



# THE CAREER GUIDE

## Introduction

The Soll Center for Student Opportunity is rooted in a promise: When intellectual rigor and personal insight are blended with expert guidance and real-world resources, extraordinary opportunities ensue.

The Center is home to three important resources: Career Services, Scholar Communities and Sponsored Experiences. A dedicated team of professionals provides personalized support for students at all stages of their college experience with complementary advising, counseling, mentoring and networking services. This support also extends to our alumni post-graduation.

As a collaborative, student service-focused hub, the Center partners with academic, co-curricular and extracurricular resources across the depth and breadth of the CMC community—both on campus and beyond—to help students recognize, cultivate and translate their interests and strengths into meaningful and exciting real-world experiences. These experiences range from internships and fellowships, to graduate and professional programs, to employment and career enrichment.

Students are welcome to take advantage of not only an industry-leading first-year counseling program, but also an ongoing, proactive guidance model. The Center concentrates interest-driven programs and tools in a central, accessible office. Students will encounter an open floor plan, flexible meeting spaces, private interview rooms and outdoor seating, along with a staff committed to positive, thoughtful problem-solving.

Plan a visit today!



SOLL CENTER FOR  
STUDENT OPPORTUNITY  
CLAREMONT MCKENNA COLLEGE



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# GETTING TO KNOW YOURSELF

## How to Achieve Your Potential by Knowing Who You Are and What You Want Out of Life!

What is your unique combination of skills, talents and values? What motivates/inspires you? In what environments do you thrive? While these questions can be daunting, the answers to them will lay a foundation for every professional development decision you ever make. Your four years at CMC are the ideal time to invest in getting to know yourself and we encourage you to start this personal investigation from the moment you walk onto campus!

## ASSESSING YOURSELF

Begin by assessing your skills, interests, talents and values using this idea:

**Exercise:** Take 15- 20 minutes to jot down your answers to the following questions:

- ☐ What do you do in your free time?
- ☐ On what skills have others, such as former teachers, supervisors and peers, complimented you?
- ☐ What classes have you liked? Disliked?
- ☐ What previous experiences have you not just enjoyed, but loved?
- ☐ What is your proudest accomplishment? Why?
- ☐ What is your tolerance for risk?
- ☐ What would you do today, if you knew you could not fail?

**Conclusion:** Did you discover any themes or surprises? Did you observe any areas of ambiguity or discomfort? What does that tell you about yourself or the exploration activities you may want to pursue?



## WORKING WITH CAREER SERVICES

An assessment is a great place to start when diving deep into the question, “Who am I?”, but it is not a one-stop-shop for career development. For example, the assessment is not going to tell you what career you should pursue. The Center’s Career Coaches can work with you to identify what is important to your self-exploration and recommend the proper test for you.

Career Coaches can not only offer you a value card sort or mapping exercise—both of which are quick methods of taking inventory and prioritizing your values and experiences—but also interpret more complex assessments, such as the Myers-Briggs Type Indicator or Clifton StrengthsFinder, and other online resources like the California Career Zone, CareerFitter, High5 or O\*NET Interest Profiler. If you are interested in exploring any of these activities, please make an appointment.

**MAKE AN APPOINTMENT**  
with a Center Career Coach by  
visiting [www.cmc.joinhandshake.com](http://www.cmc.joinhandshake.com) or [www.cmc.edu/career-services/students](http://www.cmc.edu/career-services/students).

### Your First Career Appointment

Working with a Career Coach shouldn’t wait until you know what you want to do! Please make an appointment with a Career Coach via Handshake early in your four-year journey—the ideal time is shortly after you participate in the reconvening of your Wilderness Orientation Adventure (W.O.A.!) group in October/November of your first year. Alternatively, if you do not want to make an appointment, you can drop by the Center to meet with a highly trained student Career Consultant at your convenience.

Here are several reasons why you should visit the Center early and often:

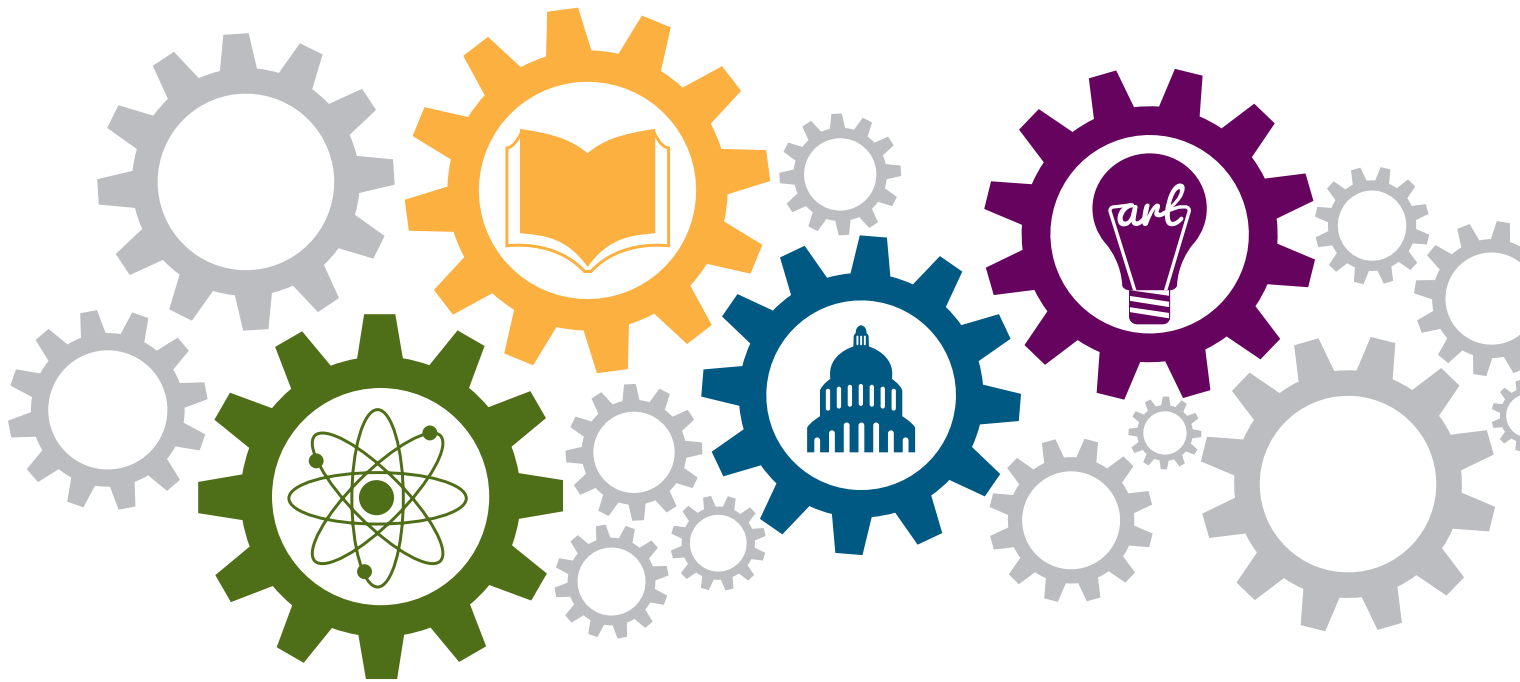
- Learn about yourself, who you are and what you want out of life.
- Explore areas of professional interest.
- Create a plan for building meaningful experiences.
- Get the most out of our tools, such as Handshake, our job search database, VMock for resume reviews, LinkedIn, the Alumni Career Contacts Directory and other resources.
- Learn how to network and connect with students, alumni, faculty, parents and employers.
- Review your resume or cover letter.
- Receive guidance on internship and full-time employment searches.
- Negotiate salaries.
- Explore and prepare for graduate school.

The Center also offers many exciting exploratory options including a job shadow program, alumni panel events and networking treks.

The Career Services team is organized according to eight interest clusters. While all Career Coaches are generalists, each is also assigned to one or more topics of interest. This allows them to deepen their knowledge, network and expertise in certain areas.



## INTEREST CLUSTERS



### Accounting & Financial Services

- Accounting
- Asset Management
- Banking (Investment & Commercial)
- Insurance
- Private Equity
- Real Estate
- Research
- Risk/Underwriting
- Sales & Trading
- Venture Capital



### Consulting

- Human Capital
- Litigation/Economic
- Management/Strategy
- Technology/Implementation

### Government, Law & Public Policy

- Law
- Government
- Policy
- Lobbying
- Think Tanks



### Creative & Entertainment

- Advertising
- Entertainment
- Fashion
- Marketing
- Media
- Music
- Sports







### Medicine, Healthcare & Biotech

- Health Professions
- Biotech
- Pharmaceuticals
- Psychology



### Non-Profit & Education

- Education (K-12; Higher Ed)
- Non-Profit
- Social Justice



### Science & Environment

- Aerospace
- Environment
- Research
- Life Science
- Physical Science



### Technology & Entrepreneurship

- Coding/Engineering
- Hardware/Semiconductors
- Software
- Start-ups
- Non-Technical Roles
- Product Management



## YOUR BRAND



### What is a professional brand and why is it important?

Your personal brand describes your unique value proposition to an organization, group or person. Are you a natural leader? Quick on your feet? A logical thinker? Resilient? A combination of all four? Do all of your social media platforms express that brand? Does your resume? What about your interview style?

## Social Media



LinkedIn is transforming the way students, employers and people connect with one another professionally. With more than 467 million users, you can find top executives from EVERY fortune 500 company on LinkedIn. Today, there are more than 10,800 CMC alumni and students on LinkedIn; you should be, too! Create your professional profile to begin networking with alumni and industry professionals, and be sure to personalize your URL.

- Search for Claremont McKenna College, and network with the 10,800+ alumni and fellow students on LinkedIn.
- Follow companies in which you're interested in working, or companies in your interest cluster.
- Join "groups" or professional associations in your areas of interest.
- Search for jobs and keep your career interests updated.

Key components of an All-Star profile:

- A professional profile picture (Career Services offers LinkedIn headshots at the Center.)
- A headline that is more creative than your job title; think about your professional brand and your passion.
- A professional summary describing your passion and key indicators for your field.
- A comprehensive list of your work experiences.
- Educational achievements.
- Recommendations from former colleagues.
- Featured skills and endorsements.
- Service, organizations, projects, classes, interests and languages.







## Twitter

Although LinkedIn gets a lot of love as a professional social media site, Twitter is a force that can't be ignored by up-and-coming young professionals. It's a great place to get connected and informed, and an especially good resource for growing professionally. But how exactly can you use Twitter for professional development?

- Keep your Twitter profile employer-focused.
- Provide content and re-tweet.
- Take part in Twitter chats to share and gather information from industry professionals.
- Stay aware of what's trending in your field of interest by following leaders in your professional circle.
- Post materials that are relevant to your industry.
- Be professional, using your own authentic voice.
- Participate regularly.
- Join the conversation by using hashtags.
- Connect with colleagues and create a sense of community.



## Instagram



Instagram can be a great place to check out the culture of the companies for whom you want to work. If you take Instagram seriously, it can open up a world of opportunity for your brand. Forrester has named Instagram the “king of social engagement,” citing the fact that top brands’ Instagram posts generated a per-follower engagement rate of 4.21 percent. That means Instagram delivered these brands 58 times more engagement per follower than Facebook and 120 times more engagement per follower than Twitter.

- Create an Instagram strategy.
- Respond to comments and direct messages to create greater engagement.
- Follow like-minded individuals and engage with them on their page.
- Collaborate by mentioning others and using hashtags.
- Build anticipation.
- Analyze your success.

Many recruiters suggest and even encourage students to reach out to them on social media. That's another touch point that will help get your resume read—even if you're one of 30,000 applicants.

## YOUR BRAND

### Voicemail Greeting



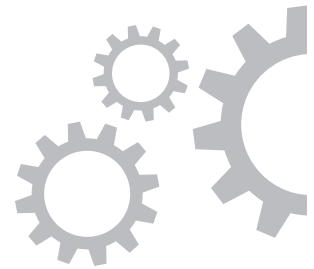
Having your voicemail set up with a clear message that includes your name sends a strong signal to employers about your brand. Remember, recruiters are not able to leave you a voicemail if your mailbox is not set up, and often will not leave a message if they cannot verify they have the right number.

#### Sample Voicemail Greeting:

“Hello, you’ve reached [first and last name]. Unfortunately, I cannot take your call right now, but if you leave me a message with your name and number, I will return your call as soon as possible!”

### Elevator Pitch

An elevator pitch is a brief, persuasive speech that you use to spark interest in your accomplishments and goals. A good elevator pitch should last no longer than a short elevator ride—20 to 30 seconds—hence the name. Your story should be interesting, memorable and succinct while explaining what makes you unique and valuable to an organization.



