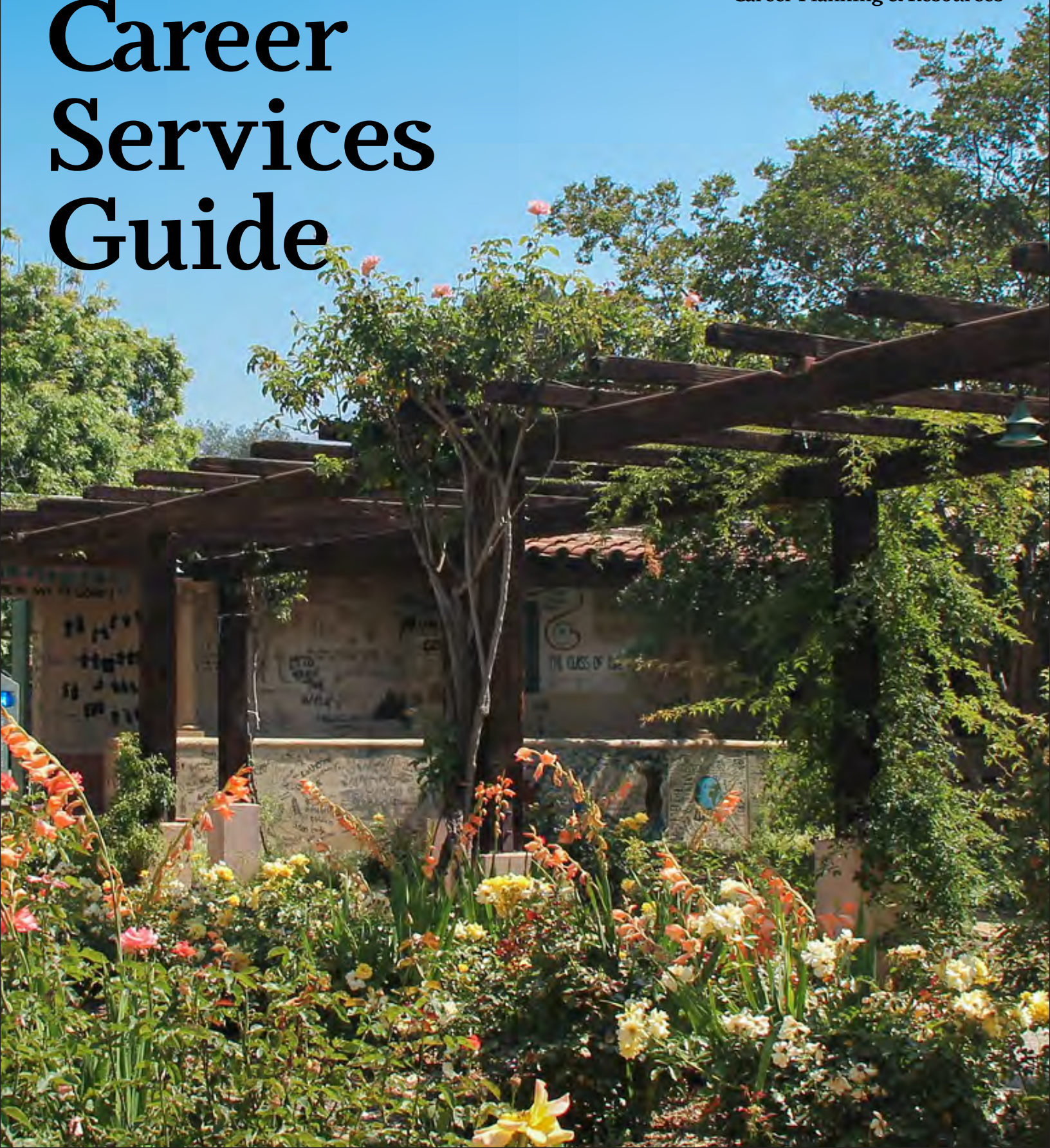


2024

Career Services Guide

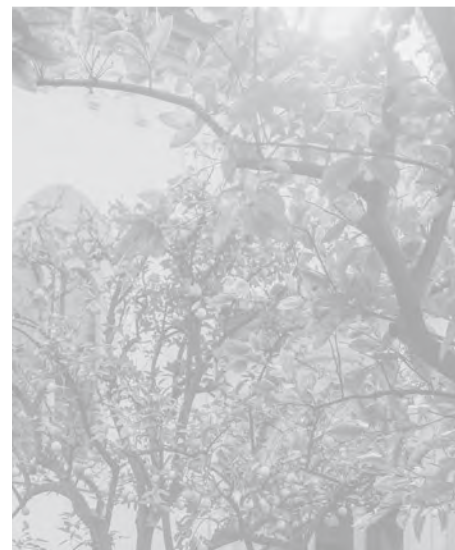
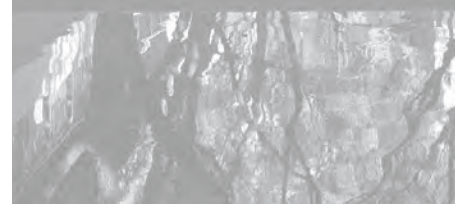
SCRIPPS
COLLEGE

Carlotta Welles '39 Center for
Career Planning & Resources



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WELCOME

Career Planning & Resources

Career Planning & Resources (CP&R) engages, educates, and empowers students through personalized career counseling, skill-building, experiential learning, and modern resources. We value professionalism, integrity, and fun, and take a non-judgmental approach in guiding students to build their professional network and develop their career narrative. We value the presence of BIPOC, first-generation, low-income, LGBTQ+, international and undocumented students in our community. We are committed to providing inclusive programming and cultivating a welcoming space in CP&R. Come by our office to speak with our team to learn how we can help you, wherever you are in your journey.

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Drop-In Hours

Wednesday - Friday
12:00 p.m. - 5:00 p.m.



Getting Started

Career exploration and development is a lifelong journey that started before you arrived at Scripps. Wherever you are in the process, from career decision-making to applying to graduate school, we are here to help you make decisions that you feel good about.

Career Counseling

Some students know exactly what they want to do after college, but most don't. Career counseling can help you consider your skills, interests, values, and personal history as you explore specific fields and industries. CP&R believes you need to know who you are and what's important to you before choosing which path might work best for you. Schedule an appointment with a career counselor at any time to get started. The only thing you need to bring is you.

Draft a Plan...

With the self-knowledge provided by career counseling you can think about your major and about which industries or careers you might want to explore. Initial research and (lots of) networking can help you evaluate if opportunities will be a good fit for you.

...and Be Flexible

Attend events on campus and connect with guest speakers to ask for their advice. You never know when a chance encounter may lead to an opportunity to learn a new skill, get insider information, or even a referral. Once you have a sense of what you want, you can seek out settings that make it likely for you to meet people with similar interests and goals.

Schedule an appointment with a career counselor on Handshake today or stop by CP&R if you have questions about the assessment process.

<https://scripps.joinhandshake.com/edu/appointments/new>

Exploration Through Assessments

If you feel overwhelmed with where to start, a career assessment may help. To be clear, no test can tell you what you should do with your life - you are far too complex to be captured in a few reports. However, career assessment tools can be helpful in guiding you through the exploration process. CP&R begins the assessment process with a session dedicated to learning about the most important piece of your career search: You.

Learning how to identify and articulate the intersection of your personality, interests, strengths, and values is a crucial piece not only of your own growth, but the internship and job search as well. You have to know yourself before you can identify your career targets; assessments can help you hone this process.

You'll work with your counselor to identify the assessments that would be most beneficial, whether it's the **Myers-Briggs Type Indicator**, the **Strong Interest Inventory** or the **Clifton Strengths**. Each looks only at a particular dimension of who you are, but when used together the results can help you identify next steps to move your career journey forward.

Connecting Majors To Careers

While choosing a major is one of the most important academic decisions you'll make in college, it isn't likely to be the most important career decision you'll make. Your academic life is just one part of yourself—your values, activities, interests and skills. These, combined with your liberal arts degree, will prepare you broadly for positions you don't even know you want yet.

A Major Does Not Dictate a Career

While some jobs or internships seem to require students to have a specific major, many graduates also find jobs that are not closely related to their college major. So what do employers look for instead? According to a survey by the National Association of Colleges and Employers, employers look for problem-solving skills, the ability to work in a team, communication skills, leadership and a strong work ethic; skills that Scripps students learn in every major.

What's arguably most important about choosing a major is choosing a subject you enjoy studying, with faculty you enjoy learning alongside, and something you'll look forward to researching in-depth for your senior thesis.

Research Majors Before You Declare

- Review the description and required coursework for majors in the Scripps College Catalog (there are over 65!).
- Speak with your academic advisor and other faculty members about their departments.
- Sample courses in areas of interest.
- Look through a few books listed in course syllabi; does the content help you grow in ways that you want to grow?
- Talk to other students about the major they have selected.
- Review books in the Linking Majors to Careers section of CP&R's library.
- Use your Scripps network (p. 9) to see the career paths of alumnae with your 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.

