Get Started!
Choosing what career field you would like to pursue may be one of the most difficult choices you will make. The best place to begin your exploration is through a self-assessment. Through this experience, you’ll learn about your personality, likes, dislikes, skills and interests. As you begin your journey, keep an open mind and remember that it is almost impossible to change yourself to fit into a career, however it is possible to change your potential career to fit you.

Self Assessment Tools Available to You

Online Assessments
Self and Personality Type Assessments
Keirsey™ Temperament Sorter ®-II (KTS™-II) — www.keirsey.com/sorter/instruments2.aspx?partial=0

A 70-question assessment that measures your personality type. A detailed explanation is provided to the user at no cost once the results have been calculated. User is required to provide limited contact information on a secure site. This assessment takes approximately 10-minutes.

TypeFocus — www.typefocus.com
This 66-question assessment scores you on a variety of characteristics, skills and personality traits. Upon submitting your answers, a four letter Myers-Briggs Type Indicator code and summary is revealed. The four letter code is then translated into your personality type.

Skills Assessment
ISEEK Skills Assessment — www.iseek.org/sv/12398.jsp
This skills based test selects potential careers based on how the user rates job related skills by selecting positive, negative or neutral answers.

Interest Assessment
The Career Key — www.careerkey.org
Click on ‘You’ and then select ‘Take the Career Key’ test. This assessment, based on Holland’s Theory of Career Choices, measures skills, abilities, values, interests and personality. This assessment will help the user identify promising jobs as well as provide detailed information about them.

FOCUS — www.hsc.edu (see Career Development under the Academics link)
This is a package of assessments and career information that can help you make decisions on what to major in and how your personal values, interests, and skills connect with different types of careers. You can start and stop your work in FOCUS, as well as come back and change your answers at a later time. While you can take FOCUS online, we ask that you schedule an appointment to discuss the results with a member of the Career Development staff.

Step One: Assess Yourself
**Self Assessment Exercise**

**Step 1:** Based on the Career Development Theory of John Holland, Ph.D., people with the same or similar interests are often found in the same work environments. To discover the work environment(s) best suited to your interests, abilities and personality traits, complete the following assessment by checking those items that best describe you in each category.

### Realistic

<table>
<thead>
<tr>
<th>Are You:</th>
<th>Can You:</th>
<th>Like To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical</td>
<td>Fix electrical things</td>
<td>Tinker with mechanics</td>
</tr>
<tr>
<td>Athletic</td>
<td>Solve mechanical problems</td>
<td>Work outdoors</td>
</tr>
<tr>
<td>Straight forward</td>
<td>Pitch a tent</td>
<td>Be physically active</td>
</tr>
<tr>
<td>Mechanically inclined</td>
<td>Play a sport</td>
<td>Use your hands</td>
</tr>
<tr>
<td>A nature lover</td>
<td>Read a blueprint</td>
<td>Build things</td>
</tr>
<tr>
<td></td>
<td>Operate tools and machinery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Work on cars</td>
<td></td>
</tr>
</tbody>
</table>

*R Total =

### Investigative

<table>
<thead>
<tr>
<th>Are You:</th>
<th>Can You:</th>
<th>Like To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquisitive</td>
<td>Think abstractly</td>
<td>Explore ideas</td>
</tr>
<tr>
<td>Analytical</td>
<td>Solve math problems</td>
<td>Use computers</td>
</tr>
<tr>
<td>Scientific</td>
<td>Understand physical theories</td>
<td>Work independently</td>
</tr>
<tr>
<td>Observant</td>
<td>Do complex calculations</td>
<td>Perform lab experiments</td>
</tr>
<tr>
<td>Precise</td>
<td>Use a microscope</td>
<td>Read scientific or technical magazines</td>
</tr>
<tr>
<td></td>
<td>Work on cars</td>
<td>Analyze data</td>
</tr>
<tr>
<td></td>
<td>Operate tools and machinery</td>
<td></td>
</tr>
</tbody>
</table>

*I Total =

### Artistic

<table>
<thead>
<tr>
<th>Are You:</th>
<th>Can You:</th>
<th>Like To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative</td>
<td>Sketch, draw, paint</td>
<td>Attend concerts, theaters, art exhibits</td>
</tr>
<tr>
<td>Intuitive</td>
<td>Play a musical instrument</td>
<td>Read fiction, plays, poetry</td>
</tr>
<tr>
<td>Imaginative</td>
<td>Write stories, poetry, music, sing, art, dance</td>
<td>Work on crafts</td>
</tr>
<tr>
<td>Innovative</td>
<td>Design fashions or interiors</td>
<td>Take photographs</td>
</tr>
<tr>
<td>An individualist</td>
<td></td>
<td>Express yourself creatively</td>
</tr>
</tbody>
</table>

*A Total =

### Social

<table>
<thead>
<tr>
<th>Are You:</th>
<th>Can You:</th>
<th>Like To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendly</td>
<td>Teach/train others</td>
<td>Work in groups</td>
</tr>
<tr>
<td>Helpful</td>
<td>Express yourself clearly</td>
<td>Help people with problems</td>
</tr>
<tr>
<td>Idealistic</td>
<td>Lead a group discussion</td>
<td>Participate in meetings</td>
</tr>
<tr>
<td>Insightful</td>
<td>Mediate disputes</td>
<td>Do volunteer service</td>
</tr>
<tr>
<td>Outgoing</td>
<td>Plan and supervise an activity</td>
<td>Work with young people</td>
</tr>
<tr>
<td>Understanding</td>
<td>Cooperate well with others</td>
<td>Play team sports</td>
</tr>
</tbody>
</table>

*S Total =

### Enterprising

<table>
<thead>
<tr>
<th>Are You:</th>
<th>Can You:</th>
<th>Like To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-confident</td>
<td>Initiate projects</td>
<td>Make decisions affecting others</td>
</tr>
<tr>
<td>Assertive</td>
<td>Convince people to do things your way</td>
<td>Be elected to office</td>
</tr>
<tr>
<td>Sociable</td>
<td>Sell things or promote ideas</td>
<td>Win a leadership or sales award</td>
</tr>
<tr>
<td>Persuasive</td>
<td>Give talks or speeches</td>
<td>Start your own political campaign</td>
</tr>
<tr>
<td>Enthusiastic</td>
<td>Organize activities and events</td>
<td>Meet important people</td>
</tr>
<tr>
<td>Energetic</td>
<td>Lead a group</td>
<td></td>
</tr>
</tbody>
</table>

*E Total =
Conventional

Are You:  Can You:  Like To:  C Total =
Well groomed  Work well within a system  Follow clearly defined procedures
Accurate  Do a lot of paper work in a short time  Use data processing equipment
Numerically inclined  Keep accurate records  Work with numbers
Methodical  Use a computer terminal  Type or take shorthand
Conscientious  Write effective business letters  Be responsible for details
Efficient

Step 2: Total the items that you checked under each category and record it next to the appropriate letter. Identify the top 3 categories and record the letters below. These three letters represent the categories that create the most accurate picture of you.

My top three categories are: __________, __________, __________

Step 3: Identify each letter with a category and read the appropriate description.

REALISTIC people are characterized by competitive/assertive behavior and by interest in activities that require motor coordination, skill and physical strength. People oriented toward this role prefer situations involving “action solutions” rather than tasks involving verbal or interpersonal skills. They like to take a concrete approach to problem-solving rather than relying on abstract theory. They tend to be interested in scientific or mechanical rather than cultural and aesthetic areas.

INVESTIGATIVE people prefer to think rather than to act, to organize and understand rather than to persuade. They are not apt to be too “people oriented.”

SOCIAL people seem to satisfy their needs in teaching or helping situations. In contrast to investigative and realistic people, social types are drawn more to seek close interpersonal relationships and are less apt to engage in intellectual or extensive physical activity.

CONVENTIONAL people don’t mind rules and regulations and emphasize self-control. They prefer structure and order to ambiguity in work and interpersonal situations. They place value on prestige or status.

ENTERPRISING people are verbally skilled and use this skill in persuasion rather than support of others. They also value prestige and status and are more apt to pursue it than conventional people.

ARTISTIC people value self-expression and relations with others through artistic expression. They dislike structure, prefer tasks involving personal or physical skills, and are more prone to expression of emotion than others. They are like investigative people but are more interested in the cultural-aesthetic than the scientific.

