

Job & Internship Search Guide

CAREER SERVICES CENTER

Where Xceptional Career Unfold!



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Check out our other helpful Career Services Center Guides:

Interviewing Guide

Resume & Job Correspondence Guide

Career Services Guide for Seniors

SCHEDULING A PLAN OF ACTION

It is impossible to prepare an exact lay-out of all the job search steps which you may require. Every person's situation varies in terms of employment objectives and available alternatives.

However, the schedule below is a plan of action which has provided general guidance for job searching in several salary ranges.

PRELIMINARY ITEM – RECOMMENDED FOR COMPLETION BEFORE STARTING JOB SEARCH

Check if item applies to you	Check when completed	
_____	_____	Review your strengths and weaknesses, job likes and dislikes, and personal job satisfaction needs. Think through your career plans and decide where you would like to be 1 year, 5 or 10 years from now. Then formulate your immediate job search goal.
_____	_____	Establish a timeline – set a definite goal for being in a new position. Allocate as much time as possible toward meeting that goal.
_____	_____	Choose a resume format, prepare drafts for one or more resumes.
_____	_____	Develop your data base – compile or update your resume, carefully review resume samples for suggestions and seek advice from others.
_____	_____	Prepare some standard cover letters for the different positions you are pursuing. Personalize each letter and check to see that content is related to the specific position you are applying for before sending.
_____	_____	Prepare a list of employer addresses and individuals you wish to contact. Include (1) your best prospects (2) other prime prospects (industry, growth firms) (3) secondary prospects (unrelated employers, those requiring relocation) (4) prominent alumni from your college
_____	_____	Begin cultivating or renewing personal and business contacts. Keep a record of these contacts.
_____	_____	Check your references. Update information as necessary. If it has been some time since asking individuals to be references, contact again to be sure they are still comfortable with that responsibility.
_____	_____	Check media that list employment opportunities.
_____	_____	Prepare answers to difficult interviewing questions. Practice verbalizing them out loud. Know personal strengths, abilities and achievements you plan to emphasize in your interviews.
_____	_____	Research the company you will be interviewing with. Know as much as possible about the company before the interview so that you can use the information you have gained to ask pertinent questions of the interviewer.

INITIATION OF JOB SEARCH

Check if item applies to you	Check when completed	
_____	_____	Prepare and mail cover letters and resumes. Remember that it is best to concentrate efforts in a short period of time.
_____	_____	Follow up initial correspondence within 10 business days. When possible also follow-up on correspondence that went unanswered or resulted in a form rejection.
_____	_____	Check current classified advertisements and websites promoting available positions – respond to those of interest.
_____	_____	Attempt to identify blind advertisements and approach companies on a direct basis.
_____	_____	Check with editors of both general and trade newsletters.
_____	_____	Contact professional societies, trade associations and placement offices.
_____	_____	Approach personal and business contacts. Inform them of your plans and objectives.
_____	_____	Consider advertisements concerning your own availability. Check success rate in selected media.

SUMMARY

During your job search, you will have to be a good record keeper. Keep a record of all correspondence. Start a diary of the names, phone numbers, and dates of each contact you make. Even if you get a great job, this contact information will be invaluable to you should you have to look for a position again.

If you use a direct contact job search, do not use form letters. The personal nature of individually typed materials will always compensate for the extra expense.

Always be well prepared when you go on interviews: physically and mentally. Radiate enthusiasm, speak and gesture with authority. Never underestimate the importance of your appearance. It is important to always look like a winner and exude confidence.

If you want to relocate, use every possible channel for getting interviews. Plan a very large job search doing as much as possible in a concentrated time period. Try to maximize the number of interviews which you can explore on a given trip.

During your job search you should keep an exact record of all expenses that are related to your search. Expenses that meet certain criteria may be tax deductible. Check with a reliable source for specific tax information.

EMPLOYER RESEARCH

Conducting thorough research is vital to an effective job search. This process not only helps a job/internship candidate tailor his/her resume and cover letter to a particular position, but it is especially helpful with interview preparation. It also assists with the identification of organizations that would be the best fit. Employers view researching the company as a critical factor in applicant evaluation because it demonstrates the candidate's interest and enthusiasm for their company. In order to assist you with your job and internship search, we developed a new "Prep Sheet" checklist. There are three types of checklists: **For Profit Checklist, Nonprofit Checklist, and Government Agency Checklist.**

For Profit Checklist

Name of Company: _____

Organization Knowledge

Company History: _____

Company Leaders: _____

Organizational Structure: _____

Principle Products/Line of Business: _____

Primary Locations: _____

Stock Price: _____

Stock Trends: _____

Industry Knowledge

Industry Background/General Information: _____

Competitors: _____

Position's Career Path: _____

Relative Size of Industry: _____

Industry Trends and Facts: _____

Current Events;