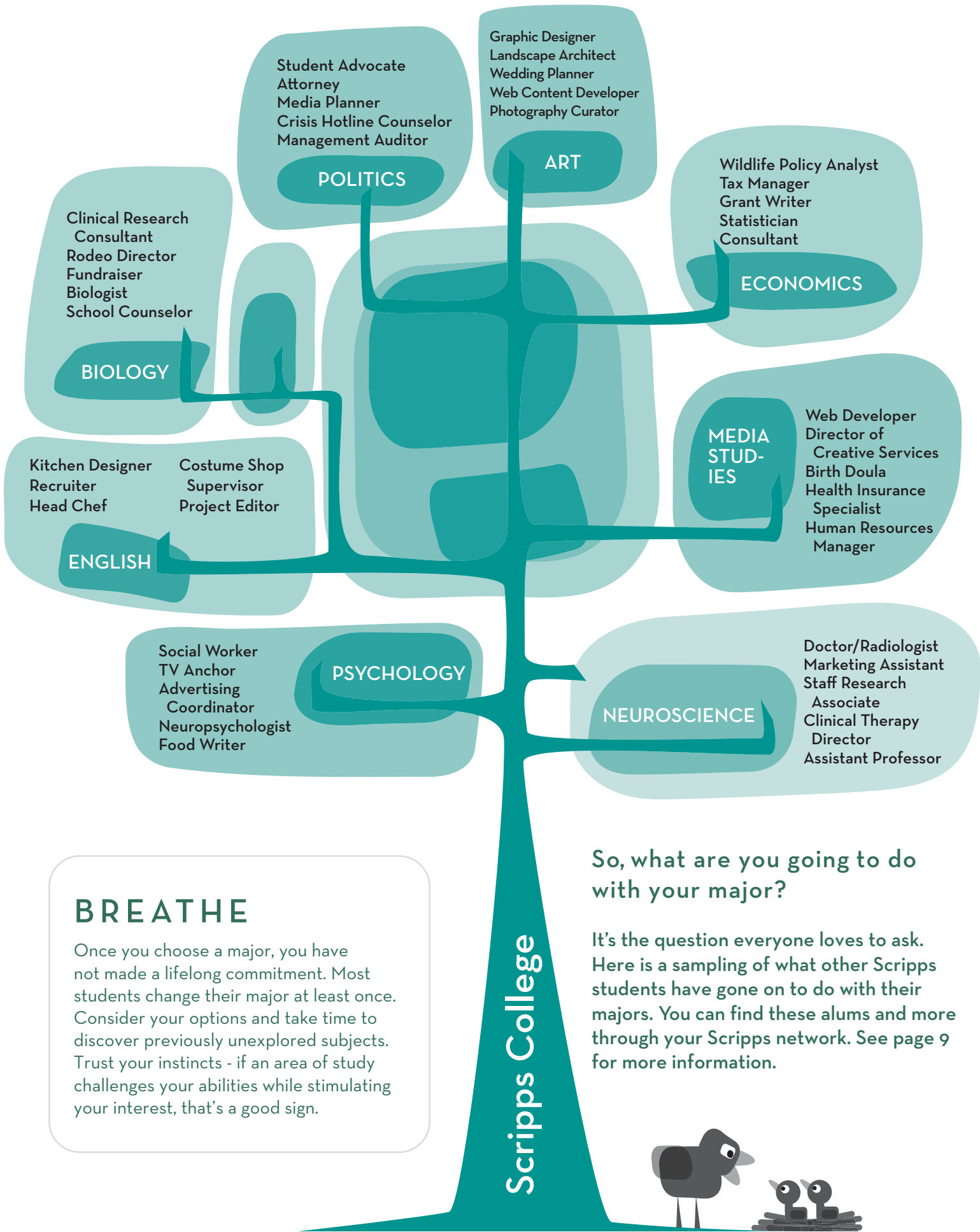


Valérie C. Whitacre '08
Philosophical Studies in
Art History
Self-designed Major

Business Development Manager,
Hamiltons Gallery

One of the best pieces of advice my father passed along was to pick my major by the quality of the professor. I found that my Scripps professors appreciated working with me on the juxtaposition of subjects as I created my self-designed major in philosophical studies in art history.

After graduation I was beyond grateful for the opportunity to receive the Gabrielle Jungels-Winkler's '72 scholarship to attend The Courtauld Institute of Art for graduate school; it changed the course of my life. The MA program allowed me to refine my understanding of photography and the contemporary art market. My Scripps courses and experiences pushed me to think more strategically about the future of my field. Industries evolve, often requiring new skillsets and the merger of interdisciplinary ideas. It is important to be able to adapt, even if one's passion is based on the more eternal aspects of the creative sphere.



Four Year Timeline

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

FIRST-YEAR GET STARTED

Attend your
CP&R orientation

Explore majors and utilize
**What Can I Do With this
Major?**

Search campus jobs on
Handshake

Meet a Career Counselor
Create or update your
resume

SOPHOMORE EXPLORE OPTIONS

Update your Handshake Profile

Apply for summer internships

Apply for an internship grant

Learn about national fellowships
and awards

Attend employer information
sessions

Explore career assessments with a
CP&R counselor

Make a LinkedIn profile

Build relationships with alums and
ask about their careers



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.

JUNIOR EVALUATE CHOICES

- Visit 5C career fairs
- Discuss grad school interests with faculty
- Schedule a mock interview
- Apply for a CP&R Career Exploration Trek
- Are you studying Abroad? Meet CP&R via Zoom
- Interview alums about their careers
- Make a LinkedIn profile
- No plan? Make a career counseling appointment

SENIOR PUT IT TOGETHER

- Apply for jobs
- Apply to graduate school
- Negotiate job offers
- Apply for fellowships
- Share your post-Scripps plans with CP&R

Graduate & Celebrate



NO MATTER WHAT

- Attend CP&R events regularly.
- Check out Olive Grove. Ask members about their careers.
- Search Handshake for jobs, internships, and events.

Working on Campus

As a Scripps student, you have the opportunity to work on campus or at the other Claremont colleges during your undergraduate experience. Use the tips below to search for departments looking for students to fill openings. Feel free to set up an appointment with a CP&R counselor if you would like support looking for a part-time job not affiliated with the College.

Handshake

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

Use Handshake 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 Handshake on the CP&R page or by bookmarking this site directly in a browser: <https://scripps.joinhandshake.com>.
2. Log in using your network login information.
3. Click Jobs on the top navigation menu and then select On-Campus.
4. Click on job titles to see details and instructions on how to apply.

Career Courier

Check your Scripps email every Sunday for upcoming events and recent job and internship listings in CP&R's weekly e-newsletter.

Campus Departments

Departments at The Claremont Colleges post many positions in Handshake. If there's a specific department you would like to work for, contact the department directly and inquire about available positions.

Many positions on campus require application materials, which may include a resume and cover letter. Some positions also require an interview. CP&R can help you with all aspects of the application process.



Olivia Truesdale '21, CP&R and Writing Center Student Employee

As a student employee at Career Planning and Resources and the Writing Center, I cherished the opportunity to work closely with Scripps staff, faculty, and students. I felt much more connected to the community as a student employee and enjoyed the opportunity to represent student voices in campus offices and to help classmates when they came to CP&R or the Writing Center. One benefit of working an on-campus job is that it gives you insight into what resources are available to students on campus. I found that I made better use of those resources once I knew of them; for example, I hadn't gone to the Writing Center before I started working there as a junior, but after starting I visited often because I had learned how helpful the staff are and what they can do. The training for both my CP&R and Writing Center roles also boosted my knowledge and made me a stronger job applicant and writer!

- Olivia

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

Your Scripps Network

One of our goals in CP&R is to help you leverage Scripps connections to further develop your Scripps College community network. Alums, parents, and friends care passionately about supporting you in your career goals, and collectively they can help connect you to the myriad of opportunities ahead.

Olive Grove

Olive Grove is Scripps College's official online community! As a Scripps College student, you have direct access to alums, families, and friends of the College both near and across the globe to help you flourish through lifelong, purposeful connections.

Olive Grove allows you to connect with potential mentors to refine your goals, gain career insight, and build a lasting network of mutual support. You will also have access to job & internship opportunities through Olive Grove. Explore Resources tab to find additional resources such as some of our recorded workshops and panels.

LinkedIn

The search filters on LinkedIn are useful for networking with Scripps alums.

- From your homepage, click the search box and then select "People" from the drop down menu.
- Select "All Filters" and choose Scripps College in the "Schools" filter.
- Type "Scripps College" into the search box to find our school page and choose the "Alumni" tab to explore the career paths of thousands of alums.

LinkedIn groups may also be helpful; there are dozens related to Scripps including the Scripps College Alumnae Association group. Facebook also has many private groups for Scripps alumnae by geographic region; ask about these during your informational interviews with alumnae.

CP&R can help you build your LinkedIn profile and make the most of this free online resource. See the Personal Branding section on page 12 to get started.



Sienna Hinshelwood '22

History Major and Spanish, Latin American, And Caribbean Literatures & Cultures Minor

Networking has been invaluable in my career exploration. While talking to people seemed easy to me, talking to people about jobs and my aspirations would be nerve-racking. CP&R's tools were helpful because I could adapt email formats and sample questions to ensure I was on the right track and set a professional tone.

It helps me remember that if they've agreed to talk to me, the person I'm networking with wants to be helpful, and this is doubly so for Scripps alums. Expanding my Scripps network always felt lower pressure because we could connect about our mutual experiences. Building that comfort helped me reach out to strangers, which has massively supported my exploration of historic preservation careers.

The power of networking became clear to me my senior year when a Scripps alum I found on Olive Grove connected me to her friend, who connected me to her boss, who gave me so much valuable information about her experience and field. She even already knew my supervisors for my upcoming internship, which I'd found because of a different interview! Once in my internship, I could put to use all the knowledge I'd gained from my informational interviews to speak to a bunch of the organization's staff and dig into what I wanted to find out.

Thanks to CP&R's tools, I've become comfortable with networking, and it continues to aid me as I explore the world of post-grad possibilities.

Networking

You already have a network—your faculty, former supervisors, friends, and family. As a Scripps student you also have access to the Scripps College and Claremont Colleges networks. Networking is probably something you do daily. It’s about building relationships, asking for help, and figuring out what you might offer in return.

Know and Build Your Network

Olive Grove is an online community that will help grow your network, provide mentorship, answer leadership questions and strengthen your Scripps roots. Olive Grove offers unique search filters to help find alums that share similar interest and values and have indicated a willingness to help. LinkedIn is another networking tool where you can search for alums by city, major, industry, company and skills.

Initiate the Conversation

Once you find people with whom you’d like to build a relationship, you have to start the conversation. **Informational interviews are strategic conversations with people who have the kind of experience you want to learn about. You can ask about their career, industry, education, or where they live, depending on what you want to know.** We know this can seem daunting, so we’ve included a sample email below. Be clear, brief, and respectful. Resist the temptation to ask all of your questions right away; you’ll have time if they agree to meet and it will feel less overwhelming to the recipient (which means they are more likely to respond).

Email in 4 Easy Steps:

- 1. Explain how you know or found the person.** Think about how you’d feel to get an email from someone you didn’t know; they need some context.
- 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.** Offer to meet in person. If not, offer to talk over phone or email – whatever is most convenient for them (not you!).

Write a Professional Networking Request for Informational Interview

To: amy.alumna@email.com	Cc Bcc
Subject: Question from a Scripps Student	
Dear Amy, Hello from Scripps College! I’m a junior here, and I see from your LinkedIn profile that you’re working as a chemist at GlaxoSmithKline. 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. We can talk in whatever way works best for you--phone, Zoom or email. Thanks so much for your time; I’m looking forward to connecting with you soon. Sincerely, Sarah Jones (909) 555 -1234 sjones@scrippscollege.edu	

Networking CONTINUED

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.
- Add them on LinkedIn to stay connected. You might learn about other shared interests.
- 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.
- Be receptive to feedback. Listen carefully to their critiques and suggestions.
- Periodically check in, as appropriate, update them about your progress.
- Add them as a connection on LinkedIn.

What Questions Do I Ask?

A few different types of questions will help you make the most of your conversation:

- Questions that help you decide if the field would be a good fit. *What is the work/life balance like for most people in this field? Is most of your work done independently or part of a team? What has surprised you about your role?*
- Questions to help you decide if the company/grad school is a good fit: *Can you describe the culture?*
- Questions that will lead you to further action; you want to leave the conversation with a to-do list. *What other resources should I use to explore this field? What are the best websites for internships/jobs in this field?*

Follow-Up Thank You

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 you 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.	
Sincerely, Sarah Jones (909) 555-1234 sjones@scrippscollege.edu	



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

Personal Branding

Your personal brand is your story. It's how you market yourself. 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.

