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**Molloy Mission**  
Molloy College, an independent, Catholic college rooted in the Dominican tradition of study, spirituality, service and community, is committed to academic **excellence** with **respect** for each person. Through transformative education, Molloy promotes a lifelong search for **truth** and the development of ethical leadership.
# Four-Year Action Plan

## ACADEMIC

### Freshman Year
- Meet with your academic advisor to explore academic disciplines
- Sign up for introductory elective courses that interest you
- Talk with faculty and actively participate in class
- Develop study and time management skills
- Maintain a solid GPA

### Sophomore Year
- Confirm your major (if not done so already)
- Seek assistance developing an academic plan with your advisor
- Maintain a solid GPA
- Consider adding a minor or certificate to your academic degree

### Junior Year
- Research companies/work environments
- Attend career programs
- Revise resume and have critiqued by a Career Center professional
- Network with faculty, staff and employers
- Develop a list of professional references
- Participate in a mock interview
- Use social media to follow companies/contacts in your industry
- Update LinkedIn account

### Senior Year
- Fill out all necessary graduation documentation
- Fill out, request and send all necessary graduate school information, i.e. – transcripts, financial aid, graduate assistant and scholarship applications
- Have your resume and cover letter reviewed by a Career Center professional
- Attend interviewing, resume and job search workshops
- Participate in a mock interview
- Research possible companies/organizations/employment options
- Join Associations and attend industry conferences
- Connect with leaders on Social Media (LinkedIn, Twitter and Facebook)
- Notify the Career Center of any job offers

## CAREER

### Freshman Year
- Meet with a Career Center professional to start your individualized 4-year plan
- Attend career-related events/workshops
- Develop your resume and seek a part-time job, summer job and/or volunteer opportunities
- Volunteer
- Join Handshake
- Create LinkedIn student account

### Sophomore Year
- Attend career programs related to resume and cover letter writing, and interviewing
- Meet with a Career Center professional to research internship and summer job opportunities
- Interview and job shadow professionals in the field related to your area of interest
- Consider the possibility of graduate school

### Junior Year
- Explore career choices after graduation
- Continue practical experiences through activities, employment, and community involvement
- Take on a leadership role in your student organization
- Practice stress management and time management techniques
- Attend industry conferences

### Senior Year
- Join state and national professional organizations
- Access personal and professional goals
- Utilize all services offered at Molloy and continue to stay involved
- Establish and maintain relationships on campus and throughout the community
- Use the Career Center services throughout your career

## PERSONAL/SOCIAL

### Freshman Year
- Join at least two of Molloy’s student clubs or organizations
- Maintain a balanced school/social life
- Attend student programs on campus
- Attend sporting events
- Download CORQ

### Sophomore Year
- Review and reaffirm your values, interests, skills and abilities
- Participate in volunteer opportunities on campus and/or within your community
- Consider the benefits of studying abroad

### Junior Year
- Participate in volunteer opportunities on campus and/or within your community
- Consider the benefits of studying abroad

### Senior Year
- Explore career choices after graduation
- Continue practical experiences through activities, employment, and community involvement
- Take on a leadership role in your student organization
- Practice stress management and time management techniques
- Attend industry conferences

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Molloy College Career Center
Resume Tips

A RESUME is your opportunity to explain to an organization why you are the ideal candidate for a position. The following tips will assist you in putting your best foot forward!

Grammar
- Be consistent with your punctuation.
- Do not switch verb tenses within a job. Write in the present tense for duties you are currently performing.
- Spell-out numbers between one and nine. Use numerals for numbers 10 and above unless it appears at the beginning of a sentence.
- Capitalize all proper nouns.
- Don’t rely on spell check—personally proofread or have someone else read it!

Word Choice
- Limit technical terms to ensure a general audience will understand your achievements.
- Use a variety of action verbs to start descriptions of jobs and/or tasks (e.g., designed, increased, developed).

List experiences in reverse chronological order within each section.

Verify
- Dates of all prior employment.
- Your address, phone number, and email addresses (use a professional email address).

Design
- Use appropriate margins (0.5 - 1 inch).
- Place name, address, phone, and email at the top.
- Use one, easy-to-read, and professional font (no less than 11 point).
- Apply highlighting techniques (bold, italics, underline) consistently throughout.
- Do not over-use capitalization, italics, underlines, or other emphasizing features.
- Use one bullet style throughout your resume.
- Ensure consistent alignment of bullet points and headings (same indentation for each category throughout).
- List experiences in reverse chronological order within each section.
- Save as PDF for consistency across applications.

What to Include
- Educational information including degree, graduation date, and GPA if over a 3.0 (see detail below).
- Technical skills.
- Previous work experiences.
- Relevant course projects.
- Student organizations or other activities.
- Volunteer work, awards, honors, projects, research.

GPA
Most employers are going to want to know your GPA eventually. If your GPA is above a 3.0 on a 4.0 GPA scale, you should list it on your resume. It may be a good idea to list it even if it is under a 3.0. Please contact the Career Center to speak with a Career Advisor about your personal GPA to receive the best advice for your situation.

Omit
- Personal information such as a photo, gender, race, age, sexual orientation, religion, political affiliation, marital status, number of children (see “potentially sensitive information” below).
- “References Available Upon Request”—The employer will assume they are available.

Carefully Consider
- Your subheadings—How do you want to classify your experiences to be most effective?
- Potentially sensitive information—Not all employers will share the same opinion as you about specific groups, organizations, and/or lifestyles in which you are a member or in which you participate. If you are involved in a group and have gained applicable skills through the group, it is appropriate to identify it on your resume. However, you should carefully consider whether it is worth listing.
- Medical/Health information—Although it could justify specific things in your resume (time gap, GPA), an employer may become concerned that your health problems will affect your job performance.

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Skills

THROUGHOUT your life, you’ve gained competencies in many areas. Which of these do you excel in? This list will help you identify your strengths. Apply them to career decision-making and when transitioning to different fields. Check off the skills you have demonstrated inside and outside of the classroom. Then, go back and circle the skills you most enjoy using and cross off those you do not enjoy using.

