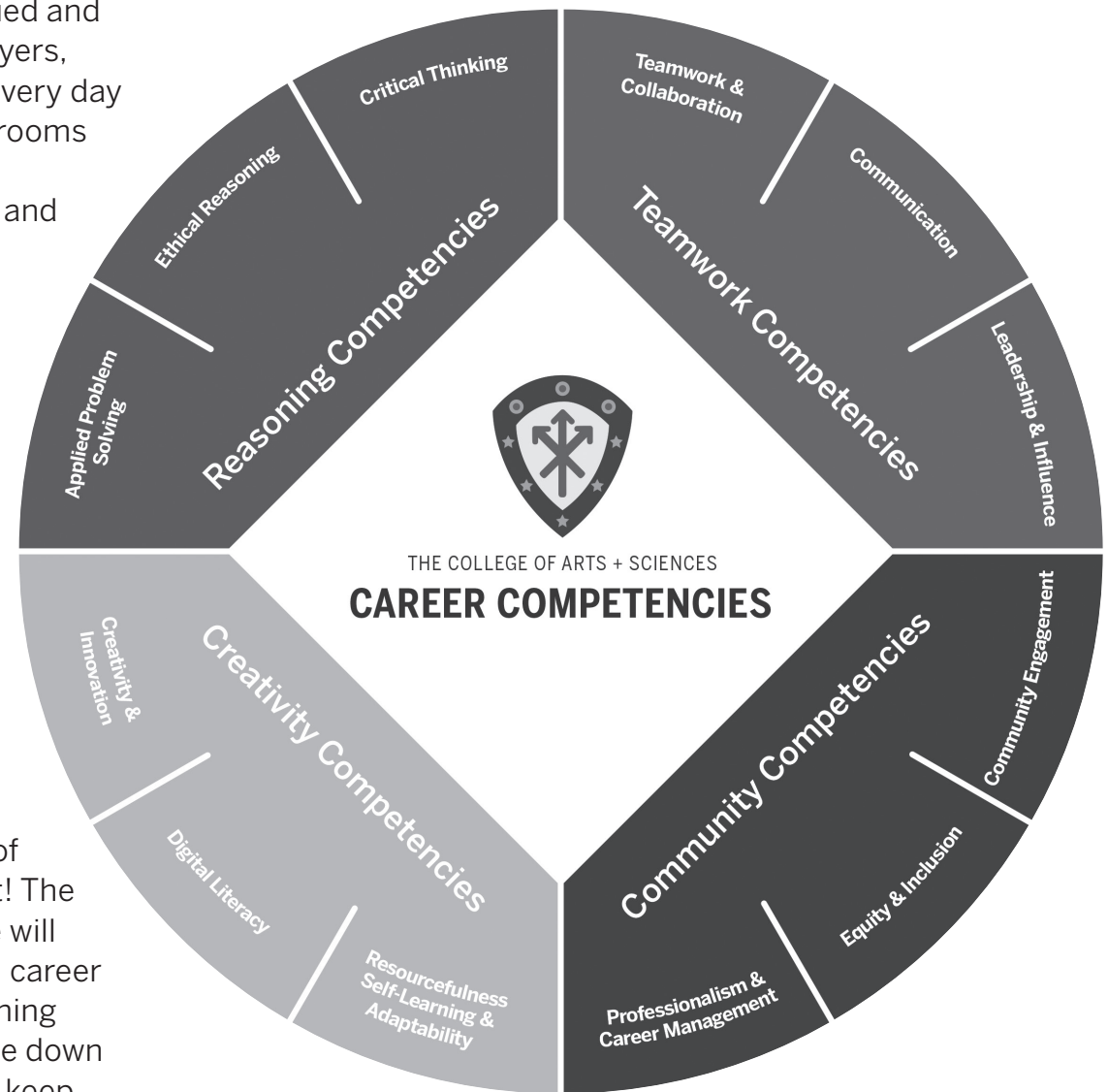
Your liberal arts education gives you the freedom to take your skills and experiences anywhere. But how do you connect the dots between where you've been and where you want to go? As you explore your possibilities and search for jobs, you will share your story with others in many different ways. From application materials and interviews to career chats and even your LinkedIn profile, it's all about sharing the unique collection of knowledge, strengths, and experiences that make you who you are as a professional.

## College of Arts & Sciences Career Competencies


It's no secret that liberal arts grads possess the skills that will help you stay adaptable (and relevant!) as careers evolve over the years. After talking to instructors and lots of potential employers, we have identified twelve competencies taught throughout our curriculum. These

competencies are valued and sought-after by employers, and are being taught every day by instructors in classrooms across campus!

But without practice and preparation, it can be hard to articulate the connection between your experience as a student and your potential as an employee. Imagine a potential employer asks you, "Tell me about a time when you demonstrated applied problem solving." What example would you give in response? It can be tough to think of something on the spot! The chart on the next page will help you connect each career competency to something you've done at IU. Write down specific examples and keep them in an accessible place for the next time you're asked to talk about your skills.



What is it?	What does it mean?	When, where, and how have I demonstrated it? 
<b>Equity &amp; Inclusion</b>	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.	
<b>Communication</b>	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.	
<b>Teamwork &amp; Collaboration</b>	Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.	
<b>Leadership &amp; Influence</b>	Recognize and capitalize on personal and team strengths to achieve organizational goals.	
<b>Digital Literacy</b>	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.	
<b>Professionalism &amp; Career Management</b>	<p>Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.</p> <p>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.</p>	

What is it?	What does it mean?	When, where, and how have I demonstrated it? 
<b>Critical Thinking</b>	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.	
<b>Applied Problem Solving</b>	The process of designing, evaluating and implementing a workable strategy to achieve a goal.	
<b>Ethical Reasoning</b>	Recognizing ethical issues arising in a variety of settings or social contexts, reflecting on the ethical concerns that pertain to the issue, and choosing a course of action based on these reflections.	
<b>Creativity &amp; Innovation</b>	Generating new, varied and unique ideas, and making connections between previously unrelated ideas. Combining established elements in a new way to create something new.	
<b>Community Engagement</b>	Develop a consciousness about one's potential contributions and roles in the many communities one inhabits, in person and online, and takes action accordingly.	
<b>Resourcefulness, Self-Learning &amp; Adaptability</b>	Set a foundation for long-term learning built on resilience and curiosity with an emphasis on applied problem solving and navigating diverse settings and varied challenges.	

# Create Your LinkedIn Profile

In addition to exploring careers and connecting with others, you can share your story online with LinkedIn. Complete this checklist to make your profile shine:

## **Customized URL**

Your LinkedIn profile's URL can be customized to your name. It's a nice detail that makes sharing easier. To customize your URL, click on 'Edit public profile and URL' in the upper right corner of the screen when viewing your profile. Add the new URL to your resume!

## **Professional Photo**

Take a clear photo of you by yourself with your face visible. It should be chest or shoulders up. Wear clothing appropriate to your industry. Try IU's free professional photo booth located in Ernie Pyle Hall.