"The question is no longer IF you have a personal brand, but if you choose to guide and cultivate the brand" (*Forbes*, Aug 2014). Your brand is ever evolving; the things that your professors, peers, and supervisors say about you all contribute to it. Use these steps to develop your online brand.

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.

87% of hiring managers will use LinkedIn to vet candidates before an interview (*Jobvite Recruiting Survey, 2016*). 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 bio to reflect your personal brand.

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 you to write about your personal brand and network with others.

1. Write a thoughtful headline. It 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 Media Production*.
2. Spend quality time writing your summary section. This is your chance to introduce yourself and your goals.
3. Always send personalized invitations. Remind people of how you know them.
4. Join Groups. Groups are a useful feature for finding individuals with whom to conduct informational interviews.
5. After meeting with a professional, immediately add them on LinkedIn. When you meet an interesting alumna or a recruiter, invite them to connect and thank them for speaking with you.

Emerging Professionals Program

The Emerging Professionals Program (EPP) allows students the chance to identify their unique strengths, clarify professional goals, practice professionalism and build their network, without competing with coursework. Over the course of the program, EPP cohorts work to identify their strengths, explore career options, hone essential internship and job search skills, and clearly articulate their post-graduate aspirations. Each year over 30 members of the Scripps community of alumnae, parents, and employers provide personalized coaching, virtually and in-person, to guide EPP students to develop their unique career narrative. Visit the EPP page at inside.scrippscollege.edu/cpr to learn more and view a sample schedule.

Program Outline

DAY 1 Self Assessment

- Myers Brings Type Indicator
- CliftonStrengths
- Strong Interest Inventory

DAY 2 Career Exploration

- Career Values
- Recent Graduate Panel

DAY 3 Personal Branding

- Occupational Research
- Job Search Strategies
- LinkedIn
- Interview Prep

DAY 4 Practice with Professionals

- Interview Practice with Recruiters
- Networking Practice & Mixer
- Professional Goal Setting
- Student Presentations



The 2019 EPP Cohort



Jaicel Ortega '18
Emerging Professionals Program 2018

The Emerging Professionals Program helped me clarify my career goals/next steps by providing a space to vocalize and reflect on my passions and expectations for my future. With the pressures of being a student it seems there is scarcely time for reflection or to focus on developing professionalism - EPP provided that space. The Emerging Professionals Program has gifted me with confidence, knowledge, and concrete skills. This program has left a big impact on me and the way I will give back to the Scripps Community in the future.



Emily Khouw '20
Emerging Professionals Program 2019

EPP challenged me to redefine what my career goals are, helped me feel confident in who I am, where I can thrive and what I am passionate about. The program helped me clarify the next steps by providing career assessments for self-discovery, challenging me to think critically about my strengths, my work values, and personal brand, and to tackle networking, interviews, and presentation skills in a brave space. With the help of alumnae and recruiters we were able to improve all our job search materials (resume, cover letter, LinkedIn profile) in a way that reflected our authentic selves.

Researching Careers

The first step in searching for an internship or job is to identify what you want. This includes both the type of workplace you want to be a part of, the industry, and the individual specific tasks you want to do. Occupational research will help you find a position that is a good fit for your values, skills, interests, and personality.

Thoroughly researching careers will involve: 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.

Handshake is a shared 7C resource for you to find jobs, internships, on-campus jobs, and career resources. Schedule appointments online and easily update your career interests.

Olive Grove is a searchable database of Scripps alums, staff/faculty, & friends of the college. See the networking section of this guide to learn how to make the most of this resource.

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

Firsthand provides excellent industry guides, company rankings and research, career path guides and internship listings. Examples of guides include: communication jobs, consulting jobs, computer software jobs, graduate school and more. Flip through industry-specific guides and browse a career advice blog.

Access Firsthand from Handshake's resources section to start your search.

Employer and alumnae events happen throughout the year. Attend information sessions, career panels, networking events, and other special CP&R programs. Join lectures sponsored by departments around campus and ask questions about the guest's career. Find a list of ongoing events happening across the colleges under the "Events" tab in Handshake.

LinkedIn allows you to follow companies you may be interested in, connect with professionals around the world who have expertise in your prospective field, and join conversations in groups relevant to your interests. Join the Scripps College Alumnae Association group for direct access to nearly 2,400 Scripps College alums 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 is the entry-level salary range?
- What are positives and negatives about this career?

Financial Support for Unpaid Internships and Other Projects

Summer Internship Grants

The Scripps College Internship Grant program, made possible through donor generosity, provides financial support to students pursuing unpaid summer internships. Application deadlines are in the spring semester.

FMI: Career Planning & Resources.

Linda R. Scott Travel 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 provides transportation funds for students commuting to unpaid internships during the academic year.

FMI: Career Planning & Resources

Esterly Awards

The Virginia Judy Esterly awards are granted to students who combine the qualities of good scholarship, effective service, 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

Johnson Summer Student Research Grants

Scripps awards 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

Mellon Interdisciplinary Humanities Summer Fellowships

These competitive fellowships support faculty-mentored interdisciplinary research.

FMI: Associate Dean of Faculty

W.M. Keck Summer Research Fellowships

Each summer many Scripps students pursue research and internships through the funding options made possible by W.M. Keck Science Department. Apply early in the spring semester.

FMI: www.kecksci.claremont.edu/Research

We Act Grants

We Act Grants provide opportunities for students to execute a self-designed project with the goal to transform knowledge, passion, and ideas into action; demonstrate creative and effective problem-solving; create partnership(s) in the public or private sector; and produce outcomes that make a positive impact. FMI: Laspa Center for Leadership

Other Campus Awards

FMI about the following three awards visit <https://www.scrippscollege.edu/academics/scripps-fellowships-and-scholarships>.

Bekki Lee Memorial Endowed Scholarship:

This scholarship honors a student who has made significant efforts to enhance the Scripps community with up to \$6,000 in loan and/or grant replacement.

Samella Lewis Scholarship: This scholarship honors a junior or senior African-American student who demonstrates excellence in character, leadership, and responsibility with up to \$4,500 in loan replacement. Applications are due in January.

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

The **Motley, SAS, and Dean of Students** may also distribute funding for senior thesis research, conferences, and other enriching experiences. Contact each to learn more.

Finding an Internship

Internships are an increasingly essential element of a college student's career development. An internship is a short-term position where students can 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 industry do you want to explore?
- When will you intern? (e.g. Fall, Spring, Summer?)
- Will you have transportation?
- Where do you want to work? Live?
- How much money do you need to make?
- Can you combine an unpaid internship with a part-time job?

Ways to Search

Handshake

- Search for internships by keyword, industry, location, and other relevant filters.
- Under Events, register for and attend on-campus recruiting events with employers.

Idealist

- Find opportunities with nonprofit organizations.

LinkedIn and Glassdoor

- Search for internships by keyword, industry, location, and more.

GoinGlobal (access via Resources in Handshake)

- Click Internships to search for positions at home and abroad

Networking

- Conduct informational interviews with Scripps alums, professors, and professionals of interest in the industry (and city) you would like to intern (see pages 9-11).
- Directly contact employers of interest.

Part-time, summer, and temporary jobs can also provide fantastic experience.



Samantha Simon '17
Organizational Studies

Junior Account Executive
Allied Global Marketing

Throughout the spring of my sophomore year at Scripps, I was a nervous wreck applying for internships, especially because the field I wanted to work in, entertainment, was notoriously competitive. I was worried that everyone would be more experienced than me and that I had nothing to contribute. When I finally got that first yes, I was thrilled! That internship introduced me to my next internship, which Scripps supported with an Internship Grant, and after graduation, the organization hired me. Now I am on the team that hires interns (I've even hired Scripps students!) and it's a meaningful experience to actualize the power of networking.

I have two pieces of advice that stemmed from my experiences: first is that it only takes one yes to take you down your career path and get you started. Second, while some relative experience will always be necessary, those who hire interns often prioritize passion. The company I work for took a chance on me with no prior film work—now it's my chance to do the same. Whatever kind of internship you want, remember that you don't have to be the reigning expert in that field—we know you're just getting started and trying new things. If you can show that truly you want to be there and are willing to do whatever is necessary to succeed in that position, you have a much higher chance of getting hired.

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

How to Conduct 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 Handshake
for opportunities.



Target your
resume and
cover letter.



Research funding
for unpaid
internships.



Network to get
insider
information and
find leads.



Apply to internships.
Keep going until you
accept one.



Prepare for
the interview.



Accept an offer
and celebrate!

Finding a Job

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xr f qj wuj hj x1fsi ywfhp ~tz wuvl vjxx1ryhfs gj htr j r tvj r fsflj fgj 3

1. Identify Your Goals

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yt hqf vnk~ | nfy ~tzâjv xnt t ysl kt v3

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- ✓ Hqf vnk~ ynj y-uj tk | tvp ~tzâjv q tprsl kt vUfvy2/m j DKz q2/m j D
- ✓ Htr uqj y q-zsxvj tk | nfy ~tz | fsyDXhmj i qj fs fuutrsy j sy | nymHU+W3

2. Do Your Research

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fvj q tprsl kt vfsi qj fvs yt i j r tsxyvj nt | ~tzwxprq fsi j }uj vj shj r j j ynj rvsj j x3

Action Items:

- ✓ Vj xj fvamHtr ufsnj x?Vj {nj | ynj rvj j gxryj 1j {f qfyrtsx ts l qxxi ttvâtr 1sj | xfvynhj x1
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- ✓ Htsi zhy Nsktw fyrtsfq Nsj vjnj | xtwj yzu f d g xnf i t | | nymfqr x4htsyfhyx rs ynj kj q 3
-Xj j Sj y| tvprsl ufl j 63
- ✓ Xj fvamQspj i Nsktwj tuq rs ynj utxrytsx ~tz | fsyfsi qj fvs fgtzyyj xprqj yx ynj ~
utxj xx3 -Xj j ^tzvXhvaux Sj y| tvp ufl j >3
- ✓ Zxj ynj vjxtzvuj xf {frf gqj rs ynj HU+Waqvfvw3

3. Prepare Your Materials

Action Items:

- ✓ Zui fyj ~tzvujxjr j fsi ht {j vj yj vmm nh mysl xprq vj qj i yt ~tzwd g fsi rsi zxyw
yfvj yx3 -Xj j Vj xzr j xfsi Ht {j vj yj vx ufl j x 852973
- ✓ Yfrq w-tzvQspj i Nsktwj yt vj kj hyyj d g4rsi zxyw ~tz | fsyjt gj rs1rshq i rsl pj ~| tvwx
fsi xprq i j xvj g~ ynj j r uq-j vfsi rsi zxyvj xtkrsj vjxyt j sxvj ~tz htr j zu rs ynj rv
xj fvam3
-Xj j Qspj i N yux ts ufl j x> fsi 63
- ✓ Hqj fs zu ~tzvxt hrf q j i r f Xj fvam-tzvuj q tsqsj fsi rfpj xzvj ~tzvfhhtzsyxfvj
uvtkj xrtsfqfsi 4twfi qxy ~tzvuvf h~ xj yrsi x3

4. Discover (and Continue Building) Your Network

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pst | | nfy ~tzâjv q tprsl kt v3

Action Items:

- ✓ Vj {nj | Bsj y| tvprsl âts ufl j x 6263
- ✓ Xnf vj ~tzwl tfq fsi d g xj fvamt gq hyj x rs f xnt vyr j xfl j yt ~tzvhtsyfhyx3
- ✓ Vj fhmtzyyt Xhvaux fqr xfsi kfr r qj xyt xj yzu rsktw fyrtsfqrsj vjnj | x3-Xj j ~tzv
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sj y| tvp ufl j >3
- ✓ Ot rs uvtkj xrtsfqfxt hrf yrt sx kt vrsi zxyvj xtkrsj vjxyfsi fyj si sj y| tvprsl j {j syx3
-F xpfgtzyxyzi j syr j r gj vxmu vjnj xlxhmt q vxmumx1tw t q syj j vt uut vyzsryj x3
- ✓ Ot rs Xhvaux l vzxuts Kfhj gt t p@j l rtsfq vzxut kj s uvri zhj d g qj fi x3

Finding a Job

5. Use Scripps Resources

Use the resources listed below to help you find a job.