Communication Skills
❑ Present information to large and small groups
❑ Handle complaints in person/over the phone
❑ Sell ideas, products, or services
❑ Listen carefully and attentively
❑ Develop rapport easily with diverse individuals and groups of people
❑ Read or speak another language
❑ Edit and proofread written material
❑ Write clearly and concisely

Leadership, Management, and Administrative Skills
❑ Envision the future and lead change
❑ Establish policy and/or procedures
❑ Set goals and determine courses of action
❑ Create innovative solutions to complex problems
❑ Develop and facilitate work teams
❑ Provide training for staff development
❑ Demonstrative flexibility during crisis
❑ Evaluate performance
❑ Streamline processes

Counseling, Serving, and Interpersonal Relations Skills
❑ Counsel, advise, consult, guide others
❑ Demonstrate empathy, sensitivity, and patience
❑ Help people make their own decisions
❑ Help others improve health and welfare
❑ Listen empathically and with objectivity
❑ Create positive, hospitable environment
❑ Encourage, empower, advocate for people

Life Skills
❑ Flexibility
❑ Adaptability
❑ Initiative
❑ Accountability
❑ Work ethic
❑ Responsibility

Creative and Innovative Skills
❑ Visualize concepts and results
❑ Brainstorm and make use of group synergy
❑ Design materials, products, or services
❑ Express ideas through a form
❑ Use computer software to create art
❑ Write poetry, fiction, plays

Mechanical and Technical Skills
❑ Invent
❑ Assemble, build, install
❑ Perform precision work
❑ Operate hand and/or power tools
❑ Troubleshoot, diagnose problems
❑ Drafting, mechanical drawing
❑ Understand manuals, diagrams
❑ Learn new technology easily
❑ Program/code
❑ Using technology to identify information

Numerical Skills
❑ Solid ability with basic arithmetic
❑ Multiply numbers in your head
❑ Figure out percentages
❑ Recognize patterns and relationships in numbers
❑ Gain valuable information from graphs, tables, and charts
❑ Quickly spot numerical errors
❑ Make decisions based on numerical data
❑ Make rough calculations, estimates in your head
❑ Analyze statistical data

Cultural Respect Skills
❑ Understanding differences
❑ Global mindset
❑ Sensitivity
❑ Openness

Financial Skills
❑ Develop and/or stay within a budget
❑ Eye for profit
❑ Recognize money-making opportunities
❑ Manage money/make money grow
❑ Set financial priorities
❑ Develop cost-cutting solutions
❑ Negotiate financial deals
❑ Understand economic principles

Planning and Organizing Skills
❑ Identify and organize tasks or information
❑ Coordinate and organize people, activities, processes, systems, and programs
❑ Develop a plan and set objectives
❑ Set up and keep time schedules
❑ Anticipate problems and respond with solutions
❑ Plan and manage events

Problem-Solving Skills
❑ Anticipate and/or solve problems
❑ Bring order to a chaotic situation
❑ Determine root causes
❑ Select most effective solution
❑ Improvise under stress
❑ Help a group identify solutions
❑ Handle difficult people
❑ Stay calm in emergencies

Research and Analytical Skills
❑ Identify appropriate information sources
❑ Hypothesize and test for results
❑ Compile numerical and statistical data
❑ Classify and sort information into categories
❑ Write analysis of study and research
❑ Compare and evaluate information
❑ Formulate insightful and relevant questions
❑ Use technology for statistical analysis
❑ Keep accurate and complete records

Training and Teaching Skills
❑ Use a variety of media for presentations
❑ Develop educational curriculum and materials
❑ Create and administer evaluation plans
❑ Facilitate a group
❑ Explain difficult ideas, complex topics
❑ Assess learning styles and respond accordingly
❑ Consult and recommend solutions

Reprinted with permission from Columbia University’s Design Your Next Steps guide.
Assess Yourself

Explore Your Options

- Use assessment tools, those found on Career One Stop www.careeronestop.org, to gain an understanding of career paths and graduate school options based on your interests, skills, and values.
- Meet with a Career Advisor who will interpret career assessments.
- Explore career paths with the virtual resource, What Can I Do With This Major?
- Discover employers who are recruiting Molloy students and explore internship opportunities in Handshake.

Interests

1) Make a list of the activities you are most enthusiastic about, the ones you most enjoy and find interesting: ____________________________________________________________
   ___________________________________________________________________

2) In your past work and volunteer experiences, which tasks did you enjoy the most? ________________________________________________
   ____________________________________________________________________

3) Is there anything you are truly passionate about? ______________________________________________________________
   ____________________________________________________________________

4) Are there career paths to pursue where those passions can (at least in part) be realized? ________________________________
   ____________________________________________________________________

Skills

5) Make a list of the talents you possess, the things you do best: ____________________________________________________________
   ____________________________________________________________________

6) Now identify the talents or skills you have not yet demonstrated but feel could be developed with the right opportunity: 
   ____________________________________________________________________

7) Identify the person who knows you best: ________________________________________________________________
   ____________________________________________________________________

8) If that person were asked to identify your main skills or talents, that is, what you do best, what would he or she say?: ___
   ____________________________________________________________________

9) List the accomplishments in your life that you are most proud of, and identify skills you demonstrated: ______________
   ____________________________________________________________________

10) Which of these talents and accomplishments best relate to your field of interest? ________________________________
    ____________________________________________________________________

Values

11) What do you think might motivate you to work? ______________________________________________________________
    ____________________________________________________________________

12) What might be important to you in a career? ______________________________________________________________
    ____________________________________________________________________
### Resume Action Verbs

#### Analytical & Financial
- Accelerated
- Adjusted
- Administered
- Allocated
- Analyzed
- Appraised
- Assessed
- Balanced
- Budgeted
- Calculated
- Clarified
- Collected
- Compared
- Computed
- Conserved
- Controlled
- Decreased
- Determined
- Developed
- Estimated
- Evaluated
- Examined
- Experimented
- Explored
- Extracted
- Forecast
- Formulated
- Gathered
- Identified
- Interpreted
- Interviewed
- Investigated
- Managed
- Marketed
- Maximized
- Measured
- Minimized
- Organized
- Planned
- Prepared
- Programmed
- Projected
- Proved
- Purchased
- Reconciled
- Reduced
- Researched
- Retrieved
- Screened
- Furthered
- Guided
- Initiated
- Interacted
- Intervened
- Listened
- Mediated
- Mobilized
- Moderated
- Motivated
- Negotiated
- Provided
- Referred
- Rehabilitated
- Represented
- Resolved
- Simplified
- Supplied
- Supported
- Volunteered
- Motivated
- Organized
- Oversaw
- Planned
- Presided
- Prioritized
- Produced
- Recommended
- Recruited
- Reorganized
- Replaced
- Reviewed
- Secured
- Selected
- Solidified
- Stimulated
- Streamlined
- Strengthened
- Supervised
- Sustained
- Moderated
- Outlined
- Participated
- Persuaded
- Presented
- Promoted
- Proposed
- Published
- Reconciled
- Recruited
- Referred
- Reinforced
- Responded
- Solicited
- Specified
- Summarized
- Synthesized
- Translated
- Wrote

#### Creative
- Composed
- Conceptualized
- Condensed
- Constructed
- Created
- Designed
- Edited
- Entertained
- Established
- Formulated
- Illustrated
- Initiated
- Integrated
- Introduced
- Modeled
- Originated
- Performed
- Photographed
- Revised
- Revitalized
- Shaped

#### Interpersonal
- Adapted
- Advised
- Advocated
- Answered
- Assessed
- Coached
- Collaborated
- Contributed
- Cooperated
- Counseled
- Demonstrated
- Enabled
- Encouraged
- Ensured
- Expedited
- Facilitated
- Focused
- Furthered
- Guided
- Initiated
- Interacted
- Intervened
- Listened
- Mediated
- Mobilized
- Moderated
- Motivated
- Negotiated
- Provided
- Referred
- Rehabilitated
- Represented
- Resolved
- Simplified
- Supplied
- Supported
- Volunteered