Step 4: Research specifics about potential career choices through the Directory of Occupational Titles (DOT) available in the Career Development Resource Library or online through the Career Development website.

The above is based on John L. Holland’s MAKING VOCATIONAL CHOICES: A THEORY OF CAREERS (Englewood Cliffs, NJ; Prentice Hall, 1973). The formal validated assessment instrument using Holland’s theory is the Self Directed Search (SDS) available through PAR, Inc.

MAJORS & CAREERS

Jobs and careers are not determined exclusively by majors, but rather by what you can and want to do with the skills and interests you have.

Just the Facts!
Research shows that the average American will change jobs 7-10 times and will experience 3-5 career changes in their lifetime. This same research also shows that most students will change their majors at least two times before they graduate.

What’s Your Major Got to Do With It?
Your major will relate to your career plans in one very significant way — to assist with the continued development of skills and interests needed in any occupation. Choosing a major at a liberal arts institution means choosing a subject that you like and will do well in academically. Choosing a major is not choosing a career!

Consider the strong skills you’ve already developed as a Hampden-Sydney student:

• writing  • verbal
• analytical  • research
• problem-solving  • organization

These are all characteristics that any employer will look for. Remember, employers hire skills, not majors.

MAJOR Decisions
Not too sure how to go about choosing a major?
Consider one of the following:

• Attend a “What can I do with a major in...?” workshop held each semester.

• Speak with professors in your particular major of interest or your Academic Advisor.

• Consult the Majors link on the Career Development website to identify specific occupations.

• Visit Career Development.

What’s Your Career IQ?
Match each career with an H-SC major

And the answer is...

<table>
<thead>
<tr>
<th>Career:</th>
<th>Major:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Vice President</td>
<td>Math</td>
</tr>
<tr>
<td>Advertising Executive</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Golf Pro</td>
<td>Political Science</td>
</tr>
<tr>
<td>Commerical Realtor</td>
<td>Economics</td>
</tr>
<tr>
<td>Pharmaceutical Sales Rep</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Screenwriter</td>
<td>Religion</td>
</tr>
<tr>
<td>Foreign Service Officer</td>
<td>English</td>
</tr>
<tr>
<td>Attorney</td>
<td>History</td>
</tr>
</tbody>
</table>
The Four Year Plan

**Freshmen**

**OPTIONS**

- Study hard and get good grades!
- Update your profile on TigerConnections, Career Development’s online job, internship and mentor system.
- Familiarize yourself with the resources the Career Development Office has to offer.
- Pick up a copy of the Career Planning Guide.
- Begin your career exploration by participating in campus and/or volunteer activities to gain insight into your interests, abilities and values. Refer to the Key, attend College Activities Council (CAC) events, attend the club fair and talk to your Resident Advisors to learn more about organizations you can join.
- Explore possible majors and discuss your tentative plans for a major with your academic advisor and other professors.
- Attend the H-SC Alumni Career Expo in the spring.
- Work with the Career Development staff on summer job or internship possibilities.
- Start expanding your network to include alumni.

**Sophomores**

**CHOICES**

- Gather more information about careers that interest you by utilizing the resources in the Career Library as well as exploring TigerConnection’s Alumni Career Network.
- Pick up a copy of the Career Planning Guide.
- Returning users should update their profiles on TigerConnections.
- Meet with a member of the Career Development staff to discuss career options and ways to gain relevant experience.
- Attend the H-SC Alumni Career Expo in the spring.
- Consider studying abroad for a semester or during May term.
- Attend workshops sponsored by Career Development on resume writing, the job search, interview skills and finding internships.
- Attend information sessions by alumni or employers. Consider scheduling an informational interview with a professional in your field of interest.
- Join clubs/organizations, explore leadership options, volunteer in the local community.
- Speak with faculty, academic advisers, and the Career Development staff about majors.
- Attend various Career Development workshops, begin writing your resume.
- Declare your major!
- Continue your career exploration by securing a summer job or internship in a field of interest.
Juniors
INITIATIVE

___Meet with a member of the Career Development staff to discuss career goals and ways to gain relevant experience.
___Update your profile on TigerConnections.
___Attend the Challenge Job & Internship Fair.
___Visit TigerConnection’s Alumni Career Network and identify several alumni in your field of interest to conduct informational interviews.
___Attend the H-SC Alumni Career Expo in the spring.
___Attend on-campus information sessions.
___Consider studying abroad for a semester or during May term.
___Pick up a copy of the Career Planning Guide.
___Attend workshops sponsored by Career Development on resume writing, the job search, interview skills and finding internships.
___Secure a summer internship opportunity and apply for a Sears Endowment.
___Update your resume and cover letter for summer job or internship applications.
___If you are considering graduate school, initiate conversations with your faculty to research your options. Prepare for the appropriate qualifying tests.
___Learn about job search strategies for your field of interest and formulate plans for career activities during your senior year.
___Start building a professional wardrobe and purchase a professional portfolio to hold your resume during interviews.
___Start building a list of professional contacts in your network.
___Attend Diversity Career Day in October at the University of Virginia.

Seniors
RESPONSIBILITY

___Meet with a member of the Career Development staff to discuss your career goals and formulate a timetable to achieve these goals.
___Update your profile on TigerConnections.
___Attend a Senior Orientation Workshop.
___Pick up a copy of the Career Planning Guide.
___Regularly review the Career Development Calendar for upcoming events.
___Attend Career Development workshops and participate in on-campus interviews.
___Attend the Alumni Council Senior Dinner and Alumni Career Expo Dinner.
___Attend relevant Job Fairs including the Challenge Job & Internship Fair held each November.
___Attend Diversity Career Day in October at the University of Virginia.
___If you are considering graduate school, discuss your options with your faculty advisor.
___Register for the appropriate graduate school test and submit applications.
___Graduate (Congratulations!)
___Join “The Network” at http://thenetwork.hsc.edu
___Use “The Network” to identify potential contacts.
Step Two: Do your Homework

How do you know what careers you may be most interested in? Do your homework! There are thousands of opportunities to research companies, careers, who does these careers, etc., both online and in written format. All you have to do is spend the time researching the information.

Career Development Resource Library — Our office houses a library full of resources including company information, job choices, almanacs, industry journals, market trends, and much more. All books and resources are available for students to check-out on a limited basis and several magazines are available to all students for free. A listing of our resources is available at our website.

The Internet — With the invention of the World Wide Web, the information super highway has never been easier or more convenient to use. Career Development publishes a useful list of websites for specific job searches, career fields and majors. Also research specific companies and career fields on your own using popular search engines including Google. Three key websites to use are jobweb.com, quintcareers.com, and glassdoor.com.

Social Media — Facebook and LinkedIn can also help you learn more about companies and interesting jobs. On Facebook, consider updating your profile to reflect that you are looking for a job or internship. Engage with the organizations you are interested in via Fan Pages or Groups, and do targeted searches to see if you are connected to people at companies of interest. LinkedIn is a professional networking option, and has some different rules. On LinkedIn, connecting to people you know in real life is more valued than connecting to just anyone. Once you’ve built your profile to your satisfaction, you can browse job listings, see if you know anyone at those companies, view company profiles, and continue mapping your professional network. We have a Tip Sheet online and in our office about using LinkedIn.

Informational Interviewing — This unique type of interview allows you to learn about a career directly from a professional in the field. Informational interviews are more informal than your usual interview setting and allow you to ask all of the questions.

Whom do you call for an informational interview? Consider contacting professionals you may already know in the field; contact a Hampden-Sydney alumni; ask your friends, family or professors for suggestions; and don’t forget to consult with Career Development.

More on Informational Interviewing
E-mailing and phoning your contact are acceptable methods of communication; however do not expect them to speak with you right then. Your initial contact is to begin communication and set up an appointment either in person or on the phone. You never use these opportunities to ask for a job outright.

Example E-mail:
Dear Sgt. Wilson,
I received your contact information from your son Ben who is a fraternity brother of mine at Hampden-Sydney College. As he mentioned to you, I am interested in pursuing a career in the law enforcement field, and I would like to speak with you about the profession. I will be happy to contact you at a time that is convenient for you.

Thank you in advance for your time and I look forward to hearing from you.

