

MOLLOY UNIVERSITY CAREER GUIDE



MOLLOY
UNIVERSITY

Molloy University Career Center

molloy.edu | 516-323-3470 | jobsandinternships@molloy.edu | Public Square 320

About Us

The Molloy University Career Center is committed to ensuring student and alumni success. Our dedicated team and engaging programs are available to guide our students as they develop their career readiness skills and explore options.

Services

Appointments: In-Person, virtually, phone or by email

- Schedule a one-on-one appointment with a career representative for resume/cover letter review, assistance with applying and searching for jobs/internships, career/major exploration, skill-building workshops, and graduate school information.
- Practice interviewing through scheduling a mock interview with a career representative or practice virtually via Interview Stream.
- Students and alumni can create an appointment and review Career Center resources via Handshake.

Handshake

Handshake is Molloy University's hub for all aspects from college to career – internships, part-time jobs, full-time jobs, volunteer opportunities and Career Center events and appointments! This platform allows students to create individualized profiles so that prospective employers may reach out to potential candidates. Students and alumni can sign up at www.joinhandshake.com

Events

Career Fair/Networking Events

- Annual career fair are hosted for all majors during the academic year.
- Multiple networking events are held for all majors from all industries.

On-Campus Interview Days

- Employers from various industries come onto campus to interview and recruit Molloy students and alumni.

Workshops

- The Career Center collaborates with various departments and student organizations to facilitate interactive and informative sessions throughout the academic year.



*Follow us @molloycareercenter
for job postings and Career Center events!*

Career Guide

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Molloy University Career Center

Room 320, Public Square
Rockville Centre, NY 11571-5002
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jobsandinternships@molloy.edu

Molloy Mission

Molloy University, an independent, Catholic University 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.



**MOLLOY
UNIVERSITY**
Career Center



Jobs and Internships For You

Over 200K recruiters are looking to hire students on Handshake. Show off your best self and get started today!



Discover jobs you actually want

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



Stand out to employers

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



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.



Four-Year Action Plan

ACADEMIC	CAREER	PERSONAL/SOCIAL
Freshman Year		
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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		
<ul style="list-style-type: none"> • Consider participating in an internship experience • Meet with your academic advisor to ensure you are still on the right track to graduation • Maintain a solid GPA • Begin graduate school application process and entrance exams, if applicable • Keep track of professors for references 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
Junior Year		
<ul style="list-style-type: none"> • Consider participating in an internship experience • Meet with your academic advisor to ensure you are still on the right track to graduation • Maintain a solid GPA • Begin graduate school application process and entrance exams, if applicable • Keep track of professors for references 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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		
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • (LinkedIn, Twitter and Facebook) • Notify the Career Center of any job offers • 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

Career Readiness

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

Competencies for a Career-Ready Workforce



Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

*Reprinted courtesy of the National Association of Colleges and Employers
Naceweb.org/career-readiness-competencie*



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).
- Include quantifiable results, measures, and actions that resulted in accomplishments.
- Use employer terms from job posting.

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 10 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 3.5 (see detail below).
- Technical skills.
- Previous work experiences.
- Relevant course projects.
- Student organizations or other activities.
- Volunteer work, awards, honors, projects, research.

If your GPA is above a 3.5 on a 4.0 GPA scale, you should list it on your resume.

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.

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

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

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

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

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

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 Center professional 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
Audited
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
Searched
Solved
Specified
Studied
Summarized
Surveyed
Systematized
Tested
Validated

Creative

Composed
Conceptualized
Condensed
Constructed
Created
Designed
Edited
Entertained
Established
Formulated
Illustrated
Initiated
Integrated
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
Increased
Initiated
Integrated
Introduced
Managed
Mobilized
Motivated
Organized
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Recruited
Reorganized
Replaced
Reviewed
Secured
Selected
Solidified
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
Explicated
Familiarized
Formulated
Incorporated
Informed
Interpreted
Interviewed
Marketed
Mediated
Moderated
Outlined
Participated
Persuaded
Presented
Proposed
Published
Reconciled
Recruited
Referred
Reinforced
Reported
Responded
Solicited
Specified
Summarized
Synthesized
Translated
Wrote