## **Background Photo**

Your background photo can share something interesting about yourself, such as the city you want to work in, or somewhere on campus important to you. If you work in a creative or media-based field, you can even showcase your own work.

## **Personalized Headline**

This is the first information other users learn about you. What do you want that to be? Use industry-specific keywords to reflect your personal brand, interests, or skills. For example, 'Research-Driven Biology Student,' 'Aspiring Social Media Manager,' or 'Seeking Public Affairs Opportunities' could be potential headlines.

## **About Section**

This section highlights your writing skills and concisely tells your professional story in a few sentences. Highlight three of the 'greatest hits' of your experience or specialty areas of knowledge. Try answering: Where are you now, and where are you hoping to go? What is your 'why' that drives you forward? What are you doing and why?

## **Education**

Include the type of degree you're working toward, any majors, minors, or

certificates, your anticipated graduation year, and any additional information you would like to highlight, such as GPA, activities or honors.

## **Experience**

Show your stuff! It's fine to copy and paste your bullet point descriptions from your resume. Be sure to include language related to your target industry, because recruiters use keywords to search for candidates on LinkedIn.

## **Skills**

Highlight skills relevant to your field of interest. You can link them to experiences, education or coursework. Ask people in your relationship circles to 'endorse' these. Remember to return the favor to anyone who endorses you.

## **Interests**

As you explore LinkedIn, be sure to follow companies, organizations, people, and professional associations that interest you. This helps you

stay up-to-date and informed, but also shows you are engaged in your industry.

## **Featured Content**

Add visual media, writing samples or other examples of your work. This section is especially useful for those in creative or content-driven industries.

## **Licenses and Certifications**

Include any licenses and certifications you've gained that are relevant to your job search.

## **Courses**

Add courses relevant to your field of interest. This shows you've prepared for your career through your academic experience.

## **Final Review**

Did you include information recruiters and other professionals will want to know about you? Is your profile free of mistakes? Putting time and effort into this content will help you make a great first impression.

# Build Your Resume

Showcase a summary of your experience, education, skills and accomplishments.

## Resume Basics

Your resume shows employers how you've prepared for the job or internship you want. First, make an 'everything' resume with all your experiences and skills, then create a copy and customize it for each job, focusing on specific details that fit the role and company.

Use the checklist below to make sure you include all the necessary parts. We'll learn more about specifics and proper formatting over the next few pages. See resume examples on pg. 37-39.

## Resume Checklist

### Header

- Your name is the first item on the page, and displayed prominently
- Email, phone, location (city and state)
- LinkedIn URL or Portfolio Link

### Education

- Indiana University and Bloomington, IN

<b>Full Name</b> name@iu.edu • 123-456-7890 • portfolio-site.com • Bloomington, IN	
<b>Education</b> <b>University, City, State</b> <i>Degree type, degree name</i> May 20XX   GPA 3.7/4.0	<b>Experience Block with Tailored Heading</b> <b>Organization, City, State</b> <i>Position   Date 20XX – Present</i> <ul style="list-style-type: none"><li>• Accomplishment Statements</li><li>• [REDACTED]</li><li>• [REDACTED]</li><li>• [REDACTED]</li></ul>
<b>Honors &amp; Awards</b> <b>Scholarship Name</b> <i>September 20XX – Present</i>	<b>Experience Block with Tailored Heading</b> <b>Organization, City, State</b> <i>Position   Date 20XX – Present</i> <ul style="list-style-type: none"><li>• Accomplishment Statements</li><li>• [REDACTED]</li></ul>
<b>Award Name,</b> <i>Organization Name</i> February 20XX	
<b>Skills</b> [REDACTED]	

- Degree is spelled out (Ex. Bachelor of Arts) student clubs or groups
- Any majors, minors, concentrations, certificates, or specializations
- Month and year of expected graduation date
- GPA, if above 3.0 out of 4.0
- Use specific headings like 'Graphic Design Experience' or 'Customer Service Experience' instead of generic ones like 'Experience' to better guide the employer
- Organization name, followed by location (city, state)
- Date started and finished
- Position title
- 2-5 accomplishment statements

### Experience Blocks

- Include any jobs, internships, research experience, volunteer or leadership experience, study abroad, coursework, and

## Leave These Out:

- After your first year at IU, omit high school details unless uniquely relevant
- Don't mention references; employers will ask if needed
- Personal details such as birth date, address, ethnicity, country of origin, interests, and hobbies

## Honors & Awards (Optional)

- Any awards, scholarships, or honor societies. Be sure to specify why you received it or why you were inducted

## Coursework (Optional)

- Classes are relevant to the position you want
- Consider projects, research, group work, industry knowledge, or skills gained

## Study Abroad (Optional)

- Consider how you might have developed language skills, cultural sensitivity, adaptability, communication, and perseverance

## Skills Section

Employers often reference this section to learn about technical or specialized skills. Transferable skills, like communication and teamwork, should be highlighted in your accomplishment statements.

### Language Skills

For non-government employers, use the descriptors below:

- Conversational: Can speak the language.
- Proficient: Can read, write, and speak the language well.
- Fluent: Can read, write, and speak the language with skill similar to a native speaker. You must be prepared to be interviewed and work in this language.

If you are applying for a government position and have completed language proficiency testing, use the skill-level descriptions created by the Interagency Language Roundtable (ILR).

### Computer Skills

Different industries have distinct technological needs. Think back to what software and tools you used in your coursework, and include items required for the job, as well as your skill level.

### Lab Skills

Add techniques, equipment, procedures and software you're proficient in.

## Accomplishment Statements

Use this sentence structure to write your accomplishment statements:

### Skill verb + how + why

For example, 'Plan' + 'educational trips, such as to museums, for small groups' + 'to increase cultural awareness' creates the accomplishment statement 'Plan educational trips, such as to museums, for small groups to create cultural awareness.'

- Use first-person verb tenses but avoid pronouns like I, me, myself, or our.
- Use the present tense if you are currently in the job or internship; use the past tense if you no longer hold the position.
- Explain how the skill was demonstrated. What did you do? Who did you work with?
- Explain the purpose or result of using the skill. What did you accomplish? How were people impacted?



## Tips on Resume Format

Format can vary between industries – a fashion designer's resume will look different from a data analyst's. Research your specific industry. In general, keep it simple. Use the same format, font, and colors throughout to make your resume easy to read.

### Spelling & Grammar

- Use spell check, errors don't make a good first impression
- Avoid abbreviations

### Length

- For most, one page
- Some industries differ, so research your industry standards

### Size & Margins

- US Letter Size
- 1-inch margins on all sides

### Font & Color

- Use a professional fonts like Arial, Times New Roman, or Calibri.
- Use a font size between 10-12 points. Your headings can be 2-4 pts larger. Bold headings for emphasis.
- If you use color, use it sparingly and consistently



## Create your Accomplishment Statements

To phrase your experience in the form of an accomplishment statement, use the formula **skill verb + how + why**. If you have trouble getting started, ask yourself which career competencies (pg. 27) the experience might demonstrate. On the next few pages, see if any of the skill verbs under those competencies can be used to jump start your accomplishment statement.

