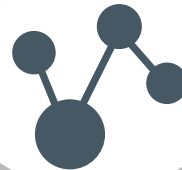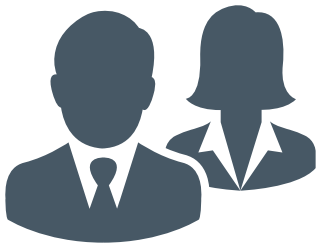# Harvey Mudd College Career Guide

Student Affairs
Office of Career Services

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.

Table of Contents

Location
Joseph B. Platt Campus Center

Contact
909.621.8091
career_services@g.hmc.edu

Office Hours
During academic year
Weekdays
8 a.m.–5 p.m.

Drop-in hours
Monday–Friday
Times may vary

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?

Personality

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

Skills

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

Interests

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

Mapping Your Career Trajectory

Year 1	Year 2	Year 3	Year 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.

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?

Chemistry
- Production scientist
- Research technician
- Sales engineer

Biology
- Clinical technician
- Physician's assistant
- Teacher

Mathematical & Computational Biology
- Consultant
- Fisheries biologist
- Project coordinator

Engineering
- Energy analyst
- Firmware engineer
- Patent agent

Mathematics
- Data engineer
- Programmer
- Research analyst

Computer Science
- Game programmer
- Software engineer
- Trader

Physics
- Physical scientist
- Bioinformatician
- Web developer

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

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.

Make sure your resume is engaging.

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.

Purpose of a Resume

- Enables you to get interviews
- Provides you with an opportunity to make an impression without meeting physically
- Emphasizes 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
Reflect on Yourself

Develop a list of all the experiences you've had. 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 Potential Fields

List 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 and highlight key terms/words that are used to describe that job/position.

Step 3
Divide Your Experience into Sections

Heading – Include your name, address, phone number, email address and personal website (if applicable).

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.

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

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.

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

Step 5
Proofread

Did you use language from the job description? Is your formatting consistent? Have several people critiqued it? Office of Career Services staff can provide feedback and help with revisions.

Resume Sample and Worksheet

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.

DeShawn Ford

Claremont, CA 91711 | 909.621.9000 | mmudd@hmc.edu

Education (mandatory)

Place at the top of your resume.

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 or major.

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

Skills (mandatory)

List hard skills here. This means technical: operating systems, hardware platforms, programming languages, software applications. Include certificates or mastery in technical equipment. Qualify your knowledge base with words such as "proficient," "knowledgeable," "familiar." For foreign languages skills, use descriptive language like "fluent," "bilingual/conversant," "speak," "read," "write," "translate" and can interpret documents. If you have a longer list of skills, you may want to create subsections. Try to use key words from the specific job description.

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
- Paid or unpaid internships
- Leadership in clubs, organizations, volunteer work or athletics
- 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 9).

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 and optional. Best to keep at bottom of resume.)*

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. Best to keep at bottom of resume.)

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.

Helpful Headers

In the early stages of resume writing, stick with standard headers like Education, Experience and Activities. As your skillset grows and experience deepens, consider broadening and reframing the headers to draw attention to key sections of your resume.

EDUCATION
Academic Background
Educational Background
Education and Training
Related Coursework
Select Coursework
Senior Thesis
Study Abroad

EXPERIENCE
Academic Projects
Corporate Experience
Course Projects
Global Experience
Independent Research
Industry Experience
Military Experience
Related Experience
Related Projects
Work Experience

ACTIVITIES
Affiliations
Associations
Athletic Achievements
Civic Activities
Leadership Experience
Professional Activities
Professional Associations

Professional Development
Professional Memberships
Volunteer Work/Volunteerism

HONORS
Academic Honors
Accolades
Achievements
Awards
Commendations
Distinctions
Fellowships
Scholarships

SPECIAL SKILLS/TRAINING
Certifications
Language Competencies
Licenses
Professional Certifications
Software/Hardware
Special Training
Technical Skills

PUBLICATIONS
Conference Presentations
Current Research Interests
Exhibits
Papers
Presentations

Professional Presentations
Research Projects
Senior Thesis

ADDITIONAL SECTIONS
Interests
Portfolio

Writing Accomplishment Statements

A good accomplishment statement is the key to 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.

Applicant Tracking System (ATS) Best Practices

ATS has been increasingly used by employers in recent years. Using best practices for ATS will optimize your chances of getting through the first round in the application process.