New Products/Lines of Business: _____

Recent News Articles about Organization: _____

*adapted from the University of Notre Dame Career Center

Nonprofit Checklist

Name of Organization: _____

Mission of Organization: _____

Populations Served: _____

Executive Director: _____

Local, Regional, National and World aspects of the organization: _____

Size of local, national organization: _____

Volunteer structure and size: _____

How the organization refers to its constituents – clients, guests, patrons, members: _____

Who comprises the Board of Directors: _____

CEO or President of the national and/or international levels of the organization: _____

Partnerships with community, other agencies and organizations, corporations: _____

Important information from Annual Report; nptimes.com – NPT Top 100 Report; organization website:

Recent news: _____

Primary sources of funding – could be a mix of the following: _____

*adapted from the University of Notre Dame Career Center

Government Agency

Bureau, agency, or department name: _____

Public service mission: _____

Sector of the population to which agency's services are directed: _____

Top positions titles and person's names in agency such as Executive Director, Sec. of Dept., elected positions, legislators, Governor, Senators, Representatives: _____

Level of government at which the agency functions – city , county, township, state, region of the state, federal: _____

Branch of government – executive, judicial, legislative: _____

Counterpart to the agency at the different levels of government, for example Cincinnati Housing Authority is the municipal level of the state and federal department of Housing and Urban Development: _____

Recent news articles, reports, or stories involving the bureau, agency, or department: _____

Size and jurisdiction of office with whom you are interviewing; as well as size and jurisdiction of parent agency to the office: _____

Recruiting terminology, for example the federal government calls an open position a vacancy; GS level is a grade level equivalent to a particular salary range for the federal government; state and municipal levels of government may have their own specialized vocabulary for the hiring process: _____

Political appointments, elected and hired positions within the agency with whom you are interviewing: _____

Partnerships with nonprofit agencies: _____

Contracts and business relationships with corporations and manufacturing companies: _____

Relationship of government agency with which you are interviewing to other government departments or agencies; differences between focus of public service and connection between them: _____

*adapted from the University of Notre Dame Career Center

Company & Organization Research Resources

Company/Organization web site

Information to Research:

- Clients/Patrons/Recipients of services/products
- Services/Products offered; niche area(s) of services/products
- Competitors or similar organizations
- Differences between services/products/marketing/clients and competitors or similar businesses/organizations
- Various offices and locations
- Organizational Structure and details
 - Board of Directors for Nonprofit
 - Parent/Subsidiary companies if Corporation
 - Hierarchical/departmental structure if Government
- New services/products; older, reliable products/services
- History
- Careers
- Divisions
- Type of audience trying to reach with web site
- Review organization/company as though you were going to be a client/patron/donor/investor

McDonald Library – Electronic resources

A. *Business Database* – articles and information written about companies by outside sources

- <http://www.xu.edu/library/>
- Click Database Guides by Subject
- Select Business
- [**ABI/Inform Research**](#)
- [**Business and Company Resource Center**](#)

B. *Hoovers* – Company Specific information

- <http://www.xu.edu/library/>
- Click Database Guides by Subject
- Select Business
- Select *Hoovers*
- Type in Company Name
- Once at information on company, can obtain an overview of the organization, competitors, financial information, as well as detail company profiles by selecting “Build Custom Report”.

Riley Guide <http://www.rileyguide.com/>

Comprehensive job, career, and industry search guide. For researching companies and organizations, see Target & Research; Business and Employer Research

Wetfeet <http://www.wetfeet.com/asp/home.asp>

Offers a thumbnail sketch of Company Profiles and Real Profiles (of individuals working within a particular industry or career)

Fast Company <http://www.fastcompany.com>

Nonprofit Times <http://nptimes.com/>
Offers NPT Top 100 Report; NPT Power and Influence Top 50; Salary Survey

BBB Wise Giving Alliance <http://give.org/>
Better Business Bureau Wise Giving Alliance collects and distributes information on hundreds of nonprofit organizations that solicit nationally or have national or international program services. Click Charity Reports for reports on over 400 charitable organizations for organization research

Guide Star <http://www.guidestar.org/>
National Database of Nonprofit Organizations; Economic Reports; etc.

Chronicle of Philanthropy <http://philanthropy.com/>
Look is similar to the Chronicle of Higher Education; It is an excellent resource for current information on the donor/fundraising world of nonprofits; specific organization research limited, unless received current grants or funding from sources covered by the Chronicle

JOB AND INTERNSHIP SEARCH STRATEGIES

Throughout this guide we have provided you with various tool to assist you with to develop a wholistic job and internship search. Here are some additional websites and resources to facilitate this process.

