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RÉSUMÉ DEVELOPMENT

While face-to-face and social networking are critical keys to the job search, a résumé is still a necessary piece in order to effectively market your professional brand to an employer.

Developing your résumé is often the first step in the entire job search process because it:

- *Concisely and accurately* summarizes your education, skills, and experiences.
- Demonstrates that you understand the needs and goals of the company.
- Effectively establishes your case for how your qualifications fit the requirements of the job for which you are applying.

Résumés are needed for professional job searches, internships, part-time jobs, and graduate programs. **An effective résumé...**

- ...should be a developmental process and evolve / change as you continue to do so.
- ...changes to meet the needs of the specific employer to whom you are applying.
- ...should be well organized and is easy for the employer to read.

Since your résumé is often your initial contact with an employer, you must create a favorable first impression.

What you say and how you visually present the information is crucial!

QUICK TIPS TO PREPARE A RÉSUMÉ:

- You have approximately 10-15 seconds to “make your case” for employment.
- Attempt to keep it to 1 page, and remember “less is more.”
- Focus on specific skills and accomplishments that are relevant to the job.
- Use sentence fragments, bullet points, concise language, **keywords**, and strong action verbs to describe accomplishments / responsibilities and to convey the results-oriented image employers look for in job candidates.
- Appearance & “white space” are essential. Use consistent margins, spacing, headings.
- Spell out words completely and correctly.
- Keep it formal. Use quality paper, if you print it.
- Avoid pronouns (“I,” “my,” etc.).
- Proofread, proofread, proofread!!!

TIPS FOR ONLINE RÉSUMÉS

- Use **keywords** from the job posting that a tracking system will recognize / flag for follow-up.
- Avoid complicated layouts with columns, graphics, text boxes, shading, and underlining.
- Use solid bullets.
- Use popular, non-decorative fonts that are between 10.5 - 12 point.
- If forwarding through email, add your résumé as an attachment rather than into the text as changes in formatting can occur.

RÉSUMÉ STYLES/ FORMATS

There are a number of appropriate ways to organize a résumé. It is important that you choose a résumé style that works best for your information. ***Do NOT use a résumé template from the Internet.*** This will limit you and your ability to present your necessary qualifications.

The three most popular résumé styles are the chronological, functional, and hybrid résumés.

Chronological Résumés organize your experience by date, beginning with your most recent work. This layout best highlights continuity of experience and work history, shows progression in responsibility, and emphasizes titles and employers' names. This format is typically used by college students seeking entry-level employment.

Functional Résumés organize your experiences by skill sets or industry areas and is particularly suited for career changes as well as people with little work experience or large gaps in work history. This layout highlights your qualifications while downplaying titles and employers' names. It should always include your work history with dates at the bottom of the résumé.

Hybrid Résumés combine the functional and chronological structure. This format allows you to first highlight your key skills and selling points, then presents your work history.

Because preferences for résumé formats vary with individuals, consultation with a career professional will help you to decide on the most effective style for you to use to present your qualifications to an employer.

RÉSUMÉ CONTENT AREAS

No matter which résumé style / format you select, your highlighted content areas will usually be consistent. Because the résumé reflects an individual's accomplishments and experiences, areas of emphasis and the order of these items will vary with each individual. ***You must tailor your résumé to the needs of a potential employer.*** Even a subtle change, like reordering your education or experience, can result in greater attention being paid to you as a candidate.

The following are general content areas of a résumé:

1. Personal Identification

Include at the top of the page:

- Your full name (usually bold and enlarged, not too big, so it stands out)
- Your college / university and / or permanent address
- Your primary phone number and email address

Formatting your Personal Identification information is your time to be creative by experimenting with font, size, and positioning. **NOTE:** Please make sure your voicemail has a mature and appropriate greeting. Also, ensure your email address is professional (i.e., do not use hotchick@yahoo.com).

2. Professional Profile

A Professional Profile should be used rather than an Objective, which is now considered outdated. The Profile is a hard-hitting, opening statement filled with **keywords** that describe your skills, abilities, personal attributes, and accomplishments.

If using paragraph form, craft a concrete and concise 2-3 sentence statement that describes your professional self. If using a bulleted list form, utilize keywords and job description requirements to demonstrate your areas of expertise.

Example:

Aspiring Physician Assistant who demonstrates ethics, compassion, and self-motivation. Enthusiastic individual who seeks challenges and values gaining comprehensive knowledge. Developed excellent time management skills and has observational experience with laboratory, operating room, and emergency room environments. Gains personal satisfaction from helping and relating to others.

Example:

Energetic and creative elementary school teacher. Demonstrated capabilities in the following areas:

- Classroom Management
- Curriculum Development
- Student Behavior & Discipline
- Parental Communication
- Technology in the Classroom
- Community Event Participation

3. Education

List your college(s) of attendance. If you transferred from another institution, only list the college from which you obtained or will obtain your degree. If you have multiple degrees, list your most recent college / university experience first.

- State the name of the school, location, degree and major, and expected or actual graduation date
- Include academic minors, certificates, and GPA if it is a 3.0 or better.
- Exclude high school information.

Examples:

King's College , Wilkes-Barre, PA McGowan School of Business (AACSB International Accreditation) Bachelor of Science in Business Administration with a Major in Marketing Minor: English	Graduation: May 2021 GPA: 3.3
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King's College , Wilkes-Barre, PA Bachelor of Arts in Criminal Justice Minors: Psychology and Sociology	Graduation: May 2022
---	----------------------

King's College , Wilkes-Barre, PA Master of Science in Physician Assistant Studies Bachelor of Science in Medical Studies	GPA 3.94 GPA 3.89	Graduation: August 2021 Graduation: May 2020
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King's College , Wilkes-Barre, PA Bachelor of Arts in Elementary Education	Graduation: May 2021 GPA: 3.438
--	------------------------------------

King's College , Wilkes-Barre, PA 3+2 Program with the University of Notre Dame, South Bend, IN Bachelor of Science in Chemistry Bachelor of Science in Chemical Engineering	Graduation: May 2018 GPA: 3.87 Anticipated Graduation: May 2020
--	---

Bachelor of Science

- Athletic Training Program (CAATE Accreditation)
- Biochemistry & Molecular Biology
- Biology
- Chemistry
- Civil Engineering
- Clinical Laboratory Science/Medical Technology (NAACLS)
- Computer Science
- Computers & Information Systems
- Environmental Science
- Exercise Science
- General Science
- Mechanical Engineering
- Nursing (1-2-1 Dual Degree with LCCC)
- Neuroscience
- Physics
- Psychology

Dual Degree Engineering Program:

3+2 Program with The University of Notre Dame

Bachelor of Science King's College

- Chemistry
- Computer Science
- Environmental Science
- Physics

Bachelor of Science in Engineering Notre Dame

- Aerospace
- Chemical
- Civil
- Computer
- Electrical
- Environmental
- Mechanical

Dual Degree Law Program:

3+3 Juris Doctorate Program with Villanova University

Master of Science

- Health Care Administration
 - Physician Assistant
- Education—Curriculum and Instruction
 - Education—Reading
- Education—Special Education

For Students Graduating prior to May 2021

Bachelor of Science in

Business Administration with a Major in:

- Accounting
- Finance
- Management
- Marketing
- International Business
- Human Resources Management

(**MUST** state “AACSB Internationally Accredited” or “AACSB International Accreditation”)



For Students Graduating May 2021 and Beyond

Bachelor of Science in

- Business Administration with a Major in Accounting
- Business Administration with a Major in Marketing
- Business Administration with a Major in Management:

with a concentration in

- Business Administration
 - Entrepreneurship
 - Finance
- Health Care Management
- Human Resources Management
- International Business Management

(**MUST** state “AACSB Internationally Accredited” or “AACSB International Accreditation”)



Bachelor of Arts

- Criminal Justice
- Economics
- Elementary Education (NCATE)
- English Literature
- English—Professional Writing
- Environmental Studies
- French
- History
- Mass Communications
- Mathematics
- Philosophy
- Political Science
- Psychology
- Sociology
- Spanish
- Theatre Arts
- Theology

4. Educational Highlights

This optional section, which comes directly before or after the description of formal education, can:

- Highlight significant coursework or skills that the employer cannot infer from your major / minor. *Example:* If you are a Psychology major and want to pursue a career in law enforcement, highlight any criminal justice courses you may have taken. **WARNING: This section should extend beyond a simple listing of courses, which can easily be depicted by attaching a transcript to your résumé.**
- Include study abroad experiences, demonstrating what multi- or cross-cultural skills you obtained while living in a foreign country.
- Include special class projects, research projects, leadership programs, case competitions, events or presentations that are related to the position to which you are applying.

5. Related Experience

As the **most important part** of a résumé, this is typically where employers look first and longest. List all relevant experience (e.g., if you are an Education major, list student teaching, any summer camp experience, pre-professional teaching, tutoring, or volunteer experience).

- List experiences in **reverse** chronological order (i.e., list your most recent ones first).
- Provide work experience, internships, senior practicum, and / or student teaching.
- For each experience, list company / organization name, position title, location, time period.
- Under each experience, describe your accomplishments in **3 or 4 specific, bulleted statements** which use strong action words and results-oriented language.

6. Other Work Experience

This optional section is where you list previous work experience that may not be directly related to the position you are applying for but shows work history (e.g., Wait Staff at Perkins; Cashier at CVS Pharmacy). List in reverse chronological order, and focus on **1 or 2 specific, bulleted statements** describing the most important skill or accomplishment from that job.

- List company / organization name, location, position title, and bullet statements.

7. Additional Categories to include are:

Achievements and Honors

Employers want to see what you have accomplished inside AND outside the academic environment.

- Special awards
- Dean's List
- Co-curricular activity leadership
- Honor Societies
- Scholarships

Activities

- Clubs and Organizations (on- and off-campus)
- Membership in a professional organization
- Do not include high school activities unless still active in the organization.

Volunteerism

- Community-at-large and campus volunteer experiences

Computer Skills

Many employers want to see computer competence even for non-technical positions.

- Software and hardware
- Computer language skills
- Technical knowledge
- Computer expertise

Additional Content Areas may include:

- Language fluency
- Military experience
- Research experience
- Certifications

REFERENCES

Letters of Recommendation: Use letters of recommendation from previous supervisors or professors as a supplement to your application packet (which is your résumé and cover letter), or if an employer specifically requests them. Generally, letters of recommendation expire after 1 year.

List of References: Supply a list of references to a prospective employer either at or after your interview. Because you are giving personal information such as telephone numbers and emails, do not list them on your résumé, especially if it is posted on the Internet.

Just like the letters of recommendation, you want people who can be “positive references” (i.e., can verify your accomplishments and work ethic, can speak highly of you to a potential employer). References should **not** be relatives or personal friends. You will need to contact each reference in advance to ask if they will serve as a reference for you.

