A Special Thank You to Our Employer Partners

GOLD
- APL
- Johns Hopkins
- NSA
- Lockheed Martin
- Northrop Grumman
- T. Rowe Price

SILVER
- Kennedy Krieger Institute
- Morgan Stanley
- Next Century

BRONZE
- Asymmetrik
- Chesapeake Bay Foundation
- Booz Allen Hamilton
- Collins Aerospace
- Freedom Mortgage
- Parsons Cyber
- PayPal
- Phoenix Operations Group
- Textron Systems
Whether you are considering graduate or professional school, seeking an internship to gain experience, or employment after graduation, your success and career satisfaction are the primary goals of the Career Center staff at UMBC.

We want to help you discover possibilities, gain experience through internships and research, and empower you to turn your strengths and interests into a meaningful career path.

The Career Guide is one of the tools that we have created to assist you with the career exploration and preparation process. In the following pages, you will find relevant and valuable information and exercises pertaining to all aspects of the internship and job search process including how to present yourself confidently in your résumés, cover letters, and interviews. Consider this your guide book to career and job search planning.

Additional resources, including thousands of jobs and internship opportunities in UMBCworks, can be found on our website: careers.umbc.edu. Our website also features a step-by-step guide to choosing and applying for graduate school.

Most importantly, take advantage of all the resources available and come visit us as you take steps toward realizing your career goals. We can help you explore your career options, weigh decisions and connect you to employers seeking to hire UMBC talent. Whatever path you choose, the Career Center team is committed to helping you with this process.

Best wishes on your career journey! We look forward to working with you.
TEAM MEMBERS

EMPLOYER RELATIONS AND RECRUITMENT PROGRAMS TEAM

Sue Plitt
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Paige Bauder
Assistant Director for Employer Relations and Recruitment Programs

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Program Assistant

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Assistant Director for Career Development

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Assistant Director
Liaison to Information Technology

Annie Weinschenk
Assistant Director for the Maryland Technology Internship Program

MTIP
CAREER CENTER
AT A GLANCE

CAREER COUNSELING AND ADVISING

• Alumni Career Services
• Career and Major Exploration Counseling
• Career Assessment Instruments
• Graduate and Professional School Preparation
• Individual Appointments and Drop-In Hours
• Practice (Mock) Interviews and Interview Prep
• Résumé, Cover Letter and CV Critiques
• Personal Statement Reviews

NETWORKING AND RECRUITING EVENTS

• Alumni Networking Programs
• Career Fairs
• Diversity Recruitment Event
• Information Sessions and Tables
• On The Road: Employer Site Visits
• On-Campus Interviews
• UMBC Connects

CAREER DEVELOPMENT PROGRAMS

• Career Month (Spring)
• Dependable Strengths Workshop
• Dining Etiquette Dinner
• Graduate School Seminar
• Building Skills for Career Success Course (PRAC 102)
• Senior Success Seminar
• Workshops by Request

Full calendar of events available at careers.umbc.edu

CAREER RESOURCES

• Career Assessments (Focus, MBTI)
• Career Guide and Informational Handouts
• Graduate School Guide
• Online Workshops
• Online Career Library (Vault and more)
• Social Media (Facebook, Twitter, myUMBC, Instagram)
• UMBCworks — Job and Internship Database
• Weekly E-newsletter

JOBS AND INTERNSHIPS

• Intern Success Practicum (PRAC 95/98/99)
• The Inside Scoop: Internship and Career Opportunity Panels
• Internship Success Conference
• Job and Internship Strategy Coaching
• Support for Academic Credit Internships
• UMBCworks — Job and Internship Database

University of Maryland, Baltimore County
1000 Hilltop Circle, Math/Psychology 201
Baltimore, MD 21250
410-455-2216
careers@umbc.edu

OFFICE HOURS
MONDAY-FRIDAY 8:30 AM-5:00 PM

Last Career Specialist appointment taken at 4:00 PM
Last internship appointment taken at 4:30 PM
Evening appointments: every other Tuesday from 5:00 PM-7:00 PM

DROP-IN HOURS
MONDAY-THURSDAY 2:00 PM-4:00 PM
AND FRIDAY 12:00 PM-4:00 PM

Résumé critiques, cover letters, overview of services
First-come, first-served 15-minutes
Last student taken at 3:45 pm

SCHEDULING AN APPOINTMENT ONLINE

Log into your UMBCworks account. Click "Schedule Appointment" on the homepage, under the "Quick Links."

CALL or VISIT US

To schedule an appointment, you can also call 410-455-2216 or stop by Math/Psychology, room 201

FOLLOW US ON SOCIAL MEDIA

facebook.com/UMBCcareers
twitter.com/UMBCcareers
instagram.com/UMBCcareers
At Northrop Grumman, you’ll have the opportunity to connect with coworkers in an environment that’s uniquely caring, diverse, respectful, and above all collaborative.

Wherever you work in the company and whatever your role, you’re united by our mission to protect the world we live in.

Let’s do the work that matters – together.

careers.northropgrumman.com

©2019 Northrop Grumman is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class. U.S. Citizenship is required for most positions. For our complete EEO/AA and Pay Transparency statement, please visit www.northropgrumman.com/EEO.
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Investing in your success.

A MEANINGFUL CAREER STARTS HERE.

Helping our clients secure their financial future is at the heart of our mission. Whether you’re student looking to gain experience while in school or a recent graduate ready to begin your career, we offer career opportunities that let you contribute to the success of others.

Explore your options, build your skills, collaborate with talented teams, and make a difference—personally and professionally.

troweprice.com/careers
ARE YOU CAREER READY?

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths, and interests. These students are Career Ready.

How do you become Career Ready? Mastering these Career Readiness Competencies will prepare you for a successful transition into the workplace.

CRITICAL THINKING/PROBLEM SOLVING
Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

ORAL/WRITTEN COMMUNICATION SKILLS
Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

TEAMWORK/COLLABORATION
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

DIGITAL TECHNOLOGY
Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

LEADERSHIP
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. Individuals are able to assess and manage their emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

PROFESSIONALISM/WORK ETHIC
Demonstrate personal accountability and effective work habits, for example, punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. Individuals demonstrate integrity and ethical behavior, act responsibly with the interests of the larger community in mind, and are able to learn from their mistakes.

CAREER MANAGEMENT
Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. Individuals are able to navigate and explore job options, understand and can take the steps necessary to pursue opportunities, and understand how to self-advocate for opportunities in the workplace.

GLOBAL/INTERCULTURAL FLUENCY
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Individuals demonstrate, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.

Adapted from the NACE Career Readiness Competencies
## EXPLORE YOUR OPTIONS

### SUGGESTED ACTION ITEMS

**CHECK OFF EACH ITEM AS YOU COMPLETE IT.**

<table>
<thead>
<tr>
<th><strong>1ST AND 2ND YEAR</strong></th>
<th><strong>3RD AND 4TH YEAR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with a Career Specialist to talk about your interests, abilities and values and take one of our career assessments. We can also help you explore majors and related career paths while developing your career goals.</td>
<td>See a Career Specialist to ensure your career path is clear and you are on the right track with your career plans.</td>
</tr>
<tr>
<td>Get involved with a campus club/organization or service-learning.</td>
<td>Polish your résumé and other job search and graduate school documents to ensure all experiences from college are included.</td>
</tr>
<tr>
<td>Check out our career exploration and development events such as Keys to Success and Get the Inside Scoop series.</td>
<td>Search and apply for internship and job opportunities through your UMBCworks account.</td>
</tr>
<tr>
<td>Create or update your résumé. View our resources in this guide and on the Career Center’s website.</td>
<td>Prepare for internship and job interviews by using the Big Interview platform on our website. You can also schedule an appointment for a practice interview (see page 84).</td>
</tr>
<tr>
<td>Do you use UMBCworks? Log on to update your account, upload your résumé, and search for job, research, internship and co-op opportunities.</td>
<td>Participate in UMBC on-campus interviews to connect with employers who visit campus.</td>
</tr>
<tr>
<td>Join our myUMBC group and social media and watch for the weekly Career Center announcements to ensure you receive the latest career information from the Career Center.</td>
<td>Land an internship, co-op or research experience and register for the Intern Success Practicum (see page 61).</td>
</tr>
<tr>
<td>Apply for meaningful summer experiences, including internships, part-time jobs, research, and co-ops.</td>
<td>Build skills through your campus club or professional organizations by taking on leadership positions.</td>
</tr>
<tr>
<td>Attend the Fall and Spring Career &amp; Internship Fairs.</td>
<td>Research industries and companies using resources on the Career Center’s website — for example, Vault.</td>
</tr>
<tr>
<td></td>
<td>Check out the events calendar on our website and seek opportunities by attending networking events such as Career Fairs, Career Month, and UMBC Connects Days.</td>
</tr>
</tbody>
</table>
The Career Center is here to help you navigate through the steps that can help you select the major or career that will be the best fit for you — self-assessment and career exploration. Whether you are thinking about choosing a major, a career field, or a graduate school, it all starts with you and who you are. Alignment between your personality, interests, values, and strengths ensures greater career success and satisfaction. Starting early allows you time to explore your options and to gain first-hand knowledge which can help to confirm your decision. Schedule a 60-minute appointment with a Career Specialist for more information on action steps to take to support your career decision making.

Before you decide on a career path, it is important to first identify your motivations, interests, and strengths. It can be tempting to jump into a major, career, or job feet first, but the most effective decisions start with thoughtful preparation. “Who am I?,” “What is important to me?,” “Where am I going?,” and “How am I going to get there?” are important questions to ask when preparing to make career decisions.

Self-assessment is one way the Career Center can support you through this process. Though there is no assessment that can make a decision for you, we offer several resources that can help you understand yourself better and provide potential career matches. Find links to the assessments by visiting careers.umbc.edu, selecting the Tool Kit and “Tools for Exploring Majors & Careers.” It can be helpful to schedule a 60-minute appointment with a Career Specialist to discuss and interpret your assessment results. Below are assessments offered by the Career Center:

**FOCUS 2: CAREER AND EDUCATION PLANNING ONLINE ASSESSMENT**

Helps to identify your interests, personality, talents and values and then plan the education and training you will need to attain your career aspirations. After taking Focus 2, you will obtain a customized report listing careers that match up to each of these areas.

**MYERS-BRIGGS TYPE INDICATOR (MBTI)**

Provides an accurate picture of your personality type. Understanding characteristics unique to each personality type provides insight on how your personality type can influence your decision making, and how you communicate and interact with others. The detailed report includes careers that match your type. You must schedule an appointment with our MBTI-certified counselors to obtain your results.

**DEPENDABLE STRENGTHS: CAREER PLANNING AND STRENGTHS WORKSHOP**

Focuses on recognizing your unique skills and strengths and articulating them to potential employers. To access your unique dependable strengths, we suggest that you attend our free Dependable Strengths™ workshop. This one-day workshop is usually offered during the winter and summer breaks. See the Dependable Strengths™ section on the Career Center’s website for registration information.
VALUES

The best career choices are ones that match your values. They represent the beliefs you have about what is important in your work and what makes it meaningful to you. When your values align with how you live and work, you tend to be more satisfied.

Consider each value listed below and indicate whether it is Always, Often, Sometimes, Seldom or Never valued. There are no right or wrong answers or better or worse values. Then take a deeper look at those things you always value and narrow it down to the top five of your most important values. See if you can even get it down to three. Which are you willing to compromise? What would a career look like that upholds your values?

<table>
<thead>
<tr>
<th>VALUES</th>
<th>CAREER OPTIONS UNDER CONSIDERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advancement</td>
<td></td>
</tr>
<tr>
<td>Aesthetics</td>
<td></td>
</tr>
<tr>
<td>Affiliation</td>
<td></td>
</tr>
<tr>
<td>Altruism/Help Society</td>
<td></td>
</tr>
<tr>
<td>Authenticity</td>
<td></td>
</tr>
<tr>
<td>Autonomy</td>
<td></td>
</tr>
<tr>
<td>Challenge</td>
<td></td>
</tr>
<tr>
<td>Change/Variety</td>
<td></td>
</tr>
<tr>
<td>Competition</td>
<td></td>
</tr>
<tr>
<td>Creativity</td>
<td></td>
</tr>
<tr>
<td>Diversity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excitement</td>
</tr>
<tr>
<td></td>
<td>Family</td>
</tr>
<tr>
<td></td>
<td>Fast-Paced/Timely</td>
</tr>
<tr>
<td></td>
<td>Financial Stability</td>
</tr>
<tr>
<td></td>
<td>Flexibility</td>
</tr>
<tr>
<td></td>
<td>Fun</td>
</tr>
<tr>
<td></td>
<td>Generating Knowledge</td>
</tr>
<tr>
<td></td>
<td>Harmony/Tranquility</td>
</tr>
<tr>
<td></td>
<td>Help Others</td>
</tr>
<tr>
<td></td>
<td>High Earnings</td>
</tr>
<tr>
<td></td>
<td>Influence People</td>
</tr>
<tr>
<td></td>
<td>Job Security</td>
</tr>
<tr>
<td></td>
<td>Leadership</td>
</tr>
<tr>
<td></td>
<td>Make Decisions</td>
</tr>
<tr>
<td></td>
<td>Moral Fulfillment</td>
</tr>
<tr>
<td></td>
<td>Personal Growth</td>
</tr>
<tr>
<td></td>
<td>Recognition</td>
</tr>
<tr>
<td></td>
<td>Status/Prestige</td>
</tr>
<tr>
<td></td>
<td>Structure/Predictability</td>
</tr>
<tr>
<td></td>
<td>Teamwork</td>
</tr>
<tr>
<td></td>
<td>Work Alone</td>
</tr>
<tr>
<td></td>
<td>Work/Life Balance</td>
</tr>
</tbody>
</table>

Rate each career option according to how congruent it is with each of your values.

3  2  ?  0  -1

Very Congruent  Congruent  Maybe Congruent  Incongruent  Very Incongruent
CAREER EXPLORATION

Learn more about the world of work and where you might fit in, drawing on what you know about yourself. Gathering information about careers related to your major or strengths is another way to determine industries that could benefit from your unique skill sets. It is difficult to determine the best fit for you if you don’t even know your options. Research is critical, but so is gaining a more personal perspective. This could be the result of an informational interview, job shadowing, volunteering, or even an internship to test the career fit. Seeing it yourself not only provides a more complete picture of what a career looks like, but it can validate whether or not you are making the right decision.

INFORMATIONAL INTERVIEWING

Informational interviewing is when you interview a professional who has a job you are considering or works for a company where you want to work. It allows you to directly connect with experienced professionals, gather information, and establish contacts in specific career fields. See the “Build Your Network” article (page 44) for more information.

LINKEDIN

Did you know that LinkedIn can be used as a resource for finding a major or career path? By exploring career paths of UMBC alumni and conducting informational interviews, it is easy to see where someone with your major or career interest has landed. You could even ask to shadow professionals at work. See the “Build Your Network” section in this Guide for additional LinkedIn tips (see page 52).

LINKS BY MAJOR

This resource provides a list of major-related websites, national organizations and job search engines. Go to the Tool Kit section of our website, then Links by Major.

MAJOR SHEETS

Learn about common paths for your major from these reference sheets that list industries and job titles related to each of the academic majors offered at UMBC. Go to the Tool Kit section of our website (Tools for Exploring Majors and Careers) to view and explore these reference sheets.

O*NET

The O*NET system serves as the nation’s primary source of occupational information, providing details about work activities, skills, required education, and more. Go to www.onetonline.org.

RESEARCHING COMPANIES

By researching companies and organizations through events, websites and literature, you can discover industries that could benefit from your unique skill sets. Refer to the “Master the Interview” section in this Guide for additional tips on how to research companies (see page 75).

UMBC ALUMNI-STUDENT NETWORKING GROUP

The UMBC Alumni-Student Networking Group on LinkedIn connects a network of active alumni volunteers to current UMBC students and other alumni in support of their career exploration and academic development (see page 54).

VAULT

Vault is a company database as well as a comprehensive career resource aimed at college students. It features Vault’s bestselling career and industry guides, videos, blogs, news and more. You can access Vault on the Career Center’s website.
Based in Annapolis, the Chesapeake Bay Foundation (CBF) is committed to Saving the Bay. For fifty years, CBF has been working toward a restored Bay through advocacy; restoration; litigation; public communications; and environmental education. Share in our vision for a restored Bay with healthy rivers and clean water; sustainable fisheries populations; thriving water-based and agricultural economies; and a legacy of success for our children and grandchildren.
**GOAL SETTING/DECISION MAKING**

*A goal without a plan is just a wish* — Antoine de Saint-Exupéry

The most effective goals are SMART — specific, measurable, achievable, relevant, and timely. This method will ensure you set detailed goals with realistic steps, timelines, and outcomes that can be accomplished.

**GOAL SETTING**

<table>
<thead>
<tr>
<th>S — Specific</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>What exactly will you accomplish?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M — Measurable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>How will you know when you have reached this goal?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A — Achievable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the goal realistic? Do you have the resources to achieve it? How will you overcome obstacles?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R — Relevant</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Why is this goal meaningful? Is it in line with your values and other goals?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>T — Timely</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>When will you achieve this goal?</td>
<td></td>
</tr>
</tbody>
</table>

Career Specialists can help you set goals, make career decisions, and create your personalized career plan. Schedule a 60-minute appointment with a Career Specialist online via UMBCworks by clicking “Schedule Appointment,” by stopping by MP 201, or by phone (410-455-2216).

Write your SMART goals down and review them regularly. If you’re focusing on concrete goals you can visualize, you’ll be more likely to accomplish them. Create a plan of action that identifies detailed steps that you will take along the way to ensure you stay on track and make progress. If the overarching goal seems overwhelming, try breaking it down into smaller, more immediate and doable components. Think about your goals each day, and with every decision you make, ask yourself if that action will take you closer to, or further from, your set goals.
WEIGHTED PRO-CON LIST

This activity can help you lay out the important factors and considerations impacting your decision. The final decision won’t always be the highest rated option; it is a process of identifying all the factors for consideration that provides the most insight into the decision making process.

ACTIVITY

1. At the top of the worksheet, list up to three options you are comparing.

2. In the left hand column, list up to 10 important factors and values impacting your decision (for example, affordability, desired location, time for social life, etc.). If you need help identifying your values, take the Focus 2 assessment available on the Career Center’s website or schedule a meeting with a Career Specialist.

3. In the “Importance” column, rate how important that factor or value is in your decision on a scale of 1-5 where 1= not very important and 5= absolutely critical.

4. In the “Probability” column, rate the likelihood that each option will fulfill the factors and values selected on a scale of 1-5 where 1= very little chance it will be fulfilled and 5= no doubt it will be fulfilled.

5. Multiply the “Importance” number by the “Probability” number and enter it into the “Subtotal” column for each option.

6. Add the subtotals for each column and enter the amount at the bottom.

7. Compare the totals for each option.

SAMPLE

<table>
<thead>
<tr>
<th>OPTIONS</th>
<th>Go to law school after graduation</th>
<th>Work 1-2 years before going to law school</th>
<th>Travel the world before law school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factors/Values</td>
<td>Importance</td>
<td>Probability</td>
<td>Subtotal</td>
</tr>
<tr>
<td>Prestige</td>
<td>3</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>My family will respect me</td>
<td>4</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>Save money</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Personal growth and fulfillment</td>
<td>5</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>Reduce current stress</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Early start on career</td>
<td>4</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>Take time to make sure law school is right for me</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTALS: 82 | 77 | 55

WORKSHEET

<table>
<thead>
<tr>
<th>OPTIONS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Factors/Values</td>
<td>Importance</td>
</tr>
<tr>
<td>Refer to page 10 for help identifying values</td>
<td></td>
</tr>
</tbody>
</table>

14 UMBC Career Guide 2019-2020
UMBC is the destination for master’s education.

Technology
Cybersecurity
Data Science
Health Information Technology
Information Systems

Engineering
Engineering Management
Integrated Product Development and Manufacturing
Project Management
Systems Engineering
Technical Management

Social Sciences
Aging Studies
Applied Sociology
Entrepreneurship, Innovation and Leadership
Industrial/Organizational Psychology
Public Policy

Education and Training
Education (MAT)
Instructional Systems Development

I can only say how lucky I am to be here. I have had the pleasure of meeting wonderful people and having an excellent set of professors, who are always ready to help me. I am fortunate to study in a world class environment which has all the resources I need to excel in my academics and in my future career.

SUHAS GOPALAPPA
‘18 M.S. ENGINEERING MANAGEMENT

CLAIM YOUR FUTURE
professionalprograms.umbc.edu
PREPARE YOUR DOCUMENTS

THE RÉSUMÉ: WHAT IS IT AND HOW TO START

Your résumé is the gateway to landing an interview for a job, internship, or graduate school. It should display your experience, skills, education and accomplishments. Résumés vary in length, but are typically one page for undergraduates and two pages for graduate students with professional experience. On average, employers spend only 5-7 seconds reviewing your résumé the first time they see it, so organization and format are key!

WHAT SHOULD I INCLUDE?

