



Job and Internship Search Guide



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Welcome to the Office of Career Services

The Office of Career Services assists students at every stage of their career development. Whether you are selecting a major, exploring occupations, searching for jobs and internships or preparing for graduate school, we can help.

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Location

Joseph B. Platt Campus Center

Contact

909.621.8091

career.hmc.edu

Office Hours

During academic year

Weekdays

8:00 a.m.–5 p.m.

Drop-in hours

Monday–Friday

Times may vary

CAREER PLANNING

Know Yourself

Before you can make informed career decisions, you should reflect on information that will help you evaluate career choices.

Values

What is important to you in a job? Challenging work? Co-workers? Work/life balance?

Skills

What skills do you have? Technical? Analytical? Languages? Research?

Personality

How would you describe your personality? Does working with others energize you? Do you prefer working independently?

Interests

What subjects or activities excite you? Problem solving? Database management? What industry interests you?

Mapping Your Career Trajectory

YEAR				
1	2	3	4	
●				Meet with OCS staff and academic advisor to establish goals
●	●	●		Develop leadership skills through clubs and participation in community engagement
●	●			Evaluate potential majors by talking to other students, faculty and staff
●	●	●	●	Attend professional development seminars
●	●	●	●	Write or update resume and cover letters
●	●	●	●	Meet company recruiters at employer information sessions, tech talks and career fairs
	●	●	●	Participate in company visits
●	●	●		Learn about summer research opportunities or internships through weekly newsletters
●	●	●	●	Prepare for general, technical and case interviews
		●	●	Research graduate school programs and entrance requirements; write personal statements
●	●	●	●	Network with alumni and other professionals
		●	●	Create and maintain a LinkedIn profile
			●	Research salaries to prepare for job offers and negotiations

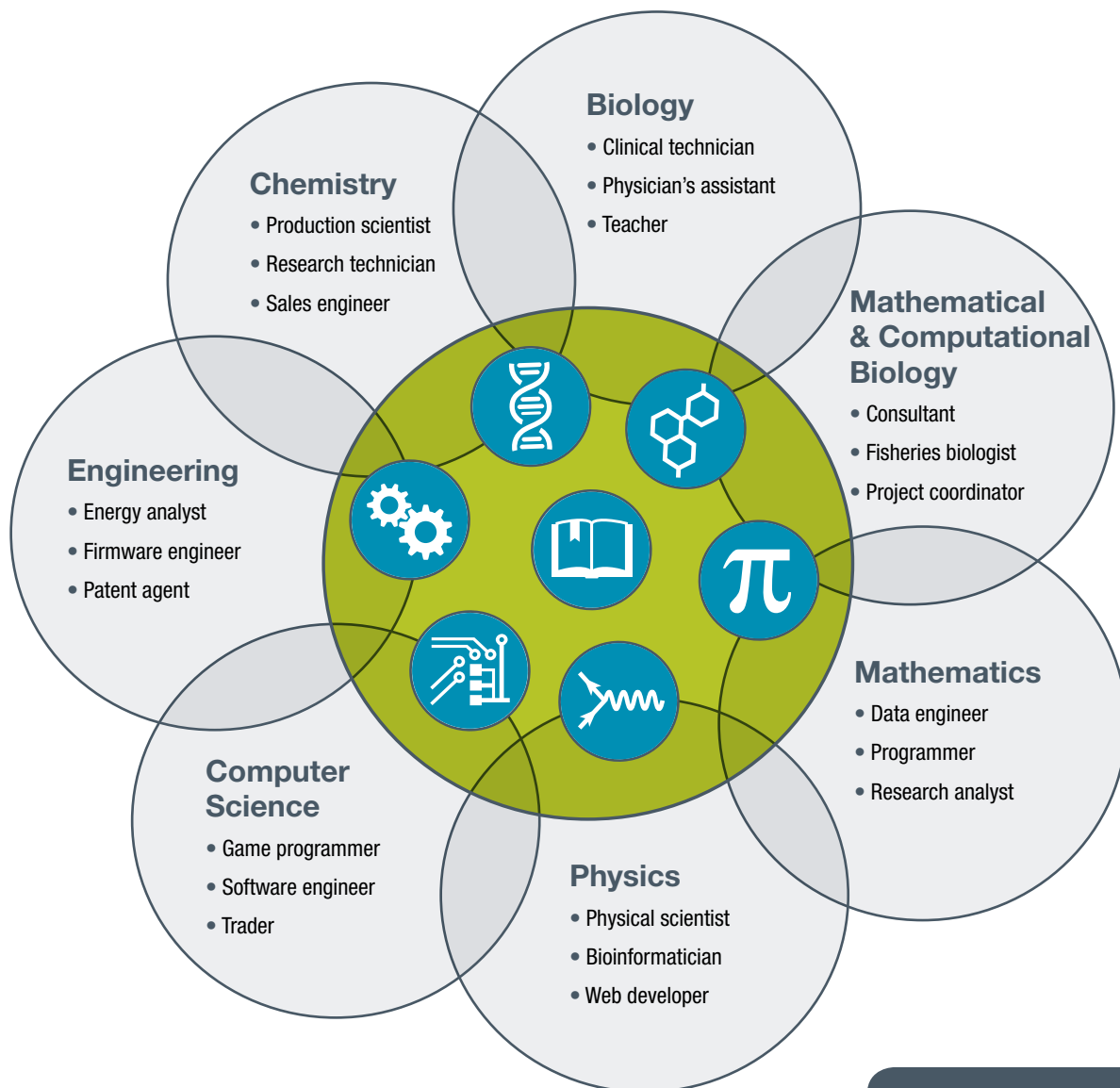
Linking Majors to Careers

While choosing a major is an important decision, it doesn't lock you into a specific job or career. Your HMC degree will prepare you for jobs in the present and the future.

While an HMC major provides you with valuable skills and knowledge, it is only part of what makes you highly employable. Internships, research, Clinic projects and leadership activities are also very helpful.

Once you choose a major, you certainly aren't committed for life. Changing majors or adding electives in another major are common practices in college.

So what have graduates done with their majors?



For more job titles, check the OCS website under **Majors to Careers**.

CREATING YOUR JOB SEARCH TOOLS

Once you have considered possible majors and careers, the next step is preparing the job search tools necessary to apply for research opportunities, internships and jobs.

Resumes

A quality resume is a targeted, one-page summary of your education, skills, experiences and accomplishments. It should help convince the employer that you will be successful in the position.

Writing your first resume can seem overwhelming, but it is worth the effort because it is one of your most persuasive job search tools. Make your resume so engaging that the prospective employer cannot wait to meet you.

Remember, there is no one, correct formula for a resume. You'll need multiple versions as you target different prospective employers. The OCS staff can help you create a powerful resume.

What Is the Purpose of a Resume?

- Enables you to get interviews
- Provides you with an opportunity to make an impression
- Helps emphasize your transferable skills
- Provides a framework for discussion during the interview
- Reminds the interviewer about you after the interview is over and justifies the hiring decision to others

Keep in mind that the average employer takes fewer than 30 seconds to evaluate a resume.



How To Begin

Step 1

Take Stock of Yourself

Develop a list of all the experiences you've had, going back to high school if necessary. This might include jobs, volunteer work, internships, leadership positions, activities or training. Identify special skills or knowledge you gained through these experiences.

Step 2

Identify a Target

Make a list of the positions and/or industries that interest you (e.g., engineering, biological research, financial services), as well as qualifications required for the work you've identified.

Organize your sections as they relate to your job target. Place the most important sections first.

Step 3

Create Sections

Heading – Include your name, address, phone number, email address and personal website (if applicable). Your home address is helpful if you are looking for positions in that area.

Objective – Many employers don't require cover letters, so a well-written objective can be important.

Education – Include degree, major (minor or concentration if applicable), school name, location, anticipated date of graduation and GPA (overall, major, or upper division). This section may also include relevant coursework, study abroad, professional training, special projects, and honors and awards.

Skills – Include technical skills, lab techniques and specialized equipment skills as well as foreign languages.

Experience – Include part-time and full-time jobs, temporary positions, self-employment, Clinic, research, internships, volunteer or community service. Stress accomplishments by carefully selecting action verbs and phrases.

Extracurricular Activities/Community Service – List your involvement in clubs, organizations, committees, sports, community service and professional associations. Emphasize those activities in which you utilized leadership and teamwork.

Step 4

Format Tips

Preferred font size is 10 to 12 point; use one standard font such as Helvetica, Times New Roman, Arial or Verdana throughout.

Emphasize points with bold and italics, but don't overuse.

Do not overuse bullets; it is best to use with accomplishment statements; use numbers or percentages to describe your accomplishments.

Use formal language; avoid pronouns (e.g., I, me).

Do not use abbreviations; use acronyms only if the reader will understand them.

Step 5

Proofread

Did you use language from the job description? Is your formatting consistent? Have several people critiqued it?

CREATING YOUR JOB SEARCH TOOLS



A Beginner's Resume Sample

Resume length should generally be one page. If over one page, include your name and page number on the following page(s). If necessary, decrease margins from the default of 1.25 to 0.8. Use a 10 to 12 point font.

Mary or Mike Mudd

301 Platt Blvd. Claremont, CA 91711 | 909.621.9000 | mmudd@hmc.edu

Objective (optional)

Keep it short, concise and direct. It gives employers a general idea about what type of position you're seeking (e.g., internships vs. full time). They read your resume looking for those experiences/skills that support your objective. If you know the functional role you desire and/or what industry you're interested in, state those as well. Note: You will need to write unique objectives for each position.