Best Practices

- Save resume as DOCX or PDF
- Do not include hyperlink of website or email address(es)
- Do not include columns, tables, charts, graphics or photos (these will not be read correctly by AI)
- Do not use any colored text
- Mirror the same job title or key action verbs used in the job description
- Mention hard skills throughout your resume when possible in the skills section, experience section and multiple projects section

Action Verbs

ACCOMPLISHMENT
Achieve
Attain
Complete
Earn
Exceed
Finish
Improve
Increase
Invent
Maximize
Obtain
Pioneer
Reduce
Select
Solve
Succeed
Surpass
Win

ADMINISTRATIVE
Arrange
Categorize
Collect
Compile
Correspond
Distribute
Document
File
Generate
Implement
Log
Maintain
Monitor
Operate
Order
Organize
Prepare
Provide
Purchase
Record
Reserve
Respond
Review
Schedule
Submit

ANALYTICAL/ BUSINESS
Administer
Allocate
Analyze
Appraise
Audit
Balance
Budget
Calculate
Compare
Correct

Estimate
Factor
Forecast
Invoice
Project
Reconcile
Reduce

COMMUNICATION
Act
Address
Advertise
Advise
Advocate
Answer
Arbitrat
Articulate
Author
Brief
Chair
Co-author
Collaborate
Communicate
Consult
Contact
Convey
Convince
Cooperate
Correspond
Debate
Describe
Discuss
Document
Draft
Edit
Educate
Elicit
Encourage
Entertain
Explain
Express
Illustrate
Influence
Inform
Instruct
Interact
Interpret
Intervene
Investigate
Lecture
Liaise
Listen
Lobby
Log
Market
Mediate
Moderate
Motivate
Negotiate

Outline
Persuade
Photograph
Present
Print
Process
Project
Promote
Propose
Publicize
Published
Recommend
Record
Recruit
Refer
Register
Report
Represent
Resolve
Respond
Review
Revise
Revitalize
Schedule
Search
Showcase
Solicit
Speak
Submit
Suggest
Summarize
Survey
Teach
Train
Translate
Tutor
Write

CREATIVE
Act
Adapt
Conceptualize
Create
Customize
Design
Develop
Direct
Display
Draw
Entertain
Formulate
Illustrate
Integrate
Invent
Model
Modify
Perform
Photograph

DATA ANALYSIS
Analyze
Clarify
Collect
Compare
Conduct
Critique
Detect
Diagnose
Evaluate
Examine
Experiment
Explore
Extract
Forecast
Gather
Identify
Inspect
Invent
Investigate
Measure
Solve
Summarize
Survey
Test

LEADERSHIP
Account
Act
Adapt
Administer
Advise
Allocate
Analyze
Appoint
Approve
Arbitrate
Arrange
Assign
Authorize
Budget
Chair
Coach
Consolidate
Consult
Contract
Control
Coordinate
Counsel
Decide
Delegate
Develop
Direct
Discipline
Distribute
Educate
Eliminate
Emphasize
Enable

Encourage
Enforce
Enhance
Enlist
Ensure
Evaluate
Examine
Execute
Expand
Expedite
Facilitate
Focus
Found
Further
Generate
Guide
Head
Hire
Host
Implement
Improve
Incorporate
Increase
Individualize
Influence
Initiate
Inspect
Instill
Institute
Integrate
Intervene
Interview
Introduce
Judge
Launch
Lead
Listen
Manage
Moderate
Monitor
Motivate
Navigate
Negotiate
Orchestrate
Order
Organize
Overhaul
Oversee
Partner
Pioneer
Plan
Preside
Prioritize
Produce
Propose
Recommend
Reconcile
Recruit

Action Verbs

LEADERSHIP (cont.)
Rectify
Regulate
Represent
Reserve
Resolve
Restructure
Revamp
Revitalize
Schedule
Screen
Select
Spearhead
Stimulate
Streamline
Strengthen
Supervise
Systematize
Terminate
Volunteer

RESEARCH/ TECHNICAL
Adapt
Administer
Analyze
Apply
Assemble
Assess
Build
Calculate

Classify
Code
Collect
Combine
Compare
Compile
Compose
Compute
Conceptualize
Condense
Conduct
Conserve
Consolidate
Construct
Contract
Convert
Correct
Create
Customize
Debug
Demonstrate
Design
Detect
Determine
Develop
Devise
Diagnose
Discover
Eliminate
Emphasize
Enable

Engineer
Enhance
Estimate
Evaluate
Examine
Execute
Expand
Expedite
Experiment
Explore
Extract
Fabricate
Fashion
Focus
Forecast
Formulate
Fortify
Furnish
Further
Gather
Generate
Implement
Inspect
Install
Integrate
Invent
Investigate
Launch
Maintain
Measure
Model