#### Leadership
- Advanced
- Administered
- Appointed
- Approved
- Assigned
- Attained
- Authorized
- Chaired
- Completed
- Coordinated
- Decided
- Delegated
- Developed
- Directed
- Diversified
- Enforced
- Enhanced
- Established
- Founded
- Generated
- Headed
- Implemented
- Improved
- Incorporated
- Initiated
- Integrated
- Introduced
- Managed
- Mobilized
- Motivated
- Organized
- Oversaw
- Planned
- Presided
- Prioritized
- Produced
- Recommended
- Recruited
- Reorganized
- Replaced
- Reviewed
- Secured
- Selected
- Solidified
- Stimulated
- Streamlined
- Strengthened
- Supervised
- Sustained

#### Communication
- Addressed
- Advertised
- Articulated
- Authored
- Clarified
- Collaborated
- Communicated
- Composed
- Consulted
- Contacted
- Convinced
- Corresponded
- Debated
- Defined
- Demonstrated
- Described
- Directed
- Discussed
- Drafted
- Edited
- Explained
- Familiarized
- Formulated
- Illustrated
- Incorporated
- Informed
- Interviewed
- Marketed
- Mediated

#### Organization
- Approved
- Arranged
- Catalogued
- Centralized
- Classified
- Collected
- Compiled
- Coordinated
- Corrected
- Corresponded
- Distributed
- Edited
- Executed
- Generated
- Implemented
- Incorporated
- Maintained
- Monitored
- Obtained
- Operated
- Organized
- Planned
- Prepared
- Processed
- Provided
- Recorded
- Registered
- Reserved
- Responded
- Structured
- Reviewed
- Scheduled
- Screened
- Set up
- Submitted
- Supplied
- Standardized
- Synthesized
- Updated
- Unified
- Validated
- Verified

#### Marketing
- Accelerated
- Achieved
- Attained
- Completed
- Conceived
- Delivered
- Earned
- Exceeded
- Expanded
- Generated
- Increased
- Improved
- Launched
- Led
- Marketed
- Maximized
- Minimized
- Monitored
- Obtained
- Operated
- Resolved
- Saved
- Succeeded
- Surpassed
- Transformed

#### Technical
- Adapted
- Applied
- Assembled
- Automated
- Built
- Calculated
- Computed
- Conserved
- Constructed
- Controlled
- Converted
- Designed
- Developed
- Diagnosed
- Drafted
- Engineered
- Inspected
- Installed
- Maintained
- Manufactured
- Measured
- Monitored
- Operated
- Overhauled
- Programmed
- Regulated
- Remodeled
- Repaired
- Repaired
- Restored
- Specialized
- Standardized
- Upgraded
- Utilized

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SUMMARY  
Creative business honors graduate with a passion for marketing, social media, creating original content and implementing online business development strategies.

EDUCATION/HONORS  
Bachelor of Science, Management, Minor - Computer Information Systems - GPA 3.7  
Molloy College; Rockville Centre, NY, May 2017  
Dean’s List  
Sigma Beta Delta: International Honor Society for Business, Management, and Administration

SKILLS  
Social Media  
Google Analytics  
Adobe Photoshop  
Square Space  
HTML

EXPERIENCE  
PR & Social Media Editor/ Campus News Anchor, Molloy College, 2016 - Present  
• Manage college social media platforms to broaden reach, increase engagement and drive SEO  
• Increased on campus event turnout by hosting a bi-weekly news show informing students about campus events, world news, and featuring student spotlights

Digital Media Strategist, Broadridge Financial Solutions, New York, NY, Summer 2016  
• Co-designed strategy to increase international consumer sales by 50% with website redesign  
• Performed in-depth data analysis, consolidated and developed multi-media strategies to reach 45,000 global contacts

Market Research-Development, Global Consolidated Services, Rockville Centre, NY, Spring 2016  
• Analyzed market for custom travel packages, created dynamic content to rapidly expand online travel business

• Supported Financial Advisory Team with necessary research & client performance metrics  
• Produced Morningstar analysis to identify insights and conclusions essential for portfolio management  
• Provided marketing materials for client meetings and was trusted to train two interns

LEADERSHIP  
Molloy College Student Government  
President, Executive Board  
• Managed the activities and budgets for 50 campus athletic, academic, social and fundraising clubs  
• Planned and hosted leadership and strategy training conferences for leadership teams  
Vice President, Executive Board  
• Led strategic re-branding initiative for Molloy College  
• Presented campus life growth strategy to College Board of Directors  
• Student Leader in the selection process of newly hired Vice President of Academic Affairs  
Class President, Sophomore and Freshman Years  
Ambassador, Division of Business  
President, Business & Accounting Club

Irene A. Smith  
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ismith12@lions.molloy.edu

Summary:  
Published, creative public relations professional with demonstrated writing and presentation skills, proven experience in project and talent management, creating and managing original music blog, ismithwriter, using WordPress.

Education/Awards:  
Bachelor of Science, Management – Minor in Professional Communications  
Liberal Arts Honors Program – Dean’s List, GPA 3.6  
Molloy College, Rockville Centre, NY, December 2015  
Business & Accounting Club  
Molloy College Student Ambassador

Experience:  
Adam Chelea, Singer/Songwriter and Musician  
Talent Intern, September 2015 – Present  
• Developed business plan and strategy for releasing new music  
• Promote music to radio stations and performance venues  
• Research and contact music-based media outlets  
• Create social media posts; collaborate with other artists on the release of music and albums

Molloy College Division of Business  
Assistant to Executive Administrator, September 2015 - Present  
• Provide administrative office services to assistant dean for external initiatives  
• Generate Excel spreadsheets for college schedules and student information

Creative Highlights, LLC  
Project Manager/Business Intern, April 2015 to August 2015  
• Promoted from intern position to project manager after five months  
• composing press releases for the company’s musicians and other talent  
• Represented Creative Spotlights at NYC events  
• Created structure of the firm’s press releases and assisted in developing new PR template

Fox Television Stations  
Public Relations Intern, Winter 2014  
• Contacted media outlets to inquire about potential feature collaborations with network talent  
• Updated and maintained talent and events calendar  
• Maintained the master media contact database  
• Conducted daily research of media content, and monitored press

Skills:  
Strong writing and organizational skills, proficient knowledge of social media platforms, Microsoft Office Suite, Factiva and Cision database management software, HTML, WordPress

Community Service:  
Fundraiser, Make-A-Wish Foundation  
Volunteer, Physical Therapy Department, Cold Spring Nursing and Rehabilitation Center
Ann R. Smith

SUMMARY
Highly motivated, honors BSN student with hospital and patient experience; extensive work with the elderly, children, and families from diverse backgrounds; proven team player and leadership skills; basic Spanish literacy.

