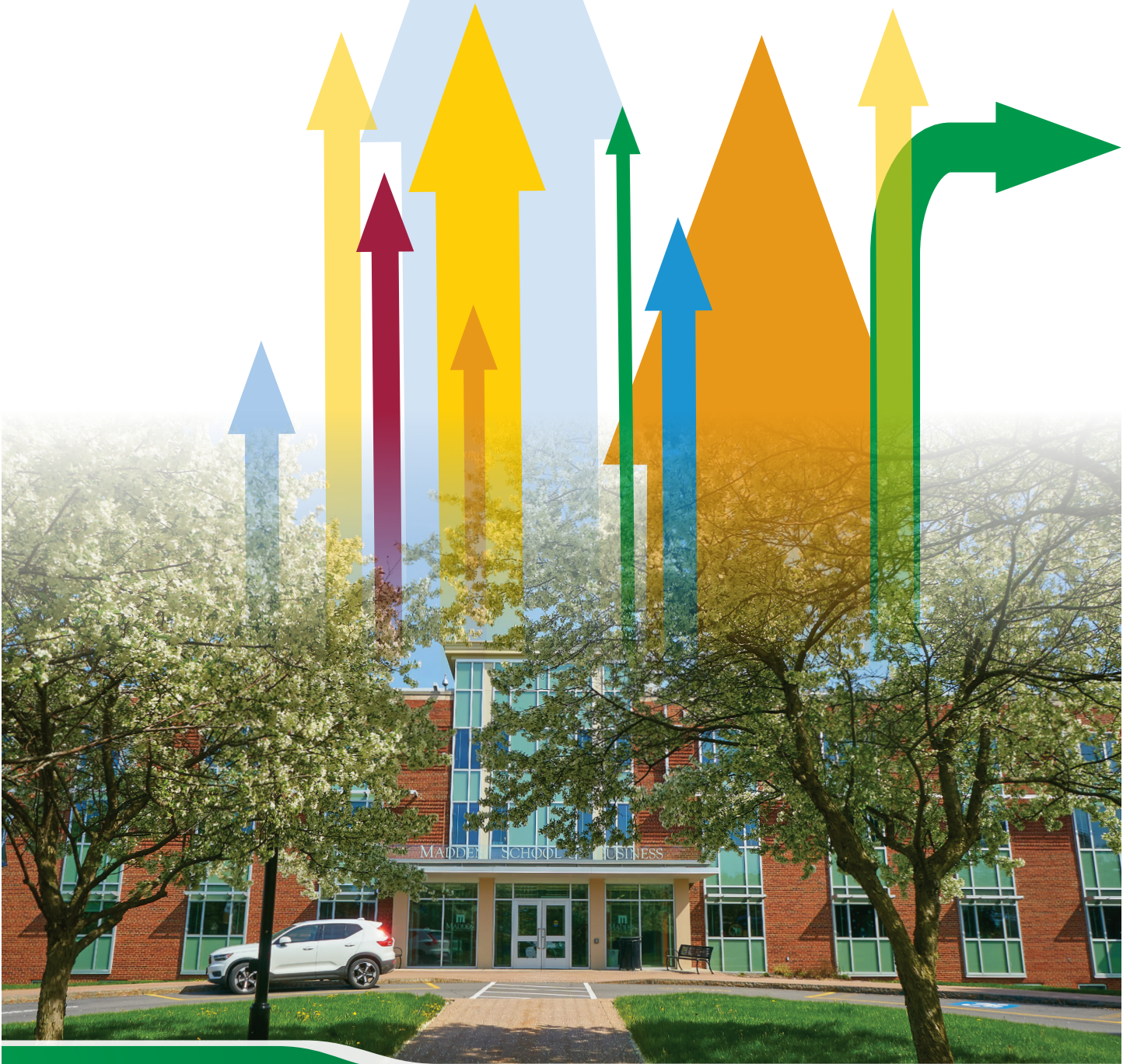


Office of Career Advising & Development




# MADDEN GRADUATE PROGRAM CAREER GUIDE



**LE MOYNE**  
Greatness meets Goodness®

Office of Career Advising and Development

Reilly Hall 342

careers@lemoyne.edu | (315) 445-4185 |    @ImcDolphinsWork

**Handshake** [lemoyne.joinhandshake.com](http://lemoyne.joinhandshake.com)

# Table of Contents



Career Advising has created an overall guide for you to use in exploring possibilities and preparing to launch or advance your career. In this booklet, you will find a collection of guides: Resume and Cover Letter, LinkedIn, Making Connections, Job/ Internship Search, and Interview. We hope this resource and the support of the Career Advising office help you find your path forward.

**Go 'Phins! You got this.**

*The Office of Career Advising and Development*

## TABLE OF CONTENTS

<b>Resume and Cover Letter Guide</b> .....	<b>3</b>
Power Verbs .....	5
Resume Examples .....	6
Resume Checklist.....	11
Cover Letter.....	12
Emailing Your Resume .....	15
<b>LinkedIn Guide</b> .....	<b>17</b>
<b>Making Connections Guide</b> .....	<b>25</b>
Preparing for Informational Interviews.....	27
Following Up.....	30
<b>Internship/Job Search Guide</b> .....	<b>31</b>
<b>Interview Guide</b> .....	<b>35</b>
Types of Interviews.....	37
During the Interview.....	39
After the Interview.....	40
Thank You Notes .....	41
Interview Questions .....	42
How to Dress for the Interview .....	47

## REPP for Resumes



**REFLECT** - On your past and present experiences and goals.



**EXPLORE** - Look at a wide range of possibilities of where you want your resume to be seen or discovered.



**PREPARE** - Utilize **ALL** resources available to you (in addition to this guide) to craft your document.



**PURSUE** - Once your professional document has been refined and critiqued, be bold and apply to many positions or programs that fit with your interests, values and goals.

# Creating Your **Resume**

## Creating Your Resume

### 1st DRAFT:

- LIST** all activities, experiences (paid and unpaid), dates (month & year only), city, state per each experience
- ORGANIZE** into basic categories; education, awards, internships work experience, volunteer, skills/certifications
- CUSTOMIZE** your basic categories or labels if possible, for more impact;

**Examples:**

**Basic Category vs. Customized Categories**

Internships	<b>Marketing Internships or Finance Internships</b>
Experience	<b>Healthcare Industry Experience, Data Analytics Experience</b>
Activities	<b>Campus Leadership and Involvement</b>

**CAREER FACT:**

**Recruiters review resumes for 6 seconds or less**

### 2nd DRAFT:

**LAYOUT** each category or section in order of relevance and/or the most recent experience first (consider your audience). **\*Education section will lead your resume (for current grad students early in their careers) under your heading or contact information.**

**CRAFT** bullet points for each experience.

**Formula for resume descriptions:**

**Power verb + Project + result = Stronger Bullet Point**

*“Pioneered career development workshop series, increasing student engagement by 50 percent.”*

**TIPS** Refer to the Power Verb list on page 5.

Avoid listing just tasks.

Include your impact/contribution or purpose with each bullet point description.

**Examples:**


**Basic Bullet Point vs. Effective Bullet Points**

BNY Mellon, Syracuse, NY  
*Client Processing Analyst Intern*

June 20XX- Aug 20XX

**Before**  Worked with peers on special projects

vs.

**After**  Utilized Excel to organize data resulting in eliminating 3-5 hours of additional work dedicated to project per week

# CREATING YOUR RESUME



## 2nd continued

**FORMAT** your document.

- ➡ **DO NOT USE A TEMPLATE:** create an original document  
Use a font size of 10-12 for content, and larger 12-14 font for categories
  - Using a template can be tempting because they are often visually attractive but they are very difficult to edit as you make changes
- ➡ **BOLD your name** and use large font size (14-16)
- ➡ **Utilize underline**, and *italicize* to create a consistent format and to ensure key information stands out. Use your creativity to make your document easy to read.
- ➡ **Utilize spacing** between categories, (avoid double spacing the entire document). Do not crowd content, but also evaluate for excessive blank space. Check out this [video](#) for tips on formatting a resume to one page.

## FINAL DRAFT:

### FINAL DRAFT RESOURCES AND TIPS

- ➡ Have others critique your resume (including Career Advising).
- ➡ Make an appointment with staff in [Handshake](#).

## *Handshake*

### and Why You Should Use It

Once your resume is ready to be viewed by organizations and employers, be sure to upload this document to your Handshake account. Handshake is free for you to use where you can find part-time and full-time opportunities. Please review some FAQs regarding Handshake.

#### Why should I make a Handshake account if I already have a LinkedIn account?

- Handshake has the most opportunities for students of any job platform, and is the only one that lets employers recruit specifically at Le Moyne.

#### Why should I fill out my Handshake profile?

- Handshake will give you personalized job recommendations based on the information you provide on your profile – so you can find jobs and internships that are right for you.
- Recruiters are **five times** more likely to proactively reach out to you with job opportunities and event invitations if your profile is complete.

Go to [Building Your Profile in Handshake](#) to assist you with maximizing your Handshake profile and visibility to employers and organizations



# POWER VERBS



## THINKING/ANALYSIS:

---

Analyzed	Consolidated	Examined
Assessed	Critiqued	Identified
Adapted	Defined	Investigated
Cataloged	Diagnosed	Judged
Coded	Diversified	Researched
Compiled	Evaluated	Strategized

## CREATIVITY:

---

Conceived	Developed	Pioneered
Conceptualized	Innovated	Proposed
Created	Invented	

## IMPROVEMENT:

---

Enhanced	Recommended	Revised
Expanded	Redesigned	Revitalized
Expedited	Reorganized	Simplified
Improved	Repositioned	Transformed
Increased	Restored	Updated
Perfected	Restructured	Upgraded

## INTERPERSONAL:

---

Advocated	Enlisted	Rehabilitated
Collaborated	Facilitated	Represented
Connected	Greeted	Taught
Consulted	Interviewed	Trained
Counseled	Mediated	Tutored
Demonstrated	Motivated	United
Educated	Negotiated	Welcomed
Energized	Partnered	
Engaged	Recruited	

## HANDS-ON:

---

Assembled	Designed	Rebuilt
Built	Distributed	Repaired
Constructed	Fixed	
Delivered	Operated	

## COMMUNICATION:

---

Conveyed	Instructed	Reported
Drafted	Marketed	Responded
Edited	Persuaded	Summarized
Emphasized	Presented	Translated
Illustrated	Promoted	Verbalized
Informed	Publicized	Wrote

## ORGANIZATIONAL:

---

Organized	Processed	Standardized
Planned	Recorded	Systematized
Prepared	Scheduled	

## EFFECTIVENESS:

---

Accomplished	Exceeded	Resolved
Completed	Generated	Solidified
Created	Influenced	Solved
Developed	Instituted	Structured
Engineered	Launched	Strengthened
Established	Reached	Succeeded

## LEADERSHIP:

---

Administered	Eliminated	Led
Advised	Encouraged	Managed
Challenged	Founded	Mentored
Coached	Guided	Officiated
Coordinated	Headed	Orchestrated
Created	Hired	Oversaw
Delegated	Hosted	Presided
Directed	Initiated	Supervised

## SAVINGS:

---

Eliminated	Performed	Regulated
Modified	Received	Retrieved
Monitored	Recognized	
Obtained	Reduced	

# RESUME CPA/ACCOUNTING EXAMPLE



## Linda N. Davis

[ldavis@lemoyne.edu](mailto:ldavis@lemoyne.edu) - (217)608-0199

### OBJECTIVE

Current 5<sup>th</sup> year accounting student seeking full time accounting position with EY in NYC in June 20XX. CPA eligible upon completion of 150-hour program in May 20XX.