Example of how to list on your References sheet:

Mr. Douglas French	(Full Name)
Supervisor	(Relationship to you)
Director of Marketing	(His / Her Title)
Ollie's Big Mart	(Company/Organization Name)
Luzerne, PA	(Location—city and state only)
(570) 555-4354	(Phone Number)
Doug@ollies.com	(Email)

SKILL CATEGORIES & ACTION WORDS FOR ACCOMPLISHMENT STATEMENTS

Administrative Skills	Clerical Skills	Communication Skills	Counseling Skills	Creative Skills	Development Skills	Financial Skills	Problem Solving Skills	Research Skills
Administered	Approved	Addressed	Assessed	Acted	Analyzed	Administered	Analyzed	Analyzed
Coordinated	Arranged	Arbitrated	Assisted	Conceptualized	Applied	Allocated	Clarified	Clarified
Designed	Catalogued	Arranged	Clarified	Created	Catalogued	Appraised	Compared	Critiqued
Established	Classified	Authored	Coached	Designed	Compiled	Audited	Compiled	Collected
Evaluated	Collected	Corresponded	Counseled	Developed	Conceived	Balanced	Decided	Diagnosed
Interpreted	Compiled	Developed	Demonstrated	Directed	Created	Budgeted	Evaluated	Evaluated
Interviewed	Dispatched	Directed	Diagnosed	Established	Designed	Computed	Forecasted	Examined
Managed	Executed	Drafted	Educated	Fashioned	Developed	Developed	Investigated	Extracted
Negotiated	Generated	Edited	Expedited	Founded	Established	Executed	Prepared	Identified
Organized	Implemented	Enlisted	Facilitated	Illustrated	Formulated	Forecasted	Recommended	Inspected
Prepared	Inspected	Formulated	Familiarized	Instituted	Founded	Managed	Reorganized	Interpreted
Planned	Monitored	Handled	Guided	Integrated	Influenced	Marketed	Researched	Interviewed
Supervised	Operated	Influenced	Mediated	Introduced	Implemented		Resolved	Investigated
	Prepared	Interpreted	Performed	Invented	Initiated		Reviewed	Researched
	Processed	Justified	Referred	Originated	Instituted		Solved	Reviewed
		Lectured	Rehabilitated	Supported			Surveyed	Summarized
			Represented	Surveyed				Surveyed
			Revitalized	Updated				Systematized
			Shaped					

Management Skills	Technical Skills	Time Management Skills		Training Skills		Organizational Skills		
Administered	Assembled	Administered	Retrieved	Adapted	Facilitated	Analyzed	Operated	Scheduled
Analyzed	Built	Developed	Screened	Advised	Guided	Applied	Organized	Spoke
Attained	Computed	Directed	Specified	Assisted	Informed	Arranged	Oversaw	Strengthened
Chaired	Designed	Generated	Systematized	Clarified	Initiated	Coordinated	Persuaded	Supervised
Contracted	Devised	Improved	Tabulated	Coached	Instructed	Distributed	Planned	Systemized
Consolidated	Developed	Increased	Validated	Coordinated	Motivated	Expedited	Prioritized	Translated
Delegated	Fabricated	Initiated		Developed	Persuaded	Facilitated	Produced	Wrote
Developed	Maintained	Promoted		Enabled	Presented	Gathered	Publicized	
Directed	Mediated	Purchased		Encouraged	Stimulated	Implemented	Recommended	
Established	Moderated	Recorded		Evaluated		Improved	Reconciled	
Evaluated	Motivated			Explained		Increased	Recruited	
Negotiated						Initiated	Reviewed	

RÉSUMÉ CHECKLIST

GENERAL FORMAT

YES NO

☐ ☐

Did I start from a blank Word Document?

☐ ☐

Is my name at the top in bold and a larger font? Did I include my address, cell phone, & email?

☐ ☐

Is my email appropriate and my cell phone voicemail message professional?

☐ ☐

Is my resume an appropriate length (usually 1 pg.)?

☐ ☐

Is formatting consistent through the entire document (e.g., font type & size, use of bold/italics/underlines, heading alignments)?

☐ ☐

Is high school information omitted?

☐ ☐

Are verb tenses in the present for currently-held positions? Are verb tenses in the past for previous jobs?

☐ ☐

Have I proofread the document for spelling, grammar, and punctuation errors?

PROFESSIONAL PROFILE

YES NO

☐ ☐

Is my profile an appropriate length (i.e., not too "text-dense")?

☐ ☐

Did I utilize keywords that are specific to the job and company to which I am applying?

EDUCATION

YES NO

☐ ☐

Did I spell King's College correctly?

☐ ☐

Did I list the full name of my degree (ex., Bachelor of Science in....)?

☐ ☐

Did I list accreditation information for my academic program, if applicable?

☐ ☐

Is my most recent degree listed first, if applicable?

☐ ☐

Is my month AND year of graduation listed?

☐ ☐

Is my grade point average accurately listed?

CONTENT

YES NO

☐ ☐

Do my accomplishment statements begin with strong action verbs?

☐ ☐

Are my accomplishment statements results-oriented? Do I quantify (i.e., use numbers) my accomplishments?

☐ ☐

Are the most relevant experiences listed at the top of the resume?

☐ ☐

Are my experiences listed in reverse chronological order (e.g., most recent listed first)?

☐ ☐

Are the employer, city/state, position title, and dates (start-end) listed for each experience?

☐ ☐

Did I leave out personal pronouns (e.g., "I," "my")? Did I avoid the phrases "Responsible for" and "Duties included?"

☐ ☐

Do I have 3-4 solid accomplishment statements for each of my relevant experiences that highlight my contributions, skills, and level of responsibility?

☐ ☐

Are my unrelated work experiences listed under a separate heading (e.g., Work History, Other Experience)?

☐ ☐

Do my Honors, Activities, and/or Volunteer Sections demonstrate leadership and/or relevancy to the position for which I am applying?

Paige Monroe

1234 Queens Circle, Dayton, NJ 08810

(555) 123-3636

paigemonroe@kings.edu

PROFILE:

Emerging professional who demonstrates **trustworthiness, ethics, versatility, and self-motivation**. Confident individual who **seeks challenges**. Extensive travel and residing in South Africa, Chicago, New York, New Jersey, and Pennsylvania resulted in unique personal experiences which have shaped **diverse perspectives** on cultures, people, and life. Curious and quick learner who values **relating to others** and **gaining comprehensive knowledge**. Varied experiences have cultivated **innate leadership skills** and enhanced abilities to multi-task, **adapt**, and **think critically to solve problems**.

EDUCATION:

King's College, Wilkes-Barre, PA

McGowan School of Business, AACSB International Accreditation

Bachelor of Science in Computers and Information Systems (CIS)

Bachelor of Science in Business Administration with a major in Human Resources Management

Graduation: 2017

GPA: 3.1

WORK EXPERIENCE:

Frontier Communications

Human Resources Intern

Wilkes-Barre, PA

May 2016 - Present

- Handle employee files, classified from terminated, pension, current, workers compensation and military leave
- Deal with recruitment aspects of the company and responsible for background checks, drug tests, personal identification records, company policy signoffs, and take part in the selection and decision of applicants' suitability in the company
- Train newly hired employees in regards to company orientation, expectations, new developments, and an overall outlook of their place and part in the company
- Edit union contract and create data to hold all record of Benefits and Leave Articles
- Send out surveys to current employees about mandatory training sessions and gathered data to arrange class times based upon employees' availability
- Developed Employee Discount Program which included creating relationships with other companies, creating one agreement, and then presenting the program to Frontier Employees

Informational Instruction Technology Services (IITS)

Student Technical Support

Wilkes-Barre, PA

October 2014 - Present

- Support all technological aspects on campus with a combined team effort of 14+ co-workers to complete 30+ tasks by the end of the day
- Balance routine of tasks that need to be completed by a specific deadline
- Assist students, faculty members, computer corporations in order to identify problems and then repair or suggest alternative solutions

King's College Conference & Events

Student Coordinator

Wilkes-Barre, PA

May - August 2014

- Managed details of an 8-week summer Kids' Camp, important campus conferences, Holy Cross Regime Retreat, Alumni Weekend, and Dog Show
- Helped to supervise regular schedules of 35+ children for Kids' Camp
- Interacted with parents, faculty, alumni, and religious individuals to answer questions, direct them to locations, and educate all members about their specific programs

LEADERSHIP HIGHLIGHTS:

SHRM Legal Conference Participant

Oxfam America Club President

Save the Darfur Club Member

Emerging Leaders Program

Leadership for the 21st Century Session Participant

King's College Website Transformation Committee

Student Government

Oxfam CHANGE Initiative Leader

Women's Conference Participant

Fattah Conference Participant

Invisible Children Fundraiser Initiator

Multi-International Cultural Club Fundraiser Coordinator

TECHNICAL / COMPUTER EXPERIENCE:

Dell Certification; Microsoft Office (Word/Publisher/Excel/PowerPoint/Outlook); Anti-virus software, basic HTML, basic IT procedures

Amanda Kimble

35 Elm Tree Road · Wyoming, PA 18644
Phone: (570) 814-6597 · E-mail: amandakimble@kings.edu

PROFILE

An enthusiastic individual actively volunteering in several communities with solid interpersonal skills. Determined to understand issues young people are facing and help them overcome said issues within a school setting. Demonstrates the ability to understand and identify with youth in order to assist them with any issues, learning or social. Astute learner who can apply theoretical knowledge to real life situations with ease.

EDUCATION

King's College (Wilkes-Barre, PA)
Bachelor of Arts Degree in Psychology

Graduation: May 2021
GPA: 3.81

INTERNSHIP EXPERIENCE

Clearbrook Treatment Facilities (Wilkes-Barre, PA)

Intake Intern

October - December 2020

- Interacted with and interviewed patients to establish accurate profiles for counselors to reference
- Observed both small and large group sessions, observed and participated in creative expression activities
- Oversaw patients' phone conversations
- Performed in a professional atmosphere with drug and alcohol counselors

RELATED EXPERIENCE

Joan Harris Center for the Performing Arts (Luzerne, PA)

Student Aide

September 2019 - Present

- Conduct dance warm ups and even whole classes of 10-20 students in various styles and levels to
- groups ranging in age from toddlers to adults
- Choreograph with age and level appropriateness in mind
- Makes sure students are familiar and comfortable with steps and choreography to foster confidence both in class and on stage
- Ensures all students are keeping up with their respective class, and providing individualized assistance to keep them up to speed

Student Assistant

September 2014 - August 2019

- Helped maintain an orderly atmosphere within dance classes
- Assisted students with proper costuming during recitals

Student Representative

September 2012 - August 2014

- Ensured children found their respective classes and stayed occupied during recitals while walking parents through the recital process
- Maintained a positive image to be a representation of the Joan Harris Center

Juvenile Justice College Mentoring Program, King's College (Wilkes-Barre, PA)

Peer Mentor

Fall Session 2020 & Spring Session 2021

- Engaged at risk high school age youth in serious discussions to better prepare them for college and life
- Organized and played games to help kids become comfortable with themselves

Camp Mocanaqua Girl Scout Day Camp (Francis Slocum State Park, PA)*Assistant Camp Director*

July 2020

- Oversaw all camp activities, organizing new activities on the fly when groups had extra time
- Assisted counselors in clarifications for activities and resolution of issues when necessary
- Prepared age appropriate materials for crafts, snacks, and games

Games Coordinator

July 2019

- Found, created, and planned outdoor games for girls ages 6-11
- Participated in games to generate enthusiasm

Camp Counselor

July 2016

- Fostered a judgement-free environment that encouraged girls to express their ideas to be implemented
- Was responsible for safety of 12 girls 11 years of age

Camp Louise Girl Scout Day Camp (Shickshinny, PA)*Camp Counselor*

Summer Sessions of 2017, 2018, 2019, 2020

- Was responsible for a groups of approximately 20 girls ranging from 6-9 years of age
- Helped girls develop new skills and the confidence to use them
- Ensured girls felt comfortable and safe when participating in sleep out

Karen Gronsky School of Dance (Danville, PA)*Dance Teacher*

September 2017 - December 2018

- Conducted orderly dance classes for children ages 10-18
- Taught new steps and techniques while maintaining working knowledge of old material
- Choreographed dances to be ready for recitals
- Ensured students had a fun and distraction free class in which to learn both dance and the confidence needed to perform well in recitals and in class

OTHER EXPERIENCE**Friends of Camp Louise, Nonprofit Organization***Board Member*

September 2020 - Present

- Working to prevent the closure of a Girl Scout camp in Columbia County, PA however possible

Anthracite Rubber Company (Kingston Township, PA)*Accounts Receivable Clerk*

January 2019 - Present

- Accurately maintained receivable ledgers and documentation

HONORS

Dean's List all semesters

Psy Chi Honors Society, Inducted Spring 2016

Delta Epsilon Sigma Honors Society, Inducted Spring 2016

Timothy McGrath

1964 Celtic Avenue · Cherry Hill, NJ 08002 · (609) 460-6464 · timothymcgrath@kings.edu

Education

King's College, Wilkes-Barre, PA
McGowan School of Business, AACSB International Accreditation
Bachelor of Science in Business Administration with a major in **Accounting**
Minor in **Criminal Justice**

Graduation: May 2017
Cumulative GPA: 3.534
Expected Credits: 150
by May 2017

Internship Experience

Health Partners Plans, Philadelphia, PA
Finance Intern

May 2016 – August 2016

- Supported finance department operations specific to the national social insurance program, Medicare
- Matched weekly accounts payable invoices with checks, prepared bank reconciliations, and conducted internal audits

Ray Knaub & Company, Wyoming, PA
Tax Intern

January 2016 – May 2016

- Prepared federal, state, and local tax returns for individual and corporate clients in accordance with IRS regulations.
- Recorded and analyzed client information and created invoices and statements in QuickBooks
- Provided excellent customer service while securing information and maintaining client confidentiality

New Jersey Office of Homeland Security and Preparedness, Hamilton, NJ
Grants & Program Management Bureau Intern

May 2015 – July 2015

- Performed off-site analyses and completed site monitoring audits of grantees awarded Homeland Security funding
- Reviewed grant annexes and proposals prior to submission to the U.S. Federal Emergency Management Agency
- Examined and updated grants tracking reports in accordance with county/state spending budgets
- Obtained training course certifications in counter-terrorism awareness, Protected Critical Infrastructure Information (PCII), and Chemical-terrorism Vulnerability Information (CVI)