An entry-level position in software engineering.

A summer internship in the field of biomedical research.

If you're in the exploratory stage during a career fair, you might want to omit an objective or have two versions of your resume.

Education (mandatory)

Place at the top of your resume or after the objective.

Bachelor of Science or B.S., Your Major with a concentration in....(if applicable)

Harvey Mudd College, Claremont, CA Expected May 20xx

GPA (if above 3.0 or if requested by an employer). Choose the higher of your GPAs—cumulative, major, or upper division.

Normally, high school information is excluded from a resume, however most first- and second-year students lack sufficient experience and must list accomplishments from high school.

Birmingham High School, Van Nuys, CA June 20xx

AP courses in Calculus, Chemistry, Physics

Relevant Coursework (optional)

Students who have taken courses related to a targeted job may choose to highlight these courses.

Experimental Engineering; Engineering Design; Advanced Systems Engineering

Honors and Awards (if applicable)

Honors and awards are part of your education. If these are not self-explanatory, describe them.

Harvey Mudd College Scholarship 20xx–20xx; National Merit Scholar 20xx–20xx

Study Abroad Experiences (if applicable)

Students who have taken courses related to a targeted job may choose to highlight courses taken while abroad.

Summer Abroad Program, 20xx, University of London

CREATING YOUR JOB SEARCH TOOLS

Skills (mandatory)

List hard skills here. This means technical: operating systems, hardware platforms, programming languages, software applications. Include certificates or mastery in technical equipment. Always qualify your knowledge base with words such as proficient, knowledgeable, familiar. For foreign languages skills, use level such as fluent, bilingual/conversant, speak, read, write, translate and interpret documents, as needed. If you have a longer list of skills, you may want to create subsections.

Proficient in Microsoft Office; knowledgeable of C++, MATLAB; conversant in Spanish.

Leave out soft skills such as interpersonal and communication skills. These skills are better included in a cover letter.

Experience (mandatory)

In reverse chronological order (most recent first), list all experiences that demonstrate your applicable skills and employment potential.

Choose from these different experiences to create your experience section

- Part-time and full-time jobs
- Leadership in clubs, organizations, volunteer work or athletics
- Paid or unpaid internships
- Research/presentations

Use an appropriate experience section title

Related | Research | Project | Work | Entrepreneurial | Leadership | Relevant | Volunteer

- Assign your experiences to appropriate sections.
- Prioritize sections that are applicable to the targeted job and place them higher on the resume.
- Include the job title, employer, city and state. You can boldface either the title or organization. Also include dates.
- Use action verbs to describe your role combined with powerful, succinct accomplishment statements. Use present tense for a position you hold currently; use past tense for all others.
- A well-formulated accomplishment statement has two parts (see page 7).

Title, Employer, City, State Month/Year–Month/Year

- Increased production by 10 percent
- Improved effectiveness of website; redesigned the layout of links
- Wrote and presented a report to 50 representatives

Note: Periods may or may not be used after descriptions that follow a bullet. Be consistent! To save space, use semicolons between multiple points made after one bullet.

Extracurricular/Co-Curricular Experience or Activities (if applicable)*

If you've held leadership roles, you may title this section "Leadership Activities or Experiences." If you held an office, list the position held and the outcomes or benefits of your efforts.

Tutor, Pomona High School, Pomona, CA 20xx
Improved grades of five elementary students by tutoring weekly in math.

*Extracurricular/co-curricular experience applies to on-campus activities; "activities" is used for both on-and off-campus experiences.

Interests (optional)

Some employers like to see your interests, especially if it is related to the open position. If you include, be selective.

Game development, travel, classical music enthusiast, basketball.

Writing Accomplishment Statements

Writing good accomplishment statements is the key to creating an outstanding resume. It's easy to write about job tasks. The challenge is convincing a potential employer that you are good at what you do.

Writing a well formulated accomplishment statement

1. What result or benefit was generated because of your work?
This result should be stated in tangible, quantifiable and value-added terms.
2. Describe the steps you took or what techniques you used to achieve results.
3. Always start with an action verb; you can find action verb lists online.
4. Use unique and varied verbs.
5. Avoid wordiness and unnecessary adjectives.

Think about these questions

Have you ...

- Done something faster, better or cheaper?
- Saved an organization money or improved efficiency?
- Identified and/or helped solve problems?
- Instituted new methods, systems or procedures?
- Reorganized or improved an existing system?
- Maintained a consistently high level of performance?
- Achieved results with little or no supervision?
- Coordinated any event or project?

Example

Automated the counting of neuron nuclei with approximately 98% or higher accuracy; used machine learning to automate cell categorization.



Resume Sample—First Year

HMC goes before high school.
Note the major you are considering rather than “undecided.”

Include GPA since you won’t get grades your first semester at HMC.

Add your proficiency level.

Best to quantify—add how many.

Using numbers is preferred.

JANE MUDDER
jmudder@g.hmc.edu
301 Foothill Blvd. | Claremont, CA 91171 | 909.555.1234

→ **EDUCATION**
Harvey Mudd College, Claremont, CA
B.S., Engineering
Expected May 20XX

RELEVANT COURSEWORK
Intro to Engineering Systems, Calculus, Electromagnetic Theory and Optics,
Intro to Computer Science, Mechanics and Wave Motion, Linear Algebra,
Intro to Differential Equations

→ San Gabriel High School, San Gabriel, CA
GPA 3.97
Completed AP courses in Calculus, Chemistry, Physics
Edx - Self-Study Course - Elements in Structures
June 20XX
Summer 20XX

AWARDS AND ACHIEVEMENTS
Recipient of the Harvey Mudd Merit Scholarship
President of Readers Club, San Gabriel High School, 20XX
Second Place in Business Calculations, FBLA State Leadership Conference, 20XX
First Place in Engineering Division, San Gabriel High School Science Fair, 20XX

→ **SKILLS**
Programming Languages: JAVA, Python
Software: Adobe Photoshop, Illustrator, Dreamweaver
Languages: Mandarin (fluent); Cantonese (conversational)

WORK EXPERIENCE
Tutor, National Honor Society, San Gabriel, CA
September 20XX–May 20XX

→ • Tutored high school and middle school students in courses ranging from pre-algebra to pre-calculus and AP chemistry
• Advised students on high school and college preparation
• Prepared students for SAT and ACT

Research Intern, California Institute of Technology, Pasadena, CA
June 20XX–August 20XX

→ • Operated X equipment to calibrate a laser detector for proper measurement
• Collaborated with two interns and presented report to research group

VOLUNTEER EXPERIENCE
Summer Reading Program Volunteer, Hastings, Pasadena, CA
Summers 20XX, 20XX

• Set-up and managed registration and prize distribution table
• Helped organize special seasonal events for library

CREATING YOUR JOB SEARCH TOOLS

Resume Sample—Biology

Use a professional email;
avoid personal ones like
happyface@darwin.com.

Include only during your
first two college years.

Use action words
to describe your
accomplishments and
make sure that the
verb tenses match,
i.e., present tense for
current work; past
tense for past jobs.

Use quotation marks
to denote the title of an
article or book.

MARY HARVEY
mary-harvey@gmail.com

College Address
340 E. Foothill Blvd.
Claremont, CA 91711
909.624.1234

Permanent Address
123 Happy Circle
San Francisco, CA 94102
415.555.4321

OBJECTIVE
A research position in molecular biology or immunology.

EDUCATION
Harvey Mudd College, Claremont, CA
Bachelor of Science, Biology Expected, May 20xx

Relevant Coursework
Genetics with Lab; Immunology; Microbes and the Immune System; Cell and Molecular Biology; Neurobiology; Biochemistry.

Garfield High School, Seattle, WA, June 20xx
GPA: 3.8; Advanced Placement in the following courses: Biology, Chemistry and Calculus.

Honors
Dean's List Distinction, 20xx–20xx
National Science Foundation Scholarship, 20xx
National Merit Scholar, 20xx

RESEARCH EXPERIENCE

Harvey Mudd College, Claremont, CA 9/xx–present

- Analyze determination of hybridization between two species of soft coral.
- Compile data using PCR and randomly amplified polymorphic DNA (RAPD).

Baylor College of Medicine, Houston, TX Summer 20xx

- Conducted DNA sequencing to determine effect of point mutation on hexokinase deficiency in patient.
- Presented findings to audience of 100 peers and medical professionals.

The Joint Science Center, Claremont, CA Spring 20xx

- Researched activity and binding properties of mitochondrial hexokinase in fetal livers.

PUBLICATIONS

- "Differential cytokine expression in acute and chronic murine graft-versus-host-disease," **Harvey, M.** and Smith, C. (20xx). *European Journal of Immunology*, 23:333-337.
- "Effects of supporting electrolyte on the partitioning of cation/neutral couples into perfluorosulfonate films" Van Ryswyk, H. and **Harvey, M.** (20xx). *Journal of Electroanalytical Chemistry*, 325:351-357.

SKILLS

- PCR (polymerase chain reaction) • DNA and RNA isolation • cDNA synthesis • Northern & Southern blotting
- Radioactive end-labeling • Sub-cloning of bacteria • Sterile technique • ELISA assays • IR, UV/visible & NMR spectroscopy • Cell cultures

REFERENCES

Since this is a scientific resume, you could give the reader three references from faculty you've conducted research with at HMC or off campus—name, title, contact information.