### EDUCATION

**Le Moyne College**, Syracuse, NY

May 20XX

Madden School of Business

B.S. Accounting/M.B.A. 150-hour program

Dean's List (4 Semesters), Cumulative G.P.A: 3.54

- CPA-Eligible in May 20XX

### EXPERIENCE

**Le Moyne College**, Manresa Program, Syracuse, NY

August 20XX - Present

Graduate Assistant

- Assist with planning and organizing events for the Manresa Program, a mentor guided 4 year personal and professional development program for students
- Utilized Excel to track attendees and completion of milestones
- Create email campaigns to promote engagement and awareness of the value of the program

**Bowers & Company CPAs PLLC**, Syracuse, NY

January 20XX - April 20XX

Tax Accounting Intern

- Prepare tax returns for both individual and small business clients
- Assist with bookkeeping for financial statement preparation
- Effectively use tax software tools and technology
- Communicate directly with clients regarding missing tax documents

**Rapid Response Monitoring**, Syracuse, NY

May 20XX - December 20XX

Accounting Intern

- Preparing 2017 1099-MISC tax forms for RRM and 4 of its operating companies
- Preparing tax deductible meals & entertainment spreadsheets for RRM and 4 of its operating companies
- Coding, posting and scanning of accounts payable for 2 operating companies
- Data entry of timesheets and service tickets to reconcile services billed
- Creating inventory analysis spreadsheets for employees of an operating company

**Le Moyne College**, Office of Disability Services, Syracuse, NY

August 20XX - December 20XX

Note Taker

- Prepared notes for different courses for students with disabilities.

**BuzzFeed**

February 20XX - Present

Online Community Contributor

- Publish articles and quizzes for BuzzFeed.com on current topics (12 in total)

### LEADERSHIP/ACTIVITIES

**Residence Hall Association**, Syracuse, NY

August 20XX - May 20XX

Treasurer/Secretary

**Orientation Committee**

August 20XX - August 20XX

Orientation Leader

### SKILLS

- MS Excel, Word, PowerPoint, Google Docs, Slides, Sheets, Bloomberg, Zoom, Teams

# RESUME MBA IN LEADERSHIP CANDIDATE



## Gabriella Jimenez

(315)-720-4844 | [gjimenez@lemoyne.edu](mailto:gjimenez@lemoyne.edu) | <https://www.linkedin.com/in/g-jimenez>

### Education

Le Moyne College, Madden School of Business, Syracuse, NY May 20XX

M.B.A. in Leadership

Dual Major: B.S. in Business Analytics and Finance, Minor: Applied Statistics May 20XX

#### GPA: 3.78

- Dean's list all semesters
- Named to the NE-10 Conference Academic All-Conference Team, Spring 2021

### Internship Experience

**Arch Insurance, NYC, NY** June 20XX - August 20XX

#### *Sales and Client Management Intern*

- Completed 6-week internship program with global insurance company gaining exposure to wide array of insurance lines protecting over 39 million people
- Researched and presented to leadership team on strategies for recruiting early talent
- Assisted with prospecting & quoting, sales, enrollment, onboarding, and relationship management

**Allyn Family Foundation, Syracuse, NY** May 20XX - August 20XX

#### *Student Intern*

- Gained an understanding of the Salt City Market and objectives and goals for local community impact
- Researched national best practices related to small scale, scattered-site commercial development

### Campus Leadership

**Le Moyne Women's NCAA Division II Lacrosse Team** Fall 20XX - Present

#### *Team Captain*

- Build affinity and consensus with team members to achieve team and individual goals
- Assist coaches in philanthropy and engaging team with community service on and off campus
- Committed 20 – 30 hours per week to conditioning, strength training, practice, and meetings

**Student Athlete Advisory Committee (SAAC)** September 20XX - Present

#### *Student Representative*

- Develop and implement programming for student athlete engagement
- Participate in "Inside the L" program designed for student-athletes to live out people-centered Jesuit values
- Discuss strategies for addressing and managing student athletes' mental health

**Dolphin Green & Gold Fund** February 20XX – Present

#### *Student Investor*

- Manage a student run \$1,000,000 fund by conducting research on potential stock investments
- Write professional investment reports, financial models, and present to Board of Managers
- Analyze market sectors and company reports to forecast future financial positions

### Additional Experience

- **Wegmans, Cashier, Syracuse, NY** March 20XX - September 20XX
- **Holy Cross Church, Volunteer, Syracuse, NY** August 20XX - Present
- **Orange Crush, Coach, Dewitt, NY** July 20XX - Present

### Skills

**Technical:** Microsoft Excel, Microsoft Word, Outlook, Salesforce, R Studio, Bloomberg, Financial Modeling

**Language:** Bi-lingual in Spanish (Seal of Biliteracy)

# RESUME MBA IN ANALYTICS CANDIDATE



## *Riley M. Clarke*

315-988-0988 | [clarkemr@lemoyne.edu](mailto:clarkemr@lemoyne.edu) | [linkedin.com/in/clarke-r](https://www.linkedin.com/in/clarke-r)

### **Education**

**Le Moyne College, Madden School of Business, Syracuse, NY**

Master of Business Administration in Analytics (**GPA: 3.86**)

Anticipated May 20XX

Bachelor of Science with Dual-Major in Finance and Business Analytics (**GPA: 3.6**)

May 20XX

- The Francis and Martha McElroy Medal in Business, Summa Cum Laude, Beta Gamma Sigma, Alpha Sigma Nu, and Alpha Lambda Delta

### **Work Experience**

**Constellation Brands, Inc., Victor, NY**

May 20XX-August 20XX

*Analyst Intern, Associate Employee Experience*

- Assist with promoting a positive workplace culture by creating communication materials for employees on company resources to help with creating a healthy work-life balance
- Provides day-to-day support in designing and executing employee research projects, playing a role in the measurement, analysis, and presentation of global employee insights

**Dolphin Green and Gold Fund, LLC**

September 20XX-May 20XX

*Senior Advisor, Team Leader, and Senior/Junior Analyst*

- Provided analysis and feedback to investors and board of managers by utilizing the S&P Capitol IQ Platform to grow investment fund <https://www.dolphingreenandgoldfund.com/>

**Capital One, New York, NY**

Summer 20XX

*Financial Intern*

- Collaborated with financial and marketing teams to provide support on budget and forecast models through Microsoft Excel and statistical formulas
- Presented national group project to the president of the company; provided recommendations for ongoing COVID-19 adaptations

### **Projects and Research**

Link: [IMDb Movies and Netflix Content](#)

March 20XX

*Team Member*

Conducted analysis on movie data and streaming content through R Studio, Tableau, and Alteryx to evaluate relationships between IMDb movie ratings, genre, gross earnings, box office revenue, and streaming content available on Netflix

Link: [Top U.S. Cities to Reside In](#)

October 20XX

*Team Member*

Conducted research through R Studio and Tableau by analyzing parameters such as climate, air quality, cost of living, median income, etc., within various U.S. cities with a population of more than 50,000 residents to determine the best cities to reside in

Link: [Water Sustainability Project](#)

May 20XX

*Team Member*

Conducted analytical research on water usage; provided data visualization through coding to the Le Moyne College Sustainability Committee

### **Leadership and Involvement**

**Le Moyne College Investment Club**

Fall/Spring 20XX-20XX

*President/Secretary/Member*

**Manresa Program**

Fall 20XX- Spring 20XX

*4-year Fellow Participant*

**Technical Skills:** Alteryx, Tableau, R Studio, Microsoft Office





## AURA S. KANE

(917) 392-7099 | kaneau@lemoyne.edu | linkedin.com/in/a-kane

### EDUCATION

#### **Le Moyne College: Madden School of Business**

*M.S. in Information Systems*

*Dual Major: B.S., Information Systems & Management & Leadership*

GPA: 3.3

Syracuse, NY

May 20xx

December 20xx

### EMPLOYMENT EXPERIENCE

#### **Le Moyne College: Information Technology**

*IT Service Desk Coordinator*

Syracuse, NY

January 20xx – Present

- Actively coordinate in the daily operation of the IT Service Desk including prioritizing workload, triage problems and responses, and monitoring trends and constituent needs so that Support Services and other IT divisions can provide effective, proactive, and innovative solutions to needs and problems.
- Coordinate the developing, communicating, and maintaining documentation and training on the use and configuration of the College's standard technologies so that the user community can take full advantage of the tools available for them.
- Serve as primary professional staff member responsible for mentoring and supervising student staff and with outside service vendors for desktop/printer equipment warranty repairs.

#### **Le Moyne College: Le Moyne Institute**

*Project Management Intern*

Syracuse, NY

May 20xx – August 20xx

- Developed internship and worked as a fully functional team member of the Le Moyne Institution (LMI) in the office of Financial Services.
- Facilitated planning of projects from initiation through evaluation, including developing strategies, goals, timelines, resource allocation, and risk management plans.
- Oversaw project execution and delegated resources to ensure milestones are met by all members of the project.

#### **Major League Baseball (MLB)**

*IT Support Service Desk Intern*

New York, NY

May 20xx – August 20xx

- Responded, documented, and resolved IT issues for users using Service Now, Real VNC, and Bomgar.
- Imaged company computers using JAMF/PXE Boot/SCCM; deployed and updated software using PDQ Deploy.
- Repaired Xerox printer issues and called support when needed.

#### **Le Moyne College: Information Technology**

*System Administration Student Assistant*

Syracuse, NY

January 20xx – December 20xx

- Provided Level 2 troubleshooting: phone calls, ticket routing, break/fix instructions, on site assistance, and printer assistance.
- Assisted Systems Administrative staff with computer and application installations throughout campus.
- Created and Reimaged 150+ campus Macs and PCs.