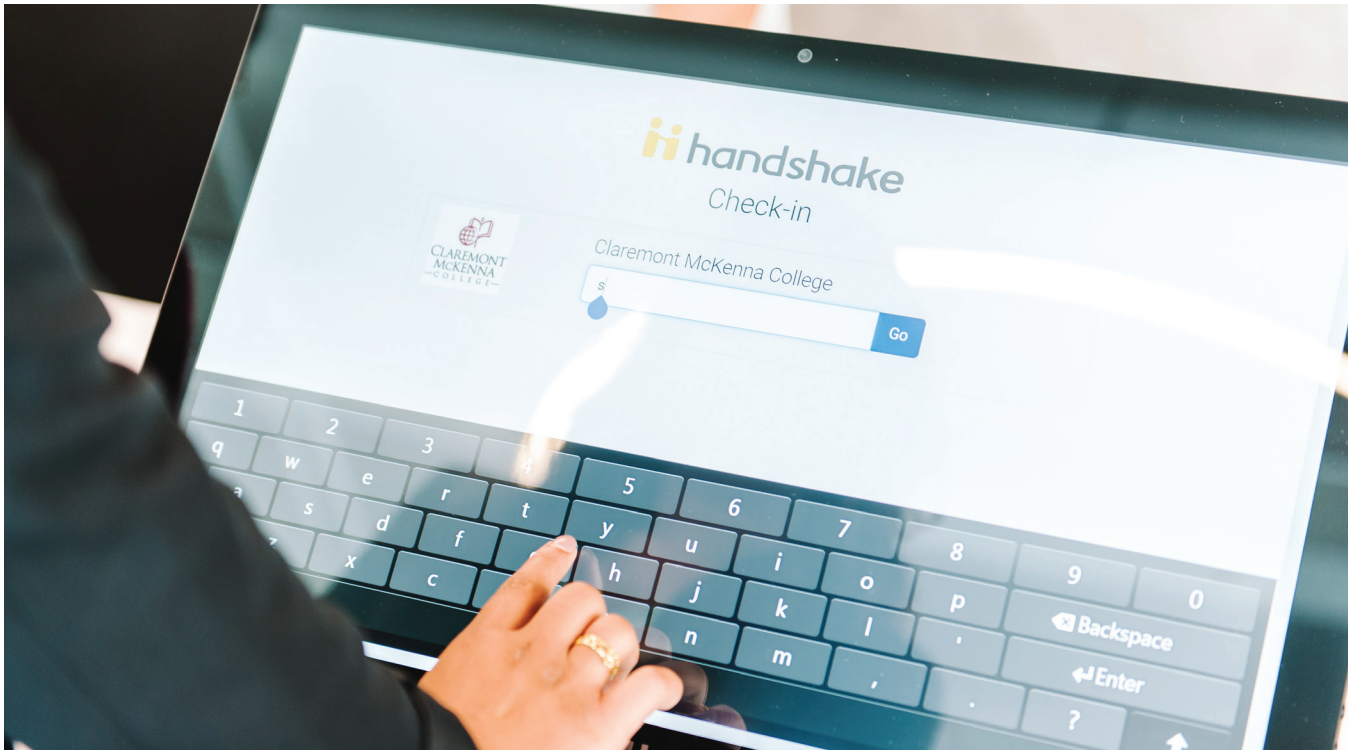
#### Elevator Pitch Example:

“Hello! My name is [first and last name] and it is a pleasure to meet you. I will be graduating from Claremont McKenna College in 2018. I am studying theater, my lifelong passion. If I had to describe myself in three words it would be dedicated, optimistic and understanding. In this industry if you are not determined, have positive energy or are accepting of criticism and others points of view, there is no way you can thrive. I’d love to be a part of your work [insert place here]. I feel like I have a lot to offer and in return could grow there exponentially. Here’s my card and thank you so much for your time!”





## HANDSHAKE PROFILE



### What is Handshake and how can it help me?

Handshake is a one-stop personal and career development tool designed just for you. Handshake allows you to create a personal profile reflecting your individual interests, receive information from Career Services and search for on-campus jobs, internships and full-time positions with employers. Through Handshake, you can access the on-campus recruiting program (for events and interviews) and job search database, and view and sign up for workshops, information sessions, career fairs and special events at all 5Cs.

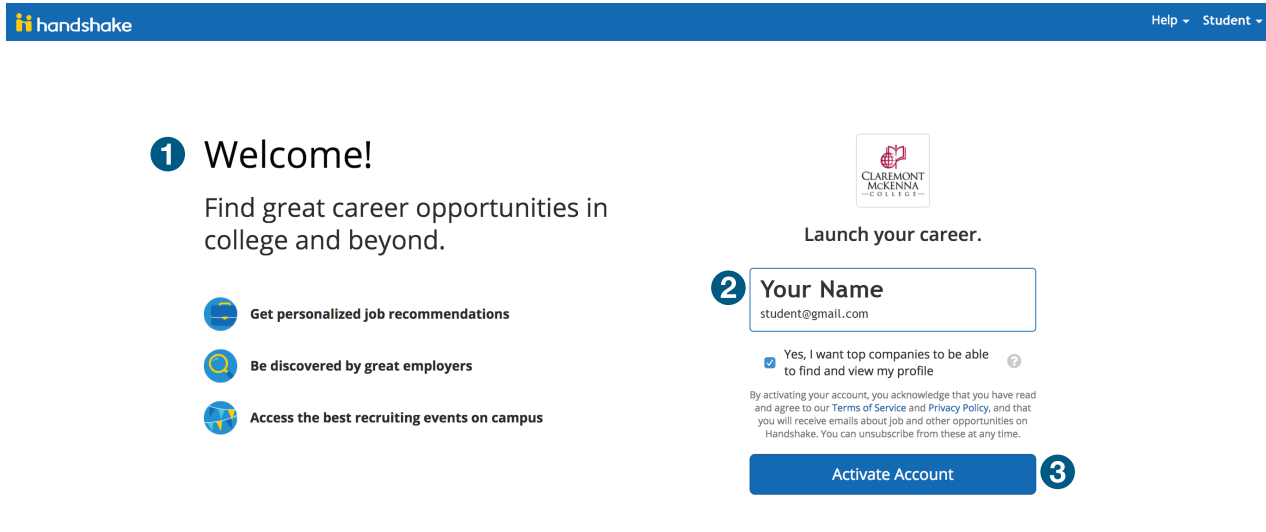
The more in-depth your profile, the more likely you will see internships and jobs in which you are interested, as well as messages from interested employers! After you first log in to Handshake, fill out the profile completely to be seen by employers and receive customized internship and job postings that fit your skills and interests. You also may upload a resume, cover letter, transcripts or other documentation on the documents tab.



# HANDSHAKE PROFILE

## Step 1

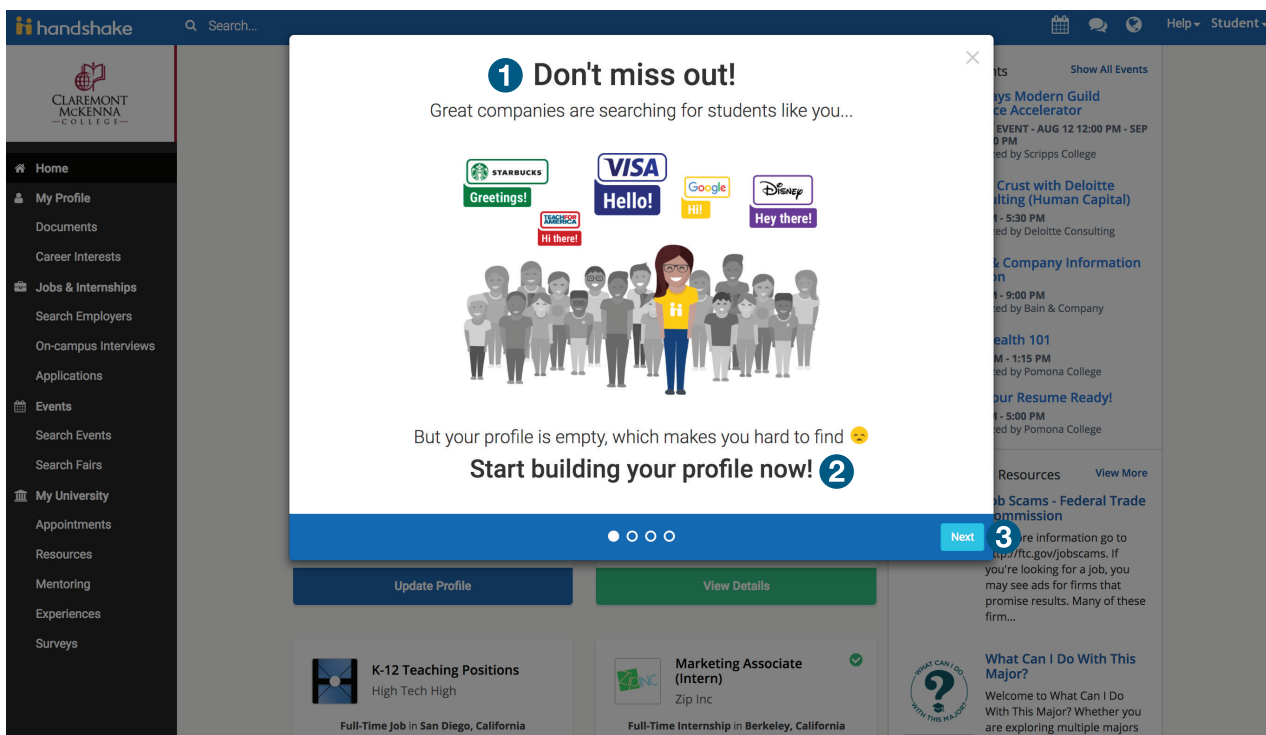
- 1 Log into Handshake: <https://cmc.joinhandshake.com/>.  
You will be asked to log in using your CMC Single Sign On credentials.
- 3 Click on blue Activate Account button.



The screenshot shows the Handshake 'Welcome!' page. At the top, there's a blue header with the Handshake logo and 'Help Student' links. The main content area has a large '1 Welcome!' heading. Below it, a message says 'Find great career opportunities in college and beyond.' To the right, there's a 'Launch your career.' section with a '2 Your Name' form containing 'student@gmail.com'. Below the form is a checkbox 'Yes, I want top companies to be able to find and view my profile' which is checked. A blue 'Activate Account' button is at the bottom right, with a '3' next to it. On the left, there are three icons with text: 'Get personalized job recommendations', 'Be discovered by great employers', and 'Access the best recruiting events on campus'.

## Step 2

- 1 You will see a **Don't Miss Out!** pop-up screen.
- 2 You will be prompted for information that is optional.
- 3 Click **Next** 3 times until you can click on the Finish button.



The screenshot shows the Handshake interface with a 'Don't miss out!' pop-up. The pop-up has a title '1 Don't miss out!' and a subtitle 'Great companies are searching for students like you...'. It features logos for Starbucks, Visa, Google, and Disney, each with a greeting. Below the logos is a group of diverse student avatars. The text says 'But your profile is empty, which makes you hard to find' and 'Start building your profile now! 2'. At the bottom of the pop-up is a 'Next 3' button. The background shows the Handshake sidebar with options like Home, My Profile, Documents, Career Interests, Jobs & Internships, Search Employers, On-campus Interviews, Applications, Events, Search Events, Search Fairs, My University, Appointments, Resources, Mentoring, Experiences, and Surveys. The main content area shows job listings like 'K-12 Teaching Positions' and 'Marketing Associate (Intern)'.



## Step 3

- 1 You are now on your Student Home Page.
- 2 Click on My Profile button on the pull-down list underneath your name.

handshake

For You Jobs Events Career Center Student

1

CLAREMONT MCKENNA COLLEGE

S Student

Profile Strength

+ Add More

No Favorite Collections

No Favorite Jobs

No Favorite Jobs Expiring This Week

Suggested by Your School

CMC Career Expo 2017  
Fri, Sep 8, 11-2pm  
690 N Mills Ave, Claremont, CA 91711, USA

NEW! Check out your classmates' profiles!

Start Exploring

Searching for Jobs is Better Together

Learn from your peers' previous experiences, involve them in your search. Would you like to make your profile visible to other students?

Yes, count me in!

Trending Jobs at Claremont McKenna

2018 Full Time Analyst Position - L.A. Office (M&A...  
Lincoln International  
Full-Time Job  
633 W 5th St, Los Angeles, California ...  
Apply before 8/18

Investment Banker  
Los Angeles  
Centerview Partners  
Full-Time Job  
Los Angeles, California, United States  
Apply before 9/15

25 jobs

Upcoming Events at Claremont McKenna

Pitzer College Career Services on Campus Job Fair Fall 2017, Pomona College On-Campus Job Fair 2017, CMC Career Expo 2017, and 48 more...  
5 career fairs, 50 events

Jobs Near Your School

Claremont McKenna Student Employment, HMC Student Employment Office, Claremont Unified School District - School Garden Program, and 25 more...  
50 jobs

Employers Active on Campus

Lincoln International, Bain & Company, Piper Jaffray, and 37 more...  
50 jobs

On-Campus Jobs

# HANDSHAKE PROFILE

## Step 4

- 1 You are now on the My Profile page where you can start building your profile! You have two options:
    - A You can upload your resume on this screen or in Documents to build your profile. If you choose this option, you need to review everything very carefully before you approve each section.
  - OR
  - B You can fill out each section manually (e.g., Work Experience).
- 2 Remember employers can only see your profile if it is made public (blue box on right hand side).


The screenshot shows a Handshake profile page for a student at Claremont McKenna College. The top navigation bar includes the Handshake logo, a search bar, and links for 'For You', 'Jobs', 'Events', 'Career Center', and a 'Student' dropdown menu. The profile header features a placeholder for a profile picture, the word 'Student' with an edit icon, and the college name 'Claremont McKenna College'. A red circle with the number '1' highlights the profile picture placeholder.

The main content area is divided into two columns. The left column contains sections for 'Education' and 'Work Experience'. The 'Education' section shows 'Claremont McKenna College' as the primary education, with an 'Add School' button below it. The 'Work Experience' section has a header 'Add your current or previous job experiences' and a sub-header 'you can check out a few examples below'. It lists three experiences: 'Summer Marketing Intern' at 'Acme Co.' (Jul 2016 - Present), 'Volunteer' at 'Tutors Without Borders' (Oct 2015 - Jul 2016), and 'Waiter' at 'Jon's Diner' (Jul 2015 - Sep 2015). The right column contains a status box indicating 'Your profile is public to employers' with a green checkmark, a congratulatory message, and buttons for 'See Employer View' and 'Make Profile Private'. Below this is a 'Profile Level' section showing 'I'm so empty' with a red bar and a 'Level Up' section with buttons to 'Add work experiences', 'Add organizations', and 'Add skills'. At the bottom right is a 'Who's Viewed My Profile' section with a magnifying glass icon over a grid of profile placeholders.

There is also space on the Handshake profile for you to add your courses and any projects that you've worked on at CMC or outside of the classroom.

## Step 5

- 1 Make sure you complete the section entitled “Which career clusters best match your interests?” as this is what is used to customize jobs, internships and events that will be shared with you!
- 2 All other sections are helpful but optional.



For YouJobsEventsCareer Center ▾\$ Student ▾

### Your Career Interests

Handshake wants to help you find the career and job that's right for you.  
Tell us a little more about yourself and we'll recommend the events, articles and jobs that match what you're actually interested in.

#### How can Handshake help you?

*Please select all that apply*

- ☐ I want a job
- ☐ I want an internship
- ☐ I'm interested in grad school
- ☐ I want to find out about career center events (fairs, info sessions, appointments)
- ☐ I want to build my network
- ☐ I'm not sure / just checking it out

#### What options are you considering after graduation?

*Please select all that apply*

- ☐ Working
- ☐ Graduate School
- ☐ Gap Year
- ☐ Military Service
- ☐ Volunteering
- ☐ Fellowship
- ☐ Not sure

#### Where are you interested in living?

- 1 Which career clusters best match your interests?