- I. Networking** – This strategy involves contacting people to seek their career advice, discuss strategies, conduct informational interviews, and DEVELOP RELATIONSHIPS. It is NOT asking them for a job or an internship. Seventy percent of jobs are obtained through NETWORKING.
 - A. LinkedIn - <http://www.linkedin.com/home> - great tool for staying connected with peers colleagues and networking with others.
- II. Employment/Temporary Agencies**
 - A. Immediate openings are available for permanent or summer employment through these resources.
 - B. Be cautious - utilize only “fee-paid” agencies, which indicates the agency receives compensation from the company.
 - i. You may find these agencies at <http://www.athand.com>, an online Yellow Pages Directory.
 - ii. Students should take a number of interviews resulting from this source.
 - iii. Sophomores and juniors have obtained substantive summer work from temporary agencies.
- III. Career Fairs**
 - A. Career Service Center host three fairs (two in the fall and one in the spring)
 - B. Search the web utilizing various search mechanisms to locate career fairs in the area you’d like to work and live (yahoo, netscape, lycos, google, excite, webcrawler)
 - C. <http://www.careerfairs.com> – Search by month, location, and job type
- IV. McDonald Library** – Electronic resources

C. *Business Database* – articles and information written about companies by outside sources

- <http://www.xu.edu/library/>
- Click Database Guides by Subject
- Select Business
- **ABI/Inform Research**
- **Business and Company Resource Center**

D. *Hoovers* – Company Specific information

- <http://www.xu.edu/library/>
- Click Database Guides by Subject
- Select Business
- Select *Hoovers*
- Type in Company Name
- Once at information on company, can obtain an overview of the organization, competitors, financial information, as well as detail company profiles by selecting “Build Custom Report”.

V. Alumni

A. Alumni & Friends - Xavier University online networking portal.

- <http://xu.imodules.com/s/454/start.aspx>
- Career Services Center Alumni & Friends Help Guide (see website for PDF)

VI. Newspaper Links

A. <http://www.usnpl.com/> - Lists jobs through smaller newspapers

B. <http://www.careerbuilder.com> - Lists jobs by major city newspapers and websites

VII. Xavier eRecruiting - <http://xavier.erecruiting.com/er/security/login.jsp>

a. Search (Be patient! If your search results are limited using the industry section, use the keyword section. Use a variety of words to make the search broader.)

VIII. Internet

A. Job Databases:

1. <http://xavier.erecruiting.com/er/security/login.jsp> - Xavier’s Online Job & Internship Board. Exclusive to Xavier Students and alumni!
Username: 9-digit banner id plus “xu” (i.e. 000123456xu)
Password: jobs
2. <http://www.monster.com> - Click on “Search Jobs”
3. http://www.xavier.edu/career/career_development/job_postings.cfm
NACELink Create your own username and password
Internship Series on Line username: prof password: exper
MonsterTRAK First time users click on register; choose college (Xavier); enter “muskie” password to set up account
4. <http://hotjobs.yahoo.com> - Click “Job Search” on the top tool bar. Then click on “Advanced Job Search.” Scroll down to “Experience Level” and click 0-1 years experience. Then scroll down to “Job Source” and unclick “Staffing Firms.”
5. <http://www.collegegrad.com/> - Lists entry-level jobs, internships, and other key job search information
6. <http://www.careerbuilder.com> – “Quick Job Search” by location and job type
7. <http://www.employmentguide.com/> - Click on “Search Jobs”
8. <http://www.qjb.dni.us/> - Lists more than 1,300,000 jobs
9. <http://www.idealists.org> - Lists great non-profit positions; daily updates

10. <http://www.aboutjobs.com> - Has break down categories of overseas, intern, summer, and resort jobs
11. <http://www.vault.com> - Great site with jobs in various industries. Wonderful source of good job seeking information.
12. <http://www.wetfeet.com> - Very similar to vault.com. Another good resource.
13. <http://www.usajobs.opm.gov> - The government is definitely hiring!
14. <http://www.directemployers.com> - Employment search engine is owned and managed by employers through a non-profit employer association

B. Internship databases:

1. <http://www.idealist.org> - Lists non-profit internships
2. <http://www.aboutjobs.com>
3. <http://wetfeet.internshipprograms.com/>
4. <http://www.rsinternships.com> - Search by industry desired
5. <http://www.backdoorjobs.com/> - Offers information about, and links to, unusual and adventurous jobs for job seekers of all ages.
6. <http://www.coolworks.com/> - The site lists seasonal positions, internships, and full-time career opportunities.