Resume Sample—Chemistry

This is a way to save space for your address.

Objectives should be concise.

Include your GPA if it is 3.0 or higher. List your major GPA if it is higher than the cumulative. Most companies will assume your GPA is below a 3.0 if you do not list it.

Boldface your name among publication authors.

If the work is in progress or submitted, make that clear.

STUDEE S. MUDDER
ssmudder@g.hmc.edu

College Address: 340 E. Foothill Blvd., Claremont, CA 91171 • 909.624.1234
Permanent Address: 123 Some Street, Sunnyvale, CA 94085 • 415.555.4321

OBJECTIVE
A position in physical, analytical or inorganic chemistry or nanofabrication.

EDUCATION
Bachelor of Science, Chemistry
Harvey Mudd College, Claremont, CA, May 20xx

Relevant Coursework
Physical, Analytical, Instrumental, Organic and Inorganic Chemistry with Labs | Quantum and Spectroscopy
Advanced Group Theory

Honors and Awards
Dean's List Distinction, 20xx–20xx
Galileo Society Scholarship, 20xx
DuPont Science Scholarship, 20xx
National Merit Scholar, 20xx

RESEARCH EXPERIENCE
Department of Chemistry, Harvey Mudd College, Claremont, CA 9/xx–Present

- Study the kinetics of attaching metalloporphyrins to self-assembled monolayers on gold electrodes
- Perform electrochemistry on the monolayers

National Nanofabrication Users Network REU, Cornell University, Ithaca, NY Summer 20xx

- Fabricated biomolecular sieves with novel geometry for separating protein mixtures
- Assisted scientists with making targets for the accelerator
- Developed a computer program to simulate heat loads in target wheels
- Prepared written report; presented results to peers and faculty

Department of Energy REU, Lemont, IL Summer 20xx

- Conducted research for the Target Development Facility for ATLAS Accelerator, Argonne National Laboratory
- Reported findings to a group of five scientists and engineers

PUBLICATIONS/PRESENTATIONS

- "*Temperature Calculations of Heat Loads in Rotating Target Wheels Exposed to High Beam Currents*," Greene, J.P. and **Mudder, S.S.** CP576, American Institute of Physics, April 20xx.
- "Kinetics of Metalloporphyrin-based Ligand Substitution with Surface-confined Ligands". Poster presented at ACS National Meeting, March 20xx.

SKILLS

- NMR • GC-MS • UV-VIS Spectrophotometers • Evaporator (e-gun & thermal) • Cyclic Voltammetry • Plasma Etcher

CO-CURRICULAR ACTIVITIES

- Member, Mudders Organizing for Sustainability Solutions 20xx–Present
- Participant, Claremont-Mudd-Scripps Tennis Team 20xx
- Treasurer, South Residence Hall 20xx

Resume Sample—Computer Science

Save space by putting your name and contact information on one line.

Place skills most relevant where they can be seen quickly.

Employers like to see leadership skills as well as teamwork examples.



AL GORITHM | 340 E. Foothill Blvd. | Claremont, CA 91711 | al_gorithm@g.hmc.edu | 985.451.0507

EDUCATION

B.S., Computer Science; Concentration in Economics
Harvey Mudd College, Claremont, CA, Expected, May 20xx
Dean's List, Spring 20xx

Relevant Coursework

Computer Systems Performance Analysis; Financial Markets & Modeling (in progress); Software Development; Algorithms; Programming Languages; Financial Economics; Introduction to Probability and Statistics; Differential Equations; Fiscal and Monetary Policy



COMPUTER SKILLS

Programming: C/C++, Java, Python, Ruby, PHP, HTML, JavaScript, SML, Haskell
Software: R (for statistical computing), Excel

CLINIC EXPERIENCE

Sandia National Labs, Harvey Mudd College, Claremont, CA 9/xx–Present
• Simulate I/O Node of Supercomputer
• Design validation framework to validate the accuracy of the simulation

WORK EXPERIENCE

Student Webmaster, Harvey Mudd College, Claremont, CA 9/xx–Present
• Secure, update and maintain Harvey Mudd College's website using Linux, Apache, MySQL and Perl/PHP

Software Developer, Brown Environmental Center, Claremont Graduate University, Claremont, CA 5/xx–8/xx
• Designed and developed software for keyword/phrase search in text documents
• Implemented software as separate module using Java for easy integration with the Center's existing software

Researcher, Computer Science Department, Claremont, CA 6/xx–8/xx
• Developed non-invasive wireless sensor network as part of a five-person team
• Wrote external temperature and humidity sensor drivers in C
• Tested network by deploying it in a local lizard habitat

Tutor and Grader, Computer Science Department, Claremont, CA 1/xx–5/xx
• Tutored juniors; graded assignments for course on data structures and program development in C++



LEADERSHIP EXPERIENCE

Member, Mudder Investment Fund 9/xx–Present
• Manage a \$50,000+ portfolio of securities (stocks and ETFs)

Founder and Editor-in-Chief, Mudd Online (hmc.edu/muddonline) 9/xx–3/xx
• Established student-run e-newspaper; built website; hired and supervised student writers

Mentor, Harvey Mudd College Summer Institute Summer 20xx
• Mentored 30 incoming students; organized events and trips for the students over a two-week period to ease transition into college

Resume Sample—Engineering

Enlarging your name helps it stand out.

Highlight projects.

Include your publications, especially for research positions.


MACK MUDDY / m.muddy@g.hmc.edu
 340 E. Foothill Blvd. • Claremont, CA 91711 • 925.202.6700

EDUCATION
 Harvey Mudd College, Claremont, CA
 B.S., Engineering | Expected, May 20xx

Relevant Coursework
 Optimization Techniques • Systems Simulation • Advanced Systems Eng. • Experimental Eng.
 • Dynamics of Rigid Bodies • Structural Mechanics • Fluid Mechanics • Digital Electronics • Circuits • Principles of Computer Science

Skills
 Programming Languages: Matlab, Simulink, Labview, Python • In progress: Java, Racket (Scheme), Prolog, JFlap
 Software: Comsol, SolidWorks, Origin • Verilog • Rapid Prototyping

Honors and Awards
 Tau Beta Pi Engineering Honor Society Spring, 20xx-Present
 • Hubie & Pattie Clark Summer Research Fellow Summer 20xx

CLINIC PROJECTS

Sandia National Laboratories, Harvey Mudd College Fall 20xx-Present
Industry-sponsored project to deliver a functional cleaning robot for the Z-Accelerator | five-person team
 • Designing detailed CAD models of assembly using SolidWorks, chief designer
 • Machining a prototype using rapid prototyping techniques; acting as machine-shop proctor

Optivus Proton Therapy, Harvey Mudd College Fall 20xx
Industry-sponsored project to deliver a tool for precise x-ray alignment | four-person team
 • Optimized designs based on deflection and stress analysis in Comsol with SolidWorks models
 • Led exploration of optical-and laser-based alignment techniques and high precision actuation
 • Wrote mid-year report; presented findings to company liaison and four engineers

LEADERSHIP EXPERIENCE

Underwater Robotics Club, Harvey Mudd College Fall 20xx-Present
Club competing in the Marine Advanced Technology Education Center ROV Competition
 • Founder and manager of a club of 15 members with a \$13,000 budget
 • Implementing closed-loop feedback control of the submersible in Simulink
 • Designing and constructing the electronic systems and chassis in SolidWorks
 • Developing and testing multiple techniques for waterproofing electronic enclosures

RESEARCH EXPERIENCE

Department of Engineering, Harvey Mudd College Fall 20xx-Present
Investigating the three-dimensional morphology of microbands in plastically deformed crystalline metals
 • Reconstructing and segmenting large three-dimensional data sets using MATLAB
 • Optimizing the run time and memory usage of a Fast Multiscale Clustering algorithm tenfold
 • Developing a MATLAB script to visualize the orientation and other features of microbands

National Institute of Standards and Technology, Gaithersburg, MD Summer 20xx
Investigated the magnetic properties of Germanium doping in alloys for SRAM application
 • Developed an adaptable multi-purpose Labview program for controlling 6+ laboratory devices allowing rapid reconfiguration of experiments and automated data collection
 • Conducted experiments to verify resistivity of microscopic samples of various parameters

PUBLICATIONS
Abstract/Presenter: "Subgrain Boundary Identification in 3D EBSD Data through Fast Multiscale Clustering," Muddy, M., Allen, S., Silva, J., Bassman, L. Int'l Conference on 3D Materials Science, June 20XX
Poster/Presenter: "3D Reconstruction and Analysis of Microband Boundaries in FCC Metals," George, T., Muddy, M., Tan, B., Bassman, L. The Minerals, Metals & Materials Society Conference, 20XX
Publication: "Enhanced magnetization drift velocity and current polarization in (CoFe)1-xGex alloys" Tao, R., and Muddy, M. 9/xx-12/xx

Resume Sample—Mathematics

Using caps and lowercase bold type helps call attention to the important elements in your resume.

Put study abroad under education.

If you want to fill up the page, you can add interests, especially if they relate to your objective.