*Please select all that apply*

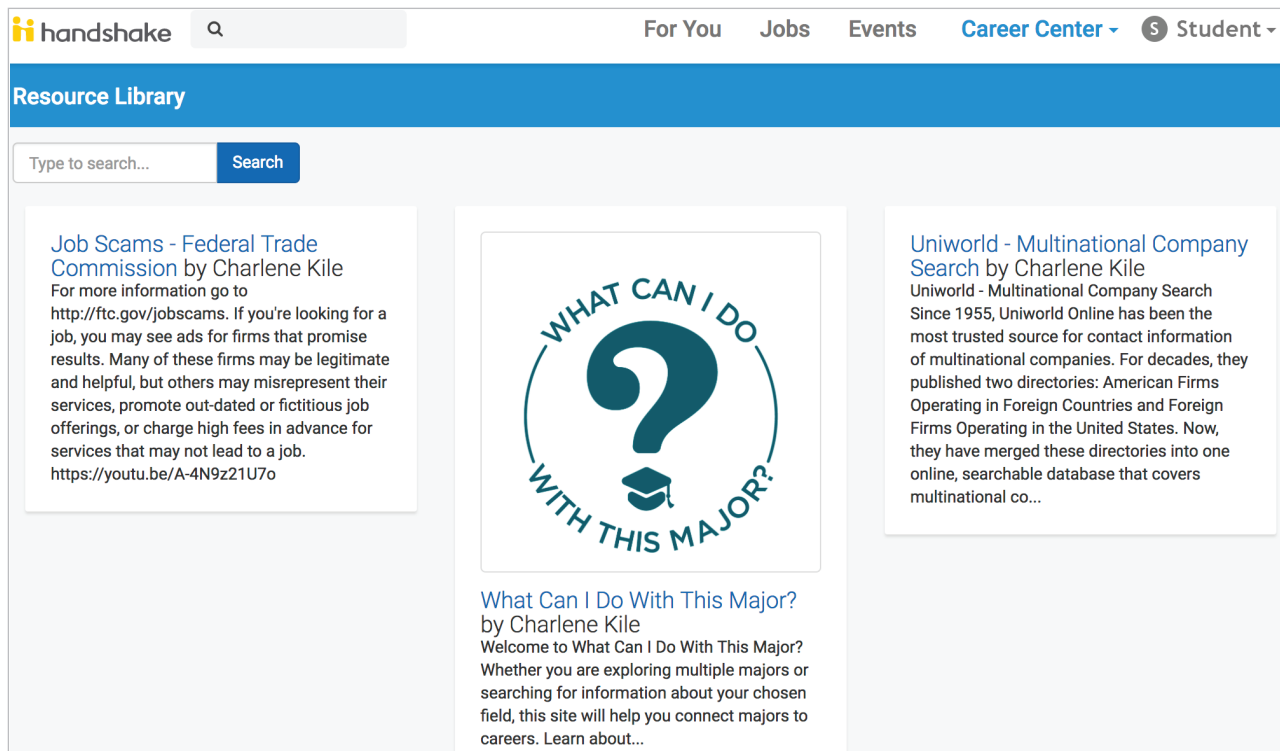
- ☐ Creative/Entertainment
- ☐ Consulting
- ☐ Government/Law/Public Policy
- ☐ Accounting/Financial Services
- ☐ Medicine/Health/Biotech
- ☐ Nonprofit/Education
- ☐ Science/Environment
- ☐ Technology/Entrepreneurship





# HANDSHAKE PROFILE

## Resource Library



The Resource Library is the place in Handshake where Career Services uploads relevant material for you. You should check this frequently so you do not miss out on important information!

- VMock for resume review.
- InterviewStream for those of you going through a behavioral interview.
- Vault Career Guides for all industries.
- CQ Interactive for those of you who are going through case interviews.
- GoinGlobal for those of you with wanderlust wanting to live and work in another city in the US or in another country.
- Many other resources that will be interest cluster specific, so be sure that you fill out that portion of your profile.
- When you secure an internship or job or if you're going through an interview process, it is important to add it to the "Experiences" section on Handshake. This becomes a one-stop shop for you to record all the opportunities you've had while at CMC – a useful tool when you come to update your resume. It also allows Career Services to more accurately report out where students gain opportunities during their time at CMC and beyond.

You are more than welcome to "drop in" to the Center from 9:00 AM – 5:00 PM and have your resume or cover letter looked at by a Career Consultant. Career Consultants are trained in all aspects of Handshake and LinkedIn profile building.



## END OF SECTION CHECKLIST

So, if you have completed all the suggestions above, you should know yourself pretty well! How do you know you know yourself well enough to move forward to the next phase of exploration? If you can answer each of the following statements affirmatively, you are ready!

- ☐ I have made a preliminary meeting with a Career Coach.
- ☐ I can articulate my unique combination of personal strengths, skills, interests and values.
- ☐ I have made a list (preferably three or more) of possible fields of interest.
- ☐ I have completed my profile in Handshake.
- ☐ I have updated my preferred career clusters in Handshake.
- ☐ I am prepared to share a general summary (30 seconds) of myself and my interests.





# EXPLORATION

## How to Discover the Best Career Opportunities for You!

Figuring out the path to an internship or job can feel daunting. It can also feel like the decisions you make now are irreversible. What if things do not work out the way you hope and plan? You may also feel frustrated by the overwhelming number or lack of offerings that meet your interests. Confusion is another common sentiment, as it is often hard to know what exactly it means, for example, to be a litigation consultant, marketing associate or congressional staffer. How do your talents and skills as a literature major translate into an internship? What if you are an economics major, but have zero interest in accounting or finance?

Any of this seem familiar? If so, take a deep breath. A little clarity and an action plan can go a long way. Company research, exploratory networking (i.e. connecting and speaking with people in your own and the CMC network), job shadow opportunities, on-campus roles and internships can take the anxiety out of your way and help keep this a manageable endeavor.





## RESEARCH

Remember how we encouraged you to get to know yourself in the previous section of this guide? Now is the time to deploy what you learned in an effort to begin “ruling in” and “ruling out” specific industries, geographies and roles. Regardless of whether you know exactly what you want to do, or have no clue, occupational research is a must!

Here are some suggestions:

- Talk with faculty, staff, seniors, family and friends about their work.
- Know where you want to be in ten years, but not sure where to start? Using LinkedIn, review the career paths of people in your desired role.
- Utilize the Alumni Career Contacts directory to research alumni who are doing the work you would like to do. Contact them and ask about their career path. Do NOT ask for a job.
- Explore Net Advantage for in-depth company and industry research.
- Use O-Net Online for occupational information.
- Investigate Vault Guides for internship, industry, profession and company data.
- Learn about international career and employment resources in GoinGlobal.



### **Don't know where to start? Meet with a coach!**

A Career Coach can walk you through a job crafting exercise, where you list the “must have” and “nice to have” aspects of a future role. For students who are interested in many different industries, this can create a fantastic benchmark against which to measure all future opportunities, no matter what your focus.



## NETWORKING



Networking is a critical skill in today's world but, often, it can feel uncomfortable reaching out to people that you don't know and asking for help. One of the big advantages of studying at CMC is that you are surrounded by peers, alumni, parents, faculty and administrators who are all willing to be part of your network during your exploration and recruitment.

You are far more likely to have successful outcomes if you learn to ask for help, whenever you are unsure of how to proceed. People in your network, who have more experience than you, are great resources to give you advice and guidance when you need it.

You may believe that networking is like “using” someone, because you are taking from them without giving anything in return. The joy of being part of a network is that it is a two-way street. You may be asking for help and guidance now, but you may also be in a position, sometime in the future, to help that same person in a different way. So long as you are courteous, genuine and respectful, you are not “using” someone!

### How to start building your professional network:

- Think of everyone you meet as a networking contact.
- Utilize the Alumni and Parent Career Contacts Directory to connect with alumni and parents.
- Build out your LinkedIn Network by connecting with individuals you meet in person.
- Actively use LinkedIn as a resource to identify alumni, career paths and constituent groups.
- Utilize the Internship Database to reach out to your peers and classmates who have interned at organizations that you are interested in.
- Get involved with a student organization – many student organizations are chartered through national organizations. Getting involved with these groups could give you opportunities to meet people outside of your college.
- Get to know your college professors and administrators – your professors and campus administrators are another great resource for you, but only if you seek them out.
- Keep a well-documented record of your contacts – how, when, details of the conversation and any follow up as necessary.



## Exploratory Networking

This type of networking is ideal early in your collegiate life or when you are connecting with people in an industry that you do not know much about. When you contact a professional, professor, employer, recruiter or CMC alumnus as part of your exploratory networking, you are reaching out to ask for information or to learn about company culture or a career path. You are NOT asking for a job. The goal of informational interviewing is to either talk with them on the phone or to schedule an in-person meeting. Remember, as a new CMC student, you are not expected to know detailed information about industries, roles or career paths. Take advantage of this perception, ask lots of questions and explore!



The conversations are very general and consist of questions like:

- How did you learn about opportunities in your field?
- How did your CMC education and experiences prepare you for a role in your field?
- What are your day to day activities/responsibilities?
- What do you like about your role?
- What are other organizations that provide this type of work?
- How can I learn more about your field?

### Exploratory networking exercises include:

- ☐ Use LinkedIn to find 10 CMC alumni who are in roles that are completely unknown to you. Reach out to learn what they like about their role, how they found it and where they started their career.
- ☐ Use the Alumni Career Contacts Directory to find alumni and parents in your field of interest to see if their career might be a fit for you.
- ☐ Utilize the Student Internship Database to connect with fellow students who have shared their internship experiences.





## CONNECT WITH CMC COMMUNITY

### CMC is an Amazing Resource!

- Career insight from someone who has been there.
- Day-in-the-life details, helping you determine your path.
- Someone to help you recognize hurdles before they slow you down.

### Connect with the CMC Alumni Community on LinkedIn

**Find:** Claremont McKenna College page, click SEE ALUMNI

**Utilize:** Macro filters and keyword search to help identify priority list

### CMC Alumni Career Contacts Directory

► [internsearch.cmc.edu/login.php](http://internsearch.cmc.edu/login.php)

Please remember you are representing CMC and not just yourself. These contacts are available because students who have come before you have treated them with respect and we appreciate your commitment to preserving these contacts for future students.

Members of Claremont McKenna College (and the greater 5C community) are an amazing resource community for guidance and experience development. Building relationships with fellow CMCers is an excellent way to expand your professional network in any stage of your career. Whether you are seeking to conduct an informational interview with a professional, research a specific company or explore a path to graduate school, turn to your alumni network as a rich source of information and opportunity.

Here are a few of options to begin connecting:

#### LinkedIn

CMC Alumni Groups – The CMC Alumni Association is the official LinkedIn group that has contact with each alumni chapter worldwide. You do have to request access to post and participate. Once accepted, you can click on the MEMBER option, and message anyone connected with the group. 4,600 and rising...

#### General Search via CMC School Page

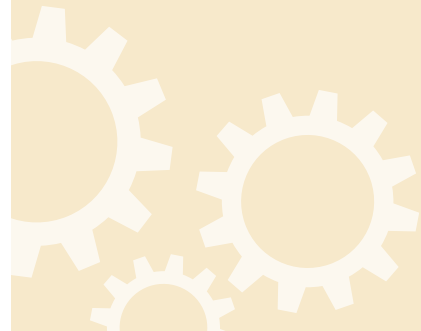
Curious about where alumni are working, what positions they hold and what experiences they've had since graduating? Explore your alumni network on LinkedIn via the school page. 10,600 and growing...

#### Family, Friends and Fellow Students

Another great way to make networking contacts is through your friends and family. Talk to your parents, professors, high school teachers and CMC friends about what career paths interest you. Ask them to help you make connections with people who could tell you more about these areas.

#### Alumni Career Contacts Directory

The CMC Alumni Career Contacts Directory gives you direct contact to professionals with the shared experience of CMC. Access the directory to explore your alumni network that spans across all academic majors, industries, graduation years and geographical regions.



## CONTACT - INFORMATIONAL INTERVIEW REQUEST

Networking through email is a useful and effective way to reach out to busy professionals and alumni without being intrusive. However, as they are, in fact, busy professionals, it is important to craft a concise message to open the conversation.

An informational interview is an informal discussion where one individual is looking to obtain information and advice (on careers, schools, industries, etc.) from another individual. An informational interview differs from a formal interview because the conversation is not about hiring or a specific opportunity; it covers a wide range of topics and is supposed to be purely informational in nature.



An informational interview request is the first step in the process and is often done via email or LinkedIn. A resume is often attached to facilitate communication of skills and interests. Make sure the attachment is a PDF rather than a Word Document. Informational interviews are not to be taken lightly; they require thorough preparation, sincerity and focus.

### Informational Review Request Email

To: [alumnus@email.com](mailto:alumnus@email.com)

Subject: Question from a CMC Student

Dear [Alumnus],

Hello from CMC! I'm a junior here, and I see from your CMC Alumni profile that you're working as a record producer at EMI Records. One of the options I'm considering after graduation is working in the music industry, and I'm writing to see if you'd be willing to talk with me about your experience in the field. I'd enjoy the chance to hear advice you have for me, especially in looking for internships this summer. I'd be happy to drive to Los Angeles to meet and talk over coffee, or we could talk on the phone or email, whatever works best for you. Thanks so much for your time; I'm looking forward to connecting with you soon.

Regards,

Name

Contact number

Email address

### Insider's tip

Often when sending out networking emails, students will cut and paste information about themselves. Although this technique is acceptable, it is riddled with risks, including grammar mistakes and different fonts/sizes/colors. Therefore, if you are using cut and paste, please be sure to carefully reread your email before it is sent and highlight all text to change the font size, color and typeface to ensure the contact receives a clean, professional message that is error-free.

## INTERNSHIPS AND EXPERIENCES



Internships, whether paid or unpaid, are a very important part of your personal and professional growth. They are a key way to learn about what you want, as well as what you do not want, before you commit to a post-graduate career. We encourage you to use internships to explore your interests, try something new or work/volunteer internationally. To learn more about how to pursue an internship opportunity, please make an appointment with a Career Coach. You can also review the Student Internship Database to see where other CMC students have interned over the years.

**Handshake** – This is one of many resources, but the only direct link to employers actively searching for CMC talent. As with any search engine, utilize key words and/or filters to help hone your search. Make sure your profile is current and your resume is available for public view. If you apply for a job or internship, employers will use this information!