Action Items:

- ✓ Use the resources listed below to help you find a job.
- ✓ Update your resume and cover letter.
- ✓ Apply for jobs that interest you.
- ✓ Prepare for interviews.

6. Manage Expectations

Set realistic expectations for your job search process.

Action Items:

- ✓ Research the job market and the industry you are interested in.
- ✓ Network with professionals in your field.
- ✓ Be patient and persistent in your job search.
- ✓ Stay positive and take breaks when needed.

7. Stay Positive and Take Breaks

Stay motivated and take breaks during your job search.



Use the resources listed below to help you find a job. Update your resume and cover letter. Apply for jobs that interest you. Prepare for interviews.

Sign up for appointments online. Use the resources listed below to help you find a job. Update your resume and cover letter. Apply for jobs that interest you. Prepare for interviews.

Update your career interests. Use the resources listed below to help you find a job. Update your resume and cover letter. Apply for jobs that interest you. Prepare for interviews.

Use search filters. Use the resources listed below to help you find a job. Update your resume and cover letter. Apply for jobs that interest you. Prepare for interviews.

Fill out your profile. Use the resources listed below to help you find a job. Update your resume and cover letter. Apply for jobs that interest you. Prepare for interviews.

Researching Employers

For most people it's not enough to find a great position; ideally, you also want to 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.

Employer research can have different starting points including geographic area or industry. Prepare for an upcoming interview with in-depth research. CP&R recommends starting with these resources.

Handshake

As the universal job board for the Claremont Colleges, Handshake should be your go-to resource for job and internship listings. There are also over 19,000 employer profiles posted in the system. Search by keyword, location, employer size, or industry.

LinkedIn

Explore detailed employer profiles and discover connections within your existing network.

Firsthand

Firsthand provides company rankings and reviews using specific criteria in their employer research and career guides sections. CP&R covers the cost of this resource for all students; access via Resources in Handshake.

Idealist

Search over 128,000 nonprofits by area of focus and geography; includes volunteer opportunities.

GoinGlobal

GoinGlobal is the market leader in helping job seekers of all nationalities fast track their career explorations both at home and abroad.

Glassdoor

Read company reviews written anonymously by employees; also includes salary information.

Research Tips

Once you have started a list of interesting employers, visit each company's website to read their mission, learn about their products or services, and familiarize yourself with the types of positions they hire.

Follow trusted news articles to learn more about a company's activity and reputation.

Search Olive Grove for alums working at employers you are considering and conduct informational interviews to get firsthand information. (See Networking page 10.)

Find Job/Internship Openings

Most of the resources on the left list jobs and internships. We also recommend using resources like the below.

- Career Contessa
- Power to Fly
- Remote.co
- IMDiversity

Find a more comprehensive list for your search in the Resources section of Handshake.



Interviewing

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Preparing for an interview

Know the organization. Ljyyt pst | ynj r rxxrts fsi hzqzvj tkymj jr uq-j wā twj wyt fwrhzcj | m- -tzā gj f kry3xfw | nmyyj htr ufs~ | j gxryj 1 fsszf qvj ut vxy1uvvj vx vjg fjx x1fsi sj | xfvryhij x3lk ym j fā | x1fwfsl j rskt w fyrtsf qrsj vlrj | x | nym ht syfhyx rs ynj twf srēfyts twsi zxyw yt gj fvs r tvj 3yā rs j {j wt sj ā gj xyrsj vjxyt mf {j f ltti kryktwymj vrg 3

Know the role. Xhtzwyj dg i j xhvayts (*it's your cheat sheet for anticipating interview questions!*) fsi r fpj xzvj -tz zsi j vxyfsi ynj pst | gj i j 1 xprāxfsi fgrāyj xxtzl myg- ynj mvasl r fsf l j v3

Know yourself. R fs~ fuuqnf syxi tsāyuj si j stzl mym j ymsprsl ymvtzl mnt | ynj ~fvj f kryktwymj utxryts 3Vj r jr gj v3-tzwd g fxf fuuqnf syx yt htssj hyyj i tyxktwymj jr uq-j wā fsi -tz hfs tsq- i t nfyrik -tzā j xuj syxtr j ym j vjkg hysl ts | nfy -tz nfy j yt tkj v3xuj si xtr j ym j l j sj vrysl htshvj j }fr uq xts ynj xyt w gfsp | tvpxnj j yts ynj sj }yuf l j yt ntsj -tz wxyt vj 3

Know your questions. \ nfyvzj xyrt sx i t -tz nfy {j fgtzyyj twf srēfyts l utxryts twrsj vlrj | uvrhj xDlktw ji vj xyrt sx stytsq- i jr tsxyvry rsj vjxyfsi uvrhj -tzā j i tsj -tzw ntr j | tvp- | mhm m uvjxxj xjr uq-j wā 1gzyr tvj m utvfy syq- 1 ynj ~ nj qū -tz hfvk- rk -tz fvj f kryktwymj vrg 3Vj kvrs kvtr vj xyrt sx nfy hfs j fxā- gj fsx | j vji { nfy ynj | j gxryj 1 twsvzrvj xvjdfyj i yt xdfw tvwg sj kryx zsyraf s tkj wfx gj j s r fi j 3

Know logistics. \ nj vj rx ynj rsj vlrj | DMt | qsl | rāpydf xyDMt | r fs- u j tugj -fsi | nt. | rā- tz gj rsj vlrj | rsl | nym DF vj ynj vj fs~ xuj hrkthx -tz sj j i yt pst | fgtzynt | yt l j ynj vj 1ufvā twfhhj xx ynj gzrā rsl Dlx tpf- yt rsvzrvj fsi | rāpyj qū r nfy f j -tz wfs }nj y- ynj i f- tkyt mf {j f hā f w zsi j vxyfsi rsl tk | nfy yt j }uj hyi zvasl -tzw rsj vlrj | 3

Typical Questions

- 1 Tell me about yourself and why you are interested in this role.
- 2 What are your greatest strengths and weaknesses?
- 2 How do you stay organized?
- 2 Tell me about a time...
- 2 Out of all the candidates, why should we hire you?
- 2 What are your salary expectations?
- 2 Do you have any questions for us?

* See Salary Negotiation pages 28-29

ILLEGAL QUESTIONS

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\ nj s fs jr uq-j j twt | sj wtkymj htr ufs- htr r ryx xzhmfs tkj sxj 1ryvj kj hyx ut tvā ts ynj twf srēfyts fsi -tz sj j i yt ymspxj vā zxc- | nj ynj w-tz | fsyyt | tvp ynj vj 3Htr j yf qy HU+Wxyf kkrk -tz j sht zsyj vymx fsi | j āpyj qū -tz ymsp ymvtzl m-tzw uyt sx 3

Interviewing CONTINUED

Creating Your Story Bank Using the STAR Method

As a candidate you will need to convince the employer that you are capable of taking on the responsibilities of the position. This task will be much easier if you provide relevant, concrete examples that demonstrate your knowledge, skills or abilities to an employer. You may not know what questions are coming your way in an interview, but you can be intentional about the story you tell to help an employer say “Yes! Hire that candidate!” The worksheet below will help you organize your thoughts, create a relevant narrative, and connect your experience to the employers’ needs.

1. Make a list of the top 5-7 skills that are emphasized in the job posting (or relevant to the employer) and list these in the far left column of your spreadsheet. Remember, this is why research is your first step!
2. Next, identify at least two stories that demonstrate your ability to use that skill.
3. Following the STAR method, describe your story giving **Situational** context, the **Task** that needed to be completed, the **Action** that you took, and the final **Result**. Don’t gloss over results - this is what the employer cares most about.
4. You may draw from many different job, internship, academic, volunteer, and extracurricular experiences when creating your story bank.

Skills	Situation/Task	Action	Result
Time Management	“As a senior, I had to balance my course load, my thesis, and my responsibilities as an Community Coordinator...”	“I managed these competing deadlines in a few ways: I met with my advisor about my thesis timeline, I got a new planner...”	“I got my thesis proposal in on time, held my 3.8 GPA, and...”
Problem Solving			
Adaptability	“My club struggled to gain members during the pandemic and remote learning...”	“I met with our board to brainstorm new strategies to engage our peers, such as...”	“We were able to successfully plan new virtual events and gained 20 members...”

Practice, Practice, Practice!

There’s no getting around it, interviews can be anxiety-provoking. Once you’ve done your research and prepared your story/responses, the best thing you can do is practice - yes, *out loud* - in the mirror, to a friend, or better yet, make an appointment for a **mock interview with CP&R** where you’ll get real-time feedback and develop strategies for improvement. You’ve made it this far, schedule some time to ensure you put your best foot forward.

Interviewing CONTINUED

Day of the Interview Checklist

- ✓ Dress for success - select attire appropriate for the industry. See pages 24-25.
- ✓ Assemble what you'll bring to the interview, which may include: padfolio, copies of your resumes, pen, business cards.
- ✓ Plan your route and check traffic, train schedules etc.
- ✓ Plan to arrive 30 minutes early to give yourself time for mishaps; don't check in until 5 minutes before your interview.

Mind Your Manners

It should go without saying, but be kind to everyone you encounter during your interview. Building and grounds staff, receptionists, those you encounter in the parking lot or elevator, all could become part of the impression you make to an employer.

Greet your interviewer in a sincere and friendly manner and introduce yourself with a firm handshake. Sit up straight, maintain good eye contact and speak in a clear, even tone to convey self-confidence. Try to avoid fidgeting with your hands, touching your hair or adjusting your attire frequently.

Multiple Interviews/Interviewers

You may meet with 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 that 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, not just the person who asked the question.