EDUCATION/HONORS
Bachelor of Science, Nursing  GPA 3.96 – Dean’s List (Fall 2015 - Spring 2017)
Molloy College Honors Program, Rockville Centre, New York, May 2019
International Studies: León, Spain, Summer 2017
• Built an understanding of Spanish culture and language while taking Spanish language, cooking and dance classes
Active participant in MNSA (Molloy Nursing Student Association)

CLINICAL ROTATIONS
Northwell/Levé Medical Center. New Hyde Park, NY, Medical-Surgical Nursing II, Telemetry (Fall 2017)
• Provided courteous patient care and assessed patient needs; accurately obtained vital signs
• Administered medications (PO, IM, IV, SQ, and transdermal) and performed suctioning and catheter removal
Saint Francis Hospital, Roslyn, NY, Medical-Surgical Nursing I, Telemetry (Spring 2017)
Mercy Hospital, Rockville Centre, NY, Foundations of Humanistic Nursing Practice, Medical-Surgical Unit (Fall 2016)

RELATED EXPERIENCE
College Science/Nurse Coursework Tutor, Molloy College, January 2016 - Present
• Tutor college level Chemistry, Pharmacology, and Medical-Surgical courses to college students
Camp Counselor, Hicks Sleep Away Camp, Rhinebeck, NY – Summers 2013 - 2016
• Supervised, led and mentored campers ages 7-13 from diverse cultural backgrounds; gained conflict resolution skills
Hospital Volunteer, Staten Island Medical Center, Staten Island, NY — October 2014 - June 2015
• Interacted with patients, ran errands, stocked supplies, learned about the entire hospital environment

COMMUNITY SERVICE
Receptionist, Rotacare, Uniondale, NY — September 2017 - present
• Direct new patients to the proper office for qualification processing
• Check-in and escort patients (in both English and Spanish); process patients’ records for appointments
Quito, Ecuador Mission Trip — Fall 2013
• Helped run a children’s club for local children in need; taught basic computer skills
• Experienced complete immersion in the Spanish culture and improved Spanish language skills

LEADERSHIP
Active Member, Molloy SACE (South Asian Cultural Exchange) — September 2015 - Present
• Perform Bollywood dance for Dhadak, a cultural celebration; gain an appreciation for Indian culture
• Organize and host fundraisers including samosa sales, bake sales, and henna sales
Treasurer, Molloy BASIC (Brothers and Sisters in Christ) — September 2015 - Present
• Plan and advertise events, coordinate fundraising, maintain budget and finances
• Organize volunteer events at Ronald McDonald House, New York City Rescue Mission, Mary Brennan Inn
Career Ambassador, Molloy College Career Center — September 2015 - May 2016
• Researched and posted college level and graduate positions for Molloy students
• Represented the Career Center at graduation and club fairs

EMPLOYMENT:
Office of Financial Aid, Molloy College
January 2013 – September 2015
• Prepared Microsoft Excel spreadsheets to manage student financial information
• Processed and updated federal loan information
• Organized and filed official documents

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SUMMARY:
Compassionate Registered Nurse focused on providing quality care with dignity, empathy and respect for patients and families.

EDUCATION:
Bachelor of Science, Nursing
Molloy College, Rockville Centre, NY, May 2016

Honors High School Diploma, National Honor Society
Valley Stream High School, Valley Stream, NY, June 2012

LICENSES/ CERTIFICATIONS:
NY State Registered Nurse # 829770
Basic Life Support (BLS), American Heart Association, Current – 2018
Certified Airway Facilitator, Asthma Coalition of Long Island, Current – 2017

CLINICAL EXPERIENCE:
St. Mary’s Hospital for Children
Spring 2016
• Provided comprehensive in-patient care and administered drug therapy
• Completed full body assessments and charting for assigned patients within neonate and toddler age group
• Collaborated with hospital staff during weekly rounds and morning huddles
• Experience with tracheostomy, ventilator, enteral feeding care and TPN administration

Critical Care, Post Anesthesia Care, Ambulatory Surgical, ER
Mercy Medical Center, Spring 2016
• Provided comprehensive in-patient care and administered drug therapy

Nurse’s Office, Open Airways Program Instructor, Stewart Elementary School, Fall 2015
Postpartum, Labor & Delivery, Antepartum Clinic
South Nassau Communities Hospital, Spring 2015

Toddler’s Unit, St. Mary’s Hospital for Children, Spring 2015
Medical-Surgical and Dialysis Unit
Northwell Health/North Shore University Hospital, Fall 2014
Medical/Surgical Unit
New York Presbyterian/Queens, Spring 2014
Telemetry Unit
NYU Winthrop Hospital, Fall 2013

516-537-5555 ann.r.smith@gmail.com
516-537-5555 ann.r.smith@gmail.com
The Cover Letter

Personalize your letter
Tailor each letter to the position, using the words from the job description

Match your relevant background and skills to the position

No need to waste your time on generic cover letters... The reader will not be interested in re-reading your resume in a letter! Only custom letters count! The more time you put into it the letter the more likely the reader is to read it!

Research the company & position
What is the organization’s mission? What do they sell? Who do they serve?
Do you share their mission? Are they global, innovative, industry leaders?
Lots of info about the company on their website. Look at industry & company NEWS!

Sell yourself
Match what they need with what you have!
Emphasize special achievements & specific skills

Focus on how you can benefit the company, not how they can benefit you!

Proofread 3x
Check proper names, spelling, grammar, dates...
Send letter with resume in PDF format

The Career Center is here to help!
Have your cover letter reviewed. Email it to the Career Center: jobsandinternships@molloy.edu or schedule an appointment on www.joinhandshake.com
Date of Letter

Employer’s Name & Title
Company Name
Company Street Address
City, State, Zip

Dear Mr. /Ms. /Dr. Last name:

As a current undergraduate student at Molloy College, I write to apply for the summer position with (name of organization). I share in the mission to (what is the mission of the organization? – services, education, food, poverty).

My academic program and work with homeless children has instilled in me the passion to better understand, to advocate and to connect those in need with the educational opportunities and available resources to help them lead healthy lives. (this is what the organization does!)

My work with Concern Worldwide in NYC helped me develop strong communication, project management and collaboration skills (these are the skills necessary for this position!). My experience in a professional law firm and in my college classes has provided me with strong research skills and advanced computer skills including working with databases.

My professors and colleagues will attest that I am reliable, organized and efficient. I am prepared to immediately contribute to the challenging work of the (name of organization) team. I am available and committed to work the required schedule.

Attached please find my resume outlining my experiences. Thank you for your consideration. I look forward to meeting you.

Sincerely,

Margaret Smith

Engage the reader:
- Refer to the available position
- Refer specifically to the organization
- Show enthusiasm for working with them

Remember:
- Match your skills with what they are looking for
- Emphasize related education, research, projects
- Be original—don’t rewrite the resume

Ask for an interview!
- Express interest in a meeting!
- Thank the reader for their consideration
- Have someone proofread the letter!
Ten Best Ways to Go Online...and Get the Job

ALMOST 40% of HR managers predict resumes will soon be replaced by social-networking profiles. Even today, to get the attention of recruiters, grads have to establish a highly visible online presence. Most students are comfortable using technology to connect with family and friends, but unsure about how to use it in a professional context.