Sincerely,
Steve Smith
**Informational Interview Questions**

As you formulate your list of questions, consider the following:

- How did you get into this line of work?
- What do you like least about your job? What do you like the most?
- Does your job require any advanced degrees or special certifications?
- What is a typical day like for you?
- Why did you choose this career?
- What advice do you have for me as I get started in this field?
- What are you major responsibilities?
- What skills do you use most often?
- What are your major frustrations, problems and/or difficulties in your job?
- What do you see in the future for this line of work?

*What other questions can you think of?*

Notes
Step Three: Creating Your Cover Letter and Résumé

Creating a Cover Letter

A cover letter is a formal one page correspondence accompanying your résumé introducing yourself and your skills to a potential employer. This letter is the first impression an employer has of you. Your goal —create a letter that is strong, confident and engaging enough for the employer to want to review your résumé.

Think of it this way. Your cover letter and resume need to answer these questions: “Who am I, and why am I a good fit for your company?”

Your cover letter is to be printed on the same quality and color paper you use for your résumé.

Elements of a Cover Letter

While there are many formats to cover letters, you will always need to communicate the same general information. Below is a guide to help you get started.

Address & Date Format
On the right margin, include your address and the date on which you are writing the letter. Move your cursor to the left margin, space 3 to 4 lines and include the full name, title, and address of the person in which you are sending your letter.

Salutation
Always begin your letter with Dear and the proper salutation such as Dear Mr. Smith. Technology today allows you to do the research needed to find the proper contact person. If the company’s website does not provide you with the information needed, we advise you to contact the company’s Human Resource office. If all else fails, only then should you use the salutation of To Whom It May Concern.

Paragraph 1: Introduction
This paragraph will introduce you to your potential employer. Communicate why you are writing and what position you are applying for. Also include your year in school (junior, senior, etc.), major(s), and how you learned of the position.

Paragraph 2: Body
This paragraph is extremely important as this is where you are building a relationship between your skill sets and those required for the position in which you are applying. Your goal is to be as specific and concise as possible, citing examples of the work you have done and the skills you have developed.

Paragraph 3: Conclusion
Go out strong! Reiterate to your potential employer why you are a good fit for this position as well as show your interest in interviewing.

Signature
Always close your correspondence with Sincerely, followed by white space (approximately 4 lines) and then your full name. Use the space provided to sign your letter using a black ball point pen. Space allowing, include the word Enclosure to indicate that you have included your résumé in this mailing.
Mr. John Smith  
Global Economic Consulting  
90 Industrial Lane  
Richmond, VA 23942

Dear Mr. John Smith,  
My name is Ineed A. Job and I am writing this letter to express my interest in the job posted in my Career Development office.

I possess many of the skills that you require for this position. I have participated in varsity lacrosse for three years, am a member of the Pre-Law Society, and have traveled extensively throughout the United States.

I am more than willing to travel to Richmond to meet with you. Please feel free to contact me at your convenience.

Sincerely,

Ineed A. Job

Ineed A. Job
Mr. John Smith  
Senior Recruiter  
Global Economic Consulting  
90 Industrial Lane  
Richmond, VA 23942  

April 7, 2010  

Dear Mr. Smith,  
I am writing to express my interest in the Team Leader position at Global Economic Consulting advertised through my Career Development office. I will graduate from Hampden-Sydney College in May with a degree in Economics and Commerce, and I possess many of the skills you require for this position.  

I have gained invaluable knowledge of the consulting business through my summer internship experience at Booz Allen Hamilton where I worked directly with their senior staff. This experience afforded me the opportunity to co-lead a summer long project allowing me to become familiar with all aspects of the consulting business including project development and management, budgeting, and marketing strategies. This experience also allowed me to fine-tune my public speaking and presentation skills using a variety of computer based models.  

My attached résumé goes into greater detail on my skills and experiences. I would appreciate the opportunity to discuss with you how my capabilities and personal qualities may be of benefit to your organization. If you have any questions or need additional information, please contact me at jobia@hsc.edu or (434) 223-0000. Thank you for your consideration, and I look forward to hearing from you soon.  

Sincerely,  

Ineed A. Job  

Ineed A. Job  
Enclosure
Writing Your Résumé
A résumé is an organized summary of your education, skills, experiences and activities used to introduce yourself to potential employers. In short, it’s your calling card. Each résumé should be tailored specifically to the position in which you are applying for, therefore you will need several résumés if you are applying for different types of jobs.

The Basics
- **Cover Letter** – Always submit a cover letter with your résumé.
- **Length** – A one-page résumé is ideal and will contain enough information to properly represent you to a potential employer.
- **Font** – Use a font that is easy to read and scannable. Times New Roman and Arial are the most common. No more than a 12 point font and no less than 11 for the body of your document. Your headers and your name may be larger.
- **Paper** – Your résumé and cover letter should always be on the same color, high quality bond paper. Professional colors are white or off-white; avoid anything with a darker color as it will not copy or fax well.
- **Keep it Current** – Make sure that your address, phone-number and e-mail are always up-to-date. If it is close to a holiday break or the end of a school year, include both your permanent and school address on your résumé.
- **Action Verbs** – Use short concise statements in the body of your résumé always beginning with an action verb.
- **Listing Your GPA** – List your GPA if it is a 3.0 or higher. Be sure to indicate whether or not it is your major, cumulative or both.
- **References** – List your references on a separate piece of paper that matches the quality and color of your cover letter and résumé. Include your name (References for John Smith) at the top followed by a list of 3-4 references comprised of personal, professional, and educational contacts. For each person, include their full name, title, company/organization, business address, business phone number, and/or e-mail address.
- **Don’t** disclose any personal information such as age, marital status, or birth date. Also do not provide a photograph and avoid abbreviations (except for states – VA, NC, etc.)

The Format
**Chronological Résumé**
The most commonly used format, this is best for those first entering the workforce as education and/or experience are closely related to career goals.

**Functional/Skill Based Résumé**
Greater emphasis is put on skills rather than on work history or educational background. Characteristics are listed under broad headers such as management, leadership, technology, etc. This is more appropriate if you have more experience or are looking to change careers.

**Combination Résumé**
Incorporates aspects of both formats listed above with a short skills summary and a reverse chronological order in the education and experience section.
OBJECTIVE: This short and concise statement that tells the employer your intent for fitting into the organization.

To obtain a management training position within the financial services industry with a primary focus on wealth management.

EDUCATION: Name of School – Location (Expected) Date of Graduation
Degree or major

Related coursework (Include only if the courses relate to the position in which you are applying.)

Study Abroad Experiences

Hampden-Sydney College – Hampden-Sydney, VA May 2010
Bachelor of Science, Economics

Related coursework: Economics and Commerce Rhetoric
Money and Banking Public Finance


EXPERIENCE: Include all full-time, part-time and internship experiences. As your résumé grows, you will only need to include those that were the most significant learning experiences.

Company/Organization Name – Location Dates of Employment
Job Title
• Bulleted list describing your major responsibilities.

Wachovia Management Securities – Charlotte, NC Summer 2008
Financial Analyst Intern
• Co-managed client base of 25
• Researched retirement and wealth building portfolios and provided proper guidance to limited clientele

ACTIVITIES: (or SKILLS, HONORS & AWARDS) List involvement including sports, intramurals, leadership roles, volunteerism, clubs/fraternities/sororities, etc.

Tiger Athletic Club
Sigma Alpha Epsilon Fraternity - Pledge Educator, 2007

REFERENCES: Space available, include this header and simply use the phrase Available upon request.
Chronological Résumé Worksheet

IDENTIFYING INFORMATION

First name, middle initial, last name

Current address, telephone number, e-mail address

Permanent address, telephone number, e-mail address

OBJECTIVE

To obtain an x position OR a position in x that would benefit from my x and y experience

EDUCATION

College, city, state

Degree, month, year to be received

Major(s), minor(s), concentration(s)

Grade point average (if above a 3.0)

Related course work (maximum of 3 lines, only if applicable to objective)

EXPERIENCE (List most recent experiences first.)

