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Mission Statement

WE ARE DEDICATED to equipping all Claremont McKenna College students with the knowledge, skills and resources to find meaningful opportunities while at CMC and beyond. WE STRIVE to do this through career counseling, programming, providing opportunities for experiential learning, and cultivating partnerships and relationships with employers, faculty, alumni, and parents.

Marisa Walter, Sandra Aguirre, Jason Jeffrey, Diana Seder, Scott Busiel, Charlene Kile, Beth Saliba.

Office Hours
Monday–Friday 8 a.m.–5 p.m.
Heggblade Center, Second Floor
careerservices@cmc.edu
(P) 909-607-7038
(F) 909-607-7385
www.cmc.edu/csc

CMC Career Services
@CMCCSC
@cmc_careerservices
http://www.pinterest.com/cscatcmc
Career Services Center

Diana Seder
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909-607-7785
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- Government
- International Relations
- Philosophy and Public Affairs
- Sciences
  - Alumni: graduated <7 years with these majors
  - Alumni: All who graduated > 7 years ago, regardless of major

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Associate Director
Employer Relations Manager
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- Computer Science/Technology
- Economics
- Economics-Accounting
- Mathematics
  - Alumni: graduated <7 years with these majors

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Assistant Director
Sponsored Internship Coordinator
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- Humanities
- Languages
- Music
- Philosophy
- Philosophy, Politics & Economics (PPE)
- Pre-Law/Legal Studies (all majors)
- Religious Studies
  - Alumni: graduated <7 years with these majors

Scott Busiel
Assistant Director
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909-607-8557
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- Art/Art History
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Charlene Kile
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- ClaremontConnect

Sandra Aguirre
Office Coordinator
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- Manages office
- Supervises interns, payroll

The Robert Day School of Economics and Finance

Marisa Walter CMC ’98
Interim Director of External Relations
909-607-9362
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- Robert Day School Scholars
- Robert Day School Master Students
Our Services

- Clarifying life and professional goals
- Creating a personalized timeline and “game plan”
- Identifying important experiential or extra-curricular opportunities
- Preparing and refining a resume, cover letter, or personal statement
- Researching and applying to graduate or professional school
- Identifying and applying for internships and job opportunities
- Learning the nuts and bolts of the interview process and taking practice interviews
- Becoming knowledgeable about networking and using networking for career exploration
- Researching employers
- Negotiating employment offers

Career Services provides computers for students to perform career-related research and we offer numerous websites and links to help you.

- **Vault**: Online resource that can be used to research employers, industries, and career subjects.
- **CQI**: The most comprehensive online interactive case interview software program, CQI focuses on the skills you need to walk into the case interview well prepared and confident.
- **GoinGlobal**: A world-wide job and internship site with country specific career and employment information, including H1B Visa information.
- **InterviewStream**: The nation’s leading video mock interview platform.
Career Consultants

Career Consultants are peer counselors that are trained specifically to help review resumes and cover letters, locate resources and information, and answer questions. No appointment is necessary to see them, and they are available Monday–Friday, 9am–5pm.

Career Services Library Resources

Career Services has a small but useful career development library offering:

- Career development books
- Employment and internship directories
- Graduate school resource books
- Graduate school examination information
- Reference books
- Computers and a printer

For a complete list of books available in the Career Services Center (CSC) library go to [www.librarything.com/catalog/CareerServicesCenter](http://www.librarything.com/catalog/CareerServicesCenter).
Electronic Resources

**Alumni Career Contacts (ACC)**
CMC alumni are a critical networking community for CMC students, and the ACC database (accessed via the CSC website) is provided for students to access this exceptional resource.
https://webapps.cmc.edu/alumni-career/login.php

**Claremont Colleges Library career research on-line guide**
Online guide with all of the library’s resources helpful to students looking for employment.
http://libguides.libraries.claremont.edu/career

**Career Services Guide**
The CSC Guide is a comprehensive document that provides information on career development topics like interviewing and creating resumes and cover letters, provides information on resources available in the office and offers examples of professional correspondence.

**Career Services Website**
Our website is a link to lots of important career development resources including ClaremontConnect, the Alumni Career Contacts database, the CMC Internship Database and general information about the office.
http://cmc.edu/csc

**ClaremontConnect**
The CSC uses a comprehensive online recruiting system shared by all of The Claremont Colleges. “ClaremontConnect,” allows students to obtain information from on-campus jobs, internships, and full-time positions. In addition, students can view and sign up for workshops, information sessions, career fairs, and special events at all 7Cs.
https://claremontmckenna-csm.symplicity.com/students

Interview Rooms/Skype
Career Services has four interview rooms which, when available, students may use as a quiet space to have phone or Skype interviews. Contact Charlene Kile at ckile@cmc.edu for availability and reservations.

Special Events, Programs, and Workshops
Career Services offers a variety of special events to expose students to information on a wide range of topics, professions, industries and careers.

- Employer-sponsored events, information sessions, and career fairs
- Graduate and professional school presentations
- Alumni presentations and topical panels
- Networking/professional site visits
- Graduate school visits
- Mock interviews and “Super Days”

Students can participate in most events at the other Claremont Colleges and should check the 7C calendar in ClaremontConnect for workshops and events at the other schools. An RSVP is required for all events and ensures a seat and materials. Drop-ins will be accommodated if space permits. If fewer than 3 people RSVP, the event may be canceled.

A variety of workshops are offered through Career Services. In addition to the menu of sessions offered by the CSC, students can request customized workshops.
Timelines

4-Year General Checklist

Career Services Center has created the following checklist to guide you through your four years at CMC.

✔ Introspect and consider your goals and career options.

✔ Create or update your profile on ClaremontConnect.

✔ Read the CSC Guide.

✔ Become familiar with ClaremontConnect and the resources included there.

✔ Explore the resources available in the CSC library and on our website. http://cmc.edu/csc

✔ Take assessments to identify personal skills, interests, and talents.

✔ Attend CSC special events, programs, and workshops.

✔ Meet with your Career Counselor and create a personal “game plan,” and/or to discuss your future options and what post-graduate opportunities might suit you.

✔ Work with a Career Consultant (peer counselor) to create/update a resume, cover letter, and LinkedIn profile.

✔ Attend employer presentations, industry nights and explore opportunities.

✔ Participate in community service activities and gain valuable leadership experience.

✔ Explore and apply for summer internships or leadership opportunities. (Yes, freshmen qualify for internships.)

✔ Seek out informational interviews with alumni who share similar interests and talk with them about their employment and graduate school experiences.

✔ Participate in on-campus recruiting.

✔ Take part in a mock interview or a mock interview “super day.”

✔ Network/speak with seniors, alumni, and professors about your major, graduate school options, and/or career goals.
Freshman Year Checklist

✔ Participate in a freshman/transfer small group counseling session and become familiar with the CSC.

✔ Explore the various majors offered by the College and the careers that are associated with them. Check out "What can I do with this major” on the CSC’s website.

✔ Learn more about CMC’s special internship programs, such as the CSIP, McKenna International, and Political Education Fellowship.

✔ Meet with a peer career consultant and create your resume, cover letter, and LinkedIn profile and become familiar with the electronic resources offered by the CSC.

✔ Fill out your profile and become familiar with ClaremontConnect.

Sophomore Year Checklist

✔ Refresh your knowledge of the resources on ClaremontConnect.

✔ Create a “Saved Search”—visit the CSC to learn what that is and how to create one.

✔ Take the Myers-Briggs Type Indicator (MBTI) or Strong Interest Inventory (SII) to learn more about yourself.

✔ Consider going abroad, studying in Washington D.C., or the Silicon Valley Program. Pay attention to deadlines.

✔ Explore graduate and professional schools as an option.

✔ Speak with seniors, alumni, and professors about your major and career goals.

Junior Year Checklist

✔ Refine your resume and create your cover letter(s).

✔ Research fellowship and scholarship opportunities. Many applications are due early in the fall semester of senior year, or even spring semester junior year.

✔ Attend job search and interviewing workshops.

✔ Participate in field and networking trips with CSC.

✔ Attend graduate school fairs, industry nights, and workshops.

✔ Practice interviewing—take a mock interview, participate in a mock “super day,” and take a few interviews using InterviewStream on ClaremontConnect.

✔ Participate in a case competition or other “show case” events.

✔ Find a mentor who can offer support and advice.

✔ Take graduate and professional school test preparation classes (summer) and practice exams.

✔ Take standardized entrance exams for your field of study (spring/summer).

✔ Identify potential recommenders and references.

✔ Join professional associations or organizations related to your field of interest and attend meetings and special events.

Senior Year Checklist

✔ Attend graduate and professional school workshops and seminars.

✔ Apply for Fellowships, scholarships and national awards.

✔ Refine your personal and specific job search plan.

✔ Attend job search and interviewing workshops.

✔ Participate in a mock interview or a mock interview “super day.”

✔ Apply to graduate school (fall).

✔ Polish your cover letters and resume.

✔ Research potential employers and explore work settings.

✔ Conduct informational interviews and network.

✔ Secure your references. Provide them with appropriate resources and documentation.

✔ Join professional organizations and associations related to your field of interest. Participate in networking events and receptions.
Career Services uses a comprehensive online recruiting system shared by all of The Claremont Colleges. “ClaremontConnect,” allows students to create a personal profile reflecting their individual interests, receive information from Career Services and to search for on-campus jobs, internships, and full-time positions. It also hosts a number of important resources for students to use in the job search process. Through ClaremontConnect, students can access the 7C on-campus recruiting program (for events, interviews, and resume collects), the Claremont Colleges job database (ClaremontConnect Opportunities) and view and sign up for workshops, information sessions, career fairs, and special events at all of the 7 colleges.

You can participate in the following via ClaremontConnect:

**On-Campus Recruiting (OCR):** On-Campus Recruiting encompasses and is comprised of open and preselect interview schedules which are conducted on one of the seven campuses. OCR also includes resume collects, organization sponsored events/information sessions and career fairs.

**Non-On-Campus Recruiting (Non-OCR):** Non-OCR includes postings from organizations who are not coming to campus but who are interested in receiving applications from Claremont College students.

**Pre-Select Interview Schedules:** Resumes are submitted through ClaremontConnect, collected and e-mailed to employers who review and select the students with whom they wish to interview. Interviews are typically scheduled through ClaremontConnect and are held at one of The Claremont Colleges.

**Electronic Resume Books:** Resume books are created for specific companies at their request, usually based on a theme (i.e. specific industry, location, job function, skill, etc.). A message is sent to students who have indicated an interest in that type of position/company, and they can submit a resume if they want to.

**Resume Collects:** Resumes are submitted for a specific position through ClaremontConnect, collected and e-mailed to employers who typically hold interviews at their place of business.

**Counseling Appointments:** Students can make an appointment with a career counselor by clicking “Request a Counseling Appointment“ on the top of the right sidebar of the landing page.

**7-College Events (7C):** All career services events and programs of the 7 Colleges can be accessed through the Events (7C) tab.

Networking and Social Media

Networking

Statistically, networking is the most effective way to find a job or an internship. Networking increases your visibility in the workplace and enhances your chances of reaching your professional goals more quickly. *Networking should be a continuous process. Be sure to follow up and keep in touch with the people you meet.* Your connection with people and the information you obtain through these conversations will very likely provide you with current or future career opportunities.

The Career Services Center offers many opportunities for students to network with alumni and industry professionals. We regularly host industry nights, career fairs, coffee chats, and employer dinners to name a few. CSC has also developed great partnerships with other offices, such as the Athenaeum and our Alumni Association. Take advantage of these opportunities and utilize the Alumni Career Contact Database found on our website, in conjunction with LinkedIn, to network.

Networking Tips

Before

- Be prepared to network at any given moment and at any location. This simply means be ready to talk about yourself and your professional interests at a moment’s notice.

- Prepare an “elevator speech” that is clear and concise.

- Reach out regularly to people because connections create opportunities.

- Join groups and organizations that fit your interests and make yourself visible through active participation.

During

- Make great first impressions.

- Move around when you are at a networking event so you meet a variety of people, and make sure you have good/appropriate eye contact when speaking with someone.

- Listen more than you speak, but be sure to add something to the conversation when appropriate.

- Initiate conversations; break the ice with open-ended questions.

- Focus your networking activities. Even though you may want to meet as many people as possible, try to have quality conversations with a limited number of individuals. These can be more meaningful.

After

- Make a list of the people you spoke to; include notes about each connection if significant. This can be on the backs of business cards, in a personal Word document, or in Excel. Select a method that works best for you.

- Follow up right away with a quick e-mail and thank them for their time.

