

A high-angle photograph of the Syracuse University campus during autumn. The scene is dominated by vibrant yellow and orange trees in the foreground and middle ground. In the background, several large, red-brick buildings with Gothic-style architecture are visible, including a prominent tall tower with a spire. The sky is clear and blue. A semi-transparent white box with an orange border is centered in the upper half of the image, containing the text 'CAREER GUIDE' in large, bold, orange letters.

CAREER GUIDE

GRADUATE

Syracuse University
Career Services

YOUR RIGHTS AND RESPONSIBILITIES AS A JOB SEEKER

SYRACUSE UNIVERSITY CAREER SERVICES RESPONSIBILITIES TO YOU

Provide Services: Offer services and resources to assist students and alumni with career decisions, internships and employment opportunities.

Non-Discrimination: Provide students and alumni access to resources and prospective employers without regard to race, color, national origin, ethnicity, religion, age, gender, sexual orientation, or disability and provide students and alumni reasonable accommodations upon request.

Protect Confidentiality: Exercise sound judgement and fairness in maintaining confidentiality. Any disclosure of student information outside of the educational institution will be with prior consent of the student unless health and/or safety considerations necessitate the dissemination of such information.

Student Advocacy: Discuss Equal Employment Opportunity noncompliance and unethical behavior exhibited by an employer and take appropriate action when needed.

YOUR RESPONSIBILITIES AS A JOB SEEKER

Professional Behavior: Conduct yourself in an ethical and professional manner throughout your job search.

Accurate Information: Provide accurate information on your resume, at interviews, on social media and in online profiles. Conduct your job search with honesty and integrity.

Honor Commitments: Arrive on time for interviews and appointments with prospective employers. Attend the events that you register for. If you accept a job offer, honor that commitment. Once a job offer has been accepted, withdraw from the recruiting process.

Exercise Caution: Syracuse University does not endorse or recommend employers and their services. Never give a potential employer a credit card, social security, or bank account number. Interview in public places and never spend your own money on an employment “opportunity” unless very certain it is for a legitimate reason.

CAREER SERVICES IS HERE TO HELP YOU

Need to update your resume? Exploring a new major? Searching for an internship or job?
We've got you covered.

Stop by 235 Schine for 15-Minute Drop-Ins or
a one-on-one meeting with us about your career interests and goals.

We'll help you connect your dots.

OUR SERVICES



Career Counseling



Internship and Job Search



Graduate School Planning



Resume and Cover Letter Writing



Professional Social Media Building



Alumni and Employer Connections



Interview Prep



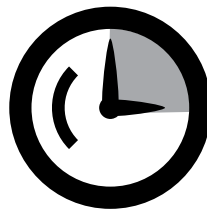
Career Fairs, Workshops and
"How To" sessions

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NEED MORE TIME?

Schedule an individual hour-long session by calling 315.443.3616, stopping by 235 Schine, or using OrangeLink.



QUICK QUESTION?

Monday: Noon-2:30 p.m.
Tuesday: Noon-2:30 p.m.
Wednesday: 2-4:30 p.m.
Thursday: 2-4:30 p.m.

* Not in 'Cuse?

No matter where you are, we're available via phone and Skype.



@CareerSU
@WorkingOrange

Schine Student Center, Suite 235
315.443.3616 | careerservices.syr.edu

SUCareerServices1



Syracuse University
Career Services

Connect with us to learn about workshops, events,
career tips, job/internship opportunities, and more!

CareerSU1



TAKING CHARGE OF YOUR CAREER

The process of finding a job can be a full-time job in itself. With so many resources, it can become a confusing and overwhelming process. The earlier you take charge of your career search and develop a plan, the easier it will be when you begin applying for jobs.

ASK YOURSELF

- What classes do I most enjoy?
- What kinds of activities do I prefer?
- Do I consider myself a leader?
- How do I best communicate? In writing or face to face?
- Do I prefer a regular routine (structure) or flexibility?
- What do I prefer in a work environment? Indoors? Outdoors? Urban or rural?

Talk it out with your advisor, family members, professor, or us. This can be the first step towards developing your plan.

COME IN FOR A ONE-ON-ONE

During an hour-long appointment or a 15-Minute Drop-In, we can help you:

- establish a sense of direction;
- navigate circumstances such as future debt and geographical preferences that might impact your future career choice;
- brainstorm options and further explore your skills, interests, values, and concerns;
- make decisions about majors, internships, grad school, or job offers; and
- navigate networking resources to expand your knowledge about your career possibilities.

WHERE TO BEGIN

A few resources you can begin exploring today are:

- “What can I do with this major?” on careerservices.syr.edu.
- The Syracuse University Placement Report for 2015 and 2016 found on careerservices.syr.edu.
- The Intern & Jobs section on careerservices.syr.edu.
- O*Net, WetFeet, Vault, NACE, and Glassdoor.
- Social media resources such as—
 - LinkedIn (page 27), @WorkingOrange and #HireOrange on Twitter (page 26).
- Our events, workshops, and speaker series.
- Career fairs, Diversity in the Workplace, and more.

DEVELOPING A PLAN

1

Discover Your Passions

Begin by thinking about what is important to you, what skills you have, your values, and what industry and company culture you’ll enjoy working in.

This involves a lot of self-reflection and analysis.

2

Explore Your Options

Grad school or the workforce? With so many options, carefully consider what you most want to pursue post-graduation.

Research your opportunities by:

- Talking to professors, advisors, mentors, and alumni.
- Using online tools like LinkedIn and Vault.com.
- Attending workshops, panels, and networking events.

3

Build Your Brand

Your brand is who you are, what you do, and how you do it. Illustrate these through:

- Your resume and cover letter.
- Social media.
- Your interviewing skills.

4

Make Connections

While applying for graduate programs, internships, and jobs, express your interests to your network. Continue building your network by attending:

- Career fairs and workshops.
- Employer/graduate school information sessions.

* Take advantage of all the resources, workshops, speakers, and programs hosted by our office and your home school or college.



Syracuse University

All Syracuse University students have accounts. If you have never accessed OrangeLink, your @syr.edu email is your username. Click “forgot password” to set one.

orangelink.syr.edu

WHY USE ORANGELINK?

- It’s a campus resource where employers share internship and job opportunities.
- It includes 6,000+ national and international internship and job postings annually.
- Learn about employer presentations, information sessions, and on-campus interviewing opportunities.
- Apply to internship and job opportunities.
- Gain information about career fairs, workshops, and other career-related events.
- Access “Going Global,” a resource for applying and working abroad.
- Use Career Explorer to research a career or industry’s outlook and projected growth.

TIPS FOR USING ORANGELINK

Use Advanced Search under the **Jobs/Internships** tab to find specific positions. This will help you narrow down your search results and find the opportunities most relevant to your interests.

Keep your search simple. The more fields into which you enter data, the fewer results you will yield.

Set up a Saved Search to automatically email you about jobs or internships in your desired industry or location.

Click **Add to Favorites** to save an employer or internship posting. It will be viewable on the left-hand side.

Check your email for the **OrangeLink Weekly Update**, featuring internship/job opportunities and upcoming events.

Quick Guide to OrangeLink

On-Campus Interviewing (OCI)

- Employers come on campus to interview for internship and full-time positions.
- Check OrangeLink frequently—new opportunities can be entered at any time.
- October and February are peak interviewing times. Be sure you don’t miss your dream employer’s deadlines.

Going Global

- Helps international students identify potential H1B sponsors.
- Alerts you to jobs, internships, and hiring practices abroad.
- Highlights major employers in 40 countries.

Career Explorer

- Learn more about various careers and which ones might be a good fit for you by clicking **More Options**.
- Take a quick test to find careers that match your interests by using the Career Finder.

✱ Having problems accessing your OrangeLink account? Call us at 315.443.3616 or email careers@syr.edu.

RESUME WRITING

On average, a recruiter spends 10 seconds (or less) reading a resume. How can you make yours stand out and not end up in the no pile? Read below for tips on creating a stellar resume!

WHERE TO BEGIN



- Make a list of **ALL** that you've done. All experience counts, whether it is paid, unpaid, on or off campus, volunteering, or other.
- Do not rely on a template; employers are used to these. Come up with your own resume format.
- Take the "I" out of your resume. Instead of "I assisted staff with database management," say, "Assisted with database management."
- Clearly present your contact information.

Starting Point: Take a look at pages 8 and 9 to see the anatomy of a resume.

WHAT TO INCLUDE

- You decide what you want to include based on the position you are applying for. Sections could be Education, Summary, Skills, Involvement, Awards, Volunteer, Research, Projects—include what is relevant to your target.
- Keep descriptions succinct and emphasize your role using strong adjectives.
- Quantify when possible. Numbers stand out on a resume.
- Always include: name of organization, your title, dates worked, and locations for every position.
- Start each description with an action verb.



