

SCRIPTS

THE WOMEN'S COLLEGE • CLAREMONT

Career Services Guide 2014 - 2015



Career Planning & Resources

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Welcome	1
Mission Statement	2
Career Planning	
Know Yourself	3
Four Year Timeline	4
Linking Majors to Careers	6
Emerging Professionals Program	8
Internships and Jobs	
Researching Careers	9
Personal Branding	10
Networking	11
Life Connections and LinkedIn	13
Finding an Internship	14
How to do an Internship Search	15
Support for Unpaid Internships	16
Working on Campus	17
Finding a Job	18
Researching Employers	20
Interviewing	21
Interview Attire	24
Advice from Alumnae	26
Follow-up Correspondence	27
Salary Negotiation	29
Resumes and Cover Letters	
How to Write a Resume	31
Sample Resumes	32
How to Read a Position Description	34
Science Resumes	36
Sample Science Resume	37
Action Words	38
Accomplishment Statements	39
How to Write a Cover Letter	40
Sample Cover Letter	41
Graduate and Professional Education	
Preparing for Graduate School	42
Researching Graduate Programs	44
Application Process and Timeline	45
Writing Personal Statements	46
Letters of Recommendation	47
Fellowships and Gap Year	
Fellowships and Awards	48
Considering a Gap Year	49

Welcome

Career Planning & Resources

CP&R assists students in every stage of their career development. Whether you are selecting a major, searching for jobs and internships, exploring occupations, or preparing for graduate school, we can help. We encourage you to partner with us throughout your four years at Scripps College. Everyone has her own dream; our job is to help you realize yours.

Location

Seal Court of the Malott Commons

Contact

(909) 621-8180
careers@scrippscollege.edu

Office Hours

Monday - Friday: 8:00 a.m. - 5:00 p.m.

Drop-in Hours

Monday - Friday
10:00 a.m. - 4:00 p.m.

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Career Consultants

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Janine Yim '15

Career Consultants are students who have been trained to help you get started with job/ internship searches and resume preparation, and to provide orientation to our programs and services. They are invaluable members of the CP&R team. Meet the Career Consultants during drop-in hours, at outreach tables, and other on-campus events.

"Beyond the Elms" blog

community.scrippscollege.edu/
beyondtheelms/



Mission Statement

Career Planning & Resources promotes strategic management of career development by working with students as they envision, formulate, and move toward future goals. We are committed to providing exceptional services, as we empower and educate students and build relationships with professional colleagues and the Scripps College community.

Highlights of Programs and Services

- Individual career counseling.
- Immediate assistance during daily drop-in hours: 10:00 a.m. to 4:00 p.m.
- Job and internship search coaching, including assistance with resumes, cover letters, interviews, follow-up, networking, and salary negotiation.
- Access to 7-College On-Campus recruitment opportunities, known as “OCR.”
- Networking events with alumnae and industry experts.
- Skill development workshops on resume and cover letter writing, interview preparation, networking, job search techniques, how to find an internship, how to choose a major, and more.
- Direct access to thousands of internship and job postings.
- Graduate school directories, workshops, and essay preparation assistance and review.
- Computerized interest and personality assessments, interpreted by a career counselor.
- Website featuring job/internship links and career development resources.
- Support for on-campus student employment.
- Access to hundreds of Scripps alumnae and friends of the College through Life Connections.
- Weekly e-newsletter on upcoming events and resources.
- Library of career planning books, periodicals, and directories available for check-out.
- Computers, printers, and fax machine for student use.



Career Planning

Know Yourself

Before you can make informed career decisions, you need to be familiar with some basic information about yourself. Chances are you already have the information you need to evaluate career choices. It's just a question of making sense of it.

Values

What is important to you in a job? Creativity? Independence? Earning potential? Making a difference? Work/life balance?

Skills

What skills do you have? What skills would you like to develop? Are you good at leading and managing or informing and teaching? Or all of the above? As a liberal arts major, you'll need to identify and articulate your transferable skills.

Personality

How would you describe your personality? Does working with many other people energize you or do excel at working independently? What is your decision-making process?

Interests

What kinds of subjects and activities hold your attention? Are you interested in scientific problem-solving? Social justice? Data management? Do you find yourself drawn to a particular industry (such as entertainment) but don't know what job to pursue (producer vs. director)?

Pulling Information Together

After learning about yourself, the next step in career planning is often occupational research. See the Researching Careers section on page 9 to learn more.

Career Planning with Career Assessments

Sometimes students come to CP&R asking for “the test that tells me what I should do.” Unfortunately, no one assessment exists to predict the job that will be best for you. CP&R's approach to assessment is to start with a session dedicated to learning about one thing: you. The intersection of your personality, interests, strengths and values is more complex than any assessment results will ever be, and it's important for us to interpret your results within your own personal framework.

We work together to develop a plan for you to take the assessments that will help you most, whether it be the Myers-Briggs Type Indicator, the Strong Interest Inventory, or the Knowdell Values Card Sort. Each of these assessments only looks at a particular dimension of who you are, and we work with you to help piece the whole picture together.

If you would like help with this process, call CP&R or stop by in person to schedule an appointment with a career counselor.

**FMI visit
inside.scrippscollege.edu/careerplanning**

Four Year Timeline

You'll create your own unique path but chances are it will arc this way.

GET STARTED

ATTEND YOUR
PERSONAL CP&R
ORIENTATION

EXPLORE MAJORS
ASK US HOW

SEARCH CAMPUS JOBS ON
CLAREMONTCONNECT

CREATE OR
UPDATE YOUR
RESUME

FOLLOW US ON
FACEBOOK

EXPLORE OPTIONS

APPLY FOR AN
INTERNSHIP GRANT

ENROLL IN THE EMERGING
PROFESSIONALS PROGRAM

LEARN ABOUT NATIONAL
FELLOWSHIPS AND AWARDS

ATTEND EMPLOYER
INFORMATION SESSIONS

EXPLORE CAREER ASSESSMENTS
WITH A CP&R COUNSELOR

PARTICIPATE IN **RESUMANIA!**

MAKE A **LINKEDIN** PROFILE



FIRST-YEAR

SOPHOMORE

NO MATTER WHICH YEAR,

- Internships and part-time jobs are key. Do them. Do a few. CP&R will help you find them.
- Read the Career Courier every week for jobs, internships and more.

EVALUATE CHOICES

VISIT 5-C CAREER FAIRS

DISCUSS GRAD SCHOOL INTERESTS WITH FACULTY

SCHEDULE A MOCK INTERVIEW

STUDYING ABROAD? SKYPE CP&R

INTERVIEW ALUMNAE ABOUT THEIR CAREERS

NO PLAN? NO PROBLEM
MAKE A CAREER COUNSELING APPOINTMENT

JUNIOR

NO MATTER WHAT

- Attend Life After Scripps and CP&R events regularly.
- Check out alumnae profiles on Life Connections. Interview them about their careers.
- Search *ClaremontConnect* for jobs, internships, and events.

PUT IT TOGETHER

APPLY FOR JOBS

APPLY TO GRADUATE SCHOOL

NEGOTIATE JOB OFFERS

GET IN THE **RESUME BOOK**

APPLY FOR **FELLOWSHIPS**

SHARE YOUR POST-SCRIPPS PLANS WITH CP&R

GRADUATE CELEBRATE



SENIOR

Linking Majors To Careers

Choosing a major is one of the most important decisions you'll make in college but it doesn't lock you into a specific job or career. Your liberal arts degree will prepare you broadly for the jobs you don't even know you want yet.

A Major Does Not Dictate a Career

Your major will provide you with invaluable skills and knowledge. However, your major is only part of what makes you employable. Other helpful experiences include internships, hobbies, work experience, and involvement in campus activities. What's most important about choosing a major is finding a subject you enjoy and will succeed at during your four years at Scripps. A liberal arts degree reflects a comprehensive education emphasizing analytical, critical thinking, and communication skills – abilities in high demand for all careers. Concentrating your studies in a major allows you to also gain specific transferable skills of interest to particular industries.

Research Majors and Possible Careers Before You Declare

- Review the brief description offered for each major in the Scripps College Catalog.
- Speak with your academic advisor and other faculty members about their departments. Ask for syllabi.
- Take a sampling of courses in areas of interest.
- Look through a few books listed in course syllabi, or those that you find at the bookstore.
- Talk to other students about the major they have selected.
- Use the resources in the Majors section of the CP&R library.
- Check out “Getting Started” on CP&R’s website.
- Use the Life Connections program to see the career paths of Scripps alumnae with that major.

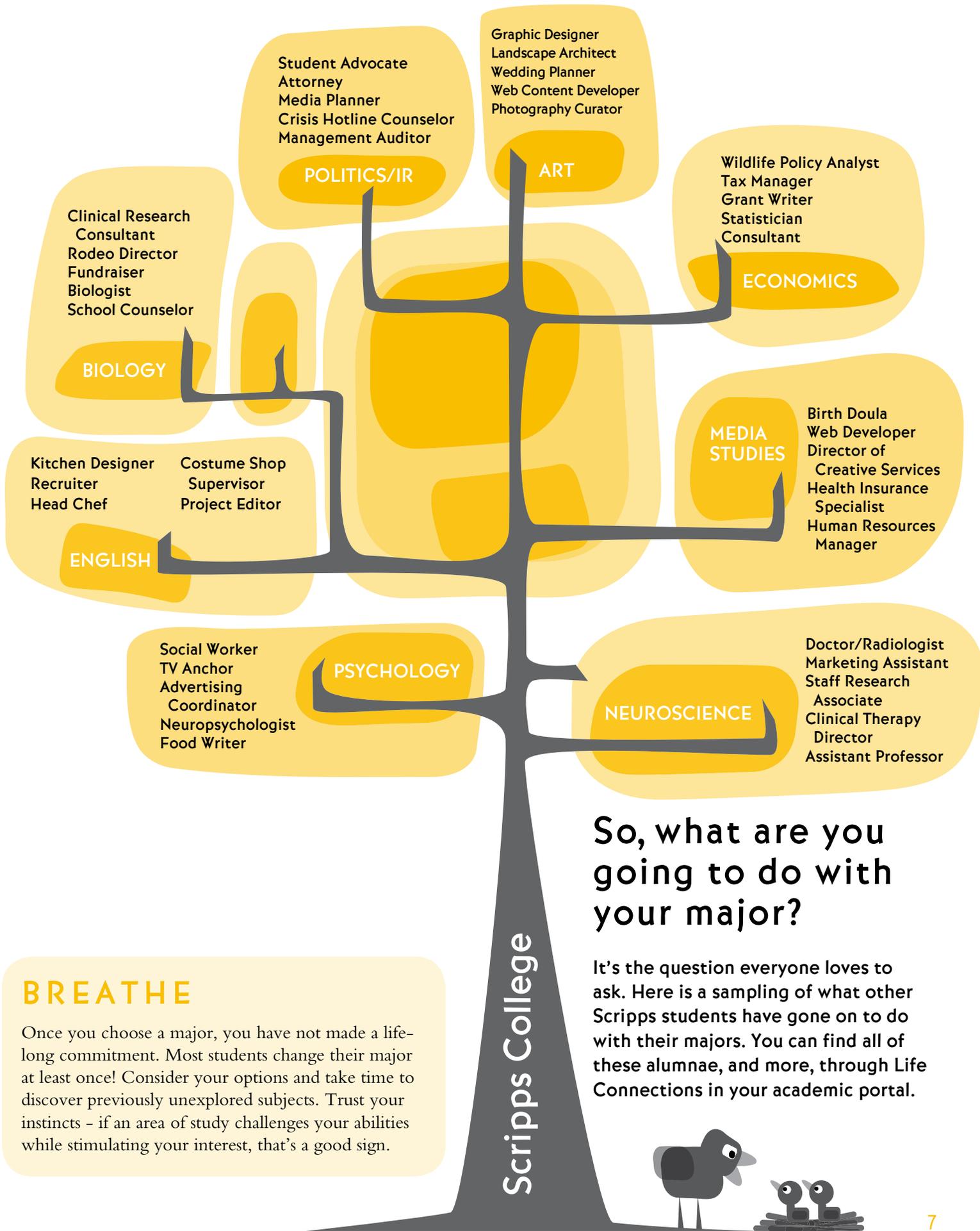
- Conduct informational interviews with professionals who have pursued careers that appeal to you.
- To get help putting all of your ideas together, schedule an appointment with a career counselor at CP&R.

Christiana Henry, '99
Women's Studies & French
Masters of Science in Integrated
Marketing Communications from
Northwestern University,
Senior Marketing Director
for iCrossing



My time at Scripps was spent in a variety of ways – with my dual major in Women's Studies and French, I studied gender theory, visited Paris, learned about feminist history and tried to understand the differences in how French and American magazines portray women. But my majors were only part of what I learned at Scripps. From my involvement in student government and the peer guidance program, to competing as an Athena on the swim team, my four years at Scripps can be summarized like this: I was learning how to apply knowledge to any situation.

Today I work for a global digital marketing agency where I work with many different teams of people worldwide, and am constantly learning new things about our ever-changing industry. I wear many hats – from brand and website management to editing to event planning. And I am able to do all of that not because of what I learned (which I loved!) but because of how I learned it, and how I learned to apply it.



Emerging Professionals Program

Professionalism does not always require a coat and tie. It means showing integrity, competence, and personal excellence, and often requires skills that aren't directly tied to classroom curriculum. The Emerging Professionals Program offers students the opportunity to advance their transferable skills in a series of seminars on personal growth, finance, and communication in the workplace.