- Invite them to connect via LinkedIn (remember to personalize your request).

- Follow through on any promises you made regarding sending resumes, documents, or articles.

- Share good news, resources and success stories with your network to keep your name current in their minds.
Accessibility in Networking

Everything happens really quickly today, so it’s important to stay connected and to respond in a timely manner, within 24 hours if possible, to inquiries and messages. Networking occurs in person and online; we are living in a connected world.

Be sure to:

- Include your e-mail address, phone number, and LinkedIn profile in your e-mail signature and on your resume and other communications.
- Cross link your social networking profiles. For example, link your Twitter profile to your LinkedIn profile.
- Set your profiles so you’re notified by e-mail of new messages.
- Check your e-mail and social networking sites regularly.
- Respond to inquiries quickly from contacts and hiring managers.
- Learn how to manage your e-mail and networking sites from your mobile devices.

Social Media

Social Media & the Job Search

Embrace social media! It has become one of the most important resources in a job search, and being an active participant can be helpful. Surveys report that almost 90% of companies are currently recruiting through social media and social recruiting by employers is only going to increase. If you don’t have a social media presence, you’ll be at a disadvantage in this competitive job market. Social media makes it easy for you to connect with a variety of people who can help you in your search—family, friends, alumni, recruiters—but your social media presence needs to be managed very professionally.

Types of Social Media Used in a Job Search

- Facebook
- Twitter
- LinkedIn
- YouTube
- Pinterest
- Instagram

Online Branding

Online branding is similar to showcasing your online presence. Your online brand is your reputation, so it is important to promote positive potential. Brands are not just for organizations. We all have a brand, a set of qualities and values, which define us.

When you are considering your social media usage and the job search, it is important that your online presence showcase your skills and experience. Since your online profile is the means by which you will connect with contacts who can expedite your job search, you want to make sure it is comprehensive and professional. It also must be consistent. If information on your Facebook page does not match up with your LinkedIn profile, it raises a red flag. Search yourself on Google to be aware of what your social presence looks like—if you find something you’d rather the world did not see, take steps to delete the information.
Employers & Your Social Media Presence

In recent surveys, 40% of employers indicated that they disqualified a candidate due to poor online presence. Below are some areas of concern for employers:

- Spelling and formatting errors.
- Provocative or inappropriate images, including pictures where there are visible signs of drinking or drug use.
- Casual and “text speak.”
- Negative comments and inappropriate language.
- Indications of prejudice or discrimination related to race, gender, religion, sexual orientation, and other identity groups.
- Highly political posts.

Please make sure that you are thoughtful about your presence and how you may be portrayed due to your social media sites.

LinkedIn

LinkedIn is transforming the way students, employers, and people connect with one another professionally. With over 260 million members representing over 200 countries and territories around the world, you can find top executives from EVERY fortune 500 company on LinkedIn. As of print-time there are 9,000+ CMC alumni and students on the Claremont McKenna College page and you should be in there too! Create your professional profile to begin networking with alumni/industry professionals and be sure to personalize your URL.

To create a personalized URL:

- Click on your profile.
- You will notice a URL address underneath your picture. Click on the link.
- On the right navigation bar, there is a place to edit your URL.
- Use some form of your name in the URL. LinkedIn will notify you if the URL is already taken.

Here is where you can make edits to your personalized URL.
Through LinkedIn you can:

- Network locally and globally with alumni. Join the “Claremont McKenna College Alumni Association” to see what’s going on in your area.
- Follow companies you’re interested in to learn about job opportunities and connect with employers.
- Search and apply for jobs and internships.
- Include an expanded resume highlighting your educational and professional experiences, projects you’ve been involved with, languages you know both verbal and technological, publications you have created, and honors and awards you have received.

To identify alumni for networking:

- Log into your LinkedIn profile.
- Search for “Claremont McKenna College” in the top search bar. You will see it under “universities.”
- Click on the “Students & Alumni” tab at the top.

You can search for alumni via location, company, type of work, field of study, skills, and their connection to you.
You can also complete an advanced search:

- On the top navigation bar, click on “advanced.”
- This will allow you to select people, jobs, companies, etc.
- Check the relationships in which you want to use as part of the search function.

LinkedIn Outreach

It is important to carefully grow your LinkedIn connections. CMC Alumni are a perfect place to start, so be sure to join the CMC Alumni Association LinkedIn group. Requesting to join this page will require approval from the group administrators. Once you are a part of the group, you can join the industry subgroups of your choice found on the right sidebar.

In addition, ask to connect with people you meet at recruiting events, social events, conferences and around campus. Follow-up immediately after the event and be sure to personalize your message. When you invite someone to connect on LinkedIn, explain the context of your connection and why they should connect with you. Remember to say “thank you” (there is a 300-character-limit so keep it brief!).
Informational Interview Request

Dear Ms. Seder:

Thank you for accepting my LinkedIn invitation. I am very interested in continuing the conversation we started at the CMC Career Day. Would you be interested in talking further? We can chat via phone or I would be happy to come to downtown L.A. and take you to lunch or coffee. Please let me know if you are interested.

Thank you,

Sam Smithe
Claremont McKenna College ’16
ssmithe@students.cmc.edu
(123) 345-5678
Facebook

Currently, Facebook remains the most popular social media platform in 2015. Previously only available to college students, Facebook has transformed into a multigenerational platform that allows individuals to keep in touch with old friends, acquaintances, and family. While growth has slowed, in terms of the percentage of our population joining the site, it remains the most active platform for engagement. In a study conducted by the Pew Research Center in September 2014, 71% of Internet users are on Facebook, around 70% of Facebook users engage daily, and 45% engage multiple times per day.

With over 52% of adults now using two or more social media platforms, an increase from 42% in 2013, it is becoming more important to be aware of your online presence.

Through Facebook, you can:

- Join groups that keep you connected to friends, colleagues, and alumni.
- Like the pages of industries and professionals, which will allow you to remain current with organizational happenings.
- Upload professional videos or webinars. There are now more video uploads to Facebook than YouTube.

Facebook remains one of the more personal social media platforms, and it is becoming increasingly important to maintain a sense of professionalism. There are many privacy settings, and we recommend that you:

- Create a private profile. Limit the information that surfaces from individuals who may search you by name.
- Limit who posts and what gets posted on your Facebook wall.
- Hide information, such as phone numbers and addresses.

Explore the “Privacy” and “Timeline and Tagging” links to edit your personal settings. This will control what the public can see and approval processes for posting on your wall.
Twitter is a great brand awareness facilitator and currently has over 284 million active users. Between 2013 and 2014, Twitter saw tremendous growth in its user base. In 2013, 18% of Internet users were on Twitter. In 2014, that number increased to 23% of Internet users. Twitter has found its market, and it is here to stay.

Through Twitter, you can:

• Follow influential people and organizations of interest. This will allow you to remain current and knowledgeable, as you will be able to see their posts.

• Send direct messages to these individuals to enhance your connections and networking opportunities.

• Tweet (post) current news, personal quotes, or article information to your followers. In turn, these individuals can retweet (repost) your information for their own followers to see. It is a great networking platform.

• Use “hashtags” to code your information for others to search and see. You can search these hashtags to look for additional followers. Check out #cmc!

Twitter is an outstanding mobile network with 88% of users tweeting from their mobile device. As a platform, Twitter sees over 500 million tweets a day. And that number is growing. With this increase in popularity, we want to make some personal recommendations if you choose, or currently use, Twitter:

• Keep your profile on the public setting. It is important to remain public so that you can easily network with organizations, colleagues, and other thought leaders. Just be careful about what you send out into the Twitter world. The information you put out on Twitter is public and can be searchable information.

• Generate your own tweets versus just retweeting the information from others.
Managing Your Online Reputation

Be Selective About Connecting

Quality is more important than quantity, so make sure you are mindful of whom you invite into your social media circles. CMC alumni are extremely helpful as connections so we encourage connecting with fellow CMCers and alumni, and to do so early—before the job search starts. You want to make sure you build your network before you need it, but build it carefully. Be sure to ask yourself “how the person can help you” as well as “how you can help them.” Consider what you have in common and be selective.

Be Visible

- Join groups on LinkedIn and Facebook, post articles and comments, join discussions.
- Engage in Twitter conversations with influencers in your industry. It is good to see exchanges between you and a prominent figure in your industry on Twitter.
- Leave high-value comments on relevant blogs that invite responses.
- Write guest blog posts on relevant blogs.
- Get your own blog mentioned on another industry blog.
- Lead group conversations on LinkedIn.
- Join (and attend) Meetups that are relevant. This is the most likely place you will find your next job.

Managing your online reputation

Social media can be helpful when looking for internships and employment; however, it is important that you manage your online reputation.

Start here: [http://support.google.com/accounts/bin/answer.py?hl=en&answer=1228138](http://support.google.com/accounts/bin/answer.py?hl=en&answer=1228138)

- Remove a page or site from Google’s search results [http://support.google.com/webmasters/bin/answer.py?hl=en&answer=164734](http://support.google.com/webmasters/bin/answer.py?hl=en&answer=164734)
- Keep personal information out of Google [http://support.google.com/webmasters/bin/answer.py?hl=en&answer=164133](http://support.google.com/webmasters/bin/answer.py?hl=en&answer=164133)
- Remove content from someone else’s site [http://support.google.com/webmasters/bin/answer.py?hl=en&answer=1663688](http://support.google.com/webmasters/bin/answer.py?hl=en&answer=1663688)
- Request removal of an image [http://support.google.com/webmasters/bin/answer.py?hl=en&answer=1663688](http://support.google.com/webmasters/bin/answer.py?hl=en&answer=1663688)
- Request removal of a cached page [http://support.google.com/webmasters/bin/answer.py?hl=en&answer=1663691&topic=1724262&ctx=topic](http://support.google.com/webmasters/bin/answer.py?hl=en&answer=1663691&topic=1724262&ctx=topic)
Resume

A resume is a brief summary of your education, experience, skills, personal qualifications and information. Its purpose is to provide enough information to warrant an interview. A resume typically receives a prospective employer’s full attention for only 20 seconds, so it is imperative that you utilize the little space you have carefully and highlight the most important elements at the top to pique the reader’s interest. The resume will not get you the job, but it can get you the interview.

Format

Reverse Chronological is the most commonly used format by college students and recent graduates. The resume is blocked into sections categorized by source of experience, for example “Education” and “Experience.” Within each block, items are listed in reverse chronological order.

Resumes for conservative industries (financial services, accounting, consulting) are typically 1 page in length. Resumes for other fields (entertainment, technology, start-ups, marketing/advertising) can be over 1 page in length and are often “interactive” (linked to various webpages, blogs, and media sites).

The Curriculum Vitae (CV) tends to be used in academic or scientific fields. Graduate programs, teachers, professors, administrators, and other educational staff commonly use a CV. CV’s are the most common resume format internationally as well. There is no rule regarding the length of the CV, and it differs from work-related resumes in that it highlights activities in which you have participated, publications you have written or co-written, presentations you have made, conferences you have attended, research you have done, and technical or lab skills you have mastered.

Federal Resumes

Federal resumes are significantly different from the typical resumes created by CMC students. In fact, most of the rules used in a typical resume do not apply to a federal resume! A federal resume will be a more detailed document and run two-to-five pages in length and will go into a significantly greater level of detail for an entry level job.

A copy of a federal resume is not included in our Guide because of the length and variety of these documents. To write a federal resume, we STRONGLY suggest you use the Resume Builder on www.USAGOBS.gov. It will guide you through the process and ensure that you do not leave out important pieces of information. USAJOBS also allows you to store multiple resumes so that you can tailor each one to a different position.
# Resume Sections

## Your Name

Street Address • City, State ZIP code • e-mail@cmc.edu • (909) 200-3000 • Personalized LinkedIn URL

## Contact Information

Include your personal contact information in the top section of your resume. Be sure to provide a professional email address and have your voicemail set up with a personal (your voice) and professional message.