Starting Point: See page 7 for a starting list.

MAKE IT SHINE



- Customize your section headings. Instead of "Experience," create custom headings to emphasize what you have done; for example: "Biotech Research Experience."
- Include the most relevant information to the internship or job on the top half of the resume; that is where recruiters mainly focus.
- Rank your experience based on the internship or job description as well.
- Write clear and concise descriptions: What did you do? What were the outcomes? What skills did you use?
- Each industry (and country) has different standards and characteristics. We can help you identify how best to show off your experiences.
- Have experience with Adobe InDesign? Consider using it to design your resume.
- Be consistent throughout your document with formatting, font, and spacing.
- Proofread, proofread, proofread.

Starting Point: See the resume examples on page 10 for more ideas.

Need extra help?
Stop in with a printed copy of your resume during 15-Minute Drop-Ins to discuss it.

A resume is never an easy document to create, especially since it varies from country to country. This section has tips to help you translate and strengthen your American-style resume.

FOR AMERICAN-STYLE RESUMES

Some elements of resumes that are essential or useful in other countries are not necessary for a resume in the United States. If you are applying in the U.S., consider removing the following:

- Personal information, including marital status, identification number, your parents' names, and your date of birth.
- All capital letters to draw attention to a word or name. Except for acronyms, use of all caps is not correct grammar. Use capital letters only to begin proper nouns (e.g., company names, countries, etc.).
- Aggregate grades, since many U.S. employers will not understand. Try to find another way to describe your undergraduate academic performance (e.g., "Ranked 5 out of 100 students" or "Graduated with honors").
- Written addresses may vary from country to country. For example, the American format does not typically include dashes; see the sample resumes in this guide for examples.
- Visible charts and tables can be distracting. If you use a table to organize information on your resume, make sure the lines are not visible.
- If you are currently living in the U.S. and applying for internships or jobs here, there is no need to write U.S. or U.S.A. For phone numbers, there is no need to include an international calling code prefix, but always include your area code, even for local opportunities.

STRENGTHEN YOUR RESUME

Since the person who best matches the position requirements is most likely to be interviewed, your resume will stand out if you keep in mind your skills and experience as well as the employer's needs as you craft your resume. Here are some tips that will help you strengthen your resume:

- Delete references from your resume. References can be sent separately as needed. There is also no need to write "references available on request," because that will be assumed.
- It is common to want to include all of your academic projects. It is most strategic to include the projects that demonstrate your skills to match the position or program you seek.
- For the projects you decide to include, describe your contributions and accomplishments rather than focusing on a description the project itself.
- If you have a long list of extracurricular activities, choose the ones that will resonate the most with an employer. For those you include, make sure that the descriptions of your roles are clear.
- You may want to include a brief and specific objective. It should clearly state what type of position you are looking for, such as a co-op, internship, or full-time position. It should also clearly state the field or specialty, such as software development or product design. Finally, it should briefly indicate the skills and qualities you would contribute to the organization.

RESUME OR CV

There are four key differences between a Resume and a *Curriculum Vitae* (CV); to read the full article, visit tiny.cc/resumevscv.

CURRICULUM VITAE

- Showcases your academic achievements including, the research you've conducted, classes you've taught, published articles, and conference presentations.
- Mostly used to apply for faculty positions, grants, fellowships, or research positions within your field or industry. Wherever your research productivity and teaching experience would be valued, use a CV.
- There's no limit to the length of a CV as long as you're showcasing your academic achievements.
- It is customary to list your references with their full titles and contact information.

RESUME

- Demonstrates you have the skills and experience to succeed in an internship or job.
- Used to apply to most non-academic jobs (e.g., consultant, engineer, accountant, etc.) where your skills are the main reason an employer will hire you.
- Usually one or two pages long.
- Usually does not include references.

What do CVs and resumes have in common?

They provide employers with a summary of your accomplishments. They both take a lot of work to develop, but are used differently.

Should you ever use a "blended" document?

Yes! For example, research labs would be interested in your patents and publications, but they will also be interested in your technical skills.

When should you convert your CV to a resume?

If you're considering doing something other than teaching or research, you might shift your CV to focus on skills instead of scholarly accomplishments.

POWER VERBS

Here is a list of strong, action-oriented verbs to help you increase the impact of your resume, cover letter, personal statement, or other professional writing.

Remember, on your resume, start each bullet point with a verb!

ANALYTICAL

analyzed
assessed
adapted
cataloged
coded
compiled
consolidated
critiqued
defined
diagnosed
diversified
evaluated
examined
identified
investigated
judged
researched
sorted
strategized

COMMUNICATION

answered
authored
clarified
communicated
composed
conveyed
drafted
edited
emphasized
illustrated
informed
instructed
marketed
persuaded
presented
promoted
publicized
reported
responded
summarized
translated
verbalized
wrote

CREATIVITY

conceived
conceptualized
innovated
invented
pioneered
proposed

EFFECTIVENESS

accomplished
completed
created
developed
devised
engineered
established
exceeded
generated
influenced
instituted
launched
reached
resolved
solidified
solved
structured
strengthened
succeeded

IMPROVEMENT

enhanced
expanded
expedited
improved
increased
perfected
recommended
redesigned
reorganized
repositioned
restored
restructured
revised
revitalized
simplified
transformed
updated
upgraded

LEADERSHIP

administered
advised
challenged
coached
coordinated
created
delegated
directed
eliminated
encouraged
founded
guided
headed
hired
hosted
initiated
led
managed
mentored
officiated
orchestrated
oversaw
presided
supervised

INTERPERSONAL

advocated
collaborated
connected
consulted
counseled
demonstrated
educated
energized
engaged
enlisted
facilitated
greeted
interviewed
mediated
motivated
negotiated
partnered
recruited
rehabilitated
represented
taught
trained
tutored
united
welcomed

ORGANIZATIONAL

organized
planned
prepared
processed
recorded
scheduled
standardized
systematized

HANDS-ON

assembled
built
constructed
delivered
designed
distributed
fixed
operated
rebuilt

SAVINGS

eliminated
reduced
modified
monitored
obtained
performed
received
recognized
regulated
retrieved

RESUME DESCRIPTION WRITING

Need help getting started? Try the APR (Action, Project, Result) formula:

Action
verb

“Collaborated “

Project
+

“with club members on spring play”

Result
+

“to raise more than \$2,000 for new costumes and scenery”

=

“Collaborated with club members on spring play to raise more than \$2,000 for new costumes and scenery”

ANATOMY OF A RESUME

Your name should be the largest item on your resume—you want it to stand out.

Use your legal name on your resume and keep it consistent with the rest of your brand. If you have a different preferred name—or nickname—talk to a career counselor.

Be sure to have an appropriate voicemail set up.

Include:

- University name
- Individual college or school's proper name
- City, State
- Type of Degree
- Major
- Graduation Date
- Minor
- Select courses (if relevant)
- G.P.A. (if over 3.0)

For position descriptions, you'll need:

- Organization
- Your Title (be as descriptive as possible. For example, discuss

with your supervisor adjusting "Intern" to "Marketing Intern").

- Geographic Location (City, State or City, Country)
- Dates (month, year or semester, year).

Start your descriptions with verbs. Check out page 7 for ideas.

In general, use 11- or 12-point font in your document. An easy-to-read font is also recommended, such as Calibri or Times New Roman.

XIAOHU (SAM) WU

100 Oak Street, Syracuse, NY 13210
(315) 555-1234 xwu17@syr.edu
linkedin.com/in/samwu

EDUCATION

Syracuse University, The School of Information Studies, Syracuse, NY
M.S., Information Management, May 2017
Specialization: Project Management and Consulting
GPA: 3.5

Selected Coursework:

- Project Management
- Advanced Database
- Management Systems
- E-Commerce Technologies
- CCNA

Beihang University, College of Social & Behavioral Sciences, Beijing, China
B.S., Software Engineering, May 2012

TECHNICAL SKILLS

Operating Systems: UNIX, LINUX, Windows 07/10

Languages: C, C++, JAVA, PHP, Javascript

Software: MS Office Suite, VMware vSphere, Cisco Packet Tracer, Wireshark

Databases: MySQL, Access

Center for Health and Behavior, Syracuse University, Syracuse, NY

Assistant Computer Consultant, August 2016 to Present

- Troubleshoot and implement information technology solutions for faculty use
- Assist with server, website, and backup data storage maintenance and updates
- Perform system configurations and hardware and software upgrades for 175 computers
- Provide faculty and staff with desktop support on Windows, Mac, and Linux platforms

CONSULTING AND TECHNICAL EXPERIENCE

iConsult, Syracuse University, Syracuse, NY

IT Consultant, October 2015 to Present

- Provide IT and business process consulting services to local small businesses and startups
- Research and compile cost benefit and business risk analyses for recommendations
- Develop and deliver consulting recommendations to meet clients' goals and objectives

China Telecom, Beijing, China

Assistant IT Specialist, June 2012 to August 2015

- Coordinated with departments to understand their IT needs and provide efficient service
- Isolated problems from symptoms and recommended solutions to supervisors and team
- Assisted in companywide software updates and trained users on changes

LEADERSHIP EXPERIENCE

iSchool Graduate Organization, Syracuse University, Syracuse, NY

Finance Chair: 2016 to Present

- Manage a budget of \$10,000 to sponsor programs to engage iSchool students
- Lead meetings and communicate with committee members

PROFESSIONAL ASSOCIATIONS

Project Management Institute, Syracuse University, Syracuse, NY

Member: 2015 to Present

- Enhance understanding of best practices for project management

Use a professional email address, either your syr.edu or one that uses your name.