### LEADERSHIP & ACTIVITIES

#### **Latino America Unida Lambda Alpha Upsilon Fraternity, Inc.**

*Syracuse Metro Colony: President, Secretary, Social Chair, Community Service Chair, Alumni Advisor*

Syracuse, NY

- Assist, coordinate, collaborate, and develop programs for events in the community with other organizations.

### SKILLS

- Bilingual: English | Spanish
- Microsoft Office Suite, G-Suite, SQL
- Operation Systems Knowledge
- Workday, VMware/Fusion, Parallel Desktop
- Atlassian – Jira Software, TeamDynamix Ticketing System
- Amazon Web Services (AWS) – EC2, VPC, S3
- ITIL 4 Trained
- Major Incident Response Communication – Risk Management
- Data Analysis – RStudio, Tableau, Knime knowledge

# RESUME MBA ANALYTICS CANDIDATE/ WORKING PROFESSIONAL



**Gia Ang**

(315) 609-0018 | giaang@gmail.com

## SUMMARY

Problem-solving business support analyst skilled in analyzing functional, user experience, and technical requirements during the complete software life cycle; strong critical thinking used to interpret and analyze data to drive successful business solutions.

## SKILLS

- Agile/Scrum
- Workflow Analysis
- Lean Six Sigma
- R Studio
- Python
- SQL
- Microsoft Office
- Confluence
- JIRA

## EXPERIENCE

BNY Mellon, Oriskany, NY Jun 20XX - Present

### **Cash Operations Business Support Analyst**

- Coordinate between line of business SMEs and technology teams to define, gather, refine, and compile requirements for custom client projects into cohesive business requirement documents
- Create manual testing scripts accounting for database impacts, software scenarios, regression /interface testing, negative testing, error/bug retests, and usability; assisted with requirements gathering and testing of automated regression scripts
- Functional Lead in the implementation of an automated message sanctions scanning process. The process automated the scanning of 7,000+ messages daily across 3 lines of business resulting in a cost saving of \$58,000
- Functional Lead and SME for the RDA OFAC suspense automation process. The process removed the need to manual intervention on 525 cases/week
- In first 6 months, created a comprehensive training plan with reference material used to onboard a 6-person offshore business support team
- Created a Competency Assessment Matrix used to assist with training efforts and tracking progress of knowledge within the team

### **Diversity and Inclusion Business Resource Group Co-Lead**

Jun 20XX- May 20XX

- Planned and executed events geared towards the celebration and education of the culture and history of the different nationalities and ethnicities represented at BNY Mellon
- Coordinated Lunch and Learns with a local community leaders and professors

The Wencor Group, Peachtree City, GA

### **Strategic Data Analytics Intern**

Jun 20XX-Dec 20XX

- Served as an external data researcher, sourcing external and internal data resources to support business use cases and guide strategic decision making
- Contributed to planning, design, development, and deployment of predictive model to calculate the total number of landing gear replacement kits for 3-year period
- Reported analysis of the effectiveness and efficiency of existing predictive modeling platforms; and recommended new strategies and improvements directly to the CFO and CIO

## EDUCATION

Le Moyne College, Madden School of Business, Syracuse, NY May 20XX

M.B.A. in Analytics

Le Moyne College, Madden School of Business, Syracuse, NY May 20XX

Dual Major: B.S. in Business Analytics and Finance

## CERTIFICATIONS

Robert Morris University, Pittsburg, PA, Lean Six Sigma – Green Belt Certification Jan 20XX

University of Virginia, Boston Consulting Group, Digital Transformation via Coursera Sept 20XX

DeepLearning.AI . AI for Everyone via Coursera Aug 20XX

# RESUME CHECKLIST



## 1. ✓ **FORMATTING**

- Resume is typically one page unless you're advanced in your career - (there are a only few exceptions; please reference your specific field or CV vs. Resume on page 14)
- Font size is between 10-12 with header being at least 14
- Consistent spacing and margins
- Dates, fonts, and spacing follow consistent pattern
- Use of bullet points to list skills and accomplishments
- Set margins to 0.5 if more space is needed to prevent 2 page resume

## 2. ✓ **CONTENT**

- Degrees listed correctly (MBA, M.S. Information Systems) Check Phinfo
- GPA listed (if above 3.0)
- Adequate contact information is provided with voicemail set up (professional greeting)
- Power verbs are used to describe experiences (not “worked or responsible for...”)
- Verbs are consistent tense (past tense used for past experiences, etc.)
- Include hard skills on your resume. Avoid listing soft or transferrable skills. Show this through your strong bullet point descriptions. Showing vs. telling is a better strategy.

## 3. ✓ **FINAL STEPS**

- Proofread by another trusted peer or mentor (see Handshake for 1st time resume availability).
- Follow up with a Career Advisor for a final review of your resume/cv in a Word or Google document.
- Final Draft is easy to read and saved as a PDF (with first and last name).
- Upload your career documents to your Handshake profile > documents tab and choose “visible” to be discovered by company representatives.

# CREATING YOUR COVER LETTER



## GATHER INFORMATION:

- **Find the name, title and mailing address for the person accepting applications.**  
In some instances the job description will provide a contact name. If none is provided, you can check the company's website.
- **If you can't find a name, it's best to address the letter to "Dear (Company Name) Hiring Team."**  
Avoid "To Whom It May Concern."
- **Research the organization to which you are applying.** Note discoveries about its mission and values, services, history and future goals, performance and reputation, etc. As you research, take notice of what makes you excited about your discoveries. Use this as inspiration to craft examples of synergy between you and the employer. You can research an organization by visiting its website, going to its LinkedIn page, and checking its social media presence. Highlight connections between your values and purpose that align with the organization to which you are applying.
- **Review the job description, ie., responsibilities, preferred qualifications and skills you may already possess and highlight the skills and experiences the employer wants so you can address them in the cover letter.**

## DRAFT:

- Do not repeat exactly what is on your resume. Use this opportunity to provide context to skills or accomplishments in your resume.
- Write the letter, using the suggestions listed.
- Make sure you are including information about the organization and how your skills will blend with the characteristics they are seeking in an employee.

## REFINE:

- **Read the letter as a potential employer.**
- **Ensure that you have highlighted the skills you will bring to the position based on the job description.** The letter should focus on what you bring to a position versus what you would learn from it.
- **Check for grammatical, usage and spelling errors multiple times.**
- **Ensure your letter matches the professional tone of your industry.**
- **Follow up with the contact person after you have sent the letter and resume in PDF form.**  
Do not simply ask if they have received your materials. Use the opportunity to reiterate your interest in the position.
- **Have your cover letter reviewed by a trusted mentor and/or Career Advising.**



# COVER LETTER CONTENT



<p>Your contact info</p>	<p>Same heading as your resume, including: Name, Email, Phone</p>
<p>Date</p>	<p>Today's date</p>
<p>Recipient's name, title, organization name, and address</p>	<p>Full Name of Person You Are Contacting Title/Position Name of Organization Mailing Address City, State, Zip Code</p>
<p>Salutation with name of hiring person. If gender is unknown use Mx.</p>	<p>Dear Ms./Mr./Mx./Dr. Last Name:</p>
<p>Content of your letter: Use the job description for employer preferences or requirements and incorporate key words into your letter.</p>	<p><b>Paragraph 1 – Briefly state your purpose for writing the letter</b></p> <ul style="list-style-type: none"> <li>• Explain why you are interested in a specific position/opportunity.</li> <li>• Refer to any contacts you may have at the organization.</li> <li>• Explain what it is about the organization that you find interesting/compelling.</li> <li>• Try to lead with a relevant example. Opening sentence should be compelling. (Avoid "My name is ...")</li> </ul> <p><b>Paragraph 2 – Tie your skills, knowledge and experience to the position/organization</b></p> <ul style="list-style-type: none"> <li>• Select one to two projects or experiences that demonstrate skills and accomplishments related to the position. These can be experiences from your classes, prior work or volunteer experience, or student organization leadership.</li> <li>• Show evidence you have researched the organization and give specific examples where your skills would support the efforts of the organization</li> <li>• If you feel a particular connection to the organization, you can go more into detail about it than you did in the first paragraph. This could include how the company fits with your interests, goals, working style, values, etc.</li> <li>• This section can be separated into two paragraphs, if necessary</li> </ul>
<p>Briefly list at least 2 of the most compelling job related skills, strengths, or desired traits and evidence or story to back your claim. Provide real examples.</p>	<p><b>Paragraph 3 – Ask for an interview/consideration for the position</b></p> <ul style="list-style-type: none"> <li>• Indicate that you are available to meet and discuss your qualifications further.</li> <li>• Reiterate your interest in the position.</li> <li>• Thank the employer for their time and consideration.</li> </ul>
<p>Closing statement with your name and signature Consider scanning your signature to insert as an image.</p>	<p>Sincerely/Cordially/Best Regards,</p> <p>Your Name</p>

# COVER LETTER EXAMPLE



SYLVIA MARTINEZ

Guayaquil, Ecuador  
martinezsy@lemoyne.edu | (680) 676-8777

August 18, 20XX

Unilever  
Englewood Cliffs  
NJ, New York

Re: USA Marketing Analyst -20XX  
Job ID: R-20548

Dear Unilever Hiring Team,

As an international, MBA in Analytics graduate with an B.S. in Marketing from Le Moyne College, Unilever's global presence with countless name brand products truly inspires me. More importantly, Unilever's mission and my personal values of wanting to provide products to help people while keeping sustainability at the forefront is a key reason I am applying to the Marketing Analyst position.

I recently completed an internship with a pharmaceutical company in Ecuador. This meaningful experience reaffirmed my strengths working with a team and my ability to learn quickly by observing mentors and directors. I analyzed sales from different sources to find more opportunities for growth, organized data collected from pharmacies to track product growth, and I was also involved in several projects for the construction of reports in Power BI. I believe my open mindset and thirst to learn new approaches and strategies drives my success and can contribute to your team.

Additionally, being involved in tennis, even from an early age has afforded me the opportunity to travel the world, become independent, navigate different countries, and learn new cultures and perspectives. Tennis has been the vehicle to these experiences but has honed my leadership skills on and off the court and highlighted my ability to be a positive force on the team. Leading up to our finals, a few teammates were not getting along and it was affecting my focus, as well as the rest of the team. I decided to take the initiative to organize a sit down meeting to help with listening and communicating feelings and concerns. After addressing issues and getting to the root of the problem, they understood each other, and we were able to play the finals of our conference with confidence and feeling supported.

I believe my tenacity coupled with my multicultural competency, leadership and positive outlook will add to the objectives of the Unilever team by being able to mine data and interpret findings with a goal to help develop smart campaigns that resonate and motivate key demographics.