Modify
Navigate
Observe
Operate
Overhaul
Process
Produce
Program
Propose
Publish
Recommend
Reconcile
Rectify
Reduce
Regulate
Remodel
Repair
Replace
Research
Restore
Retrieve
Revise
Simulate
Solve
Specialize
Stimulate
Strengthen
Study
Survey
Synthesize
Test

Train
Translate
Transmit
Update
Upgrade
Utilize
Validate
Verify

TEACHING
Advise
Articulate
Assess
Coach
Coordinate
Counsel
Critique
Educate
Enable
Encourage
Evaluate
Explain
Facilitate
Individualize
Instruct
Teach
Train
Tutor

Attributes

Adaptable
Ambitious
Balanced
Candid
Communicative
Compassionate
Consistent
Cooperative
Courageous
Curious
Devoted
Diplomatic
Enterprising
Enthusiastic
Entrepreneurial
Exciting
Focused
Forgiving

Generous
Genuine
Good listener
Helpful
Imaginative
Incredible
Independent
Industrious
Insightful
Knowledgeable
Logical
Mediator
Modest
Open-minded
Organized
Original
Outgoing
Particular

Patient
Perceptive
Personable
Pleasant
Political
Positive
Powerful
Practical
Professional
Quality
Quick
Responsible
Results-driven

OTHER ADJECTIVES
Caring
Committed

Confident
Dedicated
Detail-orientated
Determined
Devoted
Driven
Dynamic
Efficient
Empathic
Energetic
Excited
Flexible
Hardworking
Innovative
Loyal
Motivated
Passionate
Persistent

Productive
Self-Starter
Skilled
Strong
Talented
Thorough
Thoughtful

Determining a Skill Modifier

Understanding and identifying the level of your knowledge and skill set helps employers better determine your competency for the job.
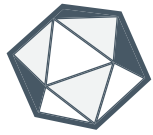
Expert

- High ability to apply techniques, concepts or theories in the field
- Ability to discuss specific topics in-depth and to connect outside knowledge of issues/trends in detail as it pertains to the field
- Experience or skills gained through frequent use in projects and/or programs
- Others seek your advice or assistance

Advanced

- High ability to apply techniques, concepts or theories in the field
- Ability to discuss specific topics in-depth as it pertains to the field
- Experience or skills gained through frequent use in projects and/or programs
- Others seek your advice or assistance

Intermediate

- Strong application of techniques, concepts or theories
- Ability to discuss specific topics at a high level
- Experience or skills gained in practical applications
- May need assistance occasionally
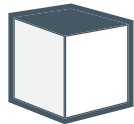
Beginner/Novice

- Basic working knowledge of basic techniques, concepts or theories
- Ability to explain general topics
- Experience or skills gained in the classroom or through an internship or research position
- Most likely will need assistance

Familiar/Fundamental Awareness

- General understanding of basic techniques, concepts or theories

Adapted from the NIH Competencies Proficiency Scale

Resume Sample—First Year

Do not hyperlink your URLs as it will not be read correctly by Applicant Tracking System (ATS). →

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 (optional). →

Best to quantify— add how many. →

Using numbers is preferred. →

Include the frequency of events, reports, meetings etc. →

JANE MUDDER
jmudder@g.hmc.edu | 909.555.1234 | github.com/hmudd/class2024

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

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   June 20xx
GPA 3.97
Completed AP courses in Calculus, Chemistry, Physics
EdX - Self-Study Course - Elements in Structures   May 20xx–August 20xx

AWARDS AND ACHIEVEMENTS
Recipient of the Harvey Mudd Merit Scholarship, 20xx
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: Advanced in Adobe Photoshop, Intermediate in Illustrator and Dreamweaver
Languages: Mandarian (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 4 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 2 interns and presented reports to research group

VOLUNTEER EXPERIENCE
Summer Reading Program Volunteer, Hastings, Pasadena, CA   May–August 20xx and 20xx
• Set-up and managed registration and prize distribution table
• Helped organize special seasonal events for library

Resume Sample—Biology

Use a professional email and personalized voicemail greeting; check regularly and respond promptly.

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 | 909.555.0195

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 – Harvey Mudd College, 20xx–20xx
National Science Foundation Scholarship, 20xx
National Merit Scholar, 20xx

RESEARCH EXPERIENCE
Harvey Mudd College, Claremont, CA   September 20xx–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   May 20xx–August 20xx
Participant in Summer Medical and Research Training (SMART) Program
• Conducted DNA sequencing to determine effect of point mutation on hexokinase deficiency in patients.
• Presented findings to audience of 100 peers and medical professionals.

The Joint Science Center, Claremont, CA   January 20xx–May 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

Resume Sample—Chemistry

Include your GPA if it is 3.0 or higher. List your major GPA if it is higher than the cumulative.