Include your social media channels to demonstrate your online presence. See page 16 for more on how to develop your online brand.

Have many skills? Divide them into categories. List them based on your proficiency and comfort level.

Be specific with your section headings. Use them to

highlight related experience.

Emphasize different types of information in your header with bolding or italics.

Quantify impact when possible.

No periods at the end of your descriptions.

Your positions should be in reverse chronological order within sections (start with the most recent position first).

Separate your sections with bold or capitalized headings that stand out.

Keep your tenses consistent.

Make use of white space. Keep margins balanced and no less than 0.5"; don't overcrowd the page. Margins can be adjusted under "Page Layout" if using Microsoft Word. You want your resume to be easy for the recruiter to read.

SAMPLE RESUMES

Xiulan (Nancy) Kim

100 Oak Street, Syracuse, NY 13244
315.555.1234 xkim98@syr.edu

EDUCATION

Syracuse University, Syracuse, NY

College of Engineering and Computer Science

M.S., Computer Engineering, May 2019

GPA: 3.25

Tsinghua University, Beijing, China

Bachelor of Engineering, May 2017

RELATED COURSEWORK

Graduate: Software Modeling & Analysis, Advanced Computer Architecture, Object Oriented Design, Design of Operating Systems, Data Structures & Algorithms, Principles of Network Security

Undergraduate: Computer Programming, Micro-Computer and Embedded System Design

TECHNICAL SKILLS

Programming Languages: C, C++, C#

Operating Systems: Win 98/NT/2000/XP, Linux, Unix

Application Software: Visual Studio .NET, Microsoft Office, Visio, SQL Server

Other: MS Access, XML, UML, HTML, SQL

INDUSTRY EXPERIENCE

Motorola, Inc., Libertyville, IL

Intern, May 2016 to August 2016

- Updated a DOCSIS simulator written in C and designed to work on Linux/Unix
- Acquired working knowledge of the cable system headend with a concentration on the DAC6000

INDEPENDENT PROJECTS

Requirements Database Manager

- Created a database manager utility that maintains the mapping between the customer requirements and developer requirements. Development Environment: Visual Studio 2005; Database Server: SQL Server 2005.
- *Deliverable:* SRS, Source Code (Visual C#), and Design Document

Directory Synchronizer

- Designed and implemented a GUI-based directory synchronizer that works across a network using sockets.
- *Deliverable:* Source code developed in Visual C++ 8.0 with XML messaging

ANA ANDERSSON

100 Pine Valley Drive, Syracuse, NY 13244 315.555.1234

aander05@syr.edu

EDUCATION

M.S. in International Relations, December 2017

Syracuse University, Maxwell School of Citizenship and Public Affairs, Syracuse, NY

GPA: 3.58/4.00

B.S. in International Studies, May 2013

University of California -Berkeley, Berkeley, CA

INTERNATIONAL RELATIONS EXPERIENCE

International Relations Specialist January 2017–present
Sheffield Myers, Syracuse, NY

- Conduct research and analysis of foreign target markets prior to implementation of an expansion strategy
- Incorporate sociopolitical climate market conditions economics and civil issues into analysis
- Write and draft policy papers for international expansion team to create consistency during expansion and merger
- Help plan and design an approach based on conditions, customs laws, and regulations
- Lay groundwork for public relations campaign in Germany and France and implemented comprehensive international strategy

International Relations Specialist January–December 2016
Franklin and Jefferson Inc., Syracuse, NY

- Launched a campaign intended to expand services to Western European countries
- Analyzed business strategies from globally-informed perspectives
- Provided in-depth research and market focus from an international perspective
- Completed well-informed foreign policy analysis for international relations

SKILLS AND LANGUAGES

Fluent in Spanish, Proficient in Spanish and French

HTML, Microsoft PowerPoint, Excel, Word, Google Drive

ON-CAMPUS ACTIVITIES

Worked with a team to coordinate large-scale college cultural festival; contributed to logistics, marketing, and troubleshooting

Volunteered with local public health initiative at the Syracuse Boys and Girls Club for three consecutive years

SAMPLE CV

SAMUEL DOCTA

186 University Rd., Apt. Z
Syracuse, NY 13210
sedocta@syr.edu; 315.555.2596

EDUCATION

Ph.D. English Syracuse University, Syracuse, NY, May 2018
M.A. English Duke University, May 2007
B.A. English North Carolina State University, May 2006

DISSERTATION PROJECT

Title: "LOREM IMPSUM DOLORUM"

Advisor: Joshua Latin, Ph.D.
Committee: Greek Tomee, Ph.D., John Modern Ph.D., Samuel Beckett, Ph.D.

RESEARCH INTERESTS

James Joyce Psychoanalysis Musicology
Ancient Greek Hermeneutics

FELLOWSHIPS

Teaching Associate, Syracuse University, 2014-Present
Advanced Teaching Fellowship, Syracuse University, 2012-2013

PUBLICATIONS

Installation Art Review. *John Cage's Music*, by Tom Smith. *Installation Art Journal Online*. November 2015.

Book Review. *Virginia Woolf, Philology, and Music* by Angelica Comstock. *Woolf Studies Today* 17 (2013): 168-172.

CONFERENCE PRESENTATIONS and LECTURES

Panel Chair. "Re-imagining the disciplinary studies." Northeast Modern Language Association. Toronto, Ontario. April 2016.

Paper Presentation. "Toward a hermeneutics of modernism." South Atlantic Modern Language Association. Atlanta, Georgia. November 2014.

Paper Presentation. "James Joyce's Mythologies." Northeast Modern Language Association. Boston, MA. March 2014.

Paper Presentation. "'That's All, Folks': Cartoons and the Truth of Cinema." Syracuse University Departmental Seminar. Syracuse, NY. March 2011.

Paper Presentation. "Giving and Taking in Gertrude Stein's Early Poetry." Hawaii International Conference on Arts and Humanities. Honolulu, Hawaii. January 2009.

TEACHING EXPERIENCE

Survey of British Literature, Beginnings to 1789
Syracuse University, Syracuse, NY
Summer 2015, Fall 2015

Practices of Academic Writing
Syracuse University
Fall 2011, Spring 2012, Summer 2012, Spring 2013, Fall 2013,
Spring 2014, Spring 2015

Gender and Literary Texts
Syracuse University
Fall 2012

Graduate Assistantships:

Teaching Assistant—Dr. Thomas Payne
Syracuse University, Rose Hill Campus
Fall 2012-Spring 2013

Graduate Assistant—Modernist Studies Annual
Syracuse University, Syracuse, NY
Fall 2010-Spring 2011

Graduate Assistant—Dr. Jefferson Thomas
Syracuse University, Syracuse, NY
Fall 2010-Spring 2011

Graduate Assistant—Dr. Anthony Fitzpatrick
Syracuse University, Syracuse, NY
Fall 2009-Spring 2010

OTHER PROFESSIONAL ACTIVITIES

Participant. Sound Studies Reading Group. Syracuse University. Spring 2015.

Contributor. Interview of Composer Samuel Bond. *Modernist Studies Annual*. Spring 2013.

High Pass with Distinction. Comprehensive Exams.
December 2012.

Panel Moderator. "Robert Smith Is Indeed a Man": Gender and Sexuality in Modernist British Literature for The Art of Outrage, An Interdisciplinary Graduate Conference at Fordham University. October 2012.