Polly Gonn

1210 Dartmouth Avenue, #19, Claremont, CA 91711 • pgonn@yahoo.com • 909.424.6817

EDUCATION

Harvey Mudd College, Claremont, CA
Bachelor of Science, Mathematics and Economics, anticipated May 20xx
GPA: 3.45 Dean's List—Spring 20xx, Fall 20xx

Study Abroad

Macquarie University, Sydney, Australia, Spring 20xx
Program focused on mathematics

Honors and Awards

Corporate Scholars Program (three years)
National Merit Award 20xx

RELATED EXPERIENCE

Board Member, Entremudders, Harvey Mudd College, Claremont, CA 2/xx–Present
• Selected as one of 10 members to participate on a board that actively manages assets of over \$100,000.
• Chose several stocks over the last fiscal year that increased approximately 80 percent since May 20xx.

Senior Financial Analyst Intern, Morgan Stanley, Arcadia, CA 5/xx–8/xx
• Cultivated over 200 prospects for follow-up by senior financial advisors.
• Prepared month-end reports for review by department head, which resulted in increased flow of information to management.
• Only intern elevated to the rank of Senior Financial Analyst Intern; earned \$1,000 bonus in addition to standard intern stipend.

Marketing/Public Relations Analyst Intern, The Carlyle Group, Washington, D.C. 5/xx–8/xx
• Significantly increased media contacts reporting on private equity deals done by Carlyle; wrote press releases; fielded journalist queries.
• Conducted extensive research on private equity markets, competitors and customers through leveraging statistics and Internet searches.
• Participated in restructuring of company's marketing strategy; proposed a re-evaluation of approaching media relations; observed company valuation and negotiations for investments from venture capital firms and partners.

Financial Advisory Intern, UPS Financial Services Inc., Newport Beach, CA 5/xx–8/xx
• Built and maintained relationships with potential customers.
• Observed company valuations as well as analyses of accretion/dilution, liquidity and pro-forma financial statements; circulated and analyzed different transaction and market comparables.

LEADERSHIP EXPERIENCE

President, Entremudders, Harvey Mudd College, Claremont, CA 9/xx–Present
• Set agenda for meetings and lead proceedings; direct Steering Committee in planning future events; work with area business professionals to make presentations.
• Recruit new members.

SKILLS

Proficient in Microsoft Word, Excel and PowerPoint.

INTERESTS

Enjoy basketball, golf, tennis and designing layouts for model trains. Hang glide and wind surf.

Resume Sample—Physics

Avoid using trendy typefaces.

You can list courses you are currently taking by adding “in progress.”

Be consistent with date formatting: month/year or season/year, not both.



prlemset@g.hmc.edu
College Address: 340 E. Foothill Blvd., Claremont, CA 91711 808.286.3429
Home Address: 2226A Cooper Road, Honolulu, HI 96822 808.988.1750

EDUCATION
 B.S., Physics
 Harvey Mudd College, Claremont, CA, Expected, May 20xx
 GPA: 3.71

Relevant Courses
In Progress: Microprocessor-based Systems; Electromagnetic Fields
Completed: Numerical Analysis; Scientific Computing; Statistical Mechanics; Quantum Mechanics; Theoretical Mechanics; Optics Laboratory

Honors and Awards
 Dean's List—Fall 20xx, Spring 20xx, Spring 20xx, Fall 20xx, Spring 20xx
 National Merit Finalist, 20xx
 AP Scholar with Distinction, 20xx

SKILLS
Programming Languages: Verilog, Java, C++
Software: Microsoft Office, MATLAB, Maple, Mathematica, Xilinx, Geant4

CLINIC PROJECT EXPERIENCE

Lawrence Livermore National Laboratory , Physics Clinic, Claremont, CA	9/xx–Present
• Leading a five-person team at Harvey Mudd College • Characterizing Lawrence Livermore's present muon veto paddle design • Analyzing computer models to create an improved design	
Southern California Edison , Engineering Clinic, Claremont, CA	Spring 20xx
• Member of a five-person team • Created and verified theory for parasitically extracting power • Constructed a proof of concept	
WORK EXPERIENCE	
Grader , Department of Mathematics, Claremont, CA	9/xx–Present
• Grading the numerical analysis class at Harvey Mudd College	
Algorithm Developer , NovaSol, Honolulu, HI	Summer 20xx
• Created algorithms to co-register hyperspectral and panchromatic images • Researched and designed feature extraction methods • Constructed an end-to-end system for image classification	
Teacher's Assistant , Maryknoll School, Honolulu, HI	Summer 20xx
• Assisted in teaching Microsoft Office to a group of eight • Tutored students and graded for algebra and geometry classes	

Resume Sample—Joint Major

Include an emphasis, e.g., Environmental Studies, or an off-campus major (if applicable).

Use numbers and percentages, when possible, to describe your accomplishments.

Use bullets sparingly; It's best to use them with your accomplishment statements.

→

HAROLD MUDDE
12345 Main Street • Claremont, CA 91711 • 909.641.1297 • hmudde@yahoo.com

OBJECTIVE
An entry-level position in a bioscience laboratory environment applying proven skills in laboratory research and investigation.

EDUCATION
Harvey Mudd College, Claremont, CA
B.S., Joint Major in Biology and Chemistry—Expected, May 20xx. Cumulative GPA 3.3; Major 3.5

Upper-Division Coursework
Plant Chromatin Domains; Molecular Biology; Genetics; Virology; Chemical Biology; Animal Development; Plant Growth and Development; Ethics in Medicine; Cellular Biology; Immunology; Microbiology

Honors and Awards
National Science Fellow 20xx
Dean's List 20xx–20xx

TECHNIQUES AND METHODOLOGIES
Plasmid DNA Isolation; preparation of Agarose and SDS gel electrophoresis; Immuno-precipitation; sterile technique; myoblast and fibroblast tissue culture; lambda phage and plasmid purification restriction and mapping; bacterial sub-cloning and transformation; determination of rate of protein synthesis in vivo through radioactive markers

COMPUTER SKILLS
Proficient in Word, PowerPoint and Excel. Familiar with Access.

PUBLICATIONS
“Finding of Plasmid DNA Isolation,” White, J.B., Brown, T.D., **Mudde, H.** *American Medical Journal*, April 20xx.

PROFESSIONAL PRESENTATION
National Southern California Undergraduate Research Conference, Los Angeles, CA Fall 20xx
• Invited to present paper on Plasmid DNA Isolation at prestigious conference at the University of California, Los Angeles along with 500 other students.

LABORATORY AND FIELD PROJECTS
Independent Researcher, Department of Biology, Harvey Mudd College
Summer 20xx
• Screened a library of lambda phage containing an autonomously replicating sequence that could transform yeast to replicate autonomously.
• Prepared and isolated DNA from recombinant bacteriophage as well as constructed restriction maps.
• Performed southern blot analysis on lambda phage; determined percentage of homology within the various clones.

RELATED EXPERIENCE
Lab Assistant, Sungeno Technologies, San Jose, CA
Summer 20xx
• Prepared genetic markers to screen inheritable traits in corn lines; prepared southern blots.
• Analyzed through restriction fragment length polymorphism (RFLP) techniques.
• Performed over 2,000 genomic corn DNA preps; transferred preps to nylon membrane.

ACTIVITIES
Volunteer, American Red Cross, Los Angeles, CA Spring 20xx
Adult Volunteer, Huntington Hospital, Pasadena, CA 9/xx–5/xx

CREATING YOUR JOB SEARCH TOOLS

References

Think carefully and strategically about your references, who should speak of your performance in glowing terms. After all, employers are asking for these references to learn more about you as a potential employee. Always get permission prior to listing someone as a reference. It is a good idea to send them a copy of the position description and a copy of your resume prior to your interview. Don't forget to let your reference know when you're hired.

Bring reference list to an interview. It will set you apart from the average candidate.

Add a brief description of your reference's relationship to you and in what capacity he/she would be able to speak regarding your skills and abilities.

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YOUR NAME
340 Foothill Blvd., Claremont, CA 91711 | 909.621.0000 | email

College Address
340 E. Foothill Blvd.
Claremont, CA 91711
909.624.1234

Permanent Address
123 Some Street
Summerland, CA 93067
818.555.4321

REFERENCES

Name, Title
Company/Organization
Address
City, State, Zip
Phone and Email

Mr. Reference was my direct supervisor at ABC Company. He can attest to my customer service skills and interest in learning new systems.

Name, Title
Company/Organization
Address
City, State, Zip
Phone and Email

Name, Title
Company/Organization
Address
City, State, Zip
Phone and Email

Tip: Three to five references are appropriate. Ask professors in whose class you have excelled or with whom you've done research, a staff member who has mentored you, a current or previous work supervisor or a coworker with whom you've worked closely on a project.

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CREATING YOUR JOB SEARCH TOOLS

Job Search Letters

The success of your job search depends a lot on your ability to communicate effectively in writing. As an applicant seeking employment, you may find yourself writing many different letters. The following are the most common: cover letter, letter of inquiry, thank you/follow-up letter and acceptance/decline letter.

Writing Style Guide

- Be original, brief (one page), business-like; clear and concise.
- Keep your sentences 10 to 20 words long.
- Limit paragraph length to five to seven sentences.
- Use powerful action phrases to describe accomplishments, qualities and experiences.
- Try to avoid overuse of “I.”
- Personalize; reflect your style by balancing professionalism with personal warmth and friendliness.
- Convey enthusiasm, commitment and confidence.

Tips

- Keep a copy of your letter for future reference.
- Use a common font with a professional appearance.
- Proofread each letter carefully for proper spelling, syntax, grammar and typographical errors.
- Have someone else review your letter to offer constructive feedback.