## Education

<table>
<thead>
<tr>
<th>College Name</th>
<th>Location</th>
<th>Dates</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAREMONT MCKENNA COLLEGE</td>
<td>Claremont, Calif.</td>
<td>May 2016</td>
<td>Bachelor of Arts in Economics-Accounting with an Ethics Sequence GPA: 3.8 Semester Hours: Completed 150 semester hours (required for CPA examination) Accounting Coursework: Auditing, Tax Planning, Business Law, Financial Statement Analysis, Cost Management Economics Coursework: Corporate Finance, Statistics, Macroeconomics, Microeconomics</td>
</tr>
<tr>
<td>IES ABROAD</td>
<td>Sao Paulo, Brazil</td>
<td>July 2013–December 2013</td>
<td>Study Abroad Program in Brazilian Political and Economic History Relevant Coursework: Globalization in Brazil and the World, Brazilian Politics and Legislation</td>
</tr>
</tbody>
</table>

## Education

- College name, location and date of graduation: May 2015 not September 2012–May 2016
- College degrees: Bachelor of Arts in History and Computer Science with a Leadership Sequence
- Grade Point Average (4.0 scale)—only if competitive or required for application: e.g. 3.5/4.0; if you wish to include your 12.0 average, include both 4.0 and 12.0 scales
- Cumulative GPA and/or Major GPA
- SAT or ACT Scores—if competitive or required for application
- Academic Awards and Scholarships: McKenna Scholar, Dean’s List
- Coursework—relevant upper division classes (lower division only if outside major), use name of course, not course number
- Projects and/or Senior Thesis Topic—if relevant
- Study Abroad Program—include school name, location, dates and relevant coursework
Experience

The most recent experience should be listed first, then in reverse chronology.

> Organization name, position, location, and dates (September 2014–May 2015)

> Include unpaid positions, leadership or volunteer activities and on-campus jobs—if significant and/or relevant

> Not enough space to list everything? Pick the experiences that are most relevant to the position to which you are applying

> List responsibilities in terms of accomplishments rather than responsibilities("Effectively implemented a new account prospecting system and increased client response by X%")

ADMISSIONS OFFICE, Claremont McKenna College, Claremont, California  August 2014–Present
Senior Admissions Interviewer
• Interview prospective students; act as a resource for high school students and parents
• Analyze compatibility of interviewee and college; write and submit interview reports for inclusion in admissions files

FEDERAL ACCOUNTING STANDARDS ADVISORY BOARD, Washington, D.C.  Summer 2014
Research Intern
• Researched the effects of expensing "Research and Development" account on annual budget
• Assisted in writing advisory opinions on compliance with the Sarbanes-Oxley Act

Corporate Tax Return Audit Intern (full time)
• Audited corporate tax returns of numerous Fortune 500 companies
• Assisted in obtaining information from representatives of clients

DELOITTE & TOUCHE, Beijing, China  July 2013–December 2013
Audit Intern
• Verified client accounts with involved parties and confirmed posting to financial statements
• Communicated with client and procured information required for audit procedures
• Participated in audit training program and received exposure to international auditing standards

THE SALVATION ARMY, New York, New York  Summer 2013
Accounting Clerk
• Reported directly to controller while working with Accounts Payable and Accounts Receivable
• Learned about the processes of accounting in a non-profit organization
• Received funding through CMC’s Community Service Internship Program
Leadership Activities

President, Claremont McKenna College Accounting Association  2015
Chief Financial Officer, Associated Students of Claremont McKenna College  2013–Present
Community Service Representative, Benson Hall, Claremont McKenna College  2013–2014
Staff Writer, AYER Yearbook, Claremont McKenna College  2012–2013
Founder, Committee for an Ethical Business Community, Claremont, CA  2012–2013

Skills

Computer / Research: Microsoft Word, Excel, PowerPoint, CCH Tax Research, EDGAR, LexisNexis
Language: Mandarin (proficient)
Laboratory Skills: Radio Immunoassay, Microscopy, Liquid chromatography, Multi-step organic synthesis, Atomic absorption spectroscopy, Gel electrophoresis, and Gas chromatography

Skills

Computer literacy is of enormous importance in most companies. Simply present a “grocery list” of hardware and software skills: Microsoft Word, Excel, PowerPoint, PageMaker, HTML.

Research Skills (most relevant first): Bloomberg, LexisNexis, STATA

Language Skills (specify level of proficiency): Spanish (conversational), French (basic)

Laboratory Skills (only if you are applying for scientific research positions): Radio Immunoassay, Microscopy, etc.
Other Information

You may wish to highlight additional achievements or skills that are not easily incorporated into other sections. Simply create an appropriate heading and insert it in your resume so it gets the attention it merits.

Useful Websites

**Websites for Job/Internship Identification**
- www.LinkedIn.com
- https://claremontmckenna-csm.symplicity.com (ClaremontConnect)
- www.collegegrad.com
- www.rileyguide.com

**Websites for Salary Information**
- www.glassdoor.com
- www.salary.com
- Vault Guides (access from ClaremontConnect)

**Websites for Career and Company Research**
- www.hoovers.com
- Going Global (access from ClaremontConnect)
- www.google.com
- www.LexisNexis.com
- Vault Guides (access from ClaremontConnect)

**Websites for writing assistance**
- www.cmc.edu/writing/resources.php
- www.accepted.com/grad/default.aspx
### Action Verbs by Functional Skills

**Communication/People Skills**

- Addressed
- Advertised
- Advised
- Aided
- Arbitrated
- Arranged
- Articulated
- Authored
- Briefed
- Clarified
- Co-authored
- Collaborated
- Communicated
- Composed
- Condensed
- Conferrred
- Consulted
- Contracted
- Conveyed
- Convinced
- Coordinated
- Corresponded
- Counseled
- Created
- Debated
- Defined
- Developed
- Directed
- Discussed
- Dispatched
- Distinguished
- Drafted
- Edited
- Elicited
- Enlisted

- Explained
- Expressed
- Formulated
- Furnished
- Helped
- Identified
- Incorporated
- Influenced
- Informer
- Inspired
- Interacted
- Interpreted
- Interviewed
- Involved
- Jawed
- Judged
- Lectured
- Led
- listened
- Manipulated
- Marketed
- Mediated
- Merged
- Moderated
- Motivated
- Negotiated
- Observed
- Obtained
- Outlined
- Participated
- Persuaded
- Presented
- Promoted
- Proposed
- Publicized
- Read
- Reasoned

- Recommended
- Reconciled
- Recruited
- Referred
- Reinforced
- Reported
- Represented
- Resolved
- Sold
- Solicited
- Specified
- Spoke
- Suggested
- Summarized
- Synthesized
- Translated
- Traveled
- Wrote

**Creative**

- Abstracted
- Acted
- Adapted
- Began
- Combined
- Composed
- Conceptualized
- Condensed
- Created
- Customized
- Designed
- Developed
- Devised
- Directed
- Displayed
- Drew
- Entertained

- Established
- Explored
- Fashioned
- Formulated
- Founded
- Generated
- Illustrated
- Imagined
- Imported
- Improvised
- Initiated
- Innovated
- Instituted
- Integrated
- Introduced
- Invented
- Launched
- Memorized
- Modeled
- Modified
- Originated
- Painted
- Perceived
- Performed
- Photographed
- Planned
- Published
- Revised
- Revitalized
- Set
- Shaped
- Shared
- Solidified
- Solved
- Synthesized
- Visualized
- Wrote
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**Helping/Providing Service**


**Management/Leadership**

Accentuated | Administered | Advanced | Analyzed | Appointed | Approved | Assigned | Attained | Chaired | Considered | Consolidated | Contained | Contracted | Controlled | Converted | Convinced | Coordinated | Cut | Decided | Delegated | Developed | Directed | Doubled | Eliminated | Emphasized | Enforced | Enhanced | Established | Evaluated | Examined | Executed | Expanded | Facilitated | Generated | Improved | Incorporated | Increased |
Initiated  
Inspected  
Instituted  
Led  
Managed  
Merged  
Moderated  
Motivated  
Navigated  
Organized  
Originated  
Overhauled  
Oversaw  
Performed  
Planned  
Presided  
Prioritized  
Produced  
Recommended  
Recovered  
Recruited  
Reorganized  
Replaced  
Restored  
Restructured  
Reviewed  
Salvaged  
Saved  
Scheduled  
Secured  
Selected  
Streamlined  
Strengthened  
Supervised  
Troubleshoot  

Manual Skills  
Arranged  
Assembled  
Bound  
Built  
Checked  
Classified  
Constructed  
Controlled  
Cut  
Designed  
Developed  
Drove  
Handled  
Installed  
Invented  
Lifted  
Maintained  
Monitored  
Moved  
Operated  
Performed  
Prepared  
Repaired  
Retooled  
Shipped  
Tended  
Tested  

Catalogued  
Charted  
Classified  
Coded  
Collated  
Collected  
Compared  
Compiled  
Completed  
Configured  
Consulted  
Contracted  
Controlled  
Coordinated  
Corrected  
Corresponded  
Decided  
Delegated  
Developed  
Dispatched  
Distributed  
Diversified  
Documented  
Enforced  
Established  
Evaluated  
Executed  
Facilitated  
Filed  
Followed through  
Generated  
Implemented  
Incorporated  
Inspected  
Judged  
Logged  
Maintained  

Organizational/Detail Oriented  
Accomplished  
Achieved  
Analyzed  
Approved  
Arranged  
Assigned  

Met deadlines  
Monitored  
Negotiated  
Obtained  
Operated  
Ordered  
Organized  
Planned  
Prepared  
Prioritized  
Processed  
Produced  
Provided  
Purchased  
Recommended  
Recorded  
Registered  
Reported  
Reserved  
Responded  
Retained  
Retrieved  
Reviewed  
Routed  
Scheduled  
Screened  
Set priorities  
Standardized  
Submitted  
Supplied  
Systemized  
Tabulated  
Updated  
Validated  
Verified
Research/Investigation

Analyzed  Branded  Calculated  Catalogued  Clarified  Collected  Compared  Compiled  Computed  Conducted  Correlated  Critiqued  Decided  Detected  Determined  Diagnosed  Differentiated  Discovered  Documented  Evaluated  Examined  Experimented  Explored  Extracted  Extrapolated  Gathered  Hypothesized  Identified  Inspected  Interpreted  Interviewed  Invented  Investigated  Linked  Located  Measured  Monitored  Observed  Organized  Proved  Published  Researched  Reviewed  Scanned  Searched  Solved  Studied  Summarized  Surveyed  Synthesized  Systematized  Tested

Teaching Skills
Adapted  Adopted  Advised  Benchmarked  Briefed  Clarified  Coached  Communicated  Conducted  Coordinated  Counseled  Critiqued  Decided  Developed  Empowered  Enabled  Encouraged  Enlightened  Evaluated  Explained  Facilitated  Focused  Guided  Influenced  Informed  Initiated  Inspired  Instilled  Instructed  Invented  Motivated  Participated  Persuaded  Provided  Represented  Schooled  Shaped  Shared  Simulated  Stimulated  Supported  Taught  Tested  Trained  Transmitted  Tutored  Valued  Verified  Technical
Adapted  Applied  Assembled  Automated  Built  Calculated  Computed  Conserved  Constructed  Converted  Debugged  Designed  Determined  Developed  Engineered  Fabricated  Fortified  Installed  Maintained  Operated  Overhauled  Printed  Programmed  Rebuilt  Rectified  Regulated  Remodeled  Repaired  Replaced  Restored  Solved  Specialized  Standardized  Studied  Upgraded  Utilized
Sample of a Freshman Resume:

ROBERTA DAY
rday19@cmc.edu
123 4th Avenue SE Seattle WA  98040     (206)123-4567    linkedin.com/in/rday

EDUCATION
Claremont McKenna College, Claremont, CA          May 2019
Bachelor of Arts (undecided)
• McKenna Scholarship recipient

Seattle High School, Seattle, WA               June 2015
GPA:  4.2/4.0, SAT: V-740, M-730, W-720
Awards:  Cum Laude, Principal's Award, Spanish Award, Young Leaders Award
Involvement:  Mock Trial, Speech and Debate, Science Olympiad

EXPERIENCE
Office Assistant, Pacific Center Mall, Bellevue, WA          Summer 2015
• Answered phones, greeted customers, performed other administrative duties
• Scheduled office aids, managed timesheets and supervised 10 student staff

Tutor, Independent Contractor, Bellevue, WA          July 2014 – May 2015
• Worked with junior high students on remedial math and Spanish
• Supervised small groups of students 6 hours per day for 2 months

Sales Associate, Baskin Robbins, Seattle, WA          Summer 2014
• Assisted customers, took orders and scooped ice cream
• Organized cake orders and performed customized cake decorating
• Opened and closed store; learned cash register protocol

Childcare Provider, Melson Family and Brattle Family, Seattle, WA          Summer 2013
• Provided after-school and weekend supervision for multiple children
• Created interesting games and lesson plans to keep the children busy and productive
• Interacted with parents, music and art teachers and provided transportation to and from activities when needed
• Prepared meals daily, shopped for food, performed light housekeeping

LEADERSHIP
• Co-Captain, Varsity Soccer and Track teams, Seattle High School          2014 – 2015
• Community Service, Tijuana, Mexico, Seattle Presbyterian Church          Summer 2013
(2 week program)
• Pitch Cue, Seattle Presbyterian Church Choir, Alto Section          2003 – 2013