**Experience:**

<b>Skill Verb</b>	<b>+</b>	<b>How</b>	<b>+</b>	<b>Why</b>

**Experience:**

<b>Skill Verb</b>	<b>+</b>	<b>How</b>	<b>+</b>	<b>Why</b>

**Experience:**

<b>Skill Verb</b>	<b>+</b>	<b>How</b>	<b>+</b>	<b>Why</b>

# Skill Verbs by Career Competency

Make your accomplishment statements shine by using strong writing.

## Applied Problem Solving

- Analyzed
  - Assessed
  - Clarified
  - Collected
  - Compared
  - Compiled
  - Conducted
  - Critiqued
  - Defined
  - Detected
  - Determined
  - Diagnosed
  - Drafted
  - Evaluated
  - Examined
  - Experimented
  - Explored
  - Extracted
  - Formulated
  - Gathered
  - Inspected
  - Interviewed
  - Invented
  - Investigated
  - Located
  - Measured
  - Organized
  - Researched
  - Reviewed
  - Searched
  - Solved
  - Summarized
  - Surveyed
  - Systematized
  - Tested
- 

## Ethical Reasoning

- Approved
  - Arranged
  - Cataloged
  - Categorized
  - Charted
  - Classified
  - Coded
  - Collected
  - Compiled
  - Corrected
  - Corresponded
  - Distributed
  - Executed
  - Filed
  - Generated
  - Incorporated
  - Inspected
  - Logged
  - Maintained
  - Monitored
  - Obtained
  - Operated
  - Ordered
  - Organized
  - Prepared
  - Processed
  - Provided
  - Purchased
  - Recorded
  - Registered
  - Reserved
  - Responded
  - Reviewed
  - Routed
  - Scheduled
  - Screened
  - Standardized
  - Submitted
  - Supplied
  - Systematized
  - Updated
  - Validated
- 

## Critical Thinking

- Accounted
  - Added
  - Administered
  - Adjusted
  - Allocated
  - Analyzed
  - Appraised
  - Assessed
  - Audited
  - Balanced
  - Budgeted
  - Calculated
  - Cashed
  - Compounded
  - Computed
  - Conserved
  - Corrected
  - Counted
  - Determined
  - Developed
  - Divided
  - Documented
  - Estimated
  - Figured
  - Forecast
  - Formulated
  - Invested
  - Managed
  - Marketed
  - Measured
  - Netted
  - Planned
  - Prepared
  - Programmed
  - Projected
  - Qualified
  - Reconciled
  - Reduced
  - Researched
  - Retrieved
  - Tabulated
  - Verified
- 

## Teamwork & Collaboration

- Bolstered
- Built
- Collaborated
- Communicated
- Composed
- Complemented
- Employed
- Encouraged
- Enlisted
- Exercised
- Influenced
- Interacted
- Joined
- Listened
- Maintained
- Managed
- Mediated
- Negotiated
- Participated
- Proposed
- Recruited
- Represented
- Supported

## Communication

- Addressed
  - Advertised
  - Arbitrated
  - Arranged
  - Articulated
  - Authored
  - Clarified
  - Collaborated
  - Communicated
  - Composed
  - Condensed
  - Conducted
  - Conferred
  - Consulted
  - Contacted
  - Conveyed
  - Convinced
  - Corresponded
  - Debated
  - Defined
  - Developed
  - Directed
  - Disseminated
  - Drafted
  - Edited
  - Elicited
  - Encouraged
  - Enlisted
  - Explained
  - Expressed
  - Formulated
  - Furnished
  - Incorporated
  - Influenced
  - Interacted
  - Interpreted
  - Interviewed
  - Introduced
  - Involved
  - Joined
  - Judged
  - Lectured
  - Listened
  - Marketed
  - Mediated
  - Moderated
  - Negotiated
  - Observed
  - Outlined
  - Participated
  - Persuaded
  - Planned
  - Presented
  - Presided
  - Promoted
  - Proposed
  - Publicized
  - Reconciled
  - Recruited
  - Referred
  - Reinforced
  - Reported
  - Resolved
  - Responded
  - Represented
  - Solicited
  - Specified
  - Spoke
  - Suggested
  - Summarized
  - Translated
  - Wrote
- 

## Leadership & Influence

- Administered
  - Appointed
  - Approved
  - Assigned
  - Attained
  - Authorized
  - Chaired
  - Coached
  - Considered
  - Consolidated
  - Contracted
  - Controlled
  - Converted
  - Coordinated
  - Decided
  - Delegated
  - Developed
  - Directed
  - Eliminated
  - Emphasized
  - Encouraged
  - Enforced
  - Enhanced
  - Established
  - Evaluated
  - Executed
  - Expedited
  - Formed
  - Founded
  - Generated
  - Governed
  - Handled
  - Headed
  - Hired
  - Hosted
  - Implemented
  - Improved
  - Incorporated
  - Increased
  - Initiated
  - Inspected
  - Instituted
  - Led
  - Managed
  - Maximized
  - Merged
  - Motivated
  - Navigated
  - Organized
  - Originated
  - Overhauled
  - Oversaw
  - Planned
  - Presided
  - Prioritized
  - Produced
  - Recommended
  - Recruited
  - Reorganized
  - Replaced
  - Restored
  - Reviewed
  - Scheduled
  - Secured
  - Selected
  - Staffed
  - Streamlined
  - Strengthened
  - Supervised
  - Trained
- 

## Community Engagement

- Adapted
- Advised
- Clarified
- Coached
- Communicated
- Conducted
- Coordinated
- Counseled
- Critiqued
- Developed
- Empowered
- Edited
- Enabled
- Encouraged
- Evaluated
- Explained
- Facilitated
- Focused
- Guided
- Individualized
- Informed
- Instilled
- Instructed
- Motivated
- Persuaded
- Reviewed
- Simulated
- Stimulated
- Taught
- Tested
- Trained
- Transmitted

## Equity & Inclusion

- Adapted
  - Approached
  - Built
  - Determined
  - Discovered
  - Fostered
  - Founded
  - Initiated
  - Investigated
  - Learned
  - Led
  - Navigated
  - Pivoted
  - Pursued
  - Reflected
  - Researched
  - Sought
  - Updated
- 

## Professionalism & Career Management

- Assumed
  - Attended
  - Cultivated
  - Dedicated
  - Demonstrated
  - Developed
  - Embraced
  - Established
  - Exceeded
  - Identified
  - Learned
  - Leveraged
  - Maintained
  - Mentored
  - Networked
  - Navigated
  - Participated
  - Prioritized
  - Presented
  - Pursued
  - Reflected
  - Scheduled
  - Shadowed
- 