My experiences, academic achievements, skills and values, confirm my potential for success at Unilever. I am readily available to meet to discuss my qualifications and resume at your convenience. Please feel free to reach me at [martinezsy@lemoyne.edu](mailto:martinezsy@lemoyne.edu) or (680) 676-8777. Thank you very much for your time and for considering me for this position. I look forward to hearing from you.

Best Regards,

Sylvia Martinez

# EMAILING YOUR COVER LETTER AND RESUME



You have worked very hard to improve, edit, and customize your resume and cover letter. You may have the opportunity to directly email a hiring manager or human resource professional. In either case, your email should be well crafted, brief and professional.

## TIPS AND SUGGESTIONS:

- 1) Refrain from relaxed language i.e. Hey, lol, ur, yeah
- 2) Do not use emoticons or emojis - this isn't a text message to your friend
- 3) Use a proper salutation and honorific; Dear Ms./Mr./Mx./Dr. [last name]; ex) Dear Dr. Smith,
- 4) Include in the message that you are attaching your full version of cover letter and resume for a specific position.
- 5) Save and send your documents in PDF format and label documents with your first and last name so they can be easily recovered when searching. Avoid saving your document as resume.pdf.
- 6) Proofread your email TWICE. Make sure it flows and the tone of the email is appropriate and professional

## GOOD EXAMPLE:

Dear Ms. Jones,

Thank you for taking the time to speak with me yesterday after the McNeil Lecture Series. We spoke briefly about the full time Risk Management position with your organization. After reviewing the opportunity further, I am very excited to share I formally applied through your website. Attached you will find a full version of my cover letter and resume for your consideration and to continue the dialogue. I would be happy to expand on my qualifications and interest in this position via virtual meeting, phone or in-person meeting. Should you need any additional information, please do not hesitate to ask.

Best Regards,

Samuel Fisher

[Samuel Fisher Cover letter.pdf](#)

[Samuel Fisher Resume.pdf](#)

## BAD EXAMPLE:

Hey! Please see attached.

[Resume.doc](#)

[Cover letter.doc](#)



## Links Referenced in this section

Below are the Web addresses referenced in this guide in case the links aren't working. You can copy and paste the address to your browser.

- Page 4** Video on tips for formatting a resume:  
<https://www.youtube.com/watch?v=up-qy4Wu7IA>
- Make an appointment in Handshake:  
<https://support.joinhandshake.com/hc/en-us/articles/219133257-How-to-Request-an-Appointment>
- Building Your Profile in Handshake:  
<https://support.joinhandshake.com/hc/en-us/articles/360040813754-Build-Profile-from-Resume>



# Leveraging LinkedIn



LinkedIn is no longer an optional tool for graduate students; its power to build a professional network and reinforce professional presence is unparalleled. LinkedIn is not just for those in business; professionals from all industries are represented including healthcare, education, and social services, to name a few.

## CONSIDER THIS:

- LinkedIn has over 170 million users in the US including over 20,000 connected to Le Moyne
- Over 10 million applicants report finding a job through LinkedIn
- 89% of recruiters report having hired someone through LinkedIn

This guide is designed to help you identify the best way to leverage LinkedIn, build a relevant network, and find internship and job opportunities.

## Optimize Your LinkedIn Profile

Think of your LinkedIn profile as your online resume and professional presence. It is important to keep it current so when you make new connections on LinkedIn, viewers are accurately reminded of your areas of interest, experience, and values.

## DID YOU KNOW?

When you apply for a job or internship on LinkedIn, the employer receives an email notification. The following information is pulled from the applicant's LinkedIn profile and included in the email notification. It is **CRITICAL** that relevant information match what is submitted in the job application:

- Candidate's Name (should match the name on your resume)
- Headline beneath candidate's name
- Current Employment Job Title(s)
- Past Employment Job Titles
- Education
- # of Recommendations
- # of Connections – see below for building this number effectively
- Contact information – e-mail address and phone number should be up-to-date

## REPP



**REFLECT** - Identify your interests, values, and strengths. Think about your experiences and the story you want your LinkedIn profile to tell.



**EXPLORE** - Use the Alumni tool to research what Le Moyne grads have done after your program. Join professional groups that align with your interests and follow organizations you admire.



**PREPARE** - Review your resume as a starting point to build your LinkedIn profile.



**PURSUE** - Connect with alumni to build your professional network. Use LinkedIn to apply for internships and jobs.

# Leveraging LinkedIn



Employers review this brief information to decide whether to investigate a candidate further. See sample content for these elements at the end of this guide. Consider the following guidelines for optimizing your profile:

- **Your goal is to become a LinkedIn All-Star.** All-Stars are 40 times more likely to receive opportunities through LinkedIn. You can become an All-Star by completing the sections of your profile outlined below and by establishing at least 50 connections.
- **Select a strong headshot photo** since LinkedIn members with profile photos can receive up to 21 times more profile views than those without profile photos. Strong photos are a full focus shot from waist or chest-up where ideally your face takes up about 60% of the frame. Take a photo in soft, natural light in front of a simple background. Dress in work-wear and keep in mind solid colors tend to be best – don't forget to smile. And no selfies!
- **Choose a background photo** that enhances your story. This could highlight your career path, interests, a location, or simply speaks to you. It should also work well with your headshot. Google “free LinkedIn background photos” for ideas.
- **Craft your headline carefully** by using keywords and position titles. This is what the employer sees first beneath your name – and you want to make sure it shows an immediate match. By default, LinkedIn displays your current position and company. If you have an internship you're very proud of then you can keep that title. If not, update your title to include relevant keywords to match the types of positions to which you are applying.

## Examples

### Low Impact Headline

Graduate Student At Le Moyne

vs.

### High Impact Headline

B.S. Accounting/M.S. Information Systems student at Le Moyne College |  
Aspiring Technology Risk Consultant | MAASB Member

MBA in Analytics Graduate Student at Le Moyne College | Student Athlete  
Aspiring Business Consultant | Entrepreneur | MBA in Leadership

- **Ask for recommendations** from previous supervisors, co-workers, professors, coaches, and others who know you well academically or professionally. You can give recommendations to others, too, and they may then recommend you in turn. You can ask for a recommendation directly through LinkedIn but we recommend sending an email ahead of time asking for the recommendation and providing context on what you want the person to write about.
- **Add examples** to your profile, including writing samples, video(s), presentations, flyers, etc. (from your coursework, campus involvement, or job/internship). If applicable, provide links to career-related blogs or other social media feeds. You can also include your resume as a Google document. Examples of your work can be placed in the “Featured” section and/or throughout your profile.

# Leveraging LinkedIn



- **Treat the “About” section as valuable real estate.** You have 2,000 characters to connect the dots of your experience and tell your story. Unlike a resume, it is a first-person narrative – make it interesting to read. Consider these questions: Who is your audience? What will motivate them to want to learn more about you? To consider you for an interview? What examples and quantifiable results can you use to demonstrate your points.

## Examples

- 1) Detail-oriented MBA in Business Analytics student with a knack for demystifying data. I have strong curiosity for employing analytical techniques to investigate, find patterns, and draw conclusions from data. I hope to find work after graduation this May as a data analyst to help enable decisions and spark positive change

### Competencies:

**Data:** Data Analysis | Data Management | Data Scrubbing

**Software:** R | Excel | Python

**Leadership:** Public Speaking | Team Engagement | Problem Solving

**Contact:** iggy@lemoyne.edu

- **Customize your URL.** Click the Me icon at the top of your LinkedIn homepage. Click View profile. Click Edit public profile & URL in the right rail. Under Edit your custom URL in the right rail, click the Edit icon next to your public profile URL. Type the last part of your new custom URL in the text box; try using your first and last name with no spaces. This will make it easy to include your URL on your resume and business cards.
- **Post on LinkedIn:** Now that you have a strong profile, think about sharing posts or writing articles. Topics could include a summary of an clinical experience; summary or take-away message from attending a career or industry-related talk, event, or webinar; detailing an award you won at school or work, etc.

## Build Your Network

LinkedIn is only as powerful as the number of people in your network. Set a goal of 100 connections to start your LinkedIn networking, and then add a few additions each week. LinkedIn will offer relevant contact suggestions.

- **Connect with Alums:** Type “Le Moyne College” into the search bar and find the College’s school page. Once you’re there, you’ll see “Alumni” as one of the menu options. You can filter results based on keywords that may appear anywhere on their profile (including past experiences), years of attendance, location, current employer, functional area, area of study, skills, and degrees of separation.

[Watch video](#)

# Leveraging LinkedIn



- Be sure to send a message along with your invitation to connect with alums to increase the chances of them accepting your request and responding. You can omit the signature, because by default the e-mail they receive already includes that information.

## EXAMPLE:

Dear First Name,

Hello, I'm pursuing my MBA in Analytics at Le Moyne and I'd like to connect with you because I'm considering a career as a data analyst. Thank you for considering this request and I look forward to the opportunity to learn more about your career path.

- **Join Groups and Professional Associations** in your industry of interest, national chapters of organizations you are involved with, and community groups. It is a quick way to build your network and enhance your profile. You can listen in on career-related group conversations, ask questions, and identify people with whom to connect.
- **Follow Companies, Top Voices, and Industry Leaders** to follow news and gain insight
  - Top Voices: [Professionals You Should Be Following](#)
- **Advanced Search:** To perform more advanced searches, make sure you click "All filters" under the search bar to locate professionals by city, position, organization, college, etc.
- **Use Discretion when Accepting Invitations.** Be wary of people wanting to connect without a profile picture. Avoid invitations from complete strangers, unless there is a recognized thread of connection.
- **Follow-up after Connecting.** Alums are usually willing to help students with informational interviews about their career journeys, questions about organizations in which they work, advice on resumes, etc. Once you're connected, you can send them a direct message through LinkedIn.

## Apply for Jobs on LinkedIn

Use LinkedIn Jobs to setup preferences for your job search including location, seniority, organization size, industry and job function. You can also search by zip code or keyword, and it will automatically indicate if you have connections at the organization.

- Read the position announcement CAREFULLY
- Keep in mind that you only need to meet 70% of the requirements to be considered for the position – especially if you meet the top three requirements
- Include a resume and cover letter tailored to the job
- After applying, reach out to the employer who posted the job on LinkedIn to share your interest in the role and let them know you applied



# Leveraging LinkedIn



## Do I need a LinkedIn Premium Account?

A Basic LinkedIn account is free and recommended for students seeking part-time or internship positions. The Premium Job Seeker plan on LinkedIn may prove beneficial to students and alums seeking full time employment. For more information, please visit [premium.linkedin.com](https://premium.linkedin.com).

## What about the Mobile Apps?

LinkedIn has mobile apps for the general system as well as a dedicated ones just for job seekers and students. The technology and offerings are developing so quickly that it is difficult to provide guidance. We suggest that you review the apps and decide which mode you prefer; the desktop site or mobile apps.