Related Experience

Roger CPA Review, Wilkes-Barre, PA
Campus Representative

April 2015 – May 2017

- Assist the East Coast Field Supervisor with promotional activities and CPA review classes to current students
- Schedule and market company services in campus classroom presentations and tabling events

Work Experience

King's College, Wilkes-Barre, PA
Admissions Office, Admissions Ambassador

August 2015 – May 2017

- Present information on academic programs and coordinate campus tours to prospective students and families

Graduate Division, Student Aide

September 2013 – May 2017

- Provide database management support and handle confidential information in a professional manner

SJ Window Tinting, LLC, Mt. Laurel, NJ

Seasonal Marketing and Sales Manager and Personal Assistant to the Owner

May 2014 – August 2015

- Assessed jobs, prepared formal proposals, and created graphic designs and rebranded the web site interface

New Jersey Commercial Collections, Inc., Cherry Hill, NJ

Seasonal Office Manager and Personal Assistant to the Owner

January 2011 – September 2013

Provided customer support to clients and discussed company policies with perspective clients and attorneys

Volunteer Experience

Luzerne County Juvenile Justice College Mentoring Program, Wilkes-Barre, PA

January 2015 – Present

Cathedral Kitchen, Camden, NJ

September 2012 – Present

Make-A-Wish Foundation, Cherry Hill, NJ

June 2012 – Present

Activities/Achievements/Awards

King's College Student Government Director of Elections

September 2016 – Present

Member of Alpha Phi Sigma- National Criminal Justice Honors Society

April 2016 – Present

Secretary of Alpha Lambda Sigma- King's College Criminal Justice Honor Society

April 2016 – May 2017

New Jersey Society of CPAs Scholars Institute Participant and Member

Summer 2015

PROFESSIONAL PROFILE

Seeking an intensive entry-level position in environmental monitoring and management to help prevent further degradation of habitats and ecosystems.

Enthusiastic environmental professional with a variety of interests and research experiences, seeking to gain diverse range of environmental conservation knowledge and field-work experience. Incorporates scientific, philosophical, and ethical viewpoints to solve problems. Solid research skills and field survey techniques serve as a foundation to effectively analyze and communicate data and findings in clear, concise written reports and oral presentations.

EDUCATION

King's College, Wilkes-Barre, PA Bachelor of Arts in Environmental Studies Graduation: May 2020 GPA: 3.384

RESEARCH HIGHLIGHTS

School for Field Studies (SFS)

Student/Research Assistant

Kenya, East Africa

(9/2018 - 12/2018)

- Learned wildlife ecology and policy skills needed for understanding wildlife management
- Performed field research techniques (individually and as a team) to assess elephant rangelands, including measuring vegetation biomass through 'biomass meter stick' and measuring distance and height of vegetation in given transect
- Co-created interview protocol and conducted interviews with local officials and tribesmen
- Explained findings in open town presentation to local people, tribal leaders, government officials

CERTIFICATIONS

Wilderness First Aid (CPR, First Aid, EAD, epinephrine administration, etc.)

SURVEYING TECHNIQUES

Wetland delineation (introduction)
Small Mammal Trapping

Mistnetting (introduction)
Wildlife Cameras

Electrofishing (introduction)
Mark, Recapture

RELATED FIELD EXPERIENCE

Organic Farmer

Intern, Cromwell Valley CSA

Parkville, MD

(5/2018 - Present)

- Engaged in performing basic organic/sustainable farming practices
- Study the Community Supported Agriculture system and customer interactions
- Perform daily duties of planting, weeding, feeding chickens, driving tractor (*John Deere 5055E Utility Tractor*)

Salamander Sampling

Group Researcher (Advisor: Dr. Brian Mangan)

Berwick, PA

(1/2018 - 4/2020)

- Utilize the coverboard technique for sampling terrestrial salamanders in a riparian forest
- Test distance between board, timber type, vegetation underneath board, and smoothness of board
- Currently awaiting data collection from research technicians to begin analysis

Zooplankton Sampling

Lead Researcher (Advisor: Dr. Garrett Barr)

Harveys Lake, PA

(10/2017-5/2018)

- Sampled winter zooplankton populations in Harveys Lake
- Created standardized zooplankton collection protocol for King's College Biology Department
- Used Wisconsin plankton net for initial collection and Hensen Stempel Pipette for subsampling

'Appalachian Trail' erosion assessment

Research Technician

Palmerton, PA

(5/2017)

- Assisted in measuring erosion at EPA superfund Site along the Appalachian Trail.
- Measured trail azimuth, cross-sectional analysis, tree cover analysis, 'Rugedocity'

King's College Research

Research Assistant (Supervisor: Dr. Garrett Barr)

Wilkes-Barre, PA

(8/2017)

- Collected specimens of both larval and adult stage salamanders
- Tagged specimens through injection procedures for future monitoring

COMPUTER SKILLS

ArcGIS Suite, SPSS Statistics, Minitab Solutions, Microsoft Office Suite, Photoshop

SARAH E. SMITH

100 LAKESIDE DR. • HONESDALE, PA 18431
PHONE (570) 555-0101 • E-MAIL sarahsmith@kings.edu

PROFILE

Energetic emerging professional with excellent interpersonal skills. Excels in writing and public speaking. Works collaboratively with a team, taking into account each team member's strengths and challenges in order to achieve our overarching goals in the most effective way. Can apply varying perspectives in addressing and solving problems. *Experience with the creation and design of marketing and promotional materials including:*

- | | | |
|--------------------------|-------------|---------------------------|
| ■ Annual Reports | ■ Brochures | ■ Social Media / Facebook |
| ■ Television Commercials | ■ Posters | ■ Newspaper Ads |
| ■ Fliers | ■ Banners | |
-

EDUCATION

King's College, Wilkes-Barre, PA
Bachelor of Arts in Mass Communications

Graduation: May 2019
GPA: 3.8

SKILLS

Writing:	Press Releases; Ad Campaigns; News
Microsoft Office:	Word, Excel, PowerPoint
Video:	Talent; Final Cut Pro; Avid; i News/EZNews
Graphics:	Adobe Illustrator, Photoshop, Indesign; Dreamweaver

INTERNSHIP EXPERIENCE

WBRE/WYOU, Wilkes-Barre, PA
News13/SSP TV, Hazleton, PA

Fall 2018
Summer 2018

- Wrote and edited news stories
 - Shot film, stand ups, teasers, and look lives
 - Observed procedures and promotional events
-

WORK EXPERIENCE

Kathy's Bridal, Edwardsville, PA
Retail Sales Manager

2017-Present

- Manage all aspects of the store
- Deal with manufacturers and place orders
- Work closely with upper management to create promotional print materials to increase sales
- Maintain social networking with Facebook

Mary Beth Bridals, Honesdale, PA
Retail Sales/Seamstress

2014-2016

- Assist customers with their product needs
 - Alter and mend dresses
-

ACHIEVEMENTS

Dean's List (all semesters)
Sigma Kappa Tau, President
Lambda Pi Eta (Communications honor society)
National Honor Society, Treasurer (2007)

Academic Competitiveness and Monarch Grant
Christi Regis Scholarship
King's College Aquinas Honor Society
Media Connection, Article Writer/Contributor

Elizabeth M. Leary

240 Old Post Road | Marlton, NJ, 08060 | 973-123-0707 | elizabethleary@kings.edu

EDUCATION:

King's College, Wilkes-Barre, PA

Graduation: May 2022

McGowan School of Business (AACSB International Accreditation)

GPA: 3.902

Bachelor of Science in Business Administration with a major in Accounting

Expected Credits: 150 by May 2022

RELATED EXPERIENCE:

PwC LLP, Florham Park, NJ

June-August 2020

Assurance Intern

- Participated in select phases of financial statement audit
- Added adjusting journal entries for each team in a high profile sports league
- Attended inventory counts and provided supporting documentation in work papers for inventory
- Efficiently reconciled the 10K of a public client
- Exercised professional skepticism in gathering, reviewing, and analyzing client information
- Completed and analyzed a flux analysis for each team in a high profile sports league
- Participated in a webcast with senior level leaders within the firm as well as 5 other interns

CohnReznick LLP, Baltimore, MD

January-April 2020

Audit Intern

- Performed various Phase 2 audits where I audited accounts such as Cash, Reserves, Mortgages, Revenue, Prepaid Expenses, Salaries and benefits, and Payables
- Actively participated in a fund audit
- Assisted in consulting department for two weeks with a high profile client
- Accurately booked adjusting journal entries for a total of 10 funds
- Efficiently imported client trial balance into firm software and map all new accounts
- Performed various searches for unrecorded liabilities
- Directly communicated with 3rd party vendors to receive appropriate confirmations for various clients
- Locked down files appropriately within the deadline for financial statements going final for several clients
- Prepare financial statements, guide sheets, and other work papers
- Assisted with the tax team by filing extensions as well as qualifying tax returns

Selective Insurance Co. of America, Branchville, NJ

May 2018-August 2019

Accounting Intern-SEC & GAAP Reporting, Investments, Statutory, Reinsurance, and Management Reporting Departments

- Calculated Daily Premiums Written and 344 Loss Projections on a daily and weekly basis, respectively
- Run/Test financial reports in PeopleSoft with Oracle
- Input investment entries into PAM software
- Reviewed and analyzed financial statement accounts for accuracy, budget variance and unusual trends
- Test/Build new general ledger system in PeopleSoft with Oracle
- Led a team of 6 as Project Manager and delivered project proposal to Senior Executive Management and other business leaders within the company

LEADERSHIP EXPERIENCES:

PwC xTax Competition Winner, Wilkes-Barre, PA

October 2019

- Efficiently participated and won first place two consecutive years in a tax related competition sponsored by PwC in which intensive research, analysis, and oral skills were strengthened

The Scholar's Institute, New Brunswick, NJ

July 2019

- Actively participated in a two day program sponsored by the NJSCPA and various firms to build business etiquette and network with individuals in the Accounting industry

HONORS/ACTIVITIES:

Dean's List (all semesters)

Student Alumni Association Member

Accounting Association Member

Delta Epsilon Sigma Honor Society

PICPA Member and Multi-year Scholarship Recipient

Aquinas Honor Society Member

Beta Gamma Sigma Honor Society

Institute of Management Accountants Honor Society

Danielle Abbott

123 South Street, Hanover Twp. PA 18706 ~ (570) 555-1234 ~ DanielleAbbott@kings.edu

Profile: Dedicated and detail oriented individual who seeks to obtain an entry-level Bank Examiner position at the OCC, where I can utilize my analytical skills, fulfill leadership roles, and embrace new challenges. Aspires to contribute to the agency by efficiently and accurately interpreting data, examining risk, and applying my understanding of money and banking theory in compliance with banking laws and regulations.

Education:

King's College, Wilkes-Barre, PA
Bachelor of Arts in Mathematics with a minor in Economics

Graduation: May 2017
GPA: 3.65

Actuarial Exam FM/2, Clarks Summit, PA
Results still pending

June 2017

Professional Presentations:

Mathematical Association of America, Harrisburg, PA
MAA Member

Apr. 2016

- Selected to present to a group of Mathematicians at an Epadel Conference
- Awarded a certificate for creating a "Axiom System" that consisted of axioms, theorems, and proofs

Related Work Experience:

Private Tutoring, Hanover Township, PA
Mathematics Tutor

Aug. 2013 - Present

- Tutor high school level students in algebra, geometry, calculus, and any other high school math course offered
- Formed sample quizzes, problems, and additional homework seen necessary to help students comprehend basic mathematical ideas

Mathematics Orientation, Wilkes-Barre, PA
Representative of Senior Mathematics Class

Jul. 2016

- Presented to upcoming Freshman and parents on King's College Mathematics Program
- Details of the presentation were communicated to prospective students on difficulty of major, career paths, professors' assistance, class size, and student support

King's College Tutoring Program, Wilkes-Barre, PA
Mathematics Tutor

Sept. 2014 - May 2015

- Tutored sophomore level student in Calculus 2-3 times per week
- Created sample problems to assist student in tackling mathematical concepts

Other Work Experience:

Ice House Pub, Nuangola, PA
Bar Manager /Bartender/ Waitress

Mar. 2012 - Present

- Assisted in training 10-15 new staff members
- Communicate with local distributors to manage inventory flow
- Discuss and evaluate marketing strategies with sales representatives
- Handle monetary transactions including cash receipts, disbursements, and final reconciliation of cash drawer

VLS Recovery Service, Greenville, SC
Office Assistant

Jun. 2014 – Aug. 2015

- Organized waste logs utilizing Excel workbooks
- Maintained company files and ensured data was accurate

Activities/ Leadership:

King's Washington Alumni Club (KWAC) Career Day, Washington D.C

Oct. 5 & 6, 2016

- Selected to attend a 2-day career networking event with King's Alumni and regional employers
- Attended sessions on professional development, career opportunities, and networking

King's College Women's Soccer Team

Aug. – Nov. 2013

- Contributed leadership roles, communication on and off the field, and motivation to fellow team members

Computer Skills:

- Proficient in Microsoft Office Suite, PHStat, Matlab, MiniTab, Derive, and Visual Basics

Rebecca Zimmerman

111 Magnolia Lane, Southbury, CT 06488

Phone: (203) 555-1212 • E-mail: rebeccazimmerman@kings.edu

Profile

A determined, ethical, emerging professional with solid interpersonal and relationship-building skills. Curious and inquisitive individual committed to understanding human behavior and needs in order to assist others with problems and concerns. Demonstrates the ability to maintain confidentiality as well as trustworthiness on the job. Critical thinker who can apply academic and theoretical knowledge in practical situations that require quick decisions.