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
Restructured
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
Promoted
Resolved
Restored
Saved
Succeeded
Surpassed
Transformed

Teaching

Adapted
Advised
Appraised
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Educated
Enabled

Encouraged
Evaluated
Facilitated
Focused
Guided
Individualized
Informed
Instructed
Motivated
Simulated
Stimulated
Taught
Tested
Trained
Tutored

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
Restored
Specialized
Standardized
Upgraded
Utilized



MOLLOY
UNIVERSITY
Career Center

Frank First-Year

1000 Hempstead Avenue, Rockville Centre, NY 11570
516-323-3456 student@lions.molloy.edu

EDUCATION

Bachelor of Science in Psychology, Expected May 20xx
Molloy University, Rockville Centre, NY

Chaminade High School, Mineola, NY, June 20xx

SKILLS

- Proficient in Microsoft Word, Excel, and PowerPoint

WORK EXPERIENCE

Private Childcare Provider, Mineola, NY, September 20xx-Present

- Prepare children's lunches and plan and prepare dinner as directed by employer
- Communicate with parents regarding children's behavior and appropriate interventions
- Demonstrate multitasking skills by completing laundry and light housekeeping tasks throughout the day
- Kept children's bedrooms, bathroom and play areas orderly throughout work hours
- Perform child-related everyday jobs as directed by parents and supervise children's activities

LEADERSHIP EXPERIENCE

Baseball Team Captain, Chaminade High School, Mineola, NY, September 20xx-June 20xx

- Assessed performance following athletic competition, identifying strengths and weaknesses and adjusting to improve future performance
- Attended all scheduled practices six days a week
- Demonstrated athletic skills and teamwork during games and practices
- Maintained physical fitness levels by training regularly and following nutrition plans
- Kept team focused and motivated by leading morale boosting activities

Yearbook Club, Chaminade High School, Mineola, NY, September 20xx-April 20xx

- Created Halloween page and took photos at 10 school events

VOLUNTEER EXPERIENCE

Nurse's Assistant, Mount Sinai South Nassau, Oceanside, NY, July 20xx-September 20xx

- Located medical supplies needed by head nurse for patient care
- Organized and filed patient, insurance, and miscellaneous paperwork
- Answered phone calls and directed calls appropriately to various departments
- Directed visitors to specific patient's rooms and monitored visiting hours
- Compiled and distributed paperwork to be used by the visitors

Annie Nursing

1 Nursing Drive, Rockville Centre, NY 12345
516-555-2345 • nursing@myemail.com

PROFESSIONAL SUMMARY

Motivated nursing student leader focused on patient-centered care with extensive knowledge and clinical experience to help improve the lives of patients. Ability to handle high stress, fast-paced situations, and provide effective problem-solving skills.

EDUCATION & HONORS

Bachelor of Science, Nursing, GPA 3.88, Expected May 20xx

Molloy University, Rockville Centre, NY

Epsilon Kappa, Sigma Theta Tau, National Honor Society for Leadership & Success, Dean's List

LICENSES & CERTIFICATIONS

Basic Life Support (BLS), American Heart Association. Exp. March 20xx

CLINICAL EXPERIENCE

Capstone, Medical Intensive Care Unit, NYU Langone Long Island, Mineola, Spring 2022

Critical Care, North Shore University Hospital, Manhasset, NY, Spring 2022

Psychiatric, Mental Health Community Assessment Model, Virtual, Fall 2021

Community, School #6 Pre-K & Kindergarten, Oceanside, NY, Fall 2021

Pediatrics, Shadow Health & ATI Simulations, Virtual, Spring 2021

Obstetrics, St. Catherine's Hospital, Smithtown, NY, Spring 2021

MedSurg II, St. Charles Hospital, Port Jefferson, NY, Fall 2020

MedSurg I, St. Joseph Hospital, Bethpage, NY, Spring 2020

Fundamentals, LIJ Valley Stream Hospital, Valley Stream, NY, Fall 2019

LEADERSHIP EXPERIENCE

President, Molloy Nursing Student Association (MNSA), September 2018-Present

- Create and execute a variety of meetings for 1,658 nursing students
- Lead, communicate and collaborate with board of directors of MNSA
- Network with an array of individuals to invite them as guest speakers for events
- Created a peer mentorship program between students for mentorship