## Elements of a Complete LinkedIn Profile

**PHOTO:** It doesn't have to be fancy - just a simple shot in front of a plain background. And don't forget to smile!

**HEADLINE:** A short, memorable, professional slogan. Should capture who you are now and what you're looking for.

**ABOUT:** Do not skip this section. Use it to put career choices and goals in context, highlight your achievements, and show off your personality.

**PLEASE NOTE:** LinkedIn frequently makes changes to the user interface. If you don't see an element referenced here, look around carefully because it likely has been renamed.

The screenshot shows a LinkedIn profile for 'LMC Student' with the following elements:

- Profile Picture:** A circular profile picture of a mannequin head, annotated with a yellow arrow from the 'PHOTO' text.
- Header:** 'LMC Student' with a blue pencil icon for editing.
- Location:** 'Syracuse, New York Area'.
- Headline:** 'Aspiring investigative journalist looking for the next big story!', annotated with a red arrow from the 'HEADLINE' text.
- About Section:** A blue 'Add profile section' button and a 'More...' button.
- Connections:** 'See connections (5)'.
- Background Image:** A large banner image of a brick building with a steeple, annotated with a blue arrow from the 'ABOUT' text.
- Blog:** A section titled 'Follow my blog - Giornalismo' with a small thumbnail image.


# Leveraging LinkedIn



**EXPERIENCE:** List the jobs you've held and things you accomplished at each. You can include media here.




### Experience




**Career Advising Work Study Student**  
Le Moyne College  
Jan 2017 – Present · 4 yrs 1 mo  
Career Advising & Development

- Trained to excel at a wide variety of front desk clerical tasks
- Trusted to make appointments for professional staff
- Maintain confidentiality of student information



**Server**  
Bella's Sicilian Ristorante  
May 2017 – Present · 3 yrs 9 mos  
Geneva, NY

- Deliver top-notch customer service in a fine dining setting
- Assist management with scheduling and reservations
- Trusted with nightly tip allocation and distribution



**Newsroom Intern**  
Bloomberg LP  
Jun 2018 – Aug 2018 · 3 mos  
Geneva, NY


Bloomberg News is one of the biggest financial news organizations in the world, leading the way in delivering news coverage in all its forms for the people with the most at stake. They lead the way in breaking news about events that help our readers to stay a step ahead of the markets.

...see more

**EDUCATION:** Include colleges you've attended, major/minor, study abroad, research, etc. You can upload media here.




### Education



**Le Moyne College**  
Bachelor of Arts - BA, English  
2017 – 2021  
Activities and Societies: - The Dolphin newspaper, regular contributor - Major Arcana, writer for student-produced theatre productions - LCTV, reporter for student-run television station - WLMU, reporter for student-run radio station


**Media (1)**



The Role of The Media in Maintaining a Just Society

LMC Student

The Role of The Media in Maintaining a.pptx



**Onondaga Community College**  
Associate's degree, Liberal Arts and Sciences, General Studies and Humanities  
2015 – 2016

# Leveraging LinkedIn





## SKILLS/ENDORSEMENTS:

Include keywords that you see on job descriptions in your field. Ask your connections to endorse you!





### Skills & endorsements

**Customer Service** · 2

 Endorsed by Leslie Bailey Streissguth (mutual connection)  Endorsed by 2 of LMC'S colleagues at Le Moyne College


---

**Leadership** · 2

 Endorsed by Leslie Bailey Streissguth (mutual connection)  Endorsed by 2 of LMC'S colleagues at Le Moyne College

---

**Microsoft Office** · 1

 Endorsed by Leslie Bailey Streissguth (mutual connection)

Show more ▾

**ACCOMPLISHMENTS:** Don't be shy here, there are many categories including honors, scholarships, internships, etc.



### Accomplishments

**2 Courses** ▾  
Business Ethics • Business Policy


---

**1 Honor & Award** ▾  
Manresa Fellow

**VOLUNTEERING:** Show your passion by listing organizations and/or clubs to which you freely give your time.









### Volunteer experience

 **Community Volunteer**  
Habitat for Humanity  
Apr 2015 – Present • 5 yrs 10 mos  
Economic Empowerment

**INTERESTS:** These will appear automatically if they are in your profile but you should also follow organizations you admire.



### Interests

 <b>The New York Times</b> 5,907,210 followers	 <b>Writers Guild of America West</b> 9,128 followers
 <b>Onondaga Community College</b> 23,300 followers	 <b>The Associated Press</b> 199,473 followers
 <b>BBC News</b> 7,444,044 followers	 <b>The Washington Post</b> 1,428,835 followers

See all

# Leveraging LinkedIn



Below are the Web addresses referenced in this guide in case the links aren't working. You can copy and paste the address to your browser.

**Page 19** Alumni "watch video": <https://www.youtube.com/watch?v=kb3Td1juZWY>

**Page 20** Professionals You Should Be Following:

<https://www.linkedin.com/pulse/linkedin-top-voices-meet-professionals-you-should-following/>

**Page 21** LinkedIn Premium account: <https://premium.linkedin.com/>

# Making Connections



## Connecting with your Primary Contacts

- Think about people you know - family, friends, faculty, and people you have worked or volunteered with -- who might have connections to your field?
- Create a spreadsheet with the names of the people, their title and company, their contact information (email, phone, mailing address), and space to make notes on what you talked about.
- Contact the people on your list (see sample email below), arranging meetings that work for them. Determine how you will meet - phone, virtually, in person.
- Primary contacts can also be a great source to connect you with people other professional arenas besides their own. Ask them if they know anyone in the field you are interested in pursuing.
- During the meetings, share your curiosity, ask good questions, note highlights of the peoples' career journeys. Ask them if they have any advice for you (see sample question section later in this guide).
- Note your discoveries from the conversation on the spreadsheet, giving yourself time to understand what your observations mean to you and your career exploration.
- Send a thank-you via email or hand-written note within the first 24-48 hours of the meeting. You can share your gratitude for them sharing their time and noting the highlights of what was beneficial in talking with them.

## Sample email to Primary Contact

Dear Ms. Naunceton,

I hope all is well. It has been a while since I saw you. I wanted to connect with you to update you on my career exploration/job search.

One of the (insert job role or industry) I am interested is related to your position with (insert X COMPANY) As you may know, I am at Le Moyne College in the XXXXX program with a focus on XXXXXX. After researching various roles, I am most interested in XXXXXXXXXX, and I was hoping you could share your perspective on this profession.

It would be wonderful if we could meet for 20 minutes. We can talk on the phone, set up a virtual meeting, or, if you prefer, meet in person at a location which is convenient for you. Thank you again and I look forward to hearing from you.

All the best,

Sydney Swarthen

(315) 555-5555 | swarthsc@lemoyne.edu | LinkedIn.com/SSwarthen



## Connecting with your Secondary Contacts

- Collect a list of people who you discover from your primary contacts OR who you have found through your own research.
- Add these people to your spreadsheet.
- Contact the people on your list, arranging meetings that work for them. Determine how you will meet – phone, virtually, or in person.
- During the meetings, share your curiosity, ask good questions, note highlights of the peoples' career journeys. Ask them if they have any advice for you (see sample question section later in this guide).
- If it feels comfortable, ask your contact if they can refer you to anyone else in the field who might be available, and if you might use their name when introducing yourself.
- Note your discoveries from the conversation on your spreadsheet, giving yourself time to understand what your observations mean to you and your career exploration.
- Send a thank-you note, preferably hand-written if you have their address, within 24 to 48 hours of your meeting, thanking them for their time and noting the highlights of what you learned from talking with them.

### Sample Email to Secondary Contact

Dear Mr./Ms./Dr. [ ],

[first name last name] suggested I contact you, as I am very interested in learning more about your work as a [ ]. I am thinking of the possibilities before me, and from what [ ] shared, and the research I have been doing, I want to better understand the work you do.

I was hoping I could ask to meet with you for 20 minutes. We can talk on the phone, set up a virtual meeting, or, if you prefer, meet in person at a location which is convenient for you. I am very curious about how you have arrived at the Archives and would like to hear more about your career journey.

I appreciate your considering my request,

Sydney Swarthen  
(315) 555-5555 | swarthsc@lemoyne.edu | LinkedIn.com/SSwarthen

# Making **Connections**

## Preparing for Informational Interviews



### **REPP (Reflect, Explore, Prepare, Pursue) and Networking:**

Throughout the process of building relationships with others in the professional arena, remember to reflect on what your goals are, explore the possibilities, find people who can support your search, prepare for conversations and interviews to get closer to your targets, and pursue the opportunities that arise because of the community you have built.



### **PREPARE**

- Do your research before the conversation. Visit the organization's website, gain a basic understanding of the field, and be comfortable with industry terminology.
- If you are meeting in person or virtually, dress professionally. (Refer to page 47 in the Interview section of this guide for tips on how to dress for an interview)
- Arrive on time if you are meeting in person or virtually; call at the designated time if it's a phone meeting.
- Prepare questions important to you but that also show your interest in the company or industry.
- Your contact may ask you some questions as well, so be prepared to talk about yourself and your professional goals.
- Be prepared to share your resume or CV, depending on your standard in your field. Your contact may ask to see it, or you may have the opportunity to ask for feedback.
- Bring a notepad and pen to take notes.



### **PURSUE**

- Introduce yourself using solid eye contact and smile. Eye contact is not easy for everyone, and if it is something you find challenging, remember you can also look at someone's eyebrows, forehead, or mouth instead.
- Tell your contact your goal (something akin to the 30-second elevator speech).
- Listen carefully and ask the questions most important to you. Be aware of your contact's time constraints.
- Thank your contact for their time and advice.

### **Possible Questions for Primary Contacts**

- What are the duties/responsibilities of someone in this position?
- What is a typical day like? Are there highlights to your day?
- What parts of your job do you find most interesting?
- What parts do you find most challenging?
  - ➔ Despite these challenges, what motivates you to remain in this field?
- How would you describe the culture or personality of your organization?
  - ➔ Is this typical for this field?
- What knowledge or training do you need to move forward in your work?
  - ➔ Are there certifications that would be helpful?



# Making **Connections:** Preparing for **Informational Interviews**



## Possible Questions for Primary Contacts, continued

- What do professionals look in the this field?
- What is the typical entry-level salary range for this type of work?
  - ➔ Asking a primary contact about salary ranges could be appropriate in an informational interview (you be the judge), but you should not ask this type of question in a formal job interview.
- What is perceived as success in the field?
- What is the future outlook of this field? Is it growing, declining or holding steady?
- Do you find there are obligations that go beyond the typical work week?
- How much flexibility do you have in terms of dress, schedule, vacation, etc.?
- What kind of background is necessary to enter this field?
- Are there books or blogs you think would be helpful for me to read?
- Are there classes or experiences, paid or otherwise, that you would recommend?
- How would you suggest I find opportunities in this field?
- Would you mind looking over my resume? Is this an appropriate resume for the positions I will be seeking?
  - ➔ How might I best improve the form and content of my resume?
- Are there any other questions you expected me to ask?
- Do you know any other people doing this type of work (or related work that was suggested) who might be willing to talk with me, as you have?
  - ➔ Could you give me their contact information?
  - ➔ When I speak to them, may I use your name?