## Resourcefulness, Self-Learning & Adaptability

- Adapted
  - Approached
  - Built
  - Determined
  - Discovered
  - Fostered
  - Founded
  - Initiated
  - Investigated
  - Learned
  - Led
  - Navigated
  - Pivoted
  - Pursued
  - Reflected
  - Researched
  - Sought
  - Updated
- 

## Digital Literacy

- Accomplished
  - Advertised
  - Attended
  - Collaborated
  - Conceived
  - Created
  - Customized
  - Designed
  - Developed
  - Distributed
  - Illustrated
  - Identified
  - Integrated
  - Launched
  - Leveraged
  - Learned
  - Managed
  - Manipulated
  - Navigated
  - Piloted
  - Publicized
  - Published
  - Utilized
- 

## Creativity & Innovation

- Acted
- Adapted
- Authored
- Combined
- Composed
- Conceived
- Conceptualized
- Condensed
- Created
- Customized
- Designed
- Developed
- Devised
- Directed
- Displayed
- Drew
- Enhanced
- Entertained
- Established
- Fashioned
- Forecast
- Formulated
- Founded
- Illustrated
- Imagined
- Improved
- Improvised
- Initiated
- Instituted
- Integrated
- Introduced
- Invented
- Launched
- Modeled
- Modified
- Originated
- Performed
- Photographed
- Piloted
- Planned
- Presented
- Proposed
- Publicized
- Published
- Revised
- Revitalized
- Shaped
- Solved
- Structured
- Updated
- Visualized

# TYSON C. LORENZO

(812)-855-0000 • tclorenzo@iu.edu  
linkedin.com/tlorenzo

## EDUCATION & HONORS

### Indiana University

Bachelor of Arts, GPA: 3.74/4.00

Major: International Studies

Minors: Health Studies, East Asian Languages & Culture

May 20XX

Bloomington, IN

## LANGUAGE SKILLS

IRL Rating – English (Native), Mandarin (Professional Working Proficiency)

## CULTURAL IMMERSION & LANGUAGE EXPERIENCE

### Gaborone - Community Public Health Summer Program

*Student Member*

- Communicated across cultures as guest of local family, expanding social sensitivity and interpersonal awareness
- Designed local flyer campaign using Photoshop to promote safe drinking water habits in several towns
- Listened to patients and completed patient intake forms based on medical history questions at a local clinic

May–August 20XX

Gaborone, Botswana

### Practical English Tutorials Program, Indiana University

*Tutor*

- Facilitated conversations using Chinese Mandarin to explain English language concepts to international students
- Collaborated with a team of tutors to plan activities designed to increase students' English vocabulary
- Critiqued writing assignments to address grammatical issues and improve writing ability
- Created discussion topics using conversational English to promote student engagement with classmates
- Advised students by assessing needs regarding intercultural conflicts arising from language barriers

September 20XX–May 20XX

Bloomington, IN

## MENTORING & LEADERSHIP EXPERIENCE

### Big Brothers Big Sisters

*Mentor*

- Mentor and provide support to 8-year-old child regarding homework, community involvement, and friendships
- Plan educational experiences such as museum trips for a group of five students to increase cultural engagement

October 20XX–Present

Bloomington, IN

### Tween Peaks Camp

*Camp Counselor*

- Counseled campers through difficult situations, such as bunkmate conflicts, to aid in growth and development
- Researched leadership and inclusion to create programs that promoted a positive environment for 24 girls
- Monitored off-site three-day camping trips of 48+ campers by organizing meals, activities, and schedules

May–August, 20XX & 20XX

Gunnison, CO

## GLOBAL HEALTH COURSE PROJECT

### Global Health Promotion, School of Public Health, Indiana University

*Student*

- Collaborated with a team of five students to complete literature review of current research
- Wrote an action plan to educate class members about the perceptions of vaccinations in other countries
- Developed understanding of global health concerns and policies

August– December 20XX

Bloomington, IN

# Namrita Kaur

- namrita.kaur@gmail.com
- www.namritakaur.com
- 123-456-7890
- Bloomington, IN

## Summary

Versatile graphic designer and content creator with expertise in creative communication for digital spaces. Experienced with web design and construction specializing in accessibility and visual branding.

## Education

**Indiana University**, Bloomington, IN  
Bachelor of Arts, Studio Art  
Concentration in Graphic Design  
May 20XX | GPA: 3.7/4.0

**University of Milan**, Milan, Italy  
Università degli Studi di Milano  
International Summer Arts Program  
Summer 20XX

## Honors and Awards

Finalist, IU College of Arts + Sciences  
Connect Challenge, February 20XX  
Steve and Jane Malashock  
Scholarship in Studio Art  
August 20XX - Present

## Skills

Adobe Creative Suite  
Photo & Video Editing  
HTML/CSS  
Illustration  
Typography

## Graphic Design Experience

### Blueline Media Production, Indianapolis, IN

*Graphic Design Intern | May 20XX - Present*

- Prepare mock-ups and pitch ideas to corporate clients in collaboration with graphic design team
- Create and refine logos and digital marketing materials in Adobe Illustrator and InDesign
- Develop assistive technology-friendly site graphics with members of the UI and UX teams

### Indiana Daily Student, Bloomington, IN

*Page Designer | August 20XX - May 20XX*

- Designed covers and pages to create aesthetically pleasing layouts with optimal readability
- Copy-edited one section per newspaper published
- Edited photos and conceptualized 1-2 illustrations per publication for stories without images

## Digital Marketing Experience

### Forever Homes Indy, Indianapolis, IN

*Social Media Coordinator | March 20XX - Present*

- Photographed and developed posts to feature adoptable pets on Instagram and Facebook
- Increased followers across all accounts by 35 percent in 6 months

## Customer Service Experience

### Indiana University Bookstore, Bloomington, IN

*Cashier | January 20XX - May 20XX*

- Designed and set up seasonal merchandise displays to promote a wide variety of products
- Guided customers in locating and selecting course materials, apparel, and gifts to ensure purchase satisfaction

# Aisha Faris

[iaishakarim@iu.edu](mailto:iaishakarim@iu.edu) | (XXX) XXX-XXXX | [LinkedIn URL](#)

## EDUCATION & HONORS

**Indiana University**, College of Arts + Sciences

Bachelor of Science, GPA: 3.74/4.00

Major: Biochemistry; Minor: Cognitive Science

Bloomington, IN  
May 20XX

**Hudson-Holland Scholar** (top 20 percent of high school class, 3.2+ GPA).

**Iota Sigma Pi** (National Honor Society for Women in Chemistry)

Month - Month 20XX  
Month - Month 20XX

## RESEARCH SKILLS

**Biochemistry:** Protein purification - Affinity chromatography (Histidine and GST tag) and FPLC, ELISA, SDS-PAGE

**Instrumentation:** Fourier transform IR spectroscopy, Isothermal titration calorimetry (ITC), Atomic absorption spectrometer, UV-Vis spectrophotometer