Want to Dig Deeper? Visit the interviews page at inside.scrippscollege.edu/cpr or schedule an appointment with a CP&R counselor online via Handshake today.

Questions to Ask the Employer

Asking intelligent questions at the end of your interview demonstrates interest, reflects the depth of your research, and can set you apart from other applicants. Sample questions include:

- What kind of projects might I expect during the first six months of the job?
- How do you measure success?
- How would you describe the culture of the team/department I would work in?
- How would you describe my supervisor's management style?

A good final question is one that clarifies the next steps in the interview or hiring process. This will give you a sense of their timeline and help manage your expectations.

After the Interview

Send your thank you email to your recruiter the same day of your interview, referencing specific highlights you enjoyed and underscoring skills or experiences which uniquely qualify you for the position. (See example on page 27.)

If you are not contacted within the specific period of time after the interview, it is customary to follow up to inquire about the timeline and express your continued interest in the role.

In addition to celebrating the aspects of the interview that went well, it is important to reflect on opportunities for improvement. Take some time immediately following your interview to jot some highs and lows and what (if anything) you'd do differently.

Celebrate! Interviews are hard work and no matter the outcome you gained valuable experience through the interview. If you want to process the interview, make an appointment with a CP&R counselor.

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.

NOTE

Wherever you fall in the gender spectrum, choose clothing that will be both appropriate for the field and comfortable for you.



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

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

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

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

Make sure your skirt is an appropriate length when you sit and stand; close to the knee is a safe bet.

While pumps can work, nice flats and open-toe shoes can be appropriate, too.



WHO?

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

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.

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. Some settings will allow for much more casual attire than this; do your research to see what is appropriate for your industry/area.

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

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.

Follow-up Correspondence

Sending a thank you following your interview is an absolute must. Follow-up correspondence is 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.

Reflection

Immediately following the interview, consider:

- Who you met. Review business cards for proper spelling and titles.
- What the job entails
- Why you can do the job
- Aspects of the interview that went well.
- Anything that didn't go well
- The agreed-upon next step

Draft a Follow-up Email

Email a personalized message to the principal interviewer to thank them for the conversation and reaffirm your interest (see sample). Do not delay, particularly if the recruiting timeline is tight and you know a decision will be made soon. Ideally, your note should be sent within 24 hours of your interview.

Whenever possible, mention the names of those you met in the interview. We recommend sending customized notes to each person who interviewed you, using titles such as Dr. unless you have been specifically told to be less formal.

Have someone else proofread your note and ensure the accuracy of names and titles.

Make Five Points Clear in Your Correspondence:

1. You paid attention.
2. You are excited about the job and can do it.
3. You have strong communication skills.
4. You correct any potentially negative impressions or clear up confusing issues that surfaced during the interview, if necessary.
5. You appreciate the interviewer's time.

Checking In

If you do not hear anything after a week or two, which is quite normal, call your primary contact and say something like, "It was a pleasure to interview with you last week. I'm 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 Follow-up Email

New Message ↗ ✕

To: julie.brown@elmtreepress.com Cc Bcc

Subject: Thank You for Today's Interview





Dear Julie Brown, **A**

Thank you for the opportunity to meet with you and your team today to discuss the Communications Editor position at Elm Tree Press. It was a pleasure to see your beautiful new downtown office space and exciting to hear about the books that will be released this holiday season. **B**

I left the interview even more excited for the position than I was when I walked in. My networking management position at the Motley Coffeehouse and senior thesis project have prepared me for the detail-oriented communication and research required in the communications editor position. It would be an honor to be a part of a team that is not only dedicated to exploring new media formats, but to empowering girls and young women. **C**

Please let me know if there are any additional materials that you need from me moving forward. **D**

Sincerely,
Alexis Johnson
(909) 621-1234 **E**

SEND **A**  **+**   

- A Generally speaking, you'll want to use first and last name to address your new connection.
- B Include the position title and company name.
- C Remind them you can do the job.
- D Show your enthusiasm for the position.
- E Include your phone number, ensuring your voicemail is set up should they need to leave you a message.

Salary Negotiation

The average woman is still paid 80 cents for every dollar a man is paid, with women of color making significantly less. Upsetting? We think so. Salary negotiation is a normal (and expected) part of the job search process. Advocate for what you're worth with the right research and practice.

Researching Salaries and Benefits

The first step of salary negotiation is to educate yourself on average salary ranges for the position(s) you are considering in your cities of interest. Online resources like those listed below can benchmark salary and compensation packages for free. Find the job title and description that aligns most closely to the role you're applying for and review the salary ranges. This provides a good starting point for your target salary range.

www.salary.com
www.glassdoor.com
www.payscale.com
www.paycheckcity.com

Create a Realistic Budget

While your expenses can't be used as a negotiation tactic, knowing your monthly budget will help you set your minimum acceptable salary (what you need to make to pay your bills each month). Consider monthly housing, transportation, food, health, student loans, and other costs to get started. The Laspa Center for Leadership offers basic budgeting workshops each semester as part of the Financial Literacy Program.

Identify Your Target Salary Range

Your target salary is based on the value you bring as a candidate, so be prepared to justify how your knowledge, skills, and abilities warrant your target amount. Use your target salary as the base number during negotiations. This gives the employer space to come down while remaining within a range you're excited about. CP&R can help with your strategy.

Know the Timing

Leave the salary discussion until after the position has been offered, but sometimes it comes up before then.

On an application: Write "negotiable." If that isn't possible, provide your target salary range.

During an interview: Let the employer know your primary goal is to determine whether you are a good match for the position and that you would be happy to discuss salary once an offer has been made. If pressed, provide the salary range you discovered in your research and avoid specifics until an offer has been made.

After a verbal offer: Express your excitement and ask for a few days to consider the offer even if you know you intend to accept. Use this time to review your research again. The negotiation begins when you call back.

The Linda Davis Taylor
FINANCIAL LITERACY PROGRAM
SCRIPPS COLLEGE

Understanding how money works puts us in a better position to affect change in society. The Financial Literacy Program, offered through the Laspa Center for Leadership, gives students a fundamental understanding of personal finance through interactive workshops on:

- Basic budgeting
- Banking and credit
- Paychecks and taxes
- Investments
- Salary negotiation

Salary Negotiation CONTINUED

Tips and Strategies

Show gratitude: Share your excitement about the offer and think about salary negotiation as working with your potential employer to achieve a mutual goal.

Don't get personal: Salary negotiation is based on your qualifications, not your financial need. The case you build must be rooted in your unique education, skills, training, or experience.

Consider your priorities: A compensation package includes salary and benefits. Consider what is most important to you. Health insurance? Vacation? Stock options? If the employer cannot budge on base salary, there may be other perks that help you say yes. Ask about relocation expenses, 401k contributions, gym membership, or continuing education. Don't forget the importance of company culture.

Anticipate employer needs: Your negotiation is based on your competitive market skills. Describe how your experience and qualifications will benefit the organization. Why should they pay you more than the average going salary for this position? Prepare concrete examples and confidently assert them.

Aim high, but be realistic: If the starting salary range is \$40-50,000, don't demand \$65,000. Be reasonable and fair, and always fall back on your research.

Know when to walk away: Have a bottom line in mind and be willing to walk away if an employer seems unfair or unreasonable. This attitude could provide insight into management or company culture, and it may not be a place you want to work.

Get it in writing: Ask to have anything that you and your new employer agree upon included in your offer letter

How Do I Say It?!

Practicing the statements below using your own language to increase your comfort level and keep you from sounding scripted.

I'm very excited about this role and believe I'd bring a lot to the department. Could we revisit my base compensation?

I am grateful for your offer and confident in my ability to contribute to your team. Based on my research, the industry average for similar positions in this area is between "X" and "Y". Can we explore a starting salary in the range of "A" to "B."

The hardest part of salary negotiation is making your ask and then remaining quiet while they respond. Jesse Klekamp '12, a recruiter for SpaceX, recommends, "State your case succinctly but firmly, then bite your tongue, count to ten..." Wait for a response.

Prepare for different outcomes. They might accept your proposal, they may need time to consider it, or they may say no. CP&R can help you practice different scenarios.



CP&R staff have been trained by the American Association of University Women as facilitators of the Start Smart workshop, designed to help college students learn about the gender wage gap and take personal action by learning and practicing negotiation skills.

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. Need practice? Participate in CP&R's annual Resume Refresh in the fall and get resume feedback from CP&R during weekly drop-in and office hours.

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 career counseling, and let us help design a tailored 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 left shows the first steps of a resume 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 align with the 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 gleans your unique qualities and experiences, but don't force it. Work with CP&R on creating section titles that work for you. Additional section titles might include "Research Experience" or "Leadership."

Industry-Specific Resume Tips

While all resumes should be tailored to the specific position you're applying for, different fields or industries look for specific skills and experiences. Below are tips from industry professionals about what to include in those resumes.

Education

Highlight familiarity with the student population you're hoping to work with and your ability to help people work towards goals, like student learning objectives.

Finance, Consulting, and Accounting

Specify experience with data, general ledgers, and expense reports. Use industry-specific terminology. Identify related coursework and include your GPA on a 4.0 scale.

Fine Arts

Highlight specific projects and exhibits and include relevant links. Prepare a formal portfolio. Identify any personal interest in a particular subject or medium.

Health/Medicine

Include volunteering experiences as well as information about the populations you've served, e.g. older adults, minoritized teens, individuals with disabilities.

Law/Government

Include relevant coursework, clinics, and volunteer work that demonstrate your commitment to public interest/law. Mention any connection to politicians, advocacy groups, or civil service.

Marketing/Design

Include technology that you're familiar with, e.g. Photoshop or MailChimp. For design resumes it's especially important to be visually compelling, but still include the necessary experience.

Media/Entertainment

Include names of other organizations you collaborated with in your role. Provide links to your blog, portfolio, or relevant social media platforms to showcase your professional brand.

Nonprofit

Include information that connects you to the mission of the organization, which may include volunteering, student club membership, etc.

Performing Arts

List all previous gigs, adding project names, characters you played, company name, and director. Include union affiliations, agent information, and name drop—mention instructors and other notable people or companies you've worked with. For performance roles, include general body info like height, weight, eye, and hair color, etc. Consider segmenting your resume by genre if applicable, e.g. Theater, Film, TV.

Science

List every single lab or technical skill or programming language that you know as well as your level of familiarity with each.

Tech (Technical Position)

Include technical certifications and experience with hardware, networking/protocols, and web and database applications. Add a specific projects section and provide relevant links to showcase your work. List your technical skills by name.

CP&R thanks the many alums, recruiters, and friends of the College who contributed their expertise to this section.

Action Words

Action words help bring your accomplishments to life in both your resumes and cover letters. These words are strong, descriptive verbs that highlight the impact that you had in your roles. Use the list below to get started.