A few years ago, several alumnae and friends of the college gathered as members of the CP&R Employer Advisory Council to discuss the importance of professionalism in the workplace. The group recommended a curriculum of seminars on job and career management skills which became known as the Emerging Professionals Program.

Each seminar is now facilitated by an outside professional and includes an interactive component with group reflection time. Below, one of the original council members offers her words of advice. By registering as a participant of EPP, you'll have the opportunity to learn directly from professionals like Gwen.



**Gwen Miller '81, Hispanic Studies
Executive VP, Private Client Services
City National Bank**

Do your homework - both on the company and the person you are meeting. I have interviewed many people who admit they know nothing about City National Bank. Why admit that you don't care enough to prepare? Use a firm handshake, look the person in the eyes and smile. It shows confidence and warmth.

Be professional and respectful of the person's time. Confirm your appointment the day before, be a bit early...and send a handwritten thank-you note that day. If you are meeting someone informally... don't be afraid to ask your contact if they could suggest someone else that you should meet. If you show genuine enthusiasm for your search and learning, many people will be happy to make a referral.

community.scrippscollege.edu/epp/

• [Register as a Participant](#) • [View Seminar Schedule](#) • [Meet the Facilitators](#) •

Internships and Jobs

Researching Careers

The first step to searching for an internship or job is to identify what you want. Occupational research will help you find a position that will be the best fit for your values, skills, interests, and personality.

Thoroughly researching careers will involve many different kinds of research: databases, industry publications, and, perhaps most importantly, conversations with multiple people doing those jobs. A variety of opinions will provide you with a balanced picture of the field. With a bit of perseverance there is virtually no information you can't find.

Resources:

CP&R's website links to several online resources for occupational research. Use these sites to learn about connecting majors to careers, job duties, required skills and training, outlook and trends related to occupations, and additional relevant information.

FMI: inside.scrippscollege.edu/careerplanning/

The CP&R library has print resources in 17 general fields; check out a book to continue your research.

Vault not only holds thousands of job and internship postings, it also allows students to research job profiles based on personality traits, interest areas and favorite academic subjects. You can flip through industry-specific guides and even browse a career advice blog. *Access Vault from the homepage of ClaremontConnect to start your search.*

The Life Connections database contains profiles of more than 1,500 alumnae and friends of the College in a variety of fields who have volunteered to discuss their professional journey with you.

Employer and alumnae events take place throughout the year. Attend career panels, employer information sessions, alumnae networking events, and other special CP&R programs. You can also attend lectures sponsored by departments around campus and use opportunities to ask questions about the guest's career. Use the "7C Events" tab in ClaremontConnect to find a list of ongoing events happening across the colleges.

LinkedIn allows you to follow the activity of companies you may be interested in, join conversations in groups relevant to your interests, and connect with professionals around the world who have expertise in your prospective field. Join the Scripps College Alumnae Association group for direct access to nearly 2,000 Scripps College alumnae and current students.

Questions to guide your research:

- What are the responsibilities of the job?
- What is a typical day like? Week?
- What are the education and experience requirements to enter the field?
- What are the advancement opportunities?
- How can I get experience while in college?
- What kind of salary can I expect?
- What are positives and negatives about this career?
- Are there people like me in this field?

Personal Branding

Just as businesses carefully guard their brand, you also need to intentionally build and maintain your personal brand. Creating a personal brand requires self-reflection and an outward focus to tell other people about who you are and who you want to become.

Throughout school you have already started building your personal brand; the things that your professors, friends, supervisors, and colleagues say about you all contribute to it. Take an active role in creating your brand as you move forward in your career; follow these steps to stay on track.

1. What makes you unique? What are your strengths and passions?

These big-picture questions might take more than 15 minutes to answer, but they will help you identify the center of what is likely already your personal brand. Think about what other people compliment you on. Think about what topics or projects energize you most. What do you want to be known for?

2. Manage your online presence.

Ninety-three percent of hiring managers will use LinkedIn to vet candidates before an interview (*Social Recruiting Survey, jobvite.com 2013*). You need to be sure that you know, and are in control of, what they are finding. Unless your name is common, set up a Google Alert so that you're notified anytime your name shows up on the web. Critically review what is online about you already; does it relate to your personal brand? If it doesn't, think about how you can make it easy for others to know about your strengths and passions.

3. Leverage your social media presence.

Creating and maintaining LinkedIn or Twitter accounts are great ways to boost your personal brand. LinkedIn can help you track and build your network, and Twitter can help connect you with leaders and experts in your fields of interest that you wouldn't otherwise have access to. Carefully write your bios to reflect your personal brand and use Twitter directories like WeFollow or Twellow to find professionals in your field(s) of interest. Unlike LinkedIn or Facebook, there is no expectation for you to know the people you follow on Twitter.

Making the Most of LinkedIn In Five Easy Steps

LinkedIn is a powerful social media website that should be a part of your job or internship search toolkit. Using it effectively requires to you to write about your personal brand and network with others.

1. Write a thoughtful headline. Your headline will be the first thing people see, so be sure they see something more descriptive than "Student." Options could include Life Science Research Student or Student Seeking Opportunities in Healthcare.
2. Spend quality time writing your summary section. This is your chance to introduce yourself and your goals.
3. Always send personalized invitations.
4. Join Groups. Groups are LinkedIn's most useful feature for finding individuals to conduct informational interviews with. The Scripps College Alumnae Association group accepts students. Then branch out to other groups that match your interests.
5. After meeting with a professional, immediately add them on LinkedIn. If you meet an interesting alumna or a recruiter, invite them to connect and thank them for speaking with you.

Networking

The best way to figure out how to get into an industry is to talk to the experts, people working in that industry. Effective networking will drastically reduce the amount of time you spend on your search and is a skill that will support you throughout your career.

Know and Build Your Network

Networking is about building relationships, something you have been doing for years. Your network is probably bigger than you think, including people like faculty, friends, former supervisors, and even family. Now you have the Scripps family, too. Use Life Connections to access 1,500+ alumnae volunteers who want to support you (see p. 13). Join LinkedIn and the Scripps College Alumnae Association group to search for other alumnae working in your fields of interest.

Initiate the Conversation

Once you find people that you want to build a relationship with, you have to start the conversation. Send an email (see below) to introduce yourself and ask for an informational interview – a brief conversation to help you gather the occupational information you’re seeking.

The goal of your first email is simple: get a response. Resist the temptation to ask all your questions right away. A brief message makes a quick reply more likely.

Request for Informational Interview

New Message  	
To: amy.alumna@email.com	Cc Bcc
Subject: Question from a Scripps Student	
<p>Dear Amy,</p> <p>Hello from Scripps College! I'm a junior here and I see from your Life Connections profile that you're working as a chemist at GlaxcoSmithKline. One of the options I'm considering after graduation is working in the pharmaceutical industry and I'm writing to see if you'd be willing to talk with me about your experience in the field. I'd enjoy the chance to hear advice you have for me, especially in looking for internships this summer. I'd be happy to drive into Los Angeles to meet and talk over coffee, or we could talk on the phone or via email, whatever works best for you. Thanks so much for your time; I'm looking forward to connecting with you soon.</p> <p>Sincerely, Sarah Jones (909) 555 -1234 sjones@scrippscollege.edu</p>	
SEND   	  

Write a Professional Networking Email in 4 Easy Steps:

- 1. Explain how you know or found the person.** They need some context. Did you see them in Life Connections? Did you meet them at an on-campus event?
- 2. Explain what is interesting to you about this person's career path.** What has this person done that you want to learn more about? Their grad school? Industry? Company? City of residence?
- 3. Be clear and concise about what you want.** What do you want to learn from this person?
Note: Never directly ask a networking contact for a job or internship. As they probably don't have the power to give it to you, it stops the conversation instead of moving it forward.
- 4. Suggest multiple options for connecting.** If you live in the same area, offer to meet in person. If not, offer to talk over phone or email – whatever is most convenient for them (not you!).

Networking Continued

Follow-Up Thank You

New Message
↗ ✕

To: amy.alumna@email.com Cc Bcc

Subject: Thank you for Your Insight

Dear Amy,
 Thank you for giving me the opportunity to meet with me today to talk about your journey through the pharmaceutical industry. With your recommendations I now feel prepared to dive into my internship search and plan to look into the companies you mentioned.

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

With many thanks,
 Sarah Jones
 (909) 555 -1234
 sjones@scrippscollege.edu

SEND
A
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+

🗑️
⋮
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5. It Worked! Now What?

- Send a professional reply within 24 hours, even if they took longer. Remember, they are doing you a favor; be sure to thank them.
 - Google them. You might learn about a surprising shared interest.
 - Reflect on what you want to learn about their job/industry and ask open-ended questions.
 - Be professional. Arrive on time and dress appropriately for the industry.
- Ask questions that will lead you to further action. Ask what resources they recommend you using, professional associations you should join, trade journals you should read, etc. Leave the conversation with a to-do list.
 - Be receptive to feedback. Listen carefully to their critiques and suggestions.
 - Follow up. After your conversation promptly send an email thanking them for their time (see sample above). Periodically check in, as appropriate, to update them about your progress.

Visit inside.scrippscollege.edu/careerplanning/ for more great tips.

**Networking: The #1 Way
Scripps Graduates Get Jobs.**

Life Connections and LinkedIn

Life Connections and LinkedIn are the first two places you should go to connect with Scripps alumnae when you're starting your occupational research, job, or internship searches. While networking can feel intimidating, it's often easier to connect with alumnae who have also walked through the doors of Denison and had Scripps Tea.

Life Connections

Over 1,500 alumnae have volunteered for Life Connections, directly expressing an interest in supporting Scripps students. Use specific or broad search terms to find the information you want. Start with these searches to make the most of the information in Life Connections:

- Undergraduate major
- Geographic location
- Industry (the bigger field that they work in, e.g. healthcare)
- Job (their day-to-day role, e.g. marketing)
- Graduate major

LinkedIn

The most useful feature of LinkedIn for networking with Scripps alumnae is the Scripps College Alumnae Association group. Search for and join that group, managed by Alumnae Relations, to find alumnae. Follow these tips to make the most of your search:

- Click “Members” to search all 1,900+ members of the group
- Use the keyword search box to enter your search terms
- Use quotations to search a phrase such as “Urban planning”

For both of these programs, follow the steps outlined in the Networking section when you are ready to make contact and when you are following up.

Life Connections is intended for current Scripps College students only. Using it for purposes other than networking such as solicitations, direct marketing or job requests will not be tolerated.

Savannah Fitz '13
Politics and International
Relations Major
Development Associate,
Truman National Security
Project



Networking is one of the most important things you can do for your career and CP&R's tools make it easy. Early in college I used Life Connections to find alumnae working in fields I was interested in, people working in Washington, DC in the government or non-profit sector. I reached out, chatted on the phone, and ultimately obtained valuable information about specific career paths.

LinkedIn is another incredible networking tool. It's accepted in the professional world as a way to essentially stalk other people's career choices. LinkedIn was particularly useful to me when I applied to a New York, non-profit job. I located an alumna who worked at the organization who wasn't in Life Connections. After we spoke, she passed along my resume to the hiring manager. While the job didn't work out, it was still a great example of the utility of LinkedIn.

During my senior year I met Anna Edwards '98 at a Scripps event. We stayed in contact, and she connected me with individuals that led to my first job offer. Anna offered indispensable advice on networking, job interviews, salary negotiation, and more.

For me, networking with Scripps alumnae has been, and continues to be, a vital resource in navigating the often-daunting world of career planning and exploration.

Finding an Internship

Internships are an increasingly essential element of a college student's career development. An internship is a short-term position that a student takes with an organization in order to apply classroom knowledge, gain skills, acquire experience, and benefit from expert supervision.

An Internship Can Be:

- Paid or unpaid
- Full-time or part-time
- Three months, two semesters, or longer
- For academic credit (check with the Office of the Registrar for more information)

Before You Get Started

- What field do you want to explore?
- During the school year? Summer?
- Will you have transportation?
- Where do you want to work?
- Where will you live?
- How much money do you need to make?
Can you combine an unpaid internship with a part-time job?

Ways to Search

- See the How to Do an Internship Search on page 15.
- Access thousands of opportunities via *ClaremontConnect*. See CP&R's website for log-in instructions.
- Once logged into *ClaremontConnect*, search the Nationwide Internships Consortium (NIC) and the Liberal Arts Career Network (LACN).
- Check out Internships-USA (password information on our website).
- Ask for leads from your network.
- Directly contact employers of interest.
- Conduct informational interviews with professionals of interest.
- Part-time, summer, and temporary jobs can also provide fantastic experience.
- Participate in on-campus recruiting events and employer information sessions.

Visit with a career counselor to develop an individualized search plan.



Rebecca Darugar '11
Interdisciplinary Studies in Culture and Spanish Major
Programs and Volunteer Coordinator,
826NYC/Brooklyn Superhero Supply Company

In my role, I oversee the organization's internship program, including interviewing and hiring. My advice is simple:

1. Be polished. Do not send a resume with typos or grammatical errors. Do not send a resume that does not mention the organization's name and the position for which you are applying. If you can find it, be sure to include the reviewer's name in your cover letter and email. Getting emails addressed "To Whom It May Concern" gives applicants one strike, as every internship posting I've created lists my name.
2. Be persistent. If a hiring agent does not respond to your initial application within 2-4 weeks, follow up. We're all busy, and sending a follow-up email shows your commitment. Of course, don't be pushy.
3. Be prepared. If you get an interview, practice answering questions you think the interviewer may ask. Learn a bit about the organization and prepare some of your own follow-up questions. It shows you care.
4. Be prompt. If a hiring agent emails you or leaves you a message, respond as quickly as possible. Odds are, we have tons of applicants and won't wait. Plus, it shows that if you're hired, you'll be just as on top of things.