Title, name of organization, city, state, and dates of employment

Leading with an action verb, list a responsibility or duty

Another responsibility or duty

Another responsibility or duty

Title, name of organization, city, state, and dates of employment
<table>
<thead>
<tr>
<th>Leading with an action verb, list a responsibility or duty</th>
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</thead>
<tbody>
<tr>
<td>Leading with an action verb, list a responsibility or duty</td>
</tr>
<tr>
<td>Leading with an action verb, list a responsibility or duty</td>
</tr>
<tr>
<td>Title, name of organization, city, state, and dates of employment</td>
</tr>
<tr>
<td>Leading with an action verb, list a responsibility or duty</td>
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<tr>
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</tr>
<tr>
<td>Leading with an action verb, list a responsibility or duty</td>
</tr>
</tbody>
</table>

**SKILLS** (Specify computer languages or special skills, including working knowledge, proficiency, or fluency in languages other than English.)

**ACTIVITIES** (List leadership positions, memberships, or affiliations. Include responsibilities and/or duties.)

Name of organization, title or position (if applicable)

Name of organization, title or position (if applicable)

**HONORS AND AWARDS** (If listing awards, tell the employer what the award was for.)

Name of honor/award, date received

Name of honor/award, date received

**REFERENCES** Available upon request
Résumé Action Verbs

accomplished  collaborated  edited  influenced  planned  solicited
achieved  collected  educated  initiated  played  solved
acquired  committed  employed  innovated  possessed  sought
acted  communicated  enabled  inquired  predicted  specified
adapted  compared  encouraged  inspected  prepared  spoke
addressed  completed  enlisted  installed  presented  staged
adjusted  composed  ensured  instilled  processed  strengthened
administered  computed  interacted  instructed  produced  studied
advanced to  conducted  interviewed  insured  programmed  succeeded
advertised  confronted  established  involved  projected  suggested
advised  constructed  estimated  joined  promoted  summarized
aided  contacted  evaluated  judged  proofread  supported
allocated  continued  examined  kept  provided  surveyed
analyzed  contracted  excelled  lectured  published  taught
tested
answered  contributed  executed  learned  published  trained
table
anticipated  contributed  exercised  left  published  translated
applied  controlled  expanded  led  recommended  tutored
arranged  conveyed  exhibited  lectured  reconciled  updated
artculated  cooperated  experimented  learned  reviewed
ascertained  coordinated  explained  made  revised
assembled  corrected  executed  maintained  reproduced
assessed  corresponded  explained  managed  researched
assigned  corresponded  explained  manipulated  researched
assisted  created  facilitated  managed  reproduced
assured  critiqued  filed  managed  reproduced
attained  dealt (with)  financed  marketed  reproduced
attended  defined  followed  marketed  researched
audited  delegated  forecasted  mastered  resolved
authoried  designed  formulated  measured  responded
balanced  described  generated  met  restored
began  derived  governed  modified  retrieved
bought  designed  governed  motivated  risked
brought  described  generated  motivated  scheduled
budgeted  designed  governed  negotiated  searched
built  derived  governed  negotiated  selected
built  demonstrated  governed  negotiated  serviced
budgeted  determined  governed  negotiated  serviced
calculated  determined  governed  negotiated  serviced
carried out  devised  handled  helped  serviced
categorized  directed  handled  helped  serviced
cared  developed  handled  helped  serviced
catehred  discussed  handled  helped  set
callenged  discussed  handled  helped  shaped
changed  discussed  handled  helped  shared
clarified  displayed  illustrated  imagined  showed
classified  distributed  implemented  improved  simplified
coded  drew  imposed  improved  skilled
coached  drew  imposed  improved  sold
 coded  drew  imposed  improved  sold
Sample Chronological Résumé

John P. Davis

College Address: PO Box 1987
Hampden-Sydney, VA  23943
(434)223-6106
davisjp@hsc.edu

Permanent Address: 1382 George Street
Richmond, VA  23039
(804)690-1439
jpd@hotmail.com

OBJECTIVE:
To obtain an internship position allowing me to explore career options within the field of Corporate law.

EDUCATION:
Hampden-Sydney College – Hampden-Sydney, VA
Bachelor of Arts, Economics and Commerce
May 2011
GPA: 3.55

Related coursework:
Rhetoric, Spanish, Public Speaking, Logic, Psychology, Money and Banking, Managerial Accounting,
Economics of the Law, Labor Economics, Corporate Finance, Constitutional Law

Honors:
Dean’s Scholarship, Hampden-Sydney College  Fall 2007—Present
Dean’s List, Hampden-Sydney College  Spring 2008—Present

EXPERIENCE:
Legal Intern, Sheldon & Ross, PA – Richmond, VA
Summer 2009
• Assisted legal team with case investigations including fact checks and client interviews
• Maintained firm law library
• Delivered case documents and materials to opposing counsel

Facilitator/Instructor, Young Life Ropes Course, Rockbridge - Alum Springs, VA  Summers 2007-2008
• Insured the safety of 200-500 high school students on a given weekend
• Performed rescues on high element ropes courses and maintained a safe environment for climbers
• Managed 5-10 ropes personnel

Sales Assistant, Ski and Tennis Station – Richmond, VA  November 2005- August 2006
• Received “Employee of the Year” recognition based on amount of merchandise sold during an employment period
• Provided top quality customer service in a high volume store
• Demonstrated and fit equipment to client needs

ACTIVITIES:
President, Pre-Law Society, Hampden-Sydney College  Spring 2009—Present
Sigma Nu Fraternity, Hampden-Sydney College  Fall 2007—Present
Sample Chronological Résumé

Henry L. Garland
PO Box 4972
Hampden-Sydney, VA 23943
(434) 555-1212
garlandh@hs.c.edu

OBJECTIVE:
To obtain an Assistant Curator position to utilize my experience and interest in the art industry.

EDUCATION:
Hampden-Sydney College – Hampden-Sydney, VA
Bachelor of Arts, Fine Arts-Visual, Minor in Creative Writing
May 2010

Study Abroad: St. Anne’s College, University of Oxford - England
Art & Sculpture Fellowship, Museum of Modern Art – New York, NY
Spring 2009, Fall 2008

Related Coursework: Rhetoric, French, Photography, Money and Banking, Color and Two-Dimensional Design, Indirect Painting, Topics in Studio Art, Portraiture, Critical Issues in the Arts, Directing, Theater Production, Theater Design and Technology

EXPERIENCE:
Assistant Curator, Hampden-Sydney Museum, Hampden-Sydney VA
2009--2010
• Organized and displayed exhibits
• Assisted Curator with preparing for Board meetings

Gallery and Administrative Intern, Savannah Gallery – Savannah, GA
2008, 2009
• Petitioned and managed all Call for Entry submissions for summer exhibits
• Managed all layouts and displays of exhibit paintings, sculpture and photography
• Organized annual Summer Soiree fundraiser at the SCAD—raised $10,000

Creative Intern, Longwood Center for the Visual Arts – Farmville, VA
Fall 2007
• Coordinated and created gallery and window displays
• Scheduled and marketed all Prince Edward County Art Outreach programs geared towards elementary and middle-school aged students
• Taught beginner painting class

HONORS & AWARDS:
Patrick Henry Scholar, Hampden-Sydney College 2006-Present
Spoleto Festival U.S.A. Poster Design Finalist 2007, 2009
Featured Artist, San Francisco Bay Gallery 2008
Best New Artist, Asheville Folk Art Festival 2007
Sample Skills-Based Résumé

Rex Johnston
10 Wisteria Lane
Green Bay, Wisconsin 54301
(715) 555-2020
johnstonr@hsc.edu

OBJECTIVE:
To obtain a management training position utilizing my management, training, and communication skills.