Education

King's College (Wilkes-Barre, PA)

Graduation: May 2017

Bachelor of Arts Degree in Criminal Justice and Psychology (double major)

GPA: 3.4

Internship Experience

CT Judicial Branch (Waterbury, CT)

June- August 2016

Waterbury Adult Probation Intern

- Interacted with and interviewed clients to examine state records and record updated case notes
- Accessed and reported information in highly-secured state computer database
- Wrote warrants, treatment referrals, and other paperwork
- Performed in a professional atmosphere with senior probation officers, mental health counselors, and courthouse officials

Other Experience

Southbury Girls Softball Association (Southbury, CT)

Head Coach

June - August 2016

- Supervised and ran practices for 11-member team (14-15 year olds), designing drills and instructing members on how to improve their athletic skills
- Interacted directly with other Head Coaches to set and adjust scheduling
- Consulted with President of Softball Association to make decisions regarding membership and player issues and concerns
- Assumed increased responsibility on field to communicate game strategy to players
- Coached team to first League Championship in 5 years

Assistant Coach

June - August 2015

- Ran practices according to the direction of the Head Coach
- Interacted informally with other coaches, officials, parents, and team members

Southbury Food Center (Southbury, CT)

October 2011 - March 2013

Cashier

- Handled cash and credit transactions of approximately \$1000+
- Interacted in a friendly and helpful manner with customers to answer questions; Located merchandise for senior citizens

Southbury Parks and Recreation (Southbury, CT)

November 2011 - February 2012

Scorekeeper

- Maintained awareness and focus to ensure proper signaling for timeouts, ends of quarters, etc.
- Interacted with coaches and officials in a respectful manner

Honors

Dean's List Fall 2012- Fall 2014

MAC All-Academic Team 2016, 2017

Criminal Justice National Honor Society member, Inducted Spring 2011

Monarch Merit Award

Activities

King's College Varsity Softball Team

- Team Captain and All Freedom Conference 2015
- Member 2011-2015

ELEMENTARY EDUCATION/SPECIAL EDUCATION TEACHING POSITION

Extremely passionate about bringing the 21st century into the classroom by using new and innovative ways to inspire students. Possess a love for teaching science, mathematics, and language arts. Dedicated, resourceful and driven educator with a commitment to develop young minds to succeed in and outside the classroom.

KEY COMPETENCIES

- ◆ Classroom Instruction
- ◆ Creative Lesson Planning
- ◆ Classroom Management
- ◆ Diverse Learners
- ◆ Time Management
- ◆ Problem Solving
- ◆ Special Needs Students
- ◆ Differentiated Instruction
- ◆ Student Motivation

EDUCATION

King's College, Wilkes-Barre, PA
Bachelor of Arts in Elementary/Special Education

Graduation: May 2020
 GPA: 3.438

CERTIFICATIONS

PDE Teacher Certification Elementary Education (K-6) & Special Education (K-6)

TEACHING EXPERIENCE

Wyoming Valley West, Chester Street Elementary, Kingston, PA
Student Teacher, Grade 2

Spring 2020

- ◆ Created in-depth lesson plans, bulletins boards and projects for second grade students
- ◆ Develop differentiated lesson plans to meet needs of all academic level learners in the classroom, including gifted and learning disabled

Wyoming Valley West, State Street Elementary, Larksville, PA
Pre-Student Teacher, Grade 3

Fall 2019

- ◆ Taught a third grade class for 2 weeks, which included 4 English classes a day and 1 reading class
- ◆ Taught a theme cycle lesson on "How Animals Talk" covering all areas of academics

Montgomery County Intermediate Unit, Hatfield, PA
Autistic Trainer

Summer 2019

- ◆ Worked one-on-one with a 14 year student with autism on school work and daily tasks

Daniel Flood Elementary School, Wilkes-Barre, PA
Elementary Education Tutor

Fall- Spring 2017

- ◆ Tutored socio-economic disadvantaged students in an after school program

Heights/Murray Elementary School, Wilkes-Barre, PA
Tutor

Fall Semester 2017

- ◆ Tutored students in homework and taught mini lessons on reading

WORK HISTORY

Equipment Personnel, Spring Mountain Ski Resort, Spring Mountain, PA
Lifeguard/Swim Instructor, Souderton Pool, Souderton, PA

Winter 2014-2019
 Summer 2014-2018

SERVICE EXPERIENCE

Bowl for Kids
 CitySERVE, King's College

Spring 2018, 2019
 Fall 2018

ACTIVITIES

King's College Varsity Soccer, Captain (1 year)
 King's College Education Club
 Loch Lomond Youth International Soccer Tournament
 Schwan's USA Cup International Youth Soccer Tournament

2016-Present
 2017-2020
 2015
 2014

Kevin M. Brennan

1234 Apple Tree Lane, Forty Fort, PA 18704 // kevinbrennan@kings.edu // (570) 709-6469

Profile

Charismatic, motivated professional who focuses on creating strategic political relationships as well as communicating with and understanding a diverse constituency. Proven leadership experience both on and off campus. Seeking admission to Graduate School of Public & International Affairs in order to enhance knowledge and gain experience of policy administration in the government and private sectors.

Education

King's College/ Wilkes-Barre, PA Graduation: May 2019
Bachelor of Arts in Political Science with a minor in International Studies GPA: 3.77
Dean's List (all semesters); King's College Aquinas Society; Pi Sigma Alpha (Political Science Honors Society)

Educational Highlight

Study Abroad in Northern Ireland/Coleraine, UK Fall 2017

- Received Irish American Scholarship to study at the University of Ulster, Coleraine for the semester
- Experienced and learned the culture of the community as well as nearby countries and societies
- Attended course modules and gained knowledge of various subject matters

Related Experience

State Senator John Yudichak/ Nanticoke & Wilkes-Barre, PA January 2019 to Present
Constituent Services Representative

- Research state resources needed to fulfill individuals inquiries
- Compile and organize relevant media articles that pertain to current state and local issues
- Aid constituents in filling out proper paperwork and ensure paperwork reaches the appropriate parties
- Contribute to the future developments of Senator Yudichak's term through public and private events

Student Intern September to December 2017

- Organized and ensured that the campaign office functioned in an efficient manner
- Aided constituents in questions and concerns regarding Representative Yudichak's campaign
- Organized and directed volunteers to distribute flyers on Election Day
- Ensured volunteer comfort at each of the polls on Election Day

Social Security Administration/ Wilkes-Barre, PA June to August 2017

Student Intern

- Processed and ensured the accuracy of incoming Social Security forms
- Prepared mailings for Social Security beneficiaries

Work History

King's College Financial Aid Office/ Wilkes-Barre, PA January 2016 to December 2018
Student Aide

First Hospital Wyoming Valley/ Kingston, PA August 2015 to March 2018
Front Desk

Leadership Experience

King's College Global Landscapes Conference Presenter Spring 2019
Student Government Executive Board Vice President Spring 2018-2019
Student Government Director of Clubs and Organizations 2017-2018
Orientation Assistant 2017-2017

Dean Winters

42 Old Post Road, Watertwon, NY 13601 | (315) 242-9801 | deanwinters@kings.edu

Profile

Undergraduate Computers and Information Systems student with a strong background in systems analysis and design. Proven effectiveness with leading and managing projects. Possesses strong ability to communicate effectively within a professional environment, complete assignments in a timely manner, and generate documentation throughout the process.

Education

King's College, Wilkes-Barre, PA

Graduation: December 2016

Bachelor of Science in Computers and Information Systems

G.P.A. 3.2. Major G.P.A. 3.8

Related Experience

King's College, Wilkes-Barre, PA

October 2013 – Present

Student Support Services Specialist

- Supervise and train a team of student workers on the fundamentals of Active Directory and Group Policy Objects.
- Teach student workers the process of building Windows Server 2012 R2, promoting to a domain controller, and configuration of Active Directory, DNS, and DHCP on the server.
- Configure DHCP reservations for computers and printers.
- Assist faculty, staff, and lab environments with port activation and troubleshooting.
- Create and link Group Policy Objects for printer deployment across a network.
- Generate user profiles, delegate user accounts, and provide password resets.
- Generate reports using Windows Powershell, Visual C#, COBOL, and other languages.
- Assess, plan, organize, and implement policies for the group Policy Object cleansing project and created a project charter, WBS, and formal documentation.
- Assisted in two different summer computer deployments.

Work Experience

Sovereign Commercial Services, Scranton, PA

August 2016 – Present

Facilities Associate

- Work unsupervised and ensure all the duties of the position are finished in a timely manner.
- Assist team members to ensure their duties are completed in the allotted time specified.

Tobyhanna Army Depot, Tobyhanna, PA

May 2012 – August 2015

STEP Student Program Laborer

- Completed work orders by assisting facility maintenance professionals with their guidance.
- Operated on a government facility while maintaining a professional relationship with clients.

Maecee Harvelle

456 Privet Street ♦ Smithtown, ME 04064 ♦ (207) 907-3235 ♦ maeceeharvelle@kings.edu

PROFILE

Emerging English and writing professional with proven skills in writing and editing, the ability to work responsibly and in a timely manner, and a keen eye for grammar and detail. Works well with others or in an independent setting, and can communicate ideas both orally and in writing to improve professional and creative texts.

EDUCATION

King's College, Wilkes-Barre, PA
Bachelor of Arts in English Literature
Bachelor of Arts in Professional Writing

Graduation: **May 2016**
G.P.A.: **3.7**
Dean's List **5 Semesters**

SCHOLARSHIPS

- Head Start Scholarship
- Student Media Scholarship
- Christi Regis Scholarship
- Knights of Lebanon, St. Anthony/St. George Maronite Church Scholarship
- Kelci Ever After Memorial Fund

RELATED EXPERIENCE

King's College, Wilkes-Barre, PA

The Scop Literary and Fine Arts Magazine, **Literary Editor**

September 2015-Present

- Edit all written submissions, which include poetry and short narratives
- Work with editorial staff to coordinate the semester's theme with the submissions
- Schedule and lead meetings where staff members discuss which written submissions should be included
- Edit and format written submissions on InDesign

The Writing Center, **Tutor**

September 2014 – Present

- Work one on one with students to brainstorm essay ideas, or in the case of written papers, to help students organize ideas, put those ideas in writing, and ultimately devise the most optimal rhetorical strategies to convey their argument in a clear and precise way.
- Investigate the purpose of their assigned papers and seek to discover what is being asked of a student writer
- Articulate both verbally and in writing the steps one could take to improve their work
- Assess papers to look for patterns in grammatical, stylistic, formatting, and content errors

The Regis Yearbook, **Writing Editor**

August 2014 – June 2015

- Wrote, edited, and assigned features on events, clubs, and other subjects for the yearbook
- Learned to work with a team by assisting in organizing layout of yearbook
- Gathered necessary information for features, met very strict deadlines, and was responsible for all submitted text
- Placed and edited written features in an online design platform

The Crown Newspaper, **Staff Writer**

November 2012 – May 2014

- Gathered and wrote classified ads to be included in each issue while working with tight, weekly deadlines
- Interviewed interning students, and wrote profile features for "Intern of the Month" segments

OTHER EXPERIENCE

King's College, Wilkes-Barre, PA
Office of Career Planning Student Aide

July 2012 – Present

- Create file folders, organize student records, gather and enter data into Excel and other Microsoft office programs all while maintaining complete student confidentiality
- Typed and posted job listings into on-line college-affiliated job posting site
- Train 7 incoming student aides and other administrative personnel in responsibilities and duties
- Assist and manage the front-desk area as needed by answering phone calls, assisting students, and making appointments

VOLUNTEER EXPERIENCE

CitySERVE, King's College
CEO Thanksgiving Food Drive

September 2012
November 2012, 2013, 2014

William Doyle

456 Mountain Road | Great Meadows, NJ 07838
(201) 555-1212 | williamdoyle@kings.edu

PROFILE

Aspiring Physician Assistant who demonstrates ethics, compassion, and self-motivation. Enthusiastic individual who seeks challenges and values gaining comprehensive knowledge. Developed excellent time management skills and has observational experience with laboratory, operating room, and emergency room environments. Gains personal satisfaction from helping and relating to others.

