2013–2014 CAREER GUIDE
UNION GRADUATE COLLEGE

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# Recruiting Your Company’s Future...

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- Direct Hire
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- Engineering
- Finance/Accounting
- Human Resources
- Information Technology
- Medical/Clinical
- Sales

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Offering award-winning staffing, recruiting and executive search services in New York’s Capital Region and surrounding areas, Walrath Recruiting aims to ensure that job candidates are matched up with the perfectly fitting company that suits personal and professional needs and goals. We also offer executive search and placement services for highly qualified individuals, confidential in-house interviews, resume consulting and rewriting services, and internship placement for current college students and recent college graduates.

We specialize in direct hire, temp-to-hire, and long-term contract placement:
- Accounting/Finance
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- Manufacturing
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- Sales

All staff members at Walrath Recruiting are proud members of the Siena family.

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We are grateful to the Career Services Offices of The College of Saint Rose, the University at Buffalo and Rutgers University for their permission to adapt their resources for our use.
Dear Siena Students and Alumni:

I am very pleased to present to you our new Career Guide. We offer this information for you to utilize in your career planning process. Whether your plans include employment or graduate study, or both, our staff provides counseling to help you in making decisions that will impact your life beyond Siena. We encourage you to get to know our staff and to take advantage of our services early in your college career. The Career Center resources are available to you beyond graduation as well.

If you are planning on entering the job market, you will find information about CareerSaint, our career database which includes on-campus interviews, employer information, career-related workshops, part-time and full-time job postings and internships. This reference guide also provides tips and strategies on resume writing, interviewing and networking.

If you are planning to attend graduate school, you will find information about choosing programs and guidelines for writing your personal statement.

Be sure to visit www.siena.edu/careercenter for additional resources and watch our CareerSaint Calendar for special events, including the Senior Job Search Group, Speed Networking Night, Speed Interviewing Night, our Lunch & Learn series and the Spring Career, Internship and Graduate School Fair.

Of course, like us on Facebook (facebook.com/SienaCareerCenter) or follow us on Twitter (twitter.com/SienaCareercenter) for helpful and fun tips on career events, topics, contests and more.

Have a great year. We look forward to welcoming you in the Career Center and assisting you in making career-related decisions.

Debra A. DelBelso
Director, Career Center

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**Career Center Counseling Staff**

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The Career Center is located in Foy Hall on the 1st Floor next to the theater. Stop by the Career Center today and meet our staff of helpful professionals.

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**Hours**

**During Semester**

**Monday – Friday**

8:30 a.m. – 4:30 p.m.

**Evening Hours**

Varied by semester. Check: www.siena.edu/careercenter

**Summer Hours**

**Monday – Thursday**

8:00 a.m. – 4:15 p.m.

**Friday**

8:00 a.m. – 12:00 p.m.

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**Drop-in Service**

**Monday – Friday**

2:00 – 3:30 p.m.

**Career Center Contact Information**

518-783-2339

http://www.siena.edu/careercenter
WE KNOW WHAT SUCCESS LOOKS LIKE WHEN WE SEE IT.

We also know that Siena has a history of graduating successful financial professionals like Managing Partner Alex Tronco and Chief Development Officer Eric Hungershafer. Looking for an opportunity to show off your talent? E-mail megan.grabowski@nm.com

Megan Grabowski
Director of Campus Selection
(518) 785-4141
capitalregion-ny.nm.com
megan.grabowski@nm.com
Who Am I? I Don’t Know What to Do When I Graduate...

Use carefully designed assessment resources to learn about your interests, values and skills to help you make realistic decisions about your goals and plans.

- Do What You Are
- Myers-Briggs Type Indicator (MBTI)
- Strong Interest Inventory
- Sokanu
- Career Cluster

How to find information on helpful assessment resources:

- Log onto www.siena.edu/careercenter
- Click on the ‘Who Am I?’ tab on the left hand side of your screen
- Contact the Career Center to set up a quick appointment to learn about the best assessment resource for you

Career Counseling Appointments

Appointments are face-to-face discussions with a career counselor to discuss such as:

- Identifying your interests, skills and values
- Exploring careers and connecting them to your interests
- Choosing a major or a minor
- Finding an internship
- Using CareerSaint, LinkedIn® and Reference USA™
- Networking with alumni and professionals in your field(s) of interest
- Writing resumes and cover letters
- Preparing for interviews
- Strategizing your job search
- Choosing a graduate program
- Other…

You do not have to know the answers to ‘what you will be’ when you leave Siena in order to meet with us. We are here to guide you as you figure it out.

To schedule an appointment, click “Schedule an Appointment” on our website or call 518-783-2339. You can also stop by during our Drop-In Service times.

Programs and Communications

- Speed Networking Night (Fall semester) – Speed Dating Format – Meet professionals in a fun and low-key environment.
- Speed Interviewing Night (Spring semester) – same as above, although the focus is on practicing your interviewing skills in a speedy format.
- Lunch & Learn Series (on-going throughout the semester. See CareerSaint Calendar located on our website.) Small sessions with professionals from a wide variety of fields regarding career-related theme.
- Career Center Update – streamlined weekly e-newsletter highlighting jobs, employers on campus, local job fairs, Lunch & Learn speakers and more.
- Spring Career, Internship and Graduate School Fair (March 25, 2013)
- Resume critiques (Make an in-person appointment for first time assistance with your resume or stop by during Drop-In times for a quick review)
- Walk-In Wednesdays (During the semester, Wednesdays from 11 a.m. - 1 p.m.) — Get your resume critiqued by a visiting employer.
- Credential File Service (open a file in the Career Center to maintain your information for graduate school admission and jobs).
- Employer-in-Residence Mock Interview program (See CareerSaint to schedule a Mock Interview with an employer to sharpen your interviewing skills.)
- Credential File Service (open a file in the Career Center to maintain your information for graduate school admission and jobs)
- Career Planning Interactive Presentations (see CareerSaint calendar for dates)
  - What am I DOING with my life?! A self-assessment workshop (L-26)
  - It’s All About You: Writing a Killer Resume (L-26)
  - What?!? You’re Not Going to Just Give Me the Job? An Interview skills workshop (L-26)
  - Friend Requests in Real Life: Making Connections to Get the Job You Want (L-26)
- On Campus Recruiting – see CareerSaint for employers and to apply

How to locate the Career Center Calendar:

Log on to: www.siena.edu/careercenter

Click on the Career Center Calendar tab on the left hand side of your screen.
First-Year and Second-Year Students

Get an Early Start in Exploring Careers

Many students think career planning is just for seniors. Not so – it is a process that should begin early in your undergraduate career.

• Get to know yourself and begin exploring career options.
• Consider completing career assessments such as MBTI, Strong Interest Inventory and our smart, new tool called Sokanu to learn more about yourself.
• Meet with a Career Counselor to discuss your interests, values and skills.
• Utilize Reference USA™, LinkedIn, O*Net OnLine and other research databases for career exploration.
• Participate in campus activities and join student clubs and organizations to explore your interests and expand your skills.
• Log onto CareerSaint, our campus career database – www.siena.edu/careercenter/careerst
– Click on the 'Student Quick Guide' to Career Saint.
• Check our monthly Career Center Calendar on our website and scan our weekly Career Center Updates. Attend a Lunch & Learn, a Career Planning Workshop and other Career Center programs.

Over Summer Break: Get a job, internship or volunteer to gain exposure to the world of work. Develop interpersonal skills, help finance your education and build responsible work habits.

Junior Year — Narrowing Down Your Choices

Gain experience and get to know people in your prospective career field.

• Have your resume critiqued by a Career Counselor.
• Secure an internship. Become a research assistant. Volunteer.
• Attend Speed Networking Night, Speed Interviewing Night, and the Spring Career Internship and Graduate School Fair.
• Join professional organizations as a student member in your field of interest.
• Seek leadership opportunities in campus clubs, organizations or teams.
• Use class projects to practice career-related skills.
• Use CareerSaint to search for internships, part-time or summer jobs.
• Attend a Career Planning Interactive Presentation (see Career Center Calendar) and join a Small Career Discussion Group.
• Check into graduate/professional school deadlines and requirements.
• Consider post-graduate service opportunities.

Over Summer Break: Secure an internship or position related to your career goals. Use the experience to evaluate your career decision, network and practice career-related skills.

THE CAREER DECISION-MAKING PROCESS

Here are some questions that are central to the decision-making process. While our career counselors are professionally trained to help you with this process, we cannot make these decisions for you. We can work with you to help you find some answers and direction.

• What do you truly enjoy? Consider the classes and activities you have liked the best. What did they involve? Why did you enjoy them? There are careers related to every interest you have.

• What types of things do you seem to do well? Identify your skills and abilities. Are they technical, adventurous or intellectual?

• What values are really important to you? Is enjoying your work more important than prestige? Is creativity more important than security?

• What if you like too many things and can’t decide? What are you going to do with your major? Let’s work together to re-frame the question to “Where are you going to do what you do well and care deeply about?”

• What is the coolest job you can imagine? Try to contact one or two people working in this field [Career Center can help with this] and ask them how they got there.

• Ask a Career Counselor which assessment resources would be most helpful for you. These tools can help you discover more about yourself and lead you closer to a decision.

Used with permission from Rutgers University, University at Buffalo’s Career Services Offices and Steve Langerud, DePauw University
Senior Year – Getting Ready for the Next Step

Carry out your job search or graduate/professional school plan.

• Attend a Fall Senior Meeting to get a jump start on your plans
• Meet with a Career Counselor in the Fall to discuss your post-graduate plans
• Take graduate or professional school entrance exams early in the year (Summer or early Fall)
• Update your resume and have it critiqued by a Career Counselor
• Schedule a Mock Interview with an Employer-in-Residence to practice your skills before a real interview
• Attend a Career Planning Interactive Presentation. See Career Center Calendar
• Seek unadvertised jobs by networking with professionals in your field
• Use CareerSaint to participate in on-campus recruiting and search for regional and national opportunities
• Start a credentials file at the Career Center to store your letters of recommendation

How do I use CareerSaint?

• All students have usernames and passwords created for them. If you forgot or cannot locate your password, go to CareerSaint [http://www.siena.edu/careercenter/careersaint] and click on the “Forgot Password” link. Enter your Siena College e-mail address and hit submit — you will receive a link via e-mail to reset your password.
• For information on the functionality of the system, view the Student Quick Guide to CareerSaint on the CareerSaint website — [http://www.siena.edu/careercenter/careersaint].

To search for jobs and internships:

1. Click on the “jobs and internships” tab on the top of the screen. A submenu will pop up.
   a. CareerSaint jobs are those positions posted specifically to Siena.
   b. NACElink Network jobs are positions posted via NACE — the National Association of Colleges and Employers. Please note many of these positions require experience.

2. To view a position in which you might be interested, click on the job title.

3. View the instructions within the posting to apply for a position — this information can be found in the “Application Status” area of the screen, located on the upper right-hand side. In some cases, you will email your resume directly from CareerSaint, in other cases you will be asked to visit the organization’s website, or even snail mail your application.

Questions? Still can’t log in? Want more information? Call the Career Center at 518-783-2339.

CareerSaint is the place where students can learn of on-campus interviews, employer presentations, information tables, information sessions, and career-related workshops. Local, regional, and national employers also post full-time jobs, part-time jobs, and non-credit-bearing internship opportunities here. All students are welcome & encouraged to utilize this system.

Benefits of CareerSaint:

• Apply for positions for which employers are coming to Siena College to recruit
• Sign up for on-campus interviews
• If you choose, post your resume and have it available for employers to contact you with career opportunities
• Search for career opportunities, part-time jobs, or internships both in and out of the Capital Region
• RSVP for select career-related events, workshops, and Lunch & Learns
• Schedule job search agents to pull positions in which you are interested — you can even have CareerSaint e-mail these to you on a schedule that you choose
• Search for positions based on employer, position type, job function, and more

Used with permission from University at Buffalo’s Career Services Office.
The Resume: First Impressions Count

• A resume is a short, crisp document which outlines your unique work-related education and experience. Its purpose is to generate the interest of a potential employer to secure you an interview.

• Your resume is a reflection of you. If it is sloppy, with grammatical and spelling errors, it will reflect poorly on your work habits. It takes some time and thoughtfulness to develop a solid resume. Have a Career Counselor review your resume for suggestions, corrections and format.

• Your resume can be critiqued during an appointment, Drop-In times or “Walk-In Wednesdays” – or by appointment. Call 518-783-2339.

• An employer spends an average of 15-20 seconds reviewing a resume. One page is the preferred length and is typically sufficient for someone just starting out.