SKILLS/INTERESTS
Technical:   Comfortable using Microsoft Office, Adobe Photoshop and Captivate, Blogspot
Language:   Proficient in Spanish and Hebrew
Personal:  Voice, Violin—10 years of classical training
Mateo H. Collins  
One Mile High Avenue, Denver, CO 60201  
mcollins16@cmc.edu • 303.555.1234 • www.linkedin.com/in/hcollins

### EDUCATION

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Degree</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claremont McKenna College</td>
<td>Claremont, California</td>
<td>Bachelor of Arts in Mathematics and Economics, Finance Sequence</td>
<td>May 2016 GPA: 3.7 / 4.0</td>
</tr>
</tbody>
</table>

**Awards:** Robert Day Scholar (2014), College Water Polo Association All-Academic Award, Robert Day Case Study Winner (2013), Omicron Delta Epsilon Economics Honor Society, Gossett Finalist for Best Statistics Project  
**Activities:** Water Polo, Track Team, Math Tutor, CMC Center for Human Rights Treasurer, ASCMC Senator  

### WORK EXPERIENCE

<table>
<thead>
<tr>
<th>Company</th>
<th>Location</th>
<th>Position</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Morgan Stanley</td>
<td>Chicago, IL</td>
<td>Summer Analyst – Real Estate Investing</td>
<td>June 2015 – August 2015</td>
</tr>
<tr>
<td>The Corporation for Interest Rate Management (CIRM)</td>
<td>Chicago, Illinois</td>
<td>Summer Analyst – Interest Rate Derivatives</td>
<td>June 2014 – September 2014</td>
</tr>
<tr>
<td>Lowe Institute of the Political Economy</td>
<td>Claremont, California</td>
<td>Research Assistant</td>
<td>October 2013 – May 2014</td>
</tr>
<tr>
<td>Porchlight Real Estate Development Company</td>
<td>Denver, Colorado</td>
<td>Summer Intern</td>
<td>June 2013 – August 2013</td>
</tr>
</tbody>
</table>

**Morgan Stanley:** Modeled leveraged return analysis for ~$250MM, six-building industrial portfolio  
**The Corporation for Interest Rate Management (CIRM):** Analyzed project pro forma and loan documents to perform interest cost analysis on $20MM to $100MM loans for clients utilizing interest rate derivatives  
**Lowe Institute of the Political Economy:** Collected data and conducted economic analyses on Inland Empire and California real estate markets  
**Porchlight Real Estate Development Company:** Organized and implemented third party energy usage tracking tool for three managed buildings  

### LEADERSHIP EXPERIENCE

<table>
<thead>
<tr>
<th>Organization</th>
<th>Location</th>
<th>Role</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Wilderness Orientation Adventure!</td>
<td>Claremont, California</td>
<td>Private Equity Event Officer</td>
<td>August 2013</td>
</tr>
<tr>
<td>Evanston Recreation Department</td>
<td>Denver, Colorado</td>
<td>Camp Manager</td>
<td>June 2012 – August 2013</td>
</tr>
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</table>

**The LSE Student Union Finance Society:** Helped restructure team to increase accountability; laid groundwork for “Best Practices”  
**Wilderness Orientation Adventure!:** Led and facilitated bonding between twenty-one incoming freshman on three-day camping trip  

### SKILLS & INTERESTS

**Technical:** Argus, MS Office, STATA, Thomson Reuters (Eikon and 3000), CoStar, MPCode, R Statistics  
**Interests:** Metal sculpture, woodworking, longboarding, cooking, travel, hiking
Sample of a Government-focused Resume:

CAROLINE B. HILL
850 Columbia Ave., Claremont, CA 91711 • (909) 100-2000 • chill15@cmc.edu • linkedin.com/in/CarolineHill

EDUCATION
Claremont McKenna College, Claremont, CA May 2016
Bachelor of Arts in Government and History (Economic Trends Concentration) with a Leadership Sequence
Major GPA: 3.8/4.0, GPA: 3.6/4.0 (Dean’s List all semesters)
Relevant Coursework: Microeconomics, International Political Economy of Money and Finance, Origins of Atlantic Capitalism

IES Abroad, Buenos Aires, Argentina July – December 2014
Study Abroad Program in Argentine Economic and Political History
Relevant Coursework: The Impact of Globalization in Latin America, Argentine Politics and Literature

EXPERIENCE
Claremont McKenna College Career Services Center, Career Consultant, Claremont, CA August 2013 – Present
• Host more than thirty recruiters at multiple Industry Nights and weekly Employer Information Sessions
• Revise student cover letters and resumes and assist with interview preparation
• Plan and execute regular residence hall events to promote the Career Center’s presence on campus

• Interpreted political and economic trends and independently wrote monthly trade briefs for Hong Kong officials
• Spearheaded company’s rebranding effort, redesigned and rewrote all presentation materials used to pitch to new clients
• Attended House and Senate committee hearings and synthesized analytical notes to deliver to clients the same day

Curar Haciendo Arte con Pequeños, Intern, Buenos Aires, Argentina July – December 2014
• Supported and mentored pediatric cancer and orthopedic patients using various types of art therapy projects
• Collaborated with parents of patients and hospital staff to formulate art projects, speaking exclusively in Spanish
• Navigated Argentine government healthcare system to promote an improved patient experience while working in two pediatric hospitals, including the largest pediatric hospital in Latin America

California Governor’s Office, Environmental and Energy Policy Intern, Sacramento, CA May – July 2014
• Aided the Governor’s Policy Advisors in all research and planning efforts
• Managed and organized Governor’s Energy Team weekly meetings
• Created and planned an inaugural Intern Speaker Series as Social Chair of all interns, inviting high profile leaders from the legislative and judiciary branches to speak weekly

American Cancer Society, State Legislative Advocacy Intern, Sacramento, CA May – August 2013
• Received Kravis Leadership Institute Grant to work full time for three months
• First intern ever to work solely for Director of Legislative Advocacy
• Wrote letters of support to California Senate and Assembly committees and met with individual legislators
• Testified verbally in multiple committee hearings and met with legislators on behalf of the American Cancer Society

LEADERSHIP EXPERIENCE
• Chief Operating Officer, Financial Literacy Teacher, The In-Lend Fund February 2014 – Present
• Layout Editor and Writer, Claremont Independent August 2013 – Present
• Head Leader, Wilderness Orientation Adventure (WOA), Claremont McKenna College June – August 2014

SKILLS
• Skills: Spanish (proficient), Microsoft Word, Excel, PowerPoint, and Outlook, Adobe InDesign and Photoshop
Sample of a Marketing Resume:

Mark E. Ting
ming17@cmc.edu  (909) 200-3000  LinkedIn:www.LinkedIn.com/Ming3904

EDUCATION
Claremont McKenna College, Claremont, CA
Bachelor of Arts in Psychology & Economics  May 2017
GPA: 3.7/4.0
Awards: Research Presenter at the Western Psychological Association Convention, Psi Chi National Honor Society Member
Relevant Coursework: Econometrics, Advanced Digital Imaging, Critical Thinking, Computer Science Foundations

EXPERIENCE
Center for Civic Engagement (CCE), Claremont, CA
Marketing and Communications Coordinator
August 2014 - Present
Promote and facilitate CCE programming using Facebook, Twitter, and print publicity
Publish a bi-weekly newsletter to the CMC community and update the CCE website

Atlassian, Inc., San Francisco, CA
Product Marketing Intern – Confluence (Enterprise Software Program)
May - August 2015
Interviewed 35 users and presented analysis to the department executives
Published 2 blog announcements: “Introducing Sharing for Groups” and “Get up-to-date”
Research and assisted in the development of a promotional infographic: “Infoguest”
Increased the Confluence Team Calendars rating by 10% and acquired 9 reviews

Loopfuse, Seattle, WA
Marketing Intern (virtual position)
April 2014 - April 2015
Streamlined prospect research for targeted outreach and lead conversion
Designed 2 media publications, 3 online advertisements, and published 2 blog posts
Conducted competitive market analysis to assess comparable marketing automation companies

Fisher Communications, Seattle, WA
Sales and Marketing Intern
May - August 2014
Conceptualized multi-media advertising campaigns for KOMO 4 News utilizing radio, television, and social media
Developed corporate partnerships by drafting promotional proposals for account executives

Kravis Leadership Institute (KLI), Claremont, CA
Leadership Programming Assistant, Student Facilitator
September 2013 - May 2014
Organized, developed, and facilitated academic planning workshops for students
Led a group of 12 first-year students on a 2-day retreat and coordinated leadership activities

Little Bit Therapeutic Riding Center, Woodinville, WA
Marketing and Development Intern
May - August 2013
Marketed and assisted in planning 2 benefit horse shows and 3 fundraising events
Wrote 4 corporate partnership proposals, focusing on product placement and branding

LEADERSHIP EXPERIENCE
• Co-President, Claremont Marketing Association  March 2013 - Present
• Graphic Designer and Member, CMC Psychology Club  September 2013 - Present
• President, Beckett and Fawcett residence halls  January 2013- May 2014

TECHNICAL SKILLS
Academic
• STATA
• Java
• Microsoft Excel (Advanced)
• SPSS
Enterprise
• JIRA, JIRA Agile
• Confluence
• HipChat
• Edius
Creative
• Adobe Creative Suite
• Prezi
• Wordpress
• Balsamiq
Sample of a Design Resume:

**education**

Claremont McKenna College  
Claremont, CA  
2016  
Bachelor of Arts, Media Studies  
GPA 3.9/4.0

**experience**

Aug. 2014 - Present  
Los Angeles, CA  
Aeropostale  
Men’s Apparel  
Graphic Design Team Leader  
creative lead  
brand development  
digital ads  
print ads  
supervised designers

Freelance Designer  
May 2012 - Present  
logo design (pandana)  
website design (petrie school district)  
blog creation (freckles)  
label design (red deer wines)  
infographics (mi case)

**skills**

- PS
- AI
- ID

**interests**

- running
- typography
- cycling
- infographics
- pottery
- print ads
- singing
- logo design
- reading
- marketing

**media**

- www.tails.wordpress.com
- @idesign
- www.linkedin.com/in/idesign
Possible Sections to Include in your CV

*Note: Not all sections are appropriate for all CVs. Use discretion in deciding what categories to feature on your CV.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header/Contact Information</td>
<td>Name, address(es), and phone number(s), e-mail, personalized LinkedIn URL</td>
</tr>
<tr>
<td>Education</td>
<td>List of academic degrees beginning with the degree in progress or most recently earned. Include: name of institution; city and state; degree type (B.A., B.S., M.A., etc.) and area of concentration; and month and year degree was (will be) received. Note: You may wish to include the title of your undergraduate/graduate thesis if applicable. If your GPA is 3.5 or higher, it is appropriate to include. You may also include &quot;Relevant Coursework&quot; under this heading.</td>
</tr>
<tr>
<td>Certifications</td>
<td>List all relevant certifications and the year received.</td>
</tr>
<tr>
<td>Honors and Awards</td>
<td>Include competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.</td>
</tr>
<tr>
<td>Relevant Experience</td>
<td>List positions (part-time, full-time, volunteer, internship) related to the work sought.</td>
</tr>
<tr>
<td></td>
<td>Include: department, firm, agency, or organization name; city and state; job/position title; and dates of employment. Also include a brief description of your activities/ duties, using strong action verbs. List these in reverse chronological order.</td>
</tr>
<tr>
<td>Other Experience</td>
<td>Inclusion of other experiences (including volunteer work and/or internships) can enhance your CV. Your experience can also be broken into other categories such as: Teaching, Counseling, Administration, Volunteer, Community, Internship, etc. Entries within each section should be in reverse chronological order.</td>
</tr>
<tr>
<td>Grants Received</td>
<td>Include name of grant; name of granting agency; date received, title or purpose of research project, etc.</td>
</tr>
<tr>
<td>Professional Associations</td>
<td>Include memberships in national, regional, state, and local professional organizations. Also list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.</td>
</tr>
<tr>
<td>Publications</td>
<td>Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. In fine arts areas, this can include descriptions of recitals and art exhibits.</td>
</tr>
<tr>
<td>Presentations</td>
<td>Give titles of professional presentations; name of conference or event; dates and location; also include a brief description. Presentations should be listed in reverse chronological order.</td>
</tr>
<tr>
<td>Recent/Current Research</td>
<td>Provide descriptions of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.</td>
</tr>
<tr>
<td>Institutional Service</td>
<td>List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects for which you have assisted.</td>
</tr>
<tr>
<td>Courses Taught</td>
<td>List the names of courses you have taught, institution and dates where taught, and brief course descriptions.</td>
</tr>
<tr>
<td>Community Involvement</td>
<td>Include appropriate and relevant volunteer work, church work, community service organizations, etc.</td>
</tr>
<tr>
<td>Qualifications or Skills</td>
<td>Provide a summary of particular or relevant strengths or skills. Often, this is not included as a separate section, but it may be appropriate to list special computing or language skills.</td>
</tr>
</tbody>
</table>
Cover Letter

A 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. It is also used to differentiate yourself from other candidates.