C. General job search information:

1. <http://www.rileyguide.com> - One of the best websites for job search information

X. Career Resources

A. Career Services Website has various lists of organizations and web links categorized by major. Our Career Specific Link provides a wide variety of web resources by major.

1. http://www.xavier.edu/career2/students/career-specific_links

B. Room 310 in Gallagher Student Center houses a collection of valuable resource books on a wide range of career development topics. Many of these may be checked out for 48 hour use. See website for complete listing of resources.

TYPES OF ORGANIZATIONS

Research organizations to clarify your work interests

Business

Accounting Firms	Consulting Groups
Banking	Market Research Firms
Investment Firms	Department Stores
Insurance Companies	Utility Companies
Tax Consulting Firms	Employment Agencies
Airlines	Import-Export Companies
Cruise Ships	Real Estate Firms
Railways	Public Opinion Pollsters

Communications

Advertising Agencies	Radio/TV Industry
Magazines, Newspapers	Audio/Visual Firms
Public Relations Firms	Photography Studios
Publishing Houses	Educational TV/Film Corporations
Film Companies	Hotel/Motel/Tourism Agencies
Communications Companies	

Health/Science

Hospitals	Colleges/Universities
Medical Clinics	Aerospace Contractors
Nursing Homes	Consulting Firms
Animal Hospitals	Data Processing Organizations
Botanical Gardens	Food Manufacturers
Camps	Mining/Petroleum Firms
Environmental Organizations	Pharmaceutical Companies
National and State Parks	Research Development Labs
Weather Bureaus	Technical Journals

Public Administration/Gov't/Legal Services

City Government	Trade/Professional Associations
State Government	Chambers of Commerce
Federal Government	Advocacy/Lobbying Organizations
Regional Planning Organizations	Fund Raising Groups
Correctional Institutions	Political Organizations
Law Enforcement Agencies	Labor Unions
Research Organizations	Military Organizations

Social Services/Education/Cultural Affairs

Social Service Agencies	Libraries
Community Organizations	Historical Societies
Rehabilitation Facilities	Museums
Day Care/Child Care Centers	Art Galleries
Public/Private Schools	Performing Arts Groups
Test Development Corporations	Private Foundations
Colleges/Universities	Church Organizations

Preparation for Your First Outreach

*"Be ready when opportunity comes...
Luck is the time when preparation and opportunity meet."
-- [Roy D. Chapin, Jr.](#)*

Before you start any undertaking, you need to prepare by taking care of certain basics. If you were to take a road trip this weekend you may pack a bag, fill your car with gas, take out money from the bank, and even buy a map. The same holds true with networking; you first need to take care of some basics.

Resume:

Be sure to have your resume looked over by a career counselor so that you are ready to pass it along if one of your contacts should request it. You want to make a positive impression and having a clean-looking, tailored resume can help convey the message that you are serious about this networking interaction.

Networking Letter:

It is also advisable to have a networking letter looked over by a career counselor to determine the message you are sending. Are you being too passive or pushy because of your word choice? Are you asking for too much or being overly vague in your letter? Is the letter sending the professional image you want? We have included a sample letter in the resource packet for you to use when creating your networking correspondence.

Know what you want.

Your conversations with contacts will be more fulfilling for both you and your contact if you have done some research about the following:

- **Industries**
- **Position**
- **Career goals**

Research:

Before contacting anyone for networking purposes, be sure to conduct research on the person, the company, industry, job, city, etc. If you are going to be asking questions about the company where the contact person works, you should have done some basic research on the organization. This research will also help you formulate questions to ask the networking contact.

Networking Steps

Now that you have completed your preparation, how do you network? The following steps will help you start off on the right foot.

- 1.** Send a letter or e-mail to prepare the networking contact. Follow up within 72 hours with a phone call requesting a meeting or phone conversation.
- 2.** Conduct your meeting/informational interview.
- 3.** Send a thank you note.
- 4.** One month later, send a follow up e-mail, letter, or phone call to networking contacts with whom you have had a positive experience. The conversation is simply to update the networking contact of your progress. This step is often forgotten, but it will produce the best results.

Building Your Contacts

"A wise man will make more opportunities than he finds."