• There is no universal right way to prepare a resume. Opinions vary. It is up to you to create a professional document that is appropriately targeted towards your goal. Career Counselors are available to assist you in preparing a resume that works for you.

• Remember: You are creating a highly skimmable document.

Begin with Self-Evaluation

• Review your experiences, including internships, part-time and summer jobs, volunteer experiences, extracurricular activities and course projects.

• Assess what you have accomplished and the skills you have developed for each position. Creating a laundry list of job responsibilities will not get you noticed.

Research Your Target Market

• Research your target market using resources such as LinkedIn®, Reference USA™, indeed.com® and other sites listed under the links “Career Development” and “Career Opportunities” on our Career Center website.

• Review several job descriptions for your field of interest to determine the knowledge, skills and abilities employers are seeking.

• Compare your qualifications to these requirements. Employers will be interested in transferable skills, such as customer relations, team building, problem solving, communication and leadership. Targeted research will help you determine the keywords to use so that your resume is noticed.

Used with permission from Rutgers University and University at Buffalo’s Career Services Office

START YOUR GRADUATE CAREER AT ALBANY MEDICAL COLLEGE

BASIC SCIENCES (MS OR PhD):
• Center for Cardiovascular Sciences
• Center for Cell Biology & Cancer Research
• Center for Immunology & Microbial Disease
• Center for Neuropharmacology & Neuroscience

CLINICAL STUDIES (MS):
• Center for Physician Assistant Studies
• Center for Nurse Anesthesiology
• Alden March Bioethics Institute

LEARN MORE ABOUT OUR EXCEPTIONAL PROGRAMS: www.amc.edu/Academic/GraduateStudies
Resume Content

Include your name, address, one phone number and email address. Students often include two addresses: Current Address and Permanent Address. Make it as easy as possible for an employer to reach you. (Remember to have a professional voice mail message and email address.)

Objectives

Including an objective or summary statement at the top of your resume is optional, but sometimes helpful. If choosing this option, a well-written, concise statement can help to introduce who you are, what you are looking for and some of your unique selling points. If you are planning to target more than one field, you should develop a specific objective or summary for each field and prepare multiple versions of your resume.

If you choose to create an objective, it should be stated in one phrase in one of two ways:

1) By describing a position in a particular field:
   • “A production assistant position in the news department of a radio or television station”
   • “An auditing position in a public accounting firm”
   • “An internship in the field of marketing”

2) By describing a position and adding 2-3 marketable skill sets or selling points:
   • “To contribute skills in research design, data analysis and report writing in a marketing research position.”
   • “To apply social service training and administrative experience in an internship with a non-profit organization.”
   • “A position in a corporate Human Resources department utilizing proven problem-solving, communication and administrative skills.”

Summary Statements

Summary statements reflect another option to an objective statement with the purpose of focusing the document.

This section appears at the top in place of an objective and may be labeled Summary, Summary of Accomplishments, Key Skills, Professional Profile or simply Profile. Consider this section as an executive summary of your resume; identify key accomplishments that will grab the attention of an employer. Follow the guidelines below to create an effective summary.

- **Begin with a description**
  Examples: Recent college graduate, Student leader, Marketing professional, Computer programmer, CPA, Executive Director, Ph.D. Candidate.

- **Summarize your skills, highlight your areas of expertise and quantify your experience**
  Example: “…with over one year experience in customer/vendor relations, sales and product merchandising…”

- **End with an accomplishment or personal statement**
  Example “…earned a reputation for priority setting and team building.”

- **Optional:** Follow with bullets which highlight related knowledge, proficiencies, accomplishments and/or personal qualities.

TRANSFERABLE SKILLS

Transferable skills are those you acquire and transfer to future employment settings. On the following list, check all the skills you have learned or demonstrated through your employment, campus activities or academic projects. This will help you choose which ones to include on your resume.

**Interpersonal**
- Relating well with customers and co-workers
- Resolving disputes or conflicts
- Listening to others’ opinions and concerns
- Assisting others
- Motivating individuals and/or groups
- Responding to concerns
- Working as a team player

**Communication**
- Advising
- Articulating
- Explaining
- Training
- Instructing
- Presenting
- Translating
- Persuading/Selling
- Public speaking
- Writing/Editing

**Leadership**
- Decision-making
- Delegating
- Evaluating
- Initiating
- Managing
- Motivating others
- Planning
- Problem solving
- Supervising
- Team building

**Organizational**
- Follow-through
- Meeting deadlines
- Planning
- Setting and attaining goals
- Multi-Tasking
- Time management

Some resume experts suggest developing a bulleted list of your qualifications. Use nouns as keywords and descriptors or short phrases combining both. See one possible version of a sample resume with a Qualifications Summary on p. 18.

Education

Begin with your most recent educational experience. Name the degree you are working toward. If you have a degree from another college or university, list it after your Siena degree. Do not list prior college attendance unless you obtained a degree.

**Example:**

Siena College, Loudonville, NY
Bachelor of Arts, English, May 2011
Minor: Marketing and Management
GPA 3.2/4.0

- Including your GPA on your resume is optional. Only include your GPA if it is 3.0 or higher. **Be aware that many employers believe your GPA is below a 3.0 if it is not included.**
- The Education section can also include Academic Honors/Awards such as Dean’s List, Scholarships, Study Abroad, etc. This information can also be highlighted under separate sections.
Experience

• Experience can include employment, internships, campus leadership, volunteer or military experience. It is a myth to assume only paid experience belongs on your resume.
• Experience is listed in reverse chronological order (most recent information first).
• Include title, name of organization, location and dates of each position.
• Use phrases rather than sentences (omit the personal pronoun “I”).
• Use action verbs (see page 14) to describe specific skills, responsibilities and accomplishments and don’t forget to incorporate the current “buzz words” of your field.
• Be succinct. Describe what you did and how it benefitted the organization for which you were working.

Used with permission from Rutgers University and University at Buffalo’s Career Services Offices

Target your resume to employers by dividing your experience into more than one resume section. Examples: “Related Experience” or “Leadership” or “Technical Experience.”

Check out the list below for ideas on resume sections that apply uniquely to you:

Objective
Career Summary
Education
Academic Preparation
Study Abroad
Honors/Awards
Citizenship
Activities
Certification
Licenses
Projects

Projects
Design Projects
Related Experience
Internships
Language Proficiency
Volunteer Experience
Leadership
Campus Involvement
Community Service
Professional Affiliations
Travel

Achievements
Relevant Coursework Skills
Computer Skills
Laboratory Skills
Technical Summary
Competencies
Areas of Expertise
Professional Skills

Examples of Presenting Skills for your Targeted Industry:

Liberal Arts Majors

PROFESSIONAL Skills
• Exceptional time management skills with proven problem solving abilities
• Excellent communication, customer service and client relations skills
• Experience working in fast-paced, time sensitive environments
• Proficient using MS Word, Excel, PowerPoint, FrontPage, SPSS, HTML and SQL

Computer Science Majors

TECHNICAL SUMMARY
Languages:
Java, SQL, JavaScript, Python, HTML/CSS, PHP, C/C++, Visual Basic
Applications:
Oracle/SQL, Subversion, Git, Eclipse
Operating Systems:
Windows, Linux, Mac
Web Tools:
Tomcat, Liferay, SOAP, Servlets, Portlets

TECHNICAL Skills
• Established project team leadership experience
• Developed queries, reports and forms in MS Access database
• Demonstrated track record of increasing responsibility in secure network design

Science Majors

LABORATORY skills
Gas Chromatography, High Performance Liquid Chromatography, Infrared Spectroscopy, Nuclear Magnetic Resonance Spectroscopy, UV-Vis Spectrophotometer
• Familiar with Laboratory Information Management System (LIMS)
• Knowledge of protein expression and protein purification
• Labeled probes using radioactive isotopes, p. 32
• Perform biotinidase enzyme assay using colorometric assay determination

Business Majors

QUALIFICATIONS
Finance
Cash flow analysis, forecasting, financial analysis, capital evaluations, budgeting, statistical and financial modeling
Marketing
Sales report analysis, creation of presentations, market research, event planning, design and edit of affirmative action guide

Education Majors

AREAS OF EXPERTISE
• Creating a positive classroom learning environment
• Curriculum development and implementation
• Familiar with interactive instructional skills
• Exposure to team teaching and inclusive classrooms
• Coordinating and extracurricular activities
• Experienced varsity swimming coach

Resume Layout
• The way you order your information and how you place it on the page can make the resume more effective in showing the employer what you have to offer.
• Resume sections should be placed in order of importance, based on what the employer would find most relevant. Always target your resume to the employer and position.
• Carefully use tools such as bold, italics, underlining and font size to draw the reader to information you wish to emphasize.
• Remember, employers view your resume very quickly, so the most critical elements of your resume should be well-positioned.
Accomplishment Statements

Each job description on your resume should include at least one accomplishment statement with impact.

- The impact may have been financial, helping the organization to make or save money.
- Or, the impact may have enhanced the workplace by increasing productivity, efficiency, safety and employee morale or customer satisfaction.

Actions: Describe the specific actions you took to achieve an objective or solve a problem, using action verbs. Focus on transferrable and technical skills that directly relate to your intended field.

Results: Describe the results of your efforts. Quantify whenever possible, using percentages, dollars or volume. Accomplishment statements may begin with action or the result.

GOOD: Provided customer support and product training for clients.

BETTER: Conducted 10 customer support and product training programs for 20 client organizations.

BEST: Reduced customer complaints by 20% in a 6-month period by conducting 10 customer support and product training programs for 20 client organizations.

Used with permission from Rutgers University and University at Buffalo’s Career Services Office
RESUME WORKSHEET

Your name
Street • City, State, Zip • Phone • Email
www.linkedin.com/in/sienastudent1

SUMMARY OF QUALIFICATIONS

• This section will be read first so your statements should highlight your relevant strengths such as experience, skills, community service and personality traits.
• Your statements should include “actual” examples of how you applied your relevant strengths in your work experience, community service and/or classroom work.
• Each statement should be no longer than two lines.
• Avoid clichés and overused language.

EDUCATION

Name of College, City, State
Degree, Major, Graduation Year
GPA, Study Abroad

EXPERIENCE (Relevant Experience: employment, internships, extensive class projects and/or research, campus leadership, service or military experience)

Title, Organization, City, State Dates _____________

• _______________________________________________________________________________________________
• _______________________________________________________________________________________________
• _______________________________________________________________________________________________

Title, Organization, City, State Dates _____________

• _______________________________________________________________________________________________
• _______________________________________________________________________________________________
• _______________________________________________________________________________________________

Title, Organization, City, State Dates _____________

• _______________________________________________________________________________________________
• _______________________________________________________________________________________________

ADDITIONAL EXPERIENCE (Less Relevant Experiences)

Title, Organization, City, State Dates _____________

• _______________________________________________________________________________________________

Title, Organization, City, State Dates _____________

• _______________________________________________________________________________________________

COMPUTER AND LANGUAGE SKILLS

Names of Software/Languages and Foreign Languages

HONORS/AWARDS

______________________________________________________________________________________________

ACTIVITIES OR COMMUNITY SERVICE

Position held, Organization, City, State Dates _____________

• _______________________________________________________________________________________________
QUESTIONS TO CONSIDER WHEN WRITING YOUR BULLETED EXPERIENCE DESCRIPTIONS

Does this bullet support my goal?

Will it interest the reader?

Can I state it in a shorter phrase?

Is it already stated somewhere else on the resume?

What skills did you develop at this job?

What did you learn?

Why were you hired/promoted?

What challenges did you face? (CAR: Challenge, Action, Result)

Did you meet goals?

Did you accomplish something you can quantify?