EDUCATION

King's College, The College of Arts and Sciences, Wilkes-Barre, PA
Bachelor of Science in **Neuroscience** with a minor in **Biology**
Dean's List (3 semesters)

Graduation: May 2019
Overall GPA: 3.252

RELATED EXPERIENCE

Skylands Orthopaedics, Hackettstown, NJ

Admissions Desk

Dec. 2016 – Aug. 2017

- Greeted and checked-in patients, assisting them with paperwork
- Contacted various insurance companies to complete pre-authorizations and follow up on payments
- Utilized Medisoft software to input patient data and information

Pre-Professional Clinical Experience Hours; Michael A. Smith, MD & John W. Murphy, MD

Fall 2016 – Spring 2017

- Observed physician's day-to-day responsibilities in an office and operating room environment.
- Completed over 500 hours of shadowing and observation of surgical and office procedures.
- Gained knowledge of the field of orthopedics and sports medicine through observing specialty procedures such as diagnostic testing and various surgeries.

Saint Barnabas Medical Center, Livingston, NJ

Fall 2017

Pre-Professional Clinical Experience Hours; Jessica B. Summers, PA General Medicine

- Observed a physician assistant's day-to-day responsibilities in an emergency pediatric environment.
- Completed 14 hours of shadowing and observation of duties in the pediatric emergency unit.
- Gained knowledge in the field of general medicine through observing many different patient exams and treatments.

Hackettstown Regional Medical Center, Hackettstown, NJ

Spring 2015

Job Shadowing; Dr. Paul T. Davidson, MD, Anesthesiology

- Observed a surgeon's, physician assistant's, and anesthesiologist's day-to-day responsibilities in a hospital environment.
- Completed over 25 hours of shadowing and observation of many different surgical procedures.
- Acquired knowledge in the field of medicine through observation of surgical specialty procedures such as skin grafts, kidney stone removal, hysterectomies, etc.

WORK HISTORY

Applebee's Neighborhood Bar and Grill, Hackettstown, NJ

October 2014 – Present

Server

VOLUNTEER EXPERIENCE

King's College WinterSERVE (Austin, TX)

King's College CitySERVE (Wilkes-Barre, PA)

Halloween Havoc (Wilkes-Barre, PA)

ACTIVITIES

Biology Club

Neuroscience Club

Student Government Class of 2017 Vice President

COMPUTER EXPERIENCE

Minitab Solutions; Medisoft; Microsoft Word, Excel, PowerPoint; Photoshop

JANE WHEATON

2064 Sands Circle, White Haven, PA 18707 • (570) 592-1234 • janewheaton@kings.edu

EDUCATION

King's College, McGowan School of Business (AACSB Accreditation), Wilkes-Barre, PA

Bachelor of Science in Business Administration with a **Major in Accounting**

Bachelor of Arts in **French** • Minor in Finance

Graduation: May 2017 • Expected Credits: 150 • GPA: 3.985

EDUCATIONAL HIGHLIGHTS

PwC Elevate Program

May 2015

- Participated in the three-day event focused on leadership skills and team building
- Experienced PwC's culture and values through a financial literacy activity with the Girls Scouts

PwC Case Competition

October 2014 & 2015

- Analyzed the real-world business case and researched tax codes to formulate a solution for the case competition
 - Presented solution as part of a five member team to PwC representatives
-

RELATED EXPERIENCE

ParenteBeard, Wilkes-Barre, PA

Tax Intern

August 2015-April 2016

- Proficiently prepared individual, partnership, and corporate tax returns to meet government requirements and deadlines
- Maintained working knowledge of tax preparation software used in the office
- Generated extension forms for multiple clients and forwarded to applicable state of residency

Audit Intern

June 2015-August 2015

- Participated in a health care audit, completing the cash, investments, fixed assets, debt, and pension sections
- Assisted in the compliance testing of single audits and employee benefit plan audits
- Verified information on financial statements to determine discrepancies in calculations, number transpositions, spelling, and grammar

Dave's Tax Service, Wilkes-Barre, PA

Tax Intern

January 2015-April 2015

- Independently prepared approximately 130 individual tax returns, including federal, state, local, and property tax rebates
 - Utilized the tax software TaxWise12
 - Interacted in a friendly and professional manner with clients on the phone and in person
-

LEADERSHIP EXPERIENCE

Learning Works Mentoring Program • Student Advisory Council for the Business School

Prudential PEAK Leadership Conference • ParenteBeard Spotlight Program • King's College Emerging Leaders Program

ACHIEVEMENTS

King's College Honors Program • Dean's List (All Semesters) • Beta Gamma Sigma • Alpha Mu Gamma • Aquinas Society

WORK HISTORY

Butler Valley Manor, Drums, PA

Dietary Aide

April 2012-January 2015

VOLUNTEER EXPERIENCE

King's College CitySERVE • St. Vincent DePaul Kitchen • St. Mary's Church Picnic • Susan G. Komen "Walk for the Cure"

COVER LETTERS

Cover Letters

A cover letter is usually included with the résumé you submit for a job. Your cover letter is viewed as a formal writing sample that allows you to **demonstrate how you “fit” within the organization** as well as **your knowledge of the company**.

While many employers will often use the cover letter to judge whether you are an effective communicator, pay attention to detail, and possess sufficient writing skills, they also **want you to grab their attention and motivate them to keep reading**.

Like your résumé, a cover letter should use **keywords** and be **customized to each company and position you are pursuing**. It should convey that you have researched the company to which you are sending it, and it should be proofread multiple times by yourself and others so that there are no spelling or grammatical errors.

FORMAT OF A COVER LETTER

The cover letter can be viewed in 5 parts:

- **The Greeting:** Find the name of the correct person to whom you are sending the letter. Check the job posting, comb the internet, even call the company directly to get a name. Example: “Dear Mr. West,” or “Dear Ms. Hadley-Jones,”.
- **The Intro (the “Hook”):** You have to grab them in the first sentence or two when introducing yourself. Creativity can count, but you **must** be professional as well. Define who you are and your interests in the position and organization.
- **Paragraph 2 (the “Fit”):** This is where you demonstrate, with a specific example, what you have to offer the company. How will you make a difference in the job? What makes you different from the other candidates? When did you get results in the past?
- **Paragraph 3 (“In the Know”):** This is where you demonstrate a genuine depth of knowledge about the company. In knowing some of their initiatives, what problems they are trying to solve, or what new products or approach the organization is considering, you can directly answer: Where will YOU make a difference?
- **The Closing:** Reiterate your enthusiasm and what you have to offer. Take a proactive approach and let them know when you intend to follow up with them.

COVER LETTER CHECKLIST

YES	NO	DID I....?
<input type="checkbox"/>	<input type="checkbox"/>	Use correct business format for the cover letter?
<input type="checkbox"/>	<input type="checkbox"/>	Address the letter to the specific recruiter/employee who will handle my application?
<input type="checkbox"/>	<input type="checkbox"/>	Identify myself and the job in which I am interested?
<input type="checkbox"/>	<input type="checkbox"/>	Try to be creative in order to capture the attention of the employer?
<input type="checkbox"/>	<input type="checkbox"/>	Identify 1 or 2 skills which are directly related to the job and qualify me for the position?
<input type="checkbox"/>	<input type="checkbox"/>	Provide a brief example to demonstrate my success with those skills in the past?
<input type="checkbox"/>	<input type="checkbox"/>	Directly identify how I can benefit the company upon hire?
<input type="checkbox"/>	<input type="checkbox"/>	Thank the employer for their time?
<input type="checkbox"/>	<input type="checkbox"/>	Indicate that I will follow up in a designated amount of time?
<input type="checkbox"/>	<input type="checkbox"/>	Write concisely?
<input type="checkbox"/>	<input type="checkbox"/>	Limit the amount of personal pronouns (e.g., "I," "my," "me") throughout the letter?
<input type="checkbox"/>	<input type="checkbox"/>	Proofread for all spelling, grammar, and punctuation errors?

264 Oak Lane
Kingston, PA 18704
seanmurphy@kings.edu
(570) 555-8989

February 12, 2021

Dr. David Ausband
Montana Cooperative Wildlife Research Unit
University of Montana
Natural Science Building, Room 205
Missoula, MT 59812

Dear Dr. Ausband:

Having recently read about the removal of wolves in the Northern Rockies area from the endangered species list has inspired me to want to help ensure that their population and behavior in the area are better understood. Therefore, I am applying for the Rendezvous Site Survey Technician position listed on the SCB website.

A passion for the outdoors and extensive experience with hiking, camping, orienteering, and navigating difficult terrain will allow me to fulfill the job requirement of working in demanding geographic and weather conditions.

Last fall, during almost four months in Kenya studying wildlife management and assessing rangeland habitat, we worked in teams to gain valuable information through measurements and interviews on the status of rangelands on which many species are dependent. This research experience has enhanced my observation and note-taking skills, so I am confident that my attention to detail will contribute to the data collection and analysis phases of your research project. The field experience in Africa demonstrated how research on different species, especially keystone species, is indispensable for the proper management of any environment. In sharing the same philosophy that you use in approaching your research, I can help to promote understanding and the value of this project to stakeholders.

Thank you very much for your time and consideration. It would be a pleasure to discuss the various ways that I can contribute to your research project, therefore I will plan to contact you within the next two weeks to ensure that you have received all of my application materials.

Sincerely,

Sean Murphy

Enclosure

144 Main Road
Nanticoke, PA 18634
(570) 735-1111
ruthmiller@kings.edu

November 22, 2020

Ms. Mary Smith
Employment Coordinator
100 Vanguard Blvd
Malvern, PA 19355

Dear Ms. Smith,

As an Accounting and Finance double major, I am writing to express my continued interest in the Acceleration into Financial Professional Program. After attending presentations held on King's College campus and visiting Vanguard for the Explore Day last month, I am even more inspired about the prospect of working at a company with such a unique culture.

The academic experience that I have acquired at King's College has built a solid foundation for developing my analytical, communication and leadership skills. Through my professional experience as a tax intern at J.H. Williams, LLP, I was able to develop a better understanding of practical business applications. The organization of documentation and preparation of over 100 individual client tax returns were my primary responsibilities. In addition, after collaboration with a partner as part of the completion process, it was my responsibility to meet with clients and review their completed forms. This allowed me to further develop my professional demeanor with clients, colleagues and management.

Working for one of the world's largest international investment management companies that values exceptional client service would certainly be a privilege. Using my qualifications, skills and abilities to help Vanguard's clients reach their financial goals while maintaining the highest quality of ethical standards would continuously benefit the organization as a whole.

The opportunity to take part in the Acceleration into Financial Professional Program at Vanguard and contribute to the team based culture would be very exciting, and I look forward to meeting you and more crew members on Monday.

Sincerely,

Ruth Miller

Enclosure

2020 East Salem Avenue
Scranton, PA, 18505
(570) 814-8090

November 28, 2020

Astro Apparel, Inc.
Melissa Quinlan
300 Brook St.
Scranton, PA 18505

Dear Ms. Quinlan,

After receiving an email today from the Office of Career Planning at King's College, I was excited to see that there is a full-time programmer position opening at Astro Apparel, Inc. With my educational background in Computers and Information Systems, including experience programming in multiple languages, and my three years of experience working for the King's College's IITS department, I am the ideal candidate for this position.

While working at King's College, the most recent responsibility I assumed occurred when I was appointed the leading role on a Group Policy Management remodeling project. My responsibilities were to train several student employees on working inside of Windows Active Directory and Group Policy Management Console. As the project manager it was my job to plan, organize, document, and execute the entire project.

Over the last three years working as a Student Support Services Specialist, I have been involved in several projects pertaining to the network infrastructure across the campus. This involves managing the network connections for all of the TCP/IP printers, creating the DHCP reservations for each, and manually deploying them across campus. Additionally, I assisted in the activation and troubleshooting of the inactive ports during this process. After the printers' installation, I then created and linked Group Policy Objects using item level targeting with security groups to deploy all of the printers on campus remotely through the network. These skills will prove to be valuable at Astro Apparel, Inc. when troubleshooting computer-related issues.