**Microscopy:** Phase-contrast, epifluorescence and confocal microscopy, OMX high-end confocal microscope

## RESEARCH EXPERIENCE

**Dann Lab**, Indiana University

*Undergraduate Research Assistant*

Bloomington, IN  
Month 20XX - Present

- Contribute to advancements in the synthesis, study, and design of antibiotics that inhibit cell wall biosynthesis
- Analyze peptide antibiotic modes of action through using NMR and biochemical assays to enhance understanding of bacterial resistance
- Design, test, and refine novel synthetic approaches for reagent preparation to optimize molecular properties and increase yield efficiency
- Analyze NMR, IR spectroscopy and mass spectroscopy to determine chemical structure
- Control records and logs of research for accuracy and care in experiments and research

**Cognitive Science Summer Research Experience**, Indiana University

*Arts & Sciences Undergraduate Research Experience (ASURE) Participant*

Bloomington, IN  
Month - Month 20XX

- Selected as freshman to participate in two-course lab sequence based on high school academic achievement
- Conducted critical analysis of structure of arguments and logical fallacies
- Performed data collection and analysis, and provided summary through dimensionality reduction techniques including factor analysis
- Produced written and oral communication of scientific findings for presentation

## PROFESSIONAL EXPERIENCE

**CVS Health**

*Pharmacy Technician*

Bloomington, IN  
Month - Month 20XX

- Regularly manage drug and supply inventories to maximize inventory efficiency and reduce waste
- Prioritize health and wellbeing of customers by communicating their needs effectively to pharmacy team
- Establish friendly relationships with customers to cultivate safe and welcoming environment
- Ensure accurate filling and dispensing of customer prescriptions exercising careful attention to detail

## COMMUNITY SERVICE

**Boys & Girls Club**

*Activity Volunteer*

Bloomington, IN  
Month - Month 20XX

- Collaborated with four peers to plan fun science projects for children ages 8-12
- Devoted five hours weekly to gain experience in non-profit agency serving children

# Write a Cover Letter

Show your enthusiasm and alignment with the company.

A cover letter expresses your enthusiasm and how your education, experience, and skills relate to the organization's needs.

It can be a powerful place to share your story. Use this opportunity to talk about how you developed skills and interests applicable to the job. A personal story can make a big impact, but make sure it's appropriate and relevant to the field.

By sending a cover letter, your application becomes stronger, and you are more likely to secure an interview. The body of your cover letter will have three main parts:

## Introductory Paragraph

- Briefly state why you're writing and mention the specific job title you are applying for
- Share how you heard about the opening
- If you have a personal connection to the organization, mention the person's name
- Show you've done your research – What do you like or respect about the organization? Why do you want to work there?
- State why you believe you are a good fit for the role

## Body Paragraph

- State how your skills, education, and experience match the requirements of the position
- Use one or two specific examples and short stories to provide evidence of relevant skills, strengths, and accomplishments, without repeating your resume verbatim
- Mention how the experiences you wrote about will be valuable to the employer

## Closing Paragraph

- Invite follow up from the employer and include your phone number and email
- Express your appreciation for the employer's time and consideration

## Watch Your Tone

Notice the organization's communication style. Is it formal or casual? Look at their word choices and writing style. What seems to be their approach? When you write your cover letter, show you know their values, what they're proud of, and whose attention they seek. Mirror their tone, culture, style and values through your language choices, points of emphasis and your personal voice.

## Tips for Cover Letters

In general, keep it simple. Use the same size, font, colors, margins, and header as your resume. Never submit your application without proofreading!

### Formatting

- Cover letters follow formal business letter format, sometimes also called block formatting. Google Docs and Microsoft Word have letter templates you can select when creating a new document. These are already set up in the correct format.

### Saving Your File

- Unless otherwise instructed, save it as a PDF.
- Your document should be titled 'lastname\_firstname.pdf'

### Addressee

- If you know the recipient's name, use it. If not, stick with 'hiring manager' or 'hiring committee.' Avoid 'To Whom it May Concern.'

### Signature

- While optional, including your signature is a nice final touch. IU student printers let you scan to your email, and then you can insert it as an image into your document.



Lucía Clemente  
lclemente@iu.edu  
123-456-7890

November 2, 202X

Emmanuel Hamid  
Human Resources Manager  
Southern Mental Health Center  
3210 S Capitol Ave, Indianapolis, IN 46225

Dear Emmanuel Hamid,

I am writing to apply for the Care Coordinator position at Southern Central Mental Health Center, which I learned about on LinkedIn. Southern Mental Health's mission to "empower our clients while contributing to the field" perfectly aligns with my own philosophy of supporting clients as they work to improve their lives. I believe that my experience as a mentor and tutor, along with my degree in Psychology from Indiana University, makes me an excellent candidate for this position.

As a student researcher for the Cognition and Action Neuroimaging (CAN) Laboratory in the Psychology Department, I worked on a seven-person team to analyze observations of 18 toddlers' cognitive interactions. This project required me to accurately gather and analyze data using MATLAB. While working with families, I developed strong active listening skills and worked to understand their unique concerns and needs, ensuring they were comfortable with the study's processes. My ability to communicate and connect with people from diverse backgrounds will enable me to provide a high standard of care for Southern Mental Health Center's clients.

I am excited about the possibility of applying my education and professional experience to the Care Coordinator position and look forward to learning more about Southern Mental Health Center. My resume is attached for your review. If you have any questions about my qualifications, please contact me at 123-456-7890 or lclemente@iu.edu. Thank you for your time and consideration.

Sincerely,

*Lucía Clemente*

Lucía Clemente

# Interview Successfully

Follow these four steps to make a good impression, ace the interview, and secure an offer.

## 1. Research the Company

Through research, you will gain valuable insights that will help you present yourself as the best candidate. By informing yourself on the organization, you can align your interview answers with their goals and values, demonstrate genuine interest, and ask informed questions. Ask yourself these questions:

- What is the mission, goal, or purpose of the organization?
- What kind of content do you see on its official website?
- Has the company been in the news recently?
- What projects or initiatives are they currently working on?
- How much do you know about the culture of the organization? How big is the organization? How many employees does it have?

Remember to use your networking skills. Do you know anyone who works at this organization? Browse LinkedIn and the Walter Center Success Network to see if any IU alumni work for the company and reach out to see if they would speak with you so you can learn more.



**Company Name:**

**What's on the job description?  
List important skills and aspects:**

**What did you find in your research?  
List important items:**

## 2. Rehearse Answering and Asking Questions

Practicing your interview skills helps reduce stress during the actual interview, allowing you to focus on connecting with your interviewer rather than struggling to come up with answers. Interviewers usually ask a mix of general and industry-specific questions. Research questions specific to your industry. These are common interview questions:

- Tell me about yourself.
- Why are you interested in working with our organization?
- What is one of your greatest strengths in the workplace?
- What is an area of weakness for you, and how are you working to address it?
- How would you handle a disagreement with a coworker?

We will practice answering interview questions with the SPAR method. To practice your interviewing skills, schedule a mock interview with a career coach. You can do this in Handshake.

### The SPAR Method


SPAR stands for Situation, Problem, Action, Result. It is a useful method for delivering effective responses to behavioral interview questions that prompt you to give an example or tell a story.