Remember:

- The goal of your resume is to be selected for an interview. Avoid dry, detailed laundry lists of duties
- Give readers credit for knowing basic job functions.
- You don’t have to say everything.
- Describe in short, crisp language

Some content used with permission: Louise Kursmark www.yourbestimpression.com
# ACTION VERBS

**Management Skills**
- administered
- analyzed
- assigned
- attained
- chaired
- consolidated
- contracted
- coordinated
- delegated
- developed
- directed
- eliminated
- evaluated
- executed
- headed
- improved
- increased
- innovated
- launched
- organized
- oversaw
- planned
- prioritized
- produced
- recommended
- reorganized
- reviewed
- scheduled
- streamlined
- strengthened
- supervised
- unified
- widened

**Communication Skills**
- addressed
- arbitrated
- arranged
- authored
- collaborated
- convinced
- corresponded
- delivered
- developed
- directed
- drafted
- edited
- enlisted
- exhibited
- formulated
- influenced
- interpreted
- lectured
- mediated
- moderated
- negotiated
- persuaded
- promoted
- provided
- publicized
- reconciled
- recruited
- sold
- spoke
- translated
- tripled
- widened
- won
- wrote

**Research Skills**
- clarified
- collected
- conducted
- critiqued
- diagnosed
- evaluated
- examined
- identified
- inspected
- interpreted
- interviewed
- investigated
- organized
- reviewed
- summarized
- uncovered
- unraveled

**Creative Skills**
- acted
- conceived
- conceptualized
- created
- customized
- designed
- developed
- directed
- eliminated
- established
- fashioned
- founded
- illustrated
- initiated
- innovated
- instituted
- integrated
- introduced
- invented
- launched
- originated
- performed
- planned
- revitalized
- shaped
- simplified
- streamlined

**Technical Skills**
- accelerated
- assembled
- built
- calculated
- computed
- converted
- designed
- devised
- engineered
- fabricated
- innovated
- installed
- maintained
- operated
- overhauled
- programmed
- remodeled
- repaired
- set up
- solved
- upgraded

**Financial Skills**
- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- converted
- cut
- developed
- forecasted
- managed
- marketed
- planned
- projected
- researched
- trimmed

**Clerical/Detailed Skills**
- approved
- arranged
- catalogued
- classified
- collected
- compiled
- delivered
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processed
- provided
- purchased
- recorded
- retrieved
- screened
- specified
- supported
- systematized
- tabulated
- validated

**Helping Skills**
- assessed
- assisted
- clarified
- coached
- counseled
- delivered
- demonstrated
- diagnosed
- educated
- exhibited
- expedited
- facilitated
- familiarized
- guided
- motivated
- referred
- rehabilitated

**More Verbs for Achievements**
- achieved
- expanded
- improved
- pioneered
- reduced
- resolved
- restored
- spearheaded
- succeeded
- transformed
- adapted
- advised
- clarified
- coached
- communicated
- coordinated
demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
simplified
stimulated
trained
Jane E. Siena
2514 Homebound Land
Johnstown, NY 12095
sample@siena.edu ~ 518-678-4325

EDUCATION

Siena College, Loudonville, NY
B.A. in Sociology; Minors: Political Science and Criminal Justice, May 2014
GPA: 3.73/4.0
President’s List Spring 2010- Spring 2012, Dean’s List Spring, Fall 2009

SKILLS

• Autonomous: Set personal deadlines and calendar for assigned projects as student leader
• Compassionate Leader: Pioneered multiple teams for college, community and national events
• Initiator: Spearheaded research project for Street Smart Program and creation of Bonner Advisory Board

RELEVANT EXPERIENCE

Senior Intern, Siena College Bonner Service Leaders Program, Loudonville, NY, January 2012-May 2013
• Dedicate 15 hours per week as an undergraduate Americorps Member
• Designed and executed $57,000 National Conference for 450 participants from 67 institutions
• Facilitate weekly training to prepare 45 Siena College students to serve in the Capital Region
• Communicate as the liaison between members and the Program Coordinator
• Tracked Siena Bonner Leaders through Bonner Web-Based Reporting System (BWBRS)

President, Siena College Mentoring Program, Loudonville, NY, September 2010-May 2013
• Facilitated volunteers and programming for 60 inner city at risk youth
• Executed youth enrichment curriculum to establish a safe zone as Summer Camp Head Counselor

Student Intern, Albany Family Court, Albany, Spring 2013
• Observed daily court procedures for 12 hours per week
• Interacted with courtroom staff and lawyers on a higher legal level
• Assisted Court Clerk with case processing

Summer Legal Fellow, Pace Environmental Litigation Clinic, White Plains, NY, Summer 2012
• Engaged in 7 weeks of legal research alongside rising third year law students
• Managed case load consisting of cases in violation of the Clean Water Act

Juvenile Justice Intern, Center for Law and Justice, Albany, NY, Spring 2012
• Collaborated with faculty in designing a new course connecting student learning outcomes to Street Smart Program
• Researched grant opportunities for Street Smart Program

Community Partner Liaison, Siena College Bonner Leaders Program, Loudonville, NY, 2010-2012
• Established effective and streamlined community partnership management practices
• Researched community needs through site visits

CONFERENCE & BOARD EXPERIENCE

Selected in Competitive Presentation, Eastern Sociological Conference, New York City, NY, February 2013
• Only undergraduate student selected to present on a graduate level panel

Advisory Board Member, Franciscan Center for Service and Advocacy, Loudonville, NY, September 2010-May 2013

Committee Leader, Battered Mother’s Custody Conference, Albany, NY, Fall 2010- Spring 2013

National Bonner Advisory Board Member, The Corella & Bertram F. Bonner Foundation, January 2011-2012


COMPUTER SKILLS

• MS Word, Access, Excel, PowerPoint, Final Cut, I-Movie, Windows Movie Maker, Adobe Photoshop
GOAL: To establish a classroom environment that encourages critical thinking and personal responsibility, while supporting each student in meeting or exceeding the NYS Standards and Core Curriculum in English Language Arts

SIENA COLLEGE, LOUDONVILLE, NY
B.A. ENGLISH EDUCATION, MAY 2014
GPA-3.7

CERTIFICATION
New York State Classroom Teacher Certificate in English Language Arts, Grades 7-12 (Adolescent) – June 2014
Completed LAST and Content Area English Exam

PRE-SERVICE TEACHING
Student Teacher, Lisha Kill Middle School, Albany, NY, September – October 2013
Student Teacher, Colonie High School, Albany, NY, November – December 2013
Field Experience, Urban Scholars, Siena College, Loudonville, NY, Fall 2010 and Spring 2011
  - Assisted students with photography projects
  - Assisted with play produced and performed by home schooled children

RELATED EXPERIENCE
Best Buddies — Siena College Chapter, Loudonville, Fall 2012
  - Mentor developmentally delayed female adolescent
Mentor with North Colonie Transition Program, Siena College, January 2012 - present
Initiative serving post-high school graduates with disabilities
  - Collaborate with teaching team and career counselors to assist students in learning resume writing techniques: April, 2012
  - Mentor: Assist students with classwork and provide assistance to instructors, Fall Semester 2012

EXTRACURRICULAR AND LEADERSHIP
Siena College Board of Trustees Facilities Management Committee, Student Representative, Fall 2012
Member of Siena College English Society, Fall 2012
Siena College Academic Celebration, Spring 2012
Siena College Promethean Arts & Entertainment Section Writer/ Events Blogger, Fall 2011 - Spring 2014
Fill Her Shoes, Women’s Leadership Conference: Fall 2010

COMMUNITY SERVICE
Siena College AmeriCorps Vista Member - 2013, 2014 — Service position that instills valuable work skills and develops an appreciation for citizenship, while earning money to fund future educational goals.
Volunteer, McNulty Elementary School “Guest Skyper”, Amsterdam, NY- 2011-2012

HONORS & AWARDS
Dean’s List — Fall Semester 2010 through Spring Semester 2013
  • Cushing Scholarship- Fall Semester 2012
  • Kiernan Scholarship- Fall Semester 2011-Present
  • Mission Scholarship- Fall Semester 2010-Present
  • Siena Grant- Fall Semester 2010-Present
  • Siena College Honors Program- Fall Semester 2011- Present

COMPUTER SKILLS
• Blackboard, Microsoft Word, Excel, PowerPoint
Daniel J. Gerard

518) 123-4567 123 Example Road, Glenville, NY 12302 email123@yahoo.com

OVERVIEW
• Brings invaluable traits from over 6 years of military background including leadership, teamwork, and integrity.
• A highly organized and motivated individual who thrives on being challenged.
• Demonstrates a dependable work ethic and has a strong willingness to learn.

EDUCATION

Siena College, Loudonville, NY May 2013
Bachelors of Science - Finance GPA 3.74; Presidents List
• Officer of the Bjorklund student managed investment fund.
• Grades and evaluates weekly stock reports for 25 students.

Schenectady County Community College, Schenectady, NY Dec. 2010
Applied Science - Business Administration GPA 3.81; Presidents List

Airman Leadership School, McGhee Tyson ANGB, Knoxville TN Jul. 2011
Six week Professional Military Education course focused on developing effective leadership, communication, and group dynamic skills.
• Academic Achievement Award – Highest overall average on academic evaluations
• Distinguished Graduate – Top 10% of class

TECHNICAL SKILLS

Bloomberg Certified, Capital IQ, Thomson ONE, Morningstar Advisor, Crystal Ball, Microsoft Office.

PROFESSIONAL EXPERIENCE

Intern – Ayco Personal Advisory Service
• Knowledgeable in retirement and estate planning, investment analysis, taxes, and insurance needs.
• Assists in the creation of financial plans for high net worth executives with assets under management between $1 million and $10 million.
• Plays an integral role in training new team members within the department.
• Key contributor in creating new marketing materials to increase awareness for the company’s Portfolio Management Group.

Flight Line Crew Chief
• Over 6 years of military service as a Crew Chief (Aircraft Mechanic) on C-130 aircraft.
• Primary contact for coordinating maintenance related activities on assigned aircraft.
• Acts as a mentor and trainer for younger Airmen.
• Demonstrated leadership skills and the ability to work in a team oriented environment in stressful situations with high expectations.

AWARDS

Franciscan Scholarship Award 2011 – 2012, Gail Nolan Memorial Scholarship Award 2010
Gold Key Honor Society Scholarship Award 2010, Phi Theta Kappa (Honor Society) 2009-2010

MILITARY DECORATIONS

Afghanistan Campaign Medal, Global War on Terrorism Medal, AF Outstanding Unit Award, National Defense Service Medal, Antarctica Service Medal, Air Force Expeditionary Service Ribbon, NATO Medal.

COMMUNITY SERVICE

Kangerlussuaq Kids Day; Greenland: 2008, 2009
Presented toys and school supplies, provided tours of a C-130, and cooked food for over 50 children.
Desmond Carmine  
9 Merry Court, Latham, New York 12210  
(518) 222-4444  dcarmine@gmail.com

Summary Statement
A student leader with experience owning and operating a business; a highly motivated entrepreneur prepared to make critical decisions using a wide variety of management, accounting, financial, and leadership skills.

Qualifications

- Highly recognized for maturity in decision making and handling crucial business affairs
  - Managed private financial statements for Cool Cat Entertainment, LLC, and aided in company decision making for taking on new expenses and recognizing revenue

- Recognized as a young entrepreneur with business experience and superior organizational skills
  - Booked and contracted events, managed sales and expenses as the owner of a Disc Jockey company at the age of 15 (for three years)

- Highly motivated and willing to take on any crucial team role
  - Aided in increasing weekly produce department sales for Price Chopper Supermarkets by taking on tasks beyond the scope of my job duties and requirements

- Sharp conflict resolution skills as a leader and a team player
  - Held myself responsible for handling conflicts between Price Chopper department management and co-workers to keep the focus on team work to achieve our sales goals

College Education
Siena College, Loudonville, NY, AACSB Accredited
Bachelor of Science in Accounting, May 2013  
GPA: 3.2

Relevant Experience
Produce Clerk, Price Chopper Supermarkets Store #094, Mechanicville, NY, 2006-present
- Manage perishable produce stock and rotation
- Organize the daily setup of all product tables and bins
- Ensure that all tables, sleds and display cases are properly priced at the start of a weekly sales period
- Scan and organize shrink reports for out of code product
- Perform cycle counts to ensure that all inventory items match and that all product is accounted for

Master of Ceremonies and Disc Jockey, Cool Cat Entertainment, LLC, Glenville, NY, 2009-present
- Provide services as a Master of Ceremonies and Disc Jockey
- Specialize in weddings and corporate events

Owner/Operator, JnE Sounds Entertainment, Mechanicville, NY, 2005-2009
- Provide services as a Master of Ceremonies and Disc Jockey
- Performed all management duties including event booking, contracting, advertising, sales and inventory
- Specialized in weddings, corporate events and school events

Additional Experience
Camp Counselor, City of Mechanicville Summer Recreation Program, Mechanicville, NY, 2008-2011
- Supervised the daily camp activities of children ranging from age five to thirteen

Community Service
Volunteer, Youth Flag Football Coach, All American Sports and Recreation, Albany, NY, 2011-present
Volunteer, Youth Council Member, Assumption St. Paul Parish, Mechanicville, NY, 2010-2012
Volunteer, Camp Counselor, Mechanicville Community Services Center, Mechanicville, NY, 2007-2009

Computer Skills
Microsoft Word, Excel, PowerPoint, Access, SPSS, Adobe Photoshop
Jody LaCrosse
12 Campus View, Loudonville, NY 12211
Jlc013@siena.edu ~ 518-123-4567

EDUCATION
Siena College, Loudonville, NY
B.S., Economics, May 2014
GPA: 3.07; Dean's List 2010–present
Coursework Includes: Principles of Economics, Accounting, Statistics, Organization & Management

INTERCOLLEGIATE ATHLETICS
Siena College, Division 1 NCAA Basketball, 2009–present
☐ Full scholarship
☐ Two year letter winner
☐ Two year starter
☐ 20–30 hours per week including weight training, skill work, practice, conditioning, film study, & team meetings
☐ Participated in team building exercises
☐ MAAC All-Academic Team (2010, 2011, 2012)

COMMUNITY INVOLVEMENT
Volunteer, Best Buddies, Latham, NY, March 2012–present
☐ Plan holiday themed parties
☐ Attend outings and program events with buddy throughout the year
☐ Facilitate question and answer session with participants

Adopt A School Program, Siena College, Loudonville, NY, January 2012–present
☐ Visit local elementary schools to raise awareness about community engagement
☐ Read books to classes of children to promote literacy

Patient Aide, St. Peter’s Hospital, Albany, NY, August 2012–present
☐ Socialize with and motivate patients in pediatric units.