# Making **Connections:** Preparing for **Informational Interviews**



## Possible Questions for **Secondary Contacts**

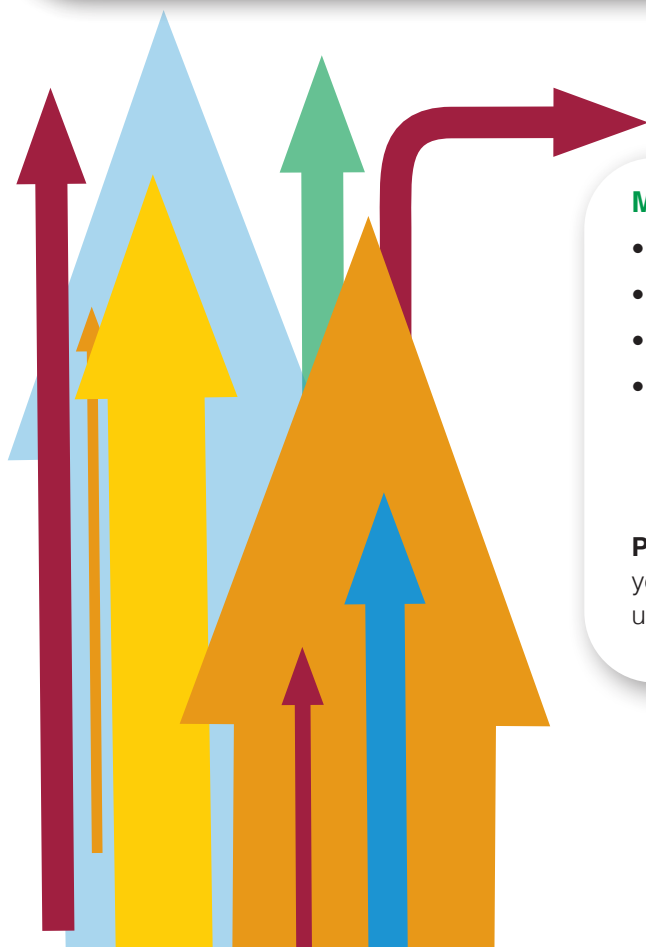
The questions you ask your secondary contacts are very similar to those you would ask a primary contact with the exception of questions that are more personal in nature.

- What are the duties/responsibilities of someone in this position?
- What is your typical day like? Are there highlights in your day?
- What parts of your work do you find most interesting?
- What parts of your work do you find challenging?
  - ➔ Do these challenges offer opportunities for motivation?
  - ➔ Are there ways to move beyond the challenges?
- How would you describe the culture of your organization?
- What is perceived as success in the field?
- Do you see there being potential for growth in this field?
- Do you feel like there are obligations that go beyond the typical work week?
- Is there professional development you suggest I pursue?
- Do you have a sense of how people are connecting with opportunities in this arena?

# Following Up



- If you didn't take notes during the interview, take a few moments to jot down some important points immediately after.
- Write a thank you note to the person you met with within 24-48 hours. Email is fine, but a handwritten note will be more memorable and professional. You may also include a business card so they remember you and pass your contact information along to other people.
- Send them a personalized invitation to connect via LinkedIn within 24 hours.
  - ➡ LinkedIn is an important networking tool. Build a profile and begin making connections as soon as possible. (Refer to pages 17-24 in this guide for tips on building a strong LinkedIn)
- Keep your contact information organized so you can easily find it later.



## How to Stay in Touch

### Maintain connections with your contacts by:

- Sharing relevant news/magazine/journal articles.
- Sharing personal updates/success
- Sharing how following their advice made a difference.
- Congratulating them on any success they have. You can see these on social media or in the news.

➡ LinkedIn and other social media are a great way to find this kind of information.

**Pro Tip:** Add reminders in your calendar to re-engage with your contacts every 3 to 4 months unless you have important updates to share before that point.

# Internship and Job Search Guide



## REPP and Finding an Internship or a Job:

Throughout your search for a internship or job, remember to take time to reflect on what you have learned about yourself and your personal and professional goals. Explore possibilities using the tools available to you. Prepare by creating a strong resume and, if necessary, a cover letter. Pursue your goals by finding opportunities that might work.



### REFLECT: Clarify Your Goals and Interests

- ➡ Know yourself – think about your skills, interests and values. Talk to friends, family, and campus community members to figure out your interests and how to utilize them. Talk to Career Advising about completing a [PathwayU](#) assessment then make an appointment to review your results.
- ➡ Strategize your goals post-graduation. What will best motivate and engage you in a career? Try to connect your interests, skills and what you value most with a career goal.
- ➡ Create a spreadsheet to collect your findings.



### EXPLORE

- ➡ Use [Handshake](#) and other internship and job search resources (i.e., LinkedIn, Indeed, Glassdoor, ZipRecruiter, etc.) to find job postings. Note the language employers are using to describe the work you want to do so you can tailor your resume to the position you want by including industry language.
- ➡ Establish geographic areas of interest – where you want to work can help narrow your search.
- ➡ Find organizations doing work that aligns with your interests and goals. Develop a stronger understanding of what the organizations are doing to give you a firmer connection to possibilities and a stronger voice in interviews. Target people you can talk with about the organization.

# Internship and Job Search Guide



## EXPLORE continued

- ➡ Create a spreadsheet (or some type of organizational tool) to track your communication with companies and progress toward your goal.

### EXAMPLE SHEET

Name	Contact Info	Work	Location
Kenneth Edward Brand	<a href="https://www.linkedin.com/in/kenneth-edward-brandonson-0b838221PA">linkedin.com/in/kenneth-edward-brandonson-0b838221PA</a>	PA	SPIX
Sujatha Khatri	<a href="https://www.linkedin.com/in/skhatri">linkedin.com/in/skhatri</a>	Studio Operations	NBC Universal Media
Rafael Tordones	<a href="https://www.linkedin.com/in/rafael-tordones-8ab1ab55">linkedin.com/in/rafael-tordones-8ab1ab55</a>	Senior Director of Sports Programming	ESPN Sports
Annela Pacefort	<a href="https://www.linkedin.com/in/annela-pacefort-12b7362233c">linkedin.com/in/annela-pacefort-12b7362233c</a>	Media Coordinator	Verizon One
Michael Gladstuck	<a href="https://www.linkedin.com/in/michael-gladstuck">linkedin.com/in/michael-gladstuck</a>	Director of Content	HBO
Cady Gramble	<a href="https://www.linkedin.com/in/cady-gramble-als675865">linkedin.com/in/cady-gramble-als675865</a>	Chief Operating Officer	Luma Pictures
Kaeb Borle	<a href="https://www.linkedin.com/in/kaeborle">linkedin.com/in/kaeborle</a>	Head of US Consumer Marketing	Spotify
Erika Doutan	<a href="https://www.linkedin.com/in/erikadoutan">linkedin.com/in/erikadoutan</a>	Showrunner's assistant	Sony
Iskander Bukhari	<a href="https://www.linkedin.com/in/iskbukhari">linkedin.com/in/iskbukhari</a>	Manager, Content Acquisition	Hulu
Wallasey Alzairabbah	<a href="https://www.linkedin.com/in/walzeairabbah">linkedin.com/in/walzeairabbah</a>	Director of Talent Acquisitions	ViacomCBS
Jean Michel	<a href="https://www.linkedin.com/in/jean-michel-6483888">linkedin.com/in/jean-michel-6483888</a>	Producer/Director	Warner Bros
Jemma Mullaly	<a href="https://www.linkedin.com/in/mullalyj340cc2">linkedin.com/in/mullalyj340cc2</a>	Content Operations Supervisor, Post Production	Equinox Media

- ➡ Explore Le Moyne alumni via LinkedIn, always using a note with your connect request. For tips on this, go to [LinkedIn Part I](#) and [LinkedIn Part II](#)



## PREPARE

- ➡ Think about the connections you've made to your professional network, while continually updating your spreadsheet.
- ➡ Create or update your [LinkedIn](#) profile – complete it in full (keep it professional and using an appropriate head-shot). Many jobs are posted on this platform before they are posted on company websites, so its important to make yourself available in this forum. Do the same with your Handshake profile. Employers are looking at both.
- ➡ Clean up your social media accounts – potential employers will search for you on there, so make sure your accounts have postings you would want them to see. When in doubt, throw it out.
- ➡ Practice your 30-second elevator pitch to introduce yourself and make your career goals known.
- ➡ Ask to meet with professionals in your field of interest to learn more about their work, their advice, and how you can work toward success in that arena.
- ➡ Use your research to tailor your resume and cover letter (if needed) to the job you are seeking.
- ➡ Have both your resume and your cover letter critiqued multiple times, including by the staff in the Office of Career Advising and Development.



## PURSUE

Look for opportunities on **Handshake**, **LinkedIn**, **Indeed**, **usajobs.gov** and more.

Make an effort to reach out to people in the industry so they can connect with you and have motivation to select you from the many resumes they receive. Resumes are great, but person-to-person connections are more effective at getting you in the door. Additionally, allowing or joining professional associations related to your career goals may give you the opportunity to expand your professional network.

- ➡ Apply to postings which you've found during your search.
- ➡ Remember, don't solely rely on applying online as your only action step. Once you have applied for a position, reach out to contacts within the organization, if you have any, to let them know your application has been submitted. They can then draw attention to your resume and potentially connect you with an interview.
- ➡ For small or midsize organizations, send an **inquiry letter** to a company, even if they don't have any openings at the moment, to put yourself on their radar.

### Interview

- Practice your interview skills by **scheduling a mock interview** with the office of Career Advising and Development. You can also practice interviewing with **Big Interview**.
- Gain an understanding of both traditional job interviews and networking informational interviews/career conversations.
- Refer to the **Interviewing and Making Connections** section in this guide to enhance your skills related to any employer meetings.

### Keep a Healthy Perspective

- Do not be discouraged by setbacks. There are opportunities out there for you.
- Learn what you can from the setbacks and understand this is what is going on right now, not forever.
- If you find yourself getting frustrated, it may be time to make an appointment with Career Advising using **Handshake** to gain perspective.

**You will find your way.**

# Links Referenced in this section



Below are the Web addresses referenced in this guide in case the links aren't working. You can copy and paste the address to your browser.