How to Do an Internship Search

Starting an internship search doesn't have to be daunting. Follow these steps, visit CP&R and you'll be well on your way to your next internship.



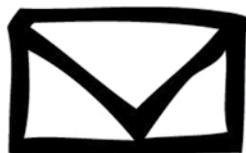
Brainstorm
what you
want.



Update your
resume.



Search
ClaremontConnect
and NIC for
opportunities



Apply to
internships.
Keep going
until you
accept one.



Target your
resume and
cover letter.



Network to
get insider
information and
find leads.



Research
internship grant
funding.



Prepare for the
interview.



Accept an
offer and
celebrate!

Financial Support for Unpaid Internships and Other Projects

Summer Internship Grants

The Scripps College internship grant program has been made possible through the generosity of alumnae, family, and friends of the College. The grants provide financial support to students pursuing unpaid summer internships. Grants are awarded in two cycles during the spring semester. Students do not need to have secured an internship for the first “early bird” application. A second application is offered later in the spring semester, pending available funding, for which the students must have an internship secured. FMI: Career Planning & Resources

Esterly Awards

The Virginia Judy Esterly awards were established in 1949 in memory of the former assistant to the president and counselor of human relations at Scripps. The awards are granted to students who combine the qualities of good scholarship, effective service in student activities, and responsible citizenship who also “present worthwhile educational projects to be conducted during the summer for which they do not have readily available funds.” FMI: Associate Dean of Faculty

Linda R. Scott Fund for Students

Established in honor of longtime Executive Assistant to the President and Secretary to the Board of Trustees Linda R. Scott. The Fund will provide transportation funds for students commuting to unpaid internships during the academic year. FMI: Career Planning & Resources

Johnson Summer Student Research Grants

Scripps awards 5–8 Johnson Summer Student Research Grants each year. The awards are given on a competitive basis for student-initiated, interdisciplinary projects. FMI: Associate Dean of Faculty

W.M. Keck Science Department Resources

Each summer many Scripps students pursue research and internships through the funding options made possible by W.M. Keck Science Department. Application deadlines are often very early in the spring semester. FMI: jsd.claremont.edu/research/

Other Campus Awards

*Ellen Clark Revelle Scholarship. The “Nellie” provides a stipend for supplies, a \$5,000 internship grant and repayment of need-based student loans up to \$14,000. Applications are due in April. FMI: Career Planning & Resources

*Bruner Carter Center Sponsorship: This opportunity provides funding to travel and attend the Executive Briefing Conference at the Carter Center. Applications are due in March. FMI: Career Planning & Resources

*The Motley and SAS both distribute funding for senior thesis research, conferences, and other enriching experiences. Contact each organization to learn more.

Visit inside.scrippscollege.edu/careerplanning for additional resources.

86% of Scripps students complete at least one internship.

Working on Campus

Whether you're a barista, an office assistant, a lifeguard, or a tech support specialist, the work you do on campus can help you gain valuable skills and experiences that contribute to your professional growth and development.

ClaremontConnect

ClaremontConnect is the College's central resource for employment and internship opportunities for students.

Students can use *ClaremontConnect* to search for positions across The Claremont Colleges, as well as jobs, internships, and other opportunities around the country. To access listings:

1. **Find the link to ClaremontConnect** on the CP&R page or by bookmarking this site directly in a browser:
<https://scripps-csm.symplicity.com/students/>
2. **Log in** using the 8-digit Scripps Student ID# (omit the first "0" and the "-#" at the end). Use the password provided in the welcome email sent to your Scripps email account. If needed, click **Forgot Password** and look for an email titled, *ClaremontConnect Password Reset Request*. Note: Students may need to update/complete their *ClaremontConnect* profile.
3. Click **Opportunities** in the top navigation menu and then select **ClaremontConnect Opportunities**.
4. Under Position Type, in the Advanced Search, select **On-Campus Student Employment**. To narrow the search, select a Work Type (On-Campus Work-Study, Off-Campus Work Study, or Non-Work Study).
5. Click **Search**. Click on job titles to see details and application instructions

Career Courier

Check CP&R's weekly e-newsletter, the *Career Courier*, which is sent to students' Scripps email account every Sunday and highlights recent job postings.

Campus Departments

Departments at the Claremont Colleges post many positions in *ClaremontConnect*. If there's a specific department students would like to work for, they may contact the department directly and inquire about available positions. A directory can be found online.

Many positions on-campus require students to submit application materials, which may include a resume and cover letter. Some positions also require an interview. Career Planning & Resources can support students in preparing for all aspects of the application process.



For additional questions or support
in the on-campus job search, email:
studentemployment@scrippscollege.edu

Finding a Job

Finding a full-time job is a little like writing your thesis; it seems overwhelming at the start, but once you break it down into smaller pieces and realize how many people are available to support you, it seems more manageable.

Get Ready, Get Set...

- Relate your values, interests, and skills to potential careers. Make an appointment with a CP&R counselor if you want help identifying careers of interest.
 - Update your resume, highlighting the career-related skills you offer. Target your resume to the field or position.
 - Use CP&R's library, website and other resources to further research careers.
 - Make sure you have an active *ClaremontConnect* account and know how to use it.
 - Familiarize yourself with the collection of job search links on CP&R's website.
 - Identify and research organizations you might want to work for.
 - Use Life Connections and LinkedIn to find alumnae with experience in your field of interest and conduct informational interviews. (See Networking, page 11.)
 - Visit I-Place to learn more about the hiring process if you're an international student.
 - Begin building your professional wardrobe; purchase at least one interview outfit.
 - Conduct a mock interview with CP&R.
- Develop your job search strategy, sharing your goals and career objective with others. Let them help you.
 - Determine which faculty members and supervisors (either current or previous) might serve as your references. Ask them if they are willing and able to serve in this capacity.
 - Bookmark job search engines and "careers" web pages of organizations where you want to work. Save any other pages that provide leads to job openings.
 - Make time available in your senior year to conduct your job search. Senior year is a busy and exciting time with thesis and other commitments, but it is possible to do a job search, too.

BE PATIENT

Remember that more than 80% of people find jobs through networking, but it is a time consuming and lengthy process. Stay in touch with your contacts by updating them periodically on your status and sharing any industry highlights and tips they might find useful. This reiterates your enthusiasm for the field and also demonstrates your support in their success.



Finding a Job Continued

Go!

- Set up meetings with a CP&R staff member to identify your job strategy and keep you on track.
- Touch base with your network and let them know you have started your job search.
- Participate in on-campus recruiting.
- Regularly check your bookmarked resources. When available, create “job search agents” that automatically notify you when jobs are posted.
- Read the *Career Courier* e-newsletter to learn about opportunities.
- Pay it forward. Pass along job openings that might be of interest to others, even if they aren’t a fit for you.

Keep Going

- **The typical job search takes between three to six months.** In a tough job market, it can take longer, especially if you have fixed requirements such as location or job title.
- Your job search shouldn’t end until you accept a position. Keep searching, networking, and sending out resumes until you have formally accepted a job offer.
- Remember to take time for fun during the process. Before you know it, you **will** have a job!

CLAREMONTCONNECT

ClaremontConnect is our online space to share exclusive job leads, career tips, upcoming events, and on-campus recruitment opportunities with you. Since CP&R and the other Claremont Colleges career centers work together to connect you to these resources, the content is growing and changing every day. It’s a great place to discover new opportunities. The system has a lot of neat features – here are a few for you to try.

Get new jobs sent to your inbox automatically. Too sleepy to log in every morning to check for new listings that match your interests? Create a search agent under “Opportunities” and use the Saved Searches button to title the search and choose how often you want to receive emails about new postings. Remember to keep your searches as broad as you can so that you see the widest range of opportunities.

Save favorite jobs for later. Checking out jobs, but don’t have the time to apply right this second? Just click the Star button to the left of the job title and it will be saved to the “My Favorites” tab on your home page.

Explore your fit with CareerFinder. Not sure what industry would be a good fit for you? Check out Career Finder, under the resources tab. You’ll answer some quick questions and the quiz will return with some careers that you might want to consider. If you want to learn more, set up an appointment with a counselor to learn more about yourself through formal career assessments.

Researching Employers

For most people it's not enough to find a great position; ideally, you'll also find a great place to work. Researching organizations will not only help you assess if the organization fits your personality, talents and skills, but will also help you tailor your application materials.

Research can be time consuming, but when you consider that people spend more of their waking hours at work than at home, being certain about the type of organization you are joining becomes an important task.

Finding Types of Employers

If you know the general type of work you would like to do, or a kind of employer with whom you would like to work, then industry-specific websites and directories are a good place to begin.

Professional organizations provide a wealth of information regarding specific industries. Consult *The Encyclopedia of Associations* or *The National Trade and Professional Association Directory* for comprehensive listings. Try a Google search for professional associations that meet your interests.

Searching by Geographic Area

- Consult the National Chamber of Commerce Directory, which provides information on businesses in different locations.
- Search the web using keywords like “public relations firms in Seattle.”
- Do a LinkedIn search using geographic and occupational keywords.
- Consult resources available on the CP&R website.

Researching a Specific Company-

Use a variety of primary and secondary sources to gather information on a specific company. Note the mission statement, culture, policies, quality of product or service, projected growth for the organization, as well as any disparities in how the company is represented.

- Read the organization's website thoroughly, particularly press releases. This is often where future plans are announced.
- Use Internet search engines to see what others are saying about the organization. Media sites

and personal blogs can reveal information that may not be found on the organization's website.

- Visit the Honnold-Mudd Library to access Lexis-Nexis which provides details of media coverage.
- Search Life Connections or LinkedIn for alumnae working at the organization.
- Review periodicals such as *Fast Company*, *Working Women*, *AdWeek*, and *L.A. Business Journal*. You can also check out www.bizjournals.com which has 41 area business journals with top headlines from around the country.
- Also try:
 - ★ **Vault** (access through *ClaremontConnect*)
Research industries or specific companies
 - ★ **GuideStar**
Searchable database of more than 1.7 million nonprofit organizations.
 - ★ **Glassdoor**
Salary information and employee perspectives
 - ★ **Hoover's** (access through Claremont Colleges library). Information on general industries and specific companies.



Interviewing

Once you've made it to the interview stage, employers want to like you as much as you want to like them; they want to finish their search, too. Focus your energy by researching the company and their needs, researching how you will fit into those needs, and creating a conversation that will keep them wanting to talk with you.

Understand the Objective

Being offered an interview means a potential employer has seen something in your cover letter or resume that piques their interest, and they want to meet to learn more. Interviewers are usually looking to cover two main areas:

- Can and will you do the job?
- Will you fit in with the organization?

You also need to ask yourself if this organization and job fits with your own skills, interests, personality traits and values.

The more you know about yourself and why you want to work at this job and for this employer, the easier the interview will be. Success in an interview comes through self-assessment, research, and practice.

How to Prepare for an Interview

1. Assess your skills and experience as they relate to the job by creating your story bank (see insert).
2. Research the employer (see page 20).
3. Learn about the interview day: where to go, who you'll meet, and how long it will be.
4. Prepare answers to the typical interview questions listed in this section.
5. Practice with a mock interview.
6. Prepare questions to ask.
7. Select attire appropriate to the industry.
8. Assemble what you will bring to the interview, which may include: a portfolio with pen and paper, copies of your resume, work samples, etc.

Typical Questions

The list of potential interview questions is endless but here are a few samples to get you started. The most important thing is to practice.

Tell me about yourself.

This classic opener is a way to gain insight about you as it relates to the job. Personal, job-related, or academic experiences are all fine to discuss as long as they directly relate to the position or organization. Keep your response brief and relevant.

Why do you want this job?

Be honest and draw upon the research you have done on the employer, as well as your own self-assessment of skills and experiences as needed for the position.

What do you know about this organization?

Show that you have done your homework. What sets them apart from other organizations doing similar things? What appeals to you about their organization?

MIND YOUR MANNERS

Be kind to gatekeepers and make sure to thank them too. Remember that any interaction during your interview process, even outside of the interview itself, becomes part of the impression you make to an employer (e.g. saying hello to the receptionist, being responsive when scheduling your appointment).

Interviewing Continued

What are your weaknesses?

First, don't share a short, cliché answer, such as, "I'm too much of a perfectionist." Instead, think about something that you've genuinely worked on over the last few years and walk your interview through how you have gotten better at that thing that was a weakness. You likely do not want to share a weakness that is at the core of the position.

What salary are you looking for?

While you should not inquire about the salary during the initial interview, the employer may. Ask to discuss salary when you are both certain you are right for the job. If pressed for an amount, offer a range, which you should be able to justify from your research. (See Salary Negotiation, page 29).

Is there anything else I should know?

This is a wonderful opportunity to succinctly restate the skills that best qualify you for the position. Give a short summary of your background, skills, and sincere interest in the position. Say you want the job!

Do you have any questions for me?

It's absolutely essential to be prepared for this question. Remember, you are interviewing them, too. Look for ideas on this page.

Multiple Interviews/Interviewers

You may meet more than one person during your interview, and it is important to make a good impression with each meeting. You might be asked the same question several times, but remember that this is the first time this individual has heard your response. Your answer and demeanor should continue to be positive and your answers consistent. Interviews can also include a panel of people. Make eye contact with everyone and not just the person who asked the question.

Questions to Ask the Employer

Asking intelligent questions at the end of your interview reflects the depth of your research, the clarity of your thinking, and the strength of your interest in the position. Sample Questions include:

- What kinds of projects might I expect during the first six months of the job?
- What does success in this position look like? How will that be measured?
- How would you describe the culture of the team I would be working with?
- How would you describe my supervisor's management style?
- What was your biggest surprise about working here?