GENERAL

accomplished
achieved
adapted
advanced
collected
conserved
demonstrated
developed
established
expanded
founded
improved
increased
led
managed
monitored
overhauled
prioritized
produced
reduced
resolved
restored
spearheaded
supported
tailored
traveled
updated
upgraded
utilized

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

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

FINANCIAL

adjusted
allocated
appraised
audited
balanced
budgeted
calculated
conserved
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
orchestrated
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
persuaded
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
standardized
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.

Accomplishment Statement Formula:

Strong Action Verb + Your Task and Responsibility + Results or Purpose

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	Overcome 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%

Accomplishment Statements CONTINUED

Writing effective accomplishment statements that will get the attention of an employer is one of the most time-consuming parts of resume writing. What do employers want to see? According to the National Association of Colleges and Employers, the following are four of the top skills that all employers look for when hiring candidates:

1. Ability to make decisions and solve problems.
2. Ability to verbally communicate with persons inside and outside the organization.
3. Ability to obtain/process information.
4. Ability to plan, organize, and prioritize work.

With the tips from the previous page, use this sample as a way to walk you through the process. Take a few minutes to think about settings where you used one of these skills and create an accomplishment statement for it. Remember that these statements will also help you prepare for interviews.

Skill: *Solving problems.*

Situation (Where did this happen?): *When I worked as a barista, the cups were placed by the register in a location where they were likely to get accidentally knocked over onto the floor.*

Action (What did you do?): *I moved the cups to a location that was just as convenient, but much less likely to get knocked over.*

Result: *In their new location, the cups fell much less frequently.*

How did this make an impact? *When the cups were knocked over, the line would get interrupted because the cashier had to scramble to pick everything up. With the cups in their new location we looked professional (instead of scrambling), and the line moved more quickly so we were able to get customers their drinks in a more timely fashion. Also, whenever cups touched the floor we had to throw them away. We threw away a lot of cups, which went against our institutional value of sustainability. The new location led to less waste.*

Quantify it (Help your reader understand the scope of your situation/action/problem.): *On an average day we were wasting about 15% of our cups.*

FINAL ACCOMPLISHMENT STATEMENT Implemented changes at the register to increase efficiency and reduce cup waste to 5%, furthering the Motley's goal of sustainability. Maintained prompt professionalism, serving drinks quickly and accurately.



Greer Grenley '06
English and French Studies
Dual Major

Former Hiring Coordinator/Recruiter, Zipwhip

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, 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.

Sample Starter Resume

Kayla 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.

KAYLA GRAFF
Kayla.Graff@gmail.com
(909) 607-1234

Current Address
Claremont, CA 91711

Permanent Address
James River, WA 98105

EDUCATION

Scripps College, Claremont, CA
Bachelor of Arts in American Studies
Expected May 2023

Central High School, James River, WA
June 2019

EXPERIENCE

Library Assistant
Honold Special Collections, Claremont, CA
Aug 2019 – Present

- Assisted patrons in researching, locating, and photocopying rare Special Collections materials
- Supported staff in efficiently shelving, processing new books, and archival/cataloging projects

Community Garden Intern
Russell Farms, James River, WA
May - July 2019

- Constructed garden beds, planted and harvested crops
- Designed new receptacle that increased composting capacity by 50%

Recreation Leader
James River YMCA, James River, WA
June - Aug 2018

- Enforced rules and regulations of facilities to maintain discipline and ensure safety
- Explained principles, techniques, and safety procedures to participants in recreational activities and demonstrated use of materials and equipment

Super Scooper
Rose Villa Ice Cream, Applerey, WA
Seasonal, 2016 – 2019

- Served ice cream at busy recreation center with exceptional customer service and attention to detail
- Balanced receipts and payments in cash registers

AWARDS AND RECOGNITION

Varsity Tennis, Central High School, MVP 2019
James River Mayor's 2018 Community Service Award for organizing coastal clean-up day that removed over 500 pounds of trash and recyclables.

SKILLS

Beginner Mandarin
Proficient in Microsoft Office Suite

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

Use your home address to your advantage if you're going to be searching for opportunities in that area, but it isn't necessary to list both a 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 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 file name, for example: graff.kayla.resume.pdf

Sample Experienced Student Resume

Emma’s resume is tailored for a position in Politics, but could also be used in situations where she does not have enough direct skills to create a targeted resume. An untailored resume may also be helpful for networking purposes.

A Use “Education” as your first section. State your degree with major and/or minor and your expected date of graduation. Consider including:

- 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 on pages 33-34 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.

EMMA NUÑEZ

Claremont, CA 91711 • Enunez@gmail.com • (909) 607-1234

EDUCATION

Scripps College, Claremont, CA

Bachelor of Arts in Anthropology, French minor

- Cumulative GPA 3.82; Dean’s List, Spring 2019 – current
- Relevant Coursework: Political Anthropology, Medical Anthropology and Global Health, Refugees, Migrants and Citizenship, Contemporary Issues in Gender and Islam

Expected May 2022

American University Center of Provence, Marseille, France

August 2020 – December 2020

- French coursework in intercultural communication, humanitarian aid, urban studies
- Volunteer internship with local NGO visiting elderly persons

RELATED EXPERIENCE

Student Representative, Scripps College Board of Trustees, Claremont CA

January 2021 – present

- Represented student body on Buildings and Grounds and Educational Policy committees
- Voiced student opinion on housing, student facilities resources, and departmental reviews

Cultivating Dreams: the Prison Garden Project, Chino, CA

August 2019 – present

- Worked with students and inmates every weekend at an organic vegetable garden at the California Institute for Women

Junior Fellow, Scripps Humanities Institute, Claremont, CA

Spring 2020

- Aided in hosting 10 invited scholars for speaker series “Muslim Women, Contemporary Realities”
- Completed and presented research project: “The Negative Portrayal of Passionate Love in Islamic Discourse”

Political Fellow, Grassroots Initiative, San Francisco, CA

Summer 2019

- Assisted in candidate recruitment and implemented self-designed outreach strategies in underrepresented communities
- Prepared and assembled candidate packets, guiding first-time candidates through the election process
- Demonstrated initiative by forming a partnership between Grassroots Initiative and San Francisco Young Democrats
- Recruited 20+ volunteers to assist with weekend community enrichment service projects quarterly

Office Assistant, Scripps Office of Admissions, Claremont, CA

August 2018 – May 2019

- Greet prospective students and families at front desk, answered phones, assisted secretary
- Assist in preparing mailings, tour guiding, and event hosting

SKILLS & AWARDS

Languages: Fluent written and spoken French

Computer: Microsoft Office, basic statistical analysis, academic research databases, both Mac and PC

Awards: James E. Scripps Scholar (four-year scholarship for half tuition), Jumpstart Volunteer of the Year

CVs & Science Resumes

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

CV Sections

1. **Education:** Include your degree with major. Include related course titles for advanced labs or courses applicable to the area in which you're applying. Indicate if the class had a lab.
2. **Research Experience:** Include details like date, location, project, and supervisor/advisor, along with brief description of general techniques used.
3. **Teaching Experience:** This can include tutoring or classroom assistance.
4. **Publications:** Provide a full reference, identifying work still in progress or submitted. Bold your name within the list of authors.
5. **Presentations:** Italicize abstract titles for presentations you gave, and include the year in parentheses. Indicate if the presentation was a poster or oral presentation.
6. **Research Techniques:** Distinguish between "Very Familiar" 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. **Other Experiences:** Briefly describe other work or volunteer experience.
8. **Honors and Awards:** Identify scholarships and academic achievements.
9. **References:** If requested, provide references on a separate page from the resume. Identify a maximum of 3 professors or research supervisors. Include name, department, institution, and contact information.



Thanks to Professors Jennifer Armstrong and Nancy Williams 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. Draw attention to the work you did in high school. You can mention 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 PDF attachments. A PDF also ensures that your formatting survives the journey through cyberspace intact. Remember to include your last name in the file names.

Sample Science Resume

BRIANNA FRANKLIN

Claremont, CA 91711 • 909-607-1234 • brifranklin@gmail.com

Education

Scripps College, Claremont, CA Expected 5/2021
Bachelor of Arts in Biology, GPA 3.89
• Related coursework includes: Biochemistry, Cellular Biology with lab, Computer Science, Genetics, Genomics, Molecular Biology with lab, Organic Chemistry with lab
American University, Aix en Provence, France (semester abroad) Fall 2019

Research Experience

Independent Researcher, Scripps College, Keck Science Department, Claremont, CA 9/2020-Present
• Senior thesis: "The effect of membrane fluidity on the Unfolded Protein Response in *Saccharomyces Cerevisiae* under BHT, BHT, and BPA stress." Collaborated with Professor Edwalds-Gilbert
• Designed experiments and analyzed data for an oral presentation, poster presentation, and written thesis
Research Assistant, REU, Boyce Thomson Institute, Cornell University, Ithaca, NY Summer 2019
• "Transcription Factor ATML1 is needed for giant cell patterning on the *Arabidopsis sepal*"
• Performed experiments to construct a traceable gene and map the cell differentiation pathway
• Presented at the Plant Genome Research Program Undergraduate Research Symposium at Boyce Thomson

Publications and Presentations

- Edwalds-Gilbert, G. Newhart, D.B, **Franklin, B.**, Smith, P.B., Macaroon, Y.M. The effect of membrane fluidity on the Unfolded Protein Response in *Saccaromyxetales cerevisiae* under BHT, BHT, and BPA stress (in progress)
- Franklin, B. "The enzyme CPD photolyase is required for DNA damage repair in *E. coli*." Sigma Xi Poster Presentation. (2017)
- Franklin, B. "Mapping of Genes Associated with Regulation of DNA Repair in *Escherichia coli*." Cornell Summer Research Symposium. (2015)

Teaching Experience

Teaching Assistant, Scripps College Academy, Claremont, CA Summer 2020
• Collaborate with PI to develop a semester-long curriculum to introduce 7 high achieving underrepresented high school students to an inorganic synthesis lab environment as a part of the Math and Science Scholars program
• Independently lead weekly discussions and reactions with high school students while teaching proper lab and safety technique
• Support high school students in the development of their final presentation
Tutor, Scripps College, Claremont, CA Spring 2020
• Create individualized lesson plans to guide up to four undergraduate students a semester in one-on-one weekly tutoring sessions
• Demonstrate superior understanding of techniques and present difficult material in ways to best suit each undergraduate students' learning style

Research Techniques

Very Familiar: PCR, DNA cloning techniques, Western Blot, DNA and protein isolation, Microarray Analysis
Somewhat Familiar: Microscopy, Primer Design, Southern Blots

Honors and Awards

- Dean's List, Scripps College, Fall 2019-Present
- Outstanding Senior Student, Montebello High School, 5/2017
- National Finalist, Siemens Competition for High School Math, Science & Technology, 3/2017

Additional Experience

- Clinical Care Extender Program, Queen of the Valley Hospital, West Covina, CA
- Lifeguard, Los Angeles County Department of Recreation, Los Angeles, CA

See more sample resumes in the Resume Book on CP&R's website.