Thank you for your time and consideration in reviewing my resume for the programmer position. It would be a pleasure to discuss the various ways in which I can be an asset to Astro Apparel, Inc. and will follow up with you within two weeks to ensure you received my application.

Sincerely,

Charles Samuels

Enclosure

AMY CARSON

123 Birch Road, New Milford, PA 18834 | 570-555-0123 | amycarson@kings.edu

May 1, 2021

Ms. Roxanne Schell
Human Resources Department
Lockheed Martin
Archbald, PA 18403

Dear Ms. Schell:

It was a pleasure to meet you at the Professional Development Seminar that you hosted on campus at King's College on Monday. Per our conversation, I am submitting my resume to you to be considered for a Financial Analyst internship at Lockheed Martin. After learning of the requirements for the internship, I am confident that I have the qualities to succeed.

As a Bank Teller with Peoples Neighborhood Bank, serving the customers and providing an excellent service experience is part of my daily goals of "doing what's right" each day. In focusing on handling financial transactions efficiently and accurately while connecting in a friendly way with our customers, I actively promote the professional reputation we have established in our community to build trust and respect between the bank and its members.

As a Financial Analyst intern, I would strive to assist Lockheed Martin with maintaining accurate financial statements and preparing detailed materials to execute financial transactions and develop new client business.

The opportunity to meet with you to a potential internship at Lockheed Martin would be greatly appreciated, and I will plan to contact you within the next 5-7 business days.

Thank you for your time and consideration.

Sincerely,

Amy Carson

Enclosure

2675 Oak Lawn Avenue
Blackwood, NJ 08620
856-256-7831
jamesroberts@kings.edu

July 2, 2021

Ms. Carol McGrane
The Graham Academy
1 Institute Lane
Kingston, PA 18704

Dear Ms. McGrane:

It is with great enthusiasm and interest that I am writing to inquire about the Special Education openings in the areas of autism support and emotional support at the Graham Academy. My experience in a learning support environment as well as my unique coaching experience would help make me an asset to The Graham Academy students and staff.

Having been a head baseball coach for seven years, I have been able to find ways to motivate my players and help them to reach their full potential. This is a concept I carried over to my teaching career, as was evident in my student teaching experience in a learning support classroom. At this placement, there was one specific student who my cooperating teacher could not get to focus nor do any work. After taking over the day-to-day responsibilities of the primary teacher, I was able to discover what motivated this student and was able to get her to successfully complete her work. When I took over, this student has a 52% score in the learning support math class. By the end of the quarter, her grade had climbed to an 84%. This was an accomplishment I was very proud of.

The educational techniques used at The Graham Academy are conducive to helping students reach their full potential. By integrating guest speakers and real-life experiences with the standard subjects, students are being exposed to learning in a variety of ways. With my help, I believe the students at the Graham Academy can achieve the emotional confidence and social growth that they need.

Thank you very much for your time and consideration. My resume is included for your review, and I would welcome the opportunity to discuss the open positions with you as well as how I can be an asset to The Graham Academy. If you have any questions, please feel free to contact me at the above phone number. Otherwise, I will contact you within the next two weeks to follow up on my application.

Sincerely,

James Roberts

enclosure

85 North Valley Drive
Wilkes-Barre, PA 18702
marisabenson@kings.edu
(570) 555-0101

August 1, 2020

Ms. Ann Marie Supinski
Hiring Manager
The Limited
3 Limited Parkway
Columbus, OH 43230

Dear Ms. Supinski:

If The Limited needs Store Managers who are passionate about design and fashion and will thrive in a fast-paced, challenging environment, then please consider me a prime candidate. As an intern at the Wilkes-Barre store, my focus has been on learning the daily responsibilities and tasks of Store Managers. My skills of managing and communication will be an excellent for the company.

In supervising a team of 23 associates, a key responsibility was teaching them professional communication techniques to use with customers in order to achieve our sales plan. For example, after observing an associate struggle to communicate with a customer, I stepped in to assist in making the sale. Afterwards, we worked together so I could show her better ways to handle customer inquiries. In meeting with her individually, she was receptive to the direction and, in utilizing the techniques we discussed, she ultimately saw her own input into the sales figures increase by 15% during the next month. By maximizing both customer satisfaction and associate potential, I strive to continually contribute to The Limited's bottom line.

As an emerging professional, my current marketing knowledge as well as a modern perspective can contribute to the initiatives of your fashion-forward company.

Thank you very much for your time and consideration. It would be a pleasure to speak with you further about how I can help The Limited achieve its business goals. My resume is enclosed and I will contact you within the next week to discuss my credentials further.

Sincerely,

Marisa Benson

Enclosure

INTERVIEWING

Your résumé successfully got you the interview. Now what?! Use these tips to prepare:

PREPARING FOR THE INTERVIEW...

- Know the exact time and place of the interview. Get directions and write them down; do not rely on your memory. Ask who will be conducting the interview. Know how to pronounce each person's name.
- Research the company. Read the website, Google it, search trade magazines and press releases, etc. See "How to Research an Employer..." on page 36.
- Know your résumé well! Review your qualifications / experience so that you are comfortable giving specific examples.
- Practice reviewing typical interview questions (see pages 37-38).

WHAT TO BRING TO THE INTERVIEW...

- At least 5 copies of your résumé on good paper and also 5 copies of your "List of References" page in a clean folder / portfolio / binder.
- A pen and note paper.
- Your appointment calendar (to schedule a second interview, if needed).

DRESSING FOR THE INTERVIEW...

Appropriate dress will make a strong first impression by conveying your professionalism and that you respect the employer enough to put effort into your appearance.

Men:

- Neutral (e.g., navy, grey, brown, black) business suit & tie
- White or light colored shirt
- Dress socks and polished shoes

Women:

- Neutral (e.g., grey, navy, black, brown) business suit (skirt or slacks)
- White or light colored blouse
- Shoes with low heels (2 in.) that allow you to walk with ease

For Both:

- Hair should be well-groomed
- Keep jewelry to a minimum.
- Go light on scented products (e.g., cologne, perfume, hair products, laundry detergent).

ON THE INTERVIEW DAY!

- Arrive no more than 10-15 minutes early to demonstrate that promptness is one of your values. It also gives you time to relax before your interview.
- Greet the employer with a smile and a handshake. Introduce yourself by stating your full name, and tell them you are pleased to be there. This reflects your communication and interpersonal skills.

ON THE INTERVIEW DAY *(continued)*!

- Relax! It's normal to be a little nervous, and employers expect it. Rest your hands on your lap or on the table with your résumé. Sit up straight.
- Answer questions honestly and concisely. Remember, you are selling yourself to the employer so focus on your strengths and the positive aspects of any given situation. Don't answer with just "yes" or "no"—a solid, detailed response should take no longer than 90 seconds - 2 minutes.
- Be prepared to ask questions (3 minimum!) to the employer to show your interest in the company, the job, and working for them.
- Provide them with your List of References, if asked for them.
- Ask when the final hiring decision will be made. If you need to contact them, call in a week or so.
- End on a positive note. Reiterate your interest in the position, and point out that you are a good choice to fill it.
- Remember to shake hands, smile, and thank the interviewer for his / her time.

AFTER THE INTERVIEW...

- Send a thank you note to the employer within 24 hours (email or hand-written) thanking them for the time they spent with you and highlighting again why you are a good "fit."
 - Make notes of what went well and what you would like to improve.
 - If you haven't heard from the employer by a given date or within 2 weeks, call to check on your application status and to express continued interest.
- If offered a job, be prepared to accept it. It is also professional to ask for a few days for consideration of the offer before accepting or rejecting it.
 - If the employer informs you the position was filled (via a phone call or form letter), don't be discouraged. You can request to be considered for other positions available within the company in the near future. Inquire how long the company keeps applications, and thank them for their consideration.

Feeling anxious about your upcoming interview?

Make an appointment at the Office of Career Planning
to conduct a **Mock Interview**
with one of our Career Counselors!

HOW TO RESEARCH AN EMPLOYER PRIOR TO THE INTERVIEW

(This list is not exhaustive, so be aware of what additional information you need to seek out based on the individual employer with whom you are interviewing!)

1. Name of the company, its office location(s), and the physical address of the office in which you would seek employment.
2. The number of employees in the company.
3. Who is the CEO/President/Owner of the company? What is the general organizational hierarchy for the company?
4. What is the mission of the company? What are the values of the company?
5. What are the company's basic products and/or services?
6. Describe their current business operations. (Access recent news articles and the annual report for findings).
7. What are the company's current challenges? How can you, as an entry-level employee, add value to the company and assist them with those challenges?
8. Who are their competitors? In what ways do they compete?
9. What is the title of one of the entry-level jobs you could apply for at this company? What would you do in this position?
10. What are the differences in responsibilities among the various departments (e.g., what are the differences between the sales and marketing departments)?

Some sources for you to utilize in finding the above information are:

Company/Firm website

Job/Career Boards

LinkedIn

Annual Reports

Current News Articles

Alumni/Networking Contacts

INTERVIEW ADVICE FROM KING'S COLLEGE ON CAMPUS RECRUITERS

"Tell me your story."

"If you can't talk for 2 minutes about each point on your résumé, don't put it on there!"

"Don't be afraid to sell yourself. We want to know what you can bring to our company."

"Be sure to answer the question that is asked. Keep your focus."

"Make an assertive effort to market yourself, as in, 'This is what I have to offer you.'"

"The depth of your answers and your questions are **both** important. You should have examples on the tip of your tongue."

"If you don't know our company or what job you are applying for, we will not hire you."

"We expect you to attend our on-campus employer information session."

COMMON QUESTIONS EMPLOYERS ASK DURING INTERVIEWS

Tell me about yourself.

This is the time to present brand and give your elevator pitch—sell yourself and your unique qualities to the employer.

Why do you want to work for this company?

Review with the employer some of the reasons you believe this company would be the best place to apply the skills you have acquired.

Why did you choose this career?

You can describe why you chose your major or a significant / life event that directed you to this future career path.

What are your short-term goals? Long-term goals?

Discuss your future employment plans. Short-term goals should focus on the immediate impact you want to have within your first 1-3 years of employment. Long-term goals can focus beyond 3-5 years (e.g., seeking a graduate degree, advancing to a higher level in the organization, etc.).

Why should I hire you?

Discuss how your education, experience, skills, and qualifications make you the best choice for the job. Give examples from your work experience, internships, or co-curricular activities.

What is your major strength?

This is your time to shine. Explain what your strongest skills are, relating it directly to the job for which you are interviewing.

Describe yourself in three adjectives.

Give examples of your best characteristics, and make it job related (e.g., hardworking, technologically savvy, creative, etc.).

What is your major weakness?

Be honest and talk about a genuine weakness. The key is to explain what you are *actively doing to improve* upon that weakness.

Describe your work / leadership style.

Relate this question to team experience (i.e., group project, sports activity), how you work and learn with others, and any leadership abilities that developed from that experience.

How would you handle a disagreement with a boss or co-worker?

The key is how you behaviorally reacted to conflict and what you did to resolve it. Sample response: “I’ve found that when conflict occurs, it helps to fully understand the other person’s perspective, so I take time to listen to their point of view, and then I seek to work out a collaborative solution. As an example, I . . .”

Tell me about a recent problem you encountered, and how you handled it.

How you behaved in the past is a predictor of how you will behave in the future. Keep answers positive and specific.

How do you think a friend or professor who knows you well would describe you?

Draw on your strengths, and use examples that would positively describe you.

Tell me about a time you were a member of a team. What role did you play?

Focus on your openness to a diversity of backgrounds. Consider demonstrating how you handle conflict within a team.

Describe a contribution you made in a recent job or internship.

Give a concrete example. What was accomplished at your previous job / position that would not have been accomplished if you hadn't been there? Quantify, if possible. Describe what you learned during the process and translate it into how you'll contribute at this company.

Would you be willing to relocate?

This is not always a "yes or no" question. Let the employer know if you are willing to relocate or how far from home you are willing to travel.

What salary do you expect?

This question doesn't typically occur until the second interview. Should it arise however, show you've done your research by stating, "I understand from current labor market information that the typical range for a _____ in this region is \$-- to \$--." If they push you for a specific number, respond, "I am willing to negotiate depending on the specific requirements of the job and employee benefits offered by your company."

Is there anything that you would like to discuss that has not been covered?

Now is the time to speak about experiences that the employer really needs to know to consider you for the job. For example, leadership activities, or courses you have taken unrelated to your major but related to the position for which you are interviewing.