→

STUDEE S. MUDDER
ssmudder@g.hmc.edu • Claremont, CA • 415.555.4321

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
DuPont Science Scholarship, 20xx
Galileo Society Scholarship, 20xx
National Merit Scholar, 20xx

RESEARCH EXPERIENCE
Department of Chemistry, Harvey Mudd College, Claremont, CA   September 20xx–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   May 20xx–August 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   May 20xx–August 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

→

Boldface your name among publication authors.

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

Resume Sample—Computer Science

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

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

Place skills most relevant where they can be seen quickly. →

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,   5/xx–8/xx
Claremont Graduate University, Claremont, CA
 • 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++

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

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   5/xx–8/xx
 • 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. →

MACK MUDDY / m.muddy@g.hmc.edu

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 Protyping

Honors and Awards
Tau Beta Pi Engineering Honor Society   1/xx–Present
Hubie & Pattie Clark Summer Research Fellow   5/xx–8/xx

Highlight projects. →

CLINIC PROJECTS
Sandia National Laboratories, Harvey Mudd College   9/xx–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   9/xx–12/xx
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   9/xx–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
  • Created and constructed the electronic systems and chassis in SolidWorks
  • Developing and testing multiple techniques for waterproofing electronic enclosures

RESEARCH EXPERIENCE
Department of Engineering, Harvey Mudd College   9/xx–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   9/xx–12/xx
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

Include your publications, especially for research positions. →

PUBLICATIONS
Abstract/Presenter: "Subgrain Boundary Identification in 3D EBSD Data though 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

Put study abroad under education. →

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

If you want to fill up the page, you can add interests. →

Polly Gonn

Claremont, CA 91711 • pgonn@yahoo.com • 909.424.6817

EDUCATION
Harvey Mudd College, Claremont, CA
Bachelor of Science, Mathematics and Economics   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, Fall 2021–Spring 2023
National Merit Award, 20xx

RELATED EXPERIENCE
Board Member, Entrepremudders, 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, Entrepremudders, 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. →

P. ROB LEMSET

prlemset@g.hmc.edu | 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   5/xx–8/xx
• Collaborated with a team of five undergraduate students, two company liaisons, and a faculty advisor
  to improve Southern California Edison's operations
• Created and verified theory for parasitically extracting power
• Constructed a proof of concept and presented findings to ten technical team members

WORK EXPERIENCE
Grader/Tutor, Department of Mathematics, Claremont, CA   9/xx–Present
• Grading the Numerical Analysis class at Harvey Mudd College
• Tutoring students in Advanced Linear Algebra, on a weekly basis
• Helping students prepare for exams and homework assignments by going over concepts in numerical analysis,
  linear algebra, and advanced matrices
• Meet with professors biweekly to discuss concepts and ensure grading is in line with their standards

Research Intern, Stanford University, Stanford, CA   8/xx–12/xx
• Developed optimized process for particle clearing and trapping using optically-mediated Airy beams
• Wrote LabVIEW program with user interface that controlled experimental parameters
• Conducted experiments using program, and employed MATLAB for data analysis; results showed
  that Airy beams successfully manipulated micro-particles

Algorithm Developer, NovaSol, Honolulu, HI   5/xx–8/xx
• Created algorithms to co-register hyperspectral and panchromatic images
• Researched and designed feature extraction methods
• Constructed an end-to-end system for image classification

Resume Sample—Joint Major

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

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

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   9/xx–12xx
• Invited to present paper on Plasmid DNA Isolation at prestigious conference at the University of California, Los Angeles along with 500 other students.

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

RELATED EXPERIENCE
Lab Assistant, Sungeno Technologies, San Jose, CA   5/xx–8/xx
• 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   1/xx–5/xx
Adult Volunteer, Huntington Hospital, Pasadena, CA   9/xx–5/xx

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. Remember to let your reference know when you're hired.

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

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

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. →

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.

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.

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.

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.
- Do not include personal information in the header or footer. Use a subject line and proper greeting.

Employers can easily spot generic letters.

Cover Letters

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. Page 1 is an outline, Pages 2 and 3 are examples.

You might use this formal format if you are attaching the letter with your resume in the email. If you plan to use the cover letter as the body of the email, there is no need to include the address. →

Avoid using To Whom it May Concern or Dear Sir/Madam. It is best to use Hiring Manager if name is unknown. Use professional pronouns if known. Otherwise, refrain from using binary salutation; instead write out their full name: Dear Miriam Lopez. →

Your Name
City, State | Email Address | LinkedIn

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 - career fair, employee connection, or online. Express how interested you are in the position and how you hope to be a beneficial member of the team.