**Sample Question:** Can you tell me about a time you had to problem-solve?

<b>S</b>	I was participating in a research project where we manage toddlers' interactions and behaviors.
<b>P</b>	One of the children became very sick during one of our sessions.
<b>A</b>	I took the initiative and accessed our emergency contact information database to contact the child's parent.
<b>R</b>	I was able to calm the child down without upsetting the other children, and her father was thankful for the way I handled the situation. He assured us that his daughter would be back to participate as soon as she was feeling better.

### Practice SPAR-ing

While it's good to anticipate interview questions, the SPAR method allows you to practice discussing key experiences. You can use SPAR to develop examples that address multiple themes, such as leadership, teamwork, communication, time management, organization, and how you respond to challenges.

 Think back to your academic, extracurricular, and work experiences. What might you want to talk about in future interviews? Use the next page to develop your own examples.

**Question:**

<b>S</b>	
<b>P</b>	
<b>A</b>	
<b>R</b>	

**Question:**

<b>S</b>	
<b>P</b>	
<b>A</b>	
<b>R</b>	

**Question:**

<b>S</b>	
<b>P</b>	
<b>A</b>	
<b>R</b>	

**Ask Questions**

At the end of the interview, you will have the opportunity to ask the employer questions. Asking questions shows your interest and displays your knowledge of the organization. Your questions could include:

- Can you tell me more about the culture here?
- What does the onboarding process include?
- What are your goals for this position in the first six months?
- How do you see new staff contributing to (initiative or project previously mentioned, or that you came across in your research)?

To help you brainstorm your own questions, think about what you already know, why you care, and ask the interviewer to tell you more about it. For example:

- Know: I read the company is working to reduce its carbon footprint by 50%.
- Care: I have a long-standing interest in sustainability.
- More: Can you tell me more about this new initiative?

### 3. Arrive Ready-To-Go & Professionally Dressed

It's likely at least one interview during your job search will be virtual, and it's important to arrive dressed for success and ready to go — even if you're not leaving your living space.

'Professional dress' can mean many different things in many different contexts. Depending on specific industry expectations, individual workplace cultures, and one's own cultural background and style, dressing professionally will inevitably vary quite a lot from situation to situation.

Identifying expectations within your field will help you determine what will work best for your individual circumstances. Regardless of what you arrive at for your situation, keeping expectations in mind while wearing what gives you confidence will make

for the best first impression. Dress the same for a virtual interview as you would in-person.

Lastly, arrive ready-to-go for any type of interview:

#### **In-Person Interview:**

- You can take notes! Bring a padfolio or notepad, extra copies of your resume, and your list of questions to ask the employer. Receive a free padfolio upon checking in for your first appointment at the Walter Center
- Look up the address, parking, and directions well before leaving, and allow yourself extra time so you can arrive a few minutes early
- Have their contact info handy

#### **Virtual Interview:**

- If you're not taking notes by hand, have an open document ready to use in a separate window. (Tip: Use

the "Split Screen" function on your computer to avoid switching between windows during an interview)

- Have a list of questions written down to reference during the interview
- Ideally, find a quiet, uncluttered space free of distractions
- You will need a computer, webcam, microphone, working internet, and possibly headphones. Test everything before the interview starts. Computers are preferred over other devices because it's easier to avoid interruptions or bad angles. The Student Care and Resource Center offers loaner laptops. The Walter Center's interview rooms are also well-equipped and quiet
- Sign into the meeting a few minutes early to allow time to sort out technical difficulties

#### **Pre-Recorded Interview:**

- Carefully review the instructions given to you by the employer to make sure you understand the procedure, including how much time you will have to give each answer
- Research the platform you will use to record and submit your responses to learn how it works and how to use it efficiently. You may only have one or two chances to record your answers, so it is important you feel confident using this technology
- Test your video and audio settings to ensure the recording will look and sound the way you want it to

For any online interview, practice looking into the webcam, and not at the person's on-screen location. It's similar to how you would make eye-contact in-person.



**What questions would you ask in an interview?**

#### 4. Say ‘Thank You’

Email a thank you note 24-48 hours after the interview to thank the interviewer for their time and the opportunity. Because so few applicants send a thank you note, you’ll automatically stand out if you do. This note allows you to:

- Show that you are courteous and professional, which can leave a positive impression on the interviewer
- State your enthusiasm and remind the interviewer of your interest. Do this by referencing a part of the conversation that was particularly relevant or interesting
- Maintain an open line of communication, and foster a positive relationship with the employer, regardless of the outcome of your application

Each interviewer, and if you want, those who helped arrange the interview, should receive a thank you note. Write down their names or get their business cards to ensure accuracy. Proofread and check for spelling mistakes before sending. See the template and example on the right.

To: email@company.com

Cc Bcc

Subject: **Thank you – [Your Name] Interview for [Position]**

Dear [Interviewer’s Name],

Thank you for the opportunity to interview for the [Position] role at [Company Name]. It was a pleasure to learn more about your team and [specific thing you learned about].

I am excited about the possibility of contributing to [specific project or aspect discussed]. Our discussion reinforced my interest in the position and my belief that my background in [relevant experience or skill] would benefit your team.

Again, thank you for your time. I look forward to connecting again soon.

Best regards,

[Your first name]

[Your Email Signature, including Name, Phone Number, and Email Address]

To: francine@threethirtycreative.com

Cc Bcc

Subject: **Thank you – Namrita Kaur Interview for Graphic Designer**

Dear Francine,

Thank you for the chance to interview for the Graphic Designer role. It was lovely to meet you and your team yesterday, and I was especially glad to learn more about Three Thirty Creative’s commitment to accessible design practices.

After our conversation today, I am confident my knowledge of universal design would allow me to contribute to Three Thirty Creative’s mission. I appreciate your taking the time to answer my questions and look forward to connecting again soon.

Sincerely,  
Namrita

**Namrita Kaur**  
123-456-7890  
namrita.kaur@gmail.com

# Negotiating a Job Offer

Practice your approach and secure a compensation package that aligns with your goals.

Once you have been offered a job, you can negotiate the terms of your employment and compensation package. Many times negotiating can help you further your goals, but there are times it will not. Keep in mind the outcome you desire. The following steps will help you determine if negotiation is right for you, what to negotiate, and how to negotiate.

## Step 1: Research

Determine what your offer is worth. In addition to salary, consider retirement contributions, paid time off, family leave, bonuses, and education or professional development funds. Consider the cost of monthly premiums associated with the company's healthcare coverage.

Know your budget – what amount do you need to afford your daily life? Use Money Smarts at IU: Create a Budget to help with this step. Be mindful of your take-home after tax and contributions.

The following resources can

assist you with researching aspects of an offer:

- PayScale: Career Field Starting Salaries
- MyMove: Location-Specific Cost of Living
- Federal & State Taxes (to calculate monthly take home pay)

## Step 2: Evaluate

Evaluate the overall – how enthusiastic you are about the job may influence your negotiation strategy. Do you plan to accept their offer regardless, or will you decide based on the outcomes of negotiation?