1. Check Out Major Job Boards
Technology is great, so as a job seeker it might seem like a no-brainer to go job hunting on the internet. “Digital job search is attractive to young people because they’re tech savvy,” said J.T. O’Donnell of CareerHMO.com.
However, while a broad internet search, including searching major job boards, may be one aspect of your job search, it is not effective to limit the job search to this approach. The most effective job search is a multi-leveled strategy which incorporates diversified sources and interactive strategies to access job opportunities and make contact with employers.

2. Online Job Search Engines
A better bet is a search engine that delivers job listings directly to you. O’Donnell recommends linkup.com. “They focus on company websites so there are fewer duplicate, stale or fishy listings. You can also set up alerts to contact you if one of their 22,000+ companies posts a new opening.”

It may be that Google is now becoming the #1 (unofficial) job search engine. Job hunters can search (or set up automatic alerts) for job titles, companies, cities, states, and get lists of postings that match their terms.

3. Compare Company Cultures Online
Want to get the real scoop on what it’s like to work at your own dream company? Check out Glassdoor.com, which rates companies similar to how Yelp rates consumer services. “They accept anonymous information on companies,” says O’Donnell, “They post salary ranges for jobs, feedback ratings on leadership and information on the interview process.”

4. Write Your Resume in Digital Format
“Eighty percent of all companies are using ATS [applicant-tracking system that scans and digitizes], so keywords are key,” says O’Donnell. “As recent grads don’t have a lot of professional experience, they probably won’t get selected for an interview.”

There’s a way to get around that. Reverse-engineer several job descriptions. First highlight the repeating keywords (“Microsoft Office Suite,” not “Motivated, self-starter”), then plug them into your resume. Presto…an ATS software-friendly, search-engine-optimized resume!

5. Embrace LinkedIn
Think of LinkedIn as your resume…on steroids. Fill out your profile completely, but don’t stop there. Use LinkedIn to reach specific individuals—the people most likely to hire you or help you get hired. “Search the database just like recruiters do, by job titles, companies and professions. Search for people who are in jobs one, two, or three levels above your target job,” says Martin Yate, author of Knock ‘em Dead, the Ultimate Job Search Guide.

6. Tweet, Tweet
Twitter is a favorite method for recruiters to get a quick look at who you are and how you think. It’s fairly easy to micro-blog, too. Share your career-related news or retweet nuggets of interest to people in your field.

O’Donnell says Twitter is one of her favorite ways to contact hard-to-meet people. “Username, I’d really like to connect with you on Twitter,” she’ll ask. “And they’re likely to do it because it’s only a 140-character commitment. Later, you can tweet, ‘would you mind if I connect with you on LinkedIn?’ It’s low-risk for them so you’ll see a higher rate of return.”

7. Email Etiquette
Most job seekers go through two to six exchanges with recruiters between the time they email “We got your resume” and when they sit in the interview chair, according to Tim Sanders, author of Love is the Killer App: How to Win Business and Influence Friends.

Stalking a recruiter with too frequent emails should be avoided. Don’t text a recruiter either, he warns. Texting a stranger might come across as overly familiar.

8. Broadcast on Facebook
Even though Facebook is usually thought of as a purely social platform, it can be useful during a job search. “I’d do a post to my network of friends, family, and other contacts,” says Sanders, “rather than contacting strangers.” For instance: I am on the hunt to find a job at [company] because of X. Does anyone know anybody at [company]? That X has to be believable, such as, I think they make the best products in the industry.

It’s good to repost a variation of that request every few days. (“You’re reaching only about 10% of your friends’ feeds at any time,” Sanders says.)

9. A Picture Is Worth a Thousand Words
Your digital footprint often precedes you, so it’s a good idea to periodically review your online identity. Enlist another set of eyes, too, for another perspective.

“I helped my niece with her profile,” says Peggy Klaus, author of BRAG! The Art of Tooting Your Own Horn Without Blowing It. “I opened up her Facebook page and see her in a picture with a hookah. She said, ‘Aunt Peg, it’s only tobacco!’ And I said, ‘I don’t care! To people of my generation, a hookah means pot.’” Klaus recommends a professional pose, conservative attire, possibly taken by a studio photographer.

10. Polish Your Online Image
“Don’t show or say anything online that you wouldn’t want your mother or boss to see,” Klaus warns. “Clean up your email address and privacy settings. Even then be careful what you share. You don’t know who’s standing around looking over who’s shoulder, or what will be forwarded and sent around.”

Watch your grammar and spelling, don’t be silly or edgy, and stay away from political commentary (unless that’s appropriate for the job or industry), Klaus advises. Employers value good written communication skills.

Written by Jebra Turner, a former human resources manager, who writes about career issues and other business topics from her home in Portland, Ore.
Jobs and Internships For You
Over 200K recruiters are looking to hire students on Handshake. Show off your best self and get started today!

1. Discover jobs you actually want
Handshake shares job recommendations based on your interests, major, and skills. Explore collections of jobs just for you.

2. Stand out to employers
Add your work experiences, skills, interests, and organizations to your profile to attract top employers and land your next job.

3. Stay on track
Favorite jobs to prioritize applications and never miss a deadline. Download the app and keep up with the latest opportunities!

app.joinhandshake.com
Join over 6M students and over 200K employers

Download the iOS App!
Discover jobs on the go and respond to employers the moment they message you.
Ten Steps to Interview Success

1. **Research the Organization**
   Demonstrate knowledge of the employer by including information from your research in your answers. The organization’s website and LinkedIn are great places to start.

2. **Make a Strong First Impression**
   Get the interview off to a good start by being on time and greeting the interviewer with a smile and a confident handshake.

3. **Keep Your Responses Focused**
   Your answers should be between 30 seconds and 2 minutes long.

4. **Use Strong Examples and Quantify When Possible**
   Show the interviewer that you have certain qualities and skills, rather than telling them, by providing specific examples. Including measurable information gives you greater credibility.

5. **Repeat Your Strengths**
   Know your top three strengths as they relate to the position and reiterate them throughout the interview. Remember to include strong examples of your strengths.

6. **Prepare Success Stories**
   Fully developed examples from previous experiences can help you respond to any behavioral interview question an employer may ask.

7. **Put Yourself on Their Team**
   Show that you are a good fit by positioning yourself as a member of the team. Use organization-specific language and refer to products and services.

8. **Ask Questions**
   By asking questions, you convey interest and enthusiasm to the interviewer. More information about what questions to ask can be found on page 14. Avoid questions regarding salary and benefits until the interviewer brings up the topic.

9. **Follow Up**
   Send an emailed or handwritten thank-you note to the interviewer within 24 hours, restating your interest and thanking them for their time.

10. **Evaluate the Interview**
    Reflect on your experience and review your performance. What did you do well and what can you improve upon? How did you prepare and did that impact your performance?

*Reprinted with permission from University of California Irvine’s 2017-2018 Job Search Guide.*
Types of Interviews

CONGRATULATIONS! Getting to the interview stage of the application process, means that you have successfully convinced an employer to invest time in meeting you!