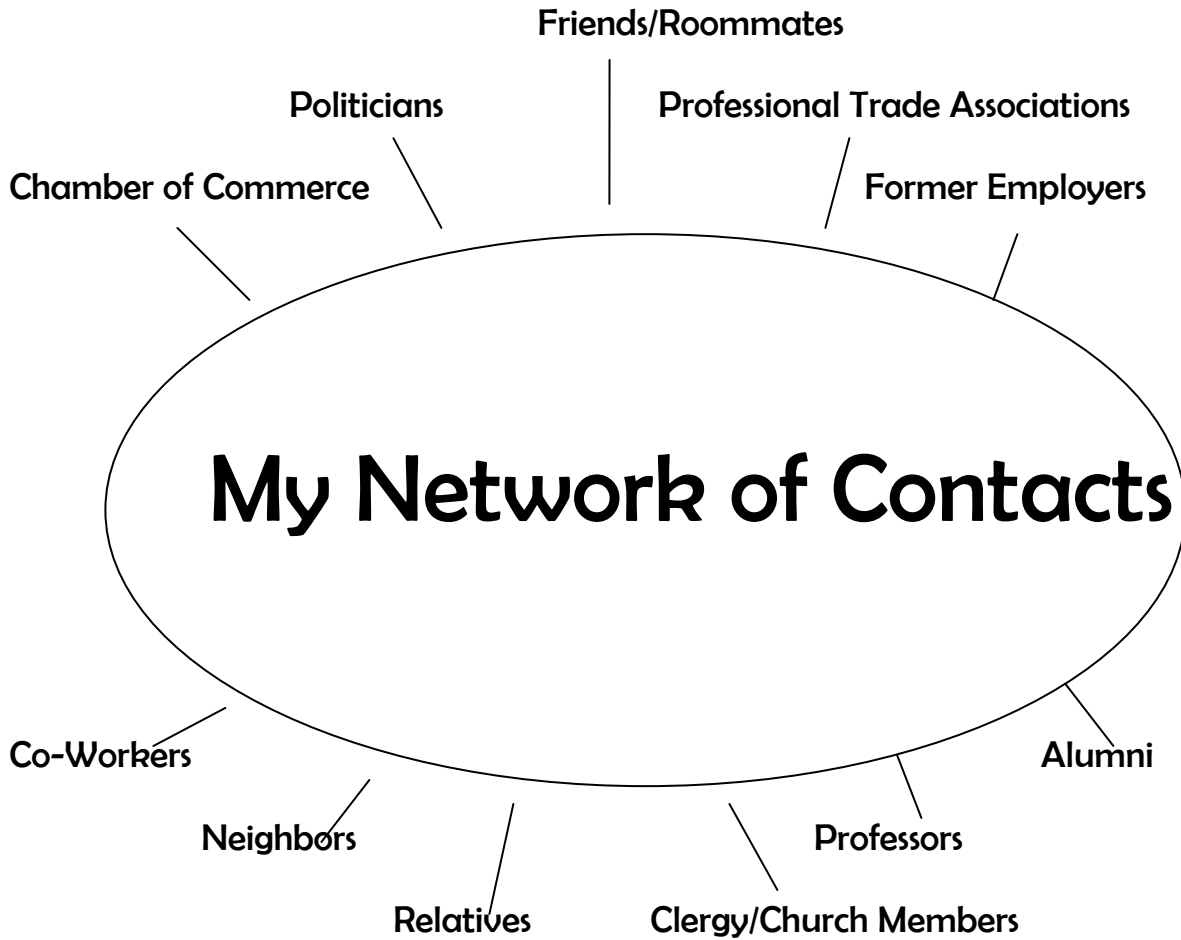
-- [Sir Francis Bacon \(1561-1626\)](#),

Many students will say, "I don't know anyone with whom to network." Nothing could be further from the truth; remember that most people have 250+ contacts. Start with the people you already have a relationship with and who know you well. Family, friends, neighbors, parents of your friends, professors, etc. – write the names of all the people you know well. This should be the first group to approach for networking because you have an existing relationship with these people and they are usually willing to help.

Your list does not stop there. Now think of everyone you have ever worked with or you can gain many industry contacts and job leads. Remember, these people are in the field in which you want to work so they are key contacts to maintain.

Finally, reach out to people with whom you have something in common. Fellow church members may be willing to have a conversation because they recognize you from the ten o'clock service. People you meet at a conference share an interest with you. Networking with these groups requires more effort because you have to first build a relationship with these people. This is no reason to shy away from networking with these groups as they can be a very diverse and powerful resource to use in your career exploration and job search.

DEVELOPING A CONTACT NETWORK



Initial Contact Networking Letter

223 East La Salle
Anytown, OH 46666
April 8, 2004

Ms. Jennifer Hundahl, Partner
Dewey and Howe Brokerage, LLP
1400 Broad Street
New York, NY 10004

Dear Ms. Hundahl:

Dr. Clifton Carr, professor of economics at Planetown University, suggested that I contact you. He thought that, as an alumna in the banking industry, you would be in an excellent position to assist me with my career exploration.

As an economics student, I am exploring potential career paths and am interested in the Private Equity field. I would like to hear your impressions of the field and discuss future trends for the industry. Additionally, I would also like to ask for your advice on breaking into the equities field as I know it is competitive.