SKILLS & ACCOMPLISHMENTS
Management
• Made important financial and administrative policy decisions as a board member on an incorporated non-profit volunteer fire department
• Decided use and dispersal of manpower and equipment in dangerous emergency situations as Lieutenant on Hampden-Sydney Volunteer Fire Department
• Managed 100 volunteer firefighters
• Collected and assessed quarterly injury and workmen’s compensation statements
• Responsible for processing and submitting all workmen’s compensation claims

Training
• Created and facilitated quarterly fireman skills and equipment training
• Trained and developed summer employees involved in paper mill’s fixed asset inventory
• Provided interactive safety training for all mill employees including CPR and First Aid
• Certified in Outdoor Rescue

Communications
• Made presentations to Board of Supervisors for funding
• Ran weekly radio show

EXPERIENCE:
Lieutenant, Hampden-Sydney Volunteer Fire Department 2007-Present
Human Resources Intern, Owens-Illinois, Inc. – Tomahawk, WI Summer 2009
Human Resources Assistant, Wisconsin Medical Group – Green Bay, WI Summer 2008
Head Busboy, Phil’s Dinner Club – Madison, WI Summers 2006, 2007

EDUCATION:
Hampden-Sydney College – Hampden-Sydney, VA May 2010
Bachelor of Arts, Psychology Cumulative GPA: 3.55 Major GPA: 4.0

ACTIVITIES:
Hampden-Sydney Volunteer Fire Department 2006-Present
Outdoors Club, Hampden-Sydney College 2007-Present
Disc Jockey, Radio Station, Hampden-Sydney College 2008-Present
Sample Combination Résumé

Roger B. Goode

College Address: 
PO Box 1963
Hampden-Sydney, VA 23943
(434) 223-6106
gooder@hsc.edu

Permanent Address: 
14 Hull Road
Richmond, VA 23039
(804) 543-1588
gooder@hotmail.com

OBJECTIVE:
To obtain a management training position with Ferguson Enterprises.

EDUCATION:
Hampden-Sydney College – Hampden-Sydney, VA
Bachelor of Arts, History
Thesis: Blackbeard and Today’s Somali Pirates
Major GPA: 3.23
Fall 2010

Honors: President’s Scholarship, Hampden-Sydney College Fall 2007—Present
Dean’s List, Hampden-Sydney College Spring 2008—Present

Related coursework: Rhetoric, Spanish, Public Speaking, Psychology, Money and Banking, US History,
Diplomatic History, International Law, International Finance, Creative Writing, Statistics, Theater

EXPERIENCE:
Captain, Varsity Football, Hampden-Sydney College 2009--Present
• Lead and motivated offense of 50 teammates to a 10-0 regular season
• Planned, organized, and conducted off-season workouts with coaches

Resident Advisor, Resident Life, Hampden-Sydney College Fall 2008-Present
• Supervise and mentor 25 freshmen in all aspects of dorm life
• Plan and conduct five dorm activities each semester
• Certified in First Aid-Respond to dorm emergencies

Intern, Ferguson Enterprises, Richmond, Va Summer 2009
• Worked in warehouse loading trucks with orders
• Interacted with contractors filling orders

Treasure, SAE Fraternity, Hampden-Sydney College Fall 2008-Fall 2009
• Managed annual budget in excess of $50,000
• Planned and executed 10 social events each semester with leadership team

ACTIVITIES:
Varsity Football, Hampden-Sydney College Fall 2008-Present
Member, SAE Fraternity, Hampden-Sydney College Fall 2008-Present
Sample

References for John P. Davis

Marvin Henderson
Owner/Operator
Young Life Ropes Course
PO Box 44831
Alum Springs, VA 23232
(540)234-7890
mhenderson@yl.org

Dr. George Williams
Professor & Department Chair, Economics
Hampden-Sydney College
PO Box 122
Hampden-Sydney, VA 23943
(434)223-0001
gwilliams@hsc.edu

Susan Bailey
Human Resources Manager
Ski & Tennis Station
1645 Broad Street
Richmond, VA 23039
(804)762-8104

James Smith
Regional Director
Boy Scouts of America National Headquarters
Box 762
New York, NY 10001
(212)879-1212

(Example of a professional reference)

(Example of a educational reference)

(Example of a professional reference)

(Example of a personal reference)

Always take your list of references with you to an interview. Never include this list with your cover letter and résumé unless the job announcement or your potential employer specifically requests it.

Samples of Related Work

Students going into a particular career field such as the arts, public relations, advertising and the newspaper and/or magazine industry should include samples of their work in their career portfolio so your potential employer can get a realistic idea of your talent and abilities.

Example Career field:
Fine Arts
Photographs of your paintings, sculpture, play bill, excerpt of a script or film sequence

Public Relations
Press release or press kit

Advertising
Advertising campaign

Newspaper/Magazine
Writing sample, published if possible
Notes
Step Four: Get Experience

As you progress through your college years, your career interests will change frequently and vary widely. One day you may be interested in the financial services industry, the next day you may be interested in becoming a doctor. Deciding what you want to do professionally can be a difficult decision to make. This is why it is important you take advantage of the many opportunities available to you as a Hampden-Sydney student. Get experience through job shadowing, interning, volunteering, working a part-time job and getting involved in student activities.

Everything that you involve yourself in now will further develop your personal and professional skills as well as help you determine what you like and don’t like to do.

Setting Realistic Expectations
As you begin your exploration, it is important that you realize your experience may not be exactly what you had hoped for. It could be that you found the career you were interested in isn’t anything like you thought—the hours are too long, the stress too high, the work is different than you imagined, etc. It is important to recognize, however, the difference between not liking certain aspects of the job and not liking aspects of the time you spent at the company.

Opportunities for Experience

Job Shadow
Shadowing a professional in your field of interest offers you a short-term, fact-paced opportunity to learn many aspects of a person’s job. You may spend one afternoon, one day or a week immersed in this experience. Look at it as an opportunity to spend “A day in the life of....” You would find potential professionals through your network.

Intern
Internships are work experiences that afford students the opportunity to apply academic knowledge in a “world of work” setting. They can be paid or unpaid, for credit or non-credit, in the Virginia area or half way around the world. Most internship opportunities last between 10 and 15 weeks and are available for the fall or spring semesters as well as the summer. Based on the internship site and the semester in which you participate, the number of hours you work per week may vary from just a few to 40. If you are interested in obtaining academic credit for your experience, you must work with the Chairperson of your academic department as Career Development cannot award academic credit.

Who participates in internships?
All students are encouraged to engage themselves in some type of experiential learning during their academic career. Freshmen, sophomores, juniors and seniors can all benefit from an internship opportunity. Employers are always seeking graduates who have had an internship or significant shadowing experience. Those with applied knowledge and skills set themselves apart from other applicants.

Volunteer
Volunteering is a very popular way for students to give back to the community as well as explore possible career options. Each year, dozens of Hampden-Sydney students participate in independent campus-wide and community projects. Visit the Dean of Students office in person or online for more information.
Get a Part-Time Job

Some students choose to work part-time while attending Hampden-Sydney, either during the academic year or over the summer. No matter what type of job you have, you will gain valuable transferable skills that can be applied to any work environment. Consider the following before you head out on the job hunting trail:

1. **Determine your needs, skills and interests.**
   Are you looking for a job during regular business hours or would you rather work during nights and weekends? Are you looking for a job to help pay the bills or do you want a position in a field of interest? Also consider any skills that you would like to develop further (i.e. management, sales)

2. **Working on-campus vs. off-campus.**
   **On-Campus Employment:** Most Hampden-Sydney departments operate from 8:30 a.m. to 5 p.m., Monday through Friday with a few exceptions. Working on-campus offers more flexibility allowing you to work a few hours a day between classes. Employers also offer flexibility around your class schedule and during exam periods. All on-campus employment opportunities are advertised through the Office of Human Resources. These opportunities are usually advertised just as school starts, so check your e-mail regularly.

   **Off-Campus Employment:** Working off-campus allows students the opportunity to earn a higher hourly rate as well as have the opportunity to have a more varied work environment and schedule. The town of Farmville is 4 miles from campus and offers several viable options of employment. For students wishing to travel to a larger city, Richmond and Lynchburg are approximately one hour's drive. Limited taxi service is available through Five Star Taxi by calling (434) 547-3355. Students need to have their own method of getting to and from work. Off-campus employment opportunities may be found advertised in the various local newspapers as well as through signage posted at local establishments.

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**Student Activities**

On-campus activities offer a great way for you to gain teamwork, leadership, communication and organizational skills that all employers value in candidates for part and full-time positions. Involvement in a student organization can also help you establish a connection with fellow students, faculty and staff. Visit the Student Life section on www.hsc.edu for a complete list of campus clubs and organizations.
Step Five: Get a Job or Internship

Planning Your Internship Search

Identifying Places of Interest
Your internship possibilities are endless as you may soon realize. Take the time to assess yourself and consider the following questions before you begin researching potential opportunities:

• What kind of experience are you looking for? One that will allow you to float during your experience and learn about the organization or profession as a whole or something more specialized?

• Do you want to intern with a national or international company or one that is more localized?

• Do you want to travel to another location other than your hometown?