- Page 31** Pathway U: <https://lemoyne.pathwayu.com>  
Handshake: <https://lemoyne.joinhandshake.com>
- Page 32** LinkedIn Video Part 1: <https://youtu.be/kb3Td1juZWY>  
LinkedIn Video Part 2: <https://youtu.be/fFg4ITZgWP>  
LinkedIn: <https://www.linkedin.com>
- Page 33** Handshake: <https://lemoyne.joinhandshake.com>  
LinkedIn: <https://www.linkedin.com>  
Indeed: <https://www.indeed.com/>  
USAjobs: <http://usajobs.gov>  
Inquiry letter:  
<https://lemoyne.edu/Portals/0/CAD/EmailGuide.pdf?ver=d5wBnuN6JmA8hwzrh2wSiA%3d%3d>  
Scheduling a Mock Interview: <https://lemoyne.joinhandshake.com/appointments/new>  
Big Interview: <https://lemoyne.biginterview.com/>  
Handshake: <https://lemoyne.joinhandshake.com/appointments/new>



# Interview Guide



## REPP and Interviewing:

Congratulations for getting to this stage! Whether you are being proactive or just found out you landed an interview, this is a great place to find yourself. You will continue to engage with the REPP model (Reflect, Explore, Prepare and Pursue) throughout the interview process. This guide will provide tips, advice and real examples of interview questions for any type of interview (phone, in person, virtual).



### REFLECT

➡ **SELF-INVENTORY:** Know yourself. Have a your 30-second pitch to answer the “Tell me about yourself” or “Walk me through your resume.” Prepare answers for the following questions:

- What are your 3 top strengths? (Be sure to provide evidence for each or a brief story to support your claim)
- What is your weakness? (List only 1, show awareness and how you are addressing and tackling this weakness).
- Why are you interested in this position?
- What makes you the best candidate for this position?



### EXPLORE and PREPARE



➡ **RESEARCH:** Begin to do your homework on the organization and discover more about who is conducting the interview. You can access this information through company website, LinkedIn, other alum(s), or contacts.

- Who are the clients they serve?
- What are the products and services they provide?
- What is the mission, philosophy, and values of the organization?
- How will you meet the responsibilities of this position?
- What are some current events impacting the profession, company, and/or industry, etc.?

# Interview Guide



➡ **PRACTICE:** Say your answers out loud multiple times, in front of mirror or to a friend to help gain confidence in how and what you are saying. This will help you also to catch any mistakes (avoid um's, like, yeah or any "relaxed language" from your responses). Use the following resources to help you prepare;

- Schedule a mock interview via **Handshake** to get feedback from a career coach
- Utilize **Big Interview** to practice and record your answers. You can also find more general and industry specific questions.

➡ **ORGANIZE:**

- Collect documents and materials you will need during the interview (several copies of your resume to share with your interviewer(s))
- Curate appropriate interview attire (see **How to Dress for an Interview** on page 47)
- Confirm format of the interview; how many interviewers, in-person, phone, virtual or pre-recorded video submission
- Double-check the start time of the interview, location, directions, transportation, travel time (always allow extra time in case of travel disruption or weather delays)
- Set reminders on your phone and calendar about the event. Set email alerts from company contacts for important updates relevant to your interview schedule



## EXPLORE and PURSUE



➡ **An interview** can provide a wealth of information to help you visualize yourself working with the people you meet and to determine whether the company, program or opportunity is right for you, given your unique goals. Because of this, the interview is often considered a "two way conversation," so you should be assessing whether or not the position is the best fit for you.

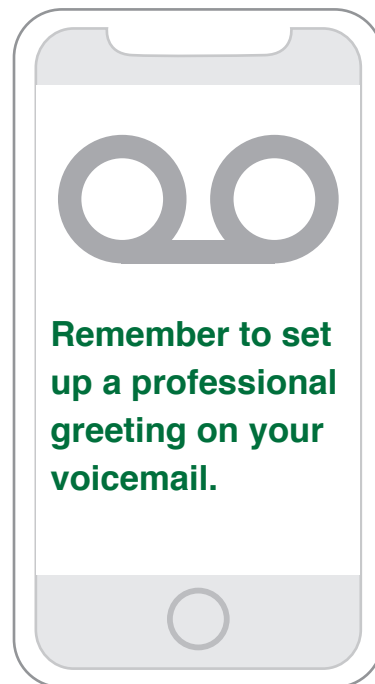
➡ **Keep an open mind** throughout the process by applying to other opportunities. Although you have made it to this stage, an offer or acceptance is not guaranteed. In order to increase your chances, keep going with applications and following up with your contacts (**see Building Community section**). The more interviews you have will only help expand your knowledge of various organizations and different types of positions and opportunities out there in your desired field. Employers already assume you are pursuing multiple opportunities.



## Telephone Interviews

In the case of a telephone interview, prepare yourself as you would for any other interview. The pressure of seeing the interviewer face-to-face may be eliminated, but you should still prepare all the answers and questions that you would for a in-person/virtual interview. In some ways, phone interviews are harder because you are missing the face-to-face connection. Here are some tips to make your phone interview just as effective as a face-to-face:

- ➡ Take advantage of not being face-to-face to do what makes you most comfortable. If you think better on your feet, give yourself space to walk around.
- ➡ Pre-arrange notes on your desk so you can easily find what you need.
- ➡ You may want to dress up for this interview, even though the interviewer won't see it, to put yourself in a professional state of mind.
- ➡ Look in the mirror when you talk and remember to smile! Your expression is reflected in your tone of voice.
- ➡ Be enthusiastic! Phone interviews tend to dampen one's personality, so act as upbeat as possible.



# Types of Interviews



## Virtual Interviews

The level of preparation for a virtual interview compared to an in person interview should still be the same. Researching the company, selecting appropriate interview attire, practicing your interview questions are still required to ace a virtual interview. Some virtual interviews can be conducted in a form of a pre-recorded software like Hirevue or Interviewstream where you have to submit your answers within a certain timeline.

[Listen to a brief video](#) help you.

### Follow these additional tips to prevent any virtual interviewing mishaps

**Understanding the logistics:** Confirm interviewing platform and process. Have all meeting links easily accessible with time and date in your calendar. Also, learn if it is a pre-recorded interview like Hirevue or Interviewstream and when the answers will need to be submitted.

**Interview set up:** Ensure your background or backdrop is organized and tidy. You can also use a virtual background if you prefer. Consider things like camera angle and lighting. It is important that your laptop is on a desk or table vs. your lap.


**Technology and connectivity:** Prepare ahead of time any tech details... Check to make sure if you need to download any apps or operating software (Chrome, Firefox). Remember that certain operating systems are not always compatible with the interview platform being used. Be sure to check your browser is supported. Close all other programs on your computer. Phone should be on airplane mode and put away.

**Reserve a quiet space:** Ask any roommates or family members to allow for quiet time during your interview time.

**Non-verbal mannerisms:** Remember to use good eye contact and smile! Speak clearly and exude controlled enthusiasm. Be attentive to social cues, do not speak over or interrupt the interviewer.

**The finer details:** Have a professional picture or screen username when utilizing meeting software like Zoom.

**Notes:** Be sure to have your resume and notes with you for easy referencing. Capture your interviewer's name(s) before leaving the interview so you can write and send a thank you note within 24 hours.

**Looking for more tips?** Available for current 'Phins only. Utilize  **biginterview** ([lemoyne.biginterview.com](http://lemoyne.biginterview.com)) to learn and practice interview skills, whether you're interviewing for a job, internship, or graduate school. **Are you alumni?** [Click here](#) to also access Big Interview.



## The Day of the Interview

- Hygiene in check: Groom, shower, avoid strong odors and fragrances.
- Self Care: Get at least 8 hrs of sleep, eat healthy and hydrate. These healthy habits will help give you the energy to be alert, clear and relaxed.
- Eat a good breakfast - something protein-rich to give you a healthy boost of energy.
- Dress appropriately! See How to Dress Guide (pg. 47).
- Bring several copies of your resume, a professional-looking notepad to take notes during the meeting, and the names/addresses/phone numbers of your references.
- Include all of this in a padfolio or simple folder.
- Mentally review your 30 second pitch, and be prepared to talk about your accomplishments using specific examples.
- **Arrive early!** You should be there about 10 minutes early so you have time to use the restroom, check your appearance, and calm your nerves. It also shows enthusiasm for the job. However, do not check in with the receptionist more than 10 minutes in advance.

## During the Interview

### First Impressions

- Greet your interviewer with a firm handshake, good eye contact, and a smile. Eye contact is not easy for everyone, and if it is something you find challenging, remember you can always look at someone's eyebrows, forehead, or mouth instead.
- Dial your energy level to a controlled enthusiasm. Do not start by complaining about anything! Wait for the interviewer's cue to begin the actual interview.

### Question and Answer

- Concentrate and listen to the questions carefully. Don't get so lost thinking about what to say next that you miss part of the question.
- Observe your interviewer's body language and adjust as appropriate. Be open and attentive to nonverbal clues; they are just as valuable as the verbal ones.
- Be honest! Do not exaggerate. Be aware that you don't know what the interviewer already knows about you.

# During the Interview



- Stay clear ... If you have had a negative experience focus on the positive: what was learned, any skills developed, industry knowledge gained, etc.
- Remember to be polite and professional to who ever you come in contact while waiting including the receptionist. This behavior is considered part of the interview.
- Pause to think about your answers. Taking a few moments to compose a response will sound better than a quick answer fraught with “um,” “like,” and “you know.” If you need to buy yourself some time, repeat the question or say “now, let me see,” or “I’m glad you asked that question.”
- Treat every question as important. Even the smallest questions can be an opportunity to give the interviewer positive information about yourself.
- Be prepared to interview the interviewer. You will likely have time at the end to ask them two or three questions. Don’t be caught off guard by this. Think beforehand about questions about the organization, position and application process. Use these questions to show the employer how interested you are in the position.

## After the Interview

- ➡ You aren’t done with your interview when you leave the room or hang up the phone. Writing a brief thank you note is a very important part of the process! A thank you note shows your interviewer courtesy and respect, demonstrates your written communication skills, shows that you are professional and serious, and will help you stand out from other applicants.
- ➡ Be sure to ask for the cards of all the people you meet with while you’re at the interview so you have their contact information and correct spellings of their names.
- ➡ Be prompt. A thank you email should be sent within 24 hours after your interview, to everyone you met with during the interview process. A handwritten note also can be sent but because of varied delivery times, be sure to send the email first.