How to Read a Position Description

The job or internship description is the most important piece of information that you need to target your application materials. Carefully analyze the description to learn about the company and what they are looking for so that you can best articulate how you are a match for their needs.

Boodl

Social Media Manager – Position Number 3286

A

B

The Company

Boodl is a millennial focused media company and one of the top 10 publishers on Facebook, with 1.6 billion monthly views. We are seeking a hard-working, eager-to-learn, and creative Social Media Manager to launch and manage two Instagram accounts for our brand partnerships. This is a great opportunity to grow your social media experience at a growing media start-up in lifestyle verticals including cooking, DIY, home décor, baby & parenting and beauty. You'll be part of a fast-paced, fun and creative company.

The Opportunity

The Social Media Manager will launch, grow, and manage two Instagram accounts for our brand partnerships, as well as define and execute the social strategy for the brand, create content, copy, campaigns, and community management. This position will also drive the development of timely, dynamic, unique, and interactive social content that tells stories and compels action and develop seasonal strategies that acquire new customers/followers, engage current customers, generate site traffic, increase conversion, and complement overall marketing objectives.

The Qualifications

Successful candidates will have a bachelor's in marketing or related field and at least 2 years of results-driven social media management experience, social media monitoring, content creation and relationship building. Applicants must also have experience launching and growing Instagram accounts and experience managing social media to bring strategy and campaigns to life. You should be comfortable managing multiple projects with excellent prioritization and problem solving abilities, as well as experienced analyzing data, reporting insights. Strong verbal, written, and analytical skills are a must.

E

- A Note 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, 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 recruiter's name is not listed, then you can address the cover letter to "Dear Hiring Manager". Try to contact the organization for more information before doing this.

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.

Social Media Manager Top 5:

- Written/verbal communication
- Project management
- Social media management
- Organizational skills
- Data analytics

Sample Targeted Resume

By using section headings that group her experiences together, Sydney has created a targeted resume. Her accomplishment statements should now identify specific skills that correlate with the position description on page 38.

SYDNEY JACKSON
rose3286@scrippscollege.edu
999-555-1234
Pasadena, CA 91107

education



Bachelor of Arts in Media Studies, minor in Economics Expected May 2021
Thesis: Virtual Reality: The rise of augmented reality and impact on social media strategy

related experience

Brand Ambassador (Remote)

"You Had Me at Woof"

May 2018 – Present

- Create content, curate photos, and cultivate engagement with international following of dog lovers that is on brand, uplifting, and visually appealing
- Design online marketing materials including Instagram posts, Tweets, and Facebook updates on the company brand
- Report back to marketing coordinator with data/metrics for all social media posts

Media and Social Networking Intern

Antiquat, Fruitland, CA

May 2020 – August 2020

- Oversaw creation of all blog content including photography, editing, copywriting, & posting
- Curated user-generated content and formatted accordingly for social media purposes
- Performed market research to develop brand identity; tracked analytics to monitor growth

Community Manager Intern

Modularis, Sunnyville, CA

May 2019 – August 2020

- Launched daily/weekly marketing campaigns on Facebook community pages to increase engagement and growth across all social media channels & blogs
- Maintained social media & blog editorial calendar and helped create, schedule and post content across all social media platforms (Instagram, Facebook, YouTube, Pinterest, Blog)
- Evaluate data/metrics for all social media posts to ensure high engagement across all social media content

Outreach Intern

Scripps Communities of Resources and Empowerment (SCORE)

August 2017 – May 2018

- Promoted social justice and diversity related events and programs for the office.
 - Managed all social media accounts including Instagram and Facebook; Increased followers by 10%
- Provided administrative support including answering phones, responding to emails, and providing excellent customer service to visitors

activities and service

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

skills

- Proficient with Microsoft Office, Wordpress, Blogger, Canva, Adobe Illustrator, basic web design and social media; familiar with research databases
- Intermediate Spanish

A Use "Education" as your first section until you have 5 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 Sydney has done with her "related 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". 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?

How to Write a Cover Letter

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.

After thoroughly researching an organization, use the suggestions below in drafting your cover letter, and then have someone proofread it for content and grammar. Save a copy for yourself. The cover letter is your first opportunity to tell the employer why you're interested in joining their team specifically, what's compelling about their mission, vision, projects, etc.

LOOK SHARP

Use a professional business letter format with the same header and font as your resume.

Tell a story that showcases your passion and skill set. Don't simply repeat your resume.

Carefully check spelling, grammar, and typing.

Enlist others to help proofread. Family, friends, faculty, and CP&R staff.

Combine your letter and resume into a single PDF when submitting them electronically.

Use a file name that makes sense to the employer, e.g. Rhonda Johnson Internship Application.



Bert Rivera

**Employer and Job Developer Specialist,
California State University, Long Beach.
Former City Year Recruitment Director**

In my years as a professional (four as a recruiter) I've seen a number of cover letters. These are my top two tips for writing a solid one:

Do your research - Take time to really understand the role and company before writing it. What are they looking for? What's needed to be successful? Research yourself as well. What are your relevant skills and experiences for the role? Make a clear connection for why you have what they need.

Create a tailored cover letter for each position you apply to - Don't use a generic letter; that's a quick way to get it tossed. Use your research to share your specific skills connect the dots for them so they'll be eager to bring you in to learn more.

Demonstrate enthusiasm - Make sure the organization knows you are excited about what they do and the prospect of joining their team.

Sample Cover Letter

Warning! Employers can receive hundreds of resumes a day for a single opening and can easily spot generic letters. Make sure your cover letter is tailored, explaining how your skills are a fit for the role and why you're excited about the position.

SYDNEY JACKSON
rose3286@scrippscollege.edu
999-555-1234
Pasadena, CA 91107

October 28, 2021

Sarah Anderson
Human Resources Manager
Boodl
1234 Main Street, Suite
705 San Francisco, CA
94016

Dear Sarah Anderson,

As a regular follower of Boodl since 2017, I was thrilled to find the Social Media Manager opening on your website. After speaking to Jennifer Simpson about her experience interning in your marketing department last summer, I knew I had to apply. As a Media Studies major at Scripps College, I see social media not only as a way to connect with others, but also as a powerful marketing platform with the potential to reach customers from every corner of the world. I am excited to apply my extensive experience in content curation and my academic preparation at Boodl.

My experience with "You Had Me at Woof," an e-retail and dog-loving lifestyle website, aligns with the qualifications you seek. As a brand ambassador since 2018, I have curated their Instagram account creating original content that has driven traffic to the website and increased brand awareness. I am especially proud of my strategy for using 2019's "Take Your Dog to Work Day" as a way to increase user-generated content (UGC) by launching a contest for the best "Boss Dog." My strategy resulted in a spike in views, likes, and sustained growth over a 90-day period. To quote Woof's CEO, "Sydney humanized our content in a way we had not yet seen." My internships with Antiquat and Modularis gave me experience managing multiple social media accounts, and in both roles I demonstrated creativity and resourcefulness through both content creation and the introduction of periodic account take overs by community partners which resulted in increased site traffic and bolstered mutually beneficial brand awareness for all parties. The skillsets I have developed will allow me to successfully manage social media strategy for Boodl.

I will complete my B.A. in Media Studies with a minor in Economics from Scripps College in May 2021. My interdisciplinary studies have given me a keen appreciation of market forces and media trends, as well as an understanding of the strong communication and analytical skills necessary to succeed in this role. In addition to a rigorous course load I have participated in co-curricular leadership and on campus jobs throughout college. Boodl's fast-paced, fun, and creative workplace strongly aligns with my values of hard work and positivity. I look forward to discussing the position in further detail and would welcome the opportunity for an interview. Thank you for your time and consideration.

Sincerely,

Sydney Jackson

Sydney Jackson

Enclosure

- A Use the same header as on your resume, including your contact information.
- B Address your letter to the hiring manager or recruiter and include their full name, Google them to identify pronouns. Call the organization to inquire who that person is, and if you are still unable to identify the appropriate person, use "Dear Hiring Committee."
- 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 15% of Scripps graduates go right to graduate school after graduation, but the majority enter graduate or professional school within five years of graduating. Graduate studies require a large investment of your time and energy. Here are a few things to consider.

Is Graduate School Right for You?

As you consider your professional goals it's important to consider a few questions. Can you articulate your goals and reasons for pursuing a graduate degree? Is an advanced degree required? Does your intended field require a few years of work experience before entering a degree program?

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.

Applying to Graduate School

Applying to graduate school is similar to applying for college, just more specialized. Most programs require a standardized entrance exam, an essay detailing why you want to pursue an advanced degree, and letters of recommendation from trusted professors and previous supervisors. If you are applying to a PhD program, you will also be expected to clearly articulate your research interests, how your research aligns with faculty research, and which faculty you would like to work with and why.

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.



Elise Ferree

Professorial Lecturer of Biology,
Graduate School Advisor,
Keck Science Department

When students are interested in going to graduate school I ask them what job they ultimately are seeking. Once you identify short or long-term career goals, you can then begin to assess what education or training you need to reach them. Looking at job ads is one quick way to determine the current educational requirements for particular types of careers, as well as any specific skills that are needed or valued.

I normally recommend that students participate in research or an internship at a graduate-degree granting university for at least one summer before they apply to graduate school. While your Scripps education is highly valuable, there are many differences between a small liberal arts college and the large universities at which many graduates go on to study. Working with both the faculty that advise graduate students and alongside the students themselves will give you important insights into what graduate school is like.

As a final point, keep in mind that the relationship you will have with your faculty advisor while in graduate school is longer and more intense than interactions you have with your undergraduate professors. In some fields you will identify an advisor before applying while in others you will find an advisor after enrolling. In either case, that person should be someone that you will enjoy working with over several years.

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. For example, 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)

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.

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.

Professional School Advisors

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

Susie Fang

Pre-Health Advisor
sfang@kecksci.claremont.edu

Elise Feree

Professorial Lecturer of Biology,
Graduate School Advisor,
Keck Science Department
eferee@kecksci.claremont.edu

Marlee Rangel

Assistant Director, CP&R/Pre-Law Liaison
mrangel@scrippscollege.edu

Shaafi Farooqi

Career Counselor, CP&R/Pre-Health Liaison
sfarooqi@scrippscollege.edu

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.

Getting Started

Your criteria in researching graduate schools should include things like cost, location, length of program, or reputation within a given field. Reach out to faculty, admission representatives, current graduate students and professionals in your field of study to gain a better sense of how each program fits your goals.

Another resource is the experience of people who have gone before you. Scripps students have access to thousands of alums and friends of the College through LinkedIn or Olive Grove. Don't be afraid to reach out to people who have graduate degrees and learn from their experience.

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.

CP&RLIBRARY RESOURCES

The CP&R library contains directories such as "Is Graduate School Really for You?," "The Whos, Whats, Hows, and Whys Pursuing a Master's or Ph.D.," and "Hooded: A Black Girl's Guide to Ph.D The Personal MBA 201th Anniversary Edition" with information about graduate programs in many areas of study. It also has resources for fellowships and internships. Visit CP&R to check out these resources.