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

Have a sentence or two acknowledging why the organization/company is important and stands out to you. Do research! (Why them?) Reference the skills required for the open position and how you have utilized said skills in previous projects, classes or work. 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, but utilize this space to give further insight into the project and your soft skills.

Closing Paragraph: Short recap.

Refer to documents enclosed or available, such as your portfolio with resume, reference letters, a reference sheet and, if applicable, writing samples. 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

Create your signature as a jpeg and insert above your typed name. →

Tip:
Many employers ask candidates to apply online at the company website; these sites do not always require cover letters, but if there is an option to submit one please do so.

Sample Cover Letter #1—Employment

M. Mudd

Claremont, CA | mike_mudd@hmc.edu | linkedin-mikemudd

March 6, 20XX

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

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

Dear Mr. Bowman:

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, and I enjoyed talking to Jose Hernandez about your organization.

Indicate where you heard about the position. →

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.

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

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.

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

I have attached my resume for your consideration. I would appreciate the opportunity to meet with you to further discuss my qualifications. If you have any questions, please feel free to contact me at 909.621.4444 to mike_mudd@hmc.edu. Thank you for your time and consideration.

Sincerely,

(Signature)

Mike Mudd

Sample Cover Letter #2—Employment

Polly Gonn

Claremont, CA | polly_gonn@hmc.edu | linkedin-polly-gonn

March 20, 20XX

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

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

Dear Mark Patterson:

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

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.

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

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 to 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

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

Dear Marsha 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 showing 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.
- Confirm the employer's or your follow-up action (if any).
- Provide any additional information that might have been requested during the interview.
- Reiterate your interest in the position. Tell them what impressed you about the organization.
- As always, proofread for errors.
- Within 24 hours of the meeting/interview, you can send a brief thank you email or LinkedIn message. Follow up with a longer thank you note or letter.

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 First Name Last Name 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.

Only sign the document with the most updated information after you have finished your negotiation. Always ask to have the most updated information in writing.

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 $XX,XXX. 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.

It is recommended to contact both the HR manager/recruiter and the hiring manager to let them know of your decision.

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 Experiences 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 at which faculty representatives from all academic departments discuss 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 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 information 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 nonprofit 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 (nonprofit) 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. Enables HMC students 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 advocacy, public policy, international relations or foreign policy with a domestic or international nonprofit 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 nonprofit 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.

- Referrals on MuddCompass

The OCS will support your efforts to find the best summer opportunity. Please see us for assistance.

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 – shared career management system used by The Claremont Colleges

On-campus recruiting through Handshake – on-campus interviews

LinkedIn – job and internship postings

LinkedIn Group – Harvey Mudd College Alumni Association

MuddCompass – networking platform exclusively for Mudd alumni and students

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 precious. Ask professionals for a preferred meeting time.

After each encounter with professionals, immediately send a thank you note (see page 27).

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

Always offer to help even if they don't take you up on it. "If I could be of assistance, please let me know."

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 Mahalia 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. Peter Nguyen, 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.

How to Leverage Tools in LinkedIn

Find Alumni

Why It's Important: You can explore and learn about careers and companies you have never heard of. Connecting with alumni will help you expand your network, and you can conduct informational interviews to learn more about their career path and industry expertise.

HOW TO:

1. Use the Search bar to find Harvey Mudd College.

2. Click See Alumni.

3. Filter by company, function, major, class year or title.

4. Review profiles and send connection requests. Be sure to include a small introduction if you reach out for the first time.

Find Recruiters

Why It's Important: Recruiters post tips and resources that will increase your chances of getting hired. Populate your news feed with relevant content by following recruiters in your target industry. After you apply for a job, connect with a recruiter for that company to get your application to the top of the pile.

HOW TO:

1. Using the Search Bar, type "recruiter," "university recruiter" or "talent acquisition."

2. Filter your search by Company and Location.

3. Follow the recruiter to stay on top of relevant information.

4. Connect with the recruiter after you apply to a position. Be sure to add a note.

Jobs & Internship Opportunities

Why It's Important: 95% of companies use LinkedIn as their primary recruiting tool. When you use the LinkedIn Job Board to look for opportunities, you can see how you match up to the qualifications listed. Recruiters can also see everyone who has viewed their posting. Edit your Career Interests to receive tailored job recommendations.