• Do you need to get paid? Do you want to earn credit?

• What are the listed expectations of the companies you are interested in? Do they require you to work 40 hours per week, travel, keep a daily or weekly log of activities, make presentations, etc?

Researching Internship Opportunities
You have asked yourself those important questions and now have a better idea of the type of opportunity you are looking for. Now check out your resources:

• TigerConnections – New opportunities are added daily by employers throughout the country.

• Career Development Resource Library – Here you will find dozens of resources including how to write a cover letter and resume, finding the perfect internship as well as guides helping you search for opportunities in a particular career field, location or company.

• Contact Your Department of Study – Meet with your advisor or one of your professors to obtain leads in your specific program of study.

• Network Network Network! – Let us help you find an alumnus or professional in your field of interest who can provide you with invaluable leads.

• Read Your Campus E-mail – Career Development sends periodic updates regarding new internships that have been listed. Don’t miss out on this important information.

• Visit the Career Development page for all of the latest news as well as view upcoming deadlines and events at www.hsc.edu (see Career Development under the Academics link).

• Twitter
  www.twitter.com/hscareers

• Facebook
  www.facebook.com/hscareers
Planning Your Full-Time Job Search

Your job search can be overwhelming, so it is helpful to break the process down into manageable steps. Work through this list and check off what you have completed as you go. Before you know it, you will be well on your way to a great job opportunity.

ASSess
____ I have identified my personal interests, strengths, likes and dislikes.
____ I have compiled a list of job titles and careers that are of interest to me.
____ I can name at least 2 specific careers and/or jobs that I plan to pursue.

Research
____ I have researched potential career fields including job titles, salary levels, geographic locations, etc.
____ I have identified specific geographical areas where I would like to live and work.
____ I am reading the appropriate industry and trade journals related to my field of interest.
____ I have researched market and employment trends for the job(s) I wish to pursue.

Prepare
____ I have met with a member of the Career Development Staff to discuss my future plans.
____ I have registered on TigerConnections through the Career Development website.
____ I have identified 3-4 individuals to serve as a personal and/or professional reference.
____ I have, or plan to, attend workshops offered by Career Development on preparing my professional portfolio, interviewing, effective networking and the job search process.
____ I have prepared my professional portfolio (cover letter, resume and references) and it has been reviewed by a member of the Career Development staff.
____ I have spoken to HSC alumni or friends in my field of interest about their profession.
____ I have developed my interview skills by reviewing the Get Ready handout and formulating my own responses to typical interview questions.
____ I have created a professional sounding voice-mail message at my primary contact number for potential employers to call.
____ I have the appropriate interview attire: one conservative suit, pressed dress shirt, sensible tie (or bow tie), matching shoes and socks, belt or suspenders.
____ I have planned to use my HSC e-mail account or I have created a new, professional one to correspond with potential employers.
____ I have attended the Alumni Career Expo.
____ I have developed a list of network contacts with whom I correspond with on a regular basis.

Did You Know...?
On average, it will take you a minimum of 3-6 months to conduct a successful job search. Consider this timeline as you prepare for your future.

Search
____ I have attended at least one job fair offered through the Career Development office.
____ I have identified at least two or three job search mechanisms that I check frequently for new opportunities.
____ I read the Career Development e-mail updates regarding upcoming events such as employer information sessions and on-campus interview opportunities.
____ I check the Career Development website regularly for announcements on job opportunities.
____ I have developed an organized system to keep track of my contacts, interviews, follow-ups and other job search related activities.
____ I prioritize job application deadlines and respond to all interesting leads immediately.
____ I have participated in at least one on-campus interview.
____ I have developed a list of questions to ask employers during my interview(s).
____ After each interview, I send a handwritten thank you note to each person who interviewed me.
____ I am remaining patient and focused as I know finding the best job opportunity for me will take several months.
Attending Career Fairs
Career and job fairs are great opportunities for you to meet recruiters, learn about companies in a potential career field as well as learn how to sell yourself against your biggest competition, your fellow students. Since these fairs are always well attended, the event can be overwhelming to a first time attendee.

To make the most of a career and job fair, prepare in advance:
• Identify the companies you want to visit. Career Development will provide a complete list of participants prior to the fair. A map with company booth numbers will be available upon check-in at the fair.
• Carry a portfolio containing multiple copies of your resume.
• Dress in interview attire.
• Do your research on the companies you want to speak with.

NOTE: All career and job fairs have their own policies on pre-registration, submission of resumes as well as on-site interviews. Be sure that you read each fair’s information carefully before you attend.

Hampden-Sydney participates in the CHALLENGE Job Fair, held each November in Lynchburg. Watch for advertisements announcing the event.

We also participate in C2C: College to Career Fair, which takes place in Richmond. Go to www.collegetocareerfair.com to learn more. Watch for advertisements about it as well.

Get Connected! The Art of Networking
Networking is one of the most effective and important tools of the business world. As a college student seeking an internship and eventual full-time job, networking is what may ultimately get your foot in the door.

The Keys to Effective Networking
• If attending a professional, social or school related event, identify at least two or three professionals to introduce yourself to.
• Mingle rather than remaining with the people you arrived with.
• Wear a name tag on the right side of your chest. As you shake hands with people, the natural line of sight is to follow your arm landing on your name tag.
• Give a firm handshake.
• Inquire about the person’s profession.
• Mentally prepare by having several questions ready that you will ask each contact. For example, “What do you feel the current trends to be in your profession?”, “What do you like most about your job?”, or “What advice to you have for someone entering your profession?”.
• Repeat the person’s name to help you remember what it is. “It’s nice to meet you, John.”
• Ask for the person’s business card before exiting the conversation. Later, make any notes on the back of the card to remind you of the conversation.
• Send a follow-up e-mail to your new contact within two business days of your initial meeting.

Contacting HSC Alumni
The alumni network offers students the opportunity to meet graduates that may offer valuable insight into a particular career field. Many alumni in the network are interested in speaking with students about their careers as well as assisting them with other contacts in the field. If you do seek the assistance of an alumnus, follow-up with him in a timely fashion. The business world is constantly evolving and you need to stay connected.

Great resources for obtaining contact information include the online and hard copy of the Alumni Directory; TigerConnection’s Alumni Career Network; professors, family, and friends; networking at various HSC events as well as speaking with members of the HSC staff, especially the staff at Career Development.

TIP! If you’re at an event where alcohol is being served and you are using this occasion as a networking opportunity, limit your alcohol intake to no more than one or two drinks. The goal of this event is to meet and speak with professionals in your field of interest— it’s not a party.
Step Six: Interviewing

Preparing for Your Interview
What’s the #1 interview ‘do’? Research!

Not only do you need to learn about the company in which you are applying, but also about the position. Most companies are easily accessible on the Internet and those that aren’t may be researched through various trade and industry journals.

The effort and time you put into it now will pay off for you in the long run. Who knows, the first question out of your interviewers mouth just may be “What do you know about our company?”

Questions Interviewees Ask
It is important that you ask intelligent and thought provoking questions as the answers provided by the interviewer will help you make an informed decision should you be offered a job.

What industry trends will occur in this company?
What makes your firm different from its competitors?
What are your expectations for new hires?
What qualities are you looking for in your new hires?
What do you feel are your company’s strengths and weaknesses?
Describe the typical first year assignments.
What are the challenging facets of the job?
Describe the work environment.
What is the overall structure of the department where the position is located?

Questions Interviewers Ask
Tell me about yourself. (Use this question as a means to briefly elaborate on your resume. Do not discuss personal information.)

What are some of your strengths? What are some of your weaknesses?
What internship/job related skills have you developed through your coursework?
How will this internship/job relate to your long-term career goals?
Give me an example of how you have encountered and handled a conflict.
What do you hope to gain from this experience?
What type of work environment are you most successful in?
Name three things that are important to you in a work experience.
Why should I hire you?
Tell me about a project or presentation that you are particularly proud of and why.
In what ways do you feel you will make a contribution to this company?
What do you know about our company?
What qualities are you looking for in a manager/supervisor?
Interview Attire: Dress for Success

You only get one chance to make a good first impression! As you prepare, put together a look that is confident, professional and one that makes you look like you belong in the organization.