Email your resume and cover letter as one PDF attachment with the cover letter on page one and the resume on page two. Creating one PDF that contains both documents decreases the chance that the employer will go right for the resume and bypass the cover letter. A PDF also ensures that your formatting stays intact.

If you attach the PDF, your email can be brief.

Employers can easily spot generic letters.



Cover Letter Format Guidelines

The cover letter is a formal business letter that is often the first contact with a prospective employer. It serves as an introduction of you and your experience. It allows you to express your enthusiasm for the position and why you want to work for their company. Tailor each letter to specific employers.

You might use this formal format if you are attaching the letter with your resume in the email.

Avoid using To Whom it May Concern or Dear Sir/Madam. It is best to use Hiring Manager if name is unknown. Otherwise, use Mr., Ms. or Dr.



Your Name
Your Address
City, State, Zip Code

Date

Name of Contact Person, Title
Organization/Company
Street Address
City, State, Zip



Dear (Contact Person): Mr., Ms., Dr., or Hiring Manager, if unknown

Opening Paragraph: Make it brief.

- Establish tone in the first sentence to make the reader want to continue reading.
- Name the job for which you are applying. Tell how you learned about it.
- Mention the name of the person (if any) who referred you to the organization and vacancy.

Body Paragraph: This is the critical content section. It can be one or two paragraphs.

- Knowledge of organization/company is important. Do research! (Why them?)
- Acknowledge the skills required for the open position.
- State the most relevant skills/strengths you will bring to the job that parallel those needed to fulfill the position.
- Give examples of select skills and work experience—quantified results, accomplishments and achievements and how they will transfer to the job.
- You may want to build this section from several short paragraphs that separate and emphasize your skills and strengths.
- No need to rehash the entire resume.

Closing Paragraph: Request an interview.

- Refer to documents enclosed or available, such as your portfolio with resume, reference letters, a reference sheet and, if applicable, writing samples.
- Assert yourself by telling the contact person you will call him/her on a designated date to set up an interview. Alternatively, state you are available for a personal interview at his/her convenience.
- Make it very easy for the person to contact you. List your best phone number and email as well as days and times when you can be reached. Yes, even though it's on the resume, state it again.

Sincerely,

(Signature)

Typed Name

Many employers ask candidates to apply online at the company website; these sites do not always require cover letters.

Sample Cover Letter #1 – Employment

Use this format only if attaching your cover letter to an email.

M. Mudd
340 Foothill Blvd.
Claremont, CA 91711

March 6, 20XX

Mr. John Bowman, Vice President
California Federal Credit
800 Travis Avenue, Suite 1404
Houston, TX 77002

Dear Mr. Bowman:

Indicate where you heard about the position.

I am interested in applying for a position in your organization's management training program, where I can strengthen my knowledge and exposure of the consumer finance industry. Your organization attended the Career Fair at Harvey Mudd College. I enjoyed talking to Jose Hernandez about your organization.

Mention some information about the company to show that you have taken the time to do research.

I plan to pursue a career in financial management and would like to begin my career in banking and consumer finance. I can see from your website that your management program offers a wonderful opportunity to learn both banking and consumer finance. I was impressed by the organization's growth in the past five years, as well as how it is implementing new programs.

Use strong action words, to describe your experiences and achievements.

As current president of Harvey Mudd College's Associated Students, I have had the opportunity to strengthen my leadership and organizational skills by planning and coordinating various fundraising and special event activities for the campus community. Through my academic coursework in mathematics, I have also developed strong communicative, analytical and problem-solving skills which will be necessary not only as a management trainee, but also in a future role as a branch manager. Furthermore, while attending college, I gained experience in customer relations and sales through various part-time positions in retail sales and telemarketing. In addition to these experiences, my interpersonal skills, motivation and willingness to learn will also enable me to be a strong candidate for your excellent management training program.

I have attached my resume for your consideration. I would appreciate the opportunity to meet with you to further discuss my qualifications. I plan to contact you within the next week to determine the possibility of arranging an interview time. However, if you have any questions, please feel free to contact me at 909.621.4444 or mike_mudd@hmc.edu. Thank you for your time and consideration.

Sincerely,

(Signature)

Mike Mudd

Sample Cover Letter #2—Employment

Always address letter to a specific person; it's OK to ask human resources for the correct person's name.

If someone recommended you for the position, definitely mention that person's name.

Be proactive by letting the company know when you will follow up. Make sure you call within the time you specify. Also, be sure to include your contact information.

Polly Gonn
1567 Breese Avenue, Apt. #560
Claremont, CA 91711

March 20, 20XX

Mark Patterson, Section Manager
Hewlett-Packard Inc.
16399 W. Bennett Drive
San Diego, CA 92717

Dear Mr. Patterson:

I am applying for the position of systems analyst in your San Diego office, as advertised in Harvey Mudd College's newsletter. My friend John Brown is employed in the Los Angeles office and highly recommends Hewlett-Packard.

Early in my coursework in computer science and mathematics at Harvey Mudd College, I began seriously considering future employment with the Hewlett-Packard Company. We use a number of your products in our laboratory work. The design, precision and reliability of these products are impressive. More recently, I noted in a professional computing journal that you are undertaking a new project to apply microcomputers in automatic control systems.

Many of my electives were in the fields of control systems and computers, and I worked for three summers in microcomputer applications. I believe that I am well qualified to begin my career employment on your new project; I know that it is directly related to my interests.

I have attached my resume for your consideration. I would appreciate the opportunity to meet with you to discuss how my education and experience could benefit your organization. I will contact you by phone within five to seven days to discuss the possibility of an interview.

If you need to reach me, my phone number is (909) 627-5555 and my email is polly_gonn@hmc.edu.

Sincerely,

(Signature)

Polly Gonn

Attachment

Letter of Inquiry

If you find a company of interest that has no positions posted, you can write to inquire how one finds out about employment opportunities. These letters are usually addressed to the human resources office. It is important to show that you've thoroughly researched the organization and clearly express your interest and qualifications. You can also check with the HMC Alumni LinkedIn group to see if you can connect with someone who works at the desired company.

Al Gorithm
301 Platt Blvd.
Claremont, CA 91711

January 5, 20XX

Ms. Marsha Goulart
Human Resources
Silicon Tech
555 Techology Drive
Mountain View, CA 94035

Dear Ms. Goulart:

I read your company's description in the *National Association of Colleges and Employers Job Choices* online magazine and would like to inquire about employment opportunities in your rotational engineering program. I am interested in working in software development and would like to relocate to Northern California after graduation.

I will receive my bachelor of science in computer science from Harvey Mudd College this May. My interest in software development started while I was in high school and developed further through a variety of research projects conducted during the academic years and summer. In addition, my internship at a large technology company last summer convinced me to pursue a career in software engineering. When I researched the top companies in Silicon Valley, Silicon Tech emerged as having a strong reputation for its excellent rotational program. In talking to some alumni who have had the privilege of participating in this program, I know that Silicon Tech provides the kind of professional environment where I can make an immediate contribution.

My resume is attached (or will follow) for your consideration. My education and experience match the qualifications you seek in your program, but they don't tell the whole story. I know from feedback from faculty and former internship supervisors that I have the interpersonal skills and motivation needed to build a successful career in software development. My recent experience gives me confidence in my career direction and in my ability to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I will call you during the week of January 24 to discuss employment possibilities. In the meantime, if you would like to contact me, my number is 909.627.5555 and my email is agorithm@g.hmc.edu.

Thank you for your consideration. I look forward to talking with you.

Sincerely,

Al Gorithm

Follow-up/Thank You Letters

A thank you or follow-up letter may be one of the most important letters you will write during your job search. It is a way of offering your appreciation for being given an interview and, in some cases, accepting or declining an offer. Most important, it is another way of further marketing yourself and impressing potential employers.

Thank you letters are usually personal and express your sincere interest in the position and the organization. They expand upon your qualifications, illustrate examples of your work and further develop topics discussed in the interview. Customize your letter to meet each individual situation. Few individuals remember to send letters, so this will set you apart!

Suggestions for Writing Thank You Notes

- Address the letter to the key person(s) with whom you interviewed.
- You can send individual notes to several people, or one to a manager or team leader mentioning multiple names.
- Be personal, specific and sincere. Express appreciation for their time and consideration.
- Restate ideas or examples you shared in the interview that were well-received.
- Provide any additional information that might have been requested during the interview.
- Confirm the employer's or your follow-up action (if any).
- Reiterate your interest in the position. Tell them what impressed you about the organization.
- As always, proofread for errors.

Sample Thank You Letter

You can send a card or letter as well as an email. Use this format if mailing a letter



Your Name
Street Address
City, State Zip Code

Date

Name of Interviewer(s), Position/Title of Interviewer(s)
Name of Company/Organization
Street Address
City, State Zip Code

Dear Mr./Ms. Interviewer:



Be specific and include date, name of company and the position for which you applied.

I appreciated the opportunity to talk with you on (date). The information you shared with me about (company name) was excellent, and I am excited about the possibility of applying my education to the position (identify the position) we discussed.

I am confident that my education, skills and experience provide me with a solid foundation for the position of (identify the position). I feel I can be an asset to your organization.

Thank you once again for the opportunity to learn about your organization. If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

Typed Name

Sample Letters to Accept or Decline a Job Offer

Accepting a Job Offer

If you are offered a job, the employer will more than likely request a letter of acceptance. This letter should refer to the offer letter or telephone conversation stating that you accept the offer at a specified salary and starting date.

You may express your eagerness to join the organization and confirm any instructions for travel and where to report.