HOW TO:

1. Click on the Jobs tab at the top.

2. Filter by keyword, experience level, company and posting date.

3. Apply to jobs you are interested in using the information in your profile or save jobs you want to come back to.

Find More Resources at LinkedIn for Students

university.linkedin.com/linkedin-for-students

Access additional information and resources to help you maximize your presence on LinkedIn. Resources include:

- The Student Job Hunting Handbook
- Profile Checklist: College Students
- Build Your Professional Brand
- Tailoring Your Profile to Your Goals
- How to Effectively Communicate on LinkedIn
- Networking on LinkedIn

Guidelines for Sending LinkedIn Invitations and Messages

Personalize Invitations to Connect

When sending a connection request, never use the default LinkedIn generic message, "I'd like to add you to my professional network." Personalize each request.

Message Title

Keep in mind how you know this person and why you are reaching out to them. With this information, craft a subject line that is unique and will capture the attention of the reader. For example, using "Fellow Mudder Interested in Data Science" or "Fellow Mudder Seeking Advice" instead of "Connect?"

Salutations

Include a salutation; if you are on a first-name basis with the person, you can use their first name. Otherwise, use their first and last name (e.g., Dear Maria Mudd). If the person has a title like Dr. or Rev., you can use that before their name.

Introduction

Begin by introducing yourself if you do not already know the person.

Why You Would Like to Connect

Explain why you want to be connected with the person; perhaps you read an interesting article they posted, you are both Mudders, you had the same major, you are interested in working for a similar company, etc. If you would like to connect because you want career advice, you can include this in your invitation. Never ask for a job or for a recommendation.

Mutual Benefits

Emphasize how potential contact could benefit both of you. Something as simple as "Please let me know if I can be of any help" will show the person the potential benefit of being acquainted with you. Always end by saying "Thank you."

Follow-up

If the person does not respond in about a month, you can send one more request. Sometimes in their profiles, they provide alternative contact information like messaging. After a second request, it is best to stop sending messages.

Sample LinkedIn Message

Connection Invitation

Subject line: Great meeting you at Mudd

Dear (First Name) (Last Name),
It was really great meeting you at last night's tech talk. I enjoyed hearing about your career trajectory and what inspired you to pursue this industry. Please let me know if I can be of any help to you in the future. I'd love to stay in touch with you via LinkedIn!

Sincerely,
Your Name
Harvey Mudd College, Class of XXXX

Sample LinkedIn Messages

RE: Informational Interview

Subject line: Fellow Mudder Engineering Major Seeking Career Advice

Dear (First Name) (Last Name),
I'm in my third year as an engineering major at Mudd, and I found your name through the Harvey Mudd College Alumni Association Networking Group on LinkedIn. From your profile, I see you've worked as a civil engineer throughout your career with government agencies. As I've focused my studies on engineering, I've found myself drawn to civil engineering. I'd love to hear about your own experiences, as well as any advice you might have for me as I plan for a job search with government agencies.

I wonder if it might be possible to chat at your convenience via phone or video chat? Thank you for considering my request.

Sincerely,
Your Name
Harvey Mudd College, Class of XXXX

Subject line: Mudd Senior Interested in Patent Law

Dear (First Name) (Last Name),
I recently found your profile through the Harvey Mudd College Alumni Association Networking Group on LinkedIn and see that you're working at (Company Name) as a patent agent. I am a Mudd senior who has become interested in patent law as a result of attending an information session and learning more about the field from a current agent. Would it be possible to speak with you about your job? I know it would be helpful for me to learn about what patent law involves.

Thank you for considering my request and for being part of the Harvey Mudd College Alumni Association Networking Group.

Thank you,
Your Name

Sample LinkedIn Message

RE: Referral

Subject line: Referral from (Name)

Dear (First Name) (Last Name),
Professor (Last Name) has suggested that I connect with you to learn more about your work at (Organization Name). I'm interested in environmental consulting and after reading your biography online, I would like to learn more about how you transitioned from software engineering to consulting.

I wonder if it might be possible to connect at your convenience. I know I would benefit from hearing about your career trajectory. Thank you for considering my request.

Sincerely,
Your Name
Harvey Mudd College, Class of XXXX

RE: Follow-up

Subject line: Follow-up from Career Fair

Dear (First Name) (Last Name),
Thank you for coming to the Harvey Mudd Career Fair yesterday. I am so glad to hear about potential careers in educational technology. I have a few follow-up questions about your experience working both in the education space and then transitioning into the tech space.

Would it be possible to arrange an informational interview to chat for 30 minutes?

I've enjoyed learning various programming languages and would like to ask your advice about planning my curriculum for my remaining time at Mudd.

Thank you for coming to Mudd. I hope we'll have another opportunity to connect soon.

Sincerely,
Your Name
Harvey Mudd College, Class of XXXX

Sample LinkedIn Message

RE: Follow-up

Subject line: Follow-up from Alumni Career Panel

Dear (First Name) (Last Name),
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 Panel at HMC last month, 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. Please let me know what might work for your schedule. I appreciate your time and insights.