Acceptable attire:
Suit – Dark suit or blazer with matching slacks.
Dress Shirt – Long-sleeved shirt in a solid color.
Tie – Choose a tie with a subdued pattern and color.
Socks – Select dark, solid colored socks that match your suit or slacks.
Shoes – Polished dress shoes only. No dock siders.
Belt or Suspenders – Pick one and make sure that whatever your choice, it matches your professional attire.
Jewelry – A watch and one ring. Avoid anything flashy.

Interview Preparation Checklist
___ I have directions to the company and/or interview location.
___ I am taking into consideration traffic and other obstacles as I plan my drive time.
___ I have researched the company and job in which I will be interviewing for.
___ I have purchased a portfolio to store my resume, reference page and list of questions.
___ I have at least two copies of my resume printed on quality paper.
___ I have my references typed out on the same quality paper as my resume.
___ I have prepared a list of questions to ask my potential employer.
___ I have chosen my interview attire and made sure the garments are clean and pressed. I have also shined my shoes.

On-Campus Interviewing
Many companies visit Hampden-Sydney to recruit students for their job and internship positions. Some will host information sessions prior to an interview date or strictly offer one-day interview time slots. As these companies schedule visits with our office, students will be informed through the Career Development Update e-mail. All e-mails will contain specific instructions on how to participate in each event.

On-campus interview privileges are extended to all currently enrolled Hampden-Sydney students and alumni.

Cancellation and No Show Policy
As a Hampden-Sydney student, you are expected to honor your interview appointments. If you do not participate in your interview, you have prevented other students from taking advantage of an interview opportunity. Failure to keep your appointment not only reflects negatively on you and our office, but Hampden-Sydney College as well.

Canceling Your Interview Time
If you need to cancel your assigned interview time, you must contact Career Development at least 2 business days prior to your interview. A cancellation after this time is considered to be a no show and your on-campus interviewing privileges will be suspended.

No Show Policy
If you fail to attend a scheduled interview without proper notice to Career Development, all campus interview privileges will be suspended until you have written a letter of apology to the recruiter explaining your reasons for missing the scheduled interview. A copy of this letter is also to be sent to the Director of Career Development.

Failure to take the appropriate action will result in an immediate suspension of on-campus recruiting and resume referral privileges. Interview privileges will be restored once Career Development receives a copy of the apology letter.

The Phone Interview
Companies who have selected you for an interview may choose to incorporate a phone interview into the process. Often times this allows for several interviewers, perhaps from different locations, to take part in the call without having to worry about the logistics of transportation. If you are contacted by a company who wants to schedule a phone interview, private facilities are available in the Career Development office for you to use. Please contact our office first to reserve the space.
It is important that you prepare for this interview exactly as you would for an in-person meeting. Have a copy of your resume with you, do the appropriate research on the job and company, prepare a list of questions for the interviewer as well as formulate your answers to potential questions.

TIP! Dress in interview attire even when participating in a phone interview. When you dress the part, you feel, sound and act more confidently.

The Thank You Note

After interviewing for a job or internship, it is good business etiquette to follow-up with a thank you note to each person with whom you have interviewed. Believe it or not, offers have been extended (or not!) based on whether a potential employee took the time for this important final step. Your correspondence should be sent promptly—we recommend within two business days of your interview.

Noteworthy Suggestions

Suggestion 1: Your thank you note should be concise and specific to the position in which you interviewed.

While it is tempting to go into great detail about your experience, your note should be concise and to the point. Including specific details about the job in which you interviewed is not only crucial but adds a personal touch for the reader.

Suggestion 2: Your note should be professional.

Regardless of your personal or professional relationship with your interviewer(s), your correspondence should always remain professional. Address the recipient properly and include specifics mentioned above.

Suggestion 3: Always thank you interviewer(s) for the opportunity to meet and discuss the position.

What’s a thank you note without the words thank you? Communicating your thanks directly is the whole reason for sending this correspondence in the first place.

The Handwritten Note vs. The Email

Students often ask whether or not it is acceptable practice to send an email in lieu of a handwritten note. Since email is such a widely accepted business tool, it is appropriate to send a thank you email. However, sending an email does not allow you leeway in your professional presentation. Following proper business etiquette is imperative no matter what method of communication you use.

Handwritten Note

Handwritten thank you notes should be sent on personal or professional stationary. Appropriate options include note cards or paper with your name or initials, Hampden-Sydney College note cards or other designs of a conservative nature. Note cards and stationary are available in most office or general supply stores; Hampden-Sydney items may be purchased in our Bookstore. Your note should be written in blue or black ink.

Hint! Consider composing your note on a scrap piece of paper before writing it on your nice stationary.

The Email

While an email will not offer the personal quality of a handwritten note, your gesture is important and appreciated. Keep it simple and use a regular font style such as Times Roman or Arial, size 12 or 13 point. If you have a signature line at the end of your email, make sure that it is appropriate to include in this message.

Hint! Send your correspondence from your HSC email or a personal account with an appropriate name. Avoid sending any business correspondence from an inappropriate email address.
Sample Thank You Note

April 7, 2006

Dear Ms. Washington,
Thank you for the opportunity to meet with you on Wednesday to discuss the Paralegal opportunity with Smith, Overstreet, Lockheed and Nash. I admire the firm’s goals and my visit only further emphasized my enthusiasm of the possibility of joining your staff. I look forward to hearing from you soon.

Sincerely,
Joe Jobseeker

Sample Thank You Email

From: Joe Jobseeker [jobseekerj@hsc.edu]
Sent: Friday, April 7, 2006 1:38 PM
To: Deloris Washington [mailto:dwashington@soln.com]
Subject: Interview Opportunity - Wednesday, April 5

Dear Ms. Washington,
Thank you for the opportunity to meet with you on Wednesday to discuss the Paralegal opportunity with Smith, Overstreet, Lockheed and Nash. I admire the firm’s goals and my visit only further emphasized my enthusiasm of the possibility of joining your staff. I look forward to hearing from you soon.

Sincerely,
Joe Jobseeker
**Following Up After an Interview**

You have submitted your application materials, interviewed for a position and now...you wait. One of the most difficult aspects of the job and internship search is waiting to see if an offer will be extended. Days, weeks and, in some cases, months may go by before you hear anything from your potential employer. Our advice – be proactive! If your potential employer did not indicate when you would be hearing back from them, wait at least one week and then contact the person you interviewed with. Begin your conversation with inquiring about the status of the position. Your contact with the company will take it from there.

Should you still follow-up if it has been longer than one week? Absolutely. Contacting your potential employer within the first few weeks and getting an answer is better than never hearing from them at all.

**MYTH:**
The more time that goes by after you have interviewed with a company means you probably won’t receive an offer.

**TRUTH:**
While this may be true in some cases, it’s not true in every case. Often times, recruiters are visiting many schools and have to analyze their entire applicant pool before any offers are made. This further emphasizes the positive aspects of following-up with a potential employer.

**The Job Offer**

**Receiving a Job Offer**

Congratulations on your job offer! This is a very exciting time for you. Naturally, you have many questions with a very limited timeframe in which to think everything through. During this critical time, be sure that you get the answers to all of your questions and that you are able to make an informed decision based on the information you have.

**Before You Accept...**

Offers of employment are often made verbally and only allow you a few days consideration. Even though the clock is ticking, make sure you know the following critical elements of your employment before accepting an offer:

- annual salary
- begin date of employment
- geographic location of job
- training opportunities
- coverage of relocation expenses
- benefits package
- professional development opportunities
- **vacation***
- work days and hours

*First year employees are often considered probationary and will either receive a reduced vacation package or nothing at all.

**Weighing Your Offers**

You have received multiple offers and you like aspects of each company. Ask yourself the following questions as you weigh the pros and cons of each position:

- Will I enjoy working with the people already employed there?
- My initial impression of my supervisor was...?
- Will I feel challenged in this position? Will my contributions be recognized?
- Will my co-workers or supervisor provide me with the feedback needed to do my job properly?
- Do I agree with the mission and direction of the company?
- Will there be ample opportunity for professional growth?
- Will this job help me build the skills I need to get to my dream job?
- Is the salary and benefit package competitive and acceptable?
- Do I really want to be in this line of work?
- Do I like the work environment? (Consider your first impression.)
- Can I afford to live in the area?
- Is the commute to and from work acceptable?
It's the Case of “You Want This, But Got That”!
Bob has interviewed with two companies – ACME Widgets and Widgets R Us. He likes both of these companies and feels that he will fit in well with the existing staff. He does, however, feel as though he may have better growth potential with ACME. Today, Bob received a phone call from Widgets R Us offering him a full-time position with a very competitive salary and benefits package. What is Bob to do?