- Contact Information: Name, email, phone number, address; also include a LinkedIn address, personal website and/or a link to your portfolio (if you have them)
- Objective or Professional Summary/Profile (Optional)
- Education: College and University attendance
- Certifications and/or Training
- Licenses or Licensure
- Study Abroad or Travel
- Relevant Coursework
- Skills/Strengths: Technical, Laboratory, or Foreign Languages
- Projects: Can be from courses or personal projects related to your career interests
- Work Experience
- Leadership
- Military Experience
- Volunteer Work/Community Engagement
- Extracurricular Activities
- Honors/Awards/Achievements
- Publications and/or Patents
- Research/Professional Presentations
- Memberships/Affiliations/Professional Development

WHAT ABOUT FORMATTING?

Organize your résumé using category headings in bold. See the guidelines and sample résumés on page 20-30. Stay consistent throughout your document. This includes using no more than two fonts on the page — one for your name and category headings and another for all other text.
HOW DO I DESCRIBE MY EXPERIENCES?

You want to use action-oriented statements in bullet point form to describe your accomplishments. This means starting with an action verb and answering the following questions:

WHAT: did you do in this position?

WHO: did you work with? Did you work individually or on a team? Who did you help?

WHY: did you do what you did?

HOW: did you accomplish your tasks? Did you use specific skills, strategies, or resources?

WHAT: was the outcome of your work? Were you acknowledged for your contributions? Use numbers and percentages when possible.

Having trouble coming up with action-oriented statements?

Take a look at these examples:

- Managed the store and increased sales volume by 25% in the first six months through promotions and marketing.
- Coordinated individual programming and behavior modification plans for 8-10 children with developmental challenges.
- Built software development skills and collaborative project skills working in a team of 5-7 students to produce a PC game demo.

Entry-level Position Perfect for Students

100% Tuition Reimbursement (prorated for part-time employees)

- Flexible shifts that accommodate class schedules
- Full and part-time positions available
- If approved by professor, position may fulfill internship requirement
- Competitive salary & excellent benefits
- Opportunities for professional advancement

The Kennedy Krieger Institute’s Neurobehavioral Unit (NBU) in Baltimore, MD is an inpatient facility dedicated to assessing and treating behavior disorders in children with autism and/or intellectual disabilities. We are seeking applicants interested in helping these children reach their potential. Duties include providing patient interaction, assisting with self-care activities, implementing behavioral and educational protocols, and data collection. This is a great opportunity to learn about state-of-the-art applied behavioral analytic (ABA) therapies. Day, evening, weekend or night shifts may be available.

Please apply for the Clinical Assistant position online at www.kennedykrieger.org/careers
Keyword: Clinical Assistant I

Applicants with questions may contact Rebecca Vaitukaitis, Recruiter at Vaituk@kennedykrieger.org or by phone: 443-923-9184 EOE, M/F/D/V
SAMPLE ACTION VERB LIST

CLERICAL OR DETAIL-ORIENTED

• Approved • Arranged • Cataloged • Classified
• Collected • Compiled • Dispatched • Divided
• Ensured • Executed • Generated • Implemented
• Inspected • Monitored • Operated • Organized
• Prepared • Processed • Purchased • Recorded
• Retrieved • Screened • Specified • Systematized
• Tabulated • Validated

COMMUNICATION

• Addressed • Arbitrated • Arranged • Authored
• Circulated • Collaborated • Composed • Convinced
• Corresponded • Developed • Directed • Drafted
• Edited • Engaged • Enlisted • Formulated
• Influenced • Interpreted • Lectured • Mediated
• Moderated • Negotiated • Persuaded • Promoted
• Publicized • Reconciled • Recruited • Strengthened
• Translated • Wrote

FINANCIAL

• Adjusted • Analyzed • Balanced • Budgeted
• Conceptualized • Created • Customized • Designed
• Developed • Directed • Established • Founded
• Illustrated • Initiated • Instituted • Integrated
• Introduced • Invented • Organized • Originated
• Performed • Planned • Revitalized • Shaped

HELPING

• Assessed • Assisted • Cared • Clarified • Coached
• Collaborated • Counseled • Demonstrated
• Diagnosed • Educated • Expedited • Facilitated
• Familiarized • Guided • Motivated • Referred
• Rehabilitated • Represented

MANAGEMENT

• Administered • Analyzed • Assigned • Attained
• Chaired • Consolidated • Contracted
• Coordinated • Delegated • Developed • Directed
• Evaluated • Executed • Improved • Increased
• Organized • Oversaw • Planned • Prioritized
• Produced • Recommended • Reviewed
• Scheduled • Strengthened • Supervised

RESEARCH

• Analyzed • Clarified • Collected • Critiqued
• Diagnosed • Evaluated • Examined • Extracted
• Identified • Inspected • Interpreted • Interviewed
• Investigated • Organized • Presented
• Researched • Reviewed • Summarized
• Surveyed • Systematized

TEACHING

• Adapted • Advised • Clarified • Coached
• Communicated • Conducted • Coordinated
• Demystified • Developed • Enabled • Encouraged
• Evaluated • Explained • Facilitated • Guided
• Informed • Instructed • Persuaded • Set goals
• Stimulated • Taught • Trained

TECHNICAL

• Assembled • Built • Calculated • Computed
• Decoded • Designed • Devised • Engineered
• Fabricated • Maintained • Operated • Overhauled
• Programmed • Remodeled • Repaired • Solved
• Tested • Upgraded

MORE VERBS FOR ACCOMPLISHMENTS

• Achieved • Expanded • Improved • Initiated • Pioneered • Reduced • Sourced • Spearheaded • Transformed • Resolved
## THE DO’S AND DON’TS OF RÉSUMÉ WRITING

<table>
<thead>
<tr>
<th>Do’s</th>
<th>Don’ts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customize your résumé to match a specific job description.</td>
<td>Overgeneralize your skill set and write vague bullet points.</td>
</tr>
<tr>
<td>Focus on positive results and accomplishments.</td>
<td>Include objective statements that are generic.</td>
</tr>
<tr>
<td>Apply to multiple positions that match your career interests.</td>
<td>Use templates and tables.</td>
</tr>
<tr>
<td>Highlight specific accomplishments rather than expand on every detail of your experience.</td>
<td>Go over two pages. Most first and second-year candidates should have a one-page résumé, but this will depend on the amount of experience you have.</td>
</tr>
<tr>
<td>Determine your job search objective prior to writing the résumé and tailor your résumé to the position.</td>
<td>Mislead employers about your G.P.A., skills, or abilities.</td>
</tr>
<tr>
<td>List the most important and relevant items first (this refers to categories and individual bullet points). List items in reverse chronological order (according to dates).</td>
<td>Submit references on the same page as your résumé.</td>
</tr>
<tr>
<td>Expand on professional, volunteer, research, extracurricular and classroom experiences to show transferable skills.</td>
<td>Include routine, general office duties (for example, making copies/answering the phones) unless you are applying for this type of job — for example, an on-campus job.</td>
</tr>
<tr>
<td>Keep a consistent, easily-readable format.</td>
<td>Leave excessive white space at the bottom of the page.</td>
</tr>
<tr>
<td>Create strong, action-oriented statements about your work.</td>
<td></td>
</tr>
<tr>
<td>Proofread your work. Utilize the Career Center, friends, and advisors to help you proofread.</td>
<td></td>
</tr>
<tr>
<td>Qualify and quantify your experiences whenever possible. Include numbers and percentages.</td>
<td></td>
</tr>
<tr>
<td>Highlight key words in the industry to assist with Applicant Tracking Software (ATS) screening challenges.</td>
<td></td>
</tr>
</tbody>
</table>

Adapted from: The Damn Good Résumé Book
NAME
Address, City, State, Zip, Email, Phone

OBJECTIVE
Concise unique statement highlighting your relevant skills and/or education history and career goals in which you hope to apply or obtain in the position

SUMMARY
Two to five bullet points or a brief three to four sentence paragraph highlighting your greatest strengths and skills as emphasized in your résumé

EDUCATION
University of Maryland, Baltimore County (UMBC)
Bachelor of Science, Major
Minor and/or Certifications
GPA: (Only list if 3.0 or above. You may list your “Major GPA” if higher than your cumulative GPA).

Community College, City, State
Associate of Arts (If earned), Major
GPA: (Only list if 3.0 or above)

CERTIFICATIONS/LICENSES
Title of Certification/License
Date Received

RESEARCH, PUBLICATIONS AND PRESENTATIONS
Title of Presentation, Place/Organization Presented (Type)
Date

RELEVANT PROJECTS
• Title of Class (without course number)
• One to two bullet points about your role, actions, and results of the project; use action verbs
• Gained experience with____ to ____
• Mention what you learned from the project and who you worked with if applicable

RELEVANT COURSEWORK (OPTIONAL)
• Bulleted list of most applicable classes
• List major and minor courses relevant to the position applying
• Include no more than three lines of course work

SKILLS
Laboratory: List laboratory tools used, procedures and techniques; such as Isothermal Titration Calorimetry (ITC), Cell Fractionation, Chromatography
Computer: JAVA, HTML, Python, SQL Server, MS Visio/SharePoint
Quantitative/Analytic: Data analysis, Polymath, Minitab, MATLAB
Interpersonal: List adaptable or transferable skills

Objective statement or summary sections are optional, especially if space does not permit. It is not necessary to include both an objective statement and a summary.

If you are a first-year student, you may include work and activities from high school. Once you enter your second year, only college activities and work should be included.

Indicate where the presentation or publication was presented and what type; i.e. research poster, paper, or oral presentation.

Can group all skill types together or use subcategories.
Use subcategories to list technical skills

TECHNICAL SKILLS
Programming: JAVA, C++, C, HTML
Software: MS Office 365/2016 Suite + MS Visio/Project/SharePoint, Exchange, Group Policy

DESIGN SKILLS
Advanced: MS Office Suite, Adobe Illustrator, Adobe Photoshop
Proficient: iMovie, Adobe InDesign, Dreamweaver
Novice: Adobe Flash

LANGUAGES
Spanish (conversational), Russian (basic), French (fluent)

PROFESSIONAL EXPERIENCE
Position Title, Company/Organization, City, State
• Two to five action statements highlighting your achievements, contributions, and tangible work accomplishments

ADDITIONAL EXPERIENCE
Position Title, Company/Organization, City, State
• One to three action statements describing your work
• Highlight achievements, contributions, and tangible work accomplished

VOLUNTEER EXPERIENCE
Role, Organization
Start Date-End Date

HONORS AND AWARDS
Award, Organization
Date Received

ACTIVITIES
Role, Organization/Club
Start Date-End Date
• One to three achievement orientated tasks about your work with the organization; use action verbs

MEMBERSHIPS
Role, Organization
Date/s Involved

Activities directly related to the position applying for may also be listed under “Relevant” or “Professional Experience”

For additional sample résumés, check out our website: careers.umbc.edu.
Click on Toolkit > Samples & Downloads > Résumés/Curriculum Vitae
### FRED FINANCE

**School Address**

<table>
<thead>
<tr>
<th>1000 Hilltop Circle</th>
<th>100 Elm Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore, MD 21250</td>
<td>Jobville, MD 55555</td>
</tr>
</tbody>
</table>

**Permanent Address**

<table>
<thead>
<tr>
<th>100 Elm Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>(555) 555-5555</td>
</tr>
</tbody>
</table>

**FRED FINANCE**

1000 Hilltop Circle  
Baltimore, MD 21250  
(555) 555-5555  
nfinance@umbc.edu

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### EDUCATION

**University of Maryland, Baltimore County**  
BS in Financial Economics and a MBA Preparatory Certificate  
Anticipated Graduation Date: May 20xx

- Cumulative GPA: 3.35/4.0  
- Major GPA: 3.56/4.0

### RELATED COURSES

- Financial Investment Analysis  
- Portfolio Analysis and Management  
- Financial and Managerial Accounting  
- Elements of Quantitative Methods of Management  
- Essential Mathematics for Economic Analysis

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### EMPLOYMENT

**Operations Analyst (Internship)**  
Morgan Stanley (Baltimore, MD)  
**Summer 20xx**

- Exhibited excellent teamwork and problem-solving skills by successfully automating a manual process for uploading commission data from an external system format to an in-house system format
- Subsequently following our group’s presentation, assisted in the global implementation of a solution
- Developed flowcharts for various groups within Operations Risk and Control in order to improve overall efficiency and properly document group functions in compliance with federal regulators
- Analyzed the process for depositing physical securities and transferring restricted securities in order to mitigate costs
- Presented a specific range within Operations Risk and Control to senior management in order to outline the process and portray inefficiencies

**Staff Accountant (Internship)**

Marsh and McLennan Companies-Marsh LLC (Hoboken, NJ)  
**Summer 20xx**

- Performed analytical procedures and variance analysis on monthly profit and loss and quarterly balance sheet submissions
- Reviewed monthly and quarterly submissions to ensure proper recording of amounts and adherence to US GAAP
- Prepared balance sheet tax schedules for international reporting entities of Marsh LLC
- Experienced significant exposure to foreign currency translation gain/loss and related transactions through consolidation of world-wide operating companies
- Learned about both HYPERION and ORACLE reporting software

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### VOLUNTEER WORK

**Make a Difference Mentoring Program**  
Catonsville Middle School  
**Fall 20xx**

- Mentored 18-22 disadvantaged elementary school students (grades four and five) to promote academic and personal growth, while improving their overall organizational and communication skills

**Ride with Pride Program**

Maryland Council for Special Equestrians  
**Fall 20xx and 20xx**

- Assisted trainers in giving horseback riding lessons to children with disabilities

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### SKILLS

**Computer:** Microsoft Office (Excel, Access, Project, Word, PowerPoint)  
**Language:** Fluent in Spanish  
**Interpersonal:** Ability to thrive in teams and possess natural leadership qualities, eager to accept new challenges and ability to work in diversified business environments

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### MEMBERSHIPS

- Member of the National Society of Collegiate Scholars  
- Member of the Accounting Club

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### HONORS

- Awarded an annual scholarship from the University of Maryland, Baltimore County  
  America East Conference Men’s Lacrosse All-Academic Team  
  20xx-20XX  
  20xx and 20xx

### LEADERSHIP

- Lacrosse spokesman at a University of Maryland, Baltimore County Board of Visitors  
  Met guest speaker and escorted her to UMBC Admissions event  
  Accounting Club Public Relations Chair  
  20XX-20XX

- Led and collaborated with a small team to design and execute promotions for events
- Designed innovative advertising materials for events
- Participated in fundraising for HLSU and local charities
FRANCIS ENGINEER  
1000 Hilltop Circle, Baltimore, MD 21250 • 410-455-2216 • m.engineer@umbc.edu

EDUCATION
University of Maryland, Baltimore County (UMBC)  
Baltimore, MD  
Bachelor of Science, Chemical Engineering, GPA: 3.59/4.00  
Expected Graduation: May 20XX

STUDY ABROAD
UMBC Faculty-led – Climate Change in Costa Rica  
Summer 20XX

CERTIFICATIONS
Safety and Chemical Engineering Education (SAChE) Certificate Program  
May 20XX  
• Chemical Process Safety in the Chemical Process Industry

SAChE Certificate Program – Chemical Reactivity Hazards  
May 20XX

ACADEMIC AWARDS
Dottie Koh Memorial Scholarship  
February 20XX  
• Given to first-year female engineering students for demonstrating academic achievement

TECHNICAL SKILLS
Software: MATLAB, CorelDRAW, Microsoft Office (Excel, Word, PowerPoint)  
Laboratory: Bacterial culture, spectrophotometry

PROJECTS
Rapid Microbial Detection – A Survey of Sensors and Instrumentation  
Fall 20XX  
• Designed and tested a sedimentation cassette to separate red blood cells from serum  
• Assisted with building microfluidic cassettes via solvent assisted medium temperature and pressure method

Climate Change in Costa Rica – Selected Topics in Geography  
Summer 20XX  
• Collaborated with a group of four to practice participatory photo mapping, water quality monitoring, and field ecology techniques  
• Engaged with rural communities to learn about the impact of climate change on crops

RELEVANT EXPERIENCE
Research Assistant, UMBC – Baltimore, MD  
November 20XX – Present  
• Analyze the growth and pattern of Staphylococcus Aureus cells to better understand molecular mechanisms of cell adhesion  
• Evaluate formation of biofilms using confocal microscopy and imaging software

Fellow, Food and Drug Administration – Silver Spring, MD  
June 20XX – August 20XX  
• Conducted a literature review on parameters of continuous manufacturing processes for biotechnology products and presented findings on a poster  
• Organized a spreadsheet of data from approved biological license applications

ADDITIONAL EXPERIENCE
Instructor, ClubSciKidz – Laurel, MD  
January 20XX – August 20XX  

Instructor, LET’S GO Boys and Girls – Baltimore, MD  
September 20XX – December 20XX  
• Educated Kindergarten to second-grade students on topics about science and engineering  
• Performed hands-on experiments to encourage students pursue STEM related fields

LEADERSHIP/ EXTRACURRICULAR
Treasurer, Society of Women Engineers  
May 20XX – Present  

Vice President, Society of Women Engineers  
May 20XX – May 20XX  

Center for Women in Technology (CWIT) Affiliate  
Fall 20XX – Present  

Cheerleading Team  
Fall 20XX
Carla Combination
1000 Hilltop Circle, Baltimore, MD 21250 • 410.555.1234 • combination@umbc.edu

EDUCATION
University of Maryland, Baltimore County (UMBC) Baltimore, MD
Bachelor of Arts in Social Work (GPA: 4.0/4.0) Expected Graduation: May 20xx

SUMMARY OF QUALIFICATIONS
- Over eight years of progressive customer service experience in a health care environment
- Active speaker and listener, able to talk to others to convey information in a clear and concise manner
- Creative thinker, talent for applying, changing, and re-organizing ideas, while also being able to critically analyze challenging situations
- Dedicated to meeting deadlines and the needs of the organization, dependable in all aspects of the job
- High energy performer with strong organizational, interpersonal, and problem-solving skills

SKILLS SUMMARY
Client Relations
- Communicated with members and providers to furnish eligibility, benefits, claims, and authorization information
- Gained experience working with diverse groups of people
- Verified HIPAA regulations prior to releasing PHI on a member or provider
- Accurately documented intake information in database
- Directed members to providers or local other resources
- Quickly learned medical terminology, both medical and mental health, in addition to ICD-9 and CPT codes
- Received recognition from supervisors, members, and providers for exceptional customer service

Communications
- Collaborated between departments to solve member or provider issues
- Communicated effectively with clients, management, other departments, and co-workers
- Interacted with members and providers; de-escalated irate callers and callers in emotional crisis
- Used excellent listening skills which allowed members to feel at ease when discussing personal concerns
- Wrote monthly status reports detailing client concerns, follow-up procedures and outcomes

Organization
- Received monthly awards for maintaining above average standards of 85% availability, 98% quality assurance and perfect attendance which resulted in monthly bonuses and the opportunity to tele-commute
- Created and maintained weekly reports for staff and managers which increased call resolution
- Updated and maintained website improving communication within the department

Leadership
- Taught Sunday School class (6-7 year-olds) and Wednesday night youth group (8-12 year-olds)
- Directly supervised and mentored five foster children ranging from toddlers to adolescents
- Managed family daycare to include scheduling of daily activities, implemented lesson plans, prepared meals, and conducted parent meetings
- Served as advocate at IEP meetings twice a year

Computer
- SPSS, MS Office 2010 (Excel, Word, Access, PowerPoint)

VOLUNTEER EXPERIENCE
Teacher, Highway Church School, Baltimore, MD 09/xx–Present
Volunteer, Pat and John Smith – Foster Parents, Baltimore, MD 12/xx–Present

WORK EXPERIENCE
Customer Service Representative (Telecommuter), Johns Hopkins HealthCare, Glen Burnie, MD 02/xx–Present
Customer Service Associate, Magellan Behavioral Health, Columbia, MD 02/xx–01/xx
Message Center Specialist, Sears N.E. Regional Routing Office, Columbia, MD 12/xx–02/xx
Help Desk Analyst, T. Rowe Price (contract), Owings Mills, MD 09/xx–10/xx
Daycare Owner, A Home Away From Home Family Daycare, Baltimore, MD 07/xx–07/xx
Technical Support Specialist, TEKSystems (contract), Linthicum, MD 01/xx–04/xx
Technical Support Specialist, Legg Mason, Baltimore, MD 08/xx–11/xx
Marisol Media
1000 Hilltop Circle, Baltimore, MD 21250 • (410) 123-9876 • mm29@umbc.edu

EDUCATION
University of Maryland, Baltimore County (UMBC), Baltimore, MD May 20xx
Bachelor of Arts and Certificate of General Honors, Magna Cum Laude
Double Major: Media and Communications Studies, Cultural Anthropology
GPA: 3.91/4.00
Worked 20 hours per week as a full-time student

STUDY ABROAD
Massey University, Auckland, New Zealand ISEP Study Abroad Semester Spring 20xx

AWARDS and HONORS
President’s List Spring 20xx – Spring 20xx
University of Maryland, Baltimore County Centennial Scholarship 20xx
Invitee of Golden Key Honors Society
One of three students awarded by the faculty of the Media and Communication Studies Department for academic excellence and significant contribution to the enrichment of University life

RELEVANT EXPERIENCE
Artichoke Art Studio, Gaithersburg, MD – Art Teacher December 20xx – Present
• Instruct young children between the ages of 4 and 18 in a variety of art techniques, including drawing, painting, sculpting, and sewing
• Help children younger than 15-years-old produce artworks that exercise their creativity and motor skills and guide older students in creating works for their portfolios

The Private Museum, Singapore – Intern July 20xx – August 20xx
• Worked full-time on two art exhibitions; wrote press releases and exhibition synopses for publication in brochures; researched artist biographies; conducted an interview with Cai Heng, a Chinese artist
• Planned two exhibition set-ups and contacted various media outlets to advertise and publicize events in local newspapers and magazines

OTHER EXPERIENCE
Self-Employed, Rockville, MD – Private English Tutor November 20xx – Present
• Conduct weekly private tutoring sessions in English and writing to two elementary and middle-school-aged children in their homes; help them with academic essays and to improve their writing skills
• Contribute to the significant improvement in their grades from C’s to A’s and B’s

UMBC Campus Information Center, Baltimore, MD – Desk Staff October 20xx – May 20xx
• Ensured that desk operations were in order by providing accurate information about the University
• Answered phone calls, carried out ticket sales for student events, operated the Lost and Found, and thoroughly responded to all questions and inquiries from customers

Zycraft Pte Ltd., Singapore – Administrative Assistant August 20xx – February 20xx
• Processed financial and administrative paperwork for the company; organized special company events

SKILLS
Computer: Proficient in Microsoft Word, and Excel; Advanced in PowerPoint
Language: Fluent in Mandarin (speak, read, write, translate)
Joe Junior Leader
1000 Hilltop Circle, Baltimore, MD 21250
joelead1@umbc.edu • (410) 455-XXXX • LinkedIn: (shortened URL)

SUMMARY
Proven leader seeking to continue developing business and IT skills through an internship opportunity with a quality large scale business.