Co-Leader. Modernist Reading Group. Syracuse University, Syracuse, NY. Fall 2008-Spring 2011

Participant. *Finnegans Wake* Reading Group. Syracuse University, Syracuse, NY. Summer 2010

LANGUAGES:

French, Latin, Italian



INTERNSHIPS

Internships are important to your academic success and professional development. They're a great way to bring together what you've learned in the classroom and apply it in a professional setting. Internships can also help you decide whether you like (or dislike) your major and/or future career path. They make you more competitive when seeking a full-time position, too.

BEFORE YOU APPLY

Do Your Research

Make a list of what YOU want. Experience? Location? Paid? Credit?

Work on your resume and develop a search strategy.

A focused search will increase your likelihood of finding the ideal internship.

Begin Early

Learn when your industry recruits and prepare accordingly.

Be mindful of application deadlines, which may be several months before the internship starts.

Organize and Communicate

Let your friends, family, professors, and other professional connections know you're searching. They could be helpful!

Keep track of internships applied to, including date and any contacts you may have. Using Excel or Word can keep you organized.

AFTER YOU APPLY

Follow Up

If you don't hear back within a few weeks (assuming no date has been established), follow up with recruiters or contacts via phone.

*One phone call to inquire about the status of your application is not pushy—it's proactive!

Monitor

Continue to keep track of and update your list of contacts and deadlines.

Plan

Look into alternate housing and transportation accommodations if your desired internship is in a location other than where you live.

DURING THE INTERNSHIP

Before Starting

Contact your supervisor to discuss the projects you will be working on.

Develop a plan for your internship— what do you want to get out of it?

Establish the goals you and your supervisor hope to achieve.

Take Initiative

Observe office culture and get to know standard practices and procedures.

Dress and act professionally at all times.

Become involved in projects that interest you.

Ask how you can help!

Make Connections

Use this experience to expand your professional network.

Connect with other interns and coworkers on LinkedIn.

Have an out-of-the-box internship idea?
Ask about the **Mark & Pearle Clements Internship Award**. Monetary awards are given to students who wish to pursue unique or nontraditional internships aligned with their future goals.

THE JOB SEARCH

There are many ways to go about an internship or job search. The more you diversify your approach, the higher chance you will have of success. Below are a few of the ways alumni have approached their search.

INTERNSHIPS

A great way to explore career fields, learn new skills, build connections, and gain hands-on experience. Completing one or more is always a good strategy.

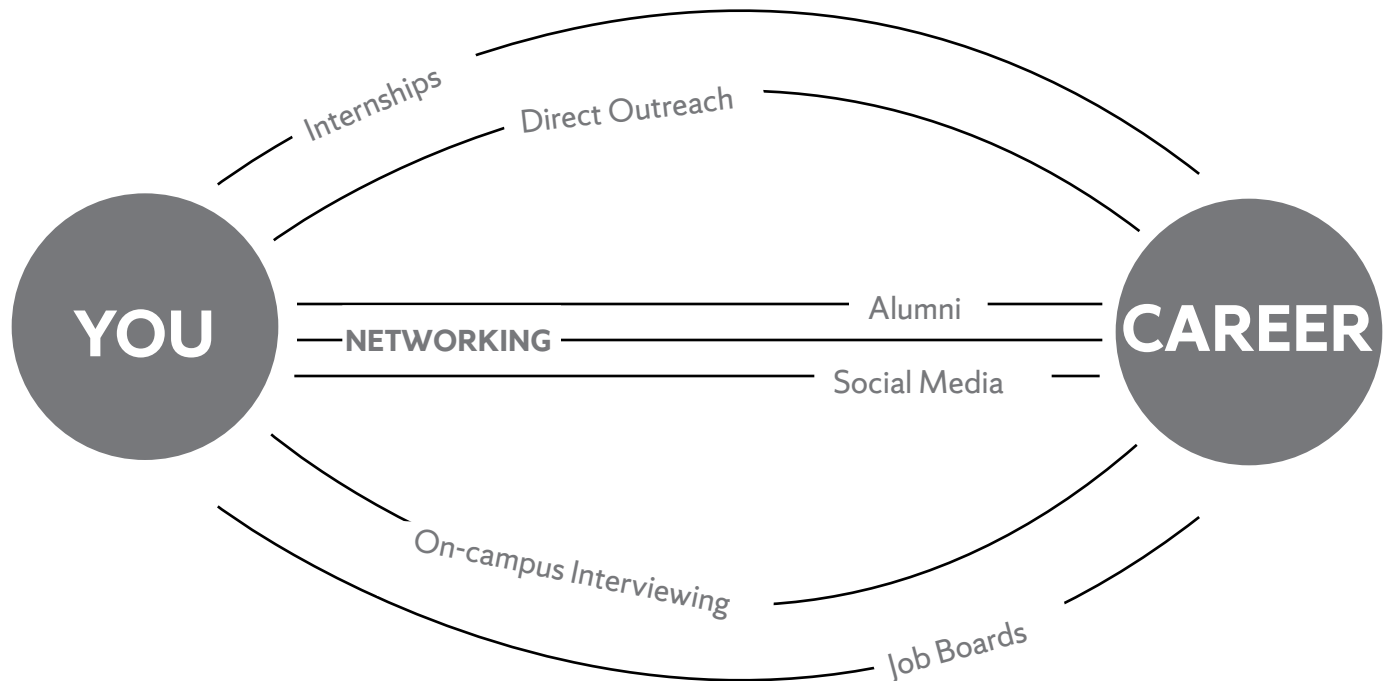
DIRECT OUTREACH

Directly identify, research, and build connections with employers hiring in your field. Alumni in these companies are good starting points.

NETWORKING

Build relationships with employers, faculty, staff, and alumni. The more people you connect with, the more likely you'll hear about potential opportunities.

ADVANCED SEARCH STRATEGIES



ESSENTIAL SEARCH STRATEGIES

ON-CAMPUS INTERVIEWING

Engaging with recruiters who come to campus for fairs, events, meet & greets, and more can help them connect your face with your name when you apply to their open positions.

JOB BOARDS

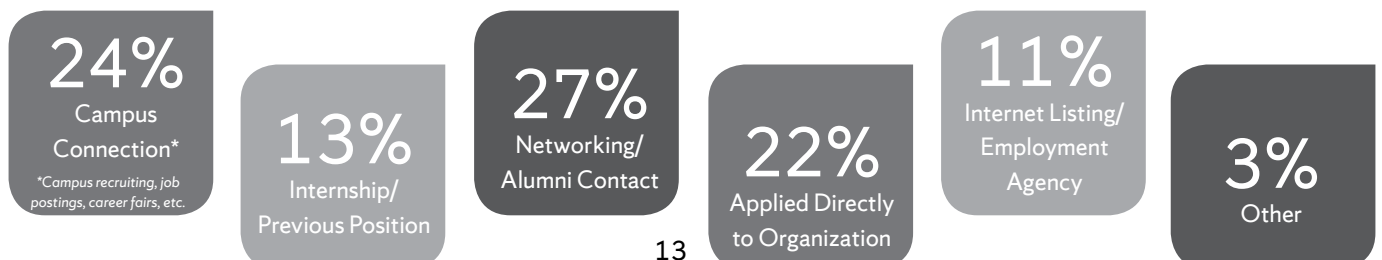
A fast way to see what is open; however, only 5 percent of open positions are shown to you. For a starting list, visit tinyurl.com/jobengines. Don't solely rely on these in your hunt.

TEMP AGENCIES

Another way to get extra experience in your industry of choice. Sometimes these opportunities end in permanent roles.

HOW STUDENTS FIND THEIR JOBS

*Class of 2016



APPLYING TO THE ACADEMIC JOB MARKET

Many Ph.D. students want to find positions as professors at colleges and universities. If this fits your ambitions, be sure to inform yourself about the process early.

How can I prepare to apply to a college or university?

First, be sure that you are making adequate progress on your dissertation. You will need to begin exploring the process of applying for jobs at least nine months before applying,

How can I prepare my materials for different types of jobs?

It's important to research departments and programs in order to find out what kind of candidate they are looking for. Become a careful interpreter of job postings! Then, adjust the emphasis of your cover letters and CV: for research positions, shift your research information earlier in both the letter and the CV. Have an excellent paragraph on your dissertation and future projects for these positions. Teaching positions require excellent descriptions of your teaching experience, teaching philosophy, and a sense that you understand what kinds of courses you would be expected to teach.

How about that teaching philosophy?

It may seem like writing a teaching philosophy is impossible: perhaps you don't have much classroom experience, or none at all! You likely do have a philosophy, though. Just think about your own experiences with good pedagogy, and most important, remember: you are creating a narrative. Focus on specific situations in which you helped a student to succeed, and tell the story in a positive way. Show how it will translate to the institution to which you are applying.

What skills are especially useful at a college or university?