A good question to end with is one about the next steps in the interview or hiring process. This will give you a sense of when they are making a decision.

CREATE A STORY BANK

As a candidate you will need to convince the employer that you are capable of taking on the responsibilities of this position. This task will be much easier with examples to use as proof during your interview. This exercise will give you a list of stories to draw from that you can incorporate into almost any interview answer, including the "Tell me about a time when..." questions.

- First, make a list of the top 5-7 skills that are emphasized (or implied) in the posting.
- Next, come up with at least two stories that demonstrate your ability to use that skill.
- Follow the STAR method in telling your stories, giving the Situational context, the Task that needed to be done, the Action that you took, and the final Results. Don't gloss over the results; it's typically what employers care most about.
- Draw from many different experiences when crafting your stories, not just your most recent position.

Interviewing Continued

After the Interview

Once you have breathed that big sigh of relief at the end of the interview, remember to see the rest of the process through. You have some reflection, writing, and follow-up waiting for you. What you do afterwards is almost as important as what you did to prepare.

Take a few minutes after the interview to process what you did well and how you could improve for next time. Immediately (that same day) send your thank you email or note. For details about how to write this, see the Follow-up Correspondence section on page 27. If you are not contacted within the specified period of time after the interview, call the employer. Politely and firmly express your continued interest in the position and concern for a decision. For more guidance on any part of your interview process, consult CP&R.

In addition to celebrating the aspects of the interview that went well, it is important to also analyze what aspects could have gone better. A person is not always offered a job based solely on her strengths. Many people get new jobs based on their lack of shortcomings compared to other applicants. Therefore, it is imperative that you look for and recognize your shortcomings. That way you can create opportunities to overcome them in your follow-up procedures and during subsequent interviews

See our website for more sample questions from employers.

NON-VERBAL PRESENTATION

Demonstrate self-confidence. Greet the interviewer in a sincere and friendly manner and introduce yourself with a firm handshake. Sit up straight, keep your feet on the floor and settle against the back of the chair with an alert, interested expression. Maintain eye contact to show interest and integrity. A firm, even voice will convey serious interest and self-confidence. Some non-verbal communication is best kept at a minimum: talking with your hands, touching your hair, adjusting your attire, etc.

ILLEGAL QUESTIONS

Questions that involve gender, race, ethnicity, religion, national origin, disability, age, marital/family status and other protected classifications are inappropriate and even illegal for employers to ask during interviews. Though the world certainly has biased individuals, these questions are just as often blundered into by hapless interviewers. As an interviewee, you have an array of responses available to you, with outrage at one end of the spectrum, and a casual laugh accompanied by “Wow, I thought you couldn’t ask those questions anymore!” on the other. When an officer or owner of the organization commits such an offense, it reflects badly on the organization and you need to think seriously whether you want to work there. When someone more junior and not in a position of influence does it, this is usually a reflection on the individual. Consider mentioning your experience to a person of authority after you get the job. Consult CP&R for other ways to tackle this situation.

Interview Attire: Business Formal

WHO?

Consultants, finance and more traditionally conservative roles. When in doubt, this is a safe bet for any full-time job interview.

WHAT?

Keep it traditional with a dark suit and neutral shirt.

WHERE?

The further East you go in the United States, the more likely you are to need this look.

Hair is swept away from the face.

Minimal jewelry.

Conservative top in muted color.

Dark suit.
A pencil skirt with neutral panty hose is another good option.

Tailored hemline appropriate for the shoes.

Closed-toe polished mid-heel pump or flat.



THRIFT YOUR WAY INTO YOUR WORK WARDROBE

It is possible to build a professional wardrobe on a budget, but it is sure to be a different experience from popping into a department store. Thrift shopping isn't something most people can do successfully in a single trip, and planning to find an outfit for your first day at your internship the evening before

likely won't yield much success. Thrift shopping should be a habit; browse the racks methodically and think holistically about your needs. It's best not to visit a shop with a very specific idea of what you want/need in mind.

Interview Attire: Business Creative

Hair is down, but is clean and styled.



WHO?

Arts, advertising, many non-profits and tech. This look would also work for graduate school interviews.

You want to draw attention to what you are saying. Avoid cleavage.



WHAT?

The basic elements of the suit are here, but with some flair. It's okay to take some risk with patterns, colors, and accessories to express personality.

Nail polish is okay as long as it isn't a distracting color or chipped.



WHERE?

Generally, this look is more accepted the further West you are interviewing in the United States, as long as you are not in a traditionally conservative industry.

Express personality with minimal accessories like a scarf, earrings, or these buttons, as long as they aren't distracting.



Skirts should cover at least three-quarters of your thigh.



Research the company environment to decide if you should show off or cover tattoos (or piercings).

Closed-toe polished mid-heel pump or flat.



THREE TIPS FOR THRIFTING SUCCESS

1. Check each item. Many people donate pants with broken zippers and tops with torn hems, so take some time to thoroughly examine each item to be sure it's polished enough for the workplace.

2. Read washing instructions. An awesome \$3 blouse isn't a bargain if you can't afford the dry cleaning.

3. Try everything on. Thrift stores are havens for pieces from dozens of designers and from different time periods, so sizes/fit vary. Most thrift stores don't offer refunds, so be sure it fits.

Advice from Alumnae



Lauren Burchett '00,
Media Studies Major
Account Executive,
ESPN The Magazine

Come to an interview prepared. Have knowledge about the company. Be ready to answer why you want to work there, how you heard about the position, and why you're qualified.

Have a distinct and positive point of view and ask insightful questions that show you're interested, curious, have a desire to learn, and that you want to work there. Ask what the person you may report to does, the direction the company is taking, how they're doing in this economic climate, where they see their business going, etc. Avoid questions like "What are the hours?" which imply that you are only interested in knowing when you have to be on the job.

Follow up. It's important whether you don't get the job or you leave the interview knowing you got the job. Sending immediate thank-you notes, via email or handwritten, will show interviewers that you have follow-through and that you're appreciative of the opportunity. You never know - even if you don't get that job, following these simple rules could lead to your interviewer referring you for another position in that company or elsewhere.

Daysha Edewi '14,
Hispanic Studies Major
Video Production Assistant
Buzzfeed



Don't fear your struggle. Embrace it; welcome it; and know that it is an inevitable part of job searching. It's scary and extremely uncomfortable, but I was always told that you can get a lot more flies with honey than water. Instead of spending energy being upset about what you don't have, use that energy to focus on how to best market what you do have and how that can be desirable for an employer.

Don't be afraid to create opportunities for yourself. I had an internship in which my job was to do script coverage, even though I was interested in video production. When one of the video editors went on maternity leave, I jumped at the opportunity and networked my way into an editing intern. Just because it doesn't exist currently doesn't mean it cannot eventually exist. Be the one to put it into existence.



Follow-Up Correspondence

Follow-up emails and notes are a crucial piece of the job search process and can make the difference in whether you are offered a second interview, or better yet, the position. Sending an email OR a note is an absolute requirement. Sending BOTH is strongly encouraged.

Debrief

Immediately following the interview, reflect on:

- Who you met. Include names and titles with correct spelling (ask for business cards).
- What the job entails.
- Why you can do the job.
- What aspects of the interview went well/poorly.
- The agreed-upon next step.
- What was said during the last few minutes.

Draft a Follow-up Email

Take advantage of the immediacy of email and send a brief message thanking them for the opportunity and reaffirming your interest (see sample, page 28). This is particularly advisable if the recruiting timeline is short and you know they will be meeting other applicants and making a decision soon.

Consider Mailing a Note, Too

While they will likely be similar, the email and the note should not contain exactly the same text. If you are sending notes to multiple people, make sure that the text is at least a little different in each one, too.

Make Six Points Clear in Your Correspondence:

1. You paid attention to what was being said.
2. You understood the importance of the interviewer's comments.
3. You are excited about the job, can do it, and want it.
4. You have good communications skills.
5. You correct any negative impressions or clear up confusing issues that surfaced during the interview.
6. You appreciate the interviewer's time.

Use an Appropriate Letter Style and Format

- Use a high-quality card or resume paper. Keep it brief. 1/2 to 3/4 of a page is sufficient if typing it out.
- Use titles such as Ms. or Dr. unless you have been specifically told to be less formal.
- Spell out all words; do not abbreviate.
- Have someone else proofread your note and ensure the accuracy of names and titles.

Address the follow-up note to the principal interviewer. Whenever possible and appropriate, mention the names of the people you met at the interview. It is also recommended to send individual notes to each person who interviewed you. Be sure to get the names of those individuals prior to leaving.

Mail the note within 24 hours of the interview. The follow-up note will help to set you apart from other applicants and will refresh your image in the mind of the interviewer. If you do not hear anything after a week or two, which is quite normal, call the company representative and say something like, "It was a pleasure to interview with you last week. I'm just calling to check-in with you about the position. Is there anything else you need from me? I'm excited about the challenges and work here and would love to be part of this team."



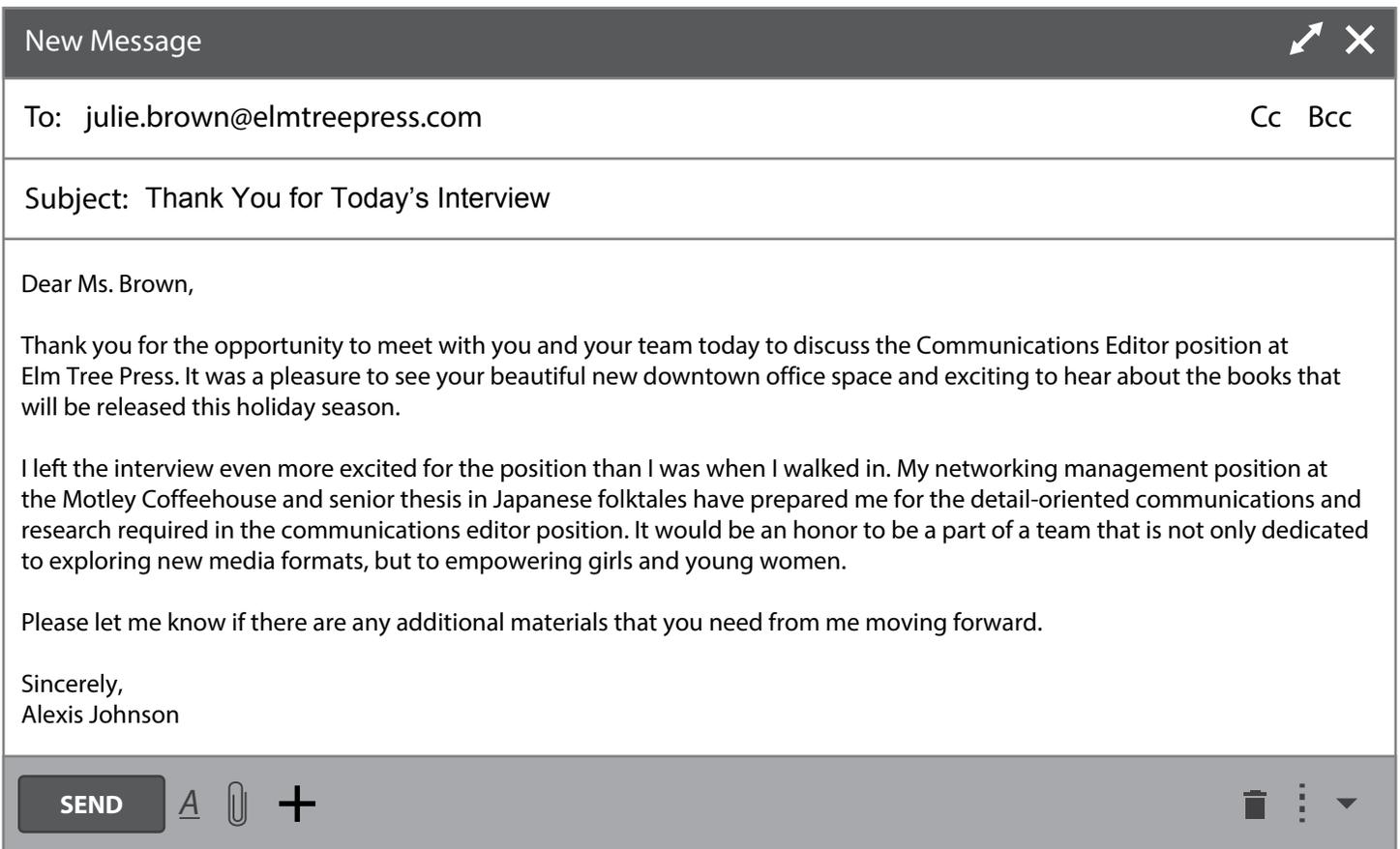
Sample Note and Email

Sample Handwritten, Follow-up Note



Use a plain or minimally decorated thank-you card.

Sample Follow-up Email



Salary Negotiation

The average woman is still paid 77 cents for every dollar a man is paid, with women of color making significantly less. Don't let nerves hold you back; negotiation is a normal part of the job search process. Read on for tactics to help you get paid fairly for what you're worth.

Researching Salaries and Benefits

The first step of salary negotiation is to do salary research for the position(s) you are considering so that you can gauge fair compensation. Use online resources to aid you in your research. Plug the job title, company and/or geographic location into the websites below to learn about salary ranges and benchmark compensation packages for the position to which you're applying.

www.wageproject.org

www.salary.com

www.glassdoor.com

www.paycheckcity.com

On an Application

Some job postings ask candidates to state their salary history and/or expectations. This can be awkward for new college graduates, since most of your experience may have been part-time jobs, internships or volunteer work. When explaining your salary history, indicate what your position was (i.e. part-time internship), your time commitment and whether it was an hourly or weekly wage. As for your expected salary, it is ideal to answer "Negotiable" at this point in the search. If the application requires a numeric answer, you may provide the range you learned from your research.