EDUCATION
University of Maryland, Baltimore County, Baltimore, MD
Bachelor of Arts in Business Technology Administration
December 20XX
Honors: Dean’s List
GPA: 3.7/4.0

SKILLS
• Visual Basic.NET
• Relational Database Design, MS Access and SQL
• Statistics and Probability, Java, HTML, SQL, VPNs, Switches, IDSs
• Microsoft Office 2010 Professional (Excel, PowerPoint, Access)
• Public speaking

EMPLOYMENT HISTORY
Career Peer Advisor, UMBC Career Center, Baltimore, MD
August 20XX-Present
• Assist about 100 students each semester with resumes and cover letter development; demonstrate job search software
• Present 10 to 15 workshops and seminars each semester to groups of up to 100 students (all levels) in class rooms and residential facilities

Summer Compliance Intern, LG Capital Management, Owings Mills, MD
July 20XX-August 20XX
• Created over 150 directories, and over 300 forms, lists, trackers, checklists, and memorandums in support of transition from state to SEC regulation and oversight
• Performed daily trade reconciliations

AFATDS Specialist, United States Army, Fort Riley, KS
August 20XX-April 20XX
• Trained, coached, mentored, and evaluated soldiers in tactical and technical skills
• Supervised up to six soldiers in various daily tasks
• Established and managed wireless local area and metropolitan area networks over encrypted radio channels
• Provided physical protection and security for a variety of high-ranking military leaders in austere environments
• Conducted convoy and dismounted operations including experience as a bodyguard
• Developed and produced intelligence reports with distribution throughout Iraq combat area
• Wrote route and site reconnaissance reports for patrols operating within a 2,000-square mile area
• Supervised the authorized entry of up to 300 vehicles and 1200 pedestrians per hour at the International Zone in Iraq with zero security breaches or emergencies
• Operated within a three-man personnel action center to manage a physical filing system for up to 220 personnel
• Scheduled training and updated company personnel documents on Defense Training Management System

MILITARY TRAINING
Company Intelligence Support Team
August 20XX
Warrior Leadership Course, with Honors
May 20XX
Defense Training Management System (DTMS)
May 20XX

ORGANIZATIONAL INVOLVEMENT
Information Systems Security Association, Member
October 20XX-Present
Information Systems Council of Majors (ICOM), Member
April 20XX-Present
UMBC Cyber Defense Club, Member
January 20XX-Present
Veterans Student Association, President
June 20XX-Present
UMBC Debate Club, Member
February 20XX-Present

INTERESTS
Discovering new concepts, social philosophy, structuralism, international politics, automation, leadership, research and analysis, debate
JORDAN NEEDSAJOB
1000 Hilltop Circle, Catonsville, MD 21250 · (410)-209-XXXX
j.needsajob@umbc.edu

EDUCATION
University of Maryland, Baltimore County, Baltimore, MD Expected: December 20XX
Bachelor of Science in Information Systems, GPA: 3.77/4.0
Community College of Baltimore County, Catonsville, MD September 20XX - May 20XX
Major: Information Systems, GPA: 3.52/4.0

SUMMARY OF QUALIFICATIONS
• Skilled user of Microsoft Office Suite- Word, Excel, PowerPoint
• Over four years of progressive customer service experience
• Ability to work effectively on a team
• Dedicated to meeting deadlines and the needs of the organization
• Strong organizational, interpersonal, and problem solving skills
• Fluent in Spanish (speak, read, write, translate)

CUSTOMER SERVICE EXPERIENCE
Customer Associate, Whole Foods, Baltimore, MD September 20XX - May 20XX
• Delivered excellent service to 50-100 customers daily by presenting a friendly demeanor, and assuring all questions were answered promptly and accurately
• Communicated effectively with three supervisors regarding inventory and customer issues
Sales Associate, JC Penney, Columbia, MD June 20XX - September 20XX
• Persuaded customers to buy based on personalized service and quality and met sales goals early
• Utilized time management skills while opening and closing the store within time constraints
• Collaborated with six team members to achieve sales and unit per transaction goals

LEADERSHIP EXPERIENCE
Vice President, Information Systems Council of Majors, UMBC September 20XX - Present
• Collaborate with clubs, faculty, staff, and area employers to sponsor career events
• Organize logistics for trips including: timeline, transportation, and budget
• Manage a $1,000 annual budget, keeping track of expenses via an Excel spreadsheet
Event Coordinator, Information Systems Club, CCBC September 20XX - May 20XX
• Facilitated and coordinated meetings with members and leaders of the group
• Researched industry-relevant topics and outreached to speakers

AWARDS/HONORS
• Dean’s List (3.75+ GPA) Spring 20XX
• UMBC Centennial Scholarship 20XX
• Invitee of Golden Key Honors Society 20XX

RELATED COURSEWORK
• Fundamentals of Marketing
• Project Management
• Business Management
• Intro to Computer Systems
STEPHEN SCIENTIFIC
1000 Hilltop Circle, Baltimore, MD 21250 ■ 410-555-1234 ■ ssscientific@umbc.edu

OBJECTIVE
An entry-level position as a Biochemical Laboratory Assistant with an emphasis on research lab procedures and clinical trial documentation.

EDUCATION
University of Maryland, Baltimore County
BS, Biochemistry and Molecular Biology; GPA: 3.71/4.00, Major GPA: 3.94/4.0
Worked 20 hours per week as a full-time student

HONORS AND AWARDS
UMBC Honors College, Dean’s List
Golden Key Honor Society
Phi Kappa Phi

CERTIFICATION
CPR and Advanced First Aid (Expires May 20xx)

RELEVANT COURSEWORK
Introduction to Biology Laboratory
Introduction to Chemistry Laboratory

SKILLS
Laboratory: Western Blotting, Pipetting Techniques, Agarose Electrophoresis, DNA Extraction and Purification, Polymerase Chain Reaction, Thin Lay Chromatography, Bacterial Gene Transformation, Gel Electrophoresis
Computer: SSPS, BASIC, Microsoft Office: Word, Excel, PowerPoint
Languages: Arabic (fluent)

RELEVANT EXPERIENCE
Johns Hopkins School of Medicine
Research Intern
• Conduct research for a phase three clinical trial for a novel leukemia drug course
• Characterize HMGI expression in colon cancer and leukemia patient samples before and after treatment

Chesapeake Protein Expression and Recovery Laboratory
Research Intern
• Conducted research using DsRed as a measure of protein expression in recombinant organisms
• Used molecular biology techniques to characterize the expression and purification of the fluorescent protein, DsRed

ADDITIONAL EXPERIENCE
Catonsville Gourmet
Server
• Demonstrate commitment to extraordinary customer service; able to work as a proactive self-starter
• Train four to eight new employees; possess effective communication skills; demonstrate excellent time management abilities

EXTRACURRICULAR ACTIVITIES
Biochemistry Council of Majors, UMBC
President
• Prepared meeting agendas, worked closely with faculty members to develop discussion topic

Freedom Alliance, UMBC
Treasurer
• Managed accounts and led fundraising efforts, raising over $8,000
Tanya Techy
1000 Hilltop Circle, Baltimore, MD 21250 | 410-455-2216 | tech@umbc.edu | www.linkedin.com/tanyatechy

EDUCATION
University of Maryland, Baltimore County (UMBC) Baltimore, MD
Bachelor of Science in Information Systems, GPA: 3.6/4.0 December 20xx
Honors: Dean’s List
Howard Community College Columbia, MD
Associate of Arts in Information Technology – Web Development, GPA 3.4/4.0 May 20xx

SKILLS
Hardware Virtual Servers, VPN, Firewall
Operating Systems Windows 7/10/vista/XP/Mac OS
Programming HTML, JavaScript, SQL, MySQL, Java, PHP
Networking Configure Firewalls, VPNs
Software JGrasp, Microsoft Office (Word, PowerPoint, Excel)
Foreign Languages Spanish (conversational)

PROJECTS
Management in Information Systems December 20xx
• Collaborated with a team to determine a business plan for a restaurant seeking to improve overall performance.
• Recommended a POS terminal, VOIP headset, and Squarespace to improve efficiency of operations.
Protecting the Virtual Office – Final Project May 20xx
• Worked with a team of four students to reconfigure the network of an expanding business to prevent any attacks.
• Eliminated vulnerabilities by applying patches, a firewall, and securing the Wi-Fi.
Mobile Design and Development Principles – Final Project May 20xx
• Created an interactive app for a preschool on an Android platform using Java.
• Incorporated a login and several display screens within the app, allowing parents and teachers to access student information.

ACADEMIC COURSEWORK
Management Information Systems Applied Calculus Introduction to Programming
Advanced JavaScript Developing for the Web Macroeconomics
Writings in Information Systems Introduction to Java Accounting I/II

WORK EXPERIENCE
Children’s Manor Montessori School, Floater, Ellicott City, MD June 20xx-April 20xx
• Demonstrated flexibility and adaptability by monitoring 10-15 students (first through seventh-graders).
• Communicated professionally with parents, teachers, and administrators.
Sweet Frog Premium Frozen Yogurt, Supervisor, Ellicott City, MD October 20xx-June 20xx
• Showed time management skills by opening and closing the store in an efficient manner.
• Used problem-solving skills during busy shifts, including resolving any issues related to both employees and customers.

EXTRACURRICULAR ACTIVITIES
Participant, HackUMBC April 20xx
• Worked with a team of three seniors in a 24-hour time period to create an iOS/Android application.
Member, Information Systems Council of Majors (Secretary) January 20xx-Present
**Jane Smith**

**6547 Bowman Street**
**Baltimore, MD 06074**
**410-455-XXXX**
**jsmith1@umbc.edu**
**www.behance.net/jsmith12435**

**E D U C A T I O N**

**B.A., Media & Communication Studies**
University of Maryland, Baltimore County
Capstone: Gentrification & Displacement in Baltimore City
Expected Grad Date: May 20xx

**A.A., General Studies**
Montgomery College
Grad Date: Dec 20xx

**T E C H N I C A L  S K I L L S**

Adobe Photoshop
Adobe Lightroom
Adobe Premiere Pro
Adobe Audition
Final Cut
SPSS Statistics
Microsoft Office Suite

**A W A R D S**

Urban Arts Leadership Program 20xx Fellowship Graduation
United States Senate
Certificate of Recognition
Mayor, City of Baltimore
Certificate of Completion
Greater Baltimore Cultural Alliance

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**W O R K  E X P E R I E N C E**

**Grant and Development Intern, Spotlighter Theater, Baltimore, MD**
August 20xx - December 20xx
- Provided administrative support to the Executive Director, including organizing financial records, answering phone calls, and processing mail.
- Consolidated letters and answered phone calls reaching out to community partners seeking their assistance in our capital campaign.
- Coordinated community partnership activities contributing to campaign funds.
- Monitored and updated the donor database records with profile information.
- Conducted web-based research searching for potential donors and community partners.

**Head Intern, Maryland TESOL National Convention, Baltimore, MD**
February 20xx - June 20xx
- Collaborated with the president of Maryland TESOL and strategically planned a cultural art exhibition which displayed the experience of immigrants and refugees in Maryland.
- Developed partnerships with visual artists and organizations.
- Assembled contracts to protect Maryland TESOL and the visual artists from conflict of payment, damages, stolen artworks, and ownership.
- Arranged meeting with over 100 artists prior to exhibition to discuss inventory and any details regarding the exhibition and/or convention.

**Urban Arts Leadership Program Fellow, Greater Baltimore Cultural Alliance, Baltimore, MD**
October 20xx - June 20xx
- Participated in intensive leadership, networking, and professional training.
- Engaged in workshops on racial justice and strategic planning.
- Practiced essential skills such as grant writing, community engagement, and financial bookkeeping.
- Served as an art administrator fellow for five months at Jubilee Art, a nonprofit cultural art institution.

**Research Assistant, Towson University, Towson, MD**
May 20xx - July 20xx
- Conducted social research utilizing anthropological research methodologies and various media platforms.
- Gathered quantitative and qualitative data about topics affecting different parts of Baltimore City.
- Collaborated with my teammates and compiled collected data into a written ethnography, photo essay, video documentary, and audio documentary.
## RÉSUMÉ CRITERIA

### Presentation/Format

<table>
<thead>
<tr>
<th>Description</th>
<th>MEETS CRITERIA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy to read; not too crowded</td>
<td></td>
</tr>
<tr>
<td>Ordered effectively — most important categories/information are listed first; reverse chronological order is used when items are dated</td>
<td></td>
</tr>
<tr>
<td>Length (one full page ideal; if two pages, text fills at least half of second page)</td>
<td></td>
</tr>
<tr>
<td>Standard fonts of 10.5 pt. or larger are used, but no larger than 12 pt.</td>
<td></td>
</tr>
<tr>
<td>Uses consistent formatting (i.e., bolding all job titles, listing all dates the same way)</td>
<td></td>
</tr>
<tr>
<td>Résumé template not used; résumé is tailored to the individual</td>
<td></td>
</tr>
<tr>
<td>Strengths are clearly highlighted</td>
<td></td>
</tr>
</tbody>
</table>

### Grammar/Spelling

<table>
<thead>
<tr>
<th>Description</th>
<th>MEETS CRITERIA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error-free and consistent use of grammar (i.e., periods or no periods at the end of descriptions)</td>
<td></td>
</tr>
</tbody>
</table>

### Objective (Optional)

<table>
<thead>
<tr>
<th>Description</th>
<th>MEETS CRITERIA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>States position and industry sought</td>
<td></td>
</tr>
<tr>
<td>Focuses on candidate’s strengths and employers’ needs</td>
<td></td>
</tr>
</tbody>
</table>

### Education Section

<table>
<thead>
<tr>
<th>Description</th>
<th>MEETS CRITERIA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes UMBC, degree, anticipated graduation date, major, minor or relevant area of focus</td>
<td></td>
</tr>
<tr>
<td>Includes only relevant educational experiences (typically high school and transfer institutions are not included); if multiple schools are included, they’re listed in reverse chronological order</td>
<td></td>
</tr>
<tr>
<td>Overall and/or major/upper level 3.0+ GPA included; select honors may be included</td>
<td></td>
</tr>
<tr>
<td>Includes work statement, if applicable (i.e., Worked 20 hours/week as a full-time student)</td>
<td></td>
</tr>
<tr>
<td>Lists a few, select relevant courses, if applicable (use no more than three lines)</td>
<td></td>
</tr>
</tbody>
</table>

### Experience Section(s)

<table>
<thead>
<tr>
<th>Description</th>
<th>MEETS CRITERIA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance of each experience/how it supports the objective is clear (i.e., not just a job description or responsibilities but detailed accomplishments, strengths and skill development)</td>
<td></td>
</tr>
<tr>
<td>Bullet point descriptions begin with strong action verbs and use the correct/consistent tense</td>
<td></td>
</tr>
<tr>
<td>Proper format — includes job title, employer/organization, dates, city/state</td>
<td></td>
</tr>
<tr>
<td>Relevant/similar experiences are grouped together (i.e., separate sections for Relevant Experience and Other Experience) and may include paid and non-paid experiences (for example, volunteer, internships, campus involvement)</td>
<td></td>
</tr>
<tr>
<td>Within each section, information is in reverse chronological order</td>
<td></td>
</tr>
</tbody>
</table>

### Skills Section

<table>
<thead>
<tr>
<th>Description</th>
<th>MEETS CRITERIA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant skills (e.g., field-specific, technical, transferable) are highlighted, possibly subcategorized</td>
<td></td>
</tr>
<tr>
<td>Listed skills are backed up/proven throughout résumé</td>
<td></td>
</tr>
</tbody>
</table>

### Résumé Content

<table>
<thead>
<tr>
<th>Description</th>
<th>MEETS CRITERIA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content is relevant; supports objective of the résumé</td>
<td></td>
</tr>
<tr>
<td>Strengths and value to offer employer are clear and supported; focuses on the employer’s needs</td>
<td></td>
</tr>
<tr>
<td>May include a Summary of Qualifications or Profile section</td>
<td></td>
</tr>
<tr>
<td>Additional categories/information (for example, Honors, Activities, Leadership, Professional Memberships, Community Engagement) are included, if applicable</td>
<td></td>
</tr>
<tr>
<td>References are not listed in the body of the résumé</td>
<td></td>
</tr>
</tbody>
</table>
CURRICULUM VITAE (CV)

A curriculum vitae (Latin for “course of life”) is a comprehensive description of your academic credentials and scholarly achievements. It differs from a résumé, which focuses on relevant industry experience. For graduate students who are pursuing careers in academia or research, a CV is a necessary document. The CV is most commonly used by doctoral students, however Master’s students may also be asked to submit a CV for research or teaching positions. Many graduate students have both a résumé and a CV.

HOW LONG SHOULD MY CV BE?

CVs for current graduate students are approximately three pages long; for more experienced individuals, the CV can be multiple pages long.

HOW SHOULD I ORGANIZE MY CV?

There is no set order in which to list your information. Consider the relevancy of the information to the requirements of the position you seek and list the most pertinent sections first. Academic positions are highly competitive — the initial CV review is 20-30 seconds, so the key is clear organization!

WHAT SHOULD I INCLUDE?

Your CV should showcase the depth and breadth of your accomplishments and contributions. The following information can be included:

- contact information – name, personal address, phone, email
- education – degrees, awarding institutions, dates of completion
- dissertation/thesis title(s) – names of advisor(s)
- professional affiliations/memberships – include description of service/leadership roles
- research and teaching interests – provide summary
- skills – may include languages, laboratory, computer
- publications – comprehensive list
- honors, awards – fellowships, grants (include dates awarded)
- activities/involvement/service – to your current institution (committees such as the SGA)
- conference presentations (including dates)

Different disciplines may require additional sections, such as “Performances” (performing arts), “Film Production Highlights” (for example, MFA). Consult with your advisor and other faculty to learn about conventions for your specific field.

ADDITIONAL ONLINE RESOURCES

Search the Chronicle of Higher Education’s online archives for advice about CVs.

Look for the CVs of faculty members at UMBC; often they are accessible online.

Check out “Academia.edu.” Make a free account and access a variety of resources for your CV.

grant writing/proposals
professional certifications
-teaching experience
research experience
-search committees
-patent disclosure(s)
BILLIONS OF SOCIAL POSTS. COUNTLESS LINES OF CODE. SECURITY VULNERABILITIES.

Imagine yourself addressing these digital intelligence challenges with the world’s most advanced technology. Not only that, but your work is contributing to America’s security. In the CIA, you will be part of a diverse team of the best and brightest cyber experts – designing and building the offensive and defensive tools to enable missions that keep our country safe.

How will you help shape the CIA’s digital future?

For additional information and to apply, visit: cia.gov/careers
WHY US?
We’re building a group of bright, driven, and diverse talent to address our customers’ and country’s needs. If you’re a self-starting problem solver who is hungry to innovate and collaborate as a member of our growing team, apply to one of the openings on our jobs page.

OUR CULTURE
Empowering our team to work toward personal goals makes us stronger as a whole. With an emphasis on personal growth, our entrepreneurial-minded team values collaboration and trust, while working together toward our common goal of Arming the Analyst.

BENEFITS
- Medical, Dental, Prescription, LTD/STD, Life and Vision
  100% premium paid
  $1,000 toward HSA or upgraded medical plan
- 401(k) Retirement Plan
  We offer employees a 10% contribution of their salary, immediately vested
- The Latest Equipment
  A Mac or PC laptop designed to your specifications (up to $3,300)
- Paid Vacation
  Full-time employees earn four weeks (20 days) of PTO per year
- Open Source Program
  Annual bonus for participation in open source development projects
- Holidays
  Enjoy ten Federal holidays off per year
- Professional Development
  Up to $5,000 toward certification programs, training and conferences
- Recurring Referral Bonus
  Recurring bonus each year your referral stays with Phoenix
- Timely Award Program
  Recognizes and remunerates outstanding individual and team accomplishments
- Whitepaper and research awards up to $4,000
- Birthday
  We want to wish you a happy birthday with a paid day of vacation!
- Paid Vacation
  We offer employees a 10% contribution of their salary, immediately vested

GIVING BACK
Ava’s Flavas raises charitable funds to provide ice cream to pediatric hospital units and monetary donations for medical research, pediatric oncology wards, and disadvantaged families affected by childhood cancer.