Telephone
The recruiter calls you. Typically used for screening candidates or as part of the formal candidate review. May or may not be scheduled, so if you don’t recognize the number, let it go to voice mail, and then call back when you are prepared.

Digital
Company uses a digital platform to interview and filter candidates. Candidate schedules interview and answers questions via digital video.

Face to Face
You meet with the recruiter in person. Your interview may be through university on-campus recruiting or at the employer’s location.

Video/Skype
Similar to face to face, the interview is conducted via Skype or other video format. You and the employer are “live” during the interview process.

Employer Site Visit
 Typically for second round or final interviews. You are often invited for a day of interviews, facility tour, and meals.

Panel Interview
You will meet with several members of the hiring team. Can occur face to face or as a video/skype interview. Many organizations use this style to see how a candidate handles pressure, influencing skills and ability to present ideas.

Case Study
You are given a problem to solve. You will be given time to come up with solutions and then present to the hiring team or individual.

Audition / Presentation
This interview style is used to assess your ability to perform the skills required for the position.

Informational Interviews
Informational interviews are not job interviews, but are a great way to learn more about a career path or an industry while building your professional network at the same time. Your goals are to obtain information, make a positive impression, and build your network.

Reprinted with permission from Radford University’s 2017-2018 Career Development Guide.

General Questions From Employers

PERSONAL QUALITIES AND GOALS

• Tell me about yourself.
• Why did you choose to study at Molloy? Why did you major in…?
• What are your goals for the next three (or five, or ten) years?
• What adjectives would others use to describe you?
• Describe a project or initiative that you consider particularly successful.
• Tell me about a time when you were in a conflict. How did you resolve it? What was the outcome?
• Give me an example of a leadership role you’ve held and what you accomplished.
• Tell me something not on your resume.
• What inspired you to choose this career?
• This position requires meeting frequent deadlines. Please give an example of a time when you had to work under pressure.
• For athletes: What are three things that your experience in athletics has taught you?
• Talk to me about two things that are in the news today.

KNOWLEDGE OF THE EMPLOYER AND POSITION

• Why do you want to work for our organization?
• What do you think it takes to be successful here?
• Why are you interested in this position?
• In what ways do you think you can contribute to our organization?
Industry-Specific Questions

BUSINESS

- Pitch me a stock.
- Tell me about a news item we recently announced and what you found interesting about it.
- Tell me about some companies you follow and why.
- What gets you excited about this job and industry?
- Tell me a time you made a decision based off of data.

COMMUNICATIONS/MEDIA/SALES

- How do you use social media as a tool for customer services?
- Talk about your SEO knowledge and experience.
- What social media platforms are you best at using and why?
- What is a limitation you have experienced on a social media platform? How did you overcome this?
- Why do you want to work in (sales, public relations, marketing, etc.)?
- What writing experience do you have?

NURSING

- Why did you choose nursing?
- What skills did you acquire during your clinical experience?
- Tell me about your most difficult patient.
- Was there ever a time when something in your patient care needed to be changed? What did you do? What was the result?
- If you were a nurse for a patient going into surgery, what are the pre-op and post-op items you would discuss?
- If you were working on a floor and a doctor came up to you and yelled at you in reference to a patient who wasn’t yours—and who you had not been taking care of—how would you respond?
- If you are a nurse on a unit and you have a patient who is asking for pain meds, a patient who is leaving for the OR in 5 minutes, a patient who needs to use the restroom, a patient who falls sick, and a patient who wants someone to come and sit with them, who do you see first and why?
- If you have an older patient who has been in bed for 2 weeks, is short of breath, and has a respiratory rate of 40, what do you do?

EDUCATION

- How will you instruct/challenge students with varying abilities?
- How would you describe the role of the teacher in the learning process?
- What would you describe as an ideal learning environment?
- How would you implement New York State Standards in a lesson plan? Give me an example.
- What would you tell a parent who complains that you don’t give enough homework?
- What grade level do you feel most competent teaching?
- Will you consider extracurricular assignments?
- Describe the teaching techniques or strategies that are most effective for you.
- Describe your typical lesson. What does it include and who participates? How do they participate?

QUESTIONS TO ASK EMPLOYERS

- What are the priorities over the next year?
- How does this position (or department) fit into the organization and its objectives?
- How is success measured in this position and in this organization?
- What kind of orientation or training is provided?
- What is the greatest challenge currently facing this department or organization?
- What are the major strengths of this work group?
- How does the recent industry announcement by __________affect your efforts in this area?
- How would you describe the organizational culture?
- What characteristics do the achievers in this organization share?
- What is the next step in the interview process? What is your time frame?
- What can I do to demonstrate my interest in this position further?
- What qualities are you looking for in new hires?
The STAR Method of Behavioral Interviewing

Behavioral Question and Answer Example: “Describe a time when you demonstrated effective problem-solving skills.”

Prepare

- LISTEN to the question
- THINK of an event, scenario, project, situation
- ORGANIZE your thoughts within 5-8 seconds
- SHARE your story effectively using the following method

Situation

- Describe the setting in which your interview response takes place.
- What were you doing? Who were you working with? What project were you working on?

Example Answer: “During my role as an Event Planning Intern at Company X this past summer, I managed all of the details and supervised a group of five in order to successfully host certain events.”

Task

- Explain how the situation changed, and how you were expected to address this change.
- What was the goal you were striving to accomplish, or the problem you were trying to solve?

Example Answer: “After reviewing the company’s annual report, I noticed that the attendance at our events had dropped by 30% in the past 3 years, and I wanted to find a solution to this problem.”

Action

- Clarify the specific action steps that you took in order to address the task at hand.
- Demonstrate and mention skills that you utilized in each step.
- What did you do to resolve the problem or reach the goal?
- Present your key strengths confidently in the Action Step.

Example Answer: “First, I collected feedback by sending out a questionnaire to past attendees and partners on ways to improve our events. I gathered this research, and used it to design a new, more effective promotional packet using Software X.”

Result

- Explain how your actions contributed to the overall end product.
- How did the situation end? What did you learn from this experience?
- Include concrete, quantifiable data to provide specific details in your response.

Example Answer: “Company X was able to utilize both my solutions and feedback from the community to host even better events. After implementing some of these strategies, we raised attendance to our events by 20% in the first year. I learned that it is essential to continually adapt strategies through marketing and research to increase participation.”

Reprinted with permission from Purdue University’s Career Planning Handbook.

Another Example:

Skills/qualities you want to demonstrate: Initiative, organization, analytical thinking, writing, interpersonal skills, and problem-solving.

Situation: The trainees were learning too slowly and could not navigate the company’s data-tracking system by the end of the two-week training period. Instead, they were not ready for another two weeks.

Task: Help trainees learn the system faster.

Action: Initiated, wrote, and edited the first training manual for the company’s data-tracking system. Successfully presented proposal to use manual to management. Revised training program curriculum to implement new manual. Trainees worked through the manual during the two-week training period.

Result: At the end of the training period, trainees were ready to use the data-tracking system two weeks earlier than expected; the training manual was adopted across the company and is still in use.