Student Ambassador, Molloy University, Rockville Centre, NY, January 20xx-December 20xx

- Gave private and group tours as well as assisted with large events such as Open House & Accepted Students Day
- Assisted in the Office of Admissions performing clerical work

Member, Nursing Student Association of New York State, September 20xx-Present

- Delegate for Molloy University at NSANYS 67th - 70th Annual Conference 2021
-

WORK EXPERIENCE

Barre Instructor, Kelsie's Barre Studio, Nesconset, NY, September 20xx-Present

- Instruct a variety of barre classes to individuals of different ages and fitness levels
- Work with individuals to conduct proper form
- Facilitate confidence building through exercise

Sales Associate, Orange Theory Fitness, East Northport, NY, July 20xx - March 20xx

- Aided individuals in choosing a fitness program that best fit their fitness and lifestyle goals
- Facilitated a clean and safe environment for both employees and customers
- Organized and maintained waiting area, fitness studio, bathrooms, and clothing items

BIANCA BUSINESS

123 Accounting Street, New York, NY 12345
516-555-1234 business@gmail.com

EDUCATION & HONORS

Bachelor of Science in Accounting, GPA 3.84, Expected May 20xx
Molloy University, Rockville Centre, NY
Dean's List Fall 20xx and Spring 20xx

SKILLS

- Proficient in Microsoft Word, PowerPoint, Excel, Outlook, Facebook, Twitter, Instagram
- Language: Advanced French

RELATED WORK EXPERIENCE

Intern, Deloitte, New York, NY, May 20xx-Present

- Engage with over 100 professionals to develop an understanding of various business units
- Create and implement 5 development projects focused on client engagement and business development
- Contribute to weekly project development meetings that include cross-functional partners in order to brainstorm over 10 new ideas for the team

ADDITIONAL WORK EXPERIENCE

Sales Associate, Forever 21, Garden City, NY, March 20xx- August 20xx

- Established relationships with customers by answering questions, providing information on incoming styles and brands, and aiding customers through their shopping experience
- Processed cash and credit card payments
- Took inventory of the store's merchandise twice per week to ensure that all sales items were in stock
- Reached monthly sales goals and was chosen as employee of the month for June 20xx

LEADERSHIP EXPERIENCE

Student Advocacy Vice-Chair, Molloy Student Government, January 20xx-Present

- Work with the Chair creating events around campus
- Create PR for events to post on social media to advertise the event
- Listen to students' mental, physical, and academic needs
- Attend weekly meetings keeping up to date on agendas

Member, Molloy Business Association, September 20xx-Present

- Participate in meetings with business professionals
- Actively help the executive board plan events and speakers

Terry Teacher

45 Teaching Way, Long Beach, NY 11561
516-555-4567 teacher@myemail.com

PROFESSIONAL SUMMARY

Enthusiastic educator skilled in providing strong quality instruction and creating positive learning environments. Responsible and dedicated team player with strong interpersonal skills.

EDUCATION

Master of Science, Childhood Education, Expected May 20xx
Molloy University, Rockville Centre, NY

Bachelor of Science, Early Childhood Education, May 19xx
James Madison University, Harrisonburg, VA

CERTIFICATIONS

New York State Initial Certificate in Childhood Education (Grade 1-6), Expected May 20xx
New York State Provisional Teacher Certificate, 1998-2005

SKILLS

Fountas & Pinnell
Leveled Literacy Intervention
Foundations
Google Classroom
SMART Board Technology

Go Math
Journeys
Boces4Science
ACHIEVE
ST Math

STUDENT TEACHING EXPERIENCE

Student Teacher, 2nd Grade, Kramer Lane Elementary, Bethpage, NY, January 20xx – Present