# Thank You Notes



## In your thank you note:

- Mention when and where you met with your interviewer (e.g., “I enjoyed speaking with you at Le Moyne on March 12.”)
- Thank the interviewer for his or her time and comment on parts of the interview that were interesting and informative. Mention specific information about the organization that appealed to you.
- Accentuate the points you brought up during the interview that will help them recall who you were, and clarify your interest or any points you thought were left unclear.
- Bring up points you may have forgotten to mention in your original interview that may help you get the job.
- Reiterate your interest in the specific position they have available and why you would be a good fit for that job.
- Mention that you look forward to hearing from them and offer to provide them with any additional information.
- **Proofread!** Make sure you’re not sending off a thank you note that has grammatical or spelling errors in it! Make sure the last impression you leave after your interview is neat and professional.

## Sample Job Interview Follow up Thank You Note

Dear [Interviewer Name],

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position, and I’m very excited about the opportunity to join [Company Name] and help [bring in new clients/develop world-class content/ anything else awesome you would be doing] with your team. The energy I witnessed during the interview and while touring the office reaffirmed my interest in working with your team and being a part of [company name’s] growth and future success.

I look forward to hearing from you about decisions you have made, and please do not hesitate to contact me if I can provide additional information.

Best regards,  
[Your Name]





## REFLECT

Behavioral interview questions require candidates to share examples of specific situations they've been in where they've had to use certain skills. According to the Society for Human Resource Management, the answers "should provide verifiable, concrete evidence as to how a candidate has dealt with issues in the past." In short, it's a way to let your past work performance prove what you're capable of doing in the future for this potential employer. In order to prepare, you must first reflect on your past experiences drawing from different facets of your life; work, volunteer, interacting with peers, academics, and other activities.

## STAR Method



**Situation** – describe the role you were playing and the variables involved, setting the stage for your interviewer. What were you doing? Who were you working with on the project?

**Task** – give a description of the challenge you faced, the problem you were trying to solve, or the circumstances and how they changed.

**Action** – discuss the specific steps you took to address the problem.

**Result** – what was the outcome of your idea and action that you took? Quantify it if possible.

**STAR** method is a structured way to answer behavioral based interview questions. Behavioral questions focus on specific examples of past actions which will predict future behavior. Use the **STAR** method to structure your answers.

Be specific and confident about your accomplishments. Give concrete examples!

# Interview Questions



## **REFLECT** ON YOUR PAST EXPERIENCES WHEN PREPARING FOR STAR QUESTIONS.

### **ABILITY TO HANDLE STRESS**

- What has been a stressful situation at work that you had to handle?

#### **Example Answer:**

As a summer analyst, I participated in a case study competition at the end of the internship. All of the summer analysts were placed into teams of three. We had to create a pitch deck (a presentation that investment bankers give to prospective clients to win their business), build a comprehensive supporting financial model, conduct several valuation techniques, print and manually bind physical copies of the pitch deck, and present the final product to a panel consisting of two managing directors, an associate, and an analyst. This entire project had to be completed in 46 hours. It was given to us on a Sunday at 11 am, and we had to present on Tuesday at 9 am. The combination of the amount of work, tight turnaround time, and the fact that poor performance would result in the loss of a full-time job offer made this a stressful situation. My primary strategy in handling this situation was to get a game plan set up and compartmentalize the tasks I had to do as quickly as possible. After reviewing all of the background information on the prospective client, I met with my teammates to outline the work we needed to complete and divide it among us based on our relative strengths. Based on my skill set, I built the financial model, made the related projections, conducted the majority of the valuation work, and developed the positioning strategy. Also, given the fact that a full-time offer was on the line, I worked obsessively to ensure the deliverables were high quality. Over the 46-hour period we had for the project, I worked for 43 and slept for 3. This paid off in the end as my team won the competition; I was complimented on my financial modeling, valuation work, and control of the boardroom; and was ultimately extended a full-time position.

- What have you done in the past to prevent a situation from becoming too stressful for you or your colleagues to handle?

### **ADAPTABILITY**

- Tell me about a time when you had to adjust to a colleague's working style in order to complete a project or achieve your objectives.
- How do you typically adapt to unexpected changes in processes or situations?

### **ANALYTICAL SKILLS / PROBLEM SOLVING**

- Tell me about a time when you had to analyze information and make a recommendation. What kind of thought process did you go through? Was the recommendation accepted? If not, why?
- Tell me about a situation where you had to solve a difficult problem. What did you do? What was the outcome? What do you wish you had done differently?

STAR

# Interview Questions



## CREATIVITY

- When was the last time you thought "outside the box" and how did you do it? Why?
- Tell me about a problem that you've solved in a unique or unusual way. What was the outcome? Were you happy or satisfied with it?

## DECISION MAKING

- Give me an example of a time when you had to be quick in coming to a decision. What obstacles did you face?
- What is a difficult decision you have made at work? How did you arrive at your decision? What was the result?

## LEADERSHIP

- What has been your greatest leadership achievement? Talk through the steps you took to reach it.
- Have you ever faced challenges in being in a leadership role? What were the obstacles? How did you manage the situation?

## PLANNING AND ORGANIZATION / TIME MANAGEMENT

- How do you prioritize tasks when scheduling your time? Give me some examples.
- When has a project or event you organized not gone according to plan? What happened? Why? How did you feel?

## TEAMWORK

- Tell me about a time when you worked with a colleague who was not doing their share of the work. How did you handle this?
- Tell me about a time when you had to work on a team that did not get along. What happened? What role did you take? What was the result?

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# Interview Questions



## COMMON TOPICS AND RELATED QUESTIONS TO PREPARE FOR:

### QUESTION QUESTIONS ABOUT YOUR EDUCATION

- Why did you choose Le Moyne College? Were you satisfied with your education?
- Why did you choose your major and or current program?
- How has your field of study prepared you for this position?
- What was your favorite/least favorite class? Why?
- What academic projects have you done that would contribute to your performance in this position?
- Do your grades accurately reflect your academic ability? Why or why not?
- In what extracurricular activities did you participate? What did you learn from them?
- If you could change anything about your college experience, what would it be and why?

### QUESTION QUESTIONS ABOUT YOU

- Tell me about yourself (the 30 second elevator pitch).
- Describe your past work experience.
- What are your greatest strengths/weaknesses? Describe your skills. (Use these to your advantage by making your answers relevant to the position.) When talking about a weakness, pick one that is not a critical flaw and be prepared to tell the interviewer how you are trying to improve upon that weakness.
- Have you had any failures? How have you learned from them?
- What accomplishments have made you most proud?
- What do you know about our organization?
- Who are your role models and why?
- Why are you interested in this position/company?
- What do you think you would bring to our organization?
- Why should I hire you?
- What do you see yourself doing 5 years from now?
- What motivates you to put forth your best effort?
- How would a former supervisor/former co-workers describe you?

# Questions



## ➡ QUESTIONS ABOUT JOB/COMPANY/INDUSTRY

- Why are you interested in this field/particular organization?
- What do you think you'll be doing in this position?
- What's important to you when evaluating a company you may want to work for?
- What sources did you use to find out about us?
- In your research into our company, did you see any specific problems that we have? Is there any division in our organization that you are most interested in joining?
- What are the most important rewards you expect in your career?

## ➡ QUESTIONS FOR THE INTERVIEWER

- Ask the interviewer about things that you are interested in based on your research.
- What kind of assignments might I expect during the first six months on the job?
- Where does this position fit into your organizational structure?
- Describe a typical work day.
- What is the retention rate for people in the position for which I am applying?
- What types of training programs do you have for employees?
- What are the opportunities for growth in your organization?
- What makes your company different from its competitors?
- What characteristics does a successful person at your company have?
- Do you need any additional information from me that might help you make a decision?
- Do you have any doubts about my qualifications for this job? (This may not seem like a good question, but it gives you a chance to address any hesitations your interviewer has, and it shows that you can take constructive criticism.)
- What are the next steps in the interviewing process?
- When do you expect to make a decision?
- Ask the interviewer for their business card so you can have their contact information to follow up and to email your thank you email/note.

# How to Dress for an Interview



Navigating the professional world can be intimidating sometimes. The suggestions below will help you go into the interview feeling and looking confident.

Please also refer to [What to Wear to an Interview](#) video.

## WHAT IS BUSINESS PROFESSIONAL?

- Business Professional is clothing that is formal (but not tuxedos) - suits, collared shirts, ties, etc.
- Wear business professional when interviewing for a professional position at a traditional company
  - ➡ Your socks should match your shoes. (white athletic socks are never an option)
  - ➡ If you want to include something in your interview attire that reflects your personality, ethnicity, etc. consider choosing one subtle element to include (e.g. lapel pin, tie/scarf pattern, fun coordinating socks, etc.).

## WHAT IS BUSINESS CASUAL?

- Business casual attire does not have a strict definition – this could mean different things to different companies. (Please also refer to [Business Casual vs. Professional Attire](#))
  - ➡ This style of dress has a range, depending on the company. Some companies see it as business professional, just without suit jackets. Other companies see it as wearing clothing that is slightly better than what you would wear on your down time. Overall, it depends on the office culture, and you can ask questions to determine where the company stands on dress. You can also look at the company website to determine dress expectations if you cannot determine what to wear from talking with the interviewer prior to the meeting.
- While it's true that "Business Casual" allows for more creativity in your attire, you should still remember that emphasis should be on professional, so make your choices carefully.

## RESOURCES

Check out the following websites to better understand business attire and gender-inclusive professional dress guidelines

[Business Professional Attire vs. Business Casual Attire](#)

[Gender Inclusive Professional Dress Guidelines](#)

# Links Referenced in the Guide



Below are the Web addresses referenced in this guide in case the links aren't working. You can copy and paste the address to your browser.

**Page 36** Handshake: <https://lemoyne.joinhandshake.com/appointments/new>

**Page 38** Preparing for a Virtual Interview video: [https://www.youtube.com/watch?v=WlYo5-ANYMo&feature=emb\\_logo](https://www.youtube.com/watch?v=WlYo5-ANYMo&feature=emb_logo)

Big Interview Alumni: <https://lemoynealumni.biginterview.com/>

**Page 39** Business Professional Attire vs. Business Casual Attire: <https://www.thebalancecareers.com/business-casual-attire-2061335#:~:text=Women%20can%20usually%20wear%20a,shoes%20in%20a%20neutral%20color>

**Page 47** What to Wear to an Interview video: <https://youtu.be/X4c5VO0mTWE>

Business Professional Attire vs. Business Casual Attire: <https://www.thebalancecareers.com/business-casual-attire-2061335#:~:text=Women%20can%20usually%20wear%20a,shoes%20in%20a%20neutral%20color>

Gender Inclusive Professional Dress Guidelines: [https://www.stetson.edu/administration/career/media/DressforSuccess2016\\_PROOF.pdf](https://www.stetson.edu/administration/career/media/DressforSuccess2016_PROOF.pdf)