Evaluate what you would like to negotiate – organizations vary in how they approach salary negotiation. Doing research through your network and Glassdoor.com may help you learn if an organization is open to salary negotiation. Sometimes employers won't increase salary amount, but are flexible on other things, such as work schedule, work

location, paid time off, or travel. Depending on your industry, there could be other items too, such as work equipment. Negotiations can focus on many aspects of an offer. Health and retirement plans are usually standard for all employees. In general, the following aspects of an offer are potentially negotiable:

- Salary
- Location
- Relocation expenses
- Starting date

## Step 3: Negotiate

While terms of negotiation are important, the way in which you negotiate can make a significant difference in outcomes. If you conduct yourself with confidence, realism, and grace as you present your research, you can be far more persuasive than if you lacked an understanding of industry standards and organizational resources. Simple and direct inquiries tend to yield the best results.

The employer should be the first to introduce the topic of compensation. Once this topic is broached, however, you should feel free to inquire about various aspects of the compensation package. These tips can help you prepare your negotiation delivery:

Salary expectations are often requested in a screening interview. Be prepared to discuss your desired salary range from the moment you apply to a position. Formal negotiation usually happens at time of offer.

It can be useful to offer a salary range as a starting place for salary negotiation conversations, with your desired salary being the lower number and stretching 5-10% above as the upper number. You may be willing to take less than the range you state. Have your 'walk away' number in mind.

## Negotiating by Phone or Video Call vs. Email

Regardless of form of communication, it's important

to get what you've negotiated in writing. If possible, negotiations should be conducted by video or phone call, and then summarized in writing. A written record is more binding and allows you to examine both the salary and benefits. Let's review the benefits and drawbacks of each communication type:

### Email

- Allows you more time to craft your message and present your case clearly.
- Reduces immediate pressure, allowing both parties to consider terms more thoughtfully.
- Sometimes the interviewer isn't the person to approve terms of negotiation. This allows them time to seek approval from their supervisors.
- Provides a written record of the negotiation process.

However, the drawbacks are that without the nuance of tone and body language, misinterpretations can happen. Email also slows down the process, compared to the immediate back-and-forth of a video or phone call.

### In-Person or Phone

- Enables real-time conversation, which can speed up the negotiation process.
- Allows for more personal connection and better communication through tone and body language.
- Can address concerns and counteroffers on the spot.

However, this style of communication requires more immediate preparation, and can be more stressful. You also must follow up in writing to request an updated job offer reflecting the terms of negotiation.

When you reach this stage of your job search, know that you can discuss negotiating offers with a career coach, just make an appointment in Handshake.

### Negotiation Examples

#### Topic: Relocation Costs

- **Scenario**  
You have been offered a full-time position across the country, and will need to end your lease early, and pay to move all your furniture and belongings to your new city. After careful research, you



have determined this will cost more money than you have and will be making in the first few months on the job.

- **Preparation**

Assess relocation expenses by considering gas prices, moving company fees or similar fees, travel time to the new city, lease termination fees, and security deposits for a new living arrangement. Outline this budget concisely to present to an employer.

- **Script**

"After researching moving costs, and creating a budget for relocating to your city, I've realized that I will be struggling to cover expenses the first few months of my employment. Would it be possible for me to receive

relocation reimbursement in addition to my starting salary?"

#### Topic: Starting Salary

- **Scenario**

You have been offered two full-time positions. After careful consideration, you conclude that Firm A matches your career objectives and values closer than Firm B; however, Firm B offers a significantly more competitive salary.

- **Preparation**

Research entry-level salaries for your career field; factor in the location of each job and cost of living. Compare Firm A's and Firm B's offers to the average salary. Outline this research concisely to present to Firm A.

- **Script**

"Thank you so much for offering me a position at Firm A. I have received another offer, which seems to match average compensation in this career field, while Firm A's offer is lower. Would we be able to negotiate my starting salary or an incentive or retention bonus?"



# Preparing for Graduate School

Identify the right grad program for you and prepare your application materials.

Deciding if graduate school is right for you involves research. To help you make your decision, you can speak with current graduate students and faculty, research career paths to see which ones require graduate degrees, and learn about the job market in your field.

Faculty generally will have information on application and admission to graduate programs and long-term career paths. Current graduate students and alumni with graduate degrees may be able to share their experience with changes in the job market and knowledge about the working environments in their respective programs. Reaching out to specific programs of interest is a good way to learn their differences and requirements.

## How to Choose a Graduate Program

### 1. Compile a List of Programs

- Research and identify faculty members whose work relates to your interests and who

could serve as potential advisors. This is one of the most essential factors in determining if a department is a good fit, especially for doctoral or other research-intensive programs.

- Ask current professors (especially those whom you could potentially ask for recommendation letters) and graduate students in your discipline about the differences among programs.
- Connect with graduate students in programs of interest to learn more about their experiences.

### 2. Complete Online Research

Almost all graduate programs publish information on the department's website. Sometimes this is contained in a single document, bulletin, or site, and other times it can be scattered throughout, but prospective students should be able to find the following:

- Overview of the Grad Programs offered

- Admission Requirements and important deadlines
- Degree Requirements (for both MA and PhD programs)
- Contact information
- Funding options

### 3. Interview Current Students

Consider asking these questions, along with specific questions you may have, to grad students in your undergraduate program and programs of interest:

- What do you wish you had known before applying to grad school?
- What do you enjoy most about being a grad student?
- What challenges you as a graduate student?
- What are your plans for after grad school?
- How are grad students funded in your program?
- Where do most grad students live? What is grad student life like? How is it different from being an undergraduate?

## Is Grad School Right for You?

- You know you want to work in a specific field that require graduate degrees.
- You enjoy your current career field, and want to take the next steps toward an advanced degree.
- You are deeply passionate about a particular subject and want to develop a specialization.

Make an appointment in Handshake to talk about graduate school with a career coach.

### 4. Create a To-Do List

Including steps 1-3, what do you need to do as you work towards grad school? Create a term-by-term timeline, including any exams, applications, and other steps. This will help you stay on track to move toward your goal.

## Application Checklist

- Review Requirements: Even similar programs can have vastly different requirements.
- Be Organized: Save all your documents and maintain a system for record-keeping.
- Start Early: Talk to faculty, request letters of recommendation, and research programs by the end of your junior year.
- Prepare Documents:
  - Application Form
  - Official Transcript
  - Personal Statement
  - Test Scores: Determine which tests, such as the GRE, are required and prepare for them in advance as they may take months of preparation.
  - Letters of Recommendation: Most programs require three letters. Give your recommender at least a month to write your letter. Provide them with your resume, a statement of your experience and goals, and any necessary forms.

## Curriculum Vitae

While they are different in many significant ways, the Curriculum Vitae, or CV, serves a similar purpose to a resume. The general expectations for CVs vary drastically from discipline to discipline, so it is unlikely that a one-size-fits-all guide will provide everything you need to create the best CV for your individual purposes.