In addition to teaching experience and course and syllabus development, you would increase your value by having taught an online course. The integration of technology into teaching, as well as the use of Blackboard or similar online technology, would increase your value to a college or university. Experience teaching non-traditional and diverse students is valued.

Since service to students is important, if you come with skills, such as yoga, or interests, such as photography, you could start a club or serve as an advisor to an already existing group. Faculty wear many hats!

What are some qualities of faculty who succeed at a college or university?

They are flexible generalists, even within their discipline. Successful faculty members are not adverse to "hand-holding" and otherwise dealing with the whole student. They are prepared to do whatever it takes to help students succeed.

We can review your CV, cover letter, and teaching statement.
We can also help you to prepare for an interview in a practice interview.

What should I write in my cover letter?

Think of your letter as a way of proving your fit for the school and the department. Read the job description closely and use your cover letter to persuade the search committee that you are the best person for this particular position.

Pay special attention to the kinds of courses you would be expected to teach, as well as the amount of research you would need to conduct. Speak clearly about what your dissertation project is and mention future research, especially for those research positions.

Choosing your recommenders

Line up your references early in your job search (at least three, including your advisor). Your references will need time to craft letters in order to meet your application deadlines. You will probably be expected to use Interfolio: www.interfolio.com.

Choose supportive faculty who are familiar with your work and can attest to your experience. Make sure that your recommenders can speak concretely about both your teaching and research experience. If possible, use different recommenders for different types of positions (for example, choose professors who are especially familiar with your teaching for teaching positions).

How should my CV be structured?

You should list your education first. For teaching positions, immediately follow your education with your teaching experience. You should describe this in detail, particularly noting where you have been the instructor of record, and whether you have developed your own syllabus. Don't put course numbers, just the titles. Be sure to explain how you taught the class, not just that you did so.

For research positions, your projects, publications, etc., come first. Make sure to explain your work for a general audience—not too much jargon! You can also include categories like University Service, Research Interests, Industry Experience, Awards and Honors, Conference Presentations, and many others. Be sure to attend our workshops about CVs, or make an appointment for individualized critiques.

Should I adjunct?

Whether to work as an adjunct is a complicated issue, and you should be sure to consult with your advisor to decide what's best for you. If you have taught as a primary instructor already, it may not be much of a benefit to adjunct more courses, especially considering that the pay per course can be very low. If you have not yet taught a class, teaching a course as an adjunct, either at Syracuse University or at a nearby school, can give you the experience you need.

Have an on-campus faculty interview?

Make an appointment for a one-on-one session about how to make a great impression.

MAKING THE MOST OF SOCIAL MEDIA

Social media have impacted the way we approach the internship search and job hunt. When used properly, Twitter and LinkedIn can expand your network and ability to connect with employers.

STAY PROFESSIONAL



More than 70 percent of employers do an online search of candidates during the application process. When a hiring manager Googles your name, make sure the content that pops up is professional. Here's a good tip: if you wouldn't want your grandparents seeing it, don't post it.

Google yourself every once in a while to see what shows up about you in the results. Keep an eye on your security settings on LinkedIn, Facebook, Twitter, and other social media.

Starting Point: *BrandYourself.com*—an online reputation tool, created by alumni, pushes your positive content up to the top of Google.

DEVELOP YOUR BRAND

Your brand is your reputation. It's how you want to be known. It's combining who you are, what you do, and how you do it. As you develop your brand, think about your passions, values, strengths, skills, and attributes. What industry and professional contacts do you want to develop? How do you want to convey yourself and what tools will you use?

Developing your brand is an ongoing process, and it's important to keep it consistent on paper, in person, and online. Include blog, site, or portfolio links on your LinkedIn profile and resume, if social media is relevant to the position.

Starting Point: Develop a robust LinkedIn profile, build a presence on Twitter, start blogging, build an online portfolio (you don't have to do it all). We can help you develop tools work that best for your industry and career.



REACH OUT

Social media have removed the access barriers to companies, professionals, and alumni, allowing you to reach countless people in a more informal, direct, yet still professional way. Use this to your advantage!



On Twitter, follow companies, industry professionals, and chats. On LinkedIn, follow companies you'll want to work for to stay on top of their updates and any job openings. Join your industry groups and engage in the discussions to learn from and connect with professionals in your field.

Starting Point: Determine which platforms your industry is using. If you feel comfortable using them, begin engaging.

Meet with us to discuss your online presence, fine tune your LinkedIn profile, or brainstorm ways to expand your network using social media.

COVER LETTERS

A cover letter accompanies the resume when submitting an internship or job application. It is an opportunity to infuse some voice and personality, providing an opportunity to convince an employer that you're a good fit for a position.

WHERE TO BEGIN

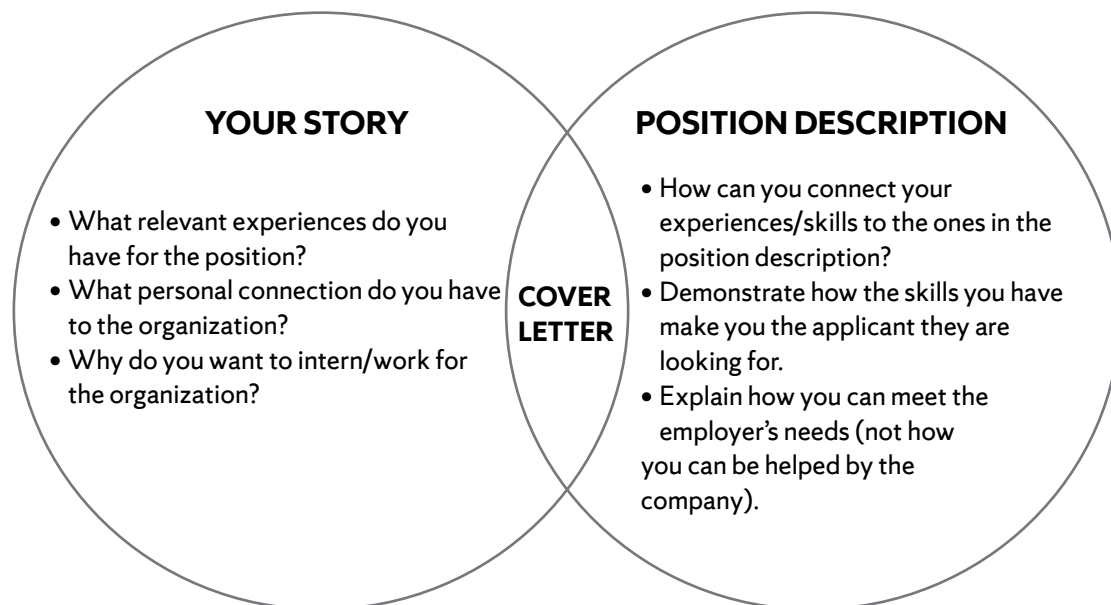
Use the job description to write your cover letter. Print out the posting and go through it with a highlighter. Mark any **skills, experience, qualifications, and key features** that resonate with you. Write your cover letter emphasizing those key skills. The cover letter is a chance to show how you match (fit) the opportunity.

The cover letter should be less than one page and easy to read. Avoid large blocks of text.

WHAT TO WRITE

Your cover letter should combine two elements: your story and the position description.

- Draw upon **previous internships, jobs, academic work, volunteering, and personal projects** to identify three to four skills that you bring to the position.
- Bridge the experience on your resume with the needs of the employer.
- Incorporate some of the key words from the job posting into your resume and cover letter as well, where you have relevant experience.



MAKE IT SHINE

Now that you have the basics of your cover letter down, really make it shine with these extra details:

- **Grab the reader's attention from the beginning** with a relevant accomplishment or detail that will differentiate you from other applicants.
- **Have a connection inside the organization?** Or, if someone directly referred you to the position, include their name (after asking them!).
- **Talk achievements, not duties.** "Recruited 85 new members for my student organization" sounds more impressive than "Responsible for the recruitment of new members."
- **How can you help the organization?** Focus on what you can contribute.
- **Every cover letter should be tailored** to reflect the needs of the position and the unique qualities that make you a good fit for the role.
- **Consistency matters!** Use the same font, size, and header in your cover letter as you used in your resume.

We can review your cover letter during 15-Minute Drop-Ins!
Stop in with printed copies of your resume, cover letter, and the job description.