- Align lesson plans to the New York State Next Generation Learning Standards
- Work with classroom teacher to learn effective teaching strategies
- Develop lesson plans that incorporated mandated topics and included immersive and hands-on activities that fostered student engagement
- Differentiate instruction based on assessment results, informal observations and student needs and interests
- Work with struggling students one-on-one to increase individual student success
- Collaborate with teaching staff to implement coordinated educational strategies and student support networks
- Cultivate positive relationships with administration, teaching staff and students

WORK EXPERIENCE

3rd Grade Teacher, Bethpage UFSD, Bethpage, NY, September 20xx – June 20xx

- Worked cooperatively with all third-grade teachers to plan and implement curriculum
- Assessed students and differentiated instruction based on strengths and weaknesses
- Provided multiple learning materials and resources for use in educational activities
- Assigned and graded classwork, homework, and tests
- Established and enforced a classroom management plan
- Communicated cooperatively, effectively, and professionally with colleagues and parents
- Implemented academic and behavioral goals of students with IEPs and 504 plans

LARRY LIBERAL-ARTS
65 Liberal Arts Way, Hempstead, NY 12345
516-555-6789 larts@youreemail.com

EDUCATION & HONORS

Bachelor of Arts, English, GPA 3.7, Expected May 20xx
Molloy University, Rockville Centre, NY
Dean's List

SKILLS

Proficient in Microsoft Word, PowerPoint, Excel, Outlook, Publisher, Google Documents
Languages: Fluent Spanish
Facebook, Instagram, LinkedIn, WordPress

WORK EXPERIENCE

Sales Associate, American Eagle Outfitters, Garden City, NY, October 20xx- January 20xx

- Provided customer service to patrons by accommodating their requests, solving problems, and answering questions
- Kept the store clean/presentable, maintained fitting room with the rest of the team by consistent communication
- Met daily sales goals and expectations set by the management team

Camp Counselor, Malta Community Park, Ballston Spa, NY, May 20xx-August 20xx

- Supervised 20 fifth-graders during the day
- Developed age-appropriate arts and crafts activities to encourage campers' artistic skills development and creativity expression
- Collaborated with other camp counselors to design fun and enriching learning activities
- Taught campers outdoor-focused skills such as kayaking and rappelling to increase campers' self-reliance and confidence

LEADERSHIP EXPERIENCE

Resident Assistant, Molloy University, Rockville Centre, NY, August 20xx-Present

- Act as a resource, mentor and support for 25-30 residents on assigned floor
- Propose and create up to 5 programs a month to engage residents in the halls and throughout campus
- Respond and follow up on resident issues and concerns
- Handle academic challenges, RA duties and other on-campus involvement with effective time-management skills
- Collaborate and work cohesively with 15 RA staff members to ensure consistency in events and services

COLLEEN COMMUNICATION
86 Social Blvd., New York, NY 12345
516-555-6789 socialmedia@youremail.com

EDUCATION

Bachelor of Arts in Communications, Expected May 20xx
Molloy University, Rockville Centre, NY

SKILLS

Adobe Photoshop
Adobe InDesign
Microsoft Office
iMovie

SEO
Instagram
Twitter
Canva

RELATED EXPERIENCE

Intern, New York Islanders, Elmont, NY, June 20xx- August 20xx

- Received and reviewed daily programming schedules of 15 games
- Ensured that marketing information, copyrights, and ownership data was updated and accurate in all internal documents
- Organized the monthly broadcasting calendar of shows by date and time on-air using Microsoft Excel

Service & Retention Student Associate, Madison Square Garden Sports Corp., New York, NY, October 20xx - June 20xx

- Provided daily support to Client Relationship Specialists as needed
- Assisted in administrative related functions within Salesforce CRM, and Archtics
- Planned exclusive events for Season Ticket Members
- Completed special projects created by the Director of Service & Retention

Head Orientation Leader, Molloy University, Rockville Centre, NY, March 20xx-Present

- Led the Orientation Team of 30 Orientation Leaders to create a welcoming and fun environment for incoming freshmen
- Aided in instructing the Orientation Team on leadership, customer service skills, positivity, and teamwork