BIG DATA APPLICATIONS
- NoSQL with Elasticsearch and Accumulo
- Streaming Analytics with Spark and Storm
- Batch Analytics with Hadoop MapReduce
- Machine Learning and Data Science Tools

CLOUD INFRASTRUCTURE
- Amazon Web Services (AWS)
- Docker / VM Provisioning
- Puppet & Ansible Automation
- Linux Administration

MISSION DOMAINS
- Defensive Cyber Operations
- Cyber Situational Awareness
- Multi-INT Fusion and Exploitation
- Combating Weapons of Mass Destruction

AWARDS
- 2016 Maryland Incubator Company of the Year for Best Big Data / Data Analytics Company
- Baltimore Business Journal 2017 Best Places to work

US Citizenship Required For Employment | PHOENIX-OPSGROUP.COM | 433.252.2151 | CAREER@PHOENIX-OPSGROUP.COM
GETTING STARTED WITH A COVER LETTER

The purpose of a cover letter is to ignite an employer’s interest in you as a candidate. This is your opportunity to elaborate on your expertise and experience and show the employer that you are the best match for the opportunity. Each cover letter is tailored to the organization and position. No two cover letters should look the same! Analyze the position description carefully, pick out key phrases and infuse them into your document. Try to match your letter to the requirements point by point by emphasizing key parts of your résumé.

BUSINESS LETTER FORMAT

Your Street Address  
City, State, Zip  
Date of Writing  
Ms. Jane Doe  
Job Title  
Company  
Street Address  
City, State, Zip  
Dear Ms. Doe: (If unknown, write “Dear Hiring Manager”)  

First paragraph: Attract the employer’s interest by briefly touching on your specific interest in the company and/or position and showing you have researched the company. If you have been referred by someone or met a recruiter at a career event, here is where you mention it. You want to convince the reader that you are interested in them by clearly explaining why you want to work for them and how you would contribute to the organization — your last sentence of the first paragraph should be a loose thesis statement about why you are a strong candidate.

Second (and possibly third) paragraph: Select a few examples of your experiences, skills, and qualities that match the position and show how you are uniquely qualified. You can write about a related class, extracurricular activity, volunteer, academic or work experience. This is the place to “tell your story” and show what you bring to the table.

You can refer to key aspects of the résumé which relate to the job or employer, but do not simply list items from your résumé. A cover letter should build on the résumé, not restate it!

Closing paragraph: Reiterate your interest and enthusiasm for the position. Request an interview and indicate how and when you can be contacted. Suggest that you will call to discuss interview possibilities. Thank the reader for their consideration.

Sincerely,  
(Handwritten signature if mailed or electronic signature if emailed)  
Your name typed
TIPS FOR CREATING A WINNING COVER LETTER

1 MATCH, BUT DON’T REITERATE, YOUR RÉSUMÉ

Never claim experience in your cover letter that isn’t reflected on your résumé. At the same time, your cover letter shouldn’t simply restate your résumé.

2 KEEP IT SHORT

The ideal cover letter is roughly a 3/4-page to a full page in length. A concise letter demonstrates that you are focused and have strong communication skills.

3 STATE THE POSITION AND YOUR SOURCE

The recruiter who reads your letter may be hiring for several positions. Clearly state the job title in the first paragraph of the letter, preferably in the first sentence, and how you learned of the position.

4 RESEARCH

Go to the organization’s website along with looking them up on LinkedIn! Or, search for the employer on the Vault (available in the “Toolkit” on the Career Center’s website). Make it clear in your cover letter that you have researched the organization and understand their mission and overall work.

5 PERSONALIZE EACH LETTER AND EXPLAIN WHY YOU WANT THE POSITION

Always answer, “Why this position?” Clearly state how the position fits into your overall career plans and what you find exciting about the opportunity and the organization. Aim to grab the attention of the reader in the first paragraph.

6 CLEARLY DESCRIBE WAYS YOU WILL CONTRIBUTE — NOT HOW YOU EXPECT TO BENEFIT

In each paragraph in the body of the cover letter, select one or two specific examples of how your skills, experiences and qualities directly fit the company’s needs and position description.

7 FOCUS ON YOUR STRENGTHS, NOT YOUR WEAKNESSES

Even if you think the position is out of reach, your job is to convince the recruiter you are qualified. Keep the letter positive by focusing on your transferable skills and unique accomplishments. Be sure to use positive, powerful nouns and verbs.

8 MINIMIZE THE USE OF “I”

Don’t overuse “I” in your document. Vary your sentence structure to keep the reader engaged. Also, use “you” or “your” more than “I,” “me,” or “my.”

9 STATE HOW AND WHEN YOU PLAN TO FOLLOW-UP

Too many job seekers never follow up after sending a résumé. Clearly explain in your letter the manner in which you will follow up via phone or email to discuss the possibility of an interview.

10 PROOFREAD

Using spell check is not enough. Many recruiters will dismiss even the most qualified candidate if there is only one typo or grammar error. Reread your letter two or three times, then ask yet another person to review it.
Dear Hiring Manager:

It is with an immense interest that I apply for the associate position within your Development and Outreach Department, which came to my attention through UMBCworks at the University of Maryland, Baltimore County. I seek this position with the intent of utilizing my expertise in the non-profit industry, my passion for community development, and my two years of administrative work experience to reinforce your mission.

As an advocate of upholding the cultural values of the community, I am drawn to the Human Rights Watch’s commitment to defending the rights of people worldwide. I believe in exposing injustices through social research and media, with the goal of bettering the lives of those who are oppressed.

Beyond my interest in international human rights, I have acquired a diverse set of applicable skills and experiences that match your requirements. I have over two years of research and administrative experience. My degrees in Media and Communication Studies and Cultural Anthropology have emphasized methods of conducting valid research and the utilization of new technologies to communicate, inform, survey, and entertain diverse audiences. In addition, as a grant and development Intern, I have gained extensive experience in providing administrative support. This includes organizing financial records, tracking and gathering donations, consolidating letters to community partners, and conducting web-based research. I am confident in my ability to independently administer administrative support to the Director of Americas Initiatives, while simultaneously organizing fiscal year-end solicitations, drafting and editing acknowledgment letters, and conducting prospect research.

Furthermore, as an Urban Arts Leadership Program Fellow, I engaged in intensive professional training to assist non-profit organizations and participate in human rights advocacy. For instance, as a teaching assistant at Jubilee Arts, I supervised and guided a team of ten youth workers to complete 20 or more mosaic address signs and flower plots, which contributed to the revitalization of the neighborhood of Sandtown-Winchester. This leadership position prepared me to train, coordinate, and supervise interns.

I would be thrilled to have an opportunity to interview with you. Please feel free to contact me by phone at 410-123-4567, or by email at xxxx@umbc.edu. Thank you for your time and consideration.

Kind regards,
Your signature (or electronic signature)
Your name typed
REQUESTING REFERENCES
AND LETTERS OF RECOMMENDATION

When interviewing candidates for employment, employers often request references and letters of recommendation to provide insight into your skills, accomplishments, and character. Having good references can elevate a potential candidate to a top-choice candidate.

✓ WHO SHOULD YOU ASK?
Select people who are able to provide examples of your expertise, character, and work ethic. Good references are people who are professional and who hold positions of responsibility. Examples include professors, academic advisors, graduate assistants, internship/work supervisors, coaches, or community leaders.

✗ WHO NOT TO ASK
Unless you have worked with them in a professional setting, don’t use family and friends. High School teachers are generally not appropriate for use after your first year of college.

🔧 HOW SHOULD YOU ASK?
Depending on your comfort level with the individual, you may choose to contact them directly (by calling or visiting them in person) or indirectly (via email). The indirect approach allows people to easily say no if they feel they don’t know you well enough or just would not have time to be a reference or write a letter. Keep in mind that you want a good reference so if someone says no, it’s probably a good thing. Be sure to give your references enough notice, particularly if a reference letter or form is required. A minimum of two weeks is generally expected.

🔍 PREPARING/COACHING YOUR REFERENCES
Once you have your references secured, it is important to speak with each about the image you would like to have portrayed to potential employers. Be sure to share copies of your résumé and copies of the position description with all of your references. Make sure they know what your career goal is and why you will succeed in that position. Discuss your strengths, weaknesses, leadership skills, and communication abilities with all references. Make sure you like what they have to say about you; otherwise, you may have to find new references.

✉️ FOLLOWING UP
Regardless of whether or not you get the position you want, you should thank your references for taking time to help you. Be sure to send a thank you email letting them know whether or not you got the job.

🌟 SAMPLE REFERENCE LIST FORMAT
The header should match your résumé and cover letter header.

Mr./Dr./Ms. First and Last Name
Title
Organization Name
Organization Address
Daytime Telephone
Email
Mention your professional relationship.

*List 3-4 professional/academic references.
YOU ARE MEANT TO FIND MEANINGFUL SOLUTIONS

If you’re interested in tackling the challenges facing our communities, our country and the world, chances are that Lockheed Martin is working on them. We are looking for college students and graduates ready to start their careers in a meaningful way in the areas of:

- Cyber
- Engineering
- Software / Computer Science
- Finance
- Accounting
- Other Technical Disciplines

Learn More at https://www.lockheedmartinjobs.com/college-students

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Are you interested in research? These opportunities are a great way to gain experience in many different fields. Most research opportunities require you to highlight your passions and research interest in the form of a personal statement.

**PURPOSE**

- State your professional goals and what or how you hope to contribute to this program.
- Share your interest and enthusiasm for the specific work you are applying to do.
- Demonstrate what you can contribute to the program to which you are applying.
- State the specific lab/department you want to work in and why.

**FIRST STEPS**

Read the personal statement prompt/question carefully and analyze what it is asking for. Visualize your audience: will this be read by a scientist? A physician? An administrator? Make yourself as desirable to the selector as possible while being honest about yourself.

**THE BASICS**

<table>
<thead>
<tr>
<th>Recite your research interests as they relate to the work you are applying for.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share your year of study, current major, related academic and career goals, and impressive academic credentials.</td>
</tr>
</tbody>
</table>

**EXPERIENCE IN THE FIELD**

<table>
<thead>
<tr>
<th>Mention special connection to this work such as prior experience or family background.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write something unique about your research interests or an idea that fuels your own research interests.</td>
</tr>
</tbody>
</table>
YOUR PROPOSED CONTRIBUTIONS TO THE PROGRAM AND HOW YOU WOULD BENEFIT

List personal qualities that would benefit the program, demonstrated through examples.

State what you can do for them and what you seek to gain from the opportunity.

Explain how this specific work fits into your academic and research goals.

WRITING AND MECHANICS

- Check that the opening statement is supported in the body and consistent with the closing statement.
- Make positive statements: “I have experience in...” not “I don’t have experience in x, but do have...”
- Organize the statement so it flows from sentence to sentence and paragraph to paragraph.
- Proofread for grammar, spelling, paragraph breaks, and correct punctuation.
- Use the more powerful “I am,” rather than “I have always been.”
- Use strong word choices, particularly verbs and adjectives.
- Craft clear, engaging opening and closing sentences.
- Correct usage conveys your attention to detail.

QUESTIONS TO ASK YOURSELF

Does this statement show my interest in this specific program, or could it be sent to any program?
Does this statement describe me specifically, or could any good student in my field use this?

AVOID

- Clichés such as “to make the world a better place;” instead, explain exactly how such a lofty goal will be achieved.
- Providing unrelated information, for example, explaining when you learned you were not interested in computers.
- Using phrases like “this opportunity will be fun and interesting for me;” focus on what you can contribute.
- Restating the question/topic, rewriting your transcript or résumé.
- Any background earlier than high school.

ADDITIONAL SUGGESTIONS

- Share your finished personal statement with the faculty member writing your recommendations.
- Limit the statement to one and a half to two pages with at least one and a half line spacing.
- Reread the personal statement multiple times out loud for clarity, logic, and flow.
- Include a header with your name on each page, which will be numbered as well.
- Have someone else read the statement.

*From the UMBC Office of Undergraduate Research*
SHOWCASING YOUR WORK

In order to give employers a full understanding of what you have to offer and give yourself an edge in today’s competitive job market, consider showing work samples. This is not just for arts students! Portfolios can be used to show samples of your writing, technical projects, design projects, presentations, video productions, game development, and photography skills. Some employers even require applicants to submit writing samples or portfolio links with their application materials.

WRITING SAMPLES

Strong writing is a critical skill across industries. Writing samples help employers gauge your writing ability and style. Be sure to submit samples that are relevant to the industry and position to which you are applying! If you are unsure what the employer is looking for with the sample, it is O.K. to ask for clarity. It is best to submit recent samples. Also be sure to remove any personal identifiers such as name, address, or email of those referenced.

How Long Should a Writing Sample Be?

Samples should be concise; one to four pages are usually sufficient. Reviewers are primarily interested in how well you convey your ideas as opposed to specific content.

What Should I Consider When Selecting a Writing Sample?

Follow employer’s instructions; it is O.K. to ask for clarity if you are unsure what they are looking for. If the employer does not specify, submit a sample that closely matches the subject matter or position. If you have no relevant work experience (for example, you are applying for an entry-level job), you may submit a school assignment. Examples include a lab report for a science-related position, an op-ed article for a journalism position, or an assignment from a business or technical writing class.

PORTFOLIOS AND PERSONAL WEBSITES

Portfolios and personal websites (referred to as e-portfolios often times) build on your résumé and are the best ways to showcase your work to employers and graduate schools. They include artifacts and documents that demonstrate your accomplishments and skills. Presentations, charts, reports, personal statements, a list of professional development programs, conferences attended, speeches, and accolades such as links to articles you were mentioned in are all examples of content to be included. It is important to also include lots of photos.

Students may have both physical portfolios and e-portfolios. In fields such as teaching, engineering, and journalism, work samples are often requested and a central portfolio or website is the perfect place for such samples to be displayed.

Computing students should use GitHub as the platform to display programming projects. However, only post your best work there. This link should be included on the résumé as well.

FOR A NOMINAL FEE, YOU CAN PURCHASE YOUR OWN DOMAIN FOR A PERSONAL WEBSITE. HOWEVER, THERE ARE SEVERAL FREE PLATFORMS YOU CAN USE.

CHECK OUT:

• WordPress
• Weebly
• OPRésumé
• Wix
• FolioTek
• Dribbble
• FolioSpaces
• Vimeo (video)
• YouTube (create a channel to display video work)
• ArtStation (games/video/entertainment)
What is Big Interview?

Big Interview is an online interview training system that features a new and innovative way to help you prepare more effectively for a job interview. Training and practice are combined to help improve your interview technique and build your confidence.

You can video record your responses to pre-recorded interview questions, review and rate your responses, share them with others (professors, family members, friends, mentors) or forward them to interviews@umbc.edu for review by a Career Center representative.

Go to my.umbc.edu/go/biginterview to start your FREE account today

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BUILD YOUR NETWORK

NETWORKING 101

WHAT IS NETWORKING?

Connections exist everywhere, and networking is the process of making personal and professional connections and building relationships over time. When you think networking, think: intentional, information gathering, and initiative.

Be Intentional. Create a network of helpful contacts to support your career goals and aspirations.

Gather Information. Learn about industries and potential employers.

Show Initiative. Build relationships that you can access when you need career direction.

WHY NETWORK?

There are millions of job positions waiting to be filled. Unfortunately, you will probably only see about 5-25% of them. These other “hidden” jobs are not advertised and subsequently filled by word-of-mouth. According to the U.S. Department of Labor, approximately 70% of jobs are found through social and professional networks. Networking has become an essential tool to break into this “hidden job market.”

TRADE AND PROFESSIONAL ASSOCIATIONS

Just about all occupations have some sort of professional association or group at the local, national or international level. Professional associations are great places to build your network, learn about employment trends in your industry, and locate job and internship opportunities. Find associations related to your career through the Career Center Links by Major or through faculty recommendations. Volunteering at association events can be a great way to meet lots of people in your field, and student membership in professional associations is often discounted to help you get your network started.
10 TIPS FOR EFFECTIVE NETWORKING

PREPARE AHEAD
- Be timely for scheduled meetings.
- Proofread your résumé and bring contact information.
- Develop an organized system for recording industry notes.

PRESENT YOURSELF WELL
- Stand for introductions, shake hands and make eye contact.
- Opt for formal introduction titles (Mr./Mrs./Dr.) unless given permission to do otherwise.

DO YOUR RESEARCH
- Learn about the employer ahead of time and prepare thoughtful questions.
- Be aware of industry trends and newsworthy events happening at the company.

GROW YOUR NETWORK
- Attend events, job fairs and make professional connections through school, work or social events.
- Evolve your networking by exploring contacts in your extended network (like LinkedIn).

ASK QUESTIONS AND LISTEN ACTIVELY
- Pose open-ended questions that facilitate conversation.
- Build relationships through demonstrating strong communication skills.

EXPAND YOUR ONLINE PRESENCE
- Make connections through professional social media to keep up on trends and connect with new people and organizations.
- Maintain active profiles on sites and keep them updated with current academic and professional information.

ASK FOR HELP
- Ask for advice from professionals who have been through this process.
- Be clear that you are asking for information and help, not a job opportunity.

ALWAYS BE READY TO GIVE YOUR PITCH
- Be ready to market yourself on the spot with your 30-second commercial.
- Know and be ready to communicate your strengths and skills.

BE CONSCIOUS OF YOUR DIGITAL IMAGE
- Clean up your online identity by using tools like privacy settings and Google Alerts.
- Be aware that employers may search your social media using your email address or phone number.

STAY IN TOUCH WITH YOUR NETWORK
- Follow up regularly with your contacts to maintain a professional relationship.
- Personalize emails and LinkedIn messages to all networking contacts.
- Contribute in your professional network by attending meetings or being active on professional social media.
Informational interviewing is a career education tool that can help you learn about a profession, grow your network, and better understand an organization — all by asking questions.

### WHY ARE INFORMATIONAL INTERVIEWS HELPFUL?

- To learn about yourself and about possible career options appropriate for you.
- To get valuable information for your job hunting and career planning processes.
- To enlarge your circle of expert contacts in the area. It’s never too early to establish contacts. Remember, it is who you know (or get to know) that often gets you a job or internship.
- To learn about a particular organization, how you might fit in, and what problems or needs you might be able to help the employer solve. Knowing this will help you develop needed skills and qualifications for the industry you are considering.

### WHO SHOULD I INTERVIEW AND WHERE DO I FIND THEM?

Identifying people to connect with is easy by using LinkedIn; target UMBC alumni. Look for individuals who work in settings you might enjoy and jobs or industries that interest you. Generate a list and start searching for possible connections. See page 52 for tips on networking on LinkedIn.

### WHO’S IN MY NETWORK?

List individuals, companies, alumni, professional associations, or other resources that you could tap for an informational interview.

---

### INFORMATIONAL INTERVIEW TO-DO LIST

- First impressions are always important, so treat this interview accordingly. Dress professionally, arrive early and be courteous to everyone you meet.
- Observe the details of the work environment; take note of the small things like dress style, how people communicate, and presence or absence of humor; consider how these play into your values. Be sure to take notes so that you can refer to them later.
- Show enthusiasm but be mindful of your contact’s time and schedule.
- Collect business cards from the people you meet and ask if they have any referrals that you could contact.
HOW DO I SET UP AN INFORMATIONAL INTERVIEW?

Depending on how you’ve networked with your contact, you can call, email or send a LinkedIn message requesting an informational interview. Explain your request and clarify that you’re looking to learn more about the profession or company, NOT seeking a job interview. Schedule the meeting at their convenience, and allow 30-60 minutes for a meaningful conversation. If you are meeting at your contact’s office, make sure you have clear directions. It’s always good to follow up phone conversations with a confirmation email.

HOW DO I WRITE A LETTER OR EMAIL REQUESTING AN INFORMATIONAL INTERVIEW?

• Show your interest in the company/industry and share your source of information.

• Outline your strongest qualifications by focusing on bigger picture occupational goals (think about what direction you’re headed in and how it would help this person to know that). This is a great place to do some personal branding and marketing, too.

• Suggest an action plan by requesting an interview and write that you’ll be following up via a phone call to talk about informational interview details.

• Express your appreciation for their time and assistance.

HOW SHOULD I PREPARE FOR AN INFORMATIONAL INTERVIEW?

• Research the job, company/industry, and person. You can meet with a Career Specialist or use online resources such as the company website, LinkedIn, Vault, and the FOCUS 2 assessment.

• Know your own interests, skills, values, and how they relate to the career field represented by the person you will be interviewing.

• Have plenty of thoughtful and open-ended questions prepared to spark conversation.

SAMPLE REQUEST EMAIL

Dear Mr. Planner:

This summer I will graduate from UMBC with a degree in Physics and would like to talk to professionals working in the field to discover exactly what jobs are like from people who are doing them.