JOB DESCRIPTION

GENERAL RESUME

EXPERIENCE

Center for Health and Behavior, Syracuse University, Syracuse, NY
Assistant Computer Consultant, August 2017 to present
Answered computer questions
Performed upgrades and other technical services as needed

iConsult, Syracuse University, Syracuse, NY
IT Consultant, October 2016 to present
Met with clients to understand their needs
Generated solutions and communicated them to clients

TARGETED RESUME

CONSULTING AND TECHNICAL EXPERIENCE

Center for Health and Behavior, Syracuse University, Syracuse, NY
Assistant Computer Consultant, August 2017 to present

- Troubleshoot and implement information technology solutions for faculty use
- Assist with server, website, and backup data storage maintenance and updates
- Perform system configurations, hardware, and software upgrades for 175 computers
- Provide faculty and staff with desktop support on Windows, Mac, and Linux platforms

iConsult, Syracuse University, Syracuse, NY
IT Consultant, October 2016 to present

- Provide IT and business process consulting services to local small businesses and startups
- Research and compile cost benefit and business risk analyses for recommendations
- Develop and deliver consulting recommendations to meet clients' goals and objectives

Business Analyst Summer Intern —

Company Description

The McGraw-Hill Companies is a Fortune 500 corporation with over 20,000 global employees. McGraw-Hill provides people with the information and insights needed to adapt and grow in changing times.

Business Description

S&P Capital IQ delivers in-depth intelligence across asset classes and capital structures to more than 4,200 institutions, wealth managers, and investment advisors around the world. Built on the 150-year heritage of Standard & Poor's, S&P Capital IQ brings together key capabilities in research, strategy, evaluation, analysis, data solutions, and risk mitigation under one roof. A client-centric firm, S&P Capital IQ has the institutional fortitude of over \$1 billion in annual revenue, yet is nimble enough to respond to any client request with a customized, real-world solution.

Relocation Options

New York City (all roles), Denver CO (QA only)

Position Description:

Business Analyst Summer Intern - serve as consultant in planning and coordinating project systems analysis, design and implementations. Responsible for translating business requirements into technical requirements. The role identifies, proposes and influences business solutions across multiple business customers.

Qualifications

- Computer Science, Computer Engineers, or other applicable disciplines. Non-technical applicants also considered.
- Smart, intellectually curious; ability to adapt to new technologies and learn quickly
- Detailed oriented; analytical with problem solving abilities
- Professional and energetic; comfortable working in a fast paced environment
- Strong communication skills; able to work in a team environment
- Familiarity with one or more of the following technologies:
 - C++/C# / ASP.NET / Java / PHP / SQL / MS SQL / MSSQL
 - JavaScript / AJAX / jQuery
 - SQL Server / Vertica / Solr / Lucene / Hadoop
 - Web Services / Cloud Computing
 - Understanding of data modeling logical diagrams

SAMPLE COVER LETTER

117 Comstock Ave.
Syracuse, NY 13220

← Your address

February 20, 2017

← Today's date

Mr. Thomas Anderson
The McGraw-Hill Companies
1221 Avenue of the Americas
New York, NY 10020-1095

← Employer's name and title (if available),
followed by the company's name and
address

* Not sure who is to receive
the letter? Use To Whom It
May Concern, To the Hiring
Manager, or Recruiter, in the
salutation.

Dear Mr. Anderson:

First Paragraph: Get the reader's attention. Establish a connection with the job.

After speaking with Maria Lopez, a Financial Analyst at the McGraw-Hill Companies who came to recruit at the Syracuse University Career Fair, I am enthusiastically writing to apply to the Business Analyst Summer Internship. With experience providing IT recommendations to local businesses and startups in the Syracuse area, a solid background in software engineering and customer-focused work experience, I believe I can make an immediate contribution in this internship.

Middle Paragraph(s): Persuade the reader and include examples related to opportunity.

During the past year, I have researched, compiled cost-benefit and risk analyses, and based on this information, have provided business solutions to our clients at iConsult, a company located at Syracuse University. In addition to the strong communication skills I have developed while working with a wide range of people as an IT consultant, I have a high level of proficiency applying C++ and Java, which I use on a regular basis.

I have an ongoing interest in learning new technologies; for example, I was the first student employee to resolve cloud computing issues for more than 100 architecture students across campus. I was able to educate myself in the emerging area of cloud computing and apply my analytic reasoning to identify an effective solution to the problem the students were having.

Closing Paragraph: Reiterate your message and offer thanks.

Being a self-starter, I know that I would thrive in McGraw-Hill's fast-paced, team environment. I would appreciate the opportunity to meet with you to expand on my match for this great internship. You can reach me by phone at 315.555.1234 or via email at xwu17@syr.edu. Thank you for your consideration.

Sincerely,
Xiaohu (Sam) Wu

PROCESS FOR SHOWING THE MATCH

1. Print out the internship/job/opportunity description.
2. Highlight skills, qualifications, experiences that resonate with you.
3. Enter job description into a word cloud (example: tagcrowd.com)—what are the top skills, key words, or qualities they are looking for?
4. Look through your resume. Do you have experience or skills that match what is being looked for? Expand on and emphasize them by including key words from description.
5. Identify 3-4 skills from job description to highlight and provide examples in your cover letter.
6. Proofread, proofread, proofread!

INTERVIEWING

Congratulations! Getting an interview means that the employer saw something on your resume and wants to get to know you better through an interview. It has been said that your cover letter and resume get you in the door but the interview gets you the job. The more you know about interviewing, and the better you prepare, the better you will do.

BEFORE THE INTERVIEW

What to Expect

Keep in mind throughout the interview that employers want to know four things:

- why you want the opportunity?
- can you do the job?
- will you do the job?
- will you fit the company culture?

Do Your Research

You want to be well prepared for your interview; research:

- the company;
- the opportunity; and
- how your experience and skills align with the opportunity.

Prepare & Practice

Pre-interview preparation also includes:

- preparing questions to ask in advance;
- your apparel and grooming; and,
- going through a practice interview to understand your strengths and weaknesses.

DURING THE INTERVIEW

Incorporate Your Research

Don't wait until the interviewer asks about your knowledge of the company. Incorporate your knowledge throughout the interview as you answer questions and ask your questions of the interviewer.

Questions for Interviewer

You are interviewing the employer as much as the interviewer is assessing you!

Asking strategic questions about the job, its training, advancement opportunities, its priorities, and the culture could all help you determine your fit in the organization.

Closing the Interview

Use this opportunity to reinforce your interest, your skills and qualifications, and your sense of fit in their organization.

In addition, ask what happens next in their process.

AFTER THE INTERVIEW

Follow Up

As you wrap up the interview, ask your interviewer(s) for their business card(s) to send them a follow-up thank-you email (page 23) or handwritten note within 24-48 hours.

Not many people do, so it will help you stand out among the other candidates!

References

Make sure to let your references know to expect a call or email after your interview.

Provide details of the position, names of interviewer(s), and any other information that may be helpful to your references.

Interviewing takes practice! We can help you plan your approach, prepare for questions, understand interview etiquette, and help you practice interviewing to simulate the actual experience.

Interviews take on several different forms, and it is important to be prepared for all types. There are different strategies applied to in-person interviews, phone interviews, and Skype interviews. Check out the tips below:

GENERAL INTERVIEWING TIPS

- Understand the position for which you are interviewing. Study the job description and connect your experiences to the skills the employer is looking for.
- Know your resume inside and out. Be able to draw upon your experiences and have relevant examples to answer the interviewer’s questions.
- Research the company. Check out the company’s website, social media accounts, database of articles, and talk to professionals in the industry.
- Answer the interviewer’s question and pause. Keep responses as brief as possible. Ask if more detail is desired.
- Formulate questions to ask at the end of the interview. The interviewer will ask you if you have any questions, so come prepared with at least 10 questions to ask.
- Keep your materials handy. Have your resume, the job description, and any other documents in front of you.



IN-PERSON INTERVIEWING TIPS



- Dress for success. Wear clean, neat, business-appropriate attire. Make sure your shirt, pants, and/or dress are ironed and your shoes are clean. Maintain a groomed appearance.
- Make eye contact and shake hands confidently with your interviewer. This makes a good first impression.
- Power off your mobile devices. Answering a call or text mid-interview is never okay. Avoid any distractions.

PHONE INTERVIEWING TIPS

- Choose a distraction-free, quiet location.
- Get dressed. Although sweatpants seem relaxing, you’ll be in the mind-set to have a better interview if you dress the part.
- Remember the three S’s: Speak, Sit, Smile. Speak clearly, sit up straight, and smile when you’re speaking. This will help project confidence to your interviewer.



SKYPE INTERVIEWING TIPS



- Choose a background that’s clean and neat, like a clean blank wall.
- Practice makes perfect! Familiarize yourself with Skype beforehand; make some practice calls to family and friends.
- Keep the webcam at eye level. This ensures that the camera is at a flattering angle.
- Look at the webcam—not yourself. Yes, you look great, but keep your eyes on the camera.