Dear Ms. Holt:

As a follow-up to our conversation on April 1, 20XX, I would like to confirm my acceptance of your employment offer. The position of Environmental Analyst will provide exactly the kind of experience I have been seeking. I feel very confident that I can make a significant contribution to the City of Los Angeles, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work on Monday, June 30, 20XX. I understand that I will have a starting salary of \$60,000. Again, thank you for your offer. I will keep in touch as my start date nears.

Sincerely,

(Your signature)

Declining a Job Offer

Should you decide not to accept a job offer, a thank you letter is mandatory and should be sent as soon as possible. State that you are removing yourself as a candidate for consideration. Indicate your appreciation of the offer and the time invested in your interview.

Dear Dr. Little:

Thank you for meeting with me on Friday to discuss the opportunity for employment within your Research and Development Department. The enthusiasm and warmth of the Clingenix people I met during the interviews impressed me, and the position would be very challenging.

However, while I appreciate your generous offer, after considerable thought, I have decided to decline the position. I have accepted a position elsewhere that I feel is better suited to my long-term career goals. Again, thank you for your time and consideration.

Sincerely,

(Your signature)



Finding Summer Opportunities

Harvey Mudd College students are wise to use their summers to gain experience. There are many options, from research on campus or another institution to a paid internship in an industry of interest. Choose the option that will help you gain experience in your potential field.

Research

If you are planning to pursue graduate school, most likely you will conduct research on or off campus. The National Science Foundation (NSF) funds a program called Research Education for Undergraduates (REUs). Opportunities can be found through the NSF website, through faculty members and in articles on Handshake, our career management system.

In the fall, the OCS and the associate dean of research and experiential learning organize a meeting where faculty representatives from all of the academic departments talk about summer research at HMC.

Temporary/Part-time Jobs

You may need to return home to work and/or may simply need a temporary job. These positions are not always career-related but are usually helpful for gaining extra income. To locate opportunities, use Handshake and other websites. The OCS can assist in crafting letters of inquiry to potential employers.

Internships

Internships are an essential element of a college student's career development. In these short-term positions, you apply classroom knowledge, gain skills, acquire experience and receive expert supervision.

Internships are an excellent opportunity for you to learn about an industry of interest, get experience to put on your resume and make contacts for future employment. They vary greatly: paid and unpaid; full-time, part-time, three months, or less. Most HMC students find paid internships. There is limited funding available for unpaid internships (see below). HMC does not give academic credit for internships. It is more common to find internships after your junior year.

Finding Support for Unpaid Internships

Students must have received an offer or be a finalist for a summer internship to be eligible for a funded award. The Office of Career Services and the Office of Community Engagement are happy to assist students in their search. For questions about the summer internship funding awards process, please contact the Office of Community Engagement.

The Donald and Dorothy Strauss Internship for Social Understanding

Established by Donald and Dorothy Strauss to engender in the participating students a significant and deep commitment to a lifetime of service activities. Internships at local non-profit social service agencies can be funded. First-year students, sophomores and juniors are eligible to apply.

The Ben Huppe '14 Memorial Internship for a Sustainable World

Established by Maggie Lewis and Bob Huppe in honor and memory of their son, Ben, to honor his passion for science and technology and the role it plays in improving the environment and/or bringing technical solutions to underserved domestic and international populations. The internship should involve direct, hands-on work in areas such as renewable energy, green technologies, environmental sustainability and/or the use of technology to solve problems of under-served population with domestic or international small- to medium-sized companies (non-profit) or service projects and programs. First-year students and sophomores are eligible to apply.

The Nathaniel Davis Prize for Public Policy and International Relations

Established by Howard C. Deshong III '89 and Jeannette Deshong in honor and memory of the late Nathaniel Davis, HMC Professor Emeritus of Political Science, will enable HMC students who have an interest in public policy and/or international relations to pursue their interest more formally through a summer experiential learning experience nationally or abroad. The internship should involve direct, hands-on work in areas such as advocacy, public policy, international relations or foreign policy with a domestic or international non-profit social service and or government agency. First-year students, sophomores and juniors are eligible to apply.

The New Millennium Experiential Learning Fund

Established by Aaron Archer '98 and Gregory Rae '00 to engender in the participating students a significant and deep commitment to a lifetime of service activities. Internship can be at a domestic or international non-profit social service agency. First-year students, sophomores and juniors are eligible to apply.

Before you begin looking for internships, think about what field you want to explore. Will you need transportation? Where will you live? Where do you want to work, and how much do you need to make?

Some Ways to Find Internships

- Handshake
- Fall and spring job and internship fairs held on campus.
- Weekly newsletters from OCS.
- Leads from faculty, friends, employers, family and current students.
- OCS has a list of some international internship opportunities on Handshake and on our website.

Before You Start Your Search

Become knowledgeable about the industry you wish to pursue. This will give you an edge when it comes to effectively preparing yourself for the search. Factors to consider when researching industries include trends, skills in demand, impact of technology, products and services in demand, new and upcoming companies and geographic areas experiencing growth and decline. Next, identify companies in the desired industry that will be a good fit for your talents and skills. Demonstrating that you have researched a company can set you apart from other candidates.

Check out these resources in addition to lists on Handshake and our website:

LinkedIn | Hoovers.com | *Fast Company* | Glassdoor | Los Angeles Business Journal

On the following pages are some common examples of strategies used by other Harvey Mudd students

Networking – information sessions, fairs and other events

Career fairs – on and off-campus

Handshake – the shared career management system used by all the Claremont Colleges

On-campus recruiting through Handshake – on-campus interviews

LinkedIn – job and internship postings

Company visits – Clinic visits

Employment agencies – contract to permanent

Professional associations– publications and conferences





Networking

About 85 to 90 percent of positions are not advertised. Therefore, learning how to network and finding ways to do so are critical to your job search. Contacting professionals is a productive use of your time, but it is very time consuming. Job seekers often get discouraged, but don't give up!

Tips for Contacting Professionals Including Alumni

Time is priceless. Ask professionals for a preferred meeting time.

After each encounter with professionals, immediately send a thank you note (see page 22).

Every few months update all your contacts and let them know when you land a position.

Conversation Starters for Phone or Email

"I found your profile through the HMC Alumni Group on LinkedIn. I am a junior engineering major at HMC who's very interested in pursuing a career in consulting. Would you have some time to discuss what you do and what recommendations you have for someone with an engineering background looking to enter consulting? We can discuss this via email or phone, whichever is more convenient for you. I look forward to hearing from you."

"Hello, I'm Milly Mudder. I will be completing my bachelor of science degree in physics from Harvey Mudd College in May, and I'm investigating research laboratories in the Los Angeles area. You attended the Alumni Career Forum at HMC last September, and I thought you might be able to offer some helpful insights as I prepare to launch my career. I sent you a letter of introduction and resume last weekend, and I'm hoping we can arrange a time to speak for a few minutes."

"My name is Harry Mudd. John Jones, a colleague of yours, gave me your name and said that you would be an excellent person to talk with to learn more about working for a large software company. I recently spoke to Ms. Smith at the Harvey Mudd College fall career fair. I am a sophomore pursuing a computer science degree, and I would greatly appreciate meeting with you for 30 minutes sometime next week to discuss some of your insights about this field."

Possible Questions for Professionals

- What recommendations would you have for someone looking to enter the industry?
- What skills and experiences would help me stand out as an applicant in this industry?
- How can students find summer internships in your field?
- What does a typical day look like? What do you like most/least about your occupation?
- What are the key companies, organizations and professional associations that I should know about?
- Are there other professionals that you recommend I contact?

Note that none of the questions are about a specific job. You should only be seeking wisdom, tips, strategies, leads and direction from these contacts.





Career Fairs

These fairs provide a valuable opportunity to explore careers, find out about internships and jobs, obtain employer information and establish company contacts. Fairs provide a way to evaluate numerous organizations at one time and in one place and to practice networking.

Before the Fair

Take the event seriously

Adopt a positive attitude and focus on the benefits of attending this event. You can learn a lot from employers about their organizations and job opportunities. It is like an initial interview, so make a great first impression.

Define your goals

Goals could include finding a job or internship, gathering information about an organization, making initial contact or practicing communication skills.

Create the ideal resume

Make sure your resume is attractive, error-free and markets your skills, experience and education. Bring 10-20 copies.

Plan your fair strategy carefully, and be prepared

Research the organizations coming to the fair. These are posted in Handshake. Gathering background information on these organizations will enable you to ask focused questions. Typical questions from recruiters are "What kind of job are you looking for?" and "What do you know about our organization?"

Explore all of your options

Have an open mind about which organizations to visit. You may find a great opportunity with an employer you had never considered.

Prepare a list of questions

Include questions regarding available positions, training programs, internship opportunities and career paths. (See facing column.)

Prepare a self-introduction

Practice a brief but enthusiastic introduction that highlights your strengths, skills, experience and interests.

Dress appropriately

Casual attire is acceptable for the career fairs; however, you will probably be most comfortable if you dress in business casual. First impressions count.

(See the Dressing for Success on page 36).

At the Fair

Allow yourself adequate time

If there is a line at one table, move on and come back.

Review the map and directory for the fair

Have a strategy.

Prepare for conversation

Have several questions ready to figure out whether the company is a good match for you.

Sell yourself

Be ready to articulate your strengths and competencies and the key features that make you stand out from others.

Answer questions directly, politely and concisely

Show confidence. Make eye contact.