Your name was in a very interesting article I recently read in The Baltimore Business Journal on physicists working in the Baltimore area, and I am writing to you in the hope that you will be able to help me by either spending half an hour with me at your convenience or by referring me to someone in the area whom you would recommend.

I will call you within a week to see if I can arrange a meeting or to get your advice for a referral. I understand that you are busy, and I appreciate your help. I look forward to talking with you. I can be reached at (410) 555-1234.

Sincerely,

Your name typed here
THE THANK-YOU LETTER/EMAIL

Expressing your gratitude is an important professional step and not one to skip. Within 24 hours, send a thank-you note or email and be sure to:

- Compliment their knowledge, expertise, helpfulness, and company/organization.
- Define how the person helped you.
- Thank them for the information they provided and share details of any next steps that were discussed such as a referral or a new resource for you to explore.
- Say you will keep them advised of your progress — maintaining your network is a key to professional growth.

WHAT HAPPENS AFTER THE INTERVIEW?

- Review your notes and evaluate your experience. How did you manage in scheduling and conducting the informational interview? How sufficiently did you prepare? How did you come by the information you gathered? What information do you still lack? Do you need to interview more people in order to gain additional viewpoints?
- Follow-up with a thank-you note. You may decide to follow-up now or later with a résumé and a cover letter.
- Make appointments to interview the referrals that you might have received.

SAMPLE INFORMATIONAL INTERVIEW QUESTIONS

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>What skills and/or personal characteristics are important to do well in this job?</td>
</tr>
<tr>
<td>What do you feel is the best educational preparation for entering this career today?</td>
</tr>
<tr>
<td>What is a typical day like?</td>
</tr>
<tr>
<td>What parts of this job do you find to be the most satisfying? Most challenging?</td>
</tr>
<tr>
<td>How competitive is this field?</td>
</tr>
<tr>
<td>How does a person progress in this field?</td>
</tr>
<tr>
<td>Why did you decide to work for this company/organization?</td>
</tr>
<tr>
<td>What should I do before I graduate to make myself marketable (for example, internships, extracurricular activities, classes)?</td>
</tr>
<tr>
<td>Are there any professional organizations you’d suggest I join?</td>
</tr>
<tr>
<td>What websites, journals, or books should I read?</td>
</tr>
<tr>
<td>Is there anyone else you would suggest I speak to?</td>
</tr>
</tbody>
</table>

SAMPLE THANK-YOU EMAIL

Dear Ms. [Name]:

Thank you very much for taking the time to meet with me on Thursday to discuss the professional growth possibilities in [Industry]. I was impressed by your knowledge of _______ and appreciated your insight regarding the ways I can use my skills to contribute to ________.

You gave me the name of [Name] at _______ to contact and we have an appointment early next month when she returns from a business trip.

I will be in contact from time to time, to keep you posted on my career research and will send a copy of my updated résumé as soon as it is ready. Thank you for your help and valuable information.

Sincerely,

[Your Name]
BODY LANGUAGE:
WHAT YOU SAY WITHOUT SAYING ANYTHING

In networking and interviewing, body language is a significant part of making a strong first impression. How you present yourself can indicate positivity, enthusiasm or openness, but it can also communicate aggressiveness, lack of confidence or discomfort. The best way to evaluate body language is to get feedback from others. Practice with a friend, colleague or a career counselor in a practice (mock) interview setting.

Networking events are great ways to practice conveying positive body language messages prior to an interview. Make sure to think about these aspects as you attend career fairs and other networking opportunities that provide you the ability to make a face-to-face connection!

Smile and nod to show interest and focus on the conversation.

Avoid hiding your hands, fidgeting or playing with your hair.

Sit up straight and avoid slouching or closed body language.

Make and maintain eye contact when meeting and speaking with others.

Avoid hiding your hands, fidgeting or playing with your hair.

Try not to cross your arms across your body; instead, place your hands in your lap.

Greet people with a firm handshake.

Smile and nod to show interest and focus on the conversation.

Avoid hiding your hands, fidgeting or playing with your hair.

Sit up straight and avoid slouching or closed body language.

Make and maintain eye contact when meeting and speaking with others.

Try not to cross your arms across your body; instead, place your hands in your lap.

Greet people with a firm handshake.

Adapted from Smith, J. (2011, August 31). Interview body language mistakes that can cost you the job. Forbes.com
PERSONAL BRANDING:
MAKING THE IMPRESSION YOU’RE AIMING FOR

Personal branding is an important (and sometimes underestimated) component of career development, and presenting a confident personal brand when networking can be the key to gaining access to new opportunities. As you’re beginning to think about what you are portraying, there’s a simple equation to consider:

Authentic

Just as company brands are built on providing quality goods and services, personal brands are built on people delivering on their claims and showcasing the strengths they identify. Being genuine and authentic when communicating your brand can help build confidence within your network.

Consistent

People are confused by mixed messages, so think carefully about what you’d like to convey. Then share that consistently across all platforms, whether it’s face-to-face networking events, formal interviews, or through social media.

Trustworthy

What’s the value of being trustworthy? Reputations grow, opportunities arise and growth and development are more accessible than ever. When people trust your brand, they trust you. Earning someone’s trust is a valuable first step toward developing your professional brand.

EXERCISE

WHAT’S YOUR BRAND?

List five things (adjectives) that you’d like an employer to say/think about you when reading your application or interviewing you:

List five adjectives that people often use to describe you (ask them, if you need to):

Is there a gap between what you want to convey and what you actually portray? Brainstorm some ideas to shift your personal brand so that your brand says what you mean to say:

Adapted from “Personal Branding: Who You Are vs. Who You Want To Portray” by Alan J. McMillan (The Vault, 2016)
CRAFTING YOUR 30-SECOND COMMERCIAL

A great way to introduce yourself and your personal brand is through a 30-second commercial that you can “deliver” when meeting people for the first time at networking events such as career fairs or information sessions. First impressions are important and can make people nervous, so it’s important to practice this beforehand. Think about a commercial; introduce the product (yourself), highlight the key points (academics, relevant experiences, strengths), and make the sale (state your goals and what you can bring). The goal of a 30-second commercial is to make a brief, memorable impression when you meet someone.

YOUR 30-SECOND COMMERCIAL SHOULD

• Identify who you are
• Highlight a few strengths and accomplishments
• Show how you can bring added value to an organization
• Be concise

As you can see in the sample pitches, the students highlight their names, major/industry, strengths, and specific interest in the organization. Remember, the 30-second commercial can also be useful when writing résumés/cover letters, writing emails to employers, or when leaving voicemails. Also, don’t forget to PRACTICE. Practicing will help you deliver your 30-second commercial seamlessly with confidence. However, you don’t want to sound like a robot!

Sample Pitches:

Hello, my name is Barry Stewart and I am a UMBC student studying financial economics with an accounting certificate. I am in my junior year and I am very interested in an accounting internship with your firm. Currently, I am serving as the treasurer for the UMBC Accounting Club where I have been effective in managing our budget for events, activities and outreach programs. I believe my enthusiasm for helping others increase their financial literacy mirrors your firm’s dedication to helping others navigate their tough financial situations.

Hi, my name is Noor Ahmad and I am a visual arts major at UMBC. I am graduating in May and looking for full-time opportunities that engage my creativity and also allow me to use my strong interpersonal skills. Through volunteering at a non-profit in Baltimore, I found that I can connect visual arts and helping people better understand themselves and their community roles. My knowledge of current technology and a detail-oriented perspective can help me to make a valuable contribution to collaborative work environments.

EXERCISE

Who you are:

Key points:

Goal/value added (what problems can you help to solve?):

Now write a draft (6-8 lines):
LINKEDIN:
SOCIAL NETWORKING, PROFESSIONAL STYLE

WHAT IS PROFESSIONAL SOCIAL NETWORKING?
Your gateway to reaching 500 million professionals in 200 different countries, including UMBC alumni, top influencers in your field, and recruiters looking for people with your talents and skills.

WHY LINKEDIN?
You can connect with professionals in your field, source new job and intern opportunities, explore industries and companies of interest and build an online network to learn and share content.

HOW CAN I LEARN MORE?
Just starting out? Schedule a 30-minute “LinkedIn Profile” appointment to get the foundations. Want to know more about the functions of LinkedIn and how you can use it to network and find employment? Schedule a 60-minute “LinkedIn Advanced Strategies” appointment.

DO’S vs DON’TS

- Upload a photo — profiles with photos are more likely to receive views.
- Use a casual photo with others in it or a selfie (think the difference between headshot and Facebook profile).
- Customize your headline so that it stands out and says who you are (not just what you do).
- Let LinkedIn automatically select your last job title as your headline — especially if you’re changing careers.
- Write a meaningful summary that snapshots your strengths and identifies what you’re seeking in a position.
- Copy and paste a generic or clichéd description of the jobs you’re seeking.
- Ask for recommendations from professionals with whom you’ve worked, and offer to recommend them as well.
- Sit back and wait to be recommended — take the initiative in reaching out to others.
- Carefully proofread and edit your profile as a professional document.
- Use slang or humor that could be misconstrued.
**CONNECTIONS**
The number of direct connections you currently have. The larger your network, the wider audience you can reach, so work on getting this number up there. Remember that connections should be relevant and meaningful and that your foundation network may be family, friends, professors, employers and coworkers — but the network will grow if you nurture it.

**PHOTOS**
Choose a professional headshot or photo of yourself alone for your profile picture. LinkedIn lets you choose a background photo from their images, or you can select a photo of your own to customize your profile appearance. Color, texture, professionalism and industry relevance are things to consider.

**SKILLS**
The Skills section is a great way to draw attention to your profile. Add skills to your profile that demonstrate your abilities, and think wide ranging — technical, computer, communication, interpersonal, problem-solving and more.

**HEADLINE**
Create a catchy headline with keywords to target your area of study or career ambitions — LinkedIn automatically substitutes your current role here, so if you are a career changer, make sure this matches your new goals.

**ABOUT**
Only the first three lines of the “About” section (formerly the Summary) will be visible before the reader clicks “see more,” so what you include in the first three lines must capture the reader’s attention. Make sure it’s not about you, but about the reader. Include your strengths and skills in a creative and attention-getting way — think 30-second commercial in text format. Overall, this section is a summary of what you have to offer.

**PUBLIC PROFILE URL**
Customize this link to make it easier for people to find your profile, and you can add it to your website, business card or other professional documents.

**LINKEDIN PRESENCE: START WITH A PROFILE**
Your LinkedIn profile is your online professional presence, so don’t just fill in the necessary categories. Include things like: experience (work and internships), projects (academic or personal), volunteer work, activities, certifications, student organizations, and skills.
ALUMNI NETWORKING

To find UMBC alumni, scroll to the Education section of your profile and click on the UMBC icon. Next, click on “Alumni” under “Home” on the left side of the page.

You can selectively search for relevant alumni connections based on location, company, industry, major or relevant skills.

If you find a relevant alumni connection and want to open up a line of communication, be sure to:

• Explore their profile to determine if they are of interest and then send a connection request or message. When sending a connection requests, don’t click “send now” right away. Instead, click “add note” and customize your message.

• When you’re writing your inquiry, identify yourself as a UMBC student/alumni and state your interest in connecting with them.

• Don’t be put off if you don’t receive a response — remember that not everyone uses social media for the same reason; cold networking may not be their thing.

NETWORKING ON LINKEDIN

The conversation on LinkedIn starts through connecting and “connect” always begins with a message. The message feature of LinkedIn is a running chat but remember that professional networking is different from casual correspondence. Here are two samples of different networking outreach messages based on whether it’s a familiar contact or someone you’ve never met.

ALREADY CONNECTED IN PERSON

“Hello Ana, it was great seeing you at the Animation Convention in Baltimore last week. I really enjoyed our conversation about your project, and I hope that we can collaborate soon. I’d love to introduce you to some of my contacts as well so feel free to reach out. Best regards, Taylor.”

NEW CONNECTION/COLD CALL

“Ms. Grant, I recently attended your networking presentation during UMBC’s Career Month event, and I wanted to thank you for sharing all of your valuable expertise. I especially appreciated your insights on using social media as a professional networking tool. Would you please help me to build my professional network by accepting my invitation? I would enjoy staying connected with you as I continue to develop my professional brand. Thank you.”

UMBC ALUMNI-STUDENT NETWORKING GROUP

This group connects active alumni on LinkedIn to current UMBC students and recent graduates in support of career exploration and development. To join, create a LinkedIn account (see page 52) and search “UMBC Alumni-Student Networking.”
Want an internship with real responsibility?

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Full Time & internship opportunities for undergraduates

Technology Division
Internship opportunities for undergraduate and graduate students

Questions? Email opscolrec@morganstanley.com

Morgan Stanley

Morgan Stanley is an equal opportunity employer committed to diversifying its workforce (M/F/Disability/Vet).
INTERNSHIPS, CO-OPS AND RESEARCH

Gaining real-world experience is one of the best ways to make yourself a competitive candidate for full-time jobs and graduate school. Consider participating in one or more of these popular applied learning experiences:

**INTERNSHIPS** are supervised, structured learning experiences in a professional setting that allow you to gain valuable work experience in your chosen field of study. Internships require a minimum of 120 hours on site (typically, at least 10 hours per week during the fall and spring and either part-time or full-time during the summer).

**CO-OPS** are paid positions that require you to alternate semesters between full-time work and full-time academic study for at least two semesters. Students are often offered full-time employment with the organization upon graduation.

**RESEARCH OPPORTUNITIES** are available both on and off campus. These experiences offer a unique way to better understand your academic interests and consider how graduate school may play a role in your future. Paid summer positions with housing and travel are also available.

**“HOW ELSE CAN I GAIN EXPERIENCE?”**

Employers are interested in any experience that allows you to develop skills that will be relevant to the workplace. You can include more than internships, co-ops, and research such as:

**Volunteering**
Any kind of service to your community is valuable. You can make the greatest difference by deeply committing yourself to one or two organizations, establishing trust and taking on increasing responsibility over time.

**Personal Projects and Entrepreneurship**
Did you make a short film, start a small business, develop an app, build a computer or write a popular blog? If it’s relevant to your career interests, it can boost your appeal to employers.

**Service-Learning**
These structured volunteer experiences are recognized by UMBC and may sometimes be part of a for-credit course. Go to The Shriver Center (located in Public Policy) to learn about how to pursue experiences in local nonprofits and schools.

**Campus Involvement**
Leadership in any campus organization, no matter the interest area, is likely to impress employers. Think of ways you can make a significant impact like recruiting new members, improving events, or implementing strategies to promote efficiency.
JOB AND INTERNSHIP SEARCH STRATEGIES

The process of searching for a job or internship is really the process of marketing your skill sets — convincing an employer to “buy” what you have to offer. To do this effectively, and to be competitive, you will need to know what you’re selling (for example, your skills, experience, education, and interests) and who you’re selling it to (the targeted position, industry, and employer). Next, you will need to come up with a good advertising brochure (your résumé) and an effective sales strategy (job and internship search techniques targeting your field).

1. MAKE AN APPOINTMENT.

Career Advisors are available to assist you one-on-one by helping you to map out an effective job or internship search strategy. Call 410-455-2216, stop by Math/Psychology 201 to schedule an appointment, or sign up for an appointment online through UMBCworks.

2. NETWORK.

Tell your family, friends, professors and former employers that you are looking for a job or internship. Don’t downplay your skills — they won’t advocate for you if you can’t advocate for yourself (see page 44).

3. IDENTIFY POSSIBLE EMPLOYERS.

Taking a proactive approach can help you tap into the hidden job market. Remember, over half of current position openings are never posted, so it’s critical that you take the initiative to reach out and inquire about opportunities.

- Identify organizations in your area that are doing the kind of work that interests you.
- Use Buzzfile to identify employers by state and industry/major.
- Consider organizations you’re already affiliated with or interested in.

4. RESEARCH AND CONTACT EMPLOYERS DIRECTLY.

- Once you have a list of employers you would like to target, research the companies (see page 77) and contact them. Systematically contact each one through email or LinkedIn (see page 52). Make sure to tailor your pitch to the company, and that your language is professional.
- For example: "As a junior Visual Arts major at UMBC, I’ve spent the past few years learning about film production, and I am hoping to apply my skills in new settings. The work that your studio has produced for local arts festivals is impressive, and I would love to contribute to it. Would you consider discussing the possibility of taking me on as an intern?"
5. **MAKE THE MOST OF CAREER CENTER RECRUITING EVENTS AND UMBCWORKS.**

- **Use UMBCworks** to research and apply to opportunities. Over 8,500 positions are posted each year seeking UMBC candidates.
- **Attend career fairs** (see page 64). They are a great opportunity. You can speak with multiple employers at one place and time. Career Fairs are the place to introduce your résumé and yourself in person. The Career Center hosts a large career fair in the fall and spring and advertises many more off-campus fairs each year.
- **Attend information sessions.** There you can learn about specific companies and meet with their representatives.
- **Attend UMBC Connects events.** These events give you an in-depth look at the organization. You will have an opportunity to have meaningful networking conversations with multiple people from the company. They typically last for about three hours and include multiple components such as employee or intern panels, networking, and a general information session. Students can attend all or part of each UMBC Connects day.
- **Check out the calendar of events** on our website. For some events, you should RSVP through UMBCworks under the “Events” tab.

6. **FOLLOW UP WITH EMPLOYERS.**

When conducting a job search, it is important to be organized and to follow up with employers. After attending one of the recruiting events above, ALWAYS follow up with the employers via email or LinkedIn. It is appropriate to follow up by phone as well, especially after you have applied for a position and want to check in to determine where the employer is with their hiring process. Keep track of your communication and applications throughout your search using an Excel file or a Google Sheet.

**SAMPLE JOB/INTERNSHIP SEARCH RECORD**

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>POSITION</th>
<th>CONTACT PERSON</th>
<th>PHONE</th>
<th>EMAIL</th>
<th>TYPE OF CONTACT &amp; DATE</th>
<th>ACTION NEEDED</th>
<th>IMPORTANT LINKS</th>
<th>DATE APPLIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Corp.</td>
<td>Job #58</td>
<td>Joe McFake</td>
<td>##</td>
<td>??</td>
<td>Sent Email 11/5</td>
<td>Apply via UMBCworks</td>
<td>URL</td>
<td>11/29</td>
</tr>
<tr>
<td>XYZ Tech, Inc.</td>
<td>Job #3</td>
<td>Jane Cho</td>
<td>??</td>
<td>@</td>
<td>Met at UMBC info session 10/29</td>
<td>Connect on LinkedIn</td>
<td>URL</td>
<td>11/3</td>
</tr>
<tr>
<td>A News Co.</td>
<td>Job #67</td>
<td>Sue Smith</td>
<td>##</td>
<td>@</td>
<td>Applied on website</td>
<td>Follow-up in 2 weeks</td>
<td>URL</td>
<td>10/7</td>
</tr>
</tbody>
</table>
GETTING STARTED IN

This online recruitment and job/internship platform allows you to view and apply for part-time and full-time jobs as well as research, and internship/co-op opportunities.

1. Log in to UMBCworks. You will find the link under myUMBC > Guide > Topics > Jobs & Internships, or on our website.

2. Go to “My Account” and complete the “Personal,” “Academic,” and “Privacy” sections. You may also want to fill in the “Profile” section (optional). You can add your photo, customize your page, publish or not publish your personal profile and share your profile via an external link, if desired.

3. Upload your résumé to UMBCworks. Click on “Documents” > “My documents” and then “Add new.” Please be sure to check out our résumé guide (see page 16) and samples (see page 20-30).

4. In order to apply for positions in UMBCworks, your résumé must be reviewed and approved by the Career Center. Come to our drop-in hours or schedule a 30-minute résumé review appointment. You can click “Schedule Appointment” on the homepage of UMBCworks or call us at 410-455-2216 to schedule.

5. Apply for positions under Jobs > UMBCworks. You may also want to search the other links under Jobs > Idealist.org, USAJOBS.gov, and also LinkedIn > Jobs. Search by job title, company, location and more. Click on “See All Jobs” and “More Filters” for additional search options such as position type, major, or location.

ADDITIONAL RESOURCES

• EMPLOYMENT AGENCIES: One way to gain experience is to connect with a third-party recruiter at a local agency for temporary or temp-to-permanent opportunities. See a Career Specialist for a list of recommended agencies.

• NON-UMBC JOB AND INTERNSHIP WEBSITES: If you are having trouble finding opportunities through UMBCworks, try external sites such as Indeed.com, Idealist.org (for nonprofits), Internships.com, or check LinkedIn’s job search section.

• INDUSTRY-SPECIFIC JOB AND INTERNSHIP WEBSITES: There might be specific online databases for people seeking opportunities in your field. Check out the “Links by Major” section on the Career Center’s website or Buzzfile.com.

TIPS FOR USING UMBCWORKS

WHAT KIND OF POSITIONS ARE IN UMBCWORKS?

All kinds! We have full-time jobs (entry-level and experienced), part-time and on-campus jobs, internships, co-ops, research positions, fellowships, entrepreneurial opportunities, and temporary positions.

I CAME UP WITH TOO MANY OR IRRELEVANT RESULTS.

To avoid unrelated postings intended for all majors, be sure to click the button next to “Ignore Jobs with All Majors Selected.”

I WAS HOPING FOR MORE SEARCH RESULTS.