**LinkedIn** – We have discussed utilizing LinkedIn for networking and informational interviews, but the site can also be used for finding available jobs and internships. As with Handshake, a key word search, coupled with filters, can help narrow your search. Make sure your profile is current, and you have a resume for public view. If you do apply for a job or internship, employers will likely check out your information on LinkedIn.

**Company websites** – Did you know that some companies do not post internships/jobs anywhere except their company website? As you conduct your research, keep a list of potential companies you want to work for. In addition to the search efforts listed above, regularly check these company websites for new postings.





**Sponsored Internship & Experience Program** - One of the flagship programs offered by CMC is our Sponsored Internship & Experience Program. The Soll Center for Student Opportunity coordinates this program which provides funding for summer experiences in the US and abroad. In 2017, CMC supported nearly 300 internships and experiences during the summer.

**Student Internship Database** – As with other areas of exploration, utilizing the experience of the CMC Community can help narrow down your search focus. The Student Internship Database is no different. This site is a compilation of data giving key information on past internship experiences. This information can help you create a list of possible companies/experiences to explore further. There is also student contact information, allowing you to reach out and inquire about the experience, get feedback, and determine if a similar path might be of interest to you.

**Creating Your Own Internship** - Just because a company has not posted an internship position on its website does not mean that it does not offer internships. In fact, most do, or would be willing to, with the right proposal from a prospective intern. Do not be afraid to contact employers with a cover letter and resume and express your interest in an internship with their companies.

The following information outlines the steps involved in developing an internship opportunity. In addition, we encourage you to schedule an appointment with a Career Coach to guide you through the process.



**Step 1:**  
Define your internship – clarify your interest.



**Step 2:**  
Network – explore options and identify prospective internship sites/contacts.



**Step 3:**  
Prepare a targeted resume and cover letter.



**Step 4:**  
Craft your proposal.



**Step 5:**  
Make contact – send out your resume, cover letter and proposal.



**Step 6:**  
Be persistent and send thank-you notes.

“The Soll Center has exposed me to a vast array of industries and opportunities that I otherwise would not have known to pursue. I am grateful for its staff of personable professionals who have guided me through my years at CMC, taught me ways to capitalize on my strengths, and helped me forge valuable relationships with alumni that will last long into the future.”

– Philosophy & Public  
Affairs Student



## CAREER EXPO



A Career Expo (also referred to as a Career Fair) brings a cross section of employers to campus for an interactive introduction to the student population. This is the first contact and exploration opportunity to begin your career process. Remember, first impressions go a long way, so treat any conversations at the Career Expo as if it were a formal interview. Adequate preparation helps build confidence and arms you with tools that will help you shine in front of employers.



### Prepare for the Career Expo

- Research organizations attending the Expo (e.g., available positions, corporate culture, desired skill sets, on-campus recruiting activities, etc.).
- Identify the organizations you would like to visit while at the Expo. Develop at least two well thought out questions to ask each representative.
- Develop and practice a strong elevator pitch to introduce yourself.
- Get a good night's sleep, and eat a healthy meal before the Expo.
- Dress professionally.
- Bring several copies of your resume printed on resume paper, a padfolio with paper, and a pen for notes.
- Draft a thank you template to be adapted later for each representative you meet.
- Leave your backpack at home. Arrive early. Place your nametag on the upper right side of your chest.





## During the Career Expo

- Start with organizations that are not your top choices – shake off nerves, practice your introduction, look and listen for feedback, and adjust.
- Greet representatives with a firm handshake, smile, look them in the eye, and thank them for taking the time to meet you.
- If there is a crowd or the representative is already in a conversation, wait patiently to be acknowledged; network with other students in line (learn about employers they have already visited) or go to the next employer on your list and come back later.
- Introduce yourself and continue the conversation by asking at least two questions of each representative.
- Pay attention to your non-verbal communication (i.e., arms open and pleasant facial expressions).
- Take minimal written notes during the conversation. Instead focus on active listening and showing the representatives that you are engaged.
- Pick up the employer's literature and ask for their contact information (a business card if he or she has one) to follow up with additional questions.
- Leave a resume if the representative is collecting them. If not, clarify the best way to apply for a position.
- Smile, thank the representative, and shake his or her hand again upon exiting.
- When at a safe distance, take time to record extensive notes from that conversation on the back of the representative's business card and/or a notebook before moving on to another company's table.

## Follow-up after the Career Expo

- Review your notes from the Expo and enter contact information/notes in a job search log. Organize any pamphlets collected.
- Write an email and handwritten "thank you" to each representative you met within 24 hours, highlighting points from your discussion. If the representative will be returning to campus, express your interest in meeting again at an information session or campus interview.
- Complete any other action items, such as sending resumes or completing online applications, within 48 hours.
- Approximately two weeks after mailing the thank you notes, call the representative to confirm receipt and to express your continued interest in the organization and desire for an interview.
- Be patient. Some organizations may be "long-term" leads. Don't expect an immediate response.





## JOB SHADOWING

### What is a Job Shadow?

A Job Shadow is an opportunity that allows CMC students to gain an insider's view into a specific role within an industry ("interest cluster"), observe on-the-job activities and participate in hands-on learning experiences in the workplace. You will be able to observe first-hand a typical day on the job. This will allow you to begin to understand the skills and attributes necessary to succeed in a particular field and gain a realistic picture of the everyday aspects of a workplace. You do not have to have previous experience in the career field. The job shadow is meant to be a chance to explore careers and begin to network. This experience typically lasts anywhere between several hours to one full workday.

### What does a typical Job Shadow day look like?

- Observation of individual employees' activities during their workday.
- Informational interviews with employees.
- Meetings with clients, department heads, or other individuals.
- A tour of the company.
- Lunch with professionals in the firm (not required but often takes place).



### Why should I participate in the Job Shadow program?

- Explore the career field of your choice.
- Observe a work environment.
- Build a mentoring relationship with professionals and enhance your professional network.
- Get a "head start" in marketing yourself for internship and full-time job opportunities.
- Test a career without risk of a semester or longer commitment.
- Clarify career goals, confirm career decisions and discover how to apply what you learn in the classroom to the workplace.
- Get a view into all aspects involved in a job. You can observe not only job characteristics and responsibilities, but also what each profession requires on a day-to-day basis.



## INFO SESSIONS



Info Sessions with employers on campus are very important networking tools. They allow employers to add a face and personality to the resume and cover letter that you submit for an interview. Your first impression with a company is often the Info Session.

Employers take notes:

- Who attended.
- Who no-showed (without notice).
- Who asked questions.
- Who introduced themselves.
- Who actively participated.
- Who didn't actively participate.

Attendance is not mandatory, but if you are going to submit an application to a company, you need to make every effort to attend and participate in an Info Session while they are on campus. If you know there is a conflict in advance, don't sign up for the event, but reach out to the contact to see how to get the information outside of the Info Session. If you do sign up, and have an issue at the last minute, reach out to Career Services and the company contact to let them know.

Be proactive and professional from the first step.

**Your actions will make a lasting impression...**

hopefully for the best.





## NETWORKING TREKS



The Soll Center for Student Opportunity, Career Services, and other institutions/departments across CMC, offer annual Networking Treks to undergraduate students. The treks are an experiential trip to Industry Centers across the country that takes place in the Spring and Fall semesters (over break).

The treks provide students with:

- An inside scoop on the industries of interest through visits to prominent companies and firms within each industry and an alumni panel.
- An opportunity to hone informational interviewing and networking skills with CMC alumni and employers.

This is an excellent opportunity to explore a variety of career paths and make valuable connections with professionals in your destination city. In addition to company visits, there are dinners and networking events in the evenings with our fantastic and committed alumni. Past treks have taken students to Chicago, San Francisco, Los Angeles, Seattle, Washington, D.C., and New York City.

## END OF SECTION CHECKLIST

How do you know you have done enough exploration to start planning your future? You will be ready when you have completed the following tasks:

- ☐ I have researched organizations that are in my field(s) of interest, including typical entry-level roles, recruiting timelines, salaries and geographic locations.
- ☐ I have established a target list of organizations (at least 10).
- ☐ I can articulate the titles of roles that I qualify for, the typical path that students pursue to apply, prepare and interview for that role, and the range of exit opportunities/next opportunities that often stem from that entry level role.
- ☐ I have penciled out a flexible plan to help me achieve (insert goal).

Broad Exploratory Networking:

- ☐ I am aware of and attend info sessions, the Career Expo, Athenaeum events, athletic events, networking treks, workshops and office hours to derive the fullest benefit of being on-campus.
- ☐ I am engaged in exploratory networking by talking to my family, friends, advisors (faculty, staff, former supervisors), upperclassmen, and alumni to learn what they like about their careers, where they started, and what they learned along the way.
- ☐ I have drafted a networking email that I will use to engage in exploratory networking.
- ☐ I have developed a separate Gmail folder, Excel document or other method of tracking my outreach, discussion and promised follow-up activities.





# DESIGNING YOUR FUTURE

## How to Strategize and Implement a Plan of Action!

Although it is tempting to jump straight into applying to roles once you have taken the time to discover your talents, interest and motivations, along with discovering information about different roles and industries, first you need to strategize and create a plan of action! A Career Coach can help you devise an organized plan that outlines the timeline, people, documents and other preparation necessary to pursue your goals. Remember, you will craft multiple plans over your four-year experience, as we will support you in developing a strategy for all of your pursuits, including on-campus roles, summer internships, and full-time opportunities/graduate school. After all, this is a vital skillset that you will deploy throughout your lifetime!

## Strategic Networking

Often, when students talk about networking, they are referring to strategic networking. This type of networking is focused on learning specific information that is hard to find via web-based research, and/or making connections that will advocate for a recent or pending application. For these reasons, strategic networking typically occurs later in your search activity. Statistically, networking is the most effective way to find a job or internship. Networking plays a critical role in filling 70 percent of jobs across the country.

As you search for networking contacts, keep these helpful tips in mind:

- Share information, ideas, resources and contacts with others. Networking is a two-way process.
- Know basic information about careers that interest you.
- Think of everyone you meet as a potential networking contact.
- Keep a well-documented record of your contacts: how, when, details of the conversation and any follow-up necessary.

## PERSONAL IMPLEMENTATION PLAN

The Personal Implementation Plan is a practical tool that outlines the actions that you need to take to achieve your career goals. It is a culmination of all the work you have done to know yourself better and research your career options. You are now ready to set goals and create an action plan. You may end up creating a number of these plans, one for each important goal, such as securing a great summer internship. Each plan should be customized to the steps needed to achieve that particular goal.

### Personal Implementation Plan

**Goal:** To get a summer internship this summer that allows me to explore my interest in public policy.

**Step 1:** Clarify what I want in my summer internship

**Completion Date Goal:** November 18th

Industries	Government, Public Policy, Law (maybe healthcare or international issues/foreign policy if internship was policy focused)
Location	Washington, D.C., Boston or Atlanta
Key Criteria	Exposure to policy research, policy creation, or lobbying on any issue, although healthcare and international issues/foreign policy would be cool
Fit with Passions/Interests	Fascination with the process of making laws and policy; follow blogs and publications like POLITICO, The Economist, Foreign Policy, The Weekly Standard and New England Journal of Medicine; got A- in Gov 20 and Gov 149; CMC Senator

**Step 2:** Target Organizations/Job Titles

**Completion Date Goal:** December 1st

10 Target Organizations	American Enterprise Institute, Brookings, APHA, HHS, Public International Law and Policy Group, BiPartisan Policy Center, Blue Shield, Koch Institute
10 Internship Titles	Research Intern, Policy Intern, Legal Intern, Government Relations Intern, Government Affairs Intern, Communications Intern, Campaign Intern, Policy Research Assistant (unpaid), Office Intern, and Project Assistant (unpaid)
Location of Roles	Handshake, LinkedIn Jobs, Indeed, Internships.com, organization websites, Public Policy Initiative, GovernmentJobs.com
Recruiting Timeline	Year-round, but mainly in the Spring and Summer. Government agencies recruit earlier, starting in Winter and going through Spring



**Step 3:** What contacts do I have at my target organizations? What do you need to apply?

**Completion Date Goal:** December 16th

Contacts at BiPartisan Policy Center	John Smith (john.smith@zmial.com) Susan Johnson (susan.johnson@zmail.com)
Contacts at Blue Shield	Andrew Apple (aapple@zmail.com)
Contacts at American Enterprise Institute	John Doe (John.Doe@zmail.com)
Contacts at APHA	Jane Roe (Roe.Jane@zmail.com) Jerry Smith (jsmith@zmail.com)
Contacts at Brookings	Carlie Copley (CCopley@zmail.com)
Resume	Resume (V-mock scored)
Cover Letter	Cover letters required for BiPartisan Policy Center, Brookings, & APHA
Other Docs	500 word writing sample, transcript

**Step 4:** Outreach and apply

**Completion Date Goal:** End of Winter Break

Contacts at BiPartisan Policy Center	Applied to the Policy Research Assistant position at the BiPartisan Policy Center on December 18th, John Smith (john.smith@zmial.com) connected me with the hiring manager via email.
Contacts at Blue Shield	Applied to the Communications Intern position at Blue Shield on January 6th. Scheduled an informative call with Andrew Apple.
Contacts at American Enterprise Institute	Applied to the Legal Intern position at the American Enterprise Institute. Reached out to John Doe but did not get a response, followed up, no response.
Contacts at APHA	Applied to the Research Intern position at APHA. Emailed back and forth with Jane Roe, got info on company culture.
Contacts at Brookings	Applied to the Policy Intern position at Brookings. Had an informative phone call with Carlie Copley.



## RESUME



### What is the purpose of a resume?

Think of your resume as your key marketing and branding tool. You are “selling” your skills, knowledge and experience to an employer in return for an interview. It is essential to match your qualifications to the position you are seeking. Your resume should provide the employer with a brief overview of your educational and career experiences in a concise, easy to read manner. Remember that your resume is a personal, unique document and many different styles and formats can be used to make your resume stand out!

Employers will spend less than 30 seconds reviewing your resume; therefore, the information must be conveyed in a clear, well-organized style, and both text and formatting must be error-free.

Once you have a draft of your resume ready for initial review, please upload it into the VMock software. This automated system will give you general feedback on the format and content of your resume. From there, we encourage you to meet with one of our Career Consultants to discuss improving your score and tailoring your resume to the specific roles for which you are applying.