Take notes about next steps

Representatives may not be able to answer all of your questions. If the person you're speaking with isn't the most appropriate person to follow up with, find out who is. Get business cards or emails when available.

Questions You Might Want to Ask at the Career Fair

About the organization

- Why is your company a good one to work for?
- Can you give me an idea of what you're looking for in a successful candidate?
- What education, experience and skills are required for entry-level positions?
- Are there opportunities for career advancement?
- Describe the usual college graduate entry-level position.
- What do you like the most about your organization?

About the industry

- Where are the areas of growth?
- What should a college graduate know about your industry?

About the occupation

- What are the entry-level opportunities?
- What are the skills that are most important for a position in this field?
- What advice would you give to someone who wants to break into this field?

After the Fair

- Make further notes about the organization and employers while the experience is fresh in your mind.
- Follow up with thank you letters to recruiters that were particularly helpful and organizations with whom you would like to pursue a relationship. Remind them of your interest and qualifications.

Write down things you've discussed to help you create follow-up notes.
This is very important!



Other Job Search Strategies

Handshake

Use HMC's web-based career management system, powered by Handshake, for viewing full-time, part-time and internship positions in all fields as well as work-study and on-campus jobs.

On-Campus Recruiting

Recruiters come to campus and interview students. Search and sign up for interviews on Handshake.

LinkedIn

Create a LinkedIn profile. Think of your profile as your online business card, your resume and your letters of recommendation all in one! It should include information relevant to your job and internship search. Your major, internship/work experiences, class projects, honor societies and student activities are all relevant.

Job-Posting Websites

There are countless databases available. You can electronically submit application materials that are tailored to positions.

In-Person Company Visits

Visit companies. Ask to see a person in a specific department; bring a resume.

Employment Agencies

Utilize employment agencies or contact those agencies that place applicants on temporary or permanent assignments.

- Altair
- Kelly Engineering Resources
- On Assignment and Lab Support

Professional Associations

Join one or two related to your major. They may offer discount student memberships. Network at meetings, conferences and other events.

Preparing for the Interview

Know yourself

Most interviews include questions regarding your qualifications, education, campus and community activities, prior work experience, personal characteristics, skills, career interests and your short-term and long-term goals.

Research the position

Analyze the job description and how your background, skills and experience apply to the position. If the job description is limited, research similar jobs in similar companies.

Research the employer and the industry

Learn as much as you can about the employer before you interview. Also, review the general industry to get a bigger picture.

Get references

Speak directly with the people you are planning to name as references. Let them know the kinds of jobs you are applying for and what specific experiences and abilities you hope they can share about you. Give them a copy of your resume for reference (see references on page 16).

Practice

Many interview questions are predictable and can be anticipated prior to the interview. You can also predict job-specific questions. Practice speaking out loud in front of a mirror, into a tape recorder or with a friend. It is important to hear your voice (is it animated or monotone?) and see your face (do you look like you want to be there?). Practicing will help decrease anxiety.

Dealing With Stage Fright

Part of preparation is handling nervousness. Insecurity often inhibits people from expressing themselves fully. Therefore, it is very important to strengthen positive self messages. You go into the interview without a job; the worst that will happen is you might exit without one, but you will have learned from the experience.





The Interview

Let's focus on your verbal self-promotion and visual first impression. A strong resume may land you an interview, but a fantastic interview will win you a job offer. Remember, the interview is a two-way conversation. Your objective is to get a job offer, and the employer's objective is to find out the following: What you have to offer (skills, abilities, basic knowledge); who you are (personality, character, interests); whether you should be hired. The interview often depends on your ability to market your potential. Thus, you must be prepared to answer questions about your goals, education, experience and skills. Also, prepare questions so that you can make an informed decision.

Interview Types

Phone

Used to screen candidates early in the process before inviting candidates for an on-site interview. You may speak with one person or a panel of people anywhere from 10 minutes to one hour.

- Have a quiet place free of distractions ready.
- Alert others living with you of possible incoming calls.
- Make sure that your cell phone is fully charged.
- Don't use speaker phone.
- Make notes ahead of time about important points you want to make.
- Have your resume, job description, questions, pen, paper and other prepared notes in front of you.
- Have a glass of water handy.
- Jot down the names of everyone on the other end of the line and use their names throughout the interview whenever possible.
- Do not interrupt your interview to take another call.
- Be aware that walking around the room may affect your signal.
- Smile when you talk—your enthusiasm will be heard by the interviewer(s). Express confidence.
- You can't count on clues from the interviewer's body language, so be wary of rambling on too long as a way to avoid awkward pauses. Pauses are a normal part of phone interviews because the interviewer is trying to avoid interrupting you. Stay focused, calm and friendly.

Skype

See the suggestions under "Phone" as they also apply to the Skype interview.

- Making sure the room you are using is clean and tidy.
- You are dressed appropriately.

One-on-One

The interviewer will ask you questions, and you will have an opportunity to ask questions as well.

Group Interview

In a group interview, there are usually two or more candidates in the room interviewing for the same position. There may be one or more people conducting the interview. The employer may be observing how you interact with others on a team. At times, you may be the first one to respond to a question. If you are last to respond, however, you don't want to just reiterate what others have said. Your response should be personal and unique so that it stands out.

Committee or Panel

A group conducts the interview and typically takes turns asking questions. Ask for business cards before you begin, or try to write down names and titles, taking into consideration each interviewer's role. You can address the person asking you the question, but shift your eye contact to the other interviewers as well.

Meal

You may be interviewed while eating lunch or possibly dinner. Even though the environment may seem less formal, you are still being interviewed, so maintain a professional demeanor.

Interview Tips

First impressions count!

- Be on time. Find out when and where the interview will take place and how to get there. Arrive 10 to 15 minutes early so you can relax.
- Dress appropriately (i.e., according to the standards of the organization or industry).
- Greet the interviewer by name, with a smile and a firm handshake. Treat receptionists in a polite and professional manner.
- If you are not offered a glass of water, it is ok to ask for one.
- Sit straight but not too rigid; maintain eye contact, especially when emphasizing a point.
- Nodding your head while the interviewer talks will make him/her feel like you're paying attention.
- Lean slightly forward to appear more attentive while the interviewer is speaking.
- Elevate your chin slightly to give the impression of confidence.
- Show your enthusiasm and energy in a way that feels natural. Remember, enthusiasm is often a major selling point for top candidates.
- Listen, listen, listen! Employers rarely hire people who talk over them or don't respond to their questions.

Be sure to inquire about what **type of interview to expect** so you can best prepare.

Interview Format

The interviewer may engage you in small talk or ask questions about interests and hobbies to establish rapport. This is a good opportunity to demonstrate your communication skills. Next there is an exchange of information to determine if you are a good match. Establish eye contact with the interviewer.

Answer the questions thoroughly by backing up your statements with specific examples of your skills, experiences and accomplishments. Avoid negatives/weaknesses and stay away from phrases such as “I really don’t have much experience in that area.” Show confidence in yourself and your ability to perform the job.

Do not ask about salary, bonuses or vacation benefits during the initial interview. Let the interviewer introduce the subject of salary. If salary is discussed, be prepared to indicate a salary range that you would expect to receive.

Be alert for signs that the interview is coming to an end. The interviewer often will ask you if you have any questions. Prepare

questions ahead of time or consult the list of possible questions included in this section.

Ask what the next step will be and when you can expect to hear about the results of the interview. Restate your interest in working for the organization and thank the interviewer.

After the interview, think about what you did well and what you could do better the next time. Make notes about what you discussed, including next steps. Write a thank you note to the interviewer within 48 hours. Follow up with a phone call, if possible.

Types of Interview Questions

Most interview questions will focus on you, your educational background, employment experience, communication and interpersonal skills, self-motivation, initiative, leadership and problem-solving abilities. Draw on experiences from your jobs, internships, academics, extracurricular activities and community service.

1. Behavioral questions provide interviewers with a pattern of behavior or performance to judge your fit for a job. The best predictor of future performance is past performance under similar circumstances.

- “Tell me about a time when you...”
- “Give me an example of a problem you solved.”

Use STAR (Situation, Task, Action, Result) format

First, describe the problem or situation you faced. Then describe the tasks that you felt needed to be accomplished.

Describe the actions you took. Finally, discuss the results you obtained.

In other words, develop stories to illustrate your different skills, and make sure your stories are about specific situations and are about two to three minutes long.

2. Open-ended questions require detailed responses.

- Discuss two or three factors that are important to you in a job.
- Describe your ideal job.
- What are your short-term goals?

3. Common probing questions verify or confirm information and can be answered with brief responses.

- Are you open for relocation?
- Why did you decide to attend this college?
- How would you evaluate your last boss?

4. Technical and case interview questions are industry-specific. High-tech companies that require specific skills will have technical questions. Consulting companies often have case scenarios or brain-teaser-type questions. The OCS has helpful handouts and books such as *Cracking the Coding Interview* and *Case in Point*.

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Questions You May be Asked

Tell me about yourself

Keep your answer concise (60–90 seconds). Highlight your academic background, work experience and any personal attributes that are relevant to the position. Express your enthusiasm for the position and your desire to work for the company.

What is one thing you need to work on?

Be honest, but put a positive spin on it. Recognizing your limitations shows maturity. Tell the employer what you have learned from your experience and how you are improving this shortcoming.

Where do you see yourself in five years?