There may be several reasons. First, make sure you have selected a broad range of majors (focus on your skill set versus your major) and try searching by keyword. Also, remember that employers are constantly posting positions to UMBCworks. You may be searching in an “off-season.” Click the “Create Job Alert” button to the right and beneath “More Filters.” You can save your search and even choose how regularly you’d like to be emailed new positions that match your specifications.
INTERN SUCCESS PRACTICUM

Congratulations! You’ve landed an internship, co-op, or research experience. Now, ask yourself: How will you make the most of it? How will you make a great impression, overcome challenges, and build a relationship with your supervisor? And how will your experience be recognized on your UMBC transcript?

WHAT IS THE PRACTICUM?
The Career Center offers a zero-credit course that, with a few simple requirements, provides needed structure and support to current interns. PRAC 95/98/99, better known as the Intern Success Practicum, is pass/fail and must be completed simultaneously with the internship. There is NO tuition or fees, and the requirements can be completed online.

EARNING CREDIT FOR INTERNSHIPS, CO-OPS AND RESEARCH
Depending on your degree program, you may be able to earn academic credits toward graduation for your applied experience. Career Center Practicum Coordinators can help you select a course and connect with the appropriate faculty. Please note: Faculty make the final determination as to whether or not your experience qualifies for credit. In addition, you are responsible for enrolling yourself in any credit-bearing course.

WHO SHOULD REGISTER?
The Intern Success Practicum is encouraged for all students regardless of your degree program and year. Many students register voluntarily. However, you may be required to register if:

- You want to earn credit for your experience through an internship/research course that requires the Practicum.
- You are an international student who needs Curricular Practical Training (CPT) to accept paid off-campus work.
- You landed a full-time spring or fall position and need to “hold your place” as a full-time student.
- You obtained your position through a Career Center resource such as UMBCworks or an on-campus interview/career event.

HOW TO REGISTER
Log in to UMBCworks
Click “Intern Success, Work & Service Practicums” under “Shortcuts”
Fill in all required fields and upload a letter or email verifying that you were offered the internship. A Practicum Coordinator will review your registration within five business days

BENEFITS OF THE PRACTICUM

RECOGNITION
Your experience is sanctioned by UMBC and noted on your official academic transcript, with the possibility of earning academic credit

PROFESSIONAL GROWTH
Relevant workshops and employer panels help you take your experience to the next level

FEEDBACK
Performance evaluation from your site supervisor

CONNECTIONS
Meet other UMBC interns and share your experience

SUPPORT
Obtain advice and encouragement to overcome challenges

Want to know more about the Practicum?
Contact: internships@umbc.edu

Find A Job or Internship 61
FELLOWSHIPS
AND STIPENDS FOR APPLIED LEARNING

Although many internship and research opportunities are paid, some are not — particularly at start-up companies and in the nonprofit sector. If you are interested in entrepreneurship, public service, or on-campus undergraduate research, consider applying for funding through these programs.

PUBLIC SERVICE SCHOLARS PROGRAMS

The Shriver Center coordinates several fellowship programs on behalf of the state of Maryland.

- **GOVERNOR’S SUMMER INTERNSHIP PROGRAM (GSIP)**
  Introduces Maryland’s best and brightest college students to the challenges and rewards of working within state government. Fellows are paid a stipend.

- **SONDHEIM NONPROFIT LEADERSHIP PROGRAM**
  Introduces Maryland’s undergraduate and graduate students to the nonprofit sector. Fellows are paid a stipend.

- **MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT) FELLOWS PROGRAM**
  Exposes students to careers in the state sector within Maryland's integrative transportation system. Fellows are paid a stipend.

These programs take place during the summer, with application deadlines in the spring. Visit the UMBC Shriver Center’s website to learn more.

UNDERGRADUATE RESEARCH AWARDS (URA)

UMBC’s Undergraduate Research Awards provide up to $1,500 to undergraduate students to support their research or creative work with a UMBC faculty mentor on an original project. UMBC students of all years and disciplines are invited to apply.

In addition, Entrepreneurship URAs provide up to $1,500 to undergraduate researchers to support the development of a solution to either a technical or social problem in collaboration with a UMBC faculty mentor.

URA experiences are completed over a full academic year, with application deadlines in the spring. Visit UMBC’s Office of Undergraduate Research website to learn more.

SHATTUCK FAMILY INTERNSHIP PROGRAM FOR ENTREPRENEURSHIP AND SOCIAL CHANGE

This program places students from diverse backgrounds in mentored internships to better prepare them to launch start-up or nonprofit ventures. Students receive training and on-hands experience to empower them to become the next generation of entrepreneurs or nonprofit leaders.

This program is available in the fall and spring semesters. Students receive a stipend for an experience averaging 8 to 10 hours per week. Visit the UMBC’s Alex. Brown Center for Entrepreneurship website to learn more.
GETTING STARTED WITH UNDERGRADUATE RESEARCH
ON-CAMPUS RESEARCH AT UMBC

STEP 1
IDENTIFY RESEARCH TOPICS

Investigate aspects of your field that you would be interested in researching.

- Consider what has interested you most in your coursework.
- Read about current research at UMBC on the websites of academic departments. Hint: click the “Faculty” page to learn about specific professors’ interests.
- Talk to current and past professors, teaching assistants, and advisors about potential research topics.
- Visit UMBC’s Undergraduate Research page (ur.umbc.edu) and click “myMajor.”
- Search potential topics through AOK Library.

STEP 2
REACH OUT

After identifying three to four areas of interest, begin contacting professors/researchers who are engaged in research in these areas and communicate your interest. Begin two to three months in advance.

Send an introductory email.

Include:

- Your name, year in school, and major
- How you came to know of the individual and their research
- Your reasons for seeking research experience (short-term goal — obtain research experience; long-term goal — go to graduate school)
- Attach your résumé

Follow up in person.

Visit UMBC professors during office hours.

- Bring your résumé
- Remind professor who you are and why you are visiting
- Be direct and succinct; professors will want to see you have come prepared

DEADLINES FOR SUMMER RESEARCH

Apply by early February. Start your search for summer opportunities in November.

OFF-CAMPUS RESEARCH OPPORTUNITIES
OFFICE OF UNDERGRADUATE RESEARCH AT UMBC

UMBC’s Office of Undergraduate Research (ur.umbc.edu) has a wealth of resources to help students obtain research at various institutions both locally and across the country. Multiple workshops are offered each fall and research opportunities are also posted in UMBCworks.
THE CAREER FAIR
AN EXERCISE IN BUILDING GRIT

DO YOUR RESEARCH
Create a list of representatives that you’d like to speak with and make sure you know about their products and services, as well as any employment needs they might have. The UMBC Career Center will post a list of registered employers prior to the fall and spring fairs, including the major fields of study for which they are recruiting.

RÉSUMÉ READY
Prepare by printing multiple copies of your updated résumé and by choosing a professional outfit (see page 83). Career fairs are not as formal as interviews, but you should dress in business or "business casual" attire and avoid clothing items like jeans, sneakers and work-out clothing. Items like padfolios and clipboards are helpful to take notes and write down important information, and don’t forget to bring a couple of pens along.

IN IT TO WIN IT
Getting the most out of a career fair means interacting with employers, asking and answering questions, and gathering information to grow your professional network. Be confident in your verbal communication and body language, and use career fairs to practice and perfect your 30-second commercial. Career fairs can help you prepare for interviews, so connect with as many people as you can to get comfortable. Remember to hand out your résumé to recruiters and get business cards to maintain networking contacts.

TAKE IT FROM HERE
Follow up with all of your new networking connections by joining their LinkedIn network (see page 52) and sending emails that remind an employer that you met at the career fair. Remember details of conversations, jot down talking points and craft professional correspondence that helps to solidify your image in a recruiter’s mind.

TIP: Need help preparing for the career fair? Come to the Career Center and schedule an appointment to review your résumé, practice your 30-second commercial and identify employers that you should target at the fair.

WHY ATTEND A CAREER FAIR?
Career fairs can be a starting point for discovering internships, submitting résumés, and making connections with industry professionals. Learning to navigate career fairs will not only help you practice your networking skills, but also grow your network by making contact with future potential employers.

“WHAT IF THEY AREN’T RECRUITING FOR MY MAJOR?”
Keep an eye out for employers who indicate they are hiring for "all majors,” which will be advertised in the Career Fair booklet and online prior to the fair. Many small and medium-sized companies have limited recruiting budgets, so while they might not advertise that they are recruiting all majors, you can explore opportunities by talking with representatives, researching online for opportunities, and using your LinkedIn network.
RED FLAGS

“IS THIS POSTING FOR REAL?”

Have you ever seen a position posted that seems to be administrative in nature; however, once the company is contacted, the description suddenly changes and the “employer” is offering to send you a check for a significant amount of money...all you need to do is deposit the check and return a portion of the funds using a wire service? This is a job scam.

These scams involve a con artist who pretends to be an employer and uses a job advertisement to lure an unsuspecting job seeker. Con artists are quite convincing, and may even use real company names and corporate logos to convince you that they are legitimate employers. Once you wire them money, there is no chance of recovering funds. Don’t fall for it!

Avoid applying or responding to positions that have these fraudulent job red flags:

- You must provide your credit card, bank account number or other personal financial documentation.
- Contact names, numbers and email addresses don’t match the company’s contact information (such as the domain in the contact’s email address does not match the domain used by real representatives of the company). For example, employers calling itself “Omega, Inc.” with a “Yahoo!” email address.
- The job posting includes many spelling and grammatical errors.
- You are offered a large payment in exchange for allowing the use of your bank account.
- You are asked to forward, transfer or wire money to/for an employer. If you see words like “package-forwarding,” “wiring funds,” “PayPal,” “eBay” or “foreign agent agreement,” be cautious.
- If you receive a job offer for something you haven’t applied or interviewed for.
- The position description neglects to mention what the job responsibilities actually are and instead focuses on the amount of money to be made.
- Companies that you can’t find references to in search engines or on sites like the Better Business Bureau.
- The employer responds to you immediately after you submit your résumé (not including an auto-response you may receive acknowledging receipt of your résumé). Typically, résumés sent to an employer are reviewed by multiple individuals or aren’t viewed until the posting has closed.
- Interviewers who tell you you’re a finalist even though you haven’t had much of an interview.

If you are unsure about the validity of a job emailed to you, just ignore the sender and delete the message. If you find a questionably fraudulent job posted in UMBCworks, please report it to the Career Center, careers@umbc.edu

WHAT TO DO IF YOU ARE THE VICTIM OF A SCAM

- If you have sent money to a fraudulent employer, notify your bank or credit card company to close the account and dispute charges.
- Notify the UMBC Police Department, 410-455-5555 and Career Center, 410-455-2216.
- If the incident occurred completely over the internet, file an incident report with www.cybercrime.gov/ or by calling the FTC at: 1-877-382-4357.
- Report the incident to UMBC General Counsel’s office, 410-455-2870.
GOVERNMENT JOB AND INTERNSHIP SEARCH

The federal government recruits and hires students and recent graduates interested in careers in public service. These job openings will be in many different career fields and at a variety of government agencies. When applying for a federal government position, it is important that you start early and have a strategy. Identify your strengths and skills and determine which agencies you would like to target. Ideally, aim for an agency that fits or matches your unique skill sets. Keep in mind that federal jobs also require tailored information in applicant résumés.

FEDERAL WORK PROGRAMS

Student hiring programs are often a “foot in the door.” The following is a summary of the U.S. government work programs for current students and recent graduates. For additional information on each of these programs use USAjobs.gov and the Pathways website.

RECENT GRADUATES PROGRAM

Provides developmental experiences in the Federal Government intended to promote possible careers in the civil service to recent graduates (within the previous two years and two to six years for vets) from qualifying educational institutions or programs.

INTERNSHIP PROGRAM

This program is designed to provide students enrolled in a wide variety of educational institutions with opportunities to work in agencies and explore federal careers while still in school.

PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM

An entry-level, two-year government-wide flagship leadership development program for advanced degree candidates (graduate and professional). It is designed to attract and select from among the most competitive candidates in the country. Upon successful completion of the program, participants will be eligible for conversion to full-time federal employment.

WORKFORCE RECRUITMENT PROGRAM (WRP)

This program is for students with disabilities: A direct hiring program managed by The Department of Labor, WRP connects public and private sector employers nationwide with highly-motivated current students and recent graduates with disabilities who are seeking internship or permanent jobs. The WRP is run on an annual basis and requires a phone interview with a WRP recruiter. Registration takes place in the early fall. If you are interested in this program, contact a Career Specialist in the Career Center at 410-455-2216 for more information.

PREPARE FOR A WAIT!

It can take weeks to months before you will hear back about an application and there may be little or no communication from the agency. Don’t let a long wait deter you — federal employment can be very rewarding.

Note: In order to apply for most federal government positions, United States citizenship is required.
**FEDERAL JOB SEARCH STRATEGIES**

- Go to USAjobs.gov and create an account. We suggest you “build” your résumé in the system. However, you can also upload a document.
- Be sure to tailor your résumé to match each position for which you apply.
- When initially submitting your transcript, it may be unofficial, but be sure to have an official one before going to the interview.
- In USAjobs, you may save searches and set up customized alerts so that you will receive email notifications. However, don’t rely on this. You should still check USAjobs regularly.
- When you receive an alert, apply right away if you meet the minimum qualifications and are interested in the position. When applying for government jobs, time is of the essence. Consider various locations. Most government agencies allow telecommuting.
- Check YouTube and social media such as LinkedIn; some agencies have channels which include videos full of tips and resources on their application process.
- Aim for a government internship while you are a student. Many agencies convert their interns to permanent when you receive your degree.
- If you are targeting a specific agency, apply directly on the agency website. Submit several applications to the same agency; some of the positions may even have the same job title.

**TIPS ON WRITING THE FEDERAL GOVERNMENT RÉSUMÉ**

Most government agencies will now accept a standard résumé; however, applications tailored for specific jobs that are a good match for your skills and talents will be more successful than sending out a standard résumé for many jobs. So, be sure to tailor your résumé for each position.

<table>
<thead>
<tr>
<th>Your employment section is most critical. You must go into detail and describe each position thoroughly.</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each position, include key words and core competencies to highlight your accomplishments. Be sure to match your skills to the position.</td>
</tr>
<tr>
<td>Write your accomplishments in the active voice; for example: researched and developed vs. responsible for researching and developing (this is in the passive voice).</td>
</tr>
</tbody>
</table>
| When summarizing what you did, follow the CCAR approach:  
  **C** (Context): What is the context?  
  **C** (Challenge): What is the challenge you handled?  
  **A** (Action): What action did you take to resolve the problem?  
  **R** (Result): What was the outcome? |
| Write a “compelling story” using CCAR. Be sure to include numbers, figures, and percentages where applicable. |
| Bullet points are not necessary on the government résumé. |
| The rule about page length does not apply here — the more detail, the better. The typical length for a recent graduate should be between two to three pages. |

**FEDERAL RÉSUMÉ SAMPLE JOB DESCRIPTION***

**APPLIED ENGINEERING PRINCIPLES AND CONCEPT KNOWLEDGE** to evaluate designs for $5MC-130 Hercules rinse rack that complied with military regulations and FAA height restrictions. Researched concepts that incorporated a reverse-osmosis water-filtration system to reclaim used water to reduce water usage and required minimal maintenance over the system’s lifetime. Reviewed plans, manuals, instruction books, technical standards and guides to identify problem areas and assess feasibility. Performed cost analysis on potential rinse rack positions and systems.

*Adapted from “Student’s Federal Career Guide, 3rd Edition” e-book by Kathryn Troutman and Paul Brinkley*
If you’re a student with a disability, you might have specific questions or concerns about approaching the job search process, navigating interviews, and determining if, when, or how to disclose your disability. The Career Center and The Office of Student Disability Services (SDS) and Accessibility Resources are essential to help you understand your rights and responsibilities and how they apply to the world of work.

It is important to remember that you are not required to disclose your disability to an employer. What you should know is that if you require accommodations to perform the essential functions of the job, then you need to disclose disability-based limitations in order to gain access to those accommodations. Disclosure is personal and challenging; luckily, there are resources to help you.

WHAT YOU SHOULD KNOW ABOUT ADA

Under the Americans with Disabilities Act (ADA), you must be qualified to perform the essential functions or duties of the job, with or without a reasonable accommodation. You need to know that:

- You’re entitled to reasonable accommodations for your disability (but must ask for them and follow their process). Be prepared to suggest possible options that will allow you to do the job safely and productively.
- You may request accommodations regardless of whether the opportunity is an internship (paid or unpaid), full-time, or part-time.
- An employer is required to keep your disability confidential from other employees.
**PRE-EMPLOYMENT/INTERNSHIPS/RESEARCH OPPORTUNITIES**

<table>
<thead>
<tr>
<th>AREA OF CONCERN</th>
<th>QUESTIONS TO ASK YOURSELF</th>
<th>THINGS TO DO</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCLOSING YOUR DISABILITY</td>
<td>• What’s the size and background of the employer?</td>
<td>• Meet with UMBC’s ADA Coordinator through the SDS office for information on when and how to disclose your disability.</td>
</tr>
<tr>
<td></td>
<td>• What are the requirements of the position? Can I perform the job functions with or without reasonable accommodation?</td>
<td>• Come to the Career Center and practice disclosing in an &quot;interview prep,&quot; “mock interview” or “evaluating offers” session.</td>
</tr>
<tr>
<td></td>
<td>• What’s the style of the employer? What information is available about their accommodation process?</td>
<td>• View the Career Center website for tools to assess whether or not disclosure is necessary.</td>
</tr>
<tr>
<td></td>
<td>• Do they embrace diversity? Am I comfortable sharing my disability? Do I know my strengths and challenges related to this job?</td>
<td></td>
</tr>
<tr>
<td>SITE SELECTION/ENVIRONMENT</td>
<td>• Is this a space where my disability might affect my ability to do this job?</td>
<td>• Talk with your network of academic advisors, internship coordinators, former interns and counselors to get more information about the employment space and environment — don’t wait until after your first day.</td>
</tr>
<tr>
<td></td>
<td>• Does this environment have a culture in which my disability will be embraced?</td>
<td></td>
</tr>
<tr>
<td>INTERVIEWING</td>
<td>• Do I need accommodations to perform well in this interview?</td>
<td>• Schedule an “interview prep” or “mock interview” appointment at the Career Center.</td>
</tr>
<tr>
<td></td>
<td>• What type of interview is this?</td>
<td>• Practice before an online interview to build your confidence. Login to Big Interview from the Career Center’s website to record and review your practice sessions.</td>
</tr>
<tr>
<td></td>
<td>• Do I feel confident in my ability to talk about my strengths and skills in this interview setting?</td>
<td></td>
</tr>
</tbody>
</table>

**WHAT TO DO POST-OFFER**

Even if you didn’t disclose a disability to your employer during the hiring process but find that you want to request an accommodation, it’s important to ask for it. It’s not too late! The employer will need to review your specific situation in order to determine a reasonable accommodation in the workplace for a documented disability. You may be required to share documentation of your diagnosis, limitations and recommended accommodation(s) with human resources. Be sure to identify resources at your new job, such as human resources staff who have supportive roles for employees with disabilities, an EEO (Equal Employment Opportunity) or fair practices officer, an ombudsperson, and/or the ADA coordinator, and you can always visit the Career Center for an advising appointment.
TIPS FOR INTERNATIONAL STUDENTS

As an international student, you bring a set of unique experiences and perspectives. You may come to UMBC with strong skills from previous work experience in your home country. Employers here in the United States can greatly benefit from your skill sets. Learn to leverage your identity as an international student.

While some employers such as those associated with the U.S. Department of Defense have citizenship limitations on who they can hire, many employers are just looking for the best talent out there. Above all, employers want to hire individuals who will be an asset to their organization. Your job is to sell yourself to show you are the best fit for their needs.

LOOKING FOR AN ON-CAMPUS JOB?

If you are looking for an on-campus job, you will want to have a résumé tailored to this purpose. For example, if you are applying for a cashier position at the campus bookstore, a résumé focused on technical skills and experiences will not help to get that job, as it needs to include skills and experiences that involve customer service, strong communication, teamwork, and possibly volunteer or extracurricular activities. For a sample on-campus job résumé, see page 27.

F-1 SPECIFIC JOB/INTERNSHIP SEARCH RESOURCES

Links to these resources can be found at careers.umbc.edu. Click on “Students” > “Additional Resources for Specific Populations” > “International Students.”

- My Visa Jobs Report
- E-verify H1B Database
- InternationalStudent.com
- usavisanow.com
- GoinGlobal — H1B database

RÉSUMÉ TIPS

There are several differences between U.S. résumés and non-U.S. résumés. In order to match what U.S. employers are looking for, follow these tips:

<table>
<thead>
<tr>
<th>Tips</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus on information that relates to the position you are applying to or field you are interested in, NOT personal details (i.e., age, marital status, race, or religion)</td>
<td></td>
</tr>
<tr>
<td>Never include a photo. Graphics are typically included only for art and design majors</td>
<td></td>
</tr>
<tr>
<td>Do not list hobbies unless related to the position</td>
<td></td>
</tr>
<tr>
<td>If you list languages under your skills section, don’t list English, as it will be assumed that you are fluent in English</td>
<td></td>
</tr>
<tr>
<td>List your G.P.A. (grade point average) using a 4.0 scale — for example, 3.0/4.0). If you need assistance converting your GPA from a different scale, meet with a Career Center advisor or use an online G.P.A. conversion resource</td>
<td></td>
</tr>
<tr>
<td>Be concise. Showcase your skills and experiences well, but you don’t want to overwhelm the employer</td>
<td></td>
</tr>
<tr>
<td>Most relevant information should always be listed first</td>
<td></td>
</tr>
</tbody>
</table>
WORKING OFF CAMPUS: CPT BASICS (CURRICULAR PRACTICAL TRAINING)

The Career Center works closely with the International Education Services Office (IES) to help students with F-1 Visas obtain CPT to work off-campus in internships, research, and co-op positions.