INTERVIEWING (CONT'D)

Although you can't anticipate every question your interviewer will ask, there are a few answers you can have prepared beforehand.

Tell me about yourself.

This is your chance to capture the interviewer's attention right off the bat. Talk about your passion for the field and tie in a relevant experience that demonstrates your interest.



Since my first year, I've immersed myself in public policy courses and extracurriculars, with a focus on literacy initiatives. Last summer, while interning with Congressman Smith in Washington, I developed strong research skills. Now, as I look toward graduation, I'm searching for a job in which I can apply my research skills and pursue my passion for increasing literacy in low-income neighborhoods.

Why are you interested in working for us?

Show that you have done your homework and have a solid understanding of the organization's culture and work. Call out certain aspects of the organization that appeal to you.



Having followed your company over the past two years, I recognize that you're a leader in using social media to promote your clients. I was particularly impressed by your Twitter campaign for Pepsi. I'm drawn to your company's forward thinking and think I would be a good fit because I am an innovative person.

Tell me about a time when... (you worked with a team.)

When a question starts with "tell me about a time," break out your storytelling skills. Use the "STAR Formula" (Situation, Task, Action, Result) to share your story and illustrate key skills related to the job.



Last semester, I worked with three brothers in my fraternity to raise money for our philanthropy. Our goal was to raise \$2,000. We used each other's strengths to divide up the work—Sean developed a fundraising website, Jim did door-to-door collecting, Mark set-up events, and I handled cold-calling. The four of us communicated effectively throughout the process, and in the end we raised \$2,800. As part of this project, I single-handedly raised \$1,100.

What is your favorite course at Syracuse?

Use a question like this to reiterate your key interests and passions that are relevant to the position.



Forensic science was my favorite course because it involved a lot of hands-on work, analysis, and calculations—the type of work experience I'd like to get out of this internship. I also enjoyed the course because many of the assignments were team oriented, which sounds like a component of this internship. Teamwork is crucial to solving problems related to forensic science.

Do you have any questions for me?

Yes you do! This shows the interviewer you're interested in the job and invested in the interview process. Keep the questions open ended, allowing the interviewer to provide expanded answers.



*What are the day-to-day responsibilities of this job?
What are the most important elements of this job?
What skills/traits are you seeking in candidates?
What are the biggest challenges of this position?
How will my performance in this role be evaluated?
What is your favorite part about working here?
What kinds of opportunities for growth exist here?
What is the next step in the hiring process?*

- ✱ Use the STAR formula (Situation, Task, Action, Result) to walk the interviewer through your story—from the situation you were presented with, the task you had to complete, the actions you took, and the end result. Leaving out one of these stages (especially the result) can lessen the impact of your story.

EMAIL FOLLOW-UP

Subject Line: Thank you for the interview

Dear Mr. Goodman:

Thank you for taking the time to interview me for the Fundraising and Outreach Intern position on Tuesday, July 12. I am excited about the possibility of working with you at the Hands Helping Paws Center. I know that my background as a veterinary student and marketing minor, along with my passion for animals, and my experience as the head of fundraising for the local ASPCA has prepared me for success in this position.

After learning more about your organization throughout the interview, and seeing the animals I will be helping, I have become even more excited about the possibility of joining the team! Through my undergraduate work and volunteer experiences, I have developed my organizational and communication skills, along with the ability to work within a team or independently. I believe these assets will add to your organization.

I am genuinely interested in this position and believe I would be a great addition to your team. If there is any further information you would find helpful in making a decision regarding my employment, please contact me.

I look forward to hearing from you.

Sincerely,
Amanda Student

Address the letter to a specific person and provide individualized information from the interview.

Thank the interviewer for their time and remind them of the position you applied for.

Provide examples of skills developed that are relevant to the position.

Restate your interest and excitement for the position.

BEST PRACTICE TIPS ...

Send the thank you note within 24-48 hours after your interview. A formal thank you note sent in a timely manner can set you apart from other candidates, since many don't send one.

Send through email or snail mail. Either option works; just remember to keep them formal.

For an extra boost you can send the email the next day and post a handwritten/typed note so the interviewer gets it within a few days.

Keep it short! Like your cover letter, keep this one short and to the point, two-three brief paragraphs reinstating your interest in the position and your main selling points.

More than one interviewer. Write a note thanking each person individually and make sure each is tailored to the individual conversation held.

Wondering how to follow up after a networking event through social media?
We can help you in a 15-Minute Drop-In or in a one-on-one meeting.

EVALUATING YOUR OFFER

You did it! The interview is done, the wait is over, and now you have a job offer! Give yourself a pat on the back **BUT** don't sign on the dotted line just yet. Read this section to help decide whether or not this is the offer you want to accept.

ASK YOURSELF

Does it fit my requirements and my career goals?

Is it work that allows me to apply my skills?

Is the work environment right for me?

Do I believe in their mission and vision?

Do their expectations fit with my lifestyle?

Does the compensation package meet my needs?

Is the salary level appropriate for the level of responsibility, the industry, and the location?

Is the job located in a city I want to live in?

Is there travel involved? If so, how much?

Salaries, benefits, compensation packages—this stuff can be tough to navigate!

Discuss your job offer with parents, advisors, or with us so that you can make the most informed decision possible. Using resources such as *Glassdoor.com* or *Salary.com* can also help you decide.

HOW TO RESPOND

Give yourself some time. After receiving the offer, ask for it in writing, as well as for some time to consider your decision. Establish a deadline with your point of contact at the organization. Although these time lines vary by the circumstances, one to two weeks is a reasonable guideline.

Negotiate terms of the offer. Salary is not the only factor to consider; health/dental/other benefits, time off, and scheduling are also appropriate to negotiate. To do this effectively, read about negotiating, and have evidence to back up your request.

ACCEPTING OR DECLINING

Accepting the offer

When you are comfortable with the offer, accept both verbally and in writing. After you accept an offer, withdraw your application from any other positions you are being considered for and **do not continue to interview**.

Rejecting the offer

Call the employer by phone to let them know that you are not accepting the offer. Express appreciation for the offer and in case they ask, have a basic response as to why you're not taking the position.

COMMON FRINGE BENEFITS

These are not guaranteed, but companies offer some or most of these to employees:

- health insurance
- prescription coverage
- dental insurance
- life and accidental death insurance
- vision insurance
- disability insurance
- educational assistance
- retirement
- paid time off/sick days
- extended illness benefit
- company paid holidays
- health savings account
- profit sharing

Other Fringe Benefits: discounts for car loans, free/reduced rate to a health club, child care or elderly care, parking reimbursement, travel or meals for business-related work, relocation, other insurance, and computers and equipment necessary for the job

✱ *Glassdoor.com* is a good resource for salary information, interview prep, jobs, and more! By going through *careerservices.syr.edu* you will have full access without creating an account.

CONNECTING WITH YOUR NETWORK

Many internships and jobs are found—directly and indirectly—through proactive networking. It’s a valuable way to meet and connect with people in your field, gaining different perspectives along the way.

WHAT DOES “NETWORKING” LOOK LIKE?

Networking can come in many different shapes and sizes. No matter how you network, all networking has one thing in common: it is about **strategically reaching out and growing mutually beneficial relationships over time.**

Effective networking includes attending guest lectures on campus, reaching out on LinkedIn, or placing a call to a former supervisor.

WHO’S IN MY CURRENT NETWORK?

You have more connections than you realize. Your family members, friends, neighbors, professors, fraternity brothers and sorority sisters, coworkers, supervisors, and acquaintances are all part of your network. When conducting your internship or job search, reach out to them. You also never know who is in their network!

HOW CAN I BUILD MY NETWORK?

Join campus student organizations and professional organizations in your industry. Attend events relevant to your career field or in the geographic location where you want to live. Don’t be afraid to strike up a conversation!

Join LinkedIn! Build a strong profile, complete with your experiences, then join ‘CuseConnect and other groups relevant to your skills and interests. Connect with people and companies that you find interesting and send them a message to get the conversation started (page 27).

WILL NETWORKING GET ME A JOB?

Networking helps you get a job eventually. It requires effort and appropriateness; it is never okay to ask networking contacts for a job. Instead, use networking as a tool to gather advice and make an impression on someone. In due time, your networking will pay off and everything will fall into place.

CAREER CONVERSATIONS

A one-on-one meeting with a professional in the field you’re interested in pursuing. Unlike a job interview, you must request the meeting and set the agenda.

Tips:

- Once you’ve found a person you’re interested in talking to, ask them to have a 20-minute phone call or in-person meeting.
- Keep an open mind. Remember—you’re trying to gather insights.
- Prepare thoroughly! Research the person’s background and their organization.
- Compile a list of at least 10 questions you’d like to ask.
- Never ask for a internship or job—that is not the purpose of a career conversation.
- Feel free to find out if this person has any other contacts who you could speak with.
- Follow up with a thank-you note—preferably handwritten.