Volunteer, Red Cross Club, Siena College, Loudonville, NY, September 2012–May 2014
☐ Participated in campus organization of American Red Cross to promote values of service and learning
☐ Assisted in setting up and marketing bi-annual blood drives to campus community
☐ Participated in 5K Race for the Red fundraiser

EXPERIENCE
☐ Coordinated shipment inventory process
☐ Arrived at 4:00 a.m. to open store and bake bagels
☐ Developed marketing and advertisement strategies
☐ Assisted in unloading of shipments

Career Assistant, Siena College Career Center, Loudonville, NY, Fall 2011–present
☐ Provide assistance on various projects to career counselors
☐ Assist in organizing Spring Career Fair

SKILLS
☐ Experienced in public speaking
☐ Computer: MS Word, Excel, Access and PowerPoint
Maribeth Elisser
224 Smith Avenue
Kingston, NY 12401
518-399-4450
me09eliss@siena.edu

OBJECTIVE
A position in the field of chemistry; special interest laboratory and research

EDUCATION
Siena College, Loudonville, NY
B.S. in Chemistry, American Chemical Society Certificate, May 2014
GPA 3.8/4.0; Dean’s List 2008–present

RELEVANT COURSES
Inorganic Chemistry I; Organic Chemistry I & II; Physical Chemistry I & II
Instrumental Methods of Chemical Analysis; Physical Biochemistry

LABORATORY SKILLS
Gas Chromatography, High Performance Liquid Chromatography, Thin-Layer Chromatography, Infrared Spectroscopy, Nuclear Magnetic Resonance Spectroscopy, UV-Vis Spectrophotometer, Bomb Calorimetry

RELEVANT EXPERIENCE
Intern, Environmental Analytical Lab, Wadsworth Center NYS Department of Health, Albany NY, September 2012–present
• Analyzed air samples to quantify allergen content
• Measured airborne and surface allergen levels
• Studied significance in allergen levels and recent increase of childhood asthma

Laboratory Assistant, Siena College, Loudonville, NY September 2009–May 2010
• Assisted professors in Organic and General Chemistry Laboratories
• Educated students about analytical techniques (HPLC, GC, IR, and UV-vis)

RESEARCH EXPERIENCE
Research Assistant, Siena College, Loudonville, NY, June 2009–September 2010
Mentor: John Smith, Ph.D.
• Synthesis and structures of novel heptacoordinate tin complexes
• Product characterization using IR spectroscopy and X-ray crystallography
• Vacuum/inert atmosphere techniques

ADDITIONAL EXPERIENCE
Resident Assistant, Siena College Department of Residence Life, October 2011–Present
• Design educational, cultural, community building and life-skills programs
• Serve as liaison between students and administration
• Facilitate meetings, enforce college policy, work in team environment

Camp Counselor, Wallkill Town Camp, Wallkill, NY, Summer 2008
• Supervised activities for 40 campers aged 8-12
• Created and delivered orientation program for new counselors

COMPUTER AND LANGUAGE SKILLS
ChemDraw Plus; MS Word, Excel, PowerPoint, Filling in an Online Application
Stephanie Yudin

School Address:  
SPOB 3123  
515 Loudon Road  
Loudonville NY 12211  

Permanent Address:  
21 Lorraine Ave.  
Amityville, NY 11701  

EDUCATION  
B.S. Mathematics, B.S. Computer Science, May 2012  
Siena College, Loudonville NY 12211  
GPA: 3.39  
Math: 3.32  
Computer Science: 3.65  

Achievements:  
Presidential Scholar: Sept 2008- Present  
William and Delia Harvey Scholarship: Sept 2010- Present  
Dean's List: Fall 2009, Fall 2010, Fall 2011  
Residence Hall Association Member of the Year 2010-2011  
“Fill Her Shoes” Woman’s Leadership Conference Nominee: Spring 2011, Fall 2011  

COMPUTER SKILLS  
Proficiency in: Java, PHP, JavaScript, jQuery, SQL, mySQL, HTML, HTML5, CSS  
Familiar with: C, Visual Basic, AJAX, Microsoft, Apple and LINUX Operating Systems  

RELEVANT EXPERIENCE  
Web Development Intern, SKS Bottle and Packing Inc, Watervliet, NY January 2012 - Present  
- Redesigning “Check-Out Process” on company webpage using OsCommerce  

Software Engineering Senior Project, Siena College, Team Leader January 2012 - Present  
- Lead team of six college seniors in the development process of Subconscious Analysis Software  
- Organize weekly team and client meetings  

Lead Web Developer Sept 2011 - Dec 2011  
- Build and maintain team’s website: http://oraserv.cs.siena.edu/~perm_enigma/  
- Design web interface for Subconscious Analysis Software  

Lead Mentor, Urban Scholars Program, Siena College Sept 2009 - Present  
- Develop and teach programming and engineering lessons for Lego Robotics  
- Assess the student’s development for educational research  

Center for Initiatives in Pre-College Education, Rensselaer Polytechnic Institute June 2011 - Aug 2011  
- Develop and teach lessons in Lego Robotics, Scratch, easy C programming for RPI Academies  
- Educate and work with K-12 teachers and students on improving classroom technology  

Executive Office Assistant, Above Board Real Estate May 2005 - August 2010  
- Maintained businesses webpage and advertisements on various realtor websites  
- Scheduled Broker and Agent’s appointments and completed miscellaneous office task  

CAMPUS AND COMMUNITY ACTIVITY  
Association for Computing Machinery - Women (ACM-W) Sept 2010 - Present  
Relay For Life, Team Development Chair Sept 2010 - Present  
Residence Hall Association, Executive V.P. of Programming Sept 2010 - Dec 2011  
Siena College S.A.I.N.T.S., Student Orientation Leader August 2011  
Siena College Admissions, Student Ambassador Sept 2009 - Dec 2011
Developing Your Reference Page

The standard format for listing your professional references is pretty straightforward.

- You should have 3-4 references who are individuals who can comment on your work.

- It is very important to ask permission of those you list as your references, both as a courtesy and so they can be prepared to speak about you if a call is received. Provide an updated copy of your resume and a description of the opportunity you are pursuing to assist in their preparation.

- As an undergraduate student or recent graduate, logical reference choices are professors, administrators or club advisors. Also consider including supervisors or managers from summer jobs, internships or volunteer experiences.

- Your reference list should be provided on a single sheet of paper. Copy the heading from your resume on the top of your reference page.

- It is unnecessary to put ‘Reference Available Upon Request’ on the bottom of your resume. Employers will assume you have references and will ask for them when they are considering making you a job offer.

- Do not offer the reference page to a potential employer in an interview until they request it. Once they ask for it, provide the one page reference sheet along with any letters of recommendations, if appropriate.

Grace Abduhl
45 Rogers Court
Ozone Park, NY 11417
gabduhl@siena.edu ~ 516-618-5242

Professional References for Grace Abduhl

Dr. Laurie Naranch
Associate Professor of Political Science
Siena College, Loudonville, NY
lnaranch@siena.edu
Phone: 518-783-1234

Dr. Gary Thompson
Library Director
Siena College, Loudonville, NY
Thompson@siena.edu
Phone: 518-783-4321

Dr. Don P. Levy
Director
Siena Research Institute
dlevey@siena.edu
Work: 518-782-6789

Ms. Anna Maria Wilkinson
Manager
La Bottega Restaurant, Howard Beach, NY
anwilkinson@gmail.com
Cell: 440-555-7782 or Work: 516-555-1900
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Oct. 9, 2013
Dec. 3, 2013
Feb. 5, 2014
April 3, 2014
June 4, 2014

Register online:
sage.edu/infosession

For more info. contact:
Office of Graduate & Adult Admission
(518) 292-8615 or sgsadm@sage.edu

ALBANY, TROY & ONLINE

SAGE.EDU/SGS
Tips for Completing Online Applications

Many employers use applications as a way of standardizing the information they obtain from all job seekers. Some employers will use your application as a screening tool to decide whether to call you for an interview.

• Complete the online application as honestly and thoroughly as possible.
• Remember to maintain key information such as contact information of references, salary history, social security number, licenses, etc.
• Read and follow instructions carefully. Attention to details is an important job-seeker trait.
• Carefully complete each field required; do not write “see resume.”
• Tailor your answers to the job you are seeking. Most applications ask for details about your work history, and just as with your resume, tailor your responses to showcase the skills you will use in the job for which you are applying.
• Proofread and double-check your answers before hitting the submit button. Make sure you have completed all sections – and correct any errors.

Source: www.quintcareers.com

Letters and Email Correspondence

Cover Letters

• The purpose of a cover letter is to demonstrate your fit for a particular position.
• The cover letter introduces your resume when you are not there to do so in person.
• It is an opportunity to highlight strengths and show how you meet the employer’s needs.
• It should be concise, well-written and tailored to the individual position.

General Email Guidelines

Here are some guidelines to create a positive impression when corresponding with employers through email:

• Use an appropriate subject header for your email (See samples on p. 27).
• Take the time to discover the name of the person who is responsible for hiring and then use professional salutations such as “Dear Mr. or Ms.” Be sure to spell names correctly.
• Always take the time to proofread, spell check and grammar check your messages before sending.
• Do not use slang terms, emoticons, overly stylized fonts, graphics or multi-colored backgrounds.

CREATING A WINNING COVER LETTER — 9 TIPS TO CHECK FOR!

1. Keep it short. The ideal cover letter is about half a page long, and never exceeds one page. A concise letter demonstrates that you are focused and have strong communication skills. Aim for two to four brief paragraphs.

2. State the position. The recruiter who reads your letter may be hiring for several posts. While candidates who email their resumes often include the job title in the subject line of their emails, if the recruiter prints a letter out before reading it, such information may be lost. Clearly state the job title in the first paragraph of the letter, preferably in the first sentence.

3. Explain why you want the job. “Candidates should always answer the question ‘Why do I want to do this work?’” says recruiter Emy Unger. Ask yourself how the position fits into your overall career plans and what you find exciting about the particular sector. A genuine show of enthusiasm and knowledge will set you apart from those sending generic form letters.

4. Clearly describe ways you will contribute. According to Andrew Posner, a career counselor and website consultant in San Francisco, this is the most important element of a cover letter. After carefully reading the job description, write a paragraph outlining one or two specific examples of how your skills and experiences will fit the company’s needs.

5. Match, but don’t reiterate, your resume. This is one point many job seekers find tricky. You should never claim experience in your cover letter that isn’t reflected on your resume. Doing so makes you look like a liar. At the same time, your cover letter shouldn’t simply restate your resume. When you explain the ways you will contribute, refer to an experience or skill on your resume to show how you will add value to the company.

6. Don’t say you’re not qualified. Even if you think the position is out of your reach, your job is to convince the recruiter you are qualified. If the recruiter thinks you’re unqualified, a confessional letter is not going to get you an interview. Keep the letter positive by focusing on your transferable skills and unusual accomplishments.

7. Keep the tone and content professional. “Don’t be a comedian, don’t get really personal, and don’t beg for the job,” says Unger. Recruiters are more likely than not to think your attempts at humor or stories about your personal life are just plain weird.

8. Tell the reader what you are going to do next. Too many job seekers never follow up after sending a resume. “Saying what you’re going to do next is the second-most important thing to do in your letter,” says Posner. “It forces you to make a commitment to action.” If the job post lists a phone number, indicate you will call within a specified time to arrange an interview. If not, consider calling anyway, unless the post specifically requests “no calls.” You may also consider a follow-up email if you sent your resume electronically.