I will call your office next week to see if we could arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely,
Jack Reagan

- Be concise.
- Make a connection between you and the reader—e.g., alumnus of your school, mutual acquaintance, etc.
- State your purpose without pressuring the reader.
- Explain your situation briefly.
- Request a meeting at a mutually convenient time, and indicate that you will call to make arrangements.

Networking Success for the Job Search

*"The only thing one can do with good advice is to pass it on.
It is never of any use to oneself."*

-- [Oscar Fingall O'Flahertie Wills Wilde](#)

Although networking can be the most powerful tool in your job search, it does require some key ingredients to yield the most effective results. Some important points to remember include:

- 1.** Make at least four contacts a week during the semester. Remember that looking for a job is like taking another class, so set time aside each week to conduct your search.
- 2.** Set daily, weekly, and monthly goals for yourself. The job search can be demoralizing if you do not recognize the small steps you are towards your goal.
- 3.** Expect to call each contact at least three times to truly establish a networking relationship. Networking is not a one-time conversation and thank you notes should be included after contact is made.
- 4.** Keep notes on all conversations and correspondence in order to stay organized.
- 5.** With follow-up calls, be prepared to ask for assistance in different areas by continuing to do research on other target companies.
- 6.** Keep your contacts fresh; even those you do not think can assist you. An e-mail every month or so keeps your name on their brain.
- 7.** Follow through quickly on the leads provided by your contacts. Be sure you have completed all you were asked to do by a contact before you contact them again for additional assistance. Remember to express your continued appreciation for their assistance.
- 8.** Share good news along the way. Let networking contacts know of positive outcomes as they occur. If they referred you to someone who was helpful, let them know. The more interactions you have with people, the more they will be willing to assist you.
- 9.** Be sure to thank each network member when you accept your position - and extend an offer of help to them should they ever need it.

INFORMATIONAL INTERVIEWING

Informational interviews are one aspect of networking in which you, the interviewer, are asking for information, *not a job*. The knowledge gained from an informational interview can help you determine which courses and qualifications are necessary for specific career paths, the types of job or companies best suited for you, etc. Informational interviewing can also aid your job search.

- Discover jobs that are not publicly advertised.
- Expand your knowledge of the job market in the field you want to explore.
- Learn about how to make yourself a more qualified candidate.
- Build support for your job search

Know What You Want To Accomplish

The primary objectives of informational interviewing are to:

1. Investigate a specific career field.
2. Uncover career options you never knew existed.
3. Assist in narrowing (or expanding) options.
4. Obtain advice on where your skills might be applied.
5. Learn about important issues in a career field.
6. Broaden your own network of contacts for future reference.

Be Prepared For the Interview

Before meeting someone for an informational interview, you should:

1. Learn as much as you can about the organization.
2. Have your questions written down.
3. Learn about the career field in general.
4. Be yourself and relax. You are the interviewer, and this is not a job interview.
5. Keep your purpose in mind.

Use the Information You Obtain

It is important to keep in mind that you are investigating a career and trying to establish a network at the same time. Therefore, all the protocol of a professional job search, as well as the curiosity of a diligent job seeker, should be followed.

1. Ask for the names of others you can contact for further information.
2. Keep the door open for further contact by asking if you could call again if you have any questions.
3. Take notes during the interview if this will help you later in your evaluation of the career.
4. Send a typed thank you letter within two days of the interview.

SAMPLE LETTER REQUESTING AN INFORMATIONAL INTERVIEW

There are a number of ways to schedule an informational interview, limited only by your creativity and initiative. However, it is important to remember most business people prefer appointments. Therefore, it is strongly recommended to telephone a person to schedule an appointment or request an informational interview by letter. The following letter is provided as a guide for requesting an informational interview. You will notice it: 1. names the person to whom you are writing, 2. tells the person why you are writing, 3. states you are not asking for a job interview, and 4. keeps the initiative with you.

123 Occupational Lane
Job City, IN 54321
April 1, 20XX

Mr. James Smith
Director of Marketing
ABC Corporation
Anywhere, USA

Dear Mr. Smith:

In conducting some career exploration research, your name came to my attention as someone who could provide me with valuable advice and information, especially because of your experience in the field of marketing.

I am currently (employed full time, attending school full time, exploring the job market, or some statement about your current status) and am giving serious consideration to a future career in public relations. I am not seeking an employment interview, rather I would like to talk with you about public relations as a possible career in order to obtain your valuable advice and perspectives about the field.

Realizing the demands on your time, I will telephone you next week to see if we can arrange a brief meeting at your convenience.

I appreciate your interest as I explore a variety of career opportunities.