One of the requirements for CPT is that your off-campus work is connected to your academics. Students with F-1 Visas looking to work off-campus must enroll in the Career Center’s Intern Success Practicum for the work experience to connect to your UMBC academic record. See page 61 for more information about the Intern Success Practicum.

INTERVIEWING TIPS FOR INTERNATIONAL STUDENTS

| Practice — Interviewing is a skill. Be sure to practice responding to questions and consider scheduling a practice (mock) interview or prep appointment with a Career Specialist |
| — Be punctual — Be not only on time, but 10 minutes early |
| — Smile and show your enthusiasm for the company/position |
| — Give a firm handshake — To both men and women, if this does not conflict with your customs or religion |
| — Make eye contact — It’s expected and conveys confidence and honesty |
| — Demonstrate your professionalism — Wear a business suit, shower, press your clothes, shine your shoes, keep make-up and cologne/perfume to a minimum |
| — Communicate effectively — Be sensitive to clues that you’re being misunderstood |

| Sell yourself — Be able to say why they should hire you |
| — Never ask about salary, vacation or other benefits in an interview — Wait until you’ve been offered the job |
| — Research — Be sure to thoroughly research the organization before the interview |
| — Know the process — Be prepared to discuss your status honestly and to explain the OPT/sponsorship process to employers who may be unfamiliar |
| — Follow up — Ask the interviewer where they’re at in the hiring process and when you can expect to hear back |
| — Promptly send an error-free thank-you letter/email after the interview (see page 90) |

IMPORTANT: Review the IES website to learn more about requirements for CPT. Please note that you cannot legally begin any off-campus employment until you have a new I-20 showing your work permission, and this can only be obtained once you have completed all steps of the CPT application process.

Meeting with a Career Center advisor can help you to set yourself up for success with the U.S. internship/job search.
TIPS FOR LGBTQ+ STUDENTS

As a lesbian, gay, bisexual, transgender or queer (LGBTQ+) student preparing for entry into the workforce, you may find yourself faced with additional career planning challenges related to your sexual orientation or gender identity. The following job search tips are designed as a starting point for those identifying as LGBTQ+. There are no hard and fast rules. We encourage you to address questions on your job search and coming out at work with a career counselor.

HOW OUT DO YOU WANT TO BE IN THE WORKPLACE?

Coming out is a personal decision. It is up to you to determine how important it is to be out and under what circumstances. For many people, their sexual orientation is such an integral part of their identity that to remain closeted in the workplace would seem disingenuous. Others, however, might prefer to maintain separation between their personal and professional lives, only sharing information about their orientation with close friends. The bottom line is that for now you must decide what is best for you.

RÉSUMÉ WRITING – HOW MUCH TO INCLUDE?

Should LGBT-related activities be included on the résumé? Consider your audience and determine ahead of time how out you want to be. As with any potentially controversial group affiliation, such as political or religious activities, you will want to weigh the pros and cons of including such information. One strategy is to simply omit any reference to LGBT organizations or activities. If you do choose to include LGBT-related information on your résumé, be certain to highlight relevant skills such as leadership, budgeting, event planning, public speaking and organizational skills. Another approach is to list the organization generically, for example, as an “Anti-Discrimination Organization,” and then document your accomplishments from this experience.

RESEARCHING ORGANIZATION POLICIES AND CLIMATE

Prior to the interview, always research an organization’s official policies and resources. Does the employer have LGBTQ+ employee groups, non-discrimination policies, and domestic partnership benefits (if marriage is not legal in that state)? If your job search takes you to unfamiliar geographic regions, try to determine if the organization is located in a state, county, city or community that prohibits discrimination on the basis of sexual orientation and/or gender identity.

INTERVIEW STRATEGIES

As with writing a résumé, you should decide ahead of time about how out you are ultimately willing to be during the interview process. Preparing for interviews is critical. Depending on the strategies you have used to include LGBT-related activities on your résumé, you might have already given the interviewer some indication of your affiliations. If that is the case, you should be prepared to discuss how your experiences have developed desirable leadership, communication, and interpersonal skills. You could “test the waters” with an interviewer by asking about the organization’s diversity initiatives. To be more direct, you might ask, “Can you tell me more about diversity in the workplace and related policies, as they might deal with race, ethnicity, sexual orientation and the like?”

CHECK OUT OUR WEBSITE FOR ADDITIONAL RESOURCES:

Click on Students > Additional Career Resources for Specific Populations > LGBTQIA Students

Adapted from the University of Pennsylvania “LGBT Career Planning & Job Search Guide”
Interns & New Graduates

- Full and Part-time positions available
- Opportunities for rapid advancement
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The MWE Partnership is a Full-Service Brokerage with a focus on customer care. We assist our clients with voluntary employee benefits & offer an executive planning department to help members of the staff with varied needs. We have an array of programs that employers can offer at little or no direct cost to the company while complimenting their existing benefits package.

**Our mission is to help companies & associated brokers to strategize, implement, and service the entire voluntary benefits process. Our process is turn-key and seamless. We are the partner you need whom specializes in this unique niche.**

For more information or to set up an interview contact Selby Scaggs at Selby.Scaggs@mwepartnership.com
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THREE KEY STEPS TO INTERVIEW SUCCESS

You landed an interview — Congratulations! Your résumé and cover letter caught an employer’s attention, potentially among numerous candidates. Now it’s time to make a more personal connection, whether it’s in person or through the phone or Skype. Interviews are often the most important decision-making component for an employer, so making sure you’re prepared to do your best is part of your career development. We’ve narrowed the vast field of interview prep down to three key steps — follow these to find interview success.

DO YOUR RESEARCH

Knowledge is power, and in this case, your competitive edge when demonstrating your value to an employer. Knowing about their business, mission, industry, and products or services shows enthusiasm and helps to build your personal brand.

PLAN THE DETAILS

How can you best prep for your interview? Have copies of your résumé, a reference list, a professional outfit on hand, and a clear path to your destination.

PRACTICE, PRACTICE, PRACTICE!

The potential for interview success is exponentially increased by reviewing and practicing your responses. Interview questions vary depending on the type of interview, but there are some questions that everyone should be prepared to answer. Practice is key.

HOW THE CAREER CENTER CAN HELP WITH YOUR INTERVIEW PREP

Career Center Appointments

We offer two types of appointments to help you become interview ready: interview preparation and practice (mock) interviews. During an interview prep appointment, we will review the basics, what to expect, provide tips, and give strategies for answering common interview questions. In a practice interview, we simulate a real interview and provide feedback and coaching on your answers. You have the option of recording the session so you can review it later.

How to use Big Interview:

Log in to Big Interview from the Career Center’s website or my.umbc.edu/go/biginterview to gain access to a helpful video curriculum that includes interviewing fundamentals and best practices, tips for phone or virtual interviews, and strategies for common questions. There is also a question library for specific industries and suggestions on how to craft your best answers. After you learn tips and tricks, you can use your webcam to record yourself answering practice questions. It may seem awkward, but it is helpful to rate how you did. After recording your practice interview, you can also send it to the Career Center for feedback. Email your video link to interviews@umbc.edu.
SB & COMPANY is an audit, tax, and business advisory firm headquartered in Owings Mills, MD. We are recruiting UMBC students and alumni for:

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- **STAFF AUDITORS**

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TINA MARIE PRICE
RECRUITMENT MANAGER
tprice@sbandcompany.com

**YOU GET:**
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- A strong training and development program
- Effective pathway to promotions and success
- Great location with free parking
- Comprehensive benefits package
- A socially conscience firm committed to consistent involvement with events that leave an impact on local communities.
- A firm-wide respect for work-life balance
- A lively Wellness Program

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.
STEP 1: DO YOUR RESEARCH

Your knowledge of the organization or company where you’re interviewing will play a big role in the success of your interview. Thoroughly researching the company will help you:

- Answer common questions about why this organization or position is a good fit, or what you find most interesting about the work. Taking the time to get to know your employer’s details shows genuine interest and boosts your appeal.
- To become more aware of the employer’s desired skill sets. Also, looking up company employees on LinkedIn can help you see the strengths they value and then you can align your strengths.
- Ask thoughtful questions. Make the most of your first impression by asking questions about things you’ve learned from your research. Again, efforts are rewarded in the interview process.

WHAT YOU SHOULD RESEARCH

INFORMATION ABOUT THE ORGANIZATION

- What’s the size, structure and ownership?
- What are the company’s services and products?
- What’s the public image of the company and what does it represent?
- Who are the competitors and how does the company stand in comparison?
- What’s the company’s history — are there any current events that I need to know about?

INFORMATION ABOUT THE POSITION

- What are the qualifications and attributes that the position is seeking?
- Are there any questions that may be challenging for me to answer based on the posting?
- Do I have a firm understanding of the position in general and in the context of this particular organization?

INFORMATION ABOUT THE INDUSTRY

- What are major issues that the industry is up against?
- What’s the state of the industry: on the rise or facing challenges?
- What can I learn about this industry from the news, recent events, prominent leaders, trends and history?

WHERE TO CONDUCT RESEARCH

INFORMATION ABOUT THE ORGANIZATION

- Review the company/organization’s websites and social media accounts, including any sub-accounts or hashtags related to the department/division/program.
- Check out their company profile and list of self-identified employees on LinkedIn.
- Search UMBCworks for their employer profile.
- Attend their employer information sessions, networking events, tables and site visits offered through the Career Center.
- See the Vault guides and employer database (access Vault through the Career Center’s website).
- Go to Buzzfile.com to find out what majors and in what states the employer hires.
- Conduct informational interviews with UMBC alumni, and current or former employees of this organization (see page 46-48).

INFORMATION ABOUT THE POSITION AND INDUSTRY

- Find links to national trade and professional associations and other industry resources on the “Links by Major” page of the Career Center’s website.
- Review relevant LinkedIn articles.
- Read relevant industry magazines and blogs.
- Go to O*NET (www.onetonline.org) for comprehensive occupational and job outlook information.
# TYPES OF INTERVIEWS

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<tr>
<th>What does this look like?</th>
<th>WHAT TO KNOW ABOUT PHONE/VIDEOCONFERENCING ETIQUETTE</th>
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<tr>
<td><strong>SCREENING INTERVIEW</strong></td>
<td><em>REMOTE INTERVIEWS: What to Know about Phone/Videoconferencing Etiquette</em></td>
</tr>
<tr>
<td>Often a 30-minute interview conducted by a human resources representative, possibly on campus, over the phone or online</td>
<td>Employers are using technology more often than ever to screen applicants as a time and cost saving measure. These interviews are either &quot;live&quot; or &quot;recorded&quot; and viewed at a later date. Focus on communicating yourself clearly and prepare like you would for an in-person interview. Log in to Big Interview from the Career Center’s website for best practices for phone and virtual interviews. Here are some additional tips for preparing:</td>
</tr>
<tr>
<td><strong>ON-SITE INTERVIEW</strong></td>
<td><strong>PHONE</strong></td>
</tr>
<tr>
<td>Extensive, in-person interview where you can see the work environment, interact with other employees and make your strongest case for employment</td>
<td><em>A land-line is preferable to minimize connection challenges. You can reserve a room in the Career Center for your interview if you don’t have access to a land-line. If you must use a cellphone, be sure to check your signal and battery life prior to the call.</em>**</td>
</tr>
<tr>
<td><strong>GROUP/PANEL INTERVIEW</strong></td>
<td><strong>Project energy and enthusiasm through your tone and voice.</strong>*</td>
</tr>
<tr>
<td>Three or more interviewers, most often key members of the organization who represent different departments or areas</td>
<td><strong>Speak clearly and audibly to avoid miscommunications.</strong>*</td>
</tr>
<tr>
<td>These can last 2-3 hours; occasionally you will be asked to present material on a relevant topic or to participate in a group presentation with other candidates</td>
<td><strong>Have your documents (résumé, job description) in front of you for reference and consider highlighting keywords or phrases you want to be sure to use.</strong>*</td>
</tr>
<tr>
<td>This style of interview attempts to assess your competency and gain multiple perspectives around you as a candidate</td>
<td><strong>Prep for success</strong></td>
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<th>What should I expect?</th>
<th><strong>PREP FOR SUCCESS</strong></th>
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<tr>
<td>In this type of situation, an employer is assessing your overall presence and how well you can communicate</td>
<td>Review your résumé and be prepared to answer basic questions about your background — these serve to &quot;screen&quot; viable candidates for a more formal interview</td>
</tr>
<tr>
<td>These can last 2-3 hours; occasionally you will be asked to present material on a relevant topic or to participate in a group presentation with other candidates</td>
<td>Ask questions about what to expect as these can vary based on the organization; be sure to take time to prepare a meaningful presentation — bring back-up technology if needed</td>
</tr>
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<td>This style of interview attempts to assess your competency and gain multiple perspectives around you as a candidate</td>
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**REMOTE INTERVIEWS:**

**PHONE**

- A land-line is preferable to minimize connection challenges. You can reserve a room in the Career Center for your interview if you don’t have access to a land-line. If you must use a cellphone, be sure to check your signal and battery life prior to the call.
- Project energy and enthusiasm through your tone and voice.
- Speak clearly and audibly to avoid miscommunications.
- Have your documents (résumé, job description) in front of you for reference and consider highlighting keywords or phrases you want to be sure to use.
**SERIES INTERVIEW**

| All-encompassing on-site interviews that can span several days and be comprised of a variety of activities and requirements |

**CASE INTERVIEW**

| A problem-solving interview that provides you with a scenario and information; you are tasked with providing logical solutions using what you’re given and any existing outside knowledge |

**ON-CAMPUS INTERVIEW**

| Throughout the fall and spring, the Career Center hosts employers from a variety of industries for on-campus interviews. Students apply approximately two weeks in advance and the employer invites selected candidates to participate in an interview. On-campus interviews are available for career-related positions including internships, full-time jobs, and other post-graduation opportunities. |

| These are usually for academia and executive level positions |

| Your ability to problem-solve is being assessed, so you’ll be expected to explain your logic and reasoning in relation to the task |

| These are a marathon, not a sprint, so it’s important to prepare for a process and think through the logistics as much as the content |

| Be prepared to take notes; take time to think through your response, ask thoughtful questions, and explain how you arrived at a solution; watch case interviews online in advance |

| Video-conferencing |

- Keep focused on the camera so that you appear to make eye contact with your interviewer.
- Dress for an in-person interview (no casual clothes).
- Test it out: Make a practice call to a friend prior to the interview to make sure that your audio/video are clear.
- Close other programs on your computer.
- Make sure your background surroundings are neutral. You can reserve a room in the Career Center for your remote interview.
- Keep your profile professional (picture, personal details).

| BOTH |

- Be in a distraction-free space where your interviewer will be able to clearly see/hear you.
- Research the company/agency website prior to the interview, taking note of their mission, values, and current information.
- Have a clock visible so that you can keep track of your time.
- Prepare thoughtful questions beforehand.
- Be prepared to give examples of your skills that match the position.
- Reserve a room in the Career Center for your remote interview.
TECHNICAL INTERVIEWS

WHAT IS A TECHNICAL INTERVIEW?

These interviews are designed to gauge your problem-solving skills, your ability to think under pressure, and your technical knowledge in your chosen field. In a technical interview, the interviewer wants to see how you think through a problem to reach a solution. Reaching the "correct" answer is not necessarily a requirement.

WHAT TYPES OF TECHNICAL QUESTIONS CAN I EXPECT?

Technical interviews may include general problem-solving questions, coding exercises, or logic puzzles as well as focused technical questions that are specific to the job you are applying for. Ask the recruiter what you can expect during the technical interview. For example, will you be given a coding task? This will help you to better prepare.

GENERAL PROBLEM-SOLVING QUESTIONS

These type of questions test your analytical thinking skills rather than specific knowledge of your field. These questions take a variety of forms. They may be open-ended with a variety of possible answers ("How would you improve the design of this pen?"), or they may be more precise, requiring a definite answer ("Why are manhole covers round?"). Some employers may ask you to solve logic puzzles.

FOCUSED TECHNICAL QUESTIONS

These focus on knowledge and skills required to perform the job. To prepare for these questions, familiarize yourself with the job description and the technical skills required, and then brush up on those skills.

WHAT IS THE BEST APPROACH TO ANSWERING A TECHNICAL QUESTION?

Think out loud. According to recruiters, the most important thing to remember when answering technical questions is to verbalize your thought process. The interviewer is just as interested in your approach and efficient problem-solving as they are in your solution.

Draw pictures and show your work visually. Summarize your thought process after working in silence so the interviewer understands your problem-solving strategy. Always use examples!

Ask clarifying questions. Make sure you understand the question and have all the information you need to solve the problem. Some questions may be intentionally ambiguous to gauge your confidence in asking questions and your ability to gather data to tackle problems that are not clearly defined.

Don’t bluff your way through an answer. If you don’t know the answer, take some time to think it through. Think out loud as you consider possible approaches. If you have absolutely no idea, admit that you don’t know. Admitting that you don’t know is better than bluffing.

For additional information on technical interviews, go to the Career Center’s website: Students/Master the Interview/Types of Interviews.

“Write a function to return the n\text{th} element in the Fibonacci sequence?”
HOW TO PREP FOR PRE-EMPLOYMENT TESTS

When applying for a job, you may be asked to take an employment test as part of the screening process. Employers administer personality tests to determine if you are a good fit for the job and if the job is a good fit for you. Types of pre-employment tests may include: aptitude, personality, skills, and job knowledge. The pre-employment test is usually only one of a number of factors used to determine your suitability for the job.

Don’t sweat personality tests — there are no right or wrong answers. Personality tests are designed to measure “traits” that are associated with successful performance of a certain job. For example, a position involving sales would require applicants who tend to be outgoing and competitive, so the employer may give a personality test to determine if you have those traits.

If your prospective employer sees you are nervous or upset about being asked to take an assessment, they may be concerned about how you will handle the normal day-to-day job stress, so try to relax and you will actually fair better. It is not recommended that you try to fake it and answer questions in the way that you think the employer wants. The goal of the hiring manager is to save time and money by recruiting and training someone who will be a great fit for their organization. So, don’t fake your way through a personality test. Whatever your personality is, there is a job that is right for you.

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STEP 2: PLAN THE DETAILS

WHAT TO DO

Plan your route: find the exact location of your interview and GPS map and print copies of your directions in case technology fails (print an alternate route, just in case). Make sure to leave enough time to arrive early to your destination — it is better to be early and wait outside for a few minutes than to rush in at the last minute.

Do a test run: drive the interview route (keeping in mind that traffic can fluctuate), or if you are taking public transportation, be sure to travel the route and make sure that you will be able to arrive at your location on time.

WHAT TO BRING

- Extra copies of your résumé
- List of three professional references
- A written list of questions you’d like to remember to ask (take several and ask about two or three)
- Padfolio and pen for note taking
- Professional bag, briefcase or purse

OPTIONAL

- Business cards
- A copy of your portfolio materials to share with an employer

BUSINESS CASUAL: THE BALANCING ACT

Business casual is the balance between formal interview attire (like suits) and informal dress (like jeans and t-shirts). Every organization has its own version of business casual, which makes it a little hard to define. When choosing business casual for the office, take a look at what your coworkers are wearing as a model and, if in doubt, play it safe with more conservative clothes. Here are some examples of common business casual pieces to add to your wardrobe:

Some general rules of thumb are:

- Avoid clothes that are very casual, like jeans, t-shirts or athletic clothing and to opt instead for black or khaki pants, slacks or skirts.
- Neutral colors like black, navy and gray are good foundations (you can always accessorize with color and style).
- Avoid visible body piercings and tattoos until you know about the organization’s policies.
DO’S AND DON’TS OF A PROFESSIONAL IMAGE

**DO’S:**

- Choose professional, tailored attire. Two piece suits or dresses are customary in most professions. Consider the formality of the industry and company where you will interview — dress a bit more formal than their day-to-day attire
- Opt for solid, traditional colors and select conservative makeup and hairstyles
- Choose dress shoes in good condition or heels below three inches
- Neatly trim or shave hair and consider choosing traditional hair color
- Dress as the gender you will present as if hired or that makes you feel comfortable
- Consider covering up tattoos or removing piercings prior to your interview
- Check your breath before entering — mints are a great emergency tool

**DON’TS:**

- Wear overpowering perfume or cologne
- Select dresses or skirts that are above the knee, or outfits with low necklines
- Wear wrinkled or informal clothing — they do not make a great first impression
- Choose accessories that might distract, like large jewelry, and ornate ties, belts, or purses
- Wear outfits that are not in good condition, such as shirts missing buttons, or stockings with runs
- Accessorize with wild nail polish colors — keep it neutral
- Wear anything that makes you feel uncomfortable — confidence is key
STEP 3: PRACTICE, PRACTICE, PRACTICE

PRACTICE INTERVIEW APPOINTMENTS

WANT TO PRACTICE THIS SKILL MORE?