Before an Offer

It is best to leave the salary discussion until after the position has been offered, but if asked directly during an interview, you might say, "I have done my research and am aware of the market for the position. I am sure

you are competitive within that range and am most interested in determining my fit with your organization at this time." If pressured for an answer, you may answer with the range you've learned from your research and leave the specifics of where you fall in that range until the offer is made. Don't shortchange yourself.



After the Offer

Negotiation Strategies

Don't get personal: Remember salary negotiation is about your qualifications for the job, not your financial needs. It's important to communicate why you deserve more by identifying the skills, qualities and experiences you have that make you worth more.

Assess your needs, evaluate your fit and develop a target compensation package: Now that you've done your research, you can determine which aspect of the compensation package is most important to you. Consider your needs and your qualifications for the position. From there, develop your target salary and consider your bottom line: what would prevent you from taking the job?

Anticipate the employer's needs and sell yourself: Base your negotiation on your competitive market value. Describe how your experience and qualifications fit into their goals. Translate your experiences into value for the organization; prove you will contribute to the organization and their success.

Salary Negotiation Continued

Aim high, but be realistic: If the starting salary is \$40,000, don't plan to demand \$60,000. Be reasonable and fair – to yourself and the company. Always keep your research in mind.

Anticipate objections and prioritize your needs: Have a bottom line in mind and don't be afraid to walk away if an employer seems unfair or unreasonable. This attitude could provide insight into the organization or the supervisor's style, and it may not be a place you want to work. If the employer is unable to budge on base salary, consider other aspects of your compensation package that could make the deal more appealing. These may include the following: relocation expenses, membership dues in professional associations or registration fees for professional development seminars, stock options, promised salary reviews and educational benefits. These "perks" likely cost the company little, but enhance your position greatly.



Jesse Klekamp '12
Politics and International
Relations Major
Recruiter, Laserfiche



Do it! Like many women have experienced before me, my first job offer post-Scripps felt like an incredible gift and asking to negotiate my salary felt ungrateful and awkward. However, salary negotiation is a crucial step in learning to advocate for yourself in the real world so step through any fears as "confident, courageous, and hopeful" women. Heck, my first job offer was originally presented to me as a "firm" offer, but I was able to find some flexibility in my favor.

Do your research. There are a multitude of great online resources (ask CP&R) that will help you research the salary ranges of comparable positions in the city in which you will be working. Look beyond the dollar signs. When evaluating your offer, take into account all of the non-monetary perks (health care, 401(k), lunch, vacation, discounted gym memberships, etc.). Perhaps the biggest non-monetary factor to make sure you are giving enough weight is company culture.

R-E-S-P-E-C-T! Hopefully this should go without saying, but please remain respectful through all of your interactions with your potential employer. Think about salary negotiation as working with rather than against your potential employer.

crickets Nervous chatter betrays your confidence and doesn't allow you to get a response from your requests. After stating your case succinctly but firmly, close with a line like, "So, is there any way that we can work together to revisit my base compensation?" Then... bite your tongue, count to ten... do whatever you need to in order to let that pause marinate and see what next steps your company contact offers.

Get it in writing. Ask to have anything that you and your new employer agree upon included in your offer letter. Can save lots of headaches later!

Resumes and Cover Letters

How to Write a Resume

An employer typically spends less than 30 seconds scanning a resume, so yours must clearly and succinctly communicate that you are right for the job. It should describe your qualifications in terms that address the employer's needs.

There is no one-size-fits-all approach to resume writing. If you're interested in multiple/ varying fields, you will need multiple versions of your resume. Even within the same field, each resume should be reviewed and tweaked as necessary for the unique reader. Take advantage of our drop-in hours and counseling services, and let us help design a resume that best represents you.

STEP 1 - Brainstorm

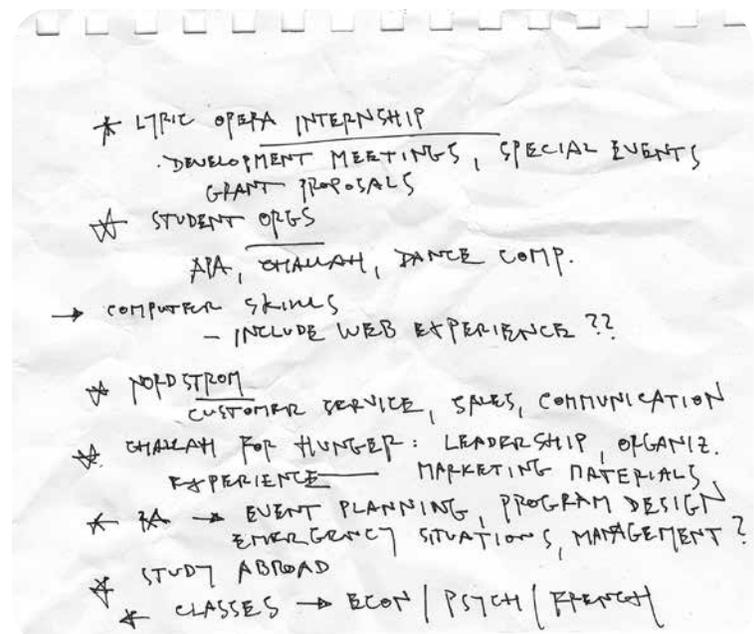
- Starting with your first year of high school, list all the internships, jobs, volunteer work, student organizations, leadership positions, athletics and similar experiences you've had.
- List significant awards, scholarships, academic projects, and research.
- Identify specific responsibilities or skills associated with the items on your list.

The image on the right is the first steps of a brainstorm.

STEP 2 - Create sections for your resume

There is no universal standard for resume sections, but there are key points of information that most employers seek.

Choose section titles that best fit your experience and fit the position or industry to which you are applying. For example "Writing Experience" might be a more effective title for the publishing industry than the more general "Experience." The more specific your section titles are, the faster your reader sees your unique qualities and experiences, but don't force it. Work with CP&R on creating section titles that work for you.



Need more inspiration?

Flip through Resume Book 2014 for a sample of resumes from the Classes of 2013 and 2014.
<http://tinyurl.com/resumebook2014>

Sample Resumes

Hillary is still building her experiences. Her resume is a great example of how any student - even one who might not think she has much experience - can use school-related or volunteer work to write a resume.

<p>Current Address 1030 Columbia Ave., Box 123 Claremont, CA 91711</p>	<p>HILLARY THOMPSON <i>Hillary.K.Thompson@gmail.com</i> (909) 607-1234</p>	<p>A Permanent Address 19311 Jones Court Seattle, WA 98105</p>
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EDUCATION

<p>Scripps College, Claremont, CA • Bachelor of Arts in Politics and International Relations</p>	<p>Expected May 2017</p>
<p>West Seattle High School, Seattle, WA</p>	<p>June 2013</p>

EXPERIENCE

Tech Intern, Information Technology Department
Scripps College, Claremont, CA Fall 2014 - present

- Provide customer service to students, faculty, and staff across campus
- Regularly address computer and printer malfunctions in dorm and faculty offices

Guest Writer, voice
Scripps College, Claremont, CA November 2013

- Researched effects of student government in colleges and wrote 500-word article for student newspaper

Youth Coalition Volunteer
Seattle Coalition for Youth, Bellevue, WA June 2013 - Aug 2013

- Organized database of possible funding sources to support non-profit dedicated to advocating rights for youth
- Used excellent communication skills to support phone bank two days a week

Caregiver
Cresthaven Family, Seattle, WA Seasonal, 2010 - 2012

- Cared for two toddlers aged 4 and 6 during school breaks and some weekends
- Provided transportation to and from special activities

AWARDS AND RECOGNITION

Varsity Volleyball, West Seattle High School, MVP 2011
WSHS Speech and Debate Team, Regional Tournament Participant 2011, 2012

SKILLS

Beginner Arabic
Proficient in Microsoft Office Suite and comfortable with both Mac and PC platforms

A Headings include name, address, phone number, and a professional email address.

Use your home address to your advantage if you're searching for opportunities in that area, but it isn't necessary to list both home and school address on every resume.

B This is a simple way to represent your high school information. You'll begin to phase this off your resume by your junior year.

C Use action verbs in the correct tense and short phrases; quantify your experience wherever possible.

D Identify scholarships and other accomplishments, including music, sports, and certifications.

STEP 3 - Choose your presentation style

- **Length:** No one expects you to have a robust resume right out of college. Stick to 1 page until you have 7-10 years of experience or the industry standard, such as research, suggests otherwise.
- **Layout:** Utilize formatting and fonts to highlight key information such as section headers and job titles, but maintain consistency throughout your resume. Use no more than one font type and no less than 10-point size. Incorporate white space to separate sections.
- **Hard Copy Version:** Print your resume using black ink and high quality, heavy bond paper. Most employers photocopy resumes during the interviewing process, so be sure yours makes clean copies.
- **Email Version:** Save and send your resume as a PDF to preserve formatting. Use your name in the filename.

Sample Resumes

Mia's resume is targeted for a position in media, but could also be used in situations where she does not have enough direct skills to create a targeted resume. An untargeted resume may also be helpful for networking purposes.

- A Use "Education" as your first section. State your degree with major and/or minor and expected date of graduation. Consider including your:
- GPA, if it serves you well. Convert GPA to the 4.0 scale when sending your resume off campus.
 - Off-campus study or summer classes at another institution
 - Related course titles, if they speak to work experience
 - Thesis (This could also go in "Experience" if it relates to the position.)

- B "Related Experience" here implies this resume is targeted for a specific industry or position. If your experiences don't group easily, don't conjure a forced-sounding section title.

- C Make strong statements about your skills and accomplishments. Review the section on Accomplishment Statements for more tips.

- D Each experience should be listed in reverse chronological order so that the most current position is at the top of your resume.

mia kingsley

1030 Columbia Ave. PMB#123, Claremont, CA 91711
M.Kingsley@gmail.com • (909) 607-1234

education

Scripps College, Claremont, CA Expected May 2016
Bachelor of Arts in Creative Writing, minor in Media Studies

- Related Coursework: Creative Writing, Race in Popular Culture and Media, and Documentary Media

related experience

Sports Writer, voice

Scripps College, Claremont, CA Sept 2014 – present

- Generate story ideas profiling student and alumnae athletes; conduct interviews
- Write and publish pieces for student newspaper within deadline

Media Relations Intern, Office of Communication and Marketing

Scripps College, Claremont, CA Sept 2013 – May 2014

- Maintained archival database of 2,000+ images
- Laid out and copy edited print publications
- Assisted with administrative tasks such as answering phones and greeting guests

Blogger, "Beyond the Elms"

Career Planning & Resources, Claremont, CA Jan 2014 – May 2014

- Contributed 8 blog posts on personal experiences related to internship search and career exploration

Lyric Opera

Development Intern, Chicago, IL May 2013 – Aug 2013

- Prepared proposals and grant reports to support donor stewardship
- Supported stewardship through outreach to potential new members
- Participated in weekly department meetings and assisted with events like *Overture Society Luncheon*, *Fantasy of the Opera*, and *Wine Auction*
- Edited portions of programming content for website

activities and service

- Member, Claremont Colleges Ballroom Dance Company
- Program Assistant, Challah for Hunger
- Jumpstart Volunteer, Claremont Elementary School

skills and awards

- James E. Scripps Scholar (four-year scholarship for half tuition)
- Proficient with Microsoft Office, Wordpress, Blogger, Adobe Illustrator, basic web design and social media; familiar with research databases
- Intermediate Spanish

How to Read a Position Description

The job or internship description is the most important piece of information that you need to target your resume and your cover letter. Using your analytical thinking, read it critically to learn about the company and about what they are looking for. This information will allow you to tailor both your resume and cover letter, as well as prepare for your interview.

Elm Tree Press

Communications Editor I – Position Number 2045

About Elm Tree Press

Elm Tree Press was launched out of the spare bedroom of Ellen Athena's home in 1926. Since then, ETP has moved to downtown Austin, TX, where a team of dynamic, commercially-driven editors have worked with authors across the country to publish children's books with a focus on empowering girls. Some of our most well-known titles include *The Superhero in Star Court* and the *Mystery in Margaret Fowler* series. When we're not working hard to publish a book, you'll find us gathering in the kitchen to enjoy some good ol' Texas BBQ and if you're lucky, you might catch a spontaneous dance party in the lobby.

The Opportunity

The Communications Editor I will provide administrative support to a dynamic editorial team at Elm Tree Press. The Communications Editor I will be immersed in all aspects of the children's publishing process. He or she will be responsible for writing, preparing, and/or reviewing articles to be used in company publications to promote team publications. The Communications Editor I will also coordinate the preparation of company publications, including articles, confirming artwork, verifying facts and giving final approval.

Qualifications

Applicants must have a college degree, some experience, and a great sense of humor. Applicants must also have strong written and verbal communication skills and the ability to respect authors and editors style. Meticulous attention to detail is a must as well as the ability to juggle many tasks. Strong organizational skills are required as is proficiency on both PC and Macintosh, Microsoft Office (Word, Excel, PowerPoint, Outlook), and Web 2.0.