Sincerely,

(Your Signature)

(Your typed name)

SAMPLE QUESTIONS FOR AN INFORMATIONAL INTERVIEW

1. What are the most interesting aspects of your job?
2. What do you do in a typical day?
3. How did you enter this job/career?
4. What part of your work do you consider dull or repetitious?
5. How would you recommend someone break into this field?
6. What educational background is required?
7. What kind of experience would help in this career?
8. Are there specific courses a student might take that would be particularly beneficial in this field?
9. What are the disadvantages and advantages to this career?
10. Is a great deal of travel connected with this job?
11. What types of training do companies give to people entering this field?
12. What technologies are integrated into this career?
13. What recommendations would you have for an entry level person considering this career?
14. What special advice would you give to a young person entering this field?
15. How do you see the jobs in the field changing over the next ten years? What can I do to prepare myself for such changes?
16. As a female or male, would I have any special challenges in a career in this field?
17. How can I learn more about this career/job?
18. What professional organizations are active and responsive in this career field?
19. Who would you recommend I contact for more information about this career?
20. Do you have any career literature that contains job descriptions and job specifications for positions in this field?

SAMPLE LETTER OF THANKS

AFTER AN INFORMATIONAL INTERVIEW

Thank you letters should convey the following:

- Appreciation for their time, referrals, and information
- Compliments regarding their knowledge, expertise, helpfulness, and/or company of business
- Information about your follow-up or use of the information and/or referral or how their information or the meeting assisted you
- Keeping the contact door open with them – keep them apprised of your progress

Your return address
Date

Name, Title
Company
Address
City, State, Zip

Dear (Ms. or Mr.) _____:

Thank you for taking time to meet with me last Thursday to discuss a career in psychotherapy. I was impressed by your comprehensive knowledge of the different aspects of this field. Additionally, your advice and information will help me select classes and experiences that will enhance acceptance into a graduate program.

I appreciate the referral to Mr. Joseph Bandit, Director of Mental Health Services, and have already called his office to arrange a time to meet briefly with him. I will let you know how our discussion goes.

I would like to stay in touch with you and keep you posted on my career research. Thank you again for your time and valuable assistance.

Sincerely,

(Your signature)

Your typed name

THE COVER LETTER

Every resume you mail should be accompanied by a cover letter. Don't expect to receive a job offer by simply mailing a cover letter and resume to a prospective employer. The **only** purpose of these two pieces of correspondence is to obtain an interview. Your letter should be upbeat and confident using an active style of writing – business letters need not be deadly to be correct. In fact, they should reflect a cordial manner. It is a personal sales letter in which you try to sell your qualifications to an employer.

The first paragraph states why you are writing. If you are responding to an advertised opening, identify the position and how you learned of it. If you are inquiring about a possible opening, identify the position, field, or general vocational area and state how you obtained information about the company or organization. Conducting research on a particular company and including this in the first paragraph sets you apart from other applicants.

The second paragraph indicates why you are interested in the position, the company or the organization, its products or services – above all, what you can do for the employer. As a prospective or recent graduate, explain how your academic background makes you a qualified candidate for the position. Practical work experience is important. Point out your specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume.

The third paragraph refers the reader to the enclosed resume, which summarizes your qualifications, training, or experience. Indicate your desire for a personal interview and your flexibility as to time and place. Repeat your phone number in the letter and offer any assistance to help in a speedy response. Finally, close your letter with a statement or question which will encourage a response. For example, state that you will be in the city where the company is located on a certain date and would like to arrange for an interview. If you want to take more control over your request for a job interview, taking the responsibility to call is one suggested way.

Other tips for writing a cover letter:

2. Send a typed original letter with your resume. Never send a photocopied or handwritten letter.
3. Address the letter to a specific individual, if at all possible. The Career Services Center, as well as the reference section of the McDonald Library, contains several directories listing company contacts, addresses, and phone numbers. You may also want to call the company to request the name of the person responsible for hiring college graduates in your area. If a name proves impossible to obtain, as a last resort, indicate a specific job title, such as Director of Public Relations, rather than Personnel. The proper salutation in that case is either "To the Director of Public Relations" or "Dear Sir or Madam."
4. Tailor your letter to the needs of the company and requirements of the position. Want ads and company literature offer clues about what to stress.
5. Match your stationery and resume stock in both size and shade. 8 ½" X 11" paper in white, off white, or light gray is recommended.

POWER PHRASES

CONSIDER USING ADAPTATIONS OF THESE KEY PHRASES IN YOUR LETTERS RESPONDING TO ADVERTISEMENTS:

I am confident that I can make a contribution to your company/organization.

ABC's use of advanced digital recording technology is of particular interest to me.