Sincerely,
Your Name
Harvey Mudd College, Class of XXXX

Thank You Message

Subject line: Thank you for advice

Dear (First Name) (Last Name),
I learned a great deal about (Organization Name) in our conversation and it affirmed my interest in pursuing a career in health care. I especially enjoyed hearing about your graduate studies in medicine at (School Name). Thank you for sharing your advice and experiences with me.

I have already reached out to (Name) for information about her experience at (Organization Name) as you suggested. Thank you for this referral as I'm eager to learn more about the business side of healthcare.

I appreciate your willingness to speak with me. I'll definitely keep you updated on my progress.

Sincerely,
Your Name
Harvey Mudd College, Class of XXXX

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 (at right) regarding available positions, training programs, internship opportunities and career paths.

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, business casual is more appropriate. First impressions count.

(See Interview Attire on page 39).

At the Fair

Allow yourself adequate time
If there is a line at one table, move on and come back.

Review the layout and list of organizations
Have a strategy.

Prepare for conversation
Prepare several questions that will help you decide if 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 possible.

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 describe 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 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!

Key Terms and Information for F-1 and J-1 Students

SSN: Social Security Number
You can only apply for a SSN after you have received a formal job offer. The application process for a social security number takes two to four weeks after submission, so it is best to submit your application as soon as you have an offer.

USCIS: United States Citizenship and Immigration Services

On-campus Employment
Employment specific to work that takes place on campus or at an off-campus location that is educationally affiliated with the school. Examples include working at a university bookstore or cafeteria. HMC usually limits campus jobs to 10 hours per week.

H1-B
The H-1B visa is a nonimmigrant work visa that allows U.S. employers to hire foreign workers with specialized skills to work in the United States for a specific period of time.

KEY TERMS FOR F-1 STUDENTS

CPT: Curricular Practical Training

OPT: Optional Practical Training

PDSO: Principal Designated School Official
The PDSO is the primary point of contact on any issue that relates to the school's compliance with F-1 program regulations, including I-20s, travel signatures, employment authorization and more.

DSO: Designated School Official
The DSO is an assistive point of contact on any issue that relates to the school's compliance with the F-1 program regulations, including I-20s, travel signatures, employment authorization and more.

KEY TERMS FOR J-1 STUDENTS

ARO: Alternate Responsible Officer
Designated Agency Records Officers (AROs) are responsible for records management programs at U.S. federal agencies nationwide and handle issues that relate to the school's compliance with the J-1 program regulations, including I-20s, travel signatures, employment authorization and more.

F-1 Visa Holders – CPT and OPT

CPT - CURRICULAR PRACTICAL TRAINING

Off-campus employment requires CPT and must be approved by a DSO and academic advisor. Students must complete one full academic year in order to be eligible for CPT and must be in good academic standing. Students on academic probation are ineligible for CPT. Authorization is given by the DSO.

OPT - OPTIONAL PRACTICAL TRAINING

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major area of study. Eligible students can apply to receive up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and/or after completing their academic studies (post-completion). However, all periods of pre-completion OPT will be deducted from the available period of post-completion OPT.

There is a long process for the I-765/OPT application. It can take up to five months to receive a response and your EAD (Employment Authorization Document). You can apply for OPT 60 days before the end date on your I-20. The latest you can apply for OPT is 60 days after the I-20 end date. Once your I-765 is approved, you are allowed up to 89 days of unemployment. If you accumulate 90 days or more of unemployment, then you are in violation of your F-1 status. You are expected to leave the U.S., transfer to another school or change your visa status before the 90th day. (Find OPT information and timeline at bit.ly/HMCOPT23.).

STEM Extension is a 24-month period of temporary training that directly relates to an F-1 student's program of study in an approved STEM field. This grants an additional 90 days of unemployment. STEM Extension is similar to the OPT application and must be filed before OPT ends.

> An employer may be willing to sponsor an H1-B but, since it is a lottery system, it is best to simultaneously apply for OPT.

J-1 Visa Holders – AT

AT - ACADEMIC TRAINING

All academic training is counted full-time, even if the employment is part-time. You must have a job offer in the field of your study and obtain a written recommendation for academic training from your academic advisor in order to apply for academic training. The time you are authorized for academic training before your program completion will be subtracted from the total time of academic training for which you are eligible. Time allotted may not exceed "the period of full course of study" or 18 months, whichever is shorter. Completing more than one degree program does not increase your academic training period.

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.