- A Make note of the position number and reference it in your email subject line and in your cover letter when submitting applications.
- B This section gives you a sense of the company and what their values are. Your cover letter should reference the company values that resonate with you.
- C This section describes the position itself and the kinds of projects you will be working on.
- D Often this section mimics themes in the opportunity description. If the job posting you're looking at doesn't have a qualifications section, you can read between the lines in the opportunity description to figure out what they want. Be sure to sell these skills in your resume and cover letter.
- E If the position doesn't give you a name, call to ask to whom you should address the cover letter. If the listing says, "Do not call" or you can't reach someone, address the letter to a "Hiring Manager"

The Top Five Takeaways:

What to do next with the position description

Once you've read the position description in detail, make a list of the top five skills that seem to be most important to the employer. What themes or skills keep coming up? You might want to write that list on something that you can move around, like a Post-it note. Put that note alongside your resume and your cover letter. Is it clear from your current resume and cover letter that you can do all five of those things well? It's your job as a candidate to make it easy for the employer to see that you have what they need. Keep revising until the employer cannot ignore your expertise in those areas.

Communications Editor

Top 5:

- Written/verbal communication
- Attention to detail
- Multitasking
- Organizational skills
- Mad Computer skills

Sample Resumes

By using section headings that group her experiences together, Carly has created a targeted resume. Her accomplishment statements should now identify specific skills that correlate with the position description.

CARLY ORTIZ

1030 Columbia Ave. PMB#607, Claremont, CA 91711
CarlyO@gmail.com • (909) 607-1234

EDUCATION

Scripps College, Claremont, CA

Bachelor of Arts in Feminist, Gender, and Sexuality Studies, May 2015

- Cumulative GPA – 3.82; Dean’s List, Spring 2013 – current
- Thesis: Fox Dreams: Reimagining Japanese-American Women’s Experience through Kitsune Folklore

Hamilton College, Madrid, Spain – Semester Abroad, Spring 2014

COMMUNICATIONS EXPERIENCE

Networking Manager, Motley Coffeehouse, Scripps College, Claremont, CA, 9/2014–Current

- Maintain regularly-updated website, Facebook, Twitter, and Instagram pages to keep open lines of communication with the Scripps College community. Create style and usage guide for future managers.
- Collaborate with a team of 10 managers and 50 baristas to uphold the student-run business’ sustainable, fair, feminist practices.

Social Media Intern, Think Out Loud, **Oregon Public Broadcasting**, Portland, OR, Summer 2014

- Promoted Public Broadcasting Service events on Facebook and Twitter, following department guidelines and procedures while adhering to the voice of the show.
- Expanded the social media reach by creating Instagram hashtag photo contests, quadrupling the show’s media engagement in one week.
- Initiated overhaul of photography archive, keywording 500+ photos to increase usage and searchability.

Blog Editor/Staff Writer, Scripps College [in]Visible Magazine, Claremont, CA, 9/2013-5/2014

- Wrote and edited articles for feminist student publication and its online blog, the *Voice*
- Recruited first team of four blog writers through social media and outreach events; increased blog posts by 300% in one semester. Created and maintained detailed tracking systems for posts.

Facilitator, Scripps College Academy (SCA), Claremont, CA, Summer 2013

- Provided residential and academic support to 50 high school participants; led educational and recreational workshops in writing, dance, and synchronized swimming.
- Co-taught engaging classes with Scripps faculty on essay structure, grammar, and critical thinking. Led student discussions and provided after-class support in editing and revising papers.

Writing Center Tutor, Scripps College, Claremont, CA, 9/2010-5/2011

- Supported students at various stages of the writing process using a Socratic, student-centered method. Attended seminars on research and grant writing, implementing these methods in sessions to help students create clear, grammatically-correct writing.

ACADEMIC RECOGNITION

Questbridge Scholar (four-year, full-ride scholarship)

Humanities Institute Fellow, Scripps College, 2014

ACTIVITIES AND SKILLS

Senior Class Gift Committee Member, Scripps College

First Aid/CPR certified

Computer: Microsoft Office, PC and Mac proficient, social media management, basic web design, web 2.0

Language Proficiency: Advanced conversational and written Spanish

A Use “Education” as your first section until you have 7-10 years of professional experience behind you.

International experiences say a great deal about your adaptability. (Volunteer experiences abroad might also go in “Activities.”)

B Call your reader’s attention to specific skills or industry-related experience by grouping them in one section as Carly has done with her “communications experience.”

C This is the time to brag. Don’t hesitate to show when you have taken the initiative and gone beyond your job description.

D Share your personal interests by listing clubs, athletics, volunteer experience, and special projects under a section like “Activities”. However, approach this section with caution and consider how your reader might perceive them.

STEP 4 - Proofread

- Does your resume mirror the language used in the job description?
- Is your formatting and punctuation consistent?
- Did you incorporate unique action words and quantitative descriptions?
- Did you remember scholarships, awards, athletics, and leadership roles?
- Have at least two people checked your resume for spelling and grammatical errors?

Science Resumes

Resumes for scientific laboratory positions have their own unique components. Use this list and the sample provided as a guide. Be concise and stay within two pages.

Science Resume Sections

1. **Education:** Include your degree with major.
2. **Honors and Awards:** Identify scholarships and academic achievements.
3. **Research Experience:** Include details like date, location, project, and supervisor/advisor, along with brief description of general techniques used.
4. **Teaching Experience:** This can include tutoring or classroom assistance.
5. **Upper Division Courses:** Add course titles for advanced lab or math courses applicable to the area in which you're applying. Indicate if the class had a lab.
6. **Research Techniques:** Distinguish between very and somewhat familiar. If you have used the technique only once or twice or do not feel comfortable problem-solving the technique, list it under "Somewhat Familiar."
7. **Publications:** Provide a full reference, identifying work still in progress or submitted. Bold your name in the list of authors.
8. **Presentations:** Italicize abstract title for presentations you gave and include the year in parentheses.
9. **Other Experiences:** Briefly describe other work or volunteer experience.
10. **References:** Identify a minimum of 3 professors or research supervisors. Include name, department, institution, and contact information.



Thanks to Professors Jennifer Armstrong and Emily Wiley for their assistance.

Young Scientists

Students who haven't had a chance to take upper division classes or gain experience with teaching or research can still create a good resume. It's perfectly acceptable to follow the format for non-science resumes until you have more college-level science experience.

Draw attention to the work you did in high school. Make sure to mention any experiences with:

- Science classes, especially AP or honors
- Science clubs or fairs
- Tutoring
- Science-oriented summer programs

EMAIL-PROOF YOUR RESUME

Email your resume and cover letter as one PDF attachment with the cover letter on page one and the resume on page two. Creating a PDF also ensures that your formatting survives the journey through cyberspace intact. Putting both documents in one PDF decreases the chance that the employer will bypass the cover letter you put so much time into crafting and go right for the resume. Remember to include your last name in the file name.

Sample Science Resume

Brianna Franklin

1030 Columbia Ave. PMB#123, Claremont, CA 91711 • (909) 607-1234 • BriFranklin@gmail.com

Education

- 2011-2015 Scripps College, Claremont, CA
Bachelor of Arts in Biology, GPA 3.89
- 2013 American University, Aix en Provence, France (semester abroad)

Honors and Awards

- 2012-present Dean's List, Scripps College
- 2011 Outstanding Senior Student, Montebello High School
- 2009 National Finalist, Siemens Competition for High School Math, Science & Technology

Research Experience

- 2014-present Senior Thesis Research, Keck Science Department of the Claremont Colleges.
"Heterochromatin formation by HDACs." Advisor: Professor Mary Hatcher-Skeers.
- 2012 Summer Research, Keck Science Department of the Claremont Colleges.
Investigations into chromatin structure and histone modifications in *Tetrahymena thermophile*.
Advisor: Dr. Emily Wiley.
- 2011 Summer Research, Biology Department, Colorado State University
Regulation of DNA repair in bacteria. Laboratory of Dr. I.M. Jolly, supervised by Sam Elf.

Teaching Experience

- 2014 Teaching Assistant for Organic Chemistry. Graded written assignments, prepared solutions, assisted with laboratory supervision.
- 2013 Tutor for General Chemistry.

Upper Division Courses

Developmental Biology with laboratory, Organic Chemistry, Differential Equations with Modeling, Biostatistics

Research Techniques

<u>Very Familiar</u>	<u>Somewhat Familiar</u>
Lipid Extrusion	DNA Cloning Techniques
NMR Operation	PCR
Laser Manipulation	Iodometric Analysis

Publications

Wiley, E., Newhart, B.D., **Franklin, B.**, Smith, P.B., Macaroon, Y.M. HDA1 is critical for cell morphology and heterochromatin formation in *Tetrahymena* (in progress)

Presentations

- Franklin, B. "Heterochromatin and HDACs." Sigma Xi poster presentation. (2014)
- Franklin, B. "Regulation of DNA Repair in Bacteria. Keck Summer Research Symposium. (2011)

Other Experience

- 2013-2014 Clinical Care Extender Program, Queen of the Valley Hospital, West Covina, CA.
- 2009-2011 Lifeguard, Malibu Beach Resort, Malibu, CA.

References

Dr. Emily Wiley	Dr. I.M. Jolly	Mary Hatcher-Skeers, PhD
Keck Science Department	Biology Department	Keck Science Department
The Claremont Colleges	Colorado State University	The Claremont Colleges
Claremont, CA 91711	Towne, CO 22222	Claremont, CA 91711
(909) 621-1234	(555) 555-1234	(909)621-1234
wiley@email.com	jolly@email.com	hatcher-skeers@email.com

Action Words

The best accomplishment statements usually start with an action word. An action word is a strong, descriptive verb that grabs the reader's attention and puts the focus on what you did well. Use the list below to get started. Be sure to consider all the action words, regardless of their category.

GENERAL

accomplished
achieved
adapted
advanced
augmented
collected
conserved
demonstrated
developed
excelled
expanded
founded
improved
increased
led
managed
optimized
overhauled
prioritized
reduced
resolved
restored
spearheaded
supported
tailored
traveled
updated
upgraded
utilized
validated

COMMUNICATION

addressed
articulated
authored
clarified
conducted
contacted
convinced
corresponded
critiqued
defined
demonstrated
described
drafted
edited
informed
interacted
interpreted
interviewed
lectured
mediated
moderated
negotiated
observed
presented
promoted
publicized
published
recruited
reported
responded

simplified
summarized
taught
translated
verified

CREATIVE

adapted
changed
composed
conceived
conceptualized
constructed
created
customized
designed
devised
documented
established
generated
illustrated
improvised
invented
performed
preserved
produced
redesigned
shaped
transformed

FINANCIAL

adjusted
allocated
appraised
audited
balanced
budgeted
calculated
disbursed
doubled
eliminated
exceeded
financed
gained
generated
increased
invested
maximized
minimized
planned
projected
reconciled
reduced
secured
supplemented

HELPING

advanced
advised
aided
assisted
clarified
coached

comforted
consoled
consulted
counseled
diagnosed
educated
encouraged
facilitated
fostered
inspired
mediated
mentored
nurtured
optimized
practiced
reassured
referred
served
stabilized
strengthened
treated

LEADERSHIP/ MANAGEMENT

accelerated
approved
assigned
attained
authorized
chaired
controlled
delegated
determined
directed
enforced
ensured
executed
formalized
governed
hired
influenced
initiated
instituted
justified
motivated
organized
oversaw
presided
promoted
qualified
rated
recommended
recovered
selected
sponsored
streamlined
steered
structured
succeeded
supervised
terminated
trained

OFFICE

administered
activated
arranged
catalogued
categorized
compiled
completed
contributed
distributed
identified
implemented
incorporated
indexed
inspected
maintained
planned
prepared
proofread
provided
recorded
reinforced
regulated
renovated
scheduled
screened
secured
solved

RESEARCH

analyzed
applied
charted
checked
collected
compared
conducted
consolidated
detected
discovered
documented
examined
exhibited
explored
extracted
generated
integrated
investigated
measured
obtained
researched
reviewed
revised
screened
submitted
surveyed
tracked

SALES

added
appealed
centralized
convinced

heightened
improved
influenced
judged
launched
maintained
marketed
moderated
negotiated
ordered
proposed
publicized
purchased
recognized
recruited
reduced
targeted
transferred
traveled

TEACHING

affected
answered
assessed
awarded
certified
coached
delivered
educated
empowered
evaluated
explained
facilitated
graded
instructed
lectured
studied
taught
tutored

TECHNICAL

assembled
built
conceived
devised
eliminated
engineered
expedited
fabricated
improved
installed
interfaced
mastered
modified
operated
prevented
processed
programmed
reconstructed
remodeled
repaired

Accomplishment Statements

Accomplishment statements offer proof of the skills listed in your resume. These detailed accounts of your experiences add depth to your resume and credibility to your qualifications and skills.

A well-formulated accomplishment statement has two parts:

1. **Your results or impact** – Describe these using tangible and quantifiable terms where possible.
2. **Your tactics** – Use action verbs to briefly identify specific steps or techniques.

Think about your accomplishments by considering how or why you may have:

- Improved teamwork
- Increased efficiency
- Found a better solution
- Provided new resources
- Increased profits or reduced costs
- Solved a chronic problem
- Developed a new procedure
- Foresaw a need or opportunity
- Improved quality
- Overcame obstacles
- Reduced conflict

Effective Statements

A. Always start with a colorful/unique action verb in the correct tense. Vary action verbs throughout your resume.

Good

Started a new program.

Stronger

Created and implemented a new mentoring program with 80% student participation.

B. Describe the result and your specific actions.

Increased membership by 15% through a creative marketing strategy.

C. Quantify your statements whenever possible and use digits rather than words.

Good

Routed daily calls to staff.

Stronger

Routed more than 100 calls daily for a 10-person department.