Scripps Students Get Accepted

Here are just a few of the schools where Scripps students have studied immediately following their time at Scripps. See a more comprehensive list on the CP&R website and reach out for support with your specific graduate school applications.



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. This timeline will vary per program or field. **Be aware that schools with rolling admissions encourage and act upon early application submissions.**

Spring/Summer

- Research areas of interest, institutions, and programs.
- Register and prepare for appropriate graduate admission tests. Inquire about fee waivers.
- Investigate national scholarships and fellowships.
- Many professional programs require you to register for a national data assembly service and begin your application now.



September

- Finalize your list of target schools, noting their application procedures.
- Take required graduate admission tests, confirming your schools will receive the scores.
- Draft your application essays.
- Ask professors and advisors for letters of recommendation. (See page 48.)



October

- Request official transcripts from all institutions in which you were enrolled.
- Gather feedback on your application essays from faculty, the Writing Center, and CP&R.
- Compute the total application fees needed. Inquire about fee waivers.

November/December

- Revise your application essays.
- Touch base with your letter of recommendation writers.
- Complete applications as appropriate. Be sure they are accurate and free of errors.



January/February

- Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Submission dates depend on state and institution.
- Check with all institutions before the deadline to make sure your file is complete.



Spring

- Visit institutions that accept you.
- Send deposit to institution of choice.
- Notify other colleges and universities of your choice so that they may admit students on their waiting list.
- Send thank-you notes to people who wrote your recommendation letters.
- Tell CP&R about your success!

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 and should address a few key points:

(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 attracts you? 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.**



Lisa Gear '99
Associate Dean for Admissions,
Southwestern Law School

"Creating a well-constructed personal statement is one of the few opportunities a candidate has to allow the reader to comprehensively understand who you are and what value you will bring to the program and institution. If you're having difficulty getting started, sit and reflect on why you want to be in a particular program. Start with free-writing exercises and see which themes rise to the top as those will likely be topics you can connect to the most."

Tip 1: Be ACCURATE

Read through the personal statement prompt and determine what, if anything in particular, is being asked of you. Following directions is the first step in demonstrating you have the seriousness and attention to detail necessary to be a successful student.

Tip 2: Be PERSONAL

Write in the 1st person and write sincerely. This is your story to tell and if done correctly, it will detail why you should be given the opportunity to attend the school. As long as you are following instructions, tell the reader who you are, how you would contribute to the school community, and why you would be a great fit for the school. If you have tangible examples of assets of the school that have resonated with you, feel free to mention them within your statement.

Tip 3: Be CONFIDENT

Utilize the personal statement to showcase your strengths and to make yourself SHINE! Don't feel the need to come up with a "sob" story to grab the attention of the reader. Your story might elaborate on your challenges and hardship, but can be one of accomplishment and recognition as well.

Tip 4: Be IMPACTFUL

No one else's story will be quite like yours. Avoid quotes from famous philosophers, world leaders, poets, etc. Those quotes are often used improperly, can be a pet peeve for many readers, and are not your own thoughts!

Tip 5: Be METICULOUS

Nothing messes up an otherwise good personal statement like poor grammar or silly mistakes. Proofread your statement multiple times before you submit it.

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.

Unless otherwise stated, 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 who 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.



Kimberly Drake

Chair, Department of Writing,
Associate Professor

Faculty letters of recommendation (LORs) are necessary for many post-graduate opportunities. Whether the LOR recommends you for graduate school admission, a job, or a fellowship, it delivers the kind of detailed testimony about your professional identity that few people outside of Scripps College can provide. For the best possible LOR, consider the following:

Ask for a LOR from the professor who directed your thesis or worked with you on advanced projects, especially those professors for whom you've done your best work. Knowledge of your work habits and scholarship allows that professor to include the level of detail necessary for a convincing LOR. If you must obtain a LOR from a professor who didn't experience your best scholarship, address that issue at the outset, and provide additional evidence to support a strong recommendation.

Professors tend to run out of time and energy for unexpected tasks as the semester moves along, so ask for a letter at least 6 to 8 weeks in advance of your deadline. Once your professor has agreed, email the following:

1. A resume. **2. A transcript**, or a list of the class(es) and/or projects you completed for that professor, dates, and grades you received; you might also attach descriptions (or copies) of your best paper or presentation. **3. A statement of purpose** (even a draft) discussing your motivation for graduate study. **4. A list of institutions expecting the LOR**, and paper or electronic versions of all required forms (and stamped/addressed envelopes, if the LOR must be mailed). **5. The due date.** In all LOR-related emails, put the due date in the subject line, and send a reminder a week before the letter is due.

Your professors will be rooting for your success, so keep us informed!

Fellowships and Awards

Historically, Scripps students have 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. The associate dean of faculty will typically be the faculty advisor; any exceptions are noted.

Many due dates are in early fall semester. 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:

Bruner Carter Center Sponsorship. This opportunity provides funding for travel and attendance at the Executive Briefing Conference at the Carter Center.

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

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.

Mellon Mays Undergraduate Fellowship. Provides up to two summers and two school years of paid research plus up to \$10,000 in loan repayment for underrepresented students intending to pursue careers as college faculty.

Strauss. A \$10,000 award to pay for the cost of a public service project as well as tuition, fees, books, room and board.

Graduate Opportunities:

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

Napier. A \$12,000 award to graduating seniors for a creative leadership project.

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.

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

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

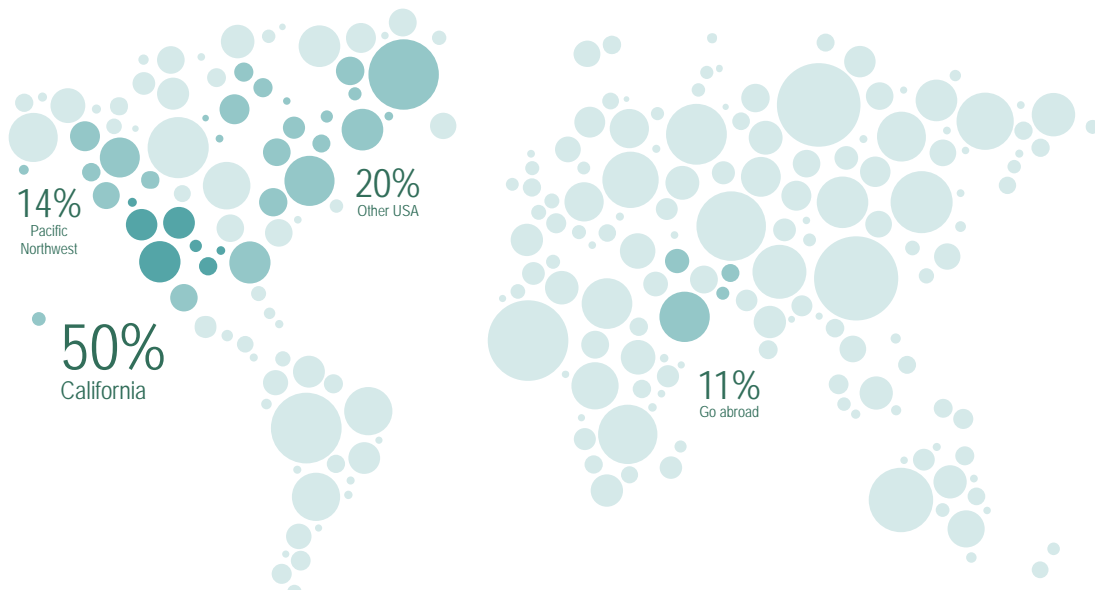


Considering a Gap Year

A Gap Year is an opportunity for students to take time before or after college to gain practical, professional, and personal awareness. While it can take many forms, it's a time to do something different, something beyond graduate school or traditional, full-time employment.

About 9% of Scripps graduates take a gap year following graduation. Typically, a gap year can last anywhere from 6 months up to 2 years. Many graduates who report taking a gap year indicate they plan on doing a few different things during this time. Looking at the last few years of graduates, here's some more detail about where they go and what they do.

Where they go



What people do in their gap year *



Work Outdoors/Farm



Study for grad school entrance exams



Achieve a personal goal



Teach English abroad



Obtain certifications



Nanny/Au pair



Community Service Program



Tourism Work

(*Just a sample. For more specific ideas of programs to consider, visit the Gap Year section of CP&R's website.)

Insights from your Scripps Network



Hannah Pickar '11

DIS Copenhagen, Psychology and Child Development Program Assistant/Intern

After graduation, I spent 13 months working for the study abroad program I attended my junior year. My experience was very much connected to previous professional and academic work at Scripps, and continued to be influential as I made subsequent career and graduate school decisions; as such, my gap year wasn't a "gap" at all. Don't think that a gap year has to be an experience totally disconnected from what you've already done or what you hope to do in the future. You can find amazing short-term job opportunities, perhaps in another country, where you will learn, grow and have a blast (and even get paid for it!).



Jung Fitzpatrick '01

English Tutor, South Korea and Americorps VISTA Program

I applied for an English teaching position in Seoul to immerse myself in the culture of my heritage and to learn the language. I also wanted to see if I could make it on my own out in the world. When I returned to the US, I was undecided as to what exactly I wanted to do next. I wanted to make a difference and I loved photography but was afraid to pursue it. I served two years with AmeriCorps VISTA organizations and it launched my public interest career. Recently, however, I took the leap to pursue my dream of being a photographer. My professional path has not been linear; my "gap year" experiences were not just a way to fill in blanks on the resume, but rather chances to explore, discover and develop other passions, skills and qualities that facilitate success in whatever path I choose.



Susan Zubrick '13

Fulbright (research and teaching), Vienna, Austria

After graduating from Scripps in May 2013, I moved to Vienna, Austria on a combined teaching and research U.S. Student Fulbright Grant. My Fulbright experience was very enlightening, mostly because I realized I did not want to pursue a career in fashion photography, which had been my dream job. After interviewing photographers and designers, I realized the fashion industry was too cutthroat and superficial for me; I didn't want to work in an industry that primarily judges you by your cover. I began working part-time at Fulbright Austria as a Media Intern. I believe this experience helped me land my first job in the U.S. at DocuSign Inc., a rapidly growing digital transaction management tech company based in San Francisco. My two years in Austria were eye-opening and life-changing. I not only realized what I did and did not want to pursue career-wise, I also got married! My husband and I met in Vienna when I was studying abroad my junior year and stayed together throughout my Fulbright experience. He and I now live and work in the Bay Area and we couldn't be happier.

Things to Consider Is my gap year plan affordable? What options do I have for housing? How can I talk about this experience with future employers?

Schedule an appointment with a career counselor to discuss your gap year options!

NOTES



Your resource for jobs, internships, and career events
at The Claremont Colleges.



Career Planning
& Resources