MuddCompass

Access Mudd's powerful network of diverse alumni who can serve as mentors and supporters as you navigate your path through Mudd and beyond. MuddCompass allows you to connect directly with HMC alumni and with job referrals on the job board.

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.

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 Attire

Business attire is recommended. Even when doing a video interview, you may want to dress in a full outfit to be professional.

Business Formal

For 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.
- Dark suit.
- Comfortable shoes and similar color to outfit.
- Tailored hemline appropriate for shoes.

Business Casual

For 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 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.

Types of Interviews

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

Traditional, Solo Interview

You come into the office and sit down one-on-one with the interviewer and are asked a series of questions based on your experience and the position.

Phone Interview

This is much like the traditional interview except it is over the phone. The interviewer will not see you but ecan gauge your enthusiasm from your voice. You are expected to be professional and in a quiet setting.

Video Interview

This is much like the traditional interview except it is over a virtual platform, like Zoom, Skype etc. You are expected to dress professionally and be in a quiet setting.

Group Interview

You come into the office and will be interviewed with two to six other candidates at the same time.

Case Interview

In this situation, you're given a specific problem by the company to solve and analyze.

Tech Interview

This could be an in-person, virtual or phone interview. It could be a specialized process that tests your coding and problem-solving skills related to the position you are applying for.

Recorded Interviews

Companies will send you a link to recorded questions that you must answer. Replies are typically timed two to six minutes each and must be submitted by a specific deadline.

Interview Format

The interviewer(s) 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.

- 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. Send a thank you email or LinkedIn message within 24 hours.

> **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.

Practice and Prepare for Interview

Practice for Your Interview

Prepare a 30-second pitch that summarizes your professional background, skills and interests. For use when asked **"Tell me about yourself."** Include the following information:

- Name, class level, major, opportunities you are seeking, relevant experience, highlights of skills, knowledge of the company and strengths (tied in with what you've learned they are seeking in the position you are applying for).

Keep your response as short as possible.

Have your resume available. You can refer to it when asked about certain experiences you may have forgotten because of nerves.

Preparing for Your Interview

Make sure you use the restroom and have water by your side. Often, you will be given water before the start of your interview. If you must leave, send the host a message privately and excuse yourself. Don't just leave during your interview/meeting!

Possible Interview Questions

- Tell me about yourself. (Keep answers short and simple.)
- Why do you want to work for our company?
- Tell me about a team project on which you worked.
- Tell me about a time when you demonstrated leadership skills.
- Tell me about a time when you experienced a conflict at work or on a team project.
- Describe a situation in which you solved a difficult problem.
- Tell me about a time you made a mistake. What did you learn from it?

Virtual Interview

Have your resume on-hand as a PDF so that if it's requested you can provide it. Save it to your desktop so it is accessible and ready to send. Have a pen and paper available to take notes, if necessary.

At the End of the Interview

Thank them for their time. Let them know that you would be happy to connect with them by email. Typically, they will share a card (or you can ask them for their contact information. Make sure you write it down).

Make a great and lasting impression.

Job Offers and Negotiating Your Salary

Once you receive an offer, you must 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 you be required to travel? How often? Where?

• Will you need to relocate?

> **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. You can ask the employer who has given you the offer for an extension to give your response. This is a common practice, and you do not have to go into much detail about why you are asking for an extension; it is enough to say that you need more time to ensure you are making the most informed decision for yourself. Do not make them wait for too long though; they will also need time to offer the position to someone else if you decline.

You can also ask potential employers if they have an idea when you will hear about their decision (to offer you the position or not). You can let them know that you have received another offer and are expected to respond by a certain date. Note: This strategy works best when you are finished or near the end of the interview process with the employer you are waiting to hear back from; this will generally not work if you are early in, or have not yet begun, the interview process with an employer.

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 down a job 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 28).

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.

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.

> 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.

> For more information and persuasive responses, please visit OCS.

Some Questions You May Be Asked

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.

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.

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.

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.

> **Previous graduates' Top 3 criteria for 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 the 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 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, do not accept before you are ready or out of fear that you don't have another option. Do not accept an offer to "hedge your bets" if you are unsure you will receive your preferred offer. If you are being pressured and aren't ready, and the employer is unwilling to extend your offer response deadline, consider turning the offer down. You've successfully made it through an application and interview process to secure an offer and you can do it again.

It is your responsibility to self-reflect and research employers as much as you can to ensure you are making the best informed decisions for yourself. HMC alumni are great resources to ask about their experiences and you may be able to find Mudders that have worked at the employer you received an offer from.

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 (decline an offer after having previously accepted it). 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 the position you accepted wasn't the best decision, please discuss this with an OCS staff member. **Your actions affect future HMC students.**