Your answer should reflect your interest in staying involved with the company so the employer knows that you are a good investment. Having goals demonstrates motivation and focus. You do not have to use specific job titles, but you should communicate your desire for additional responsibility.

Why would you like to work for us?

Tell a story about how you first became interested in this type of work, pointing out how your previous experience shows a long-term interest in this industry. Express your passion for your work. Illustrate how your background and interests match the company's need. Here's where your research pays off.

What qualifications do you have that will make you successful in this position?

Be specific. Remember to use examples of how you have demonstrated two or three skills in your previous experience.

Why should I hire you?

The most important information you can offer is a reiteration of how you will use your best skills to perform the job. Realize that your enthusiasm and desire for the position can be convincing.

How long would you stay if we offered you the position?

For those of you considering graduate school in the near future, use some caution when answering this question. Hiring someone who will leave after a year or even two for school is not a good choice. Do your homework to see whether the company offers support for continuing education.

What of kinds of grades did you have?

This can be a difficult question if your grades were not stellar. The best approach is to explain the circumstances for your academic performance. Show improvements in upper-division courses if possible.

What salary are you looking for?

Delay salary negotiation until they make you an offer. Ask to discuss salary when you are both certain that you are right for the job. If pressed for an amount, it is best to talk about a range, which you should know from doing your research.

Inappropriate Questions

Questions that involve gender, race, ethnicity, religion, national origin, disability, age, marital/family status and other protected classifications are inappropriate for employers to ask during interviews. It is OK to say you would rather not say. Finish the interview as you normally would but reconsider working there. Inform OCS if this happens.

Questions You Could Ask

1. To whom will I report? Will I have the chance to meet this person?
2. What kind of projects might I expect during the first year?
3. What qualities/skills are you specifically looking for in a candidate?
4. How would you describe the corporate culture?
5. With what types of people will I be working? Which people seem to do well in this organization?
6. What growth opportunities do you foresee in the next three years?
7. What are some challenges that may arise in the near future?
8. What do you (the interviewer) like about working for this organization?
9. How would you compare this organization to others in the industry?
10. How does the company promote personal and professional development?

Consider making an appointment with a staff member to address questions you might have about an upcoming interview, or schedule a mock interview prior to the important date.



Interview Attire: Business Formal

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



- Hair should be well groomed and styled.
- Minimal jewelry. To avoid being screened out, consider removing facial piercings and camouflaging visible tattoos.
- Dark suit.
- A pencil skirt with neutral hosiery is a good option.
- Closed-toe, polished shoes.
- A mid-heel pump or flat.
- Tailored hemline appropriate for shoes.

Interview Attire: Business Casual

Engineering, tech and arts. This look would also work for graduate school interviews.



- Hair should be well groomed and styled, no caps or hats.
- Make sure you are well groomed and your attire is laundered, pressed and wrinkle free.
- Make sure clothes fit correctly; not too loose, not too tight.
- Go with your instincts. If you feel an outfit is not appropriate, don't wear it.



Job Offers and Negotiating Your Salary

Once you receive an offer, you must now decide if this is the right position for you. If so, you must fully understand the terms of the job offer and determine if you must negotiate.

Evaluating a Job Offer

You may be tempted to accept the first job offered, but it is important not to make a decision in haste. Give yourself at least a day or two; in some cases, you might need a week or longer. Here are some points to consider:

- Is the position interesting and challenging?
- Do you know specifically what you'll be doing?
- Does the job offer advancement opportunities?
- Has the company experienced recent growth, and does it have future growth potential?
- Is the salary satisfactory?
- Does the organization offer an attractive benefits package?
- Does the company offer training programs or pay for continuing education?
- Will the job allow adequate time for interests?
- Will I be required to travel? How often? Where?
- Will I need to relocate?

Tip: Always get an offer in writing. A formal offer should include: salary, job title, start date, eligibility for benefits and a signature from the organization's representative.

What if I like the offer, but I'm still waiting to hear from other employers?

On average, an employer will allow two weeks for you to evaluate and sign an offer. Depending on the job, the company size and the job market, this time frame may be negotiable. Occasionally, an employer will pressure you with a "short fuse" deadline. These are sometimes called "exploding" offers that have a signing bonus contingent upon accepting in 24 to 48 hours. Some employers may extend the time.

The OCS has guidelines for "exploding" offers on the website.

What if I don't like the offer and want to turn it down?

Make sure to show your appreciation and respect for the organization by turning it down as quickly as you can. Call the employer to verbally decline the offer or write a brief letter releasing the position (see Letters guide, page 23).

How do I find out what the salary range is?

Do your research. Median salaries offered to previous Mudd graduates are in the Impact Report found on the OCS website. Also use these sites:

Educate to Career Salary Calculator

Salary.com

Glassdoor

PayScale

Take into account differences in the cost of living, which may be significantly higher in a large, metropolitan area than in a small city. There are many online resources available to find this information.

As a new college graduate, should I negotiate my salary?

You are not expected or obligated to negotiate salary. You should not negotiate simply for the sake of it. On occasion, an employer may be willing to come up with more money or additional benefits to accommodate particular skills and abilities. Employers have a range and they rarely exceed it unless you are an exceptional candidate. Be realistic and don't worry about what your friends are making.

Always get an offer in writing.

A formal offer should include salary, job title, start date and eligibility for benefits and a signature from the organization's representative.

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How Do I Handle Salary Questions?

Outline three value statements about yourself (accomplishments, experiences, skills). It's inevitable that you will be asked about salary during the interview process or on an application. If you were able to defer the topic, you can start negotiations, if any, with a clean slate. However, if you agreed upon a specific salary or a very narrow range, you have very little room for negotiations, unless the final offer came in below that amount. There are other elements to the offer, such as benefits.

Be Objective. Be Strategic. Be Persuasive.

Some Questions You May Be Asked

1. What are your salary requirements?

An appropriate response might be that you understand the current rate in Los Angeles for this job is \$70,000 to \$72,000. Another approach would be to summarize the requirements of the position as you understand them and then ask the interviewer what the company's normal salary range is for that type of position.

2. How much did you earn at your last job?

Tell the interviewer that you would prefer to learn more about the current position before you discuss compensation. Explain that you are confident you will be able to reach a mutual agreement if there is a good match between your qualifications and the company's needs.

3. The salary range for this position is \$60,000 to \$70,000. Is that what you expected?

Tell the interviewer that it does come near your expectations, then offer a range that places the top of their range into the bottom of your range, "I was thinking in terms of \$70,000 to \$80,000." This keeps you within their price range but shows you are interested in somewhat more compensation. It is important that the range you were thinking about is consistent with what you learned about the market rate.

For additional questions and persuasive responses, please visit OCS.

What about benefits?

Your total compensation is more than the money in your paycheck. Some benefits are considered standard. They come with the job and are not subject to negotiation. However, an increasing number of companies offer flexible benefit packages which give employees a variety of choices and perks.

Standard

- Medical insurance
- Disability insurance
- Dental insurance
- Life insurance

Other

- Retirement and 401(k) plans
- Relocation expenses
- Education and training programs
- Flexible work schedule
- Meals
- Cell phone
- Company car
- Computer equipment
- Cost-of-living adjustments
- Gym membership

What other items can I negotiate besides salary?

- Start date
- Vacation
- Signing bonus
- Relocation expenses
- Flex time
- Performance bonus

Top 3 criteria that were most important to graduates choosing an organization.

1. Intellectually challenging work
2. Work/life balance
3. Colleagues

The Steps of Negotiation

Knowing your monthly budget is essential to preparing your negotiation strategy. You need to know your bottom line for accepting the offer. There are many online tools to help you plan your budget. Don't leave out entertainment expenses and the cost of eating out when you're calculating housing, utilities, food, transportation, health expenses, phone, clothing, credit cards and student loans.

If I decide to negotiate, how do I go about it?

1. Look at the salary range for the job title on a site like Salary.com using 25th to 75th percentile and identify a target salary. Aim high but be realistic.
2. Calculate the take-home pay from your target salary at Paycheckcity.com. Compare this with your basic budget to identify the minimum acceptable salary.
3. With a salary amount in mind—decide what you want and what you will accept. This means knowing three important figures: your dream salary, your bottom line and your goal.
4. Ask if the organization has any flexibility to increase the offer. Be polite and keep it impersonal.
5. Emphasize your skills and abilities, not your needs—employers do not care if you have loans and need to buy a car. Talk about how you will benefit the company and the contributions you will make.
6. Seek creative alternatives. If the salary is not what you want, perhaps a bonus could be arranged or other perks, such as starting a graduate program or going to a professional conference. Consider flexible hours or telecommuting part of the week.
7. Don't negotiate everything. Decide on the one or two things that are the most important to you.
8. Be ready to compromise to reach a solution. After all, this is the beginning of a working relationship.

What if I accept an offer and then decide I'd rather accept a different one?

First of all, do not accept before you are ready or out of fear that you don't have another option. If you are being pressured and aren't ready, consider turning the offer down.

Acceptance of an offer should be made in good faith and with the serious intention to honor the commitment. It would be viewed as unprofessional and unethical should you renege on your acceptance. Furthermore, once you accept an offer, you should stop all other interviewing. However, if you find yourself in an ethical dilemma because you now realize that the position you accepted wasn't the best decision, please discuss this with an OCS staff member; **your actions affect future HMC students.**

If discussions result in any changes to the offer letter, ask for a new letter or be prepared to meet in person so you and the company representative can manually make the changes and initial them.

Good Luck!