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 impressive from the first word.

The best way to distinguish yourself is to highlight a few of your accomplishments or abilities that show you are an above-average applicant.

- Read the job description and identify specific qualifications you have that meet the needs of the employer.
- Identify key knowledge, skills, and experiences that fit the job.
- “Translate” these attributes into the language of the employer if necessary, focusing on “transferable skills.”
- Gather information about the company and, if possible, talk to people who can give you inside information.

You should also:

- Research company websites, analyst reports, newsgroups, and message boards; use web resources like Google.com, LinkedIn.com, and sites like Vault.com, WetFeet.com, LexisNexis.com, Hoovers.com, and Reference.com to find information on the company’s history, products or services, size, sales revenue, market share, significant competitors, etc.
- Honnold Library offers an enormous array of resources for corporate research, and the librarians will help you find the information you are seeking.
- Have a few people review and make editorial suggestions about your letter.

Follow up

If you haven’t heard back from the company after a week or so, contact the person to whom you sent the letter to make sure it was received, offer additional information and inquire about next steps.

Cover Letter Checklist

✔ Is it addressed to a specific person?
✔ Have you told the employer exactly what position you are applying for?
✔ Have you stated why you are interested in the position and the organization?
✔ Were you clear in explaining how your skills and interests apply directly to the position?
✔ Have you told the employer what you can do for the organization rather than what it can do for you?
✔ Did you use specific examples to sell your skills?
✔ Is the sentence structure varied? Have you limited the use of the words “I” and “My” to begin sentences?
✔ Have you requested action, mentioning that you will call or are available to be contacted for an interview?
✔ Did you express appreciation for the employer considering your application?
✔ Is it a tailored letter rather than a mass-produced copy?
✔ Is it neat and attractive? Is it free of spelling and grammatical errors?
✔ Does the whole letter fit on one page?
✔ Is it nicely printed on high-quality paper that matches your resume?
✔ Did you sign it?
Cover Letter Basics

Suggested margin sizes: Top: 2”; left, right and bottom: 1”; Font 11 point

Date
Addressee's Full Name
Addressee's Job Title
Company Name
Street Address/PO Box
City, State ZIP

Salutation: Dear Mr., Ms., or Dr. Addressee's Last Name: (colon)

First Paragraph: Start with an interesting “hook” sentence that will motivate the reader to read your letter from start to finish. Instead of starting the first paragraph with “I recently graduated with a degree in International Relations from Claremont McKenna College” start with something like:

“You might be wondering why a farm boy from Iowa wants to pursue high-technology as a profession. You’d be surprised how technologically advanced farming techniques have become and I hope to…”

—or—

“My interest in politics is the result of a simple group project assigned to me by my high school political science teacher. That project was an interesting study in group dynamics…”

Flesh out this paragraph with a reference to the job for which you are applying and how you heard about it. If you have a personal reference or some kind of inside connection, be sure to mention it.

Second Paragraph: Have the job description right next to you as you craft this paragraph. Explain why you are qualified for the position and provide specific details about your experience relative to the requirements of the position. Focus on how you will successfully perform in the desired position and contribute to the company in a tangible manner. Do not give salary history or requirements. But, if specially asked, provide an acceptable range based on a comprehensive and thoughtful budget.

Third Paragraph: Provide information on how your academic experience will be of use in the position, or how a school activity or program has provided you with additional skills to achieve the objectives of the job/organization.

Fourth Paragraph: Restate your interest in the company and the position and how you are uniquely qualified for the job. Thank the reader for their consideration. Be proactive about your follow-up plans: “I will contact you in a week to follow up on my candidacy for the Research Analyst position.”

Closing salutation: Sincerely, Best regards, Kind regards, or similar.

(3-4 returns to create space for your signature)

Type your name
Address
E-mail address
Phone number
February 2, 2016

Mr. Samuel L. Jackson
USAID Legislative Affairs Internship Program Director
U.S. Agency for International Development
1300 Pennsylvania Avenue, NW
Washington, DC 20523

Dear Mr. Jackson:

During my freshman year in high school, I took a weeklong trip to Washington D.C. to learn about social issues facing marginalized populations and the legislative process designed to assist them. The trip piqued my interest in humanitarian issues so much, I decided to spend the next two summers volunteering in Africa. Now that I’ve experienced humanitarian efforts “on the ground,” I want to experience them “behind the scenes,” where these efforts are researched, developed and coordinated. USAID’s Legislative Affairs Internship Program presents an ideal opportunity to acquire such experience by enhancing my knowledge of national and international aid policies. USAID’s mission to help others and create lasting change is one I am dedicated to pursuing. More importantly, it is a mission for which, I believe, my international and academic experience has prepared me.

As a volunteer in Africa, I gained significant experience implementing aid programs targeting poverty, education, and public health. Unlike many people my age, I have experienced human rights issues first-hand, lived in needy communities, felt their frustrations, tasted the hardships they regularly endure. These experiences would inform my work at USAID and would enable me to be a valuable and dedicated intern.

Besides my work in the field, my educational background has also prepared me for an internship with USAID. Last semester, I studied various U.S. agencies and how they interact with one another in my American Government course. This semester I am enrolled in “Development, Power and Globalization throughout the World” a course that explains the root causes of many humanitarian problems. In short, the academic training I’m receiving from my International Relations major with a Human Rights sequence is directly applicable to research I would conduct for USAID.

Thank you for your time and consideration of my application. I hope I will be able to speak with you in greater detail and share with you some of the experiences I had in Africa.

Sincerely,

Sandra Flores
10 South Yale Ave.
Claremont, CA 91711
sflores17@cmc.edu
(909) 555-5555
Thank You Letters

Thank you letters are an incredibly important element of communication—personal and professional. They should be written after any kind of interview (job, graduate school, fellowship), after an informational interview, after someone has facilitated an introduction for you or whenever someone has gone out of their way to assist you. It is absolutely vital to write thank you letters to:

- Differentiate yourself from the other candidates
- Reinroduce yourself to the organization
- Reinforce your interest in the interviewing entity (school, company, program) and the opportunity
- Provide additional information
- Address an issue that you may have overlooked during the interview.

Thank You Letter FAQs

**Q:** When should I send my thank you note?

**A:** Immediately. Send an e-mail thank you right after your interview if possible. Frequently, decisions on second rounds are made by the end of the working day and it is a nice touch to have your thank you message in the interviewer’s in-box by the time they start considering next steps.

Write your e-mail message in the body of the e-mail; do not send it as an attachment. Then, as a nice touch, consider following up with a written note the next day or two—no one does that anymore and it WILL be noticed. Make sure your e-mail or hand written letter is professional and error free.

**Q:** Should I send a letter to every person with whom I interviewed?

**A:** Yes. And the letters should all be slightly different; focusing on something specific that went on or was discussed during your conversation. It is also appropriate to send a letter to the person who arranged for your interviews, such as the company recruiter or the program coordinator.

**Q:** How long should the letter be?

**A:** No more than three short paragraphs. (See example below.)

**Q:** Should my physical letter be handwritten or typed?

**A:** Personal handwriting is a nice touch if your writing is legible. A typed letter is acceptable too. Be sure to sign it properly, in ink.

**Q:** What should I write in my letter?

**A:** Paragraph 1: Make reference to your interview to help the interviewer remember you. Emphasize something significant which transpired during your discussion.

Paragraph 2: Comment on the informative nature of the interview. Let the interviewer know if you received any new or additional information from the interview.

Paragraph 3: Reiterate your interest in the job and the company and say THANK YOU.
SUBJECT: Thank you!
FROM: Your Name
DATE: 9/3/15
TO: Ms. Jill Smith, [insert company]

Dear Ms. Smith:

Thank you for a great conversation this morning. I want you to know that I am very excited about working in the start-up world and, as we discussed, I feel my academic experience is very applicable and will be immediately useful.

I enjoyed learning about what you do at [insert company] and I appreciate your insights regarding the ever-changing work environment in the start-up/entrepreneurial world in the Bay Area. Your candor regarding the challenges a person faces as they try to break into this industry was eye-opening and helpful and has pushed me to think about the best way to present what I have to offer a start-up.

Thank you for your time. I truly enjoyed our discussion and I hope to remain in touch.

Best regards,

Your Name
youname@students.cmc.edu
(100) 200-3000
**Informational Interview Request**

An informational interview is a meeting where one individual is looking to obtain information and advice on careers, schools, industries or experience 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.

The Information Interview Request is the first step in the informational interview process and is often done via e-mail 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. Information interviews are not to be taken lightly; they require thorough preparation, sincerity and focus.

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**SUBJECT:** Informational discussion with current CMC student  
**FROM:** Your Name  
**DATE:** 9/3/15  
**TO:** Ms. Jill Smith, [insert company]

Dear Ms. Smith: [Use a colon, not a comma. Use Mr., Ms. or Dr.]

**Introductory Paragraph:** Why are you writing? Who referred you (if anyone)? How did you learn of the company, opportunity or program?

> Our conversation at the Hackathon last week in San Francisco piqued my curiosity about [insert company] and I hope to talk with you further to learn more about the start-up/entrepreneurial industry in the bay area.

**Body of Letter:** Briefly express your knowledge of the organization and your ability to perform the job or work in the company. Highlight the parts of your background that relate to this employer/position.

> I am very interested in data structures and program development, having taken a class on it at CMC, and it sounds like [insert company] has a well-developed division focused almost exclusively on this type of work. I’ve attached my resume to give you more detailed information about my background.

**Call to action:** State the action you expect.

> I would enjoy the opportunity to continue our conversation and learn more about what you do and what your career path has been to date. Could we arrange a 15–20 minute phone conversation, at your convenience, sometime in the next couple of weeks?

**Express your appreciation and finish the message:**

> Thank you so much. I look forward to the opportunity to talk with you further.

*Best regards,*

Your Name  
yourname@students.cmc.edu  
(100) 200-3000
**Informational Interview Questions**

Once you’ve scheduled an informational interview with an alum or another professional be sure to prepare for your meeting. Be prepared with good questions to ask to keep the conversation moving forward and ensuring you obtain all the information you need. Here are a few questions that would be good to ask during an informational interview.

- How did you become interested in this field?
- Has this program met your academic/professional goals?
- What does your typical day look like?
- What is your job or internship like?
- What are your duties and responsibilities?
- Why did you decide to work for this organization?
- What do you like most about your company and position?
- What are the necessary skills for this position and how did you learn these?
- What sorts of changes are occurring in your field?
- How does a person progress in your field?
- How did your major and/or college experiences prepare you for this job?
- What courses did you find valuable to your work today?
- What are the educational requirements for this field?
- What advice do you have for someone wanting to enter this field?

**Email/Letter of Apology for Missed Interview**

There are rules for participating in CMC’s on campus recruiting program (link), and one of them is that you DON’T miss interviews you have accepted. If you do miss an interview, however, there are a number of steps you are required to take to make amends to the recruiter and the host campus, one of which is a letter of apology to the interviewer.

SUBJECT: Please accept my apology
FROM: Your Name
DATE: 9/3/15
TO: Ms. Jill Smith, [insert company]

Dear Ms. Smith:

Please accept my sincere apology for missing our on-campus interview scheduled for 11am on March 9th at CMC’s Career Services Center. I was unable to attend due to an unforeseen family emergency.

I know how busy you are and it was certainly not my intention to inconvenience you or any of your staff. I also hope this won’t reflect poorly on CMC—the Career Services staff counsel us carefully on interview etiquette, but this situation required my immediate attention.

Again, I apologize for any inconvenience my absence caused you and I hope we can reschedule the interview at your convenience.

Sincerely,

Your Name
yourname@students.cmc.edu
(100) 200-3000
Requesting More Time on a Job Offer

If you are considering a job offer, you might require more time to make an informed decision. You should carefully determine the amount of time you will need in order to get back to the organization by the date you provided in your request.