Reprinted with permission from Columbia University’s Design Your Next Steps guide.
Interview With Confidence Worksheet

**THERE** are two types of questions you are almost guaranteed to be asked in a job/internship interview: “Tell me about yourself,” and a behavioral question, such as “Tell me about a time you worked on a team.” In preparing to answer these questions, it is important to spend time reflecting on your experiences and be able to articulate not only what you did, but also how your experiences influenced you and shaped your thinking about your career direction or workplace behavior and attitudes.

**Tell me about yourself.**

Consider an answer that provides some relevant background information about your interest in the field and position in addition to your relevant experience. It is a brief story about what has shaped your interest and motivation to pursue the opportunity for which you are interviewing. Draw upon your answers to all or some of the questions below to craft your response.

How did you become interested in this industry/job function? What experiences (classes, internships/jobs, books, etc.) piqued your interest in this field?
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________

What have you done in this field to pursue/explore this interest or that has confirmed your interest?
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________

What experiences/accomplishments (activities/leadership, internships/jobs, volunteering) have given you the skills the employer is looking for?
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________

Why is this position of interest to you now?
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________

**Behavioral Questions**

Behavioral questions usually start with “Tell me about a time when” or “Give me an example of a time/experience when.” The interviewer is looking for a concrete example that demonstrates a specific skill or quality that will make you an asset to their team. It is important to give a specific example rather than speak in generalities.
Interview With Confidence Worksheet  

Remember that the employer wants to know if you have certain transferable skills and qualities that will help you be effective in the job.

Activity: Read through the job description of a position you are interviewing for/interested in and identify all the skills and qualities they are seeking (usually in the responsibilities and qualifications sections). For each skill and quality you list, think of two concrete examples from your past experience that demonstrate those skills and qualities. Examples can come from internships, school activities, volunteer work, or even personal hobbies. Using the worksheet below, construct your stories/answers according to the STAR structure.

**SITUATION • TASK • ACTION • RESULT**

Job competency you want to demonstrate:  

________________________________________________________________________________________  

_______________________________________________________________________________________________________________________________________

Situation:  

________________________________________________________________________________________________________________________  

_______________________________________________________________________________________________________________________________________

Task(s):  

1.  

________________________________________________________________________________________________________________________  

_______________________________________________________________________________________________________________________________________  

2.  

________________________________________________________________________________________________________________________  

_______________________________________________________________________________________________________________________________________  

3.  

________________________________________________________________________________________________________________________  

_______________________________________________________________________________________________________________________________________

Specific verbs/phrases you can use to pinpoint your job competencies:

1.  

________________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________________________

2.  

________________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________________________

3.  

________________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________________________

Action(s):  

________________________________________________________________________________________________________________________  

_______________________________________________________________________________________________________________________________________  

_______________________________________________________________________________________________________________________________________

Result:  

________________________________________________________________________________________________________________________  

_______________________________________________________________________________________________________________________________________  

_______________________________________________________________________________________________________________________________________

Are there any relevant quantifiable details? Are there any relevant contextual details?  

_______________________________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________________________
Five Tips for Building Your Network

**NETWORKING** is one of the most successful ways to develop your career path.

1. **Start to build your network with people you know and trust and build your network out from there, keeping trust as a key criteria as you build your network.**

2. **Create a network that will be part of your life for the long-term (not just to get a particular job or internship).**

3. **Ask for help and use your Elevator Pitch to let people know how they can assist.**

4. **Remember that relationships are reciprocal, so consider how you can assist others now and in the future.**

5. **Be thankful, stay in touch, and continue to build relationships and network as you grow professionally.**

---

CREATE YOUR OWN COMMUNITY OF CONNECTIONS

- **Peers**
- **Potential Employers**
- **Teachers or Professors**
- **Mentors**
- **Alumni**
- **Happenstance Connections**
- **Neighbors (present/past)**
- **Family/Parents**
- **Work Colleagues (present/past)**

Reprinted from Radford University’s Career Guide.
Building Your Online Presence Like a Pro

Use Social Media to Cultivate Your Online Brand
- Set up a LinkedIn profile. LinkedIn is the single best social media platform for job seekers.
- Create a personal website, blog, or e-portfolio.
- Set up links between all your social media profiles.

Boost Your Search Engine Optimization (SEO) to Improve Your Visibility
- Be active on professional sites by sharing relevant business information, comment on statuses, and even post some of your own original content.
- Increase your relevancy, by using keywords in your profile that are prominent in your desired industry.

Content That You Should NEVER Share
People lose jobs (and job offers) every day because of these mistakes.
- Be cautious when mentioning your company by name; they may get alerts when mentioned online.
- Don’t complain about your job or boss or make snarky comments about co-workers or customers.
- Don’t reveal your drug/drink habits or share intimate relationship details.
- Never make discriminatory or inflammatory remarks.
- Don’t share employers’ confidential information.

Adapted from an article by Gala Jackson, M.Ed., a Millennial Expert & Career Management Consultant with InterviewSnob and from Radford University’s Career Guide.

MORE than 80% of recruiters search for candidates online. Here’s how to protect your image and make the internet work for you in your job search.

How to Fix Your Image
- Monitor your privacy settings and be careful when posting on other people’s walls.
- Don’t go into lockdown mode and block all your profiles.
- Don’t create multiple profiles.
- Google yourself on all social media sites. Untag photos of yourself and remove unprofessional posts (i.e. party pictures, illegal activity, and inappropriate language).
- Set up automatic name alerts at Google.com/alerts.
- If you find things that need to be cleaned up, use a social media cleaning software to help you scrub down your social profiles.

Personal Websites & Blogs
Personal websites and blogs can bolster your professional image and help you tell your story to employers.

How to leverage websites and blogs:
- Show your skills and accomplishments.
- Share your biography or story.
- Display projects, accomplishments and personal interests.
- Build your professional identity.
- Connect with others and expand your network.
- Provide your unique perspectives and knowledge.
Developing Your LinkedIn Profile

LEVERAGE LinkedIn to build your personal brand, your network, and land the internship or job of your dreams!

1. **PROFILE & COVER PHOTOS**
   Choose images that are high quality, attention-grabbing, clean, and with good lighting.

2. **HEADLINE**
   Reinforce your brand with a succinct, memorable professional slogan.

3. **CONNECTIONS**
   Build your professional network.
   Not sure where to start? Start with your network (friends, family, classmates, professors, alumni). Only connect with those you’re comfortable associating with professionally.

4. **SUMMARY**
   Support your headline with a personable and professional overview of your experience and goals.

5. **RECOMMENDATIONS**
   Tap into your network for powerful testimonials. Highlight your work and how you contributed to the organization or experience.

---

**GROUPS**
Join relevant groups to build your knowledge and show that you have a serious interest in the field.

**EXPERIENCE, PROJECTS, ETC.**
Format experience and project sections the same way that you present them on your hard copy resume.
Consider adding Certifications, Honors & Awards, Related Courses, Research Projects, Languages, and Skills & Endorsements, to show the complete, you.
Include portfolios, photos and/or videos if you feel they enhance the viewer’s understanding.