BEHAVIORAL INTERVIEWING

Most organizations use behavioral interviewing in their hiring process. The basic premise behind this style of interviewing is that the most accurate predictor of the future is past performance in a similar situation. Behavioral interviewing focuses on experiences, behaviors, knowledge, skills, and abilities that are job-related.

Employers predetermine which skills are necessary for a particular job and ask specific questions to assess whether candidates possess those skills. How you behaved in the past is a predictor of how you will behave in the future. Keep answers positive and specific.

Use the STAR method (*below*) when formulating your answers to help you include the most important aspects and positive results of your experience.

STAR METHOD

Situation:	Give an example of a situation that had a positive outcome.
Task:	Describe the tasks involved.
Action:	What action(s) did you end up taking?
Results:	What happened because of your actions?

EXAMPLES OF BEHAVIORAL INTERVIEWING QUESTIONS

- Tell me about a time when you failed to meet a deadline OR Tell me about a time you failed.
- Give an example of an occasion when you conformed to a policy to which you did not agree.
- Tell me about a time when you delegated a project effectively.
- Describe the biggest challenge in your life and how you handled it.
- Tell me about a situation when you dealt with a very upset customer / co-worker.
- How have you demonstrated leadership on the job?
- Describe a time when you had to make a quick decision. What did you do?
- Tell me about a time when a situation changed at the last minute? How did you handle the change in plans?

ILLEGAL QUESTIONS

Title VII of the Civil Rights Act of 1964 makes discrimination on the basis of national origin, citizenship, age, marital status, disabilities, arrest record, military discharges, or personal information (e.g., weight) illegal.

Any question that asks a candidate to reveal information that falls into any of these categories violates Title VII of the Civil Rights Act of 1964.

SOME EXAMPLES OF POTENTIAL ILLEGAL QUESTIONS:

- What is your marital status?
- What is your age?
- What is your sexual orientation?
- Are you disabled in any way?
- Do you practice a religion?
- Do you have children?
- What is your racial / ethnic background?

3 WAYS TO RESPOND TO ILLEGAL QUESTIONS

1. *You can answer the question.*
 - Be aware that your answer could negatively affect your candidacy.
2. *You can refuse to answer the question.*
 - Be aware that while this is your right, you can be viewed as uncooperative or confrontational.
3. *Determine the intent of the question and answer with a job-related response.*
 - Q: "Do you have children?"
A: "I can meet all the demands of the job, including being punctual and meeting deadlines."

QUESTIONS TO ASK THE EMPLOYER

An interview is a two-way conversation, or a dialogue, between the employer and you. You must learn more about the position to determine whether or not you want the job.

Employers are impressed with questions that reflect interest in knowing more about the company or the position being discussed. Some questions you can ask the employer to successfully determine if this job is for you are listed below:

- What are the normal work hours?
- Are there training programs offered?
- What advancement opportunities are available within the company? What is the policy for transfers to other cities?
- To whom would I report? Is it possible to meet this person?
- What is the greatest challenge of this position?
- Does the company have plans for new products or services?
- What are the skills and abilities you are looking for in the person who will fill this job?
- What are the organization's /company's strengths and weaknesses compared to its competition?
- How does upper management view the role and importance of this department and this position?
- What is the organization's plan for the next five years, and how does this department fit in?
- Could you explain your organizational structure?
- What do you most enjoy about your work with this organization / company / agency?
- How have various types of decisions been made?
- Could you describe your company's management style and the type of employee who fits well within it?
- What is the company's policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones?
- How and by whom will my performance be reviewed? Are there specific criteria upon which I would be evaluated? How frequently is formal and informal review given to new employees?
- I read on the website that employees have recently done presentations at XYZ conference. Is that a typical opportunity in the job for which I am interviewing? Are there specific professional organizations employees have been encouraged to join?

SOCIAL MEDIA

WHAT IS LINKEDIN?

LinkedIn is a professional networking site designed to help you connect with alumni and other professionals in industries and organizations that relate to your career and academic interests. Think of LinkedIn as a professional Facebook. Students often use Facebook to interact with friends and find others with similar social interests. LinkedIn is a place to share interests, ask questions, and network with professionals from a wide range of job titles and industries. As an emerging or new professional, you can utilize LinkedIn to:

- Build your professional network.
- Connect to King's alumni and other professionals in industries / organizations that interest you.
- Learn about current trends in field(s) that interest you.

BUILDING A PROFESSIONAL PROFILE

Craft a Profile Headline

- Your profile headline gives people a short, memorable way to understand who you are in a professional context.
- Think of the headline as the slogan for your professional brand, such as "Student, National University" or "Recent Honors Grad Seeking Marketing Position."
- Check out the profiles of students and recent alumni you admire for ideas and inspiration.

Add a Professional Photo

- Your photo needs to project a professional image as it is the first impression an employer or alumnus will have of you.
- Select a professional, high-quality headshot of you alone.
- Party photos, cartoon avatars, and group shots don't fit in the professional environment of LinkedIn.

Develop a Professional Profile/Summary

- This is your branding statement: It should include key skills and experiences that are relevant to your career path or industry.
- Present your summary statement in short blocks of text or bullet points for easy reading.

- Include: Professional Interests, Keywords, Professional Strengths/Accomplishments, Relevant Work Experience, Coursework, Projects, Leadership Experience.

Highlight your Education

- Include information about all institutions you've attended.
- Highlight your major, minor, and any courses you may have taken.
- Highlight your activities, honors, GPA, study abroad programs, summer institutes.

Add a Skills & Expertise Section

- Add Keywords that a recruiter / hiring manager might type into a search engine to find a person like you.
- Add relevant skills / keywords to your industry.

Collect Recommendations

- Think about soliciting recommendations from professors, internship coordinators, colleagues, employers, and professional mentors.

Claim Your Unique LinkedIn URL

- To increase the professional results that appear when people type your name into a search engine, set your LinkedIn profile to "public" and claim a unique URL for your profile.
Example: www.linkedin.com/in/yourname

Connect with People You Know!

- Seek out people that you know to add to your network.
- LinkedIn will also suggest people that you may know based on the information you provided.
- Start connecting with friends, co-workers, professors, supervisors, college / high school classmates, etc.
- Find people by using the Search or Advanced People Search option. Search on school, keywords, current and past employers, and fields.

START BUILDING YOUR NETWORK

Connect with Alumni!

- Join King's College related groups like the "**King's College, Pennsylvania Alumni**" group.
- See where your alumni are currently employed:
www.linkedin.com/college/alumni

Join Groups!

- Connect with others with whom you share common interests.
- Do a keyword search in the groups directory to find groups you might like to join.
- Join groups related to specific industries, student or professional organizations, recreational activities that interest you.

CONDUCT COMPANY RESEARCH & JOB SEARCH

One of recruiters' biggest complaints about entry-level job candidates is their lack of knowledge about an employer's organization. Before attending a career fair, networking meeting, or job interview, you **MUST** do your homework. There are many ways that LinkedIn can help you with your research and job search.

The Advanced Search Option

- Simply type in any keyword—"marketing," "accounting," "theater,"—and you'll see the LinkedIn profiles of people whose careers include that keyword. This is a great way to explore potential career paths and to learn about companies or job titles that might interest you.
- Save your searches to keep a record of careers and people that interest you.

LinkedIn Company Pages

- As you find employers you might want to work for, check out their LinkedIn Company Pages. There are over 150,000 company pages on LinkedIn. Each page provides a wealth of information about an organization's operations, employees, locations, available jobs, and you will see how you are connected to people at that company,
- If you are connected in some way, you can reach out for advice, informational interviews, and referrals.
- You can also follow companies that are of interest to you.

LinkedIn Jobs

- Search for positions utilizing LinkedIn's Job Search Function.
- Search by location, company, and keywords.
- LinkedIn's job postings are different from others because they tell you how you are personally connected to that company through your network.

CONNECTING WITH KING'S COLLEGE ALUMNI

Quick Tips for Contacting Alumni Using LinkedIn Messaging

Networking with alumni is about building relationships and connections in a purposeful, organized way. Networking is **NOT about asking alumni for jobs**, but asking for assistance. When you contact alumni to network, it should be to seek out and gather information about careers that interest you. You can connect directly with individuals or through groups on LinkedIn.

How Can Alumni Help Me?

Alumni can provide students with...

- Information about their company or organization.
- Information and advice about a career field or industry.
- Referrals to other professionals in their industry or organization.
- Consideration for an internship or job opportunity at their organization.

How to Contact Alumni

In your email or message, clearly articulate who you are and what your goals are:

- ***State how you are connected and describe who you are.***

Communicate your objectives:

- ***To learn about their industry/career field, organization.***
- ***To get advice on the job search process/preparing for an interview.***

Example:

"I found your profile through the King's College Alumni Group on LinkedIn. I am a senior History major at King's College and am very interested in pursuing a career in consulting. Would you have some time to discuss what you do and what recommendations you would have for someone with a social sciences background looking to enter consulting? We could discuss this via email or phone, whichever is more convenient for you. I truly appreciate your time and look forward to hearing from you."

Sample Questions to Ask Alumni (Individually)

- What recommendations would you have for someone looking to enter the industry? What skills are required? What are the typical entry channels?
- What types of extracurricular/internship experiences would best prepare me for a career in this industry?
- I'm interested in your organization or industry. What skills and experiences would help me to stand out as an applicant?
- Since I am interested in this industry, what are the key companies, organizations, professional associations that I should know about? Are there other alumni that you recommend I talk to?
- How can students find summer internships in your field? Are there other means of gaining experience before graduation?
- What abilities are important for success in your field? What personality traits or characteristics are important? What is the skill set that an employer in your field would look for in a new hire?
- What advice do you have for students who are preparing to enter your field?
- What related occupations and industries might I explore? What other fields could you see yourself moving into?
- Where can someone in an entry-level position expect to be in 2, 5 or 10 years?

TIPS FOR PROJECTING A PROFESSIONAL IMAGE ON FACEBOOK:

Look over your profile and delete anything questionable.

Portions of your profile to consider editing include:

- Religious views and political views
- Inappropriate movies, music, TV shows, etc.
- Inappropriate photos, videos, wall posts, etc.
- Your profile photo

Look over your friends' profiles for ways that YOU might be represented unprofessionally.

- Review photos, videos, wall posts, etc. that include you and if anything is too revealing, untag yourself or ask your friend to delete that item.

Set your Privacy Controls

- Make sure to control who sees your Facebook profile, pictures, and related content.
- You can adjust your settings under the Privacy Setting Feature.
- Also creating Lists will help you to manage who sees specific information.

Google yourself.

- Use multiple search engines to find out what employers might see when searching for your name, email address, screen name, and phone number.
- If you find information you feel could be detrimental to your candidacy or career, see about getting it removed, BUT make sure you have an answer ready for an employer should it be found.

Be wary of sending messages to people you do not know.

- Facebook's small print indicates that if you send someone a message (even if he/she is not on your friends list) that person is given access to your list of friends, as well as your Basic, Work, and Education info for 1 month.

USING FACEBOOK AS A JOB SEARCH TOOL

By now you probably know that the photos/comments you post on Facebook could haunt you professionally, but what you might not realize is that Facebook can actually help you in your job search. One of the best ways to gain a competitive edge and secure an interview is to have someone within the organization mention your name to the hiring manager. Facebook could be a platform that assists you with networking your way into a company of your choice.

Update your friends.

- Let your friends know that you are looking for a job. Begin by posting a status updates. Be specific about the type of position you are seeking and which geographical areas you are targeting.
- Identify the organizations or positions that interest you, and ask your friends if they know anyone who might help you.
- Follow up with any contacts they provide and introduce yourself.
- **Example Status:** "Looking for a marketing position with a Fortune 500 company in NYC" OR "Applied at Procter & Gamble today. Does anyone know somebody who works there?"

Join the professional community.

- Search for groups and pages that align with your interests. For example, follow the alumni group of your alma mater and post on its wall to ask for job leads or introductions
- Learn more about current trends and industry buzz words through professional associations.
- Post a comment or share a professional article that you are reading.

USING FACEBOOK AS A JOB SEARCH TOOL (CONTINUED)

Like employers' pages

- Once you have identified your target organizations, find them and like them on Facebook.
- Following organizations often puts you in direct contact with recruiters.
- Monitor their updates to gain insider information that will give you an advantage during an interview and help you assess your potential satisfaction with their corporate culture.