SUBJECT: Offer Letter
FROM: Your Name
DATE: 9/3/15
TO: Ms. Jill Smith, [insert company]

Dear Ms. Smith:

I received your offer letter yesterday and am extremely excited about it. The position at [insert company] interests me greatly. However, I am currently talking with another firm, and I feel compelled to complete my discussions with them prior to making a commitment. Therefore, I respectfully ask that you allow me another two weeks to finalize my decision to make the most informed and responsible decision on this very important topic. Thank you very much.

Best regards,

Your Name
yourname@students.cmc.edu
(100) 200-3000
Acceptance of Offer Message

If you receive an offer either verbally or in written form, please acknowledge it right away. You do not have to accept at this point—in fact we discourage you from making snap judgements—but make sure the organization knows you got the letter, that you are appreciative and are seriously considering it and you will be back in touch with them.

SUBJECT: Acceptance of position
FROM: Your Name
DATE: 9/3/15
TO: Ms. Jill Smith, [insert company]

Dear Ms. Smith:

As a follow up to our phone conversation on March 6, I would like to formally accept your offer for the position of Research Associate with [insert company] in your Palo Alto office. Thank you for the opportunity! I feel confident I will make a significant contribution right away, and I consider it a privilege to join your team.

As we discussed and the offer letter confirmed, I will begin my employment on June 1, 2016, and my annual salary will be $55,000 with full benefits to commence after 30 days of employment. I will have completed the medical examination and drug testing prior to my start date. If there is any additional information you need, please let me know.

I look forward to starting my employment with [insert company] in June.

Sincerely,

Your Name
youname@students.cmc.edu
(100) 200-3000
Declining Offer/Withdrawing Application Message

If you are sure you are not interested in an offer that has come your way, please let the organization know right away that you are not interested. But, be sure to take some time to make sure you absolutely do not want the opportunity before declining the offer.

SUBJECT: Thank you!
FROM: Your Name
DATE: 9/3/15
TO: Ms. Jill Smith, [insert company]

Dear Ms. Smith:

Thank you for the opportunity to meet with you to discuss the Research Associate opening with [insert company]. I appreciate the time you took to outline future career advancements at the company and I enjoyed our interview, however, after careful consideration, I have decided to respectfully decline the offer and withdraw from consideration.

I truly appreciate the time you spent with me and I hope your hiring search will be successful.

Sincerely,

Your Name

yourname@students.cmc.edu
(100) 200-3000

Follow-Up Correspondence

As an interested candidate, you want to keep your name in front of a potential hiring manager to reinforce your interest and level of knowledge of the field/organization. One way to do this is to share an article, web-post, pod-cast (or whatever) which has additional, pertinent, information with the organization.

SUBJECT: Article for [insert company]
FROM: Your Name
DATE: 9/3/15
TO: Ms. Jill Smith, [insert company]

Dear Ms. Smith:

I have enjoyed our two prior conversations greatly and wanted to share an article with you that I found which relates directly to our conversation (attached). I thought the author’s perspective on entrepreneurship was very interesting and think you will too.

Again, I have enjoyed speaking with you and learning about and [insert company] your experience in the start-up world. I hope we can keep in touch.

Best regards,

Your Name

yourname@students.cmc.edu
(100) 200-3000
Personalized Request to Connect on LinkedIn

After meeting someone who shares an interest or is in a field you are interested in (for example, after an information session, a networking event or an Athenaeum dinner) it is a good idea to invite them to join your professional network on LinkedIn. Be sure to personalize your message and indicate why it makes sense for you to be in the same network.

Dear Ms. Smith:

I enjoyed meeting you at the Entrepreneurship and Leadership lunch at CMC last week. After the presentation, we were able to talk briefly about the new software program you are implementing at [insert company] to manage your customer satisfaction surveys. I enjoyed our discussion and would like to add you to my professional network.

Thank you,

Your Name
youname@students.cmc.edu
(100) 200-3000

Networking Business Cards

Networking business cards are very convenient when it’s not appropriate to carry or hand out a resume. Networking cards are the same size and shape of business cards (3-1/2" wide and 2" high) and contain similar key contact information, but instead of listing a company and job title a networking card focuses on your area of interest or unique selling proposition—in this case your school, major and graduation year.

John Joseph Smith
Claremont McKenna College, Class of 2016
Major: Computer Science and Literature (dual)

jsmith16@cmc.edu
909-123-4567
www.linkedin.com/in/jjsmith

Bring your cards EVERYWHERE you go: to networking events, career fairs, professional meetings, social gatherings, parties, and anywhere else you could possibly run into potential contacts.
Voicemail Protocol

Voicemail greetings are an important piece of communication that tell people a lot about you. Your phone message is often the first place you will make an impression on a potential employer—make sure it is a good one.

A voicemail greeting is easy to get right; it is pre-recorded and editable. Including your primary number in any kind of application or document suggests an understanding that a prospective employer may call. Make sure you are ready. Here is an example of an appropriate voicemail message:

“Hello. You have reached the voicemail of [insert name]. I’m sorry I missed your message, but your call is important to me. Please leave your name and number after the tone and I will call you back as quickly as I can. Thank you very much.”

Final Professional Communication Tips

• Use the same header on your resume and cover letter and any other correspondence so your documents all have a similar look.

• Be sure to use an appropriate email address for all professional communication.
  – Example: CMC email or Firstname.lastname@gmail.com

• Personalize the URL for your LinkedIn profile (link).

Student/Alumni Communication Policy

Recognizing the need to ensure the privacy and respect the contribution of the alumni of Claremont McKenna College, CMC students are strongly encouraged to adhere to the following Student/Alumni Communication Policy whenever they reach out to alum.

• The student will compose a concise message of introduction including the reason the student is contacting the alum (advice on career path, discussion of industry, school, fellowship, etc.) and a brief background of the student.

• The student may attach a resume to the message, but only to provide the alum with additional background information.

• The student will NOT ask for employment—this is a request for an informational discussion only and, at least at first, it is solely to seek additional information regarding career paths, school and industry information.

Guidelines for Engagement

• The student should wait 5–7 business days after in initially reaching out to the alum to send a follow-up message.

• The student will respect the inbox of the alum and send no more than three messages in the course of a month, unless there is an ongoing dialogue.

• If an email address is not available, the student may contact the alum by telephone to make an appointment for a brief conversation at the convenience of the alum. The student should NOT expect to have the conversation during that initial call—it is preferable to request a formal appointment. Using a work telephone number is preferred over a personal one.

• Students will keep detailed records of who they have reached out to and the result.

• Student will be sure to complete any promised follow-up activities, including sending a thank you message right away.
The Job Application

At some stage in the interview process, you will probably have to fill out an electronic job application. 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. Employers often use the information you include on the application to initiate your background check. They will contact your references, schools, former employers and the military (if applicable) to verify information on your resume and job application. Usually you will be given the opportunity to receive a copy of what they find.

Education
DO NOT exaggerate educational accomplishments or inflate your GPA; educational references and information are checked thoroughly.

Work History
Include what you have on your resume. Include volunteer or community service work, leadership positions in student organizations, as well as any self-employment work, such as consulting, web design, research assistance, etc.

References
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.

Termination
DO NOT omit this information from your application. During the interview you can briefly explain the circumstances.

Lay Off
If you were “down-sized,” “right-sized,” or laid off due to a merger or any other reason beyond your control, don’t be embarrassed. You need to fill in the appropriate section of the application and give the reason for the layoff.

Compensation (or Salary)
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 offer a range, such as $40,000–50,000, which you feel meets your personal requirements and is appropriate for the position. Consider using Glassdoor.com or Salary.com for salary information.

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.
References

Plan on providing 3–5 references. You should ask professors who know you well, internship and/or current job supervisors to be a reference. Your reference should someone who can speak about your qualifications for the job. Keep your references professional; they should not be family, friends, etc.

When asking a professional to be your reference, schedule a short meeting or phone call. Ask the individual to be a positive reference and tell them about the position(s) to which you are applying. Request their preferred contact information. Provide your reference with a copy of your resume and cover letter and any other documentation they might find helpful (statement of purpose, thesis, writing sample, etc.). Be sure to thank them for being a reference for you and be sure to notify when they are likely to be contacted.

Reference Page

The top of your reference page should match the top of your Resume and your section heading should be titled “References.”

References should be listed in order of importance for the position you are applying to. Include their name, title, professional address, phone number, e-mail, and relationship to you.

Sample:

Jane Doe
850 Columbia Ave. Claremont, CA 91711 • (909)123-4567 • Jane.Doe@gmail.com

References

Reference 1 Full Name
Title
Professional Address
Contact Number
E-mail Address
Relationship to you

Reference 2 Full Name
Title
Professional Address
Contact Number
E-mail Address
Relationship to you

Reference 3 Full Name
Title
Professional Address
Contact Number
E-mail Address
Relationship to you
Dress For Success

You never have a second chance to make a first impression! Once on the job, your performance will speak louder than your appearance but when that prospective employer is evaluating a few dozen candidates, you need to stand out as a well-put-together professional.

Some industries allow a more relaxed form of interview attire while others (many of whom recruit at CMC) are more formal. It is your responsibility to know the company/industry and dress accordingly. If in doubt, check with someone in Career Services, check with the employer, do some on-line research or contact someone who works for the organization. In any case, it’s better to overdress than to dress too casually.

Entrepreneurial, start-up, media, and other employers may require different attire. Visit us on Pinterest http://www.pinterest.com/cscatcmc for ideas on dressing for success.

Formal Dress

For more formal industries/organizations, always wear a suit to an interview. Men should wear a two-piece business suit (matching pants and jacket) with a light-colored shirt and simple tie. Women can wear a skirt or pants suit with a conservative blouse. Skirts should be long enough to sit comfortably and cross your legs. Shoes should be a reasonable height and easy to walk in—stilettos are not appropriate. It is preferable to dress in muted colors—gray, black, brown or navy blue. Make sure your clothes are clean and pressed, your shoes are shined, and you wear socks that match your suit (dark). Wear something you’re comfortable in and which looks good on you. Before interviewing, head to the restroom for a quick once over.

Business Casual

Business casual is crisp and neat and should look appropriate for a chance meeting with a CEO. For men, we’re talking khaki or dark pants and a long-sleeved button shirt (no wild patterns). Leather loafers are nice; athletic shoes are not appropriate. For women, slacks or a casual skirt, a professional top and mid-low heels/flats are appropriate. This is not cocktail party or picnic attire. Everything should be clean and pressed. Avoid tight or baggy clothing and be fashionable and classy rather than overly trendy.

For CMC’s employer and graduate school information sessions, career fairs, and networking events, business casual is the appropriate way to dress; think “Ath attire” or a little nicer.

Accessorize

Showing cleavage is not appropriate during an interview or at work, despite what you see in the media! You want the interviewer and your co-workers to be paying attention to you and your answers, nothing else, so please be thoughtful about how you present yourself. If your blouse is too revealing, a scarf or camisole may be appropriate.

Don’t skimp on your shoes or belt—they make a big difference. Your belt (brown or black) should match your shoes which should be clean and shinned. A polished shoe will help you look put-together and professional. Women should stick with a simple pump that looks professional. Avoid heels that are too high or are hard to walk in. Men, be sure to wear dark socks that match your suit. Women, if wearing hosiery, keep it simple and avoid patterns and always bring an extra pair in your purse just in case you get a run!

A small purse for ladies is acceptable, as is a pad-folio (for women and men) in case you need to take notes. Please make sure you do not have stray papers in the pad-folio—organize it so it looks professional.
For both genders, a watch and simple ring are acceptable, but that’s it. Small earrings, simple studs, or plain hoops.

**Personal/Hygiene**

- Shower and wash your hair before your interview/on the day of the interview.
- Use deodorant and avoid cologne or perfume.
- Brush your teeth carefully, use floss and mouthwash.
- If needed, get a haircut and be sure to brush your hair before the interview.
- Men should carefully trim facial hair.
- Women should wear hair neatly and in a conservative style—don’t allow it to fall in your face.
- Remove noticeable body piercings for the interview.
- Cover tattoos, if possible.
- Go easy on the cosmetics: subtle make-up shades are appropriate.
The Interview

Interviews come in lots of shapes and forms but are usually predictable. They typically include 4 reasonably distinct steps:

1) Introductions/getting comfortable (this is where the employer will ask the dreaded “tell me about yourself” question).
2) Interviewer questions (this is when the employer asks you questions about you, your experience, or gives you the “case”).
3) Interviewee questions (this is your time to shine and ask pertinent, high level, well thought-out questions about the job and the company).
4) Close (this is the “thank you, when can I expect to hear from you” part).

Preparing for the Interview

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.