**EDUCATION**
Starting with college, list all of your degrees and any certifications.

**ORGANIZATIONS**
Show involvement and leadership by listing clubs and community volunteer experiences.

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**Ready to Explore?**
- Attend the LinkedIn Strategies Workshop.
- Watch for free photos taken in the Career Center.

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Reprinted from Radford University’s Career Guide.
Your First Impression is a Lasting Impression!

Wear a conservative, two-piece business suit with jacket (solid dark blue/navy/grey) with simple accessories.

Women:
• Pants or skirt suit
• No open toe or high heels
• Clear or conservative nail polish
• Minimal makeup and jewelry

Both:
• Cover tattoos and piercings
• Minimal or no cologne or perfume
• Clean nails

Men:
• Silk/conservative pattern tie (preferred)
• Dark laced shoes & socks
• Conservative haircut; well-groomed

Don’t:
• Wear a short skirt or dress
• Choose bright colors
• Wait last minute to decide what you are wearing

Research the Company:

Check the company’s website:
• Office location(s)
• Names/titles of key people—President/Leader
• The history and any new releases (positive stories) on the organization
• Products/services, subsidiaries, main competitors, year’s high/low stocks and financial performance
• Number of employees
• Mission statement
• New programs/initiatives

Try to relate what you learn about the company to your interests and goals.

Personal Preparation:

Be prepared to explain the following:
• Why you are interviewing for this job; is it really what you want?
• Why are you a good person to hire over any other candidate?
• What will you bring to the job that the rest cannot?
• The kind of person you are; are you someone that others in the organization can work with—will you fit in?
• If hired are you going to be part of the solution or part of the problem?
Email Correspondence and Thank-You Notes

**EMAIL** is often the preferred method of communication between job-seeker and employer. There are general guidelines that should be followed when emailing cover letters, thank-you notes and replies to various requests for information. Apply the following advice to every email you write:

- Use a meaningful subject header for your email—one that is appropriate to the topic.
- Always be professional and businesslike in your correspondence. Address the recipient as Mr., Ms. or Dr., and verify the correct spelling of the recipient’s name.
- Be brief in your communications.
- Ditch the emoticons.
- Stick to a standard font like Times New Roman, 12-point. Do not use strange fonts, wallpapers or multi-colored backgrounds.
- Sign your email with your full name.
- Avoid using slang.
- Be sure to proofread and spell-check your email before sending it.

When you’re dealing with employers, there is no such thing as an inconsequential communication. Your emails say far more about you than you might realize, and it is important to always present a polished, professional image—even if you are just emailing your phone number and a time when you can be contacted.

**Thank-You Notes**

If you’ve had an interview with a prospective employer, a thank-you note is a good way to express your appreciation. The note can be emailed a day or two after your interview and only needs to be a few sentences long (see example above).

Remember, a thank-you note is just that—a simple way to say thank you. In the business world, even these brief notes need to be handled with care.

Use these email guidelines and you will give yourself an advantage over other job-seekers who are unaware of how to professionally converse through email.

*Excerpts from article written by John Martalo, a freelance writer based in San Diego.*

**Dear Ms. Jones:**

I just wanted to send a quick note to thank you for yesterday’s interview. The position we discussed is exactly what I’ve been looking for, and I feel that I will be able to make a positive contribution to your organization. I appreciate the opportunity to be considered for employment at XYZ Corporation. Please don’t hesitate to contact me if you need further information.

Sincerely,

John Doe

References Page

**References Page Tips**

- References should not be listed on your resume.
- Ask your references for their permission and correct contact information before listing them.
- Provide a copy of your most current resume and a job description to references for their use if contacted.
- Ensure references are able to speak positively about your professionalism or character.
- Select 3-5 references that will effectively portray the experience needed for the job.
- Avoid using family members or friends as references.
- Keep the header of your resume, cover letter, and references page consistent.
- Be sure to include the following for each of your references: full name, company, job title, contact number, email.
- You may also consider listing additional information such as, relationship (how you know the person), length of relationship.

*Reprinted with permission from Purdue University’s 2017-2018 Career Planning Handbook.*
Negotiating a Job Offer

Tips During Negotiation

- You don’t have to accept an offer immediately. Ask your contact for their deadline and take time to examine the full compensation package. Ask for the offer in writing/email as well.
- Negotiation is a process, not a demand. Have a salary range that you feel comfortable asking for, and be ready to negotiate other elements if salary is non-negotiable.
- Know what your value to the company is. You need to be able to justify why you are worth more, so think of what specific skills and experiences you bring that make you worth it.

Prepare

- Use tools such as glassdoor.com and salary.com to find salary ranges and averages for positions and companies. Research by region as cost of living can impact salary.
- Assess your living expenses. Knowing your needs allows you to assess if an offer is sufficient, or if you need to adjust your expenditures.
- Examine other elements of your offer and prioritize them. You may be able to negotiate things other than salary.
- If you aren’t sure if you can negotiate in your field, just ask! Reach out to colleagues or mentors, or ask your contact at the company. The worst they can say is “no”.

Ethical Considerations When Accepting the Offer

- Once you accept an offer, you have made a commitment to work for that company. If you are not ready to make that decision, then ask the company making the offer to give you more time to consider before responding.
- Do not begin negotiations until you are ready to accept. Once you enter into negotiations, the company will expect you to accept the offer once you have agreed on the terms.
- Thank the employer for their time and interest in you. You want to maintain a positive relationship with the company. You may have an opportunity to work for them in the future.
- Give a brief explanation of why you are declining and avoid saying anything negative about the company as your reason for declining.

Receiving Multiple Offers

- If you receive more than one offer, carefully compare the strengths and weaknesses of each offer.
- If the offer for your less preferred company is better than the one from your preferred company, you can try to use that offer to bargain for a better offer from your first choice.
- Do not try to pit companies against each other in an attempt to create a bidding war. You want to start your new job on a positive note.

Adapted and reprinted with permission from the University of California, Irvine’s Job Search Guide.

Graduate Programs

Graduate Programs

- Business
- Clinical Mental Health Counseling
- Criminal Justice
- Education
- Music Therapy
- Nursing
- Social Work*
- Speech Language Pathology

*Molloy College has a partnership with Fordham University Graduate School of Social Service. M.S.W. degrees are granted by Fordham University.

Doctoral Programs

- Doctor of Education (Ed.D.) in Educational Leadership for Diverse Learning Communities
- Doctor of Nursing Practice (D.N.P.)
- Doctor of Philosophy (Ph.D.) in Nursing

Undergraduate Adult

- Degree Completion—Registered Nurse
- Degree Completion—Interdisciplinary Studies

Contact Information

Any questions regarding Graduate or Doctoral programs, please contact Faye Hood, Assistant Director of Graduate Admissions at 516.323.4009 or fhood@molloy.edu. Any questions regarding the Degree Completion Programs, please contact Jack Zolla, Assistant Director of Outreach and Partnerships at 516.323.4412 or jzolla@molloy.edu.