D. Avoid wordiness and unnecessary adjectives.

Good

Coordinated 150 housing volunteers for the “Day in Our Shoes” program which brings admitted students to Scripps for a day.

Stronger

Coordinated 150 hosts for admitted students visiting Scripps during an Admission event.

E. Combine elements into a single statement.

Good

Decreased amount of trash by 10%. Established a recycling program for increased environmental awareness

Stronger

Established a recycling program to increase environmental awareness and reduced trash by 10%

Greer Grenley '06, Dual major in English and French Studies Recruiting Coordinator, Logistics, Amazon Worldwide Operations

Adjust your resume to whatever job you are applying for – you should have many different copies of your resume, as the experience you highlight will depend on the job. Include key words – if your prospective employer is looking for somebody with writing skills, make sure you include writing as one of your skills in your resume!

Know your resume. In an interview, you may be asked about something you listed from years ago. You'll want to be able to answer any question asked about yourself. Keep your contact information up to date. You want to make sure you can be contacted!

Your resume is never complete. Update it as often as possible.



How to Write a Cover Letter

You should create an original cover letter for every resume you submit. An effective cover letter allows you to formally introduce yourself, express enthusiasm in the position, and highlight key points to pique the reader's interest.

Employers can receive hundreds of resumes a day for a single opening and can easily spot generic letters. After thoroughly researching an organization, use the suggestions below in drafting your cover letter, and then have someone proofread for content and grammar. Keep a copy for yourself. Follow up with every letter submitted, if acceptable to the organization.

Always include a cover letter with your resume, even if the job posting doesn't direct you to do so.

Look Sharp

- Use a professional, business letter format with the same header and font as your resume.
- Carefully check spelling, grammar, and typing.
- Sign your letter and check that the name and address match the envelope.
- Combine your letter and resume into a single PDF when submitting them electronically.

Camille Brown Schenkan '06, Dual Major in English and Theatre Education Programs Manager, Center Theatre Group



I screen lots of cover letters and resumes for internships. Best cover letter tips:

Write a new one each time. Employers look at your cover letter first. When you're sifting through a hundred applications, resumes all start to look alike, especially for people in our age group who don't have a ton of work experience. If you're using a form cover letter, it's immediately obvious and really hurts your chances of being called for an interview.

Please, please proofread it.

Do your research. Ask yourself why you want to work with [the organization] and what makes you excited about the work they're doing. Read their mission and reference that in your letter. If an applicant doesn't tell me why they want to work with Circle X Theatre, I'm not sure why I want to work with them.

Address it to the correct person.

Articulate your skills, strengths, and interests. Don't use flowery language, but do let them know what you'll bring and what you want to learn from them.

Do not start with "Hello, my name is _____." I can see that!

Sample Cover Letter

Warning! Employers can easily spot generic letters, so each letter should be unique and targeted.

CARLY ORTIZ

Current Address
1030 Columbia Ave., Box 2018
Claremont, CA 91711

cortiz9876@scrippscollege.edu
(cell) 206-987-6543

Permanent Address
92 Elm St.
Seattle, WA 98101

October 28, 2014

Ms. Julie Brown
Human Resources Manager
Elm Tree Press
46 Summer Street
Austin, TX 78610

Dear Ms. Brown,

As soon as I saw the Communications Editor position posted at your website I knew I had to apply. My childhood Halloweens were spent dressed as Rosie the Riveter and reading books about strong young women—exactly the kind of role models that Elm Tree Press is known for. As a student of a women’s college, my feminist, gender, and sexuality studies major as well as my communications positions with feminist organizations on campus further expressed my interests in strong women leaders. I believe that these skills and interests make me an ideal fit for this position.

While at Scripps I sought out positions that would allow me to strengthen my writing and communication skills, while allowing me to be a part of a community of strong women. At the Motley, a student-run coffeehouse with a feminist mission, I maintained our Instagram, Twitter, and Facebook pages, and wrote a detailed style and usage guide so that all staff who contributed to the page would write with a unified voice. Under my leadership the number of blog posts for [in]Visible Magazine tripled, also increasing engagement with our readership. Multitasking was a must as I successfully balanced these commitments with coursework and a senior thesis on Japanese Kitsune folklore.

My experiences in communications combined with my passion for empowering women and girls make me a strong fit for the Communications Editor position. I’m looking forward to learning more about Elm Tree press and, if I’m lucky, showing off my dance moves during one of your impromptu dance parties. I hope to hear from you soon. Thank you for your time and consideration.

Sincerely,



Carly Ortiz

Enclosure

- A Use the same header as on your resume, including your contact information.
- B Address your letter to the person responsible for the hiring process. **Call the organization to inquire** who that person is, and if you are still unable to identify the appropriate person, use “Dear Hiring Manager.”
- C State the title of the position to which you are applying and how you learned of the opening. Mention your connection, if someone referred you directly.
- D Match the tone of the job description. If it’s formal, be formal. If it’s casual and fun, match that professionally.
- E Briefly summarize any of your qualifications that best meet the employer’s needs. Be sure to include details from the job description to show you’ve done your research.
- F Request an interview and thank them for their time.
- G Sign above your printed name. Omit the signature if the letter is emailed.
- H This indicates that your resume is included.

Preparing for Graduate School

About 20% of Scripps graduates go right to graduate school, but within five years of graduating approximately 66% of Scripps alumnae have either completed or are pursuing graduate study. Graduate studies require a large investment of your time and energy so it isn't a decision to take lightly.

Find Your Direction

Why do you want to go to graduate school? Since graduate programs are much more specialized than undergraduate study you need to be able to clearly articulate your goals and reasons for pursuing an advanced degree. An ideal graduate program for you will help you develop toward your professional goals and bring you closer to the career you imagine.

Once you've decided that graduate school fits into your career and life plans, start your search as early as possible to find programs in your area of interest, connect with researchers and professors, and learn the application process.

Just Like Applying to College, Only More Specialized

Most programs require a standardized entrance exam and will require you to write essays about why you believe you would be a good fit for the school. If you're applying to a Ph.D. program, you will also be expected to clearly articulate your research interests, how they align with faculty research, and also to connect with faculty with whom you would like to work prior to the application deadlines.

The "Right" Undergraduate Major

Very few graduate programs require specific undergraduate majors, since each program's approach is unique. Graduate students often pursue degrees in fields seemingly unrelated to their undergraduate study - for example,

art majors get MBAs and English majors go to medical school. However, some graduate programs do require a bachelor's degree in a directly related subject or may require specific coursework. If you're interested in grad school, be sure to check in early (before senior year) with your academic advisor about your plans.

Martina Ly '08

**Major in Neuroscience
Candidate for PhD in Neuroscience
University of Wisconsin, Madison**



What surprised me the most about graduate school is the importance of everything else involved in research besides the actual research content itself. Don't get me wrong; it's extremely important that you find a question you want to unravel and investigate for five to six years and possibly beyond; however, if there are ways to minimize unnecessary stress in a stressful profession, do them.

At Scripps I helped collect data for Dr. Wood and wrote my senior thesis with Dr. Spezio; they both established the lab environment and type of relationship I now look for in a mentor. After graduation I did a fellowship at the National Institutes of Health where I worked in an amazing lab. Doing research full-time for two years confirmed my interest in applying for a PhD. As I was rotating through labs in my first year at the University of Wisconsin, Madison, I reflected on what I needed in order to be satisfied and productive. I realized I needed a few things to thrive: a collaborative environment, structured training, few worries about resources, freedom to explore projects and ideas, and reasonable time for basic needs like sleep and hobbies.

Thinking about what will make you satisfied and productive is important in any profession, but as a graduate student who does not get explicit time off, it's essential.

Preparing for Graduate School Continued

Now or Later?

If you know why you want to go, have the financial resources (often via grants and scholarships), and are excited to start, there's no reason to delay entry to graduate school. There are advantages to gaining a few years of work experience before applying. Most competitive MBA programs require three-five years of experience prior to enrollment.

Admissions Tests

Most graduate and professional schools require a specific standardized admissions test. Be sure to check with each program for the test(s) required.

The Graduate Record Exam (GRE) is required by many graduate programs. The GRE features both a General Test, as well as eight separate Subject Tests. The General Test yields separate scores for verbal, quantitative, and analytical writing skills. Subject tests assess knowledge in a specific discipline; not every graduate program requires a Subject Test.

Other tests for professional schools:

- Law School Admissions Test (LSAT)
- Graduate Management Admissions Test (GMAT)
- Medical College Admissions Test (MCAT)

CAN I DEFER?

You should apply to graduate school when you are ready to go. While most programs will gladly defer if you receive a prestigious fellowship, and most will understand if you have a personal emergency. They most likely won't defer if you decide that you're just not ready for further education yet.

Take advantage of the preparation materials available from the test websites themselves. You could also review a prep book in the CP&R library or purchase one from a bookstore. Practice exams will be a useful tool, too. Consider your performance on your SATs, or other standardized tests you've taken and prepare accordingly.

Fall is the most popular time of year for students taking admissions test. Make sure to register early so you get your choice of date and location.

Professional School Advisors

Scripps has designated staff to help you with professional school advisors. Reach out for support.

Jill Jones, Pre-Health Advisor
jjones@kecksci.claremont.edu

Associate Professor, Pre-Law Advisor,
Jennifer Groscup
jgroscup@scrippscollege.edu

inside.scrippscollege.edu/careerplanning/graduate-school

Researching Graduate Programs

Most people want to know which institution has the “best” program, a difficult question to answer. The best program is the one that fits your research interests and other criteria that are the most important to you.

Your criteria in researching graduate programs could include things like cost, location, length of program, or reputation within a given field. Talk with faculty, admission representatives, graduate students, and professionals in your field of study to gain a better sense of how each program fits your values.

Another resource is the experience of people who have gone before you. Scripps students have access to more than 1,500 alumnae and friends of the College through Life Connections. Many of these volunteers have graduate degrees and are willing to discuss their experience with students.

If you’re applying to a research program, you’ll also want to get information from and build relationships with faculty. They will support your research and may help with funding. Reach out and ask about their research, especially as it relates to the experience that you’ve had, perhaps through your thesis.

The CP&R library contains directories with information about graduate programs in many areas of study. The most comprehensive guide is *Peterson’s Guide to Graduate Study*, which details over 13,000 graduate and professional programs in more than 95 disciplines. Our library also has resources for fellowships and internships.

Online Resources:

- ★ GradSchools.com
Also has international listings.
- ★ Peterson’s Graduate School Directory
- ★ U.S. News Directory and Rankings

Scripps Students Go To Graduate School

Here are just a few of the schools that Scripps students have studied at immediately following their time at Scripps. Reach out to CP&R for support with your specific applications.



STANFORD
UNIVERSITY



Berkeley
UNIVERSITY OF CALIFORNIA

UCLA



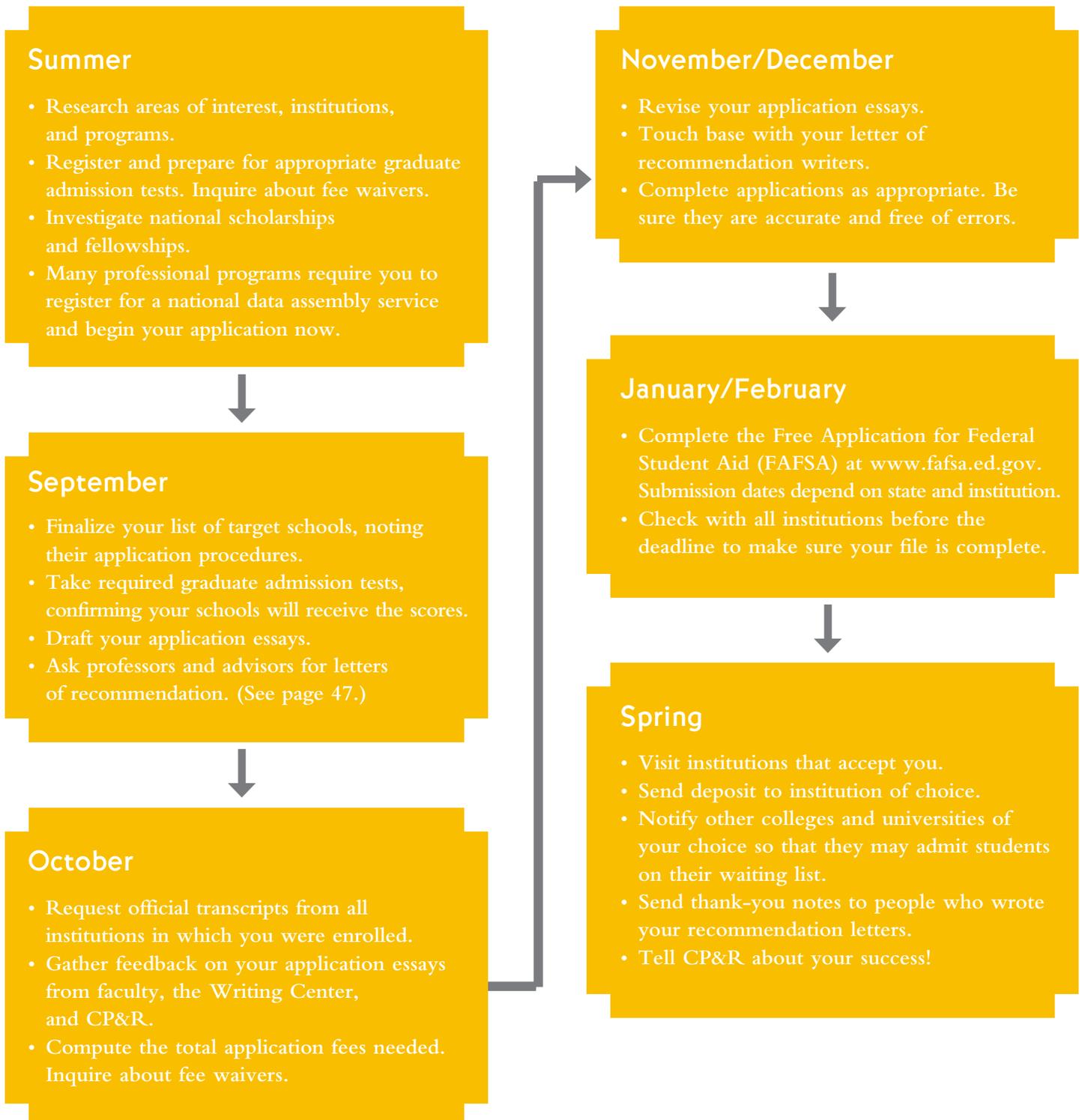
USC University of
Southern California



NORTHWESTERN
UNIVERSITY

Application Process and Timeline

Application deadlines vary widely by graduate program and field, with most deadlines for a fall matriculation occurring between December and March. Be aware that schools with rolling admissions encourage and act upon early application submissions.