The first step is to understand yourself, what you want to do and what you can do. This means taking a hard look at yourself, learning about the various career options out there and then really thinking about where those two areas meet—what are you interested in and what are you qualified for?

The second step in preparing for an interview is to understand the company’s purpose for meeting with you. A company meets face-to-face with its applicants to:

> Make sure you fit the “personality” of the company
> Find out if you can communicate effectively
> Determine how you think and process information, both critically and analytically
> Find out how knowledgeable and experienced you are
> Ensure that you have an interest in the job, can, and will do the job

It is important that you are able to provide answers about yourself and your experience and explain how you fit with the job and the company in question.

Third, you must be highly knowledgeable about the job and the company. You need to spend a lot of time researching the company, the industry, the major players in that industry and the issues that are affecting that part of the economy. The more informed you are, the more impressive your answers will be.

While there are traditional methods of conducting company research such as visiting company websites, students should also take advantage of the following:

> Alumni within the organization
> Students who may have had an internship with the company
> Knowledge of the employer through Career Services
> Internet research—Vault Guides, Hoovers, LexisNexis, etc.

Finally, you need to be able to communicate well and present yourself effectively. While interviews often follow similar and predictable patterns, every interviewer has a different style of interviewing and will ask different interview questions. You can anticipate certain types of questions and can prepare accordingly. Mock interviews, tailored to a position or general, are strongly encouraged at Career Services (using InterviewStream or in person).

Here are a few tips to help you prepare:

- Before answering a question, determine what information the interviewer is trying to obtain; if a question is unclear, ask the interviewer to rephrase or clarify it.
• Convey your strengths and remain positive.
• Relate your work experience, education, training and personal strengths to the position at hand.
• Anticipate how to handle negative information such as a lay off or termination.
• Stress what you can bring to the position/company.

You should be able to tell the employer enough about yourself to give them a good picture of what kind of person you are and what kind of employee you will be. You should be able to explain your relevant skills and abilities which relate directly to the job description. Be able to answer:

• Do you have the required skills for the job and the company?
• How you are uniquely qualified for this job?
• What differentiates you from other applicants?
• Why do you want this job?
• Why do you want to work for this company or organization?
• How did you arrive at your decision to interview and pursue this company/organization?

Interview Types

The Screening/General Interview
The purpose of a screening or preliminary interview is to assess the skills and personality traits of the potential candidate. It is a broad-based meeting, generally conducted by a human resources representative. The objective is to “screen-out” those applicants who do not fit, and “screen-in” those who meet preliminary objectives. Your purpose is to convince the interviewer that you have what the company wants. These are often phone interviews.

The Behavioral Interview
If you are asked behavior-oriented questions, you have moved from answering hypothetical questions, to answering questions based upon fact and experience. These often start with “tell me about a time when” or “can you give me an example of when” The basic premise behind behavioral interviewing is that past behavior is the best predictor of future behavior.

With a behavioral question, the interviewer is looking for process and results; they are not just looking for an activity list. They are listening for specific things like how you managed through a difficult situation or work-related problem, and they are particularly interested in the role you played in the outcome. Be accurate about your involvement—but do not overstate it. Humility is attractive and be sure to give credit where due. The interviewer will focus in on specific aspects of the situation and probe for more detail asking “What were you thinking at that point?” or “Why did you make that particular decision?” It is often helpful to frame out your answer as a story you can tell.

Candidates can prepare for behavioral interviews by identifying specific examples of situations in which they demonstrated skills in:

- Assertiveness
- Communication
- Taking initiative
- Showing commitment to task
- Dealing with ambiguity
- Making decisions rapidly
- Showing leadership, management, analytical, organizational, problem solving or team building skills
Be sure to listen carefully to the question asked of you, ask the interviewer to repeat the question if necessary, and then use a structured framework to explain your response. We suggest the S-T-A-R (Situation–Task–Action–Results) method.

**Situation:** give an example of a situation that required action and that had a positive outcome
**Task:** describe the tasks involved in resolving the situation
**Action:** explain the various steps taken to resolve the situation
**Results:** what happened as a direct result of your actions

**Example of a STAR response**

**Situation:** I became the head tutor of our school tutoring program that had been declining in participation over the last three semesters.

**Task:** I needed to get more students to participate.

**Action:** I spent many lunches and dinners in the dining hall staffing a table with a few of my friends, talking about the program. I also initiated an e-mail campaign with a personalized invitation to join the tutoring program to all sophomores and juniors.

**Results:** As a result of these actions, applications to the program doubled and we increased the number of tutors by 25%.

You should spend approximately 25% of your answer on the situation and task, 50% on your actions and thought processes, and 25% on results and outcomes. Be ready to give specific details if asked. Be sure to prepare examples of when results didn’t turn out as you’d expected. What did you do then? What did you learn from that experience? Be sure to use your resume as a guide when you are preparing these examples, and use that opportunity to refresh your memory regarding your achievements. Examples of situations can come from all sorts of sources—internships, class activities, sports, community service and volunteer experience.

**Behavioral Questions**

- Describe a situation in which you needed to use persuasion to change the mind of a supervisor?
- Give me an example of a time you had to think on your feet to solve a problem?
- Give me an example of a time when you failed?
- Provide an example when you used good judgment and logic to solve a problem?
- Describe a situation where you had to deal with an ambiguous situation and still reach resolution?
- How have you used your leadership skills in a team setting?

To practice answering behavioral questions consider taking a mock behavioral interview in the Career Services Center or on InterviewStream.

**The Case Interview**

This is a problem-solving or case scenario that tests your investigative, analytical and integrative skills. Typically case interviews are used by management consulting and investment banking firms, but they are increasingly used by other types of organizations as well. Preparation is critical for a case interview. More information on case interviews can be accessed in the Career Services library, on VaultCareerInsider.com (access from ClaremontConnect), CQ Interactive, our case question practice software, and interactive company websites list.

**The Social/Meal Interview**

This type of interview can take place in a variety of non-traditional settings—over lunch, at a cocktail party, on a company tour. It provides the employer with a good indication of how you might fit in with the organization.
on a personal level. The atmosphere may be highly informal, but the objective is the same as a more traditional interview.

Often, it will not feel like an interview at all, but be careful—your behavior is being observed. Continue to make sure the information you share is appropriate. Don’t get too comfortable and tell stories you might regret later. Do not drink unless your host does (and you are of age, of course) and when ordering food, follow the lead of your host. Don’t order the most expensive item on the menu but settle for something more moderately priced—this is NOT about the meal. While you want to appear relaxed on the outside, keep the intensity on inside. You are still participating in an interview and you want to leave a very professional impression.

The Sequential Interview

Some companies use a series of interviews to evaluate candidates. Interviewers may include supervisors, managers and/or peers. Each person may cover the same material, or each may focus on a particular aspect of your qualifications. In either case, 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. Typically third round interviews are at the company’s place of business and are made up of 3–4 sequential interviews and a meal. They are exhausting but predictable, so you should prepare and plan accordingly.

The Group Interview

This is an interview that involves you and two or more interviewers. This technique is often used to make a more efficient use of interviewing time and to determine your ability to work cohesively within a group as well as your ability to withstand pressure.

To effectively manage group interviews simply answer each question patiently, maintaining comfortable eye contact with the person who asked the question, and then move on to the next question.

Questions-Questions-Questions

These are typical questions a prospective employer may ask during a general interview:

• Tell me about yourself?
• What are your strengths and weaknesses?
• What is the most difficult situation you have ever faced? How did you deal with it?
• What accomplishment has given you the most satisfaction? Why?
• What are your short-term career goals? Long-term?
• What has been your most rewarding college experience?
• Why did you choose to attend CMC?
• What college subjects do you enjoy most? Why?
• Do you think your grades are a good indicator of your academic capabilities?
• What are your extracurricular activities?
• How has your college experience prepared you for a professional career?
• What criteria are you using to evaluate the companies with which you are interviewing?
• In what kind of work environment are you most comfortable?
• What kinds of rewards are most satisfying to you?
• What special characteristics or specific skills will you bring to this company?
• Why do you want this position?

More Challenging Questions

• Describe your role on a team.
• Give an example of how you handled a difficult situation.
• Think of a crisis situation during which things got out of control. Why did it happen? What role did you play in solving the problem?
• If you had your life to live over again, what would you do differently?
• Of all the jobs you’ve held, which did you enjoy most and the least?
• Give an example of when you’ve gone the extra mile.
• If you had the chance to repeat your college career, what would you do differently?

Asking the Right Questions

Always prepare a few informed and relevant questions of your own. Ideally, you will formulate questions as the interview progresses, but be prepared with some rehearsed questions just in case. If you have no questions, the interviewer may assume that you have no interest in the job or company. Make sure the questions go deeper than what can be found on the company website.

• What makes your company different from others?
• How long have you worked with this organization? What do you like the most?
• How does the job for which I’m interviewing fit in with the mission of the company?
• What are the core values of the company?
• What are the strategic issues within the company?
• What is the short- and long-term strategic direction of the company?

Questions to Avoid

Do not ask questions regarding what the organization can do for you such as salary, benefits, vacation time, graduate school financial aid, and so forth. These types of questions can be asked once they have offered you the job and you can negotiate them before you decide to accept or decline the offer.

Interview Checklist

✔ Have you done your homework/researched the company, position, and the industry?
✔ Have you checked the company website?
✔ Are you prepared with appropriate interview attire?
✔ Are you prepared with directions to get to the location? Do you know how long it will take you to get to the interview location from home? Do you know where to park?
✔ Have you timed your commute so that you arrive 15 minutes early to your interview?
✔ Do you have an organized pad-folio for note-taking? (be sure to ask first)
✔ Do you extra copies of your resume ready?
✔ Do you have a list of references prepared for the application?
✔ Have you practiced a firm handshake?
✔ Can you explain to the interviewer why you want the job?
✔ Can you explain your qualifications for the position?
✔ Have you visited our Pinterest boards for examples of proper interview attire?

Reminder-List:

✔ Remember, maintain good eye contact with your interviewer.
✔ Be sure to be careful with your body language. Take cues from your interviewer.
✔ Don’t forget to request a business card from your interviewer(s).

After the Fact

✔ Have you sent a thank you letter (e-mail immediately; handwritten 1 to 2 days)?
Telephone and Skype Interview

The telephone and Skype interview has become increasingly popular with employers to screen their candidates. Here are a few tips to get you through a phone and Skype interview.

The Telephone Interview

Preparing for the Interview

- Practice interviewing with a friend or family member as you would for a regular interview.
- Rehearse answers to typical questions you would be asked in an interview.
- Use InterviewStream to practice.
- Be prepared to speak about your skills and background.

During the Phone Interview

- Use a quiet space to conduct your interview, no people or pets around. You can reserve one of the interview rooms at Career Services.
- Keep your resume in clear view in case you need to refer to it.
- Have a short list of your accomplishments available.
- Have pen and paper handy for note taking.
- Try to use a landline instead of a cell phone to minimize the possibility of static or the call being disconnected.
- Don’t chew gum, eat, or drink (have water handy in case you need to wet your mouth).
- Listen carefully to the questions; if you do not understand a question ask for clarification.
- Use the person’s title (Mr. or Ms. and their last name).
- Don’t interrupt the interviewer.
- Take your time collecting your thoughts and answering: be focused in your response.
- Be sure to smile and walk around. Listeners can hear your smile and activity.
- After you thank the interviewer ask what the next step is in the selection process.

After the Interview

- Send a thank you note right away to reiterate your interest in the position.

The Skype Interview

Practice and Test Your Equipment Ahead of Time

- Practice a Skype call with a friend or family member to get a feel for the process and ensure your equipment is working properly.
- Check that your Internet can handle a video call.

The Setting

- Use a quiet space to conduct the interview. You can reserve an interview room at Career Services Center.
- Look and act the part. Wear professional attire—avoid stripes or patterned clothing and make sure your clothes stands out from the background.
- Maintain eye contact by looking at the camera and not your computer screen—it may be helpful if you move your picture to the top corner of the screen.
- If you are using a laptop with a built in camera, prop the laptop on i.e. books so that it’s eye level.
- Upper body should be in the frame to catch integral nonverbal communication.
- Be enthusiastic and speak clearly.

After the Interview

- Send a thank you note right away to reiterate your interest in the position.
The Job Offer

You’ve reached a major milestone—you’ve received a job offer; it’s decision time! All 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.
• If you are absolutely sure the offer is what you want, accept it. There is no trial period, so **only accept if you are positive.**
• Is there a contract to sign? Or is a formal acceptance letter required?