9. Proofread. Again, using a spell checker is not enough. Many recruiters will dismiss even the most qualified candidate if there’s one typo in the cover letter or resume. Re-read your letter two or three times, then give it to someone else who knows a thing or two about good writing. Even if your letter is free of typos, poor grammar also makes a bad impression. A cover letter serves two important functions, says Unger. It introduces and sells you. Putting your best foot forward means sending a thoughtful, distinct letter.

Source: www.wetfeet.com
April, 20, 2014

Ms. Amanda Paulson
Human Resources Director
Hilton Garden Inn
100 State St.
Albany, NY 12222

Dear Ms. Paulson:

My unique mix of previous work experience and my status as a Siena College business student in my junior year studying marketing, make me an ideal candidate for a summer internship with the Hilton Garden Inn.

My experience in sales and customer relationship management, combined with my courses in marketing, have convinced me that hospitality marketing is a career option I would like to explore.

More importantly, an internship with the Hilton Garden Inn would be mutually beneficial. Your organization has an excellent reputation for customer satisfaction. In addition, you identified a need for experience in market research. You will note in my attached resume, I have served for two years as the marketing chair for our student chapter of the Society for Human Resource Management (SHRM). In this role, I volunteered to work on a marketing task force with the board of the local SHRM chapter. Researching target markets for their annual salary survey was a significant part of my contribution to this committee.

I am sure that it would be worthwhile for us to meet. I will contact you within a week to arrange a meeting. Should you have any questions before that time, you may reach me on my cell phone: 315-555-2922 or email: ca13appl@siena.edu

Sincerely,

Christina Appleton

Enclosure
June 12, 2014

Mr. Archie Weatherby  
Vice President Investment Group  
Buckley Investments, Inc.  
1053 West 21st Street  
New York, New York 12345

Dear Mr. Weatherby:

My project management experience, my ability to process information quickly and my recently completed education make me a strong candidate for a position as a financial assistant for Buckley Investment Group, Inc.

I recently graduated from Siena College with a Finance degree, where I was President of the Siena Investment & Research Association and Treasurer of Delta Sigma Pi.

Although a recent graduate, I am not a typical new graduate. I am bilingual and have traveled extensively each summer throughout Europe and South Africa, and have spent one semester abroad in Columbia. In addition, I have put myself through school by working such jobs as radio DJ, newspaper subscription salesperson and golf caddy, all of which enhanced my formal education.

I have the maturity, skills and abilities to embark on an investment career, and I would like to do this in New York City, close to my home on Long Island.

I will be home at the end of this month, and I would like very much to talk with you concerning a position at Buckley Investments, Inc. I will follow up this letter with a phone call to see if I can arrange a time to meet with you.

Thank you for your time and consideration.

Sincerely,

John Oakley

Enclosure

Source: www.quintcareers.com

To locate additional Cover Letter information:
• Log onto www.siena.edu/careercenter
• Click on the Career Center Handouts tab on the left hand side of your screen.
Sample Email Subject Headers
Response to online job postings:
• Your ad for a ______________
• Your job posting for a [job title] on indeed.com

Networking with alumni or following up on referrals:
• Met you at the Siena Speed Networking Night
• Referred by _____________________

Canvassing employers to explore potential opportunities:
• Siena student qualified for ___________ department
• Potential internship opportunities at ______________

Thank You Letters
It is proper etiquette to send thank you letters after an interview, yet many applicants overlook this important step. A thank you letter can truly set you apart from other candidates. After a series of competitive interviews, it can be difficult for an employer to distinguish one applicant from another. The thank you letter gives the interviewer a second chance to remember you.

Email vs. Snail Mail
It depends…
• If a decision is to be made quickly, email is recommended
• Send a snail mail letter as soon as possible after the interview
• Hand written letters (not greeting cards) are appropriate, but make sure you write legibly
• Typed letters in business format are also appropriate

Reasons to Send a Thank You Letter
• After a job interview
• When someone provides you with job search assistance, refers you to an employer, provides a networking contact or speaks on your behalf to a prospective employer
• After an informational interview, company visit or other career exploration activity

Key Points to Writing Thank You Letters
• Keep your letters short and simple – one page is enough
• Be professional
• Refer to specific points discussed in your interview to help the person remember you
• Emphasize your qualifications, especially those most relevant to the position
• Provide any information that was overlooked during the interview or specifically requested by the interviewer
• Express your continued interest for the position
• Sign your letter (for snail mail letters) in the space above your typed name

Template for Thank You Email
Subject line: Thank you from state your full name
Dear Mr./Ms. _______________,
Thank you for meeting with me yesterday. I enjoyed learning more about the needs of your department and name of company.
I am very enthusiastic about the position of title of position and am particularly excited about the opportunity to gain exposure to specific project or job duty discussed. As we discussed, my background in your key selling points will help me make a significant contribution to your organization.
Please let me know if I can provide you with any additional information to support my candidacy. I look forward to speaking with you again soon.
Sincerely,
Your full name

Used with permission from Rutgers University Career Services Office

Sample Thank You Letter (snail mail)
Dear Dr./Mr./Ms. _______________,
Thank you so much for taking the time to interview me today for the social worker position.
I felt a wonderful rapport not only with you, but with the entire Rolling Hills School Health Clinic staff. I am more convinced than ever that I will fit in beautifully as a member of the team and contribute my skills and talents for the benefit of schoolchildren in the Rolling Hills district.
I can make myself available for any further discussions of my qualifications that may be needed.
Again, Dr. __________, I very much appreciate you and your staff taking so much time to talk with me about this exciting opportunity.
Sincerely,
Your full name

Source: www.quintcareers.com

Used with permission from The College of Saint Rose Career Center
**Sample Cover Letter – Ad/Posting/Referral**

Dear Mr./Ms. ______________:

Professor Rachel Smith suggested I contact you in response to your job opening for a ____________. I am a _________ major at Siena College and will be graduating this May.

The attached resume provides a detailed outline of the skills I have acquired through my education and work experience. Those that may be of particular interest to you include:

- Description of skill #1
- Description of skill #2
- Description of skill #3

I look forward to meeting you to discuss how I can contribute to your department. I will contact you in a few days to confirm receipt of my letter and resume. If you wish to reach me, please contact me on my cell phone at ______________. Thank you for your consideration.

Sincerely,

Your full name

Encl.

**Sample Cover Letter – Career Fair Follow Up**

Dear Mr./Ms. ______________:

I am writing to follow up on our discussion during the recent Spring Career Fair at Siena College. I enjoyed speaking with you about type of positions or field opportunities with insert name of organization. Thank you for sharing your insights with regards to the recruiting process and the current needs of your organization.

As we discussed, I will be graduating in May 2014 with a degree in ______. (Reiterate why you are particularly interested in the organization, position or field.) In researching your organization further, I discovered cite 1-2 facts. (Next, highlight one or two qualifications that relate to these facts or would be of greatest interest to this organization based on your discussion at the Career Fair.) My background in related knowledge, skills or experience has helped prepare me for the challenges of the position.

I have attached another copy of my resume for your review. Please let me know if you require any additional information. Thank you again for your time and consideration. I look forward to speaking with you again soon.

Sincerely,

Your full name

Encl.

*Used with permission from Rutgers University Career Services Office*
Networking and Informational Interviewing

“The currency of real networking is not greed but generosity.”
Keith Ferrazzi

“To me, successful networking means that the person understands that the point is not to ask for a job but rather seek career advice, make connections based on common ground and figure out how you can help the other person.” Annette Parisi, TimesUnion Blog
July 13, 2011

What is an informational interview?
Stressless Interviewing. An informational interview is less stressful for both you and the employer than a typical job interview. You are the one in control. Questions can be asked that may not be strategic during a first interview (i.e., questions regarding salary, benefits, vacation). You can discuss what is done on a day-to-day basis and relate it to your own interests and feelings. Beyond the advantages of gaining valuable career information, the informational interview provides the opportunity to build self-confidence and to improve your ability to handle a job interview.
Alison Doyle, About.com

How do you find people for these informational interviews?
- Attend the Career Center’s Speed Networking Night, Speed Interviewing Night and Lunch & Learn Series.
- Become active in local professional organizations in your field of interest. Attend conferences and workshops.
- Faculty may have helpful people to contact.
- Attend academic departmental programs and panel discussions with alumni and professionals in your field of interest.
- Meet with a Career Counselor to learn how to connect with Siena alumni who work in your field of interest.
- Do you know someone who works in your field of interest? Do you know someone who knows someone in that area?
- Journals, newsletters and websites specific to your interest area identify people visible in the field.
- Use LinkedIn® to research companies and identify people in your area of interest.

Used with permission from University at Buffalo’s Career Services Office
QUICK GUIDE TO NETWORKING

1. Introduce yourself with a solid handshake and a smile.

2. Tell the person your goal. (Use the 30 Second Commercial/Elevator Speech Format on page 31)

3. Ask questions to show interest in the other person. Find mutual ground, something you have in common…

4. Thank them for their time and advice. Ask what you can do for them.

5. Write down where you met the person and the date on the back of their business card, so you will remember them.

6. Send a hand-written thank you note within 24 hours. Include another business card so they will remember you.

7. Send them a personalized invitation to connect via LinkedIn® within 24 hours.
Sample 30 Second Commercial

Prepare a brief (30 second) commercial or introduction to use when meeting employer representatives. Obviously, adapt it to your interests/goals and consider it the beginning of a conversation.

“Hi, I’m ____________, a senior English major at Siena College. I am very interested in using my writing and marketing skills in a social media position, and I just completed an internship in Siena’s Communication Department. I have learned a lot about using social media to brand a message.”

Notes:
• Practice your introduction with a friend or Career Counselor so it sounds conversational rather than rehearsed.
• You may want to break your opening remarks in two or three segments rather than delivering it all at once.

Research Before Events or Networking Meetings

• Prepare ahead of time to learn about the organizations participating in the event. Prepare a list of employers you want to meet. Lists of participating employers at Career Center events will be available on our website (as the event approaches). Be diligent about researching employers — go beyond quickly glancing at the organization’s webpage. Look for current facts about the employer, including press releases announcing new projects or developments that will help you make an impression on recruiters. Use LinkedIn® to research specific employers and their representatives. Look who is in their networks to request further introductions. Also, recent press releases are included in the employer profiles in Reference USA™.

• Review job descriptions that interest you. Note specific knowledge, skills and abilities that are commonly required. List academic or employment experiences and activities where you have demonstrated these skills.
• Review the employer’s mission or vision statement and look for keywords that indicate the personal qualities the organization values in their employees. List two or three of your personal qualities that closely match.

Sample Questions for Your Informational Interviews:

CAREER PATHS
• Tell me about your career path. How did each job lead you to your next position?
• How/why did you decide to pursue the career in which you are working?
• What was your undergraduate major? How did it help prepare you for your career?
• What additional training/education have you had?
• What are related jobs and industries I might explore? If you made a career change, what other fields would you consider?
• Where can someone in an entry-level position expect to be in two years? Five years? 10 years?
• What is the employment outlook in your field? Are there any new developments?

Ready to Start Your Career?

Located in Clifton Park, NY GTM Payroll Services is an established payroll, tax and insurance provider founded by a Siena College Alumnus. Voted one of the Best Places To Work for 5 years in a row, named as a Times Union Top Workplace for 2013, and one of the 25 fastest growing companies in the Capital Region for the past 10 years!

Entry & Mid Level Positions Available
Opportunities in payroll, tax, marketing, insurance, inside and outside sales and customer service.

Openings posted on CareerSaint

Competitive Benefits Package
Health & Dental Insurance, generous Paid Time Off, paid holidays and birthdays off, 401K plan, company sponsored events and much more!

www.gtm.com (518)373-4111 resume@gtm.com 7 Executive Park Drive Clifton Park, NY 12065
WHAT IS WORK LIKE?
• What skills are required in your position on a day-to-day basis?
• What parts of your job do you find most challenging?
• Despite these challenges, what motivates you to remain? What do you find most enjoyable?
• Are there any dangers I should be aware of?
• How often do you work past 6 p.m. and on weekends?
• Which seasons of the year are the toughest in your job?
• I’d like to walk through and see with my own eyes where the work is done here. Can that be arranged?

JOB RESPONSIBILITIES
• Describe your responsibilities.
• How do you spend a typical workday – yesterday for example? How much time do you spend with people? On the computer? Outside of the office?
• Describe your work environment.
• What are the titles and responsibilities of others with whom you work?