## Freshman Resume

**KENDRA SMITH**

1 888 Columbia Avenue, Claremont, CA 91711  
(909) 999-9999 • ksmith999@cmc.edu

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**EDUCATION**

2 **Claremont McKenna College, Claremont, CA** May 2021  
*Bachelor of Arts, Government*

3 **Pine Tree High School, Billings, MT** Jun 2017

- Advanced Regents Diploma with Honors
- SAT: 1560/1600 ACT: 35/36

**EXPERIENCE**

4 **Rose Institute of State and Local Government – Claremont, CA** Sep 2017 – Present  
*Research Assistant*

5

- Research statewide and local issues after training in ArcGIS
- Create an independent research project on the design and implementation of a ballot management system for the City of Glendale

**Millytown Community Pool – Millytown, MT** Summers 2016 and 2017  
*Lifeguard*

- Supervised swimmers at a 175-person capacity pool
- Ensured pool rules and safety procedures were followed by all patrons
- Led swimming lessons to groups of 8 children ages 5-10, instructing them in proper swimming techniques and pool safety

6

**Pine Tree High School Model United Nations – Billings, MT** Aug 2014 – May 2017  
*Senior Leader*

- Attended MUNInternational conference in Montreal, Canada
- Chosen to attend bilingual MUNInternational conference in Geneva, Switzerland
- Earned awards as Outstanding Delegate, Best Delegate, and Honorary Delegate

7

**SKILLS AND INTERESTS**

8

- **Languages:** French (Basic), Spanish (Basic)
- **Technical:** Microsoft Office, QuickBooks, Adobe Creative Suite
- **Interests:** Swimming, Hiking, Chess

- 1 You can choose to either use your home or your campus address for your resume. If you feel that there is a connection between your hometown and the job you are applying for, use your hometown here.
- 2 Include college degree and major if known. If Undecided, write “Bachelor of Arts, Undecided”. A “coursework” bullet can be added to provide coursework from your first semester.
- 3 Include high school education in your freshman resume only, with GPA/standardized test scores and highlights of relevant activities and any awards received.
- 4 Include full-time, part-time, volunteer, co-op and internship positions.
- 5 Use action verbs and make sure verb tenses are correct – Past jobs should be in past tense and current jobs should be in present tense.
- 6 Quantifying details are helpful on a resume to add context to a bullet point.
- 7 Mention international travel, achievements and recognitions whenever possible.
- 8 Should you include personal interests such as these? You will get different answers to that question depending upon who you ask. Recruiters sometimes like this extra information because it gives them a conversation starter during an interview and adds a bit of depth to your application.

## Experienced Resume

## KEVIN JONES

400 N. Claremont Boulevard, Claremont, CA 91711  
(909) 999-9999 • kjones999@cmc.edu

## EDUCATION

**Claremont McKenna College, Claremont, CA**

May 2017

*Bachelor of Arts in Economics*

- Major GPA: 3.5/4.0
- Relevant Coursework: Econometrics, Advanced Macroeconomics, Accounting, Corporate Finance, Mergers & Acquisitions, Honors Calculus III, Linear Algebra, Introduction to Computer Science, Data Structures, Public Policy Lab, The Logic of War

**Silicon Valley Program – San Francisco, CA**

Aug 2015 – Dec 2015

*Study Abroad*

- Completed 3 full-credit courses while working full-time as an Analyst at CrunchFund

## EXPERIENCE

**CrunchFund – San Francisco, CA**

Sep 2015 – Present

*External Project Manager for Instawork (Jun 2016 – Aug 2016)*

- Developed San Francisco sales pipeline resulting in 35% revenue growth over the following 3 months
- Developed nationwide customer acquisition strategy and identified high-value targets in the 15 largest US cities

*External Project Manager for Layer (Nov 2015 – Aug 2016)*

- Managed \$10,000 budget, evaluated information and sales management tools, and phased in chosen product
- Implemented marketing strategy and developed customer identification methods for the head of sales and marketing

*Analyst (Sep 2015 – Present)*

- Conduct due diligence including market analyses and company reports for over 100 early stage startups
- Compile historical investment data for 235 portfolio companies and present in quarterly performance reports
- Built relationships with Associates at late-stage venture capital funds such as Sequoia Capital, KPCB, and Andreessen Horowitz and early stage funds such as SV Angel, Y-Combinator, and Sierra Ventures to encourage deal flow

**Encardia Wellness, San Francisco, CA**

Oct 2014 – Sep 2015

*Analyst and Project Manager*

- Launched, contributed to, and managed three development projects for Encardia Wellness
- Recommended 50 potential funding sources for Encardia Wellness based on firm compatibility

## LEADERSHIP EXPERIENCE

*Teaching Assistant, Robert Day School of Economics & Finance, Claremont, CA*

Aug 2016 – Present

*Executive Council Member, American Enterprise Institute, Claremont, CA*

Aug 2016 – Present

*Special Initiatives, Center for Innovation & Entrepreneurship, Claremont, CA*

Aug 2014 – Present

*Financial Advisor, Associated Students of CMC, Claremont, CA*

Mar 2014 – Mar 2015



*Co-Head, Milton Investment Club, Milton, MA*

Sep 2011 – Jun 2013

## SKILLS AND INTERESTS

- **Languages:** Mandarin Chinese (Proficient), French (Basic), Spanish (Basic)
- **Technical:** STATA, Bloomberg, PitchBook, CrunchBase Pro, Java (Proficient), Python (Proficient), HTML (Proficient), CSS (Proficient), C (Basic), SQL (Basic), Microsoft Office, QuickBooks, Adobe Creative Suite
- **Interests:** Scuba Diving, Spear Fishing, Hiking, Barbecuing Ribs



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- ❶ Consider including GPA if it serves you well. Convert GPA to 4.0 scale when sending off-campus.
  - ❷ If you are applying for a position in which you have taken classes which may directly affect your qualifications, this section could strengthen your candidacy. You may also include any special research projects you have been involved with which may provide the employer with additional insight into your professional abilities and training.
  - ❸ You should include your study abroad experience as part of your education, including any specific skills relevant to your academic experience.
  - ❹ Include relevant experience gained through full-time, part-time, work-study, internship, volunteer positions as well as military experience, significant academic assignments, or extracurricular activities.

Highlight your accomplishments and/or the results of your work, including promotions. Quantify your experience if possible (e.g., number of people supervised, amount of money raised). Use the job description to help focus on the most relevant required skills.

- ❺ Use action verbs. Use present tense for ongoing responsibilities and past tense of historical duties.
- ❻ Include any leadership and extracurricular experiences in student organizations, professional associations, community involvement and committees, either as a list of summary bullet points (as here) or 2-3 bullets describing each experience (space permitting).
- ❼ Should you include personal interests such as these? You will get different answers to that question depending upon who you ask. Recruiters sometimes like this extra information because it gives them a conversation starter during an interview and adds a bit of depth to your application.

“Claremont McKenna’s Career Services is ranked #2 in the country for a reason. Not only do we have an incredible wealth of resources at our fingertips — from career guides to interview and case prep materials to information on majors and careers, but our Career Coaches make sure that we succeed. I have had counselors introduce me to the strong and intimate Claremont McKenna alumni network by directly connecting me with alumni, stay after hours to help me make a last-minute decision, or come find me on the steps of the Hub to talk about the implications of different opportunities. It is absolutely apparent that everyone in the Career Services office cares deeply about students’ success and happiness.”

– Philosophy Student



## ACTION VERBS BY FUNCTIONAL SKILLS

### Communication/Helping Skills



Addressed	Conveyed	Helped	Moderated	Reconciled
Advertised	Coordinated	Identified	Motivated	Recruited
Advised	Corresponded	Incorporated	Negotiated	Referred
Aided	Counseled	Influenced	Observed	Reported
Arbitrated	Defined	Informed	Obtained	Referred
Arranged	Developed	Inspired	Outlined	Reported
Articulated	Directed	Interacted	Participated	Represented
Authored	Dispatched	Interpreted	Persuaded	Resolved
Briefed	Distinguished	Interviewed	Presented	Summarized
Collaborated	Drafted	Led	Promoted	Synthesized
Communicated	Edited	Listened	Proposed	Translated
Composed	Enlisted	Marketed	Publicized	
Consulted	Explained	Mediated	Read	
Contracted	Furnished	Merged	Recommended	

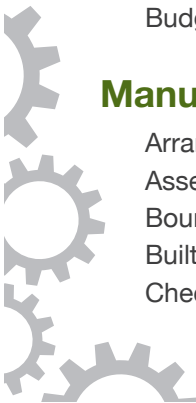
### Creative Skills

Acted	Devised	Generated	Invented	Published
Adapted	Directed	Illustrated	Launched	Revised
Combined	Displayed	Imagined	Memorized	Revitalized
Composed	Drew	Imported	Modeled	Shaped
Conceptual- ized	Entertained	Improvised	Modified	Shared
Created	Established	Initiated	Originated	Solved
Customized	Explored	Innovated	Painted	Synthesized
Designed	Fashioned	Instituted	Performed	Visualized
Developed	Formulated	Integrated	Photographed	Wrote
	Founded	Introduced	Planned	

### Financial/Analytical Skills

Adjusted	Calculated	Estimated	Measured	Reconciled
Administered	Computed	Evaluated	Netted	Reduced
Allocated	Conserved	Extracted	Performed	Researched
Analyzed	Corrected	Figured	Planned	Retrieved
Appraised	Decreased	Forecasted	Prepared	
Audited	Detailed	Maintained	Programmed	
Balanced	Determined	Managed	Projected	
Budgeted	Developed	Marketed	Qualified	

### Manual Skills



Arranged	Classified	Handled	Moved	Repaired
Assembled	Constructed	Installed	Operated	Shipped
Bound	Designed	Lifted	Performed	Tended
Built	Developed	Maintained	Prepared	Tested
Checked	Drove	Monitored	Reduced	

## Management/ Leadership

Accentuated	Eliminated	Hired	Navigated	Replaced
Administered	Enforced	Hosted	Organized	Restored
Advanced	Enhanced	Implemented	Overhauled	Restructured
Appointed	Established	Improved	Oversaw	Reviewed
Consolidated	Evaluated	Incorporated	Performed	Scheduled
Contracted	Examined	Increased	Planned	Secured
Converted	Executed	Initiated	Presided	Selected
Coordinated	Expanded	Inspected	Produced	Streamlined
Delegated	Facilitated	Instituted	Recovered	Strengthened
Directed	Generated	Managed	Recruited	Supervised
Doubled	Handled	Merged	Reorganized	Troubleshoot

## Organizational Skills

Accomplished	Completed	Executed	Operated	Reserved
Achieved	Configured	Facilitated	Ordered	Retained
Approved	Consulted	Filed	Organized	Reviewed
Arranged	Controlled	Generated	Planned	Routed
Assigned	Coordinated	Implemented	Prepared	Scheduled
Catalogued	Corrected	Incorporated	Prioritized	Screened
Charted	Corresponded	Inspected	Processed	Standardized
Classified	Distributed	Judged	Produced	Submitted
Coded	Diversified	Logged	Purchased	Supplied
Collated	Documented	Maintained	Recommended	Tabulated
Collected	Enforced	Monitored	Recorded	Updated
Compared	Established	Negotiated	Registered	Validated
Compiled	Evaluated	Obtained	Reported	Verified

## Research/ Investigation Skills

Analyzed	Examined	Interpreted	Organized	Studied
Calculated	Experimented	Interviewed	Participated	Summarized
Catalogued	Explored	Investigated	Published	Surveyed
Collected	Extracted	Linked	Researched	Synthesized
Determined	Extrapolated	Located	Reviewed	Systematized
Discovered	Gathered	Measured	Scanned	Tested
Documented	Identified	Monitored	Searched	
Evaluated	Inspected	Observed	Solved	

## Technical Skills

Applied	Constructed	Expedited	Modified	Repaired
Assembled	Converted	Fabricated	Operated	Replaced
Automated	Debugged	Fortified	Overhauled	Upgraded
Built	Designed	Implemented	Prevented	
Calculated	Determined	Improved	Programmed	
Compiled	Developed	Installed	Rebuilt	
Computed	Engineered	Mastered	Remodeled	



## INTERNATIONAL RESUMES



### Formatting Suggestions

- 1 If you use both a nickname and your given name, be sure to use both so that your resume matches your application.
- 2 If applying to a US firm, use the standard US telephone and address format; if applying to an international firm, put a + in front of the phone number, do not use the () and consider adding a Skype or WhatsApp name.
- 3 If applying to US firm, use a US address, but if applying to an international firm, consider using international home address.  
  
List coursework that is not assumed within the major or that might be of interest to the role, regardless of connection to major.
- 5 If applying to a US firm, try to diversify the places that you have worked. This might mean moving an on-campus experience into your work section.
- 6 If applying to a US or international opportunity, if you had an engagement where you went multiple places in the world, do not limit your description to one location.
- 7 If you are applying to a US firm, do not list English as a language. However, you are applying to an international opportunity, it should be listed.
- 8 If applying to a US opportunity, try to list US-focused interests. If applying to an international opportunity, consider broadening to a popular interest in that country.