**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 the offer if there is a chance you will want to back out!

• Interviewing with other organizations should stop once you have accepted an offer.
• Keep your word and do not renege if a better offer is received.
• If waiting for another offer, ask for additional time to think things over. Do not reject the offer because you are expecting another offer from a different organization (you may not get the other offer).
• Ask questions now—do not wait until after you have accepted the position to clarify any issues or concerns that you might have.

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.

Please contact Career Services before you take action if you encounter a situation where you are unsure of what to do. If you renge 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.

Evaluating a Job Offer and Negotiating Salaries

Now that you have received a job offer it is time to think about the salary and whether or not you can afford it.

**Evaluating a Job Offer**

There are many things you should consider when evaluating a job offer. Consider the following before making your decision to accept or reject the offer:

• Is this the offer you wanted? Why? Why not?
• Is the salary what you expected?
• Is the salary negotiable?
• If the salary is not negotiable, are there other benefits that could be negotiated?
• Is the location acceptable?
• Have you evaluated the benefits package? Vacation, sick leave, insurance, overtime/comp time, etc.
• Do you have any other interviews pending?
• Do you expect/want any other offers?
• Do you want to work for this organization?
• What is the reputation of the company?
• Is there growth potential in this organization?
• Have you done further research on the company now that you have the offer?
• Have you been given a reasonable amount of time to consider the offer?
• Do you have written confirmation of the offer which includes all the relevant details?
• Do you understand that a verbal acceptance of a job offer is a commitment just like a signed acceptance?
  It is your word of honor.
• Does your gut tell you this is the right offer to accept?

**Negotiating the Salary**

• Research what others in the field are being paid through websites and networking (see insert below).
• 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 before hand.
• Frame the negotiation as a collaboration.
• Refer to CSC if you need assistance.

**Helpful Salary Websites**

Salary.com: [www.salary.com](http://www.salary.com)
Glassdoor.com: [www.glassdoor.com](http://www.glassdoor.com)
International Students

Curricular Practical Training (CPT) for F-1 Students

Curricular Practical Training (CPT) is an employment option available to F-1 students when the practical training employment is considered to be an integral part of the curriculum or academic program. CPT must relate to your major and the experience must be part of your program of study. Academic credit is a required component of CPT.

Curricular practical training is authorized by your International Student Advisor; it does not require approval from the United States Citizenship and Immigration Service (USCIS). CPT is approved for a specific employer and for a specific time period. Students may change employers but must have proper authorization before doing so.

Criteria for Curricular Practical Training Eligibility

- You must have been in lawful F-1 status for at least one academic year.
- You must have an offer of employment that qualifies for CPT.

Applying for Curricular Practical Training

- Contact the International student advising staff to evaluate your eligibility for curricular practical training. If all eligibility requirements are met, you will need to fill out a CPT Request Form and have it signed by the International Student Advisor.
- A new SEVIS I-20 will be issued denoting employment authorization, including the employer and the dates authorized. Work undertaken after the expiration date of your CPT will be considered unauthorized employment.

Part time and Full time CPT

CPT can be given for up to one year at a time and can be approved for part time (20 hours/week or fewer) or full time (more than 21 hours/week). While this is rarely an issue, students should be aware that 12 months of full time CPT makes them ineligible for Optional Practical Training (OPT).

Working with your CPT employer

Your I-20 form authorized for CPT is all you will need to provide your employer. Within the first three days of beginning work you and your employer must complete a form entitled Employment Eligibility Verification, USCIS Form I-9. Your I-20 and your unexpired passport should meet the documentation requirements of the I-9. If you don't have a U.S. Social Security Number, you should apply for one while using CPT.

Optional Practical Training (OPT) for F-1 Students

OPT is generally done after completion of the academic program, but in some cases may be done before completion. OPT employment must be related to the student’s field of study.

OPT is granted for a maximum of 12 months per academic level (BA, MA, PhD), and potentially for an additional 17 months (for a total of 27 months) if you are in a STEM field (see below for more information). OPT is granted by U.S. Citizenship and Immigration Services (USCIS). Your International Student Advisor/Coordinator must recommend OPT to get approval. The OPT application process requires an application (Form I-765, Application for Employment Authorization) which is submitted to the USCIS along with a fee of $380. Upon approval of your Application for Employment Authorization, USCIS will send you a Form I-766, an Employment Authorization
Document (EAD). No job offer is required for OPT approval. You can use OPT anywhere in the US and, once approved, you may switch employers as often as you like for the duration of the OPT time period, but you must wait to start work until after you receive your EAD.

The OPT application must be submitted to USCIS no later than 60 days after program completion, but because processing takes so long, we suggest you file as early as possible (up to 90 days prior to your program completion date).

**Additional information on the 17-Month OPT–STEM Extension**

Students who graduate with a qualified Science, Technology, Engineering or Mathematics (STEM) degree, and are currently in an approved post-completion OPT period based on a designated STEM degree, may apply for a 17-month STEM extension of their post-completion OPT.

You may qualify for an additional 17 months of OPT under the following circumstances:

- You are currently in a period of post-completion OPT.
- The degree for your current period of post-completion OPT is a bachelor’s, master’s or doctoral degree in a science, technology, engineering or mathematics (STEM) program. The degree programs that qualify for a 17-month STEM extension are listed at http://www.ice.gov/sevis/stemlist.htm.
- You properly and in a timely manner filed your application for the 17-month extension with USCIS. STEM extension information is found under Section 8: http://www.ice.gov/doclib/sevis/pdf/opt_policy_guidance_042010.pdf
- The employer from which you are seeking employment uses the E-Verify program. (E-Verify information is available at http://www.uscis.gov/E-Verify).
- You have not previously received a 17-month extension of OPT.
- You must report changes in name, address, employer and loss of employment to your DSO within 10 days of any change.

Your DSO will provide you with a new Form I-20 that shows the DSO recommendation for this employment on page three. You must apply for work authorization by electronically filing a Form I-765 with USCIS and paying a filing fee. USCIS will send you an EAD upon approving your petition.

For more information, see your International Student Advisor/Coordinator or go to: iplace.claremont.edu.
Internships

Internships are valuable experiences that build skills and help you determine “what’s next” following graduation. They bridge the gap between academic knowledge in the classroom and the application or expansion of that knowledge in the real world. In a competitive job market, internships can make the difference in obtaining a full-time position.

A high percentage of CMC students participate in at least one internship during their college years. The type and length of internships vary by program, organization and purpose; some are paid, some are volunteer positions and most qualify for academic credit.

Getting Started

• Visit Career Services and meet with a career consultant or counselor.
• Research the field(s) you are interested in exploring.
• Prepare your resume.
• Attend campus meetings, workshops and employer presentations.
• Talk with professors and/or advisors.
• Research using ClaremontConnect and other internship websites (NIC, Internships-USA).
• Reach out to alumni, family, and friends.

CMC Sponsored Internship Programs

The Career Services Center coordinates the Sponsored Internship Program, which provides funding for summer internships in the U.S. and abroad. Though competitive, Sponsored Internships enable students to create their own, unique internship and are an ideal way to gain hands-on work and life experience. The following programs are administered by Career Services and available to all returning students in good standing with the College.

- McKenna International Internship Program
  This program provides financial assistance for students to participate in an international learning experience related to career plans. The program encourages applications to Asia and discourages internships in countries where students have previously lived or studied. Funding is based on a proposal and budget developed by the student.

- KLI International Internship Program
  The Kravis Leadership Institute (KLI) supports transformative, international internships that enhance cross-cultural understanding of leadership in the public (for-profit), governmental, or not-for-profit (social) sectors. Awards are based on the academic record of the applicant, relevant activities outside of the classroom, financial need, letters of recommendation, and the substantive merit of the internship proposal. Preference will be given to students enrolled in the Leadership Sequence and/or affiliated with KLI.

- Peter Adams International Internship Program
  The Keck Center for International and Strategic Studies offers financial assistance for students to participate in an international learning and work experience related to career plans. Preference is given to International Relations majors. Internships must be international in substance but can be domestic in location and may be with private corporations, government departments, or non-governmental organizations.

- Strong Gault Summer Internship Program
  This Program supports internships with social enterprise organizations as well as federal and local government agencies, both domestically and internationally, that serve economically underdeveloped areas by providing services and innovative programs that benefit a particular community, region, or society at large.
- **Uoroboros Fellowship**
  This selective fellowship program is designed to support six to eight CMC students pursuing life-changing experiences in locations where they have never lived or studied. Awardees may work for a non-profit organization or design their own project. Funding is budget-based plus a $1,000 travel grant awarded directly to the student.

- **Center for Civic Engagement Internship Program**
  This Program provides financial assistance for students to participate in an unpaid summer internship with a civic engagement focus. Support may be provided for internships with non-profit, governmental, or government funded organizations, with preference given to internships in which the intern will be directly involved in civic engagement (e.g., service, community engagement, government/citizenship).

- **Community Service Internship Program (CSIP)**
  CMC has a strong commitment to supporting community service endeavors. To enable students to fulfill this commitment, CMC provides a limited number of stipends to students who successfully identify, design and justify a proposal to work for a nonprofit organization that does not have the financial resources to pay summer interns. Stipends are made possible by donations from alumni, trustees, corporations, organizations, and private individuals.

- **KLI Social Sector Internship Program**
  CMC students interested in domestic internships with social service organizations may qualify for support through this Program. Awards are based on the academic record of the applicant, relevant activities outside of the classroom, financial need, letter of recommendation, and the substantive merit of the internship proposal. The KLI internship program gives preference to students enrolled in the Leadership Sequence and/or affiliated with KLI.

- **Non-Profit Internship Program**
  This Program assists students participating in an unpaid internship with a nonprofit or government agency, ideally while living at home. Internships may be unique or pre-existing but should relate to the applicant’s career interests.

- **Political Education Fellowship (PEF)**
  This bi-annual program coinciding with election cycles grants a limited number of stipends to CMC students who intern with local, state, or federal election campaigns.

**Applying for an Internship from Abroad, Silicon Valley or Washington, D.C.**

You can apply for summer internships through ClaremontConnect while you are away from CMC, but you MUST indicate in your cover letter that you are currently studying off campus. Many employers are willing to interview by phone or Skype. If you are selected for an on-campus interview, do not sign up on ClaremontConnect for an interview time. Instead, you will need to contact Charlene Kile at charlene.kile@cmc.edu to get instructions for scheduling a phone or Skype interview.

**Academic Credit**

CMC offers academic credit for internships through the course INT 199. Students may receive one-quarter, one-half, or one-full course credit per internship, depending on the length and hours worked, and earn a maximum of one-full credit while enrolled at CMC. Completion of INT 199 also satisfies the experiential requirement of the Leadership Sequence. The internship registration form is available on the Office of the Registrar’s website. Students may receive credit for an internship under the following criteria:
• Work for a minimum of 6 weeks AND a minimum of 150 hours (for .25 credit; see the CMC catalog for .5 and 1 credit options).

• Choose a research paper topic and create a reading list in consultation with a faculty reader.

• Submit the INT 199 Registration Form with the required documentation to the Registrar’s Office.

• Submit a research paper, performance evaluation from the internship supervisor, and written evaluation of the internship.

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**Selected Internet Resources for Internships**

**General**
- CareerRookie
  - [www.careerrookie.com](http://www.careerrookie.com)
- ClaremontConnect/Nationwide Internship Consortium (NIC)
  - [https://claremontmckenna-csm.symplicity.com](https://claremontmckenna-csm.symplicity.com)
- Idealist
  - [www.idealist.org](http://www.idealist.org)
- Internships 4 You
  - [www.internships4you.com](http://www.internships4you.com)
- Internships-USA
  - [cei-internships.squarespace.com](http://cei-internships.squarespace.com)
- InternshipFinder
  - [www.internshipfinder.com](http://www.internshipfinder.com)
- InternshipPrograms
  - [www.internshipprograms.com](http://www.internshipprograms.com)
- InternWeb
  - [www.internweb.com](http://www.internweb.com)

**LA County Arts Internships**
- [lacountyarts.org/internship.html](http://lacountyarts.org/internship.html)

**Professor Pitney’s Website**
- [www.cmc.edu/pages/faculty/JPitney/ intern.html](http://www.cmc.edu/pages/faculty/JPitney/intern.html)

**International**
- GoingGlobal
  - [https://claremontmckenna-csm.symplicity.com](https://claremontmckenna-csm.symplicity.com)
- Idealist
  - [www.idealist.org](http://www.idealist.org)
- International Volunteer Programs Association
  - [www.volunteerinternational.org](http://www.volunteerinternational.org)
- One World
  - [www.oneworld.org](http://www.oneworld.org)
- Wango
  - [www.wango.org](http://www.wango.org)