Utilize Facebook applications

- Use BranchOut (<http://branchout.com>) to search for positions, track your application, and identify which of your friends are connected to the organizations that interest you. Once you have discovered these connections, you can introduce yourself and share your best pitch.
- SimplyHired also has a feature on its own website that helps you to identify the degrees of separation between you and a professional contact. The site will also recommend jobs based upon your previous job titles and Facebook interests.
- Facebook Marketplace has a jobs section that permits you to connect directly with recruiters and identify mutual connections. www.facebook.com/marketplace/jobs

USING TWITTER AS A JOB SEARCH TOOL

What is Twitter?

A free social networking and micro-blogging service that allows its users to send 140 character messages called "tweets" or to "retweet" message posts from those companies / individuals that the user is following on the service.

How can I use it to job search?

"Gary Zukowski, CEO and founder of TweetMyJOBS, the largest Twitter job board, shares his top tips for using Twitter to job search:

- Put your "**elevator pitch**" in your bio.
- Use a **professional avatar**.
- Have a **custom background** giving more detail about your qualifications.
- Have a **link to your online resume** (tools like VisualCV can help).
- **Follow industry experts** in your industry on Twitter. Tools like Twellow.com can help.
- **Establish yourself** as an expert in your industry. Use your status updates to tweet about industry topics, tips, advice. You don't have to create all the content. You just need to be viewed as someone "in the know."
- Get **targeted job tweets** sent to your Twitter feed or mobile phone.
- **Be consistent** on image throughout all your online platforms (e.g. LinkedIn, Facebook, etc.)"

(Retrieved August 13, 2012, from <http://jobsearch.about.com/od/onlinecareernetworking/a/twitterjobsearchtips.htm>)

OTHER CORRESPONDENCE

THANK YOU LETTERS

Almost all job hunting books advise sending a thank you note after an interview, yet few jobseekers do so. Not only is it proper etiquette to send a thank you note, but if an employer is weighing two equally qualified candidates, the one who sends a thank you note just might gain the edge over the one who does not. It is common courtesy to thank the employer for taking the time to interview you.

The thank you note can:

- Establish goodwill, express appreciation and/or strengthen your candidacy.
- Let you reiterate skills, qualifications, experiences you bring to the table.
- Share new information that was not addressed during the interview.
- Respond to any objections that were discussed or inferred during the interview.
- Keep you and your qualifications in the forefront of the employer's mind.
- Build a relationship with influential hiring authorities.

Some employers encourage email correspondence. It is perfectly acceptable to communicate via email; just refrain from becoming too informal. If the employer will be making a hiring decision soon, it may be in the best interest of time to send an email note.

The note can also be handwritten on professional card stock, or typed on one page and printed on good quality paper.

It should be sent within 24-48 hours after the interview. It is a good idea to send thank you notes to everyone who has assisted in any way with your job search. By doing so, you will also keep yourself fresh in the mind of those who may be in the best position to help as your job search progresses.

JOB OFFERS

When you receive a job offer, you need a framework to evaluate your options. When offered a position, try not to accept immediately, unless you have all your questions about the job answered, know all of the important details, and are genuinely thrilled to accept. Always be enthusiastic about the offer, but request time to make an informed decision. If at all possible, be sure to have enough time to evaluate the offer at hand and to finalize any pending interviews or job offers.

Evaluating Job Offers

Consider these points to ensure the offer is in line with your current and long-term career goals.

- What are the job responsibilities? Are they realistic?
- Does this job have a career path? Is there a well developed training program?
- Is the work challenging? Does it have variety?
- How comfortable are you with your potential supervisor and fellow employees?
- Is there an opportunity for your supervisor or someone else to be a mentor?
- What is the reputation of the organization? How stable is it?

Evaluating Job Offers (continued)

- Are you and the organization a good match?
- Are your values and lifestyle a match with the company's culture?
- What is the total compensation package? Does the salary meet your financial needs? Are there educational opportunities offered? If the salary is low, are there opportunities for advancement?

Salary Questions / Negotiations

In general, recent college graduates do not usually have much latitude for negotiations. Try not to give a salary range or requirements before being hired. Say, "It is negotiable," but be aware that you may be pushed for a figure.

It is important that you do your research in order to give an acceptable salary range. Research the current market rate for comparable positions and skill sets. Be aware of the cost of living in the area.

Suggested sites to research salary ranges:

- www.salary.com
- www.salaryexpert.com
- "Salary Wizard" at www.monster.com
- www.bls.gov/oco/
- www.glassdoor.com

Accepting the Offer

Once you have decided to accept an offer:

- Verbally contact the employer AND follow up with a confirmation letter.
- In the letter, include the position, start date, salary, and any other details you feel are important. Thank the employer and convey your enthusiasm for joining the company.
- Save a copy of this correspondence for your records.

Withdrawing from Consideration

Once you accept another offer or decide not to pursue an opportunity any further:

- Contact the employer (usually by phone) and ask that your application be withdrawn from further consideration.
- Express appreciation for having had the opportunity to interview with the organization.

Declining an Offer

If you choose to decline a job offer, do so by first making a phone call to the employer and then following up formally in writing. Never say anything negative in writing about the employer, even if you had a negative experience. *Remember this employer may be a contact for you in the future!*

A decision to decline an offer is often based on the fact that another offer is a better fit for your interests and goals. It is fine to state this, without giving details about why the declined offer is not a fit for you. It is not necessary to state whose offer you accepted, but you may do so if you wish.

Resigning from a Position

Resigning from a position can be intimidating for some people. Before you resign, carefully think about whether your decision is the right move. Do not feel guilty if you decide to leave. Once you make up your mind, stick to it. Be aware that an employer may make a counter-offer to persuade you to reconsider staying in your position.

When resigning from a position, you typically need to give a minimum of two (2) weeks notice, but check with your Human Resources Department or your job contract to confirm the requirement.

At this time, submit a resignation letter to the employer. Be brief. *Remember:* This letter will be placed in your personnel file, which means that potential, future employers can call to find out under what circumstances you left the position. Be positive and provide a specific date for your last day. You do not need to explain specifically why you are leaving. This is your opportunity to thank your employer for the skills you have gained and the opportunity you have had to work with them.

123 Main Street
Kingston, PA 18704

April 14, 2022

Mr. John Hamilton
Senior Recruiter
Frontier Communications
4567 Main Street
Wilkes-Barre, PA 18702

Dear Mr. Hamilton:

I sincerely enjoyed meeting with you yesterday and learning more about the entry-level Business Sales & Service Consultant position at Frontier Communications.

Our conversation confirmed my interest in joining the team at Frontier Communications. I am impressed with the opportunities to partner with a senior member of the Consulting team for mentoring sessions that extend beyond the training period. It was great to see how open and collaborative the employees were with each other, and given my experience with group projects and research, I can really see myself fitting in well at the company.

Please contact me at 570-555-7899 or elizabethsmith@kings.edu if I can provide you with any further information. I very much look forward to hearing from you, and thank you for your time.

Sincerely,

Elizabeth Smith

This is a good example of
a thank you note.

123 N. Main Street, Apt #5
Wilkes-Barre, PA 18711

May 18, 2022

Mr. Michael Jones
Director of Personnel
PwC
1177 Avenue of the Americas
New York, NY 10036

Dear Mr. Jones:

I am pleased to accept your offer for an Associate position on your Assurance Practice staff at the rate of \$52,000 annually, as described in your letter of May 15, 2012. I very much look forward to the career opportunities at PwC.

Please feel free to contact me anytime regarding any additional information that may be needed. Please note that recently I have had a change of address and can now be reached at:

123 N. Main Street, Apt #5
Wilkes-Barre, PA 18711
rsmith@kings.edu
(570) 555-5454

Needless to say, I am delighted with your offer. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

Robert Smith

This letter was written to
accept a job offer.

This letter was written to
resign from a position.

This letter was written to
decline a job offer.

May 27, 2022

Ms. Sarah Hardy
Director
XYZ Company
5454 North Franklin Street
Wilkes-Barre, PA 18702

15 North Main Street
Hometown, PA 18889

August 1, 2022

Mr. Steven Franklin
First National Bank
251 East Center Drive
Cherry Hill, NJ 00803

Dear Ms. Hardy,

I would like to inform you that I am resigning from my position as Customer Service Representative with XYZ Company. As per human resources policy of providing two weeks notice, my last day will be June 10, 2012. I have grown both professionally and personally during my time at XYZ Company, and I appreciate the opportunity I have had to work with you.

Dear Mr. Franklin:

Thank you for the offer you extended to me in your July 25, 2011 letter. While I recognize the career opportunities at First National Bank, I have decided not to accept this employment offer. I have decided upon another position that I believe is more in keeping with my career goals.

I am most grateful for the kind hospitality that was extended to me throughout my contact with First National Bank. I also sincerely appreciate your confidence in me which you have shown by extending this offer.

Sincerely,

Grace Newman
Customer Service Representative

Sincerely,

John Smith

RESOURCES



Get hired on Handshake.

No experience required.

Three easy steps to get started
and one step closer to finding
your next opportunity.

"I don't know where to start."

You're in good company. And good news for you, we've got the tools to help you take the first step. And then the next.

"I know what I want to do."

Oh, to be decisive. Let's get you hired.

Join the largest career community for early talent.

1. Log in.

We've already set up a Handshake account for you. Just go to app.joinhandshake.com, select **King's College** and follow the prompts to log in and get started.

→ Download the app and login today.

2. Introduce yourself.

Your profile is your time to shine, so don't be shy about listing your accomplishments. Because the more potential employers know about you, the better the chance they'll reach out. Make sure to list all of your hard work — in the classroom and out — in your profile.

→ Start building your profile today.

3. Tell us what you want to do and where you want to be.

Set your preferences for the types of jobs and locations you're interested in, so we find the right opportunities for you. Because searching through hundreds of job postings that don't fit isn't a good use of your time. Let us help!

→ Don't worry, you can update your preferences as often as you want!

ONLINE RESOURCES

Occupational Research

- **Occupational Outlook Handbook:** www.bls.gov/oco
- **ONET Online:** <http://www.online.onecenter.org>
- **My Next Move:** <http://www.mynextmove.org>
- **“What Can I Do With This Major?:** www.departments.kings.edu/CareerPlanning/majors/
- **King’s College Office of Career Planning Website:** www.kings.edu/academics/career_planning

Recommended Job Search Sites

- **Handshake** www.app.joinhandshake.com
- **Simply Hired:** www.simplyhired.com
- **Linkup:** www.linkup.com
- **Indeed:** www.indeed.com
- **The Recruiter Network:** www.therecruinternetwork.com
- **CareerShift:** www.careershift.com
- **TecBRIDGE:** www.tecbridgepa.org

Search for Companies

- **Chamber of Commerce:** Search Member Directories for a Listing of Companies
- **US Chamber:** <https://www.uschamber.com/members/chambers>
- **Scranton Chamber:** www.scrantonchamber.com
- **Wilkes-Barre Chamber:** www.wilkes-barre.org
- **Philadelphia Chamber:** <http://chamberphl.com/>
- **Greater NY Chamber:** <http://www.chamber.nyc/>
- **Manhattan Chamber:** www.manhattancc.org
- **Washington DC Chamber:** www.dcchamber.org
- **Glassdoor.com:** www.glassdoor.com

Government, Non-Profit, Healthcare

- **Federal Government:** www.usajobs.gov
- **PA Government:** <http://www.employment.pa.gov>
- **PA Civil Service:** www.scsc.state.pa
- **Healthcare Industry:** www.hirehealth.com OR www.healthcaresource.com

- **Non-Profit Industry:** <http://jobs.change.org> www.npo.net
www.cgcareers.org www.idealists.org

Social Media & Other Resources

- **LinkedIn:** www.linkedin.com
- **Twitter:** www.twitter.com
- **Top 20 Job Sites:** www.pcmag.com/slideshow/story/294523/the-10-best-job-search-websites
- **Top Job Boards By Industry:** www.quintcareers.com/indres.html

Additional Resources

- **Individual Company Website:** Research Job Postings on Company Websites under Career / Employment Link
- **Professional Association Website:** Research Job Posted on Association Websites for your Specialty / Field
- **Local Newspapers Online:** Search in your geographic region / city of interest
- **Business Journals or Book of Lists:** Search in your geographic region / city of interest

Graduate & Professional School

- **Petersons:** www.petersons.com
- **Gradschools.com:** www.gradschools.com
- **Law School Locator:** https://officialguide.lsac.org/release/OfficialGuide_Default.aspx
- **Medical School:** www.aamc.org/students/amcas/start.htm

Smartphone Apps to Consider

- **LinkedIn** (Android & iPhone; Free)
- **HireADroid** (Android; Free)
- **Job Compass** (Android & iPhone; Free)
- **Jobs by CareerBuilder** (Android & iPhone; Free)
- **Business Card Reader** (Android & iPhone; Costs vary)