# YANG (AMANDA) CHUNG

500 E. Ninth Street, Claremont, CA 91711  
(909) 999-9999 • ychung999@cmc.edu

## EDUCATION

**Claremont McKenna College, Claremont CA**

**May 2019**

*Bachelor of Arts in Economics and Philosophy*

- GPA: 3.6 / 4.0
- Coursework: Statistical Analysis, Intermediate Accounting, Financial Statement Analysis, Ethics
- Awards: Dean's List for Academic Distinction (2015-2017)

## WORK EXPERIENCE

**SOURCE Consulting, Claremont, California**

**March 2015 – Present**

*Consultant for the Los Angeles County Fair's Career and Technical Education Center (CTEC)*

- Develop strategies to increase efficiency with the current funds of \$495,880 raised and pledged to date in 2014 by using more cost effective marketing methods, developing an online survey, newsletter, portfolio and by analyzing the financial statements of CTEC
- Conduct an impact analysis, which included using in-depth interviews, data collection from high schools, surveys and ran regressions to find out the effect CTEC had on student's employability, and used this data to apply for and secure grants
- Formulate marketing and networking strategies to increase CTEC's outreach to possible employers for their students and to the community to help fundraise and reach 2014's target of raising \$711,400

**Model United Nations, USA, Belgium, India, China, Singapore and U.K.**

**August 2015 – Present**

*Delegate*

- Debate pressing economic and humanitarian issues such as the Sovereign Debt crisis, the role of the Millennium Development Goals, Syria and Unemployment with delegates from around the world at conference's in Europe and America
- Develop creative and sustainable solutions to approach the above problems, documented in an official resolution to be published.
- Awarded Most Informed/ Best Delegate at Harvard, Belgium, Berkeley, Santa Barbara, China and New Delhi Model United Nations

**Franklin Templeton Investments, New Delhi, India**

**June 2016 – August 2016**

*Summer Analyst*

- Contributed in a team of 8 to analyze the impact of launching a new Mezzanine debt fund with a corpus of \$200 million, which was successfully launched in October 2016
- Conducted market research, valued and estimated future returns, hurdle rate, capital contribution per client, time period and capital calls, given current market conditions
- Led focus group interviews with distributors and participated in conference calls to Singapore, Malaysia and China where Franklin Templeton had existing Mezzanine debt funds to discuss their successfulness in international markets
- Presented our findings and analysis bi-weekly to the Board of Director

## ACTIVITIES

**Claremont International Resources Society**

**September 2016 – Present**

*Chair of Internal Events Committee*

- Organize team meetings and facilitating professionals to conduct workshops on grant writing and excel skill

## SKILLS & INTERESTS

**Technical:** Grant Writing, Fundraising, Public Speaking, Microsoft Office

**Language:** Hindi (fluent), Spanish (intermediate)

**Interests:** Sports (NBA, Soccer, & Squash), Rock Climbing and Poker

## COVER LETTERS

The cover letter is an opportunity to demonstrate why your skills and background make you a good match with the position for which you are applying. You use it to draw attention to all the requirements of the job that you meet. You can also highlight experiences that may stand in for specific requirements in the job description. For example, if the position states a minimum of 2 years of experience, your cover letter allows you to explain how your multiple internships or practical coursework help you meet that requirement. The cover letter is critical because it is used to differentiate you from other candidates with potentially similar backgrounds.

### Traditional Cover Letter

February 12, 2017

Ms. Lucy Laws  
Davis Polk & Wardwell  
Corporate Legal Assistants Group  
123 Lexington Avenue  
New York, NY 12345

Dear Ms. Laws:

I was delighted to learn about the legal assistant position opening at Davis Polk & Wardwell advertised on your website. The prospect of assisting in the Corporate Mergers and Acquisitions Group sounds like the perfect opportunity for me to contribute my skills in an area that is deeply interesting to me. In speaking with Carla Carlgrad, a current legal assistant on your staff, I have learned that Davis Polk is a friendly and diligent community of professionals who push themselves to use their skills and experience to the fullest capacity. I am drawn to this type of environment, and I am confident that your firm will find my educational background, personality, experience, and skills to be an excellent match for the legal assistant position in the Corporate Mergers and Acquisitions Group.

As an East Asian Studies major with a focus on history and political science, I have taken full advantage of numerous opportunities to develop my research, writing, and analytical skills. For example, I have independently conducted several research projects on the evolution of the Chinese legal system. I spent a trimester in Beijing, where I conducted in-depth research on China's foreign trade sector, and on the socioeconomic and political implications of China's entry into the World Trade Organization. I also actively participated in a two-week intensive simulation analyzing reforms and budget allocations for China's various economic sectors.

Throughout my years at Claremont McKenna, I have been active in numerous clubs and organizations that have honed my leadership and management skills. I serve on the student senate budget committee, and work with a small group of peers to allocate approximately \$350,000 to over eighty student organizations and club sports. Moreover, my ability to plan and coordinate community service projects resulted in my being awarded a scholarship for community service.

I am very interested in discussing the legal assistant position with you in further detail. I plan to travel to New York in the next few weeks, and hope to have the opportunity to meet with you then. I will call to follow up with you and to inquire about a meeting time. Thank you for your consideration. I look forward to talking with you and learning more about the legal assistant position at Davis Polk & Wardwell.

Sincerely,

[Name]  
[Email]  
[Phone Number]

- 1 Always address the letter to Ms. or Mr. and not Mrs. or Miss, followed by a colon. If you do not know a specific name, address the letter "To Whom It May Concern:".
- 2 Include the title of the position that you are applying for and how you learned of the opening.
- 3 Mention the name of the person who referred you to this opportunity, if that is applicable.

The body of your cover letter should be one or two paragraphs in which you tell the employer why you are a strong candidate for the position. Emphasize the employer's needs – not your own. Demonstrate your ability and desire to perform the functions of the position by providing examples or telling stories drawn from your work, academic, and/or extracurricular experiences. Instead of trying to describe all of your experiences, pick a couple of the most relevant to expand on.



Employers typically receive hundreds of resumes and cover letters for each job opening – and they spend only 30 seconds reading them – so you need to make your letter stand out from the beginning!

Remember that a cover letter should be customized for each application that you submit. Employers are easily able to spot generic letters.

## Hook Cover Letter

March 14, 2017

SoundCloud  
50 W 23rd St  
New York, NY 10010

Dear SoundCloud Artist Relations Team:

1

Music has made me who I am. As an introverted middle school boy who was overly eager to get to math class every day and sing on the car ride home with his mom, I struggled to find a place of belonging. It was during this time in my life that I started to seriously pursue singing and develop my “wannabe shower pop star” voice to have a performance ready sound. The middle school version of myself would have never imagined that almost ten years later I would have had the opportunity to sing in the White House for Vice President Biden, record in Lady Gaga’s studio, and sing at the Hollywood Music and Media Awards with my a Cappella group. Pursuing music allowed me to cultivate my passion for music, but it also helped me find my voice and self-confidence that has allowed me to become who I am today.

2

As I have grown and changed, my music taste has gone through the same but I have always remained loyal to SoundCloud as my digital platform of choice. Ever since I became obsessed with future-bass electronic artists my sophomore year of high school, about half of my free time has been spent sifting through SoundCloud hoping to discover new artists. It has always been my dream to work at SoundCloud in some capacity, and this internship posting on LinkedIn seemed too good to be true.

Outside the realm of music, as Philosophy Politics & Economics (PPE) major my strength is and always has been communication – both written and orally – as well as problem solving. Throughout my academic courses in addition to my time working for Code for America and SOURCE Nonprofit Consulting, I have not only learned how to effectively work within a group environment, but I have learned *how* to learn. I pride myself in being a very versatile and adaptable worker that can fit successfully into any team dynamic, which is why I am confident that I would thrive amongst a diverse set of professionals within the SoundCloud community.

With the combination of my passion for music, the positive attitude and personality I can bring to the work environment, as well as my knowledge of the SoundCloud platform, I believe that I will be able to help the Artist Relations team in any capacity. Thank you for your time and consideration of my application. I hope to have the opportunity to speak with you in the future about my passion for working at SoundCloud.

Sincerely,

[Name]  
[Email]  
[Phone Number]

- 1 This is an alternative type of cover letter intro, beginning with a “hook” paragraph or sentence. Telling a story can help to motivate the hiring manager to actually read your letter.
- 2 The body of the cover letter is intended to express your interest and fit with the position, organization, and/or field. Include a sentence or two summarizing this interest and fit or tell a story that demonstrates it. Stimulate your audience to continue reading. If applicable, tell how you heard of this opening or internship. If a person referred you to the organization, mention the person’s name and connection to the organization.



## GRADUATE SCHOOL



### A Word to the Wise

I think I might want to attend grad school. **How do I start?**

- Think about what professional goals you want to accomplish and whether grad school is necessary to achieve those goals.
- Talk to your faculty advisor or trusted faculty for advice about your grad school options.
- Check out [gradschools.com](https://gradschools.com) or [www.graduateguide.com](https://www.graduateguide.com) for a broader search.
- When creating a list of schools, consider the following factors: school and department culture, faculty research interests, financial support offered, geographic location, size of student body, faculty/student ration and attrition rate.
- Once you've made your decision about schools to apply to, see if any CMCers attend(ed) these schools (e.g., LinkedIn, Alumni Career Contacts Directory) and talk with them about their experience.
- Create a calendar for recording all dates relative to your grad school application process.

If you're planning to apply to graduate school, it's best to apply early—it will increase your odds of being admitted. Many graduate programs have rolling admissions, which means applications are evaluated as they arrive (rather than all at once after the final deadline).

- **Spring, Junior Year** – research programs, register for admission tests, check on application deadlines and rolling admissions policies
- **Fall, Senior Year** – ask for letters of recommendation early, order official transcripts, complete applications, finalize personal statement
- **Spring, Senior Year** – arrange for campus visits where you've been accepted, send thank you notes to people who wrote your recommendation letters, investigate national scholarships and grants

### Personal Statements

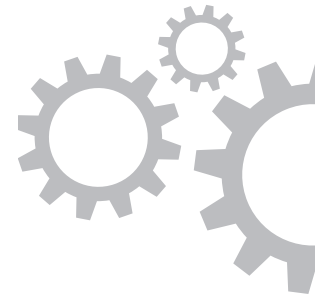
The personal statement is at the heart of most graduate program applications. It highlights your academic background and work experience. It explains your interests in this particular program and details possible research topics. Your essay also gives a sense of who you are and fleshes out your potential as a student and as a professional in the field. Some schools will ask for a personal statement while others might ask for a statement of purpose. Some might ask for both. The key difference between the two is that the statement of purpose should solely focus on the program and your future goals. Be sure to work with your faculty advisors and the Writing Center for assistance and editing of your letters and statements.

## Letters of Recommendation

Graduate school applications typically required three letters of recommendation. Be sure to request your letter in person rather than by email, and be gracious when asking. Give them at least four weeks, and up to eight, before your due date. It is important that the letter be a strong recommendation. Consider giving your recommenders a copy of your resume and your personal statement, as well as a “cheat sheet” of topics you wish for them to cover in their letter. Let them know to which programs you are applying, the due dates and how many letters you need. Finally, make sure to thank your references in writing, and keep them updated on your progress.

## Transcripts

Graduate and professional school applications require official transcripts from each college or university you have attended. Contact each school’s registrar early; allow at least four weeks for your request(s) to be processed and sent out. Additional time should be allowed for foreign transcripts that will need to be translated and/or evaluated. Individual schools have their own guidelines and rules for this process.



## Graduate Admission Tests

Review the application instructions and take the relevant exam(s) early so that your target programs will receive your scores in time ahead of the application deadline.

- **Graduate School:** Graduate Record Examination (GRE)
- **Business School:** The Graduate Management Admission Test (GMAT)
- **Medical School:** The Medical College Admissions Test (MCAT)
- **Law School:** The Law School Admission Test (LSAT)

## Grad School Checklist

### Goals for the Personal Statement:

- ☐ Demonstrate your intellectual passion for the field—what excites you about the program and the field?
- ☐ Provide concrete examples of your skills, interests, and previous research in the field.
- ☐ Graduate school is extremely challenging—intellectually, emotionally, and financially. You need to convey that you have the energy and perseverance to succeed through examples of challenges you have faced and how you have overcome them.

### Writing the Statement:

- ☐ Begin with a story: Use the first paragraph to tell a narrative that illustrates your intellectual passion and personal commitment to the field.
- ☐ Use the middle section of your essay to focus on your intellectual experience with the field and articulate your reasons for selecting your chosen career.
- ☐ Conclude with why you would excel in your studies, especially at the institution to which you are applying.
- ☐ Never submit your first draft – have it reviewed by the Writing Center and a professor or two and get feedback.



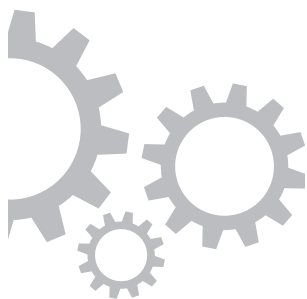
## APPLICATIONS AND BACKGROUND CHECK

Now that your application materials are ready to go, it's time to actually start applying for jobs and internships. Please be sure to answer all information requested carefully and accurately. False or incomplete information could ruin your chance of an offer or could be grounds for termination at a later time. The information provided in your application is often the information that will get verified during a background check.

Not all employers require a background check, but if they do, they are most often looking to see if you have a criminal history, verify that your previous employment is accurate, as well as, your educational status. Most background check services give you the option to receive a copy of the report.

### Job Application Sections

- 1 Education** - DO NOT exaggerate educational accomplishments or inflate your GPA. As a reminder, CMC's policy states that you must truncate your GPA rather than rounding.
  - 2 Work History** - When including your work history, you will often be asked for dates of employment, prior employment addresses and a contact at each company. This is an important reminder to practice good record keeping habits!
    - In this section, you may also get asked for your reason for leaving each position. You will always want to be honest here as verification may take place during a background check.
  - 3 References** - Plan on providing 3–4 references. Your references should be people who know you and can speak about your qualifications for the job you are applying for. Keep your references professional; they should not be family, friends, etc.
    - Talk with each of your references before you use their names on an application. Inform them of the positions for which you are applying so that they are prepared to give a good and thoughtful recommendation if someone calls.
- Compensation** - When the application asks what wage or salary you expect, write "Negotiable." If you specify a dollar amount, you may price yourself out of the job or allow yourself to be underpaid. If pressured to give an answer, connect with career services to obtain a relevant range.
- 5 Illegal Questions** - If you find any of the following questions on your application, ignore them: marital status, arrests (but you must list convictions, if asked), height, weight, age, gender, religion, politics, military discharge, disability, race or national origin, birthplace, size of your family.
  - 6 Work Authorization** - Are you authorized to work in the U.S.? Yes, as everyone has OPT. Will you require work authorization/sponsorship in the future? Yes.



## Sample Application for Employment

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer"		Position applying for	
------------	--	-----------------------	--

PERSONAL DATA			
Name (last, first, middle)		Social Security Number	
Street Address	City	State	Zip
Home Telephone Number	Business Telephone Number	Message Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION			
Check all that you are willing to work			
Hours: Full Time <input type="checkbox"/>	Days <input type="checkbox"/>	Swing <input type="checkbox"/>	Status: Permanent <input checked="" type="checkbox"/>
Part Time <input type="checkbox"/>	Evenings <input type="checkbox"/>	Graveyard <input type="checkbox"/>	Temporary <input type="checkbox"/>
Supplemental <input checked="" type="checkbox"/>		Weekends <input type="checkbox"/>	
If employed in this position, would you be in a supervisory or subordinate relationship to any family members? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Have you ever been convicted of a crime other than a minor traffic violation? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain:			

QUALIFICATIONS					
Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.					
	School Name/Address City/State	From Mo - Year	To Mo - Year	Degree Received	Areas of Specialization
1	College				
	Vocational/Technical				
	Other				

SPECIAL SKILLS	
Please list any special skills or experience that you feel would help you in the position that you are applying for.	