OTHER EXPERIENCE

Assistant Manager, Petsmart, Merrick, NY, September 20xx-Present

- Schedule 25 employees on a weekly basis to ensure store is fully staffed during all operating hours
- Utilize strong communication skills when interacting with staff and customers
- Manage cash register transactions by using POS system and monitoring cashiers hourly

VOLUNTEER EXPERIENCE

Mutual Concerns Committee, Sea Cliff, NY, December 20xx-Present

- Conduct food drives, collect, and deliver food to pantries for underprivileged families in surrounding towns
- Organize Holiday Tours around the town of Sea Cliff
- Conduct Summer luncheons for a local senior citizens center

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



It may be easier to start writing your letter as a story about yourself and how your skills match! Then compose it in a letter.

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!

Do NOT address the letter "To whom it may concern." Find the recruiter's name on the company website or LinkedIn. If you cannot find a contact name, address the letter to the Director of Recruiting.

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!

Annie Nursing

1 Nursing Drive, Rockville Centre, NY 12345
516-555-2345 • nursing@myemail.com

Date of Letter

Heading in the letter should match your resume heading.

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

Find the recruiter's name in LinkedIn or address it "Dear Director of Recruiting"

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

As a senior undergraduate nursing student at Molloy University, I am writing to apply for the Pediatrics/PICU position (position name exactly listed on website) at Good Samaritan Hospital (name of organization). I learned of this opportunity through Catholic Health's career website. My educational institution has instilled in me the concept of holistic patient care, which is in accordance with Catholic Health's mission to heal their patients physically and spiritually. (what is the mission of the organization? – services, education, food, poverty).

My academic program has given me opportunities of exposure to various specialties, enabling me to strengthen my clinical skills to provide quality care to all patients. As an employee in the Nursing Office at Good Samaritan Hospital, I work in collaboration with the interdisciplinary healthcare team to optimize patient outcomes and satisfaction. Additionally, my capstone experience on the Pediatrics/PICU Unit at Good Samaritan Hospital has taught me the importance of advocating for and building meaningful relationships with patients and their families through safety intervention, emotional support, and education. (what skills/experiences do you have that make you the ideal candidate for the position?)

I embrace each learning and service experience with professional diligence and empathy for the patient and family. I am extremely interested in becoming a member of the nursing team at Good Samaritan Hospital. Ultimately, I'm confident my training, dedication and hands on experience

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

Have your cover letter reviewed. Schedule an appointment on www.joinhandshake.com

Ask for an interview!

- Express interest in a meeting!
- Thank the reader for their consideration
- Have someone proofread the letter!

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?

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/Zoom

Similar to face to face, the interview is conducted via Zoom 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/ Zoom 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.

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:** "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."



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."

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.

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 *(continued)*

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.



Building Your Online Presence Like a Pro



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.

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.

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](https://www.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