Your company's management trainee program is particularly unique in its rotational plan and accompanying classroom instruction.

I look forward to talking with you and will call your office during the week of September 7th to see if we might arrange a convenient time to meet.

With my educational background, bilingual skills, and business intern experience, I am confident I can make a contribution to your international trade department.

I would like the opportunity to further discuss my qualifications with you in an interview scheduled at your convenience.

Please accept the enclosed resume in application for an Assistant Editor position with News Time.

As a long-time resident of San Diego, I plan to return to the area to develop my career in journalism.

I have enclosed my resume for your consideration.

As Assistant Manager, I negotiated schedules, benefits, and compensation packages for twenty non-exempt employees.

1807 Construction Road
Apartment #18
Cincinnati, OH 45207

November 8, 2006

← 4 blank lines here

Mr. Phillip Sorrel
Director of Sales
ABC Corporation
1 Industry Plaza
Framington, NJ 20589

← 2 blank lines here

Dear Mr. Sorrel:

I recently spoke with Mr. Connors at the Business & Industry Career Xpo at the Xavier University regarding career opportunities within the pharmaceutical industry, and he suggested that I contact you. ABC Corporation's recent market expansion and use of the most current biotechnology in its products is particularly impressive. I am very interested in a Healthcare Representative position with your company and have enclosed my resume for your review.

My Business major/science minor has exposed me to principles of business – marketing, accounting, finance, and management – while also establishing the strong science foundation necessary in the pharmaceutical industry. As a marketing intern last summer, I applied and developed these skills in a corporate environment. Through interaction with clients ranging from computer hardware businesses to local grocers, I fostered strong communication skills and the ability to work with diverse customers. Additionally, I am committed to achieving results. For example, my new approach to marketing an on-campus community service program increased student participation by 25%. Given my goal-driven nature and desire to succeed, I am confident that I can make a positive contribution to your Sales Department.

I would like the opportunity to further discuss my qualifications and any sales opportunities within ABC Corporation. I will call you during the week of February 1 to see if we might schedule a convenient time to meet. I look forward to our conversation.

Sincerely,

← 4 blank lines here

Jamie Addington

Enclosure

← Include if sending a hard (not electronic) copy of resume and letter

August 22, 2005

Ms. Kim Dean
University Relations Specialist
CIGNA Corporation
900 Cottage Grove Road, A-122
Hartford, CT 06152

Dear Ms. Dean:

Please consider my enclosed resume for the CIGNA Leadership Development Program. Currently, I am a senior majoring in history major and business minor at the Xavier University. The qualities I have to offer CIGNA in this program include:

- **An achiever with outstanding interpersonal skills:** While working as an intern at XYZ Company, I was selected for the marketing strategy team that partnered to increase revenue by 41% and customer base by 20%. Prior to attending Xavier, I volunteered for a local non-profit organization where I worked with clients from different cultures. Based on my contributions and commitment to the organization, I earned recognition as “Volunteer of the Month.”
- **Demonstrated leader and team player:** I co-founded a student organization aimed at increasing community service involvement campus-wide. Over the past three years, we have been able to generate a 32% increase in student participation and have made valuable contributions to the community. I also served as a Resident Assistant in one of the University’s largest residence halls while achieving a 3.59 GPA in my classes.
- **Excellent analytical and quantitative abilities:** In a team-based business simulation, I continuously analyzed the market and our competition for a financial services firm throughout the semester. The professor acknowledged our final project as being “an outstanding example for future classes.” Last summer as an intern, I participated in a cross-functional team to assess a proposed business venture expanding customer product offerings.

CIGNA is a long-time leader in providing full-service solutions. Through this approach, the company has continued to expand its client base and market position for more than 125 years. Specifically, your mission to help people lead healthier, more secure lives matches my own personal values and interests, as demonstrated through my community service efforts.

I am committed to adding value and contributing to CIGNA’s global expansion. Please consider placing me on your interview schedule during your campus visit. Thank you in advance for your consideration. If you have questions prior to your visit, please feel free to contact me at (513) 258-5555.

Sincerely,

Peter Smith

PERSONAL JOB SEARCH PROGRESS RECORD

Name _____

EMPLOYER CONTACT PERSON, TITLE ADDRESS/TELE. NO.	METHOD OF CONTACT				RESPONSE FROM EMP		YOUR FOLLOW-UP			INVITATION FOR PLANT/OFFICE VISIT				EMPLOYER RESPONSE		COMMENTS Accept or Reject Offer
	Campus Interviews	Letter Resume	Phone Call	Date	Yes	No	Letter	Phone Call	Date	Yes	No	Date of Visit	Location	Salary Offer	No Offer	

NOTES