Writing Personal Statements

Writing personal statements can seem like a daunting task, but it's worth the time to do it right. It is one of the few parts of your application that reveals more about you than numbers or percentiles.

Graduate school statements are different from your college essays. Make sure you address the following in your graduate school essays:

(a) why this discipline, (b) why this program, and (c) why these faculty. You are trying to convince schools that your academic and personal background have prepared you for their specific program. You must demonstrate that you will be an asset to them and that you are teachable. Use concrete examples from your life and your education to support these statements and set you apart from other applicants. When did you go above and beyond the requirements for a project? Did you take on extra responsibilities at a related internship? **Mention your senior thesis; most undergraduate students don't write one.**

Engage the Reader

Let your enthusiasm for the program show so that your application stands out. Discuss the

things you look forward to learning, your research interests, what inspired you to enter the field, and what you hope to contribute once you have your advanced degree.

Don't Turn In Your First Draft

Ask people to read your personal statement – lots of people. Ask some of your professors to look it over (with several days notice) and ask them for feedback. Take it to the Writing Center; bring it to CP&R.

Having Trouble Starting?

- Journal about what initially attracted you to the field. Write about where you want the degree to take you.
- What are some of your biggest successes?
- What is it about the particular school that draws you to it? Why do you think you would be a good fit?
- What college classes or professors have you learned most from?
- **Visit CP&R for brainstorming help.**

David Kirschner
Director of Admissions, USC Law



There's great news when it comes to the personal statement - it is the one piece of the application you retain complete control over. By the time one is ready to submit an application, there is not much room to improve on a transcript, enhance a resume or bump up a test score; however, the personal statement is the vehicle to really "show-off."

As far as content, remember, the personal statement has the word "personal" in its title for a reason. We want it to be a genuinely written document that requires introspection on your part. With the thousands of personal statements that an admissions committee reads in a given year, those that offer a glimpse into an applicant's nature are the ones that tend to be remembered. This does not mean we are expecting mountain climbers, novelists or dot-com millionaires. Rather, it means you have spent the time to tell us what makes you different from other applicants.

It goes without saying - follow directions. This means adhere to page length and font size guidelines, and of course, if there is a prompted question then you **MUST** respond to it.

Keep in mind, any spelling or grammatical errors will take away from the substance of the statement so take care to avoid them. And finally, the personal statement is a reflection of your professional judgment so please make sure not to put in writing anything you would not discuss at a personal interview.

Letters of Recommendation

Letters of recommendation help the graduate admissions committee see your attributes through the eyes of another. Select your writers carefully, and give them plenty of time and plenty of information. Don't hesitate to touch base when due dates near.

Amy Marcus Newhall,
Vice President for Academic Affairs
Dean of Faculty
Professor of Psychology



Faculty letters of reference are a critically important part of the post-graduate process, whether you are applying to graduate school or a job. There are several pieces of advice that will allow this process to go smoothly and benefit you.

Ask a faculty member who knows you well and who can write about specific traits, skills, and accomplishments. A faculty member who writes "This student is a nice person who got an A," is fine BUT a faculty member who can discuss how you performed in multiple classes, as an advisee, on a research team, and/or on your senior thesis will be far more helpful.

When asking faculty for letters of reference, it is important to ask if they are able to write you a "strong" letter of reference. If the faculty member says yes, you are set. If not, you are able to ask what the weaknesses are and evaluate if this letter is still in your best interest.

Be certain to ask faculty early for letters of reference (at least 6-8 weeks before they are due).

After the faculty have agreed to write you "strong" letters of reference, provide them all of the necessary materials including the reference forms, your academic resume and transcript, your essay if applicable, stamped, addressed envelopes, due dates for the letters, and any other materials that allow the faculty member to comment more thoroughly and in-depth about you.

If there are deficiencies in your application (e.g., low test scores, bad grade(s), non-traditional major), be sure to address these with your faculty recommenders so that they may comment where applicable.

Remind the faculty a week or two before the letters of reference are due. Check that your letters have been received and that your file is complete. If not, remind the faculty again. Good luck in your post-graduate endeavors!

Recommendations can be written by professors, faculty advisors, internship and work supervisors, or someone in a leadership position of a co-curricular or volunteer activity. Choose someone familiar with your academic or work product and can attest to the likelihood that you will succeed in your graduate studies.

Set up an appointment to discuss your graduate school search with each reference. This will give you the opportunity to share your background, goals and qualifications.

Consider sharing these answers:

- How does this reference writer know you? Include details and relevant dates.
- Which programs are you applying to?
- What are your key skills, knowledge, training, experience, or character traits?
- Describe anything on your resume that may be used as evidence to support your capabilities.
- Explain any significant accomplishments important for them to know.

GIVE WRITERS A HAND

Supply the recommender with any applicable forms to be completed or guidelines for the letter, including to whom it should be addressed and where it should be sent. Be sure to highlight the due dates. Shortly before the recommendation is due, confirm with each recommender that the letter/form has been completed and sent. Send a thank you note to each person who has written you a letter of recommendation. Keep them updated on your graduate school search and be sure to let them know when you receive acceptance letters. Test all web links or passwords before you provide them.

Fellowships and Gap Year

Fellowships and Awards

Scripps students have historically enjoyed great success in achieving nationally and internationally recognized fellowships, grants, and awards. To learn more, attend one of the semi-annual information sessions, usually held in both fall and spring semesters.

Below is a small selection of prestigious programs along with brief descriptions, due dates, and faculty advisors, if other than the fellowships advisor, Associate Dean of Faculty, Professor Gretchen Edwalds-Gilbert.

It is to your advantage to plan early and work closely with members of the Scripps community, including CP&R, on all application materials.

FMI: inside.scrippscollege.edu/fellowships

Undergraduate Opportunities:

Davis Project for Peace. A \$10,000 grant to design and implement a grassroots project for peace. Seniors may apply. Due: February.

Barry M. Goldwater. Funded by Congress to honor the past senator and to encourage students to pursue careers in mathematics, the natural sciences, or engineering.

FMI: Keck Science Dean, David Hansen
Due: January

Strauss. A \$10,000 merit-based scholarship to pay for the cost of a public service project as well as tuition, fees, books, room and board. Due: February

Truman. A \$30,000 merit-based scholarship for students who wish to attend graduate school in preparation for careers in government or elsewhere in public service. Due: February

Graduate Opportunities:

Fulbright. Scholarships for seniors and recent graduates interested in graduate study, research, or teaching abroad. Due: September.

Mellon. \$15,000 humanities fellowship for PhD students. Due: December.

NSF Graduate Fellowship. Total award of over \$20,000 for three years to support graduate study in mathematics, engineering, or physical, biological, behavioral, or social science. Deadline varies.

Rhodes. Awards tuition, fees and living expenses for up to three years of postgraduate study at the University of Oxford. Due: October

Watson. Enables college graduates of unusual promise to engage in a post-graduate year of independent study and travel abroad. Due: September.

CP&R RESOURCES

A sampling of our library resources about fellowships and scholarships:

- *Directory of Financial Aids for Women*
by Schlachter & Weber
- *Financial Aid for Research and Creative Activities Abroad*,
by Schlachter & Weber
- *Peterson's Getting Money for Graduate School*
- *The Only Grant-Writing Book You'll Ever Need*,
by Karsh & Fox

The staff at CP&R is happy to assist students with any step of the fellowship and award process, from finding programs, reviewing application materials to prepare for interviews.

Considering a Gap Year

A Gap Year, also termed a year off or a deferred year, is about taking an extended break (not necessarily a year) from the path you're currently on to volunteer, travel, study, or work. It is about the experience itself rather than a paycheck or degree.

You're not ready or interested in full-time employment yet.

Your fellowship or research doesn't start for another several months.

Reasons for a Gap Year

You want to experience life in a new country.

You just need a break.

Julia Berryman '12 Major in French, Fulbright Grant ETA, Malaysia

Growing up in a multi-cultural household and studying abroad my junior year whetted my appetite for the adventure and self-discovery that living overseas brings. Thus, when considering my post-Scripps year, I knew I wanted to travel. I also wanted to combine that with my interest in education. I found that the Fulbright Fellowship not only gave me a chance to gain teaching experience in the classroom, but allowed me an intense opportunity to immerse myself deeply in a foreign culture. How many times in our life do we get such a chance?

Six months into my grant in Malaysia, I am still thankful that I made this choice. First of all, Malaysia is a fascinating place; although it is a country that is predominantly Muslim, it boasts a multi-racial and multi-religious society that creates a complex and diverse cultural fabric. As for my role here, it has many dimensions. Some days I am intrepid explorer and traveler; every day curious cultural questioner and unabashed food taster. There is also my overall role as, whether I'm always aware of it or not, cultural ambassador for the US. I live in a small town in rural Malaysia, so I am often one of the few Westerners that my students or neighbors have interacted with.

Of course I can't forget my most important role of all, that of English teacher. I've taught multitudes of English lessons, planned English camps, directed English plays. Each week tests my creativity and well, endurance. As any teacher from any country can attest: some days are just hard. I come to school to find my students have eaten a large dose of crazy and class is something akin to mild mayhem. Other days my students are bright-eyed and curious and full of boundless enthusiasm. Whatever the case though, every morning that I'm greeted by "Hello teach!" I can't help but beam. I love my students. I learn something new everyday and although there have been many challenges, there is no denying, this year has truly been a gift.



Considering a Gap Year Continued

A gap year can take many different forms. Some students opt for a structured program while others prefer to piece together a few different experiences like a part-time job or volunteering. Here are just a few options for what your gap year could look like:

- Post-Bac experiences (searchable through NIC) and service programs (e.g. City Year, Americorps) are good ways to explore your skills and interests in a short-term commitment.
- Some students opt to travel after graduation or pursue a part-time job and enjoy their summer. Organic farming and environmental conservation projects are great ways to enjoy the outdoors.
- Consider international volunteer programs, teaching English abroad, or tourism jobs like tour guides and adventure programs.
- If you don't have to start your job or graduate school immediately after graduation, but if you need more than a summer off, consider working for a temporary employment agency to build your resume or earn extra cash for your adventures.

The earlier you start preparing, the more you can immerse yourself in your gap year experience later. Use the CP&R library, ClaremontConnect, and NIC for resources and ideas. Use Facebook, LinkedIn, and Life Connections and your other networks to speak with others who pursued similar paths. They can give you an idea of what to expect and may recommend other resources.

THINK IT THROUGH!

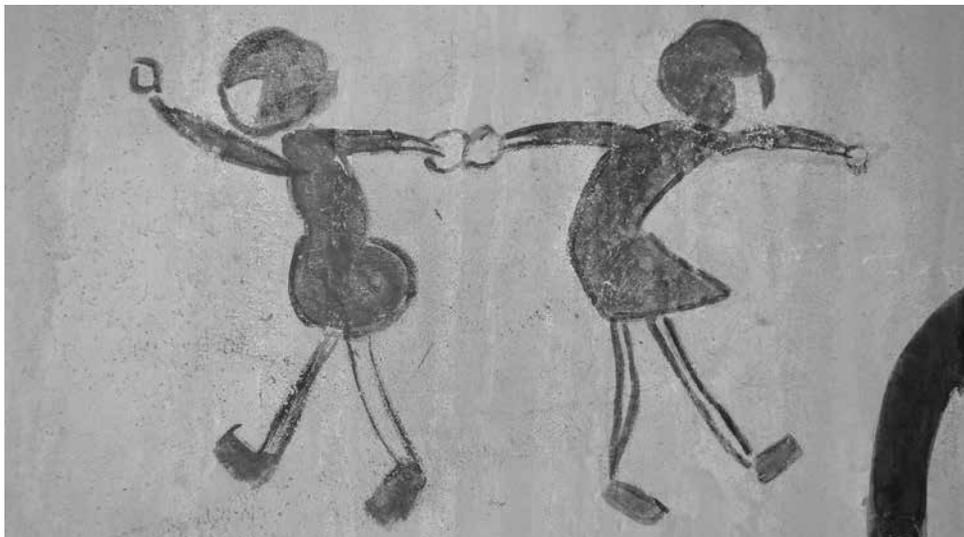
Taking a gap year shouldn't be a decision you take lightly.

How will you afford it?

Where will you live?

How long will this last?

Will this affect your long-term goals?



Notes

Notes



MIX
Paper from
responsible sources
FSC® C015580

Claremont

C•**O**•**N**•**N**•**E**•**C**•**T**
jobs - internships - events

Your resource for jobs, internships, and career events
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