STATE OF THE INDUSTRY
• Is this field growing enough to have room for someone like me?
• Are too many or too few people entering this profession?
• What developments on the horizon could affect future opportunities?
• This industry has changed dramatically in the past five years. What have you seen from inside your company?
• How frequently do layoffs occur? How does it affect the morale of employees?
• Why do people leave this field or company?
• Who do you think are the most important people in the industry today?
• In your opinion, which companies have the best track record for promoting women and minorities?
• Are there opportunities for self-employment in your field? Where?

MONEY AND ADVANCEMENT
• What would be my earning potential if I entered this field?
• Can you describe the promotion process?
• How did you get your job?
• If you could start all over again, would you change your career path in any way? Why?
• How long does it take for managers to rise to the top?
• What is the background of most senior-level executives?

EDUCATION AND SKILLS
• What educational preparation would you recommend for someone who wants to advance in this field?
• What qualifications do you seek in a new hire?
• How do most people enter this profession?
• Which of my skills are strong compared to other job hunters in this field?
• What do you think of the experience I’ve had so far? For what types of positions am I qualified?
• What do you think of my resume? How do you suggest I change it?
• Can you recommend any courses I should take before furthering my job search?
• What companies/organizations might be interested in hiring someone with my qualifications?

FITTING IN
• Considering my background, how well do you think I would fit in this company and/or profession?
• How does your company compare with others we’ve discussed?
• Would the work involve any lifestyle changes, such as frequent travel or business entertaining?
• Considering all the people you’ve met in your line of work, what personal attributes are essential for success?
• Based on my skills, education and experience, what other careers would you suggest I explore before making a final decision?

CAREER PREPARATION
• What abilities are important for success and employment in your field? What values are important? What personality traits are important?
• How can students find summer jobs or internships in your field? Are there other means of gaining experience before graduation?
• If you could do anything differently, what would you change about your career?
• What advice do you have for students who are preparing to enter your field?
• What starting salaries can one expect?
• Is a graduate degree important? If so, what fields of study are helpful?
• Is community service or experience abroad valuable in your organization?
• Can you recommend sources for more information (specific books, trade publications, professional journals)?
• Do you know of other professionals with whom I might speak for more information about this field?

MORE INFORMATION
• How can I obtain up-to-date information on salaries, employers and industry issues?
• Of what professional journals and organizations should I be aware?
• Is there anything else you think I need to know?
• With whom would you recommend I speak? When I call, may I use your name?

Telephone Networking Tips
Review the following guidelines when calling employers or networking contacts:
• Introduce yourself stating your name, your year at Siena and your major.
• Mention the name of the person or organization that referred you.
• Ask if you have reached the contact at a good time, and if not, ask for a more convenient time.
• Indicate that you are conducting a networking meeting campaign to identify individuals who can offer advice on how to pursue opportunities in the field.
• Ask if the contact would be willing to meet you for an informational interview, then ask for a convenient day and time.
• Prepare a list of questions about the field and typical career paths. Ask open-ended questions to facilitate the discussion.

Used with permission from Rutgers University Career Services Office

Using Social Networking Sites Professionally

In an effort to educate students at Siena College about the impact their social media presence has on prospective employers, three faculty members (one from the School of Science and two from the School of Business), a Computer Science student and a Career Counselor conducted a study on a national sample of college recruiters to find out how and when they use Facebook and LinkedIn during the hiring process.

Results
• Research indicated that 76% of the responding employers use information about candidates found online to make final hiring decisions.
• Of the candidates that were rejected for employment, the main reasons included disrespectful comments, inappropriate photos/videos, critical comments about current or past employers, clients or colleagues, unprofessional demeanor, immaturity and evidence of alcohol or illegal substance abuse.
• Employers also indicated that poor grammar usage and lack of any information about the candidate’s educational background or work history were also reasons for rejection.
• If candidates make their online profile completely private, employers will think they have something to hide and this adversely affects their candidacy.
• Often, an employer may misinterpret a quote from a movie or song that is listed on a candidate’s profile and use it against the candidate in a hiring decision.
• Although the number of friends a candidate had did not factor into the hiring decision, objectionable postings by friends adversely affected the candidate’s chance for an interview.

It is important for any job seeker to be aware of how the information posted on social networking sites is being used by prospective employers. Using privacy settings is important, but how a candidate uses them is even more critical.

(“Beyond The Suit and Resume: Leveraging Social Media to Build an Online Reputation for Professional Success.” 2011, Jami Cotler, Manimoy Paul, Andrea Smith Hunter, Debra DelBello, Mike Tanski)
LinkedIn®

LinkedIn® is a PROFESSIONAL networking site. Some tips to keep in mind while building your network:

• **Network with discretion.** The quality of your connections is more important than the quantity. Also, you can lose LinkedIn® accessibility if too many network invitations do not accept your invitation to connect because they don’t know you.

• When inviting others to link with you, customize the invitation message to remind them how you know them.

• Strive to have your profile 100% complete, and make sure that your profile is public. This provides other users with full visibility of your profile, and best markets you. Customize your public profile URL to Firstname.lastname no spaces, no underscore. Consider adding it as a hyperlink on your resume.

• Have your headline say what you are looking for (e.g., Aspiring Marketing Professional or studying physics at Siena College, instead of your current occupation, such as Lifeguard…).

• Have a professional looking profile picture, just a head shot. Treat your profile picture as you would present yourself at a job interview.

• To join, visit http://www.linkedin.com and add the Siena College Alumni Group.


*Used with permission from The College of Saint Rose Career Center*

**The top 5 mistakes I see on my connections’ LinkedIn profiles — fix them in 15 minutes or less:**

1) **NO PHOTO!** People are MUCH more likely to pay attention if they can see your face. No excuses - upload one now!

2) **Spelling and grammatical errors.** Think it’s no big deal? You’d be surprised how many people notice them... negatively.

3) **Your current position is listed multiple times, in different ways.** Clean up your employment experience section - one entry per position.

4) **No Summary!** Draft a one-sentence summary of what makes you unique and valuable. It’s your elevator pitch, in writing. Don’t overthink it - just do it.

5) **No skills, organizations, volunteer experience, etc.** This is where you add seasoning to what may be a dry profile. Spice up your profile, show you’re well-rounded... and human.

*Used with permission from Cynthia Nagle, Consultant, Strategic Marketing, Copywriting, Web Content, Social Media Services*

**Tips to Safeguard Your Online Image**

**Be careful** — Most students are aware that many prospective employers use Facebook to check people out. Do you want them to see those revealing photos or questionable jokes? (They don’t know you are kidding.) Are you advertising your participation in inappropriate behaviors and events? Once something is posted, it can never be truly erased.
Be discreet — Manage your privacy settings very carefully and un-tag questionable photos in Facebook. Don’t accept someone as your friend unless you really know the person.

Be aware — Check your profile regularly and search out information about yourself, so that you know what employers might be encountering. Ego surf – Google yourself or use dogpile.com or pipl.com.

**Personal Information and the Internet**

Employers are legally limited in the types of information they can request from you in an interview, however, they might be able to find it easily online. Be aware of what employers might be able to see about your:

- Age
- Affiliations (religious, political)
- Physical characteristics
- Disabilities
- Marital/family status (sexual orientation)

Used with permission from University at Buffalo Career Services Office

**Improve Your Job Interviews**

The interview is often the key and final hurdle in the job search. Cover letters, resumes, emails and applications are designed with one goal: to secure an interview. In the interview your goal is: To get the job offer!

Preparation is key. The best candidates don’t always get hired — many times the person who best prepared walks away with the job offer.

**Practice Interviewing**

Learn the kinds of questions you may be asked and develop your best answers. If your qualifications are weak in some areas, determine how to express them as positively as possible.

- **Research the Organization** — Look at websites such as LinkedIn.com ® company websites and written collateral; talk with customers/clients to familiarize yourself with the organization. Incorporate facts based upon your research into your interviews.
- **Express Qualifications** — Know three good reasons why you are an outstanding candidate and subtly work them into your responses.
- **Listen to the Interviewer** — Adjust to the interviewer’s style and think about why particular questions are being asked. Respond completely to all aspects of a question.
- **Don’t Monopolize the Conversation** — While interviewers usually want more than a simple “Yes” or “No” answer, avoid excessively long responses. Make your answers accurate, brief and as interesting as possible. However, add examples to support your statements whenever possible.
- **Be Positive** — This is not the place to criticize your school, past employers or professors. An optimist is more useful to an organization than a pessimist. If you can be enthusiastic about past experiences, you are likely to be positive about future employers.
- **People Hire, Not Organizations** — Remember, people make hiring decisions. Your goal is to make effective contact with the interviewer. Hopefully, he or she will end up liking/respecting you.
- **Ask Questions** — Demonstrate your interest by asking questions about the organization and the job. This is another place to demonstrate that you have researched the organization.
- **Point Out Why You Like the Organization** — Are there factors which led you to single out the organization? If so, citing those factors can help build a link between you and the employer.
- **Express Interest** — Assuming the job/organization interests you, take time near the end of the interview to express that interest. Unless you say you like the job/organization, the employer has no way of knowing this.
- **Learn What Happens Next** — Is your file complete? Is additional information needed? Are your references complete? What are the next stages in the employment process and when might they occur?
- **Express Thanks** — Thank the interviewer for his or her time and interest in you. If appropriate, thank the receptionist and anyone else who has also helped you.

*Source: Career Opportunities News, Garrett Park Press, Garrett Park, MD*

**Interview Questions Employers May Ask**

**Personal**

- Tell me about yourself.
- What are your greatest strengths?
- Can you name some weaknesses?
- Define success. Define failure.
- Have you ever had any failures? What did you learn from them?
- What motivates you most in a job?
- What can you offer us?
- Describe your ideal job.
- Why did you choose to interview with us?
- Why should we hire you?

**Education**

- Why did you choose to attend Siena College?
- What led you to choose your major?
- How has college prepared you for a career?
- In which campus activities did you participate?
- If you were to start over, what would you change about your education?
- Do your grades accurately reflect your ability? Why or why not?
- How do you think a professor who knows you well would describe you?

**Experience**

- What job-related skills have you developed?
- In what work environment are you most comfortable?
- What experiences have you had and skills have you developed that would help you in this job?
- Describe a major problem you have encountered and how you have dealt with it.
- Give an example of a time when you worked under deadline pressure.
- What did you enjoy most about your last employment? Least?
- How do you think a former supervisor would describe your work?
- Why are you interested in this position?
Career Goals
• Do you prefer to work under supervision or on your own?
• What kind of boss do you prefer?
• Would you be successful working with a team?
• Do you prefer large or small organizations? Why?
• How do you feel about working in a structured environment?
• Can you work on several assignments at once?
• How do you feel about the possibility of relocating?

Questions You May Ask

Ask a Prospective Co-worker
• What do you like best/least about working for this department/organization?
• Can you describe a typical workday in the department?
• Do you feel free to express your ideas and concerns here?
• What are the possibilities for professional growth and promotion?
• Do you have much of an opportunity to work independently? With superiors, colleagues, customers?
• How long have you been with the organization? What keeps you here?

Ask Your Prospective Supervisor
• What are the most important tasks for this job?
• What is the first thing I would be expected to accomplish?
• What are some of the department’s ongoing and anticipated special projects?
• How would you describe the quality of the technical resources here?
• How much contact or exposure does the department and staff have with management?

Ask the Human Resource Manager
• How are the employees here given the opportunity to express their ideas and concerns?
• What do employees seem to like best and least about the company?
• What is the rate of employee turnover? Why is this position open?
• How large is the department where the opening exists?
• What type of orientation or training do new employees receive?
• How often are performance reviews given?

It's common advice among job seekers: when you’re interviewing, you need to interview the employer right back. After all, you’re the one who is potentially going to fill this position, so you need to know if it’s going to be a good fit, right?

Accept that while salary ranges, benefits and schedule flexibility are important details you deserve answers to, hiring managers don’t

6 Questions to Ask During Your Interview That Will Make an Employer Want to Hire You
Kelly Gregorio, Brazen Life, February 2, 2013
WE DON’T MAKE COMPROMISES. WE MAKE MARINES.

Marine Corps Officers aren’t born. They’re made through the most demanding test of mind, body and character. They dedicate themselves to an unrelenting pursuit of excellence. One that never lets up. Never settles. Never quits. Find out if this path is right for you at the Marine Corps booth.

ARE YOU UP TO THE CHALLENGE? FIND OUT AT:
Capt. Joseph E. Goodrich, Officer Selection Officer
Call- 518-869-1681 or Email- joseph.goodrich@marines.usmc.mil

MARINEOFFICER.COM
appreciate questions like these until at least your second interview (or maybe even after they’ve made you an offer).