Bob should contact ACME Widgets immediately and let them know that another company has extended him an offer, that he is still very interested in working with ACME and would like to know their status in the decision making process.

The company will probably need several days to respond to Bob’s request, so he will need to be mindful of ACME’s timeline. In the end, Bob’s patience and persistence just may pay off.

Accepting a Job Offer
Accept the company’s offer in writing reiterating important facts such as your salary, title, start date, work hours, etc. Keep a copy of this correspondence for your records.

Once you have accepted a job offer, it is unethical to continue interviewing. Therefore, you will need to contact any other companies in which you have interviewed and let them know you have accepted another offer. This action will keep you on good terms with the other employers should you wish to consider employment with them in the future. Finally, let Career Development know your plans so we can keep a record of your success.

Declining a Job Offer
The company that has extended you an offer ultimately wants you to be happy with your employment decision. If you feel that the job is not a good fit, notify the employer immediately and handle your correspondence with thoughtfulness and professionalism. You may want to work with this company in the future and because you handled this situation appropriately, you will not have severed any professional ties.

Decline a company’s offer the same way you would accept one – in writing. This correspondence should be simple and concise explaining only that you will not be accepting their offer of employment and that you appreciated the opportunity to interview. Again, you may be interested in working for this company in the future, so maintaining a friendly, professional relationship is essential.

Negotiating Your Salary & Benefits Package
Once an offer has been made, you may begin your salary negotiation. This is a very acceptable and expected practice that happens either verbally or in written format. As you negotiate, factor in your qualifications, education, related experience, specialized skills, training as well as the industry average and cost of living. Do not negotiate your salary based on your wants and needs. This translates into your not saying to your potential employer, “I have really large student loans and need the money.” Once all parties have reached an agreement, a final offer will be extended in writing by your employer.

Salary guides are readily available to assist you with your research. One recommended site is the Riley Guide (rileyguide.com). The Career Development Resource Library also houses the National Association of Colleges and Employers (NACE) quarterly salary surveys.
Graduate and Professional School

Before you make the decision that you would like to apply to graduate or professional programs, ask yourself the following:

Do you have a clear idea of the career you want to pursue?

Does this career require me to obtain an advanced degree?

Have you researched employment trends and know that you will be able to find gainful employment upon completion from a graduate program?

Can you afford to attend graduate school at this time?

Why do you want to attend graduate school? Are your interests your primary motivation or are they the motivations of friends and/or family?

What are the admission requirements for the schools and programs in which I am interested?

Deciding to enter into a graduate or professional program can be a very rewarding experience as long as you are doing it for the right reasons. If you are trying to postpone having to make a career decision or are not ready to leave the school environment, reconsider your plans for application.

Timeline

Fall of your junior year: Decide if graduate school will really be for you. Talk to your faculty, family, friends, and alumni. Use the resources in the Career Development Library to research possible options. Determine admissions requirements for schools of interest. Begin developing ideas for personal statements and selecting recommenders. Investigate test preparation options, either in person or online. Attend the Graduate and Professional School Fair at UVa, which is usually held in the fall semester, around September and October.

Spring of your junior year: plan for and take relevant admissions test. Begin requesting information from schools of interest, and research funding options before you apply. Solidify personal statements, other essays, and recommenders.

Summer between junior and senior year: retake your admissions test if you feel it is necessary and appropriate. Plan to visit campuses of interest and speak to faculty and staff.

Fall of your senior year: finalize your applications. Use the Writing Center staff to polish your personal statements. Ensure you have all of the recommendations you need. Many graduate programs have early application deadlines late in the fall semester, so plan ahead if there is a program you are very interested in.

Spring of your senior year: many applications will be due in January, February, and March. Give yourself enough time to fully complete the application and submit it in a timely fashion. Submit your FAFSA and continue researching financial aid options. If selected for an interview, prepare thoroughly. When accepted to a program of your choice, notify Career Development of your success!

Finding the Right School for You

Detailed information on schools and their associated programs are available on the Internet. Either visit the school’s website directly or broaden your search by visiting the Peterson’s Guide, an excellent resource that allows you to search by state, program of study and price. www.petersons.com.

Once you have identified your schools of interest, request an admissions packet which will include a catalogue, application for admission, residency information and the appropriate school specific financial aid forms.

Getting In

Grade Point Average: One important factor in gaining admission to graduate or professional school is your grade point average. Your past performance is often viewed as the best predictor of your future academic success. Some universities have established minimum grade point averages and/or test scores which you must attain in order to be eligible for admission. Refer to the graduate bulletins for this information, or contact
the admissions officers directly. They can help you evaluate your record in advance.

Testing: Most graduate and professional schools require that you take one or more standardized examinations before they decide upon your application for admission. Among those most commonly required are the Graduate Record Examination (the GRE, for graduate study in most of the academic disciplines); the Law School Admissions Test (LSAT); the Medical School Admission Test (MCAT); and the Dental Aptitude Test (DAT). Students applying for graduate programs in the field of education or religion are often required to take the Miller Analogies Test. Applications and information are available in Career Development. The GRE Subject Test, The Law School Admissions Test, and the Medical College Admissions Tests are given here on campus. Don’t miss registration deadlines. The GMAT and GRE General Test are available commercially through the Sylvan Learning Centers and may be taken at any time subject to your scheduled appointment.

Transcripts: Official transcripts must be obtained and sent from the Registrar’s Office.

Letters of Recommendation: Most graduate and professional schools ask that students submit letters of recommendation on the school’s individual form or on the professor’s college stationery.

Typically, graduate schools will want three or four recommendations. If the graduate bulletin does not specify from whom these recommendations should be obtained, it is a good idea to have at least two from faculty members in your major department. The others can be faculty members or professional staff members in related or unrelated disciplines. Sometimes it is helpful to have a recommendation from a professor in an unrelated discipline because it shows the breadth of your interests. Employers also make good references.

Paying for Your Advanced Degree
Money to attend graduate school is available from the universities themselves, governmental sources and private foundations. Information can be found in the graduate bulletins and in the descriptive literature published by universities, foundations and governmental units. In addition, faculty members both at Hampden-Sydney and at the school where admission is sought can be particularly helpful.

Many graduate and professional schools require your submitting a Graduate and Professional School Financial Aid Service (GAPSFAS) form. The GAPSFAS is an excellent service in that it requires you to submit only one financial statement for processing. The information will then be sent to each school to which you are applying.

It is not uncommon for graduate schools to withhold substantial assistance during your first year of graduate study. They want to insure that you are capable of doing graduate level work before they invest considerable amounts of money toward your advanced degree. Fellowships are generally granted as straight stipends for study purposes while assistantships require that you earn the grant by helping in a teaching or research capacity.

Career Development Resource Library
Our resource library houses study guides that are available for checkout on an extended basis. Practice tests for the LSAT, MCAT, GRE, GMAT, and PRAXIS are available on each resource library computer.
On the cover:

DAVID BRICKHILL ’93 first taught himself to program his own video games as a child. He combined that interest with the advanced computer skills he learned at Hampden-Sydney to become a professional programmer, eventually founding his own company to design and program video games. His company was so successful that Sony hired him to run its Playstation game programming division.

Between Hampden-Sydney and medical school, JEFF CALLARD ’98 wanted to take a few years off “to be challenged physically and psychologically.” He met those criteria by becoming an operational rescue swimmer for the Coast Guard—saving lives by jumping from a helicopter into raging seas. One of his more interesting assignments wasn’t a real life-saving mission—for the DVD of the movie “Castaway” he performed the “rescue” of the volleyball named Wilson, Tom Hanks’ Man-Friday substitute (which he is holding in the picture). Callard is now a student at the Marshall University School of Medicine in Huntington, West Virginia.

Through the Wilson Center for Leadership at Hampden-Sydney, JOEL VELASCO ’93 obtained an internship in the Office of the Vice President; after graduation he returned there as an aide to Mr. Gore (center, with President Clinton and Velasco). Velasco is now a private business strategist, specializing in trade between Washington and Brazil.