In order to build your confidence and ensure you are presenting yourself well, be sure to practice before an interview. Big Interview can be used to record yourself and get feedback from supervisors, faculty, mentors, and even the Career Center by sending your videos to interviews@umbc.edu. If you want in-person feedback, you can schedule a practice (mock) interview with Career Center staff by calling us at 410-455-2216.

BEHAVIOR-BASED INTERVIEWS

Behavioral-based interviewing is based on the premise that a person’s recent, relevant past performance is the best predictor of future performance. Instead of asking how you might behave in a particular situation, a behavioral interviewer will want to learn about how you did behave during certain situations. You will be asked to provide a specific example of a past situation or task to demonstrate the way you performed in that specific situation or task.

HOW DO I ANSWER A BEHAVIORAL QUESTION?

Prepare for behavioral questions by recalling recent situations that demonstrate your relevant skills. Use examples from your work experience, classes, leadership, teamwork or customer service experience. Be sure that each story has a beginning, middle, and end. Be specific; give a detailed account of one event. Use the STAR technique described below to structure your answer. Expect the interviewer to question and probe; for example, “What did you say?” “What were you thinking?” “What was your role?” Answers can take one to two minutes and should be descriptive, yet concise.

The S.T.A.R. technique is an easy method to use when responding to behavioral questions. It prompts you to hit key facts in the example or scenario that you’re sharing. This model helps you to be detailed but still remain concise, and to share enough information to provide a clear picture without over-sharing cumbersome or unnecessary details.
**SITUATION**
Describe the situation you encountered that will highlight your skill or strength. Remember to identify the setting of the example.

**ASK**
Describe the goal or the task that you had to complete while you were in this situation. Be concise but able to provide details if prompted.

**ACTION**
Describe the specific action YOU took to remedy the task or situation. This should highlight a strength or skill that you possess, and this is the focal point of your anecdote!

**RESULT**
Explain the results of your actions. Make sure the outcome reflects positively on you (even if the result itself was not favorable — e.g., things didn’t go as planned, but you learned the skill).

---

**EXAMPLE**
I was a member of a collaborative team that was conducting research for UMBC’s undergraduate research program with the goal of presenting at URCAD. One of our team members was repeatedly failing to show up for our meetings, was not meeting deadlines, and created a problem for other members in the group. My goal/task was to check in with the team member, express our concerns, and offer any needed assistance. I decided to meet with that group member individually so I could explain the team’s frustration in private. During our meeting, he shared that he had challenges with keeping organized, and that was mostly why he was missing our meetings and deadlines. I helped him to map out our team meetings for the future and checked in with him one day prior to the meetings to ensure that he was up to date. After we started communicating more, this group member was more engaged and successfully met his deadlines. By modeling good organization skills and keeping him up to date, we were all able to more effectively complete our research in time for the URCAD presentation.
COMMON INTERVIEW QUESTIONS

ACADEMIC

☐ How did you choose your major?

☐ Tell me about a time that you encountered an academic challenge such as a difficult decision or a heavy semester. How did you deal with that?

☐ Which of your courses or projects have helped prepare you for this internship?

BEHAVIORAL

(Use the S.T.A.R. technique to brainstorm responses to these)

☐ Provide an example of a time when you used good judgment and logic in solving a problem.

☐ Describe a time in which you were faced with problems or stresses that tested your coping skills. How did you respond? What was the outcome? Looking back, what could you have done better?

☐ Give me an example of an important goal that you set in the past and tell me about your success in reaching it.

☐ Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

☐ Describe a situation where your decisions were challenged by your supervisor/professor. How did you react? What was the outcome?

☐ Describe a situation where you made a compromise for the over-all good of the team. Why was compromising the right thing to do? What was the outcome?

☐ Tell me about a time when you learned a valuable lesson from a success or a failure. How did this event shape your approach to problem solving?

☐ Tell me about a time when you delegated a project efficiently.

☐ Describe a time in which you worked with a difficult supervisor or teammate.

☐ Describe a time when you “went the extra mile” to help someone? Why did you assist them? What was the outcome?

☐ Let’s say your manager gave you ten things to do by 5:00 p.m. and you realized that you couldn’t finish them all. What would you do? How would you prioritize them?

☐ Give an example of when you were able to learn a new skill in a short period of time.

GENERAL

☐ Tell me about yourself.

☐ Why are you excited about this opportunity?

☐ What are your greatest strengths? What is a weakness or challenge for you?

☐ Why do you want to work for this company?

☐ What specific goals do you hope to accomplish in the next 5-10 years?

☐ Why are you the best candidate for this job?

☐ How do you handle ambiguity?

☐ Do you have any questions for me?
QUESTIONS BY INDUSTRY

BUSINESS/FINANCE
- In your opinion, what elements are necessary for a successful team and why?
- Tell me about the project you are most proud of, and what your contribution was.
- Pitch a stock. What have you been following in the news?
- What do you recall as the greatest trends affecting the economy today?

TECHNICAL
- Tell me about one of your most recent computer programming or technical projects. What did you contribute and what results did you achieve?
- Tell me about a time when you successfully explained a project’s status or technical issue to a customer.
- Share an experience in which you improved the performance of existing software.

SCIENTIFIC/ANALYTICAL
- How do you approach a multi-step problem?
- Tell us about the most recent research that you’ve conducted or participated in.
- Tell us about a time when you had to analyze information and make a recommendation. What were your thought processes? What was your reasoning behind your decision?

SERVICE/NON-PROFIT
- What attracted you to working for a nonprofit organization?
- Tell me about your most rewarding volunteer experiences.
- Do you have a personal connection to our mission? If so, why?
- Tell me about your experience with fundraising.
- Tell me about a time when you raised community awareness for a cause.
- Describe a time when you accomplished big results on a limited budget.

RED FLAG
“IS THAT QUESTION ILLEGAL?”

Be wary if the interviewer asks any questions about:
- Race/ethnicity
- Citizenship/nationality
- Marital status
- Whether you’ve had, or plan to have, children
- Sexual orientation
- Religion
- Age
- Physical or invisible disability
- Details of your discharge from military service
- Political, religious or ethnic organizations

Employers cannot legally ask direct questions about any of the above, and you are NOT obligated to supply this information. If they do. However, they may legally ask indirect questions such as, “Are you eligible to work in the U.S.?” or “Can you fully perform the functions of this job?”

HOW SHOULD YOU RESPOND IF YOU ARE ASKED AN ILLEGAL QUESTION?

Becoming offended or saying, “Isn’t that illegal?” will probably not help your chances of landing the job. You may choose to answer the question, if you feel comfortable doing so. Or you may deflect the question and refocus the conversation on more relevant topics. For example, if asked, “Do you plan to have children?” you could say, “My personal life is important to me, but I have always been deeply committed to my work.”
RESPONDING TO CHALLENGING QUESTIONS

During the interview, expect to be asked the following questions. These questions are challenging in that there are a variety of methods and strategies for how to effectively respond. It is strongly recommended that you schedule an appointment to meet with a Career Specialist for assistance with these and other questions:

“TELL ME ABOUT YOURSELF.”

This is the perfect opportunity to share your 30-second commercial customized for the job you’re interviewing for (see page 51). Give an overview of your education, skills and experience related to this job. Practice, Practice, Practice!

“WHAT IS YOUR MAJOR WEAKNESS?”

There are several strategies for dealing with this question:

- STRATEGY 1: Identify a weakness that will not significantly hinder you in the job for which you are interviewing. Then highlight a strength that compensates for the weakness, and/or you can describe steps you are taking to overcome the weakness.

- STRATEGY 2: Point out something that they already know but does not appear to be a stumbling block (a low G.P.A., or a lack of certain technical skills, and then explain why this would not impact your success).

- STRATEGY 3: Be careful identifying a “weakness” that may also be viewed as a strength. Sharing that you are a “perfectionist” or “take on too much” can come across as cliché if not properly explained. Use this method with caution.

“WHY DO YOU WANT TO WORK FOR THIS ORGANIZATION?”

This is where your organization research can help you to shine. Knowing why you’re a good fit, not just for a job but for a company, can make you stand out. Know what their goals are and how you fit into them.

“WHY DID YOU LEAVE YOUR LAST JOB?”

The employer is trying to find out if you had any problems on your last job. Never say anything negative about yourself or your previous employer. Some common reasons for leaving might be: general layoff, job was temporary, moved to a new area, company went out of business, no room for advancement, wanted a job more aligned with your skills, or looking for more challenge.

“WHAT ARE YOUR FUTURE CAREER PLANS?”

The employer wants to know if you are ambitious, plan ahead, and set goals for yourself. It’s acceptable to communicate that you are considering several options as opposed to describing specific details. In the case of an internship, the employer may also want to know if you would consider working for them full-time after graduation.

RESPONDING TO SALARY QUESTIONS

When responding to questions about salary, avoid naming a figure. If the amount you give is too high you might eliminate yourself; if too low, you might undersell. If you’re absolutely required to provide a figure before an offer, research a salary range appropriate for the position, location and level of qualification. For additional information, see “Evaluating Job Offers” on page 92.
QUESTIONS TO ASK AT THE END OF YOUR INTERVIEW

The most effective questions to ask are ones that come from your employer research (see page 77) or show interest in the position or organization. You want to show what you can do for the company, not what the company can do for you.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the next steps in the interview process? How would you like to be contacted for follow up?</td>
<td></td>
</tr>
<tr>
<td>How does the area I would be working in fit into the overall organizational structure?</td>
<td></td>
</tr>
<tr>
<td>Can you describe the corporate culture or atmosphere of your company?</td>
<td></td>
</tr>
<tr>
<td>What kind of supervision and training would I receive?</td>
<td></td>
</tr>
<tr>
<td>How will I receive feedback on my job performance?</td>
<td></td>
</tr>
<tr>
<td>Would I be working on my own or on a team? Can I meet my team members?</td>
<td></td>
</tr>
<tr>
<td>Would I be working with people outside of the company? Clients? Vendors?</td>
<td></td>
</tr>
<tr>
<td>Have you ever hired a UMBC student before? Are they currently working for you? May I speak to them at some point?</td>
<td></td>
</tr>
<tr>
<td>How would you describe the ideal candidate for this job?</td>
<td></td>
</tr>
<tr>
<td>What do you enjoy most about working here? What would you change if you could?</td>
<td></td>
</tr>
<tr>
<td>What specific projects do you see me starting first?</td>
<td></td>
</tr>
<tr>
<td>What particular computer equipment and software do you use?</td>
<td></td>
</tr>
</tbody>
</table>

NDER QUESTIONS I SHOULD NOT ASK?

Never, never, never ask any questions about salary, benefits, vacations, holidays with pay, or sick days. You’re looking for a job, not a vacation (see page 93 on salary requirements).

Wait for the manager to bring up the issue of salary or wages. When they ask what salary you expect, ask what the standard salary is for your qualifications. Keep in mind that the company has a set salary for each job description and level of experience.

So, play it safe. Ask the manager to throw out the first figure.

IF I WANT THIS JOB, SHOULD I ASK FOR IT?

Absolutely. Managers get frustrated when people don’t say that they really want the job.

If the manager seems to be someone you’d like to work for, if the company seems solid and reputable, if they offer the security, growth, and challenge that you want, look the manager straight in the eye and tell them you want the job.
AFTER THE INTERVIEW

Once the in-person portion of the interview has concluded, there are important steps to be taken. The most important step is to send a letter and/or email thanking the employer for their time.

THANK-YOU LETTERS

A thank-you letter is probably the most overlooked tool used by job seekers! Thank-you letters give you an opportunity to thank the interviewer for their time, restate your interest in the position, and include any information about yourself that you may not have mentioned during the interview. Remember that thank-you letters/emails are most effective if they are received within 24-hours after your interview!

It is important to send a tailored thank-you letter or email to each person you met with during your interview. This is where you will want to reference the notes you took during your interview and address concerns/information that was shared. You may mail or email a thank-you letter, though be sure not to lose the “formality” of the letter if you choose to send it by email.

FOLLOWING UP

Typically, there is no action to be taken after sending your thank-you letter or email. However, sometimes the employer will give you a date when they will be making a decision. If the date has passed and you have not received a response, you may email or place a call to the employer to check the status of your application.

If you receive another job offer while you are waiting, simply contact the first employer to notify them that another offer has been extended to you. If you are their top candidate, this will alert the employer that you need a response sooner, potentially yielding you a job offer faster. If you choose to accept the alternate job offer, you should contact the first employer as soon as possible to withdraw your application. For help with making this important decision, be sure to review the section on evaluating job offers in this guide (see page 92).

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- Employee recognition programs

For more information, please visit
www.firstfinancial.org/about/employment-opportunities/
# POST-INTERVIEW CORRESPONDENCE

<table>
<thead>
<tr>
<th>Thank-You Letter: Post-Job Interview</th>
<th>Withdrawal Letter</th>
</tr>
</thead>
</table>
| **Dr. Foster Walker, Director**
Technical Design Group
Atlantic Engineering Systems, Inc.
1220 Warwick Ave.
Newport News, VA 23607 | **Ralph Smith, President**
S.T. Ayer Corporation
6921 Hilltop Boulevard
Baltimore, Maryland 21250 |
| **Dear Dr. Walker:**
Thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. My education and previous hands-on experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I am seeking. Please feel free to contact me at (410) 444-5555 or at email@umbc.edu if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

Robert Ramirez | **Dear Mr. Smith:**
I am writing to inform you that I am withdrawing my application for the test engineer position. As I indicated during our interview, I have been exploring several employment possibilities. This week I was offered an administrative position with a local county government agency and, after careful consideration, I have decided to accept that offer. The position provides a very good match for my interests at this point in my career.

I want to thank you for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative community programs you are planning. You have an impressive company, and I wish you and your staff well.

Sincerely,

Regina Stacey |

<table>
<thead>
<tr>
<th>Acceptance</th>
<th>Offer Decline Letter</th>
</tr>
</thead>
</table>
| **Ms. Amanda Davis, Division Manager**
Maryland Department of Human Resources
1000 Hilltop Circle
Baltimore, MD 21250 | **Ms. Amanda Stockwell**
Sales and Marketing Division
Colonial Properties, Ltd.
1700 Colonial Parkway
Baltimore, MD 21250 |
| **Dear Ms. Davis:**
I am writing to confirm my acceptance of the Human Services Specialist position and to tell you how delighted I am to be joining the Maryland Department of Human Resources. The work is exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to the organization, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:30 a.m. on May 28 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation on May 29. As we discussed, my starting salary will be $45,000 and health and life insurance benefits will be provided after 60 days of employment.

I look forward to working with you and your excellent team. I appreciate your confidence in me and am very happy to be joining your team.

Sincerely,

Pamela Martin | **Dear Ms. Stockwell:**
Thank you very much for offering me the position of Customer Service Manager with Colonial Properties. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have an impressive organization and there are many aspects of the position which are very appealing to me. However, I believe it is in our mutual best interest that I decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your fine staff.

Sincerely,

Dina Bernstein |
EVALUATING JOB OFFERS
TIMING, TONE, TACTICS, AND TIPS

You’ve successfully sold yourself during the interview and now the moment has come; the employer has selected YOU for the position! Congratulations! Now what? How do you know if the offer is fair? The process of accepting an offer can be overwhelming and intimidating. It is essential to proceed through this process with tact and professionalism. Below you will find tips how to evaluate an offer.

TONE, TIMELINESS, AND TACTICS

TONE
Be positive and persuasive — talk about how great you are. Think “win-win!”

TIMELINESS
While it is acceptable to ask for additional time to evaluate, it is also crucial at this stage to be mindful of the employer’s time frame and desire to fill the position.

TACTICS
Be sure to communicate with the employer throughout the process. If you are awaiting word about an offer from another employer, be sure to explain your situation. It is also appropriate to call any employers you are waiting to hear back from to tell them you have received another offer and inquire as to their time frame for making a decision.

EVALUATE THE WHOLE OFFER

POSITION — Nature of the work/duties, hours

LOCATION — Moving and cost of living, distance to work, teleworking options

BENEFITS — Such as, health, dental, vision, retirement, paid time off, stock options

COMPENSATION/SALARY — Benchmark the position(s) by researching the market value of the position(s) in your city/state. Consider:

• Financial needs, family considerations, professional development, and advancement
• Know your bottom line — the amount required to live at your comfort level. Use this figure to guide you as you evaluate whether to accept an offer.
ACCEPTANCE IN WRITING

Once you make a decision, make sure you act quickly and accept the position in writing. If you are accepting the position, notify the hiring manager by telephone followed by a confirmation letter or an email. Keep the letter short and state the agreed upon salary and start date. When rejecting an offer, make sure you politely thank the employer for their time and interest. It is important to be courteous and respectful in this type of letter as well (see sample acceptance and withdrawal letters in this guide on page 91).

AFTER ACCEPTING — NEXT STEPS...

THE DEAL IS DONE — Once you have accepted an offer (even if verbally), you are obligated to that employer even if you get a better offer later. Immediately stop interviewing and cancel all interviews. Telling an employer “no” after you have said “yes” is both unethical and unprofessional; remember, you are building your personal brand with each step of your career. A brand that can’t be trusted isn’t a brand you’d like to have!

RESPONDING TO SALARY QUESTIONS

Do some research beforehand so that you have an idea of the general range for positions in your field and level of experience. Meet with a Career Advisor or visit the Career Center’s website for salary research tools and resources. Good places to begin are “Negotiating and Evaluating Offers.” You can also find tools to help benchmark salaries based on position and location. During negotiations, try one or more of the following tactics:

- Demonstrate that you are knowledgeable about the going rate: “My research has shown that Information Systems interns typically earn between $15-$23, with an average of $19 an hour. Given my strong qualifications, I feel that a salary in the range of $17-$20 would be appropriate.”

- Turn the question back to the employer: “What would a person with my background, skills and qualifications typically earn in this position?”

- If they are inflexible on the salary, ask if any other aspects of the compensation package are negotiable such as vacation time or flexible hours. But remember, you should never try to negotiate before you have a firm offer.

WHAT’S A FAIR SALARY?

Because this process may be unfamiliar, we encourage you to schedule an “Interview Preparation/Evaluating Job Offers” appointment (30-minutes or 60-minutes — your choice) for more in-depth guidance. The Career Center is here to help you navigate this process with confidence.

Our new interview-prep software, Big Interview, has great resources on salary negotiation and tips for your first 90 days on your new job. Access Big Interview from the Career Center’s website or directly at my.umbc.edu/go/biginterview.
GAP YEAR

WHAT IS A GAP YEAR?
A gap year is time used to explore your strengths, interests, and the world around you. This generally involves taking 6 to 12 months "off," which may be taken before, during, or after college, or even during your professional career. If you find yourself struggling to identify your talents and passions, you may benefit from taking a gap year to help you answer important existential questions such as "Who am I?," "Where am I going?", and "How am I going to get there?"

TYPES OF GAP YEAR OPTIONS
ALTERNATIVE WORK EXPERIENCES: Jobs or internships in the U.S. or abroad.
LEARNING OPPORTUNITIES: Study abroad or a semester at sea.
TEMPORARY AGENCIES: Placement in a short-term or temporary job.
TRAVELING: Long-term hiking, backpacking or a cross country road trip to explore less traveled areas of the U.S. and other countries.

VOLUNTEERING: Local, national or international organizations in areas such as health or education.

PROS
• Obtain meaningful experiences and give back to others
• See other parts of the country or world
• Helps with self-exploration and career decision-making
• Learn transferable skills that can be added to your résumé
• Gain more time to prepare graduate school applications

CONS
• Delays the start of graduate school or employment
• May impact repayment of college loans if volunteering
• Miss family and friends back home

For more gap year resources see: careers.umbc.edu/students/gradschool/gap-year/

Adapted with permission, Bryants University, Dec. 2014

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gradschool.umbc.edu  410.455.2537  gradschool@umbc.edu
Take the Myers-Briggs Type Indicator (MBTI) personality assessment and schedule an appointment with a career specialist in the Career Center to get your results and explore related career options.

Download and install the Symplicity Jobs and Careers app from the App Store or Google Play.

Select University of Maryland Baltimore County to gain direct access to UMBCworks.

CREATE YOUR PROFESSIONAL PROFILE
Upload your resume, link your social media account and share your profile with employers.

FIND THE RIGHT MATCH FOR YOU
Get personalized job recommendations based on your interests. Star to favorite, or thumbs down when you are not interested.

APPLY TO YOUR DREAM JOB
Quickly search, sort, and filter to find the right opportunity for you. Check out your favorite jobs or jobs you recently viewed and apply on your own time.

TAKE YOUR JOB SEARCH ON THE GO!

DOWNLOAD THE APP

CONNECT WITH THE CAREER CENTER
Schedule career advising appointments, and register for the internship success practicum.

REGISTER FOR RECRUITING EVENTS
RSVP for On the Road employer site visits, info sessions, workshops, and other events.

EXPLORE YOUR PERSONALITY TYPE
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**Business, Accounting and Budget**
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**Law and Legal Services**
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**Security and Law Enforcement**
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**Education and Training**
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**Paid Internships, Scholarships and Co-Op**

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