During your first interview, the “impress me dance” is still in full swing. When a potential employer asks if you have any questions, they don’t want inquiries about parking validation; they want to see if you’re prepared, educated and inquisitive.

Here are six questions to ask at the end of your interview that will help you master the twisted tango of getting hired:

1. If I were to start tomorrow, what would be the top priority on my to-do list?

The answer to this question will give you more insight into the current state of the position, while the question shows that you’re invested and interested in learning how you can start things off with a bang. The added bonus lies in the Jedi mind trick: now you’ve already got your interviewer picturing you as the position holder.

2. What would you say are the top two personality traits someone needs to do this job well?

The answer to this will be very telling. “Creative” and “intuitive” can be translated to mean you will be on your own, while “patient” and “collaborative” could mean the opposite. Not only will this question allow you to feel out whether you’re going to be a good fit; it will also get your interviewer to look past the paper resume and see you as an individual.

3. What improvements or changes do you hope the new candidate will bring to this position?

This answer can shed light on what might have made the last person lose (or leave) the job, and it also tips you off on the path to success. Asking this shows an employer you are eager to be the best candidate to ever fill this position.

4. I know this company prides itself on X and Y, so what would you say is the most important aspect of your culture?

This type of question is sure to impress, as it shows that you’ve done your research on the company and gives you a chance to gain insight into what values are held to the highest ideal.

5. Do you like working here?

This question might take interviewers back a bit, but their answer will be telling. A good sign is a confident smile and an enthusiastic “yes” paired with an explanation as to why. If they shift in their seat, look away, cough and start with “Well…”, consider it a red flag.

Regardless of their answer, employers appreciate getting a chance to reflect on their own opinions, and this turns the interview process into more of a conversation.

6. Is there anything that stands out to you that makes you think I might not be the right fit for this job?

Yes, asking this question can be scary, but it can also be beneficial. Not only does it give you a chance to redeem any hesitations the employer might have about you; it also demonstrates that you can take constructive criticism and are eager to improve—valuable qualities in any candidate.

Behavioral Interviewing

Behavioral interviewing is an interviewing technique where the interviewer predicts future performance by how you have handled various situations in the past. Behavioral questions ask you to focus on a specific situation, describe what happened, what you did and what the outcome was. Past performance examples may come from work experience, internships, activities, volunteer work, hobbies or independent studies.

Suggestions for Preparing for a Behavioral Interview

- Analyze the position. What skills are required?
- Identify your skills and experiences that are related to the position.
- Prepare examples/stories that illustrate your skills and experiences. Your resume will serve as a guide to refresh your memory and help to generate examples of experience from your past.
- Be prepared to provide examples of times when things didn’t go the way you expected. What did you do? What did you learn? Make sure you change a negative experience into a positive one by explaining what you learned. Remember that mistakes help us to learn and can be used to our advantage.
- Make sure your answers are honest representations of your past experiences.
- Your responses need to be specific and detailed. Frame your story in three steps: Describe the situation. What did you do? What was the result/outcome?
- Listen carefully to the question and ask for clarification if necessary.
- Answer the question completely.

Easy ways to get your career planning on track!

**FALL SEMESTER**

**Career Development Interactive Presentations**
- What am I DOING with my life?! A self-assessment workshop (L-26)
- It’s All About You: Writing a Killer Resume (L-26)
- What?!? You’re Not Going to Just Give Me the Job? An Interview skills workshop (L-26)
- Friend Requests in Real Life: Making Connections to Get the Job You Want (L-26)

**Speed Networking Night** (Maloney Great Room)
November 13, 2013, 5:30 – 7:30 p.m.

**SPRING SEMESTER**

**Speed Interviewing Night** (TBA)

Spring Career, Internship & Graduate School Fair (MAC) March 25, 2014, 2 – 6 p.m.

Check Career Center Calendar for dates and location
Examples of Behavioral Interviewing Questions

- Give me an example of an important goal you set in the past and tell me how you achieved it.
- Describe a time when your over-enthusiasm for something got you involved way over your head.
- Tell me about a time when you had a personality conflict with a co-worker. Explain how you handled it.
- Give me an example of a time when you had to be quick in coming to a decision.
- Describe the most significant written document, report or presentation you have completed.
- Describe a situation where you had to prioritize various tasks to complete a major project.
- Tell me about a situation where you had to use written communication to get your point across.
- Describe a situation where you made a decision and it was the wrong one.
- Tell me about a specific day when you had too many tasks to complete.
- Describe a time when you acted as leader to complete a team project.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- In dealing with a customer, think of your most difficult situation and tell me how you handled it.

Remember, the basic difference between traditional interviews and behavioral interviews is that the traditional interviewer may allow you to project what you might do in a given situation, whereas the behavioral interviewer is looking for past actions only. Practice behavioral interviewing with a Career Counselor.

Used with permission from University at Buffalo Career Services Office

Five Most Commonly Asked Questions

1. Tell me about yourself.
2. Why did you choose Siena College?
3. Describe your work experience (in general or at specific employers).
4. Why do you want to work for us?
5. What are your career goals?

Handling Illegal Interview Questions

Have you ever been asked a question in an interview that made you uncomfortable? If so, the question may have been inappropriate or even illegal. Know your rights as a candidate!

According to the National Association of Colleges and Employers, there are three primary strategies for handling illegal inquiries:

1. You can answer the question — you are free to do so, if you wish. However, if you choose to answer an illegal question, you give information that is not related to the position, which may ultimately work against you.

At TBC, we provide an exceptional work environment, an excellent compensation package, and unlimited growth opportunities for our staff. We encourage and enable team members to grow quickly and as a result, our hard working, talented professionals are recognized for their accomplishments and progress swiftly at our firm.

To learn more about how you can join our team, contact Partner Ryan Smith, CPA at rsmith@tbccpa.com or call 456-6663.

Accounting • Auditing • Tax • Forensic & Valuation Services • Pension Plan Administration
7 Washington Square, Albany, NY 12205 Ph: (518) 456-6663 | www.tbccpa.com
2. You can refuse to answer the question, which is well within your rights. Depending on how you word your response, you run the risk of being perceived as uncooperative and confrontational – hardly words an employer would use to describe the “ideal” candidate. Remember, it is important to maintain your professional demeanor.

3. You can examine the question for its intent and respond with an answer as it might apply to the job. For example, if an interviewer asks, “Are you a US citizen?” you have been asked an illegal question. You can respond, however, with “I am authorized to work in the United States.”

The Challenge of Telephone Interviews

As employers look for ways to reduce costs and become more efficient, many are opting to conduct phone interviews for the first round of the hiring process. While phone interviews and face-to-face interviews have many things in common, there are some differences to be aware of. Here are some tips to make this process work for you:

- Practice beforehand! The Career Center can arrange a mock interview over the phone with an employer, or practice with a friend/family member.
- Schedule a time for the interview with the prospective employer. If an employer calls unexpectedly (without a scheduled telephone interview), but it is not a good time, be honest and schedule a time to talk that will work for both of you.
- At the designated time, be sure that you are in a location that is free from distractions and outside noise. Let your friends know you’ll be unavailable. If using a cell phone, be sure it is fully charged to last through the conversation, and make sure you are in a location that gets reliable service. Consider turning off text message and voicemail alerts.
- Have your resume in front of you, as well as a notepad and pen.
- Some people find it helpful to get dressed as if they are going to an interview. At the very least, brush your teeth and sit up straight when on the phone.
- Remember that you need to convey enthusiasm through your voice, since the interviewer cannot see your body language.
- Avoid ‘um’, ‘ah’, ‘like’ and other words/vocalizations that detract from your message.
- Don’t be afraid of a few moments of silence. If you need more than a few moments though, be sure to tell the interviewer what you are doing. (e.g., “That is a really good question. I am just taking a minute to formulate my thoughts.”)
- As with any interview, have questions prepared, and feel free to ask about the next steps if the employer does not volunteer this information.
- Send a thank you note. Even though you did not meet face-to-face, the employer still took the time to speak with you. If you do not have the address information for the interviewer, ask for it while on the phone with him/her.
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Thinking About Applying to Graduate or Professional School?

The decision to continue your studies is important and should not be taken lightly. It is a serious commitment, requiring careful thought and planning.

What is Advanced Education?
- It is generally more focused on a specific area of interest and on acquiring specialized skills to practice a profession or do advanced research.
- The curriculum is typically a combination of coursework and internships or research (to practice professional skills).
- A master’s degree usually takes one or two years of study, a doctorate generally 5-7 years, professional school from 2-6 or more years.
- A research master’s degree may involve writing a thesis or taking a comprehensive examination.
- The research doctoral degree (Ph.D.) involves training in research, which provides the skills to discover new knowledge.
- The first years of a Ph.D. involve coursework, while the final component usually consists of research to create original work (dissertation) to add to the body of knowledge in the field.
- The final stages of professional education may involve several years of post-graduate training, such as internships and medical residency.

Some of the “Right” Reasons to Go to Graduate/Professional School
- You need an advanced degree in order to practice your chosen profession (e.g., teaching, clinical psychology, law, medicine).
- You absolutely love what you’re studying and want to explore it further.
- You want to make a contribution to the body of knowledge in your field through research.
- You need an advanced degree to advance to your professional career.

Some of the “Wrong” Reasons to Go to Graduate/Professional School
- You don’t think you can get a job or don’t want to start looking.
- You haven’t found your true calling yet, so you figure you’ll stay in school until you do.
- Everybody else is doing it, so you think you should, too.
- You can’t figure out what to do with your undergraduate major.

Making the Decision to Attend

You should be able to answer, or at least begin to answer, the following questions:
- What are your long- and short-term goals, and is more education a way to attain them?
- Are you intellectually curious? Do you have interests and abilities in your field of choice?
- Will the time and money spent get you more mobility and financial possibilities?
- Do you like to teach or do research? Do you succeed through hard work and attention to detail?

Although there is no ideal profile for a graduate or professional school student, intelligence, initiative and self-discipline are crucial qualities for success. You must be motivated and persistent. Also, you should have the ability to establish good working relationships with other people, since a large number of programs depend upon working with faculty mentors and other students in your program.

It is crucial to examine your interests, values and abilities and how they match the career fields to which the program might lead. To research the fields, talk with alumni and graduate program faculty.

Will An Advanced Degree Advance Your Career?

“Be sure of the jobs your graduate degree will qualify you for, and how many graduates of the programs you’re considering actually land those jobs. Also find out about those graduates’ salary levels.

Ask admissions representatives for survey results from the program’s recent graduates. Sit in on classes, and pick the brains of students enrolled in the program. ‘Don’t just listen to the marketing pitch of a student handpicked by the admissions office to sell you on the program,’ Jane Finkle, a Philadelphia career counselor advises.

Your ultimate reality check: Ask potential future employers how they would value a particular degree from the programs you’re looking into. Is the degree a requirement or preference for your target positions, or is it irrelevant?”

by John Rosheim
Monster Senior Contributing Writer

Choosing a Graduate/Professional School

Research carefully to choose the program that will best suit your needs and talents. There are more than 1,800 institutions in the United States that offer advanced degrees and the variety of programs is enormous.

Things to consider when choosing a program:
- Reputation
- Interest, abilities, values
- Geography
- Size of institution/program
- Cost/funding
- Research facilities
- Faculty research areas
- Placement rates
- Library holdings

In many disciplines, such as education and the health-related professions, the amount of practical, hands-on experience offered through the program can vary. Quality and quantity of opportunities are factors to be considered.

Identify the programs that interest you by using:
- www.petersons.com
- www.gradschools.com
- The College Blue Book
- U.S. News & World Report rankings of graduate programs
Application Process for Graduate/Professional School

What Admissions Committees Expect – Factors in the Equation

Professors who sit on admissions committees for advanced degree programs are looking for the best candidates – those who are the most likely to persist and complete the program. Most committees consider the following factors, though they may rank them differently:

- **A bachelor’s degree with a solid GPA**: Not all programs require the undergraduate degree to be from the same academic discipline. Transcripts of all college-level coursework will be required. (This includes all college-level coursework, including classes you may have taken outside of Siena.)
- **Positive letters of recommendation** from faculty and employers: Because admissions committees are made up of people who teach graduate or professional students, they require recommendations from individuals who can assess your potential for advanced study.
- **Work experience** in a field that pertains to the graduate program: Consider seeking part-time employment/internships/volunteer work to show you have knowledge of the field.
- **Your score on a standardized test** such as the LSAT, MCAT, GMAT or GRE. Most programs require at least one test as a predictor of your potential.
- **Involvement in activities**, especially those showing leadership: Since many programs require extensive group work, these skills are desired assets.
- **Good written communication skills** as demonstrated by a well-written application: Make sure your application is neat and complete. Proofread it carefully.
- **Statement of Purpose/Personal Statement**: This is your opportunity to explain why you would be a good candidate for this particular program and how advanced studies fit into your career goals. Again, proofread carefully and have them critiqued by a Career Center counselor and a professor in your chosen field.