REFERENCES			
Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.			
Name	Address/City/State	Phone	Relationship

## DRESS FOR SUCCESS

Dress for Success is a cliché but also a critical consideration when meeting with potential employers and program directors. Your attire is another important aspect of your brand. It is important that you make every effort to have the proper dress for the type of job you are seeking.

### Business Formal



- 5 - Neatly groomed hair
- 6 - Well-manicured hands (no chipped polish, neatly filed)
- 7 - Minimal jewelry
- 8 - Briefcase, portfolio or moderately sized, neutral color purse

- 1 - Matching dark suit (pants or knee length skirt)
- 2 - Pressed white dress shirt, conservative blouse or collared dress shirt
- 3 - Dress socks and belt if wearing pants
- 4 - Polished dress shoes, close-toe flat or mid-heel pump





While wearing appropriate attire does not guarantee you success, wearing inappropriate attire can quickly take you out of consideration. If in doubt, dressing conservatively is always the safest route. If you're not sure about the proper dress for any given situation, ask a Career Coach for advice!

## Business Casual



- 5 - Dress shoes, close-toe flat or mid-heel pump
- 6 - Neatly groomed hair
- 7 - Well-manicured hands (no chipped polish, neatly filed)
- 8 - Briefcase, portfolio or purse

- 1 - Blazer or sports coat (optional for women)
- 2 - Dress pants, chinos/khakis, dress, or knee length skirt
- 3 - Dress shirt in conservative color, conservative blouse or collared dress shirt
- 4 - Dress socks and belt if wearing pants



## THE INTERVIEW

Now that you've submitted your applications, it's time to turn your attention to interview preparation. Interviews are an essential part of the job search process and it's very important that you prepare for them—thankfully it's not hard to do, but it takes thought and it takes time.

Before entering into any interview situation, you need to be able to articulate what you want to do and what you can do in the context of this particular employer or program. Please spend time thinking about how your experience fits into the role for which you are interviewing. This will make you much more prepared for any interview questions that may arise.

While prepping for an interview, you will never be able to guess all of the questions that may be coming your way. However, by having a strong understanding of your background and the role/industry for which you are applying, you can walk into an interview feeling more confident about your background and why you're a good fit for your skills. To help prepare for your interview, following these steps below and consider making an appointment with one of our Career Coaches!

### Four Phases of an Interview:

Introductions/settling in → Interviewer questions → Interviewee questions → Conclusion

### The key to successful interview preparation:

#### KNOW YOUR RESUME

Everything on your resume is fair game for discussion. You should be able to speak to any bullet that you have listed and have it tell a compelling story about your background.

#### TRANSLATION

How do your skills make you a strong candidate for the role you are applying for? Don't assume the employer will make the connection as to how your skills fit the role. Show them through examples that tie back to the job description of the job you are applying for. For grad school or fellowships, spend time preparing an answer that talks to why this program will help lead you to your professional goals.

#### KNOW THE EMPLOYER/ PROGRAM

Explore every aspect of the employer or program's website. If you can find anyone in your professional network who has worked or studied in this environment, reach out to them to learn as much as you can about what to expect and what questions to ask.

#### BE PASSIONATE

Have strong answers for telling someone why you are excited about a particular industry or company. Get excited, don't be afraid to show some personality here!

#### BE CURIOUS

At the end of each interview, an interviewer will typically ask you what questions you may have about the role. This is an opportunity for you to show a deeper understanding about the company/role by asking questions that go below the surface. Remember to stay away from questions that refer to compensation, working hours and growth trajectory. Also, do not ask questions that relate to information that is readily available on the employer/program website.



## TYPES OF INTERVIEWS



There are many different types of interviews that you may encounter. This section will outline the different types of interviews and in what situations you may need to prepare for each.

Type	Purpose	Tips/Insight
Informational	Obtain Information and advice on careers, schools, industries or experience	An informational interview differs from a formal interview because the conversation is not about hiring or a specific opportunity—it covers a wide range of topics and is supposed to be purely informational.
Screening	Assess skills and personality traits of the potential candidate; identify candidates who meet preliminary objectives	Your purpose is to convince the interviewer that you have what the company wants.
Behavioral	Predict future behavior based on past behavior	Listen carefully to the question asked of you, ask the interviewer to repeat the question if necessary, and then use a structured framework (such as S-T-A-R) to explain your response.
Case	Demonstrate skill in providing solutions to business problems	Time management is key! Summarize your findings to the interviewer and make a recommendation before your time is up.
Technical	Verify that hard skills are what they say they are	The interviewer is trying to gauge your communication skills and looking to see how you react to a situation where you may not know the answer.
Group	Determine ability to work cohesively within a group and to withstand pressure	Be aware of everyone else that is interviewing with you. It can be tempting to always jump in first with an answer, but some of the most successful candidates in this setting are the ones that share the spotlight with others.
Superday	Evaluate candidates using a series of interviews	Treat each interview as your first. You may feel like you are being repetitive since you are probably giving the same answers, but it is the first time the recruiter is hearing it so it is not redundant.



## TYPES OF INTERVIEWS



### S-T-A-R Method

<b>SITUATION</b>	Give an example of a situation that required action and had a positive outcome.
<b>TASK</b>	Describe the tasks involved in resolving the situation.
<b>ACTION</b>	Explain the various steps taken to resolve the situation.
<b>RESULTS</b>	What happened as a direct result of your actions.

“The student employees understand what I’m going through when I’m stressing about an upcoming interview, and always offer to run through interview questions with me to help me feel more prepared (even if the interview is in 10 minutes). They’ve definitely been an invaluable part of helping me get my post-college career jump started!”

– Media Studies Student



### **Interview Question: How are your problem solving skills?**

**Answer:** I believe I have strong problem solving skills. Let me give you an example:

**Situation:** At CMC, I am a member of SOURCE, a student run consulting organization that brings strategic thinking and results-oriented analysis to local nonprofits to make a positive impact on the Claremont area. There are approximately 30 students involved in the organization and we have worked with a variety of organizations in the last decade.

**Task:** Recently, SOURCE was engaged to help a new client, The Friends of the Library, a group of 300+ community members who pay yearly dues to help support the library. However, the chief source of revenue for FOL is the sale of books that are donated by community members. FOL needs more people at these book sales, so our job was to research, analyze and provide solutions for this problem.

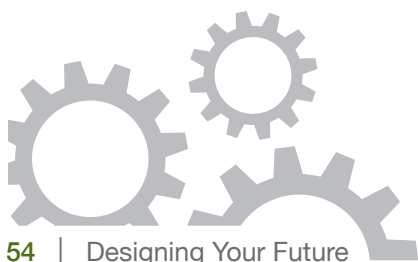
**Action:** Our team of 4 set up a meeting time with FOL. We decided that we needed to learn more about the books sales, including who currently attends, what books/materials are offered, when then are held, and information regarding historical attendance. As a result, I was assigned the responsibility for gathering information on historical attendance. In the initial email to FOL, the team outlined the information that we were seeking. Because I knew that the group had not kept meticulous records, I asked for a meeting with the Book Sales Team. After an introduction, I outlined my goals with the team and we set up a time to meet where they would bring all of their records. Once we met, with the help of the Book Sales Team, we tallied the number of purchases at each book sale, which resulted in an average of 107 visitors. We thanked the team for their assistance and then began to crunch numbers. I plotted the fluctuations on multiple graphs, representing time of year, time of day, variance in purchases, etc. I informally presented my data and conclusion at our next meeting, which was that fall book sales were by far the most profitable, but the summer book sale was the most attended. We then reviewed other information, such as the local community calendar, school district calendar, size of sales, and types of books purchased. We determined from this data that the early placement of the fall book sale was at the start of the school year and that children's books were the most sold. We also determined that the summer book sale was held in conjunction with an annual summer fair, and that there were an equal number of children's and adult books sold. We concluded that hosting the book sales in conjunction with other community events, as well as focusing the fall book sale on children's books, could be a strong suggestion. We presented these findings to FOL at our next meeting. Upon receiving their endorsement, we created a list of partner events in the community and created marketing emails, materials, and other resources to promote both events.

**Result:** As a result of our suggestions and resources, FOL increased their attendance at their fall and early summer book fairs by 30%, and sales by 38%.

## TYPES OF INTERVIEWS

### Telephone

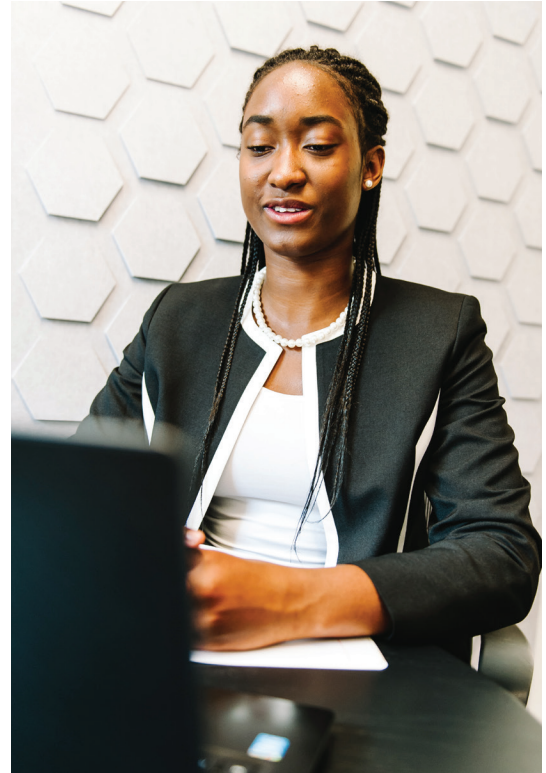
- Arrive at your quiet space at least 15 minutes before the call to get set-up, use the restroom, grab water, etc.
- Use speaker phone, as this will allow your hands to be free so that you can more naturally converse.
- Turn your phone on vibrate so that incoming emails, text messages and alerts do not interrupt your call.
- Call into a conference line 1-2 minutes before the meeting. If calling an individual line, call at exactly the time assigned. Do not be late; not even by one minute.
- If the interviewer is calling you, and more than 5 minutes have passed, send an email with a subject line that denotes you are ready and eager for the call. If 15 minutes from when the interview was scheduled pass, and there is no response to your email, send an another email (forward the first one you sent) offering to reschedule. Remember, business comes first!
- Don't interrupt the interviewer.
- Listen carefully to the questions; if you do not understand a question, ask for clarification.
- Be enthusiastic and extra emotive, as the interviewer cannot see your face. Use inflection in your voice and place a mirror in front of you, with an attached note reminding you to smile. Believe it or not, a smile can be "heard".
- Materials to have available:
  - Keep your resume in clear view in case you need to refer to it.
  - Have a short list of your accomplishments available.
  - Use a pen and paper for taking notes, as typing can be heard via phone chats.
  - Water (you will be talking a lot).
- At the end of the conversation, thank the interviewer and ask what the next step is in the selection process/timeline.
- If you are disconnected on the call, try to call back, or if you do not have a number, send an email to the interviewer and wait for them to call you back.





## Skype

- Review all of the suggestions for the telephone interview (see previous).
- In addition to finding a quiet space where you will not be interrupted or distracted, you should find a professional background. Typically, a plain wall or other generic surface is best. The interview rooms in the Soll Center for Student Opportunity can be reserved and are ideal.
- Conduct a practice call, in the area where you will actually take the interview, with a friend to ensure the background is appropriate, internet signal/speed is sufficient, sound works, and you are familiar with how to answer a call and place a call (in the event it is a bad connection).
- Send an invitation to the interviewer's Skype address, via Skype, 24 hours before the interview, so that you are already "connected" on the day of the interview.
- Although difficult, look at the camera, and NOT the interviewer, when answering questions, as eye contact is incredibly important! If possible, experiment with raising the camera on your device for the most natural way to make eye contact with the interviewer. It may be helpful if you move your picture to the top corner of the screen. Also, your upper body should be in the frame to catch integral nonverbal communication, such as hand movements.
- Look and act the part. Wear professional attire – avoid stripes or patterned clothing and make sure your clothes stand out from the background. We recommend that you wear full business attire, and not just the top half, as if you need to get up during the conversation, you want to look professional!
- Be sure your cell phone is not out on the table and that it is on silent.



## Recorded video interviews

- Many employers have moved their first-round screening interviews to a recorded video format. In this scenario, they would send you a link that you will click on to conduct the interview. From there, there will be a series of questions that have been prerecorded for you. The same guidance as Skype interviews applies here!

### Insider's Tip:

Use InterviewStream (access via Handshake) to practice your interview skills.



## TYPES OF INTERVIEWS



### In-Person

- Review all of the suggestions for phone and Skype interviews.
- If the interview is on-campus, arrive at least 10 minutes early to check-in and settle in. If the interview is off-campus, add at least 50% more time to your planned travel time. This will allow time for accidents, parking, and finding the office. If you arrive too early, you can review the examples that you plan to use (in the S-T-A-R Method), use the restroom, etc.
- Be sure to arrive well groomed. This means nails are kept, dress is wrinkle-free, shoes are shined, hair is professional, handbag is organized.
- Bring something to take notes and have a pen.
- Do not keep your phone out and be sure that it is on silent, not vibrate. Airplane mode is recommended for the actual interview.
- When entering the interview space, try to find something to start the conversation and not wait for them to ask the first question (weather, newspaper article on desk, etc.).
- Use the mirroring concept! If the interviewer uses formal words, posture and is dressed very professionally, downplay your movements, sit up straight, and act more formally. If the interviewer talks casually and seems very relaxed, act a bit more informal, but remember, this is still an interview for you! The point is that you want to “fit in” with the situation.



## THANK-YOU NOTES

Thank-you letters are an incredibly important element of personal and professional communication. They should be written after any kind of interview (i.e., job, graduate school, fellowship), after someone has facilitated an introduction for you or whenever someone has gone out of their way to assist you. Thank-you notes can be written on email or by hand immediately after the interaction (no more than 24 hour delay). Although hand written and mailed notes may make you stand out from the other applicants, the delay and confusion of getting them to the proper recipient is dangerous. Therefore, if you write a thank-you note, we highly recommend that you also email a note.