While the information below is a good starting point, you will want to reach out to current graduate students and faculty in your field for more specific instruction on how to model your Curriculum Vitae. When looking at examples within your discipline, keep in mind that CVs are living documents just like resumes.

Unlike a resume, however, a CV will grow in size as

you gain more experience. While you may remove older information from your resume to make room for newer and more relevant experiences, a CV tends to serve more as a growing collection of your research, skills, and experience. If you are early on in your career journey, your CV might not look much different from your resume.

	<b>CV</b>	<b>Resume</b>
<b>Length</b>	As long as necessary, generally several pages.	One page
<b>Style, Layout &amp; Content</b>	Content is most important — expect the reader to engage with the document as a whole and digest its content.	Style and layout matter a lot. Will a reader notice, process, and remember relevant content in 6 seconds or less?
<b>References</b>	Sometimes, if an application requires it.	No, they're provided separately.
<b>Common Components</b>	<ul style="list-style-type: none"> <li>• Name and contact info</li> <li>• Research summary</li> <li>• Education</li> <li>• Technical skills</li> <li>• Grants, honors, and awards</li> <li>• Conference participation</li> <li>• Fellowships</li> <li>• Service roles</li> <li>• Coursework and courses taught</li> <li>• Publications</li> <li>• Scholarly and professional memberships</li> </ul>	<ul style="list-style-type: none"> <li>• Name and contact info</li> <li>• Education</li> <li>• Relevant work experience</li> <li>• Relevant leadership and volunteer experience</li> <li>• Relevant technical skills</li> </ul>

# Lucía Clemente

Bloomington, IN | lclemente@iu.edu | 123-456-7890

## Education

### Indiana University

Bachelor of Science, Psychology and Neuroscience

Minor, Health Studies

GPA: 3.85/4.00

Bloomington, IN

May 20XX

## Research Experience

### Cognition and Action Neuroimaging (CAN) Laboratory, Indiana University

*Student Researcher*

Bloomington, IN

September 20XX – May 20XX

- Research toddlers' cognitive interactions using functional magnetic resonance to determine cognitive growth
- Analyze results of interactive sessions based on child's actions to make conclusions regarding brain function and understanding

## Publications

Victor, G. T., Yang, M. P., Clark, A. S., and Clemente, L. M. (20XX). Parental relationships, brain function and socio-emotional development in early childhood. *Early Cognition*, 8(1), 76-94.

Victor, G. T., Fuentes, O. S., and Clemente, L. M. (20XX). Approaches to measuring and classifying qualitative data in parent-child interactions. *Atlantic Journal of Psychological Sciences*, 11(2), 143-181.

## Teaching Experience

### Department of Psychology, Indiana University

*Undergraduate Teaching Assistant*

*Introduction to Psychology Course Supplemental Instruction*

Bloomington, IN

Fall 20XX

- Lead supplemental instruction session for 20+ students covering topics from previous week's lectures and providing exam preparation

*Undergraduate Teaching Assistant*

*Experimental Psychology & Social Psychology Courses*

Spring 20XX

- Monitored and graded quizzes, exams, and papers; input scores into Canvas learning management system

### Middlebrook High School

*Summer STEM Tutor*

Middlebrook, IN

May – August 20XX

- Provided one-on-one instruction to 9th-12th grade students to improve comprehension in biology, chemistry, and statistics; led group discussion sessions

## Honors & Awards

Psi Chi Honor Society (top 35 percent of class, min. GPA in psychology courses of 3.50)

Hudson Holland Scholars Program (top 20 percent of high school class, 3.2+ GPA)

Phillip and Judith Sbarbaro Scholarship in Psychological and Brain Sciences

March 20XX – Present

September 20XX – Present

August 20XX

## Leadership & Service

Indiana University Psychology Club, Vice President

Indiana University Department of Neuroscience, Student Ambassador

August 20XX – Present

August 20XX – Present

## Your Personal Statement

There are two types of personal statements: those with specific prompts and those with few or no directions. If unspecified, aim for 1.5 to 2 pages in length. Before writing, reflect on your experiences, reasons for applying, and what sets you apart. Answering the following questions will help build a strong foundation.

- What is missing from your application packet that you want the committee to know about you?
- What is unique, special, and distinctive about you or your experiences?
- How did you get interested in this field and what has been the impact of it on your life experiences so far?
- What are your career goals?
- Are there any gaps in your academic record you should explain?
- What personal characteristics and skills do you possess that will help you succeed in this profession?
- What have you learned about this field throughout your

various experiences and education?

- Have you overcome any hardships or obstacles?
- What makes you a strong fit for this program?
- Why are you interested in this specific school?

If you're unsure about the accepted standard for personal statements in your disciplines, consult with faculty and graduate students about expectations your respective admissions committees will likely have. Common practices for personal statements can vary quite a bit between fields. You can start with these general guidelines:

### Tell a Story

Concentrate on your opening paragraph. Draw the reader in with your unique story and build upon this throughout the statement. Use concrete details that are interesting and lively.

### Be Specific

What skills have you developed that will allow you to succeed? Also consider what you are going to do after graduate school and what

skills you will learn from the program. What will make you a great administrator, counselor, manager or researcher?

### Know Your Audience

Mention parts of the curriculum that are in line with your areas of interest and specific faculty with whom you want to do research.

### Items to Avoid

Unless it's relevant to the program you are applying to, avoid talking about controversial topics or bringing up high school experiences. Using generic language, such as 'I'm attending art school because I am creative,' doesn't help you stand out. Review the questions above to help you think about the specific and interesting aspects of yourself.

### Showcase Your Fit

Explain why you would make a good addition to the program by researching classes offered and faculty members in the department. Demonstrate through your personal statement that you and the program are a good match by providing examples and tying together your experiences.

## Personal Statement Formula

The following is a popular way of formulating your personal statement.

### Where You've Been

Include a paragraph or two describing your past experiences and qualifications for the program. You can discuss past coursework, research, internships, and volunteer activities that illustrate the background you will bring to the program.

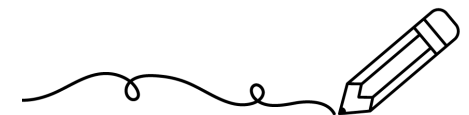
### Where You're Going

Highlight how receiving this graduate degree factors into your long-term goals.

### Why this School?

Describe how the coursework, research opportunities, and faculty mentorship offered by this particular program are related to your long-term goals.

Need help writing your personal statement? A career coach can help you get started – make an appointment in Handshake.











**Walter Center for Career Achievement**

College of Arts and Sciences, Indiana University  
949 E. 7th Street, Bloomington Indiana

✉ [iuwalter@iu.edu](mailto:iuwalter@iu.edu) ☎ 812-856-4278

[careers.college.indiana.edu](http://careers.college.indiana.edu) • [@iuwaltercareers](https://twitter.com/iuwaltercareers)