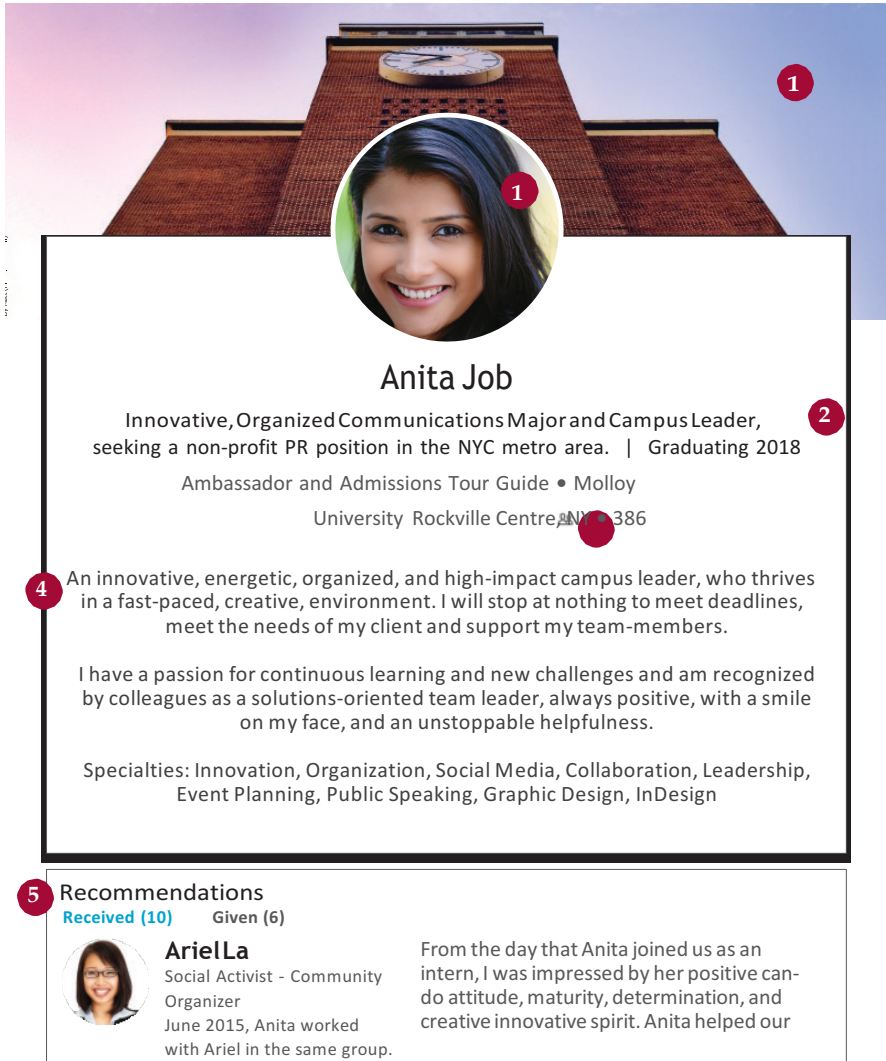
Personal websites and blogs can bolster your professional image and help you tell your story to employers

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

2 Headline

3 Connections

4 Summary

5 Recommendations

Anita Job
Innovative, Organized Communications Major and Campus Leader, seeking a non-profit PR position in the NYC metro area. | Graduating 2018
Ambassador and Admissions Tour Guide • Molloy University Rockville Centre, NY 11866

4 An innovative, energetic, organized, and high-impact campus leader, who thrives in a fast-paced, creative, environment. I will stop at nothing to meet deadlines, meet the needs of my client and support my team-members.

I have a passion for continuous learning and new challenges and am recognized by colleagues as a solutions-oriented team leader, always positive, with a smile on my face, and an unstoppable helpfulness.

Specialties: Innovation, Organization, Social Media, Collaboration, Leadership, Event Planning, Public Speaking, Graphic Design, InDesign

5 Recommendations
Received (10) Given (6)

Ariella
Social Activist - Community Organizer
June 2015, Anita worked with Ariel in the same group.

From the day that Anita joined us as an intern, I was impressed by her positive can-do attitude, maturity, determination, and creative innovative spirit. Anita helped our

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

EDUCATION

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

ORGANIZATIONS

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

Ready to Explore?

- Attend the Networking & LinkedIn Profile Workshop.
- Watch for free LinkedIn headshot photo sessions.

DRESS *for* SUCCESS

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

Men:

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

Both:

- Cover tattoos and piercings
- Minimal or no cologne or perfume
- Clean nails

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.



Dear Ms. Jones:

I 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

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.

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](https://www.glassdoor.com) and [salary.com](https://www.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 fringe benefits such as vacation days, starting bonuses or remote work.
- 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.

Declining an Offer

- 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.

Graduate Programs

Graduate Programs

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

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

Contact Information

Any questions regarding Graduate or Doctoral programs, please contact the Office of Admissions at 516.323.4000 or admissions@molloy.edu.

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



**MOLLOY
UNIVERSITY**

Career Center

Room 320, Public Square
Rockville Centre, NY 11571-5002
jobsandinternships@molloy.edu