It is your responsibility to make sure your applications and all supporting documents are delivered to the committees before the deadlines, so it is important that you start early and keep track of all parts of your applications. If you are applying for funding from the program, your deadlines may be earlier than the regular admissions deadlines.

You might consider a three-tiered approach when selecting programs for which to apply. Select some from the best programs in your field, some for which you are likely to be accepted, and some for which you are probably guaranteed admission.
Cynthia H. Brennan
115 S. Broom Street
Longmeadow, MA 01106
chwingfield@siena.edu
(508) 559-0453

EDUCATION
Siena College, Loudonville, NY
B.A. History, Minor in Spanish, May 2011
Honors Program
Certificate, International Business
Major GPA: 3.8/4.0
Cumulative GPA: 3.6/4.0

RESEARCH GRANTS
Trewartha Honors Undergraduate Research Grant 2011–2013
Awarded for travel, research costs and merit of proposed senior thesis project: “Gallantry and Masculinity: The Charge of the Light Brigade in a Postcolonial Context”; grant defrayed research expenses in Summer 2010 to British National Archives in Kew, England.
F. Chandler Young Travel Award Spring 2011
Granted for study abroad at search-related Eötvös Loránd University-Budapest, Hungary and defray travel expenses while in Europe.
Summer Sophomore Apprenticeship Grant Summer 2010
Awarded to aid the research activities of Professor Burnhardt Rhodes; proposed topic: “The Crimean War and British Hegemony.”

AWARDS
International Academic Programs Merit Scholarship 2010-2013
Advanced Placement Scholar with Distinction 2009

MEMBERSHIPS
Phi Beta Epsilon Honors Society, 2012
President, Crimean War Remembrance Foundation, 2013
Phi Alpha Theta, 2012

EMPLOYMENT
Note-taking Coordinator, Siena College Office of Services for Students with Disabilities, 2010-present
• Paired students with note takers who are enrolled in their courses
• Collected, copied and distributed notes
• Assisted in update of office website
Private English Tutor, Budapest, Hungary, Spring 2010
• Taught English to two Hungarian children, ages five and seven
• Conducted related learning activities to review and improve their conversational English skills
Caterer, Student Worker, Sodexo, Siena College, 2010–present
• Cooked, prepared and served meals to campus community
• Voted “Employee of the Week” in September 2010
ACADEMIC SERVICE

American Heritage Merit Badge, Field Trip Organizer Spring 2013
- Created a unique curriculum for earning the American Heritage Merit Badge, following the requirements stipulated by the Boy Scouts of America
- Researched and created a curriculum packet of primary source documents, readings, maps and assignments for 40 Scouts, aged 10-12, guiding their study of 18th Century cavalry swords and canon in the Revolutionary War
- Teaching assistant for the field trip to Valley Forge, Pennsylvania

Student Representative, Siena College History Department, Loudonville, NY, Fall 2012 - Spring 2013
- Active participant in reviewing curriculum, allocating donated funds, reviewing student petitions, and approving new course syllabi
- Authored and reviewed content for the history department’s website
- Represented students on the Sub-Committee to Reformat Course Evaluations

COMMUNITY SERVICE, LEADERSHIP

Crimean War Remembrance Foundation, Epsilon Chapter, President, Fall 2010-present
- Organized and directed all activities. Served as primary student contact for the foundation
- Planned induction ceremony, wrote and delivered keynote address
- Planned special events and dinners honoring the heritage of the Crimean war, including Ukrainian folk dancing competitions and special screenings of the movie The Charge of the Light Brigade
- Raised over $1,000 dollars to donate to National Crimean War Remembrance Foundation

Organizer, Clothing drive benefiting Cinderella Project, Spring 2012
- Directed and advertised a “Spring Cleaning Party” to encourage students to donate prom gowns
- Provided food and raffle drawing prizes to those who donated items
- Collected over thirty prom gowns and accessories for low-income girls to select for their proms

STUDY AND RESEARCH ABROAD

Eötvös Loránd University - Budapest, Hungary, Spring 2010
- Traveled extensively in Hungary, the Ukraine, Romania and Croatia
- Learned conversational Hungarian

San Gemini Historical Preservation Studies - San Gemini, Italy Summer 2009
- Completed courses on Italian art and architecture from the Roman Empire to the Renaissance, and the preservation and restoration of historic structures
- Preserved and Restored the facade of a medieval church to accurately reflect the building’s history
- Teamed on an archaeological dig, searching for remnants of Roman structures in the church’s garden

FOREIGN LANGUAGE

Spanish, 18 credits, Siena College and four semesters, Longmeadow High School, Longmeadow, MA
French, 9 credits, Siena College
Hungarian, 6 credits, Eötvös Loránd University
Curriculum Vitae (see sample on p. 44)
A curriculum vitae, sometimes called a CV, or Vita, provides the graduate admissions committee with a clear outline of your accomplishments so they can determine whether you’re a good fit with their graduate program. Begin your curriculum vitae early and revise it as you progress through graduate school and you’ll find applying to academic positions after graduation a little less painful.

Here is the type of information to include in a CV:
• Contact Information
• Education
• Honors and Awards
• Teaching Experience
• Research Experience
• Statistical and Computer Experience
• Professional Experience
• Grants Awarded
• Publications
• Conference Presentations
• Professional Activities
• Professional Affiliations
• Research Interests
• Teaching Interests
• References

Present items chronologically within each category of the CV, with the most recent items first. Your curriculum vitae is a statement of your accomplishments, and most importantly, is a work in progress. Update it frequently and you’ll find that taking pride in your accomplishments can be a source of motivation.

Used with permission from Tara Kuther, Ph.D.

How to access information about ‘Graduate School:’
• Log onto www.siena.edu/careercenter
• Click on the Graduate School Resources tab on the left hand side of your screen.
• Click on the different links to help you find information about Graduate Schools and Financial Aid.

Financing Graduate/Professional Education
How to pay for advanced education is a major question for most people. There are five basic forms of financing your education:
• Fellowships and Scholarships are grants that are generally awarded on the basis of academic merit and intended to attract the most qualified candidates. They can be offered by a university, department, organization or agency.
• Research/Teaching/Graduate Assistantships are usually supported by stipends to conduct research, teach or perform administrative functions. Many assistantships also provide a full or partial tuition waiver.
• Loans and Grants may come from the university, a state or federal government, organizations or lending institutions. Loans usually need to be paid back, while grants do not.
• Employer Contributions are benefits provided by your employer to help you enhance your skills and education needed on the job.
• Savings are your personal contribution to your continued education.

The Graduate/Professional School Timetable
Planning ahead is key in the graduate/professional school application process. Begin the summer before your senior year or at least a year before you plan to begin your advanced studies. No generalized timetable provides the specifics you will need to meet the deadlines of the programs to which you are applying, but the timetable below may be used as a guide.

The summer before your senior year:
• Start browsing through websites and program catalogs/guides to identify potential programs.

August/September:
• Meet with faculty members you know to discuss your ideas about advanced studies. Ask for advice on specific programs which might match your interests.
• Sign up for standardized tests.
• Develop your personal timeline for applying.
• Open a credential file at the career center. Begin thinking about which professors you will ask for letters of recommendations.

October:
• Take standardized tests.
• Research the programs online to determine the schools to which you plan to apply, and request application materials.
• Draft your personal statements for each program and have them reviewed by a career counselor, a professor and/or the Writing Center.
• Ask for letters of recommendation. Provide a list of programs to which you are applying and a draft copy of your personal statements. Ask that the letters be sent to your reference file.
• Investigate funding sources.
• Record deadlines for each program and possible funding sources.
• Order transcripts from all post-secondary institutions.

November:
• Complete applications and continue working on your personal statements.
• Check your reference file to see that all your letters of recommendation have been received. Follow up as necessary.
• Complete and mail applications to funding sources.

December/January:
• Mail applications or submit online. Even if deadlines are later, it is good to submit applications early, especially if you plan to apply for graduate assistant positions.

February:
• Contact programs about the possibility of on-site visits. It is very helpful to visit the campuses.
• Make sure all your applications and supporting materials have been received. Follow up as necessary.
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Gansevoort
518.226.8000

36 Route 6
Port Jervis
845.672.0255

*Different products sold at each location. For more information visit alpinhaus.com.
April:
• If you are filing for need-based financial aid programs, you may have to file a copy of your tax return.

May/June:
• Make a decision about which program you will attend.
• Request registration materials and contact your program advisor to register for fall courses.

The Personal Statement for Graduate/Professional School

Also called the statement of intent or purpose, this is one of the most difficult parts of the application to complete. Give yourself plenty of time, as this is also a very important writing sample and you will want to do your very best. Check your application for special instructions on what topics to cover and what, if any, restrictions there are on length. A general rule on length, if no other guidelines are given, is two to three pages typed, double-spaced. Be sure your name and any other identifying information the department requests are at the top of the first page. It is advisable to number your pages.

The Admissions Committee will want to know if you can clearly articulate your career goals and reasons for wanting to be admitted to their particular program. To substantiate your career goals, it is generally necessary to give a brief history of how you became interested in this particular field of study or career. You may also want to comment on any people or circumstances that influenced your career development. Influential factors could include (but are not limited to) selected coursework, internships or volunteer work, research you have conducted, and professionals by whom you have been mentored. Many programs require you to comment on both long- and short-term goals. Remember to focus your statement on why you are interested in that program at that institution. Are you familiar with the research of a particular faculty member? What is about this program that prompted you to pursue graduate study in this particular institution?

Some programs may require other writing samples, such as a copy of a paper you think demonstrates your analytical and writing skills. Others may require an additional essay on a topic they supply.

Above all, this must be a well-written, error-free document. Mistakes in grammar and spelling tell the committee you have not taken the time to proofread.

Some schools will allow you to attach a statement that explains any academic problems or any other difficulties you may have had in the past. It is probably best to keep this in the form of an explanation rather than excuse. Look for ways to point out areas of improvement over time. For example, you may have had a semester that was particularly difficult, or your upper level classes may reflect a higher GPA than your introductory courses.

There are places and people on campus to help:
• Sample personal statements are available for review at the Career Center.
• A Career Counselor will review your statement upon request. Make an appointment to meet with a counselor.
• The Writing Center located on the lower level of the J. Spencer and Patricia Standish Library is a great resource.
• Your advisor or other faculty could offer valuable feedback as well.

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**GRADUATE SCHOOL CHECKLIST**

- Research graduate programs online and request catalogues
  - Note faculty credentials and areas of research
- Create file for each graduate program of interest
  - Print applications
  - Highlight application deadline
  - Register and prepare for standardized test (GRE, GMAT, LSAT, MCAT, DAT, MAT)
  - Note number of faculty recommendations required
  - Review description of personal statement/statement of purpose/essay
  - Obtain transcript from registrar
  - Review costs
- Meet with career counselor
  - Resume critique
- Meet with faculty advisor
- Request required number of faculty recommendations
- Write personal statement tailored to each graduate program
  - Have statement critiqued by faculty advisor, career center and writing center
- Research financial aid options
- Mail applications in single packet well before deadline
- Prepare for admissions interview
  - Mock interview in Career Center
  - Visit graduate campuses

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**Some final thoughts:**

- Remember grad school is a large investment of time and effort
- Figure out why you want to go

**Don’t go if:**

- You are fulfilling someone else’s dream.
- You don’t really know what graduate school entails (Suggestion: conduct interviews with those in the field.)
- Graduate school will serve as filler for your life.
- Everyone else is going to graduate school, so it must be right for you, too.

Adapted and used with permission from Dr. Victor Asal, University at Albany
SAVE THE DATE(S)!

The Spring Career, Internship, and Graduate School Fair will be held on March 25, 2014 from 3 to 6 p.m. All majors and class years invited and encouraged to attend!

Also, check out these other events throughout the year:
• Non-Medical Careers in the Healthcare Field (October 2)
• Working or Studying Overseas After Graduation (November 6)
• Speed Networking Night (November 13, RSVP required)
• Speed Interview Night (Spring semester)

Many more to be added, check the Career Center Updates!

New this semester!
Check out our Twitter Tuesday chats with featured alumni from 5 – 6 p.m. on the first Tuesday of each month!

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<th>October 1</th>
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