If you are sending a thank-you note to multiple people, do your best to personalize each note to the conversation that you had with each person. Thank-you notes are often shared within an organization or put into a single applicant file, so it quickly becomes apparent when you have duplicated the same content to multiple people.

It is absolutely vital to write a thank-you letter to:

- Convey your excitement about the job and your suitability for the position.
- Differentiate yourself from the other candidates.
- Keep your relationship to the organization alive.
- Reinforce your interest in the opportunity and interviewing entity (school, company program).
- Provide any additional information.
- Correct any negative impression or issue that may have arisen during the interview.

### Follow-Up Thank-You Email Example

To: alumnus@email.com

Subject: Thank you for your insight

Dear [Alumnus],

Thank you for giving me the opportunity to meet with you today to talk about your experiences in the music industry. With your recommendations, I now feel better prepared to dive into my internship search and plan to look into the companies you mentioned.

I know how valuable your time is, and I appreciate all of the great information you gave me today. Shortly I'll send a LinkedIn connection request; I hope we can stay in touch there.

With many thanks,

[Name]

[Contact number]

[Email address]





## THE JOB OFFER

### Congratulations!

You've reached a major milestone – a job offer! It's decision time! All of your good efforts planning, networking, researching and preparing have paid off and you have the job offer you wanted. Or do you?

Here are a few things to remember:

- Acknowledge the offer with gratitude immediately.
- Obtain the offer and details in writing.



### Evaluating a Job Offer

There are many factors you should consider when evaluating a job offer. Before accepting or rejecting the offer:

- Take an inventory of your needs to determine the minimum level of compensation you need to meet your current and expected obligations.
- Ask yourself, Are you excited about the opportunity? If not, this may not be the right opportunity.
- Will the team invest in you and ensure that you have opportunities for growth?
- Do you understand what retirement (401K contribution/matching), healthcare, vision, dental, paid time off and other benefits apply?
- Is there an opportunity for a bonus?
- When is your expected start date?
- If you need sponsorship, is applying for an H1-B part of the offer?
- Are there any non-compete clauses or other restrictions in the offer?
- Is there anything you need to declare before the background check process is initiated?



## Negotiating the Salary

*Always on the phone or in-person, never over email!*

- Research what others in the field are being paid through websites and networking. The average salary for CMC graduates is available in the Outcomes section of the CMC Factbook at [www.cmc.edu/institutional-research/outcomes](http://www.cmc.edu/institutional-research/outcomes).
- Identify your negotiating points—what do you want the organization to provide or change about the offer?
- Practice what you will say by writing it out beforehand. Be sure to stay positive and enthusiastic. Do not justify an increase in salary due to student loans, etc. You want to focus on your worth, contribution and value.
  - **Insider tip!** Make an appointment with a Career Coach to help prepare for this conversation.
- Be prepared for the employer to respond with a question: “What number did you have in mind?” You want to be able to confidently throw out a number, with a logical rationale and justification.
- In the event salary is not negotiable, what other aspects can be improved in the offer? Start date, relocation allowances, bonus percentages and timelines are all examples.

## Accepting a Job Offer

When you are ready to accept your job offer, it is best that you call your contact at the firm and accept verbally. From there, you will follow up with a signed offer letter or an email to put your acceptance in writing.

Note: A verbal acceptance of a job offer is a commitment just like a signed acceptance. It is your word of honor and, once made, you need to keep it. Do not accept an offer if there is a chance you will want to back out!

All interviewing with other organizations should stop once you have accepted an offer.

## Reneging on a Job Offer – Don’t Do It!

Once you accept a job offer, either verbally or in writing, an employment contract has been created. This contract represents an obligation that you are ethically required to uphold. If you accept an offer, you have made a commitment to that employer and it is your ethical responsibility to discontinue interviewing with all other employers. Therefore, before you say “yes” and accept an offer, consider your options carefully and ask for more time to make the best decision if you need it. **Remember, you are representing the entire CMC community, not just yourself.**

Please contact a Career Coach before you take action if you encounter a situation where you are unsure of what to do. If you renege on an offer that you have accepted, either verbally or in writing, you forfeit your right to participate in the on-campus recruiting program for a period of one year.



## END OF SECTION CHECKLIST



“Over the past three years, my interests and goals have evolved. The Career Services Center has not only been my sounding board, but also a source of guidance for me to plan the best future for myself. It’s reassuring to know I can stop by the CSC in between classes to ask any questions about internships, jobs, and how my academic decisions on-campus affect life after CMC because the staff is so attentive and welcoming.”

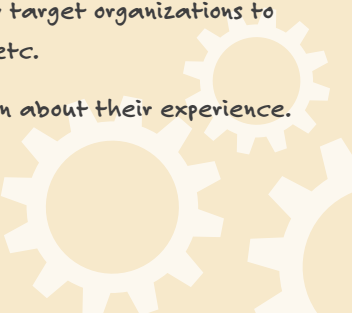
– *Government, Economics & Accounting Student*

How do you know when you have developed a plan of action and can start implementing your career goals? You are ready to start when you have completed the following activities:

- ☐ I have created a Personal Implementation Plan and reviewed it with a Career Coach.
- ☐ I have a Handshake account that contains my career interest preferences and an uploaded resume.
- ☐ I have submitted my resume to be reviewed by VMock software.
- ☐ I have had my cover letter/personal statements reviewed by Career Services and other advisors.
- ☐ I have built out a solid LinkedIn profile.
- ☐ I have prepared a portfolio of work samples to highlight my experiences, skills and talents.
- ☐ I have identified three individuals that will serve as references/recommenders (if needed).
- ☐ I have developed my elevator pitch that highlights my unique combination of skills, interests and values, shares what I learned/enjoyed from my previous experiences, and weaves this information together to explain why I am interested in a specific opportunity.
- ☐ I have had a mock behavioral interview from someone in Career Services and received feedback.
- ☐ I have a professional out-fit ready for my interview.
- ☐ I have prepared 4-5 responses to likely interview questions using the S-T-A-R method.
- ☐ I have reviewed the technology check-list (social media, voicemail, neutral email address, etc.) and am ready to professionally interact with potential employers.

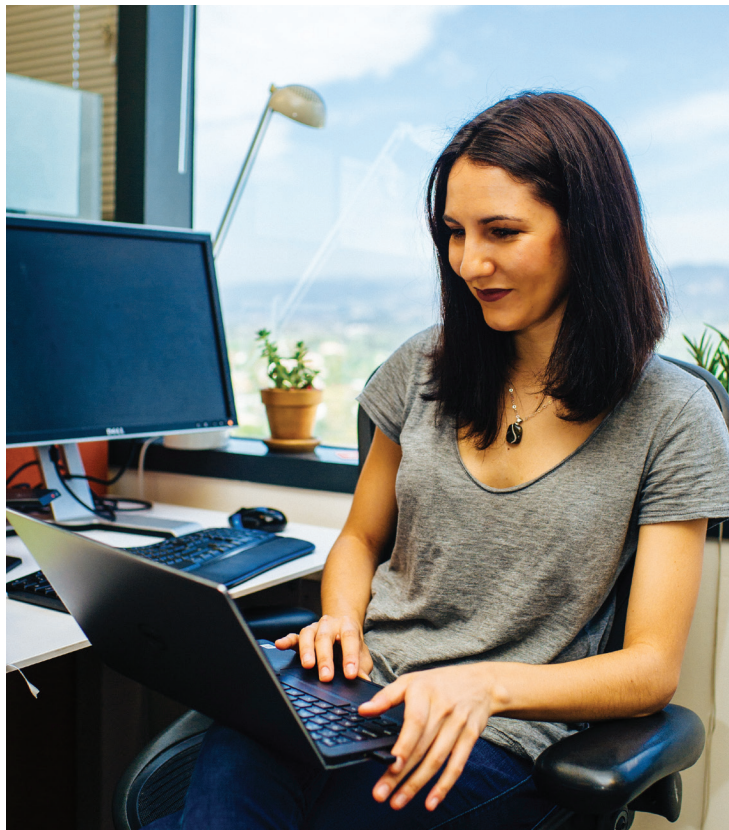
How do I know that I have transitioned from Narrowed Exploratory Networking to Strategic Networking?

- ☐ I have a list of at least 5 strategic networking contacts and have a plan in place to develop more.
- ☐ I have a list of questions that I am prepared to ask the strategic networking contacts that are specific to their fields of interest.
- ☐ I have amended my networking outreach email to specifically address why I am reaching out to this specific contact.
- ☐ I am regularly (3-5 advisors per week) reaching out to advisors (e.g., my personal network, current students, alumni, employers, etc.) to continue learning, seek guidance on opportunities within the field and request assistance through the application process.
- ☐ I reach back out to contacts who I have spoken to and who work within my target organizations to notify them of my application, seek assistance in preparing for interviews, etc.
- ☐ I continue to seek out new contacts within my target organizations to learn about their experience.





## YOU'VE GRADUATED – NOW WHAT?



As an alumnus of CMC, you are always welcome to take advantage of the services provided by the Soll Center for Student Opportunity. If your job or graduate program is not working out the way you anticipated, our Career Coaches are happy to help you get back on track.

We also look forward to a long and collaborative relationship between you and current and future CMC students. In the same way that we hope you benefit from the CMC alumni network, we hope to see you become part of this critical network to help all the students that follow you!

### How can I stay connected after Graduation?

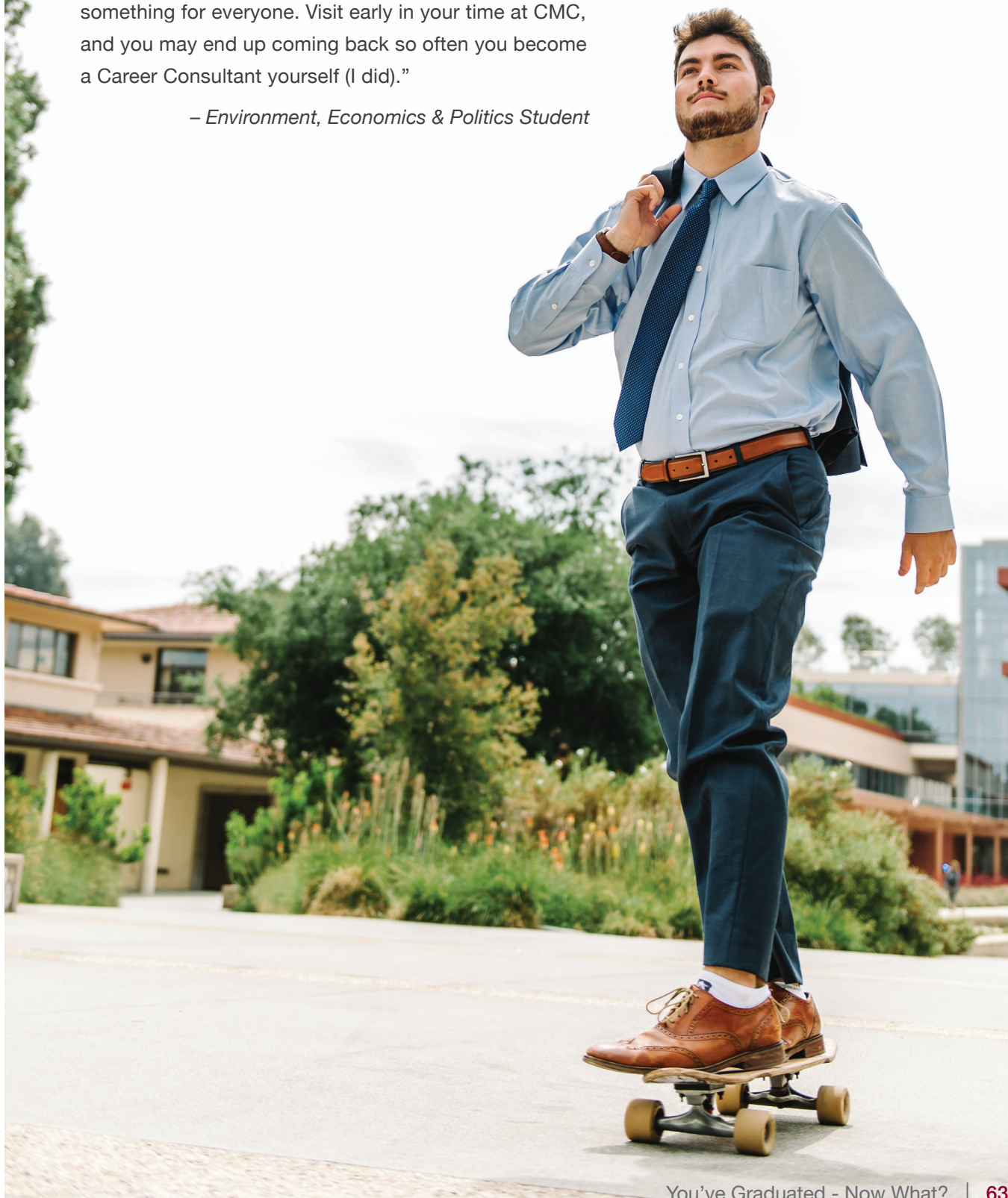
- ☐ I will join the Alumni Directory so I am visible to students and other alumni for informational interviews.
- ☐ I will join the Claremont McKenna College Alumni Association LinkedIn page.
- ☐ I will consider ways to pay it forward to CMC students who follow behind me (post jobs and internships on Handshake, lead On-Campus Info Sessions, participate in Networking Trek events, attend the CMC Career Expo).
- ☐ If I need coaching for my own career after graduation, I will reach out to CMC Career Services.





“Career Services is a doorway to life after college. From revising your resume, to helping you navigate the intricacies of the job search, to all around life advice, the phenomenal people at Career Services offer something for everyone. Visit early in your time at CMC, and you may end up coming back so often you become a Career Consultant yourself (I did).”

– *Environment, Economics & Politics Student*







The Career Services team is here to help! Please feel welcome to reach out if you have any questions:

Claremont McKenna College  
390 E. Ninth Street  
Claremont, CA 91711

Phone: (909) 607-7038  
Fax: (909) 607-7385  
Email: [careerservices@cmc.edu](mailto:careerservices@cmc.edu)