ANATOMY OF A 30-SECOND PITCH (AKA ELEVATOR PITCH)

Do you believe in making a good first impression?

What you say in your 30-second pitch is part of making that good first impression. The truth is this: The person you are pitching to is deciding how much time to spend together. You need to tell this person as much about yourself in as few words as possible **AND** pique their interest in continuing the conversation.

Tips:

- Write out your pitch—include something interesting about yourself—not just facts.
- Practice saying it out loud.
- Practice some more until it is pitch perfect.

HOW ALUMNI CAN HELP

One of the most valuable aspects of your Syracuse experience is the extensive and orange-bleeding alumni network. They are eager to help you throughout your career journey and long after graduation.

Curious about the best ways to connect with alumni? Here's how!



Join the **'CuseConnect** group on LinkedIn. 'CuseConnect is made up of alumni who love Syracuse as much as you do. Join the group and take part in relevant career discussions, message fellow members directly (but never ask for a job outright!), and keep an eye on the "Jobs" tab for job opportunities that other members want you to know about.



Follow **@WorkingOrange** on Twitter. @WorkingOrange allows you to learn about a career path from your timeline. Follow along as alumni tweet about their jobs. Join the conversation by asking questions.

Check out **#HireOrange** on Twitter. When our alumni want to hire a Syracuse student or fellow grad, they tell us...and we tell you using #HireOrange on Twitter! Keep an eye on that hashtag for opportunities within the "Orange Family." Alumni: have a job to share? Email it to hireorange@syr.edu

Watch the career profiles on our YouTube channel, **SU Career Services**, for dozens of video profiles with our alumni. Perhaps you'll discover a career path you never knew existed!

Syracuse University
Alumni
ASSOCIATION

Join an **SU Alumni Club** where you live. Chances are there's an alumni club within driving distance. Club events offer great networking opportunities. Gather to watch a Syracuse game—and you may leave with a new job prospect! For a full list of alumni club locations, visit: syr.edu/alumni/wherelive/

Watch the **Alumni Webinar Series**, a professional and personal development series delivered by alumni, staff, faculty, parents, and industry experts. The series provides lifelong learning and continuous personal and professional development for students and alumni. Look on our website for dates of upcoming sessions.

* Alumni want to connect with you—reach out in person, via email, Twitter or LinkedIn.

LINKEDIN

Are **YOU** LinkedIn? It's an incredible networking tool that can connect you to more than 120,000 Syracuse University alumni and current students. These quick tips will help you to use the tool to your full advantage.

NEW TO LINKEDIN?

Get started by going to [linkedin.com](https://www.linkedin.com) and creating a profile. Make sure to add a profile picture and make your headline something more descriptive than "Student at Syracuse University." Perhaps you can say "Aspiring Financial Planner at Syracuse University" or "Studying Public Relations at Syracuse University."

Visit students.linkedin.com for help on filling out your profile and making it stand out.

JOIN GROUPS TO NETWORK SMARTER

Start by joining Syracuse University groups such as the Syracuse University Alumni Network, 'CuseConnect, and the group associated with your home college(s). You can start discussions and look for job opportunities. In a group, you can also search through the members and directly message alumni and other professionals who may be able to help you navigate your career path.

Ask for advice. Say you're curious to hear how they got their first job out of college.

Just be sure to never ask for a job outright.

MAXIMIZING THE ALUMNI TOOL

The alumni tool offers amazing insight into the career paths of Syracuse University alumni. You can access it by clicking the Network tab, then Find Alumni. From there, you can narrow your search results by years attended, where alumni live, where they work, what industry they're in, what they studied at Syracuse University, what they're skilled at, and more. It's a powerful way to do your research!

SAMPLE CONNECTION REQUEST

When you connect with someone on LinkedIn, make sure to personalize your request! Don't send the generic "I'd like to add you to my professional network on LinkedIn." Here's a sample:

*Hi Jessica, I met you when you spoke at Syracuse University last night and I was so inspired by your career path and advice you shared. I really appreciate your offer to look over my resume. I'd love to be part of your LinkedIn network.
Thank you! Juan*

CONNECT WITH ALUMNI ON



Our LinkedIn group connects you with more than 14,000 members—both students and alumni.

The alumni in 'CuseConnect want to connect with you to offer you career advice, help you through the internship and job process, and keep the Orange spirit alive. Once you decide to join, follow the advice on this page and you'll be making great connections before you know it!

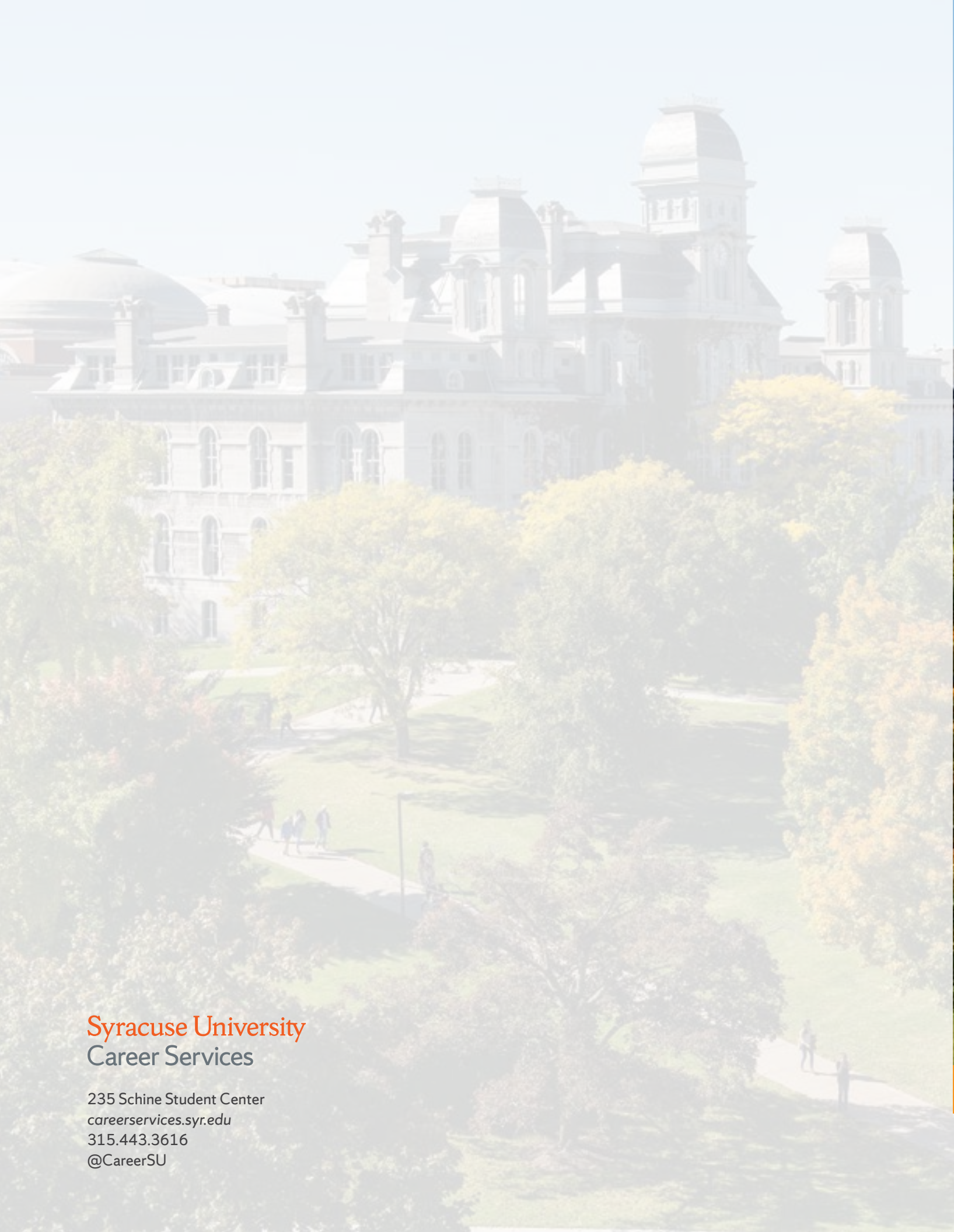
'CuseConnect gives you the opportunity to:

- Start or join discussions about all sorts of career-related topics.
- Find **#HireOrange** opps! Alumni post open positions at their companies under the Jobs tab.

And so much more.

See you in
'CuseConnect!

✳ Whenever you want to connect with someone on LinkedIn, make sure you personalize all your requests!



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Career Services

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