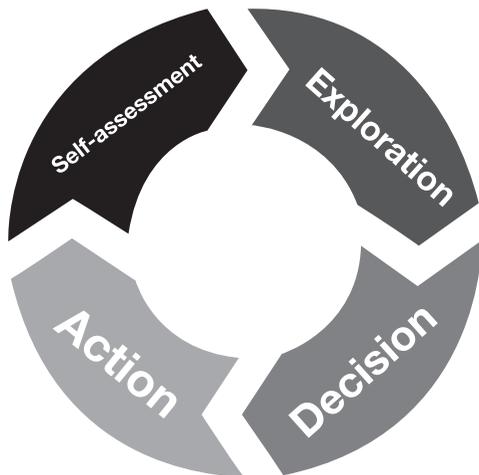


WHAT WE DO — CAREER EDUCATION AND VOCATIONAL REFLECTION OFFICE

Many students who see us regularly find themselves better prepared for life after Hampden-Sydney, whether seeking more education, working, military service, or any other endeavor. This guide will help you start planning now for your life after college, and beyond.

THE CAREER DEVELOPMENT CYCLE

Planning for your career, graduate school, or other ventures is a cyclical process. Generally, there are four parts in one's career development process: self-assessment (determining your skills, values, strengths, and interests), exploration (what career(s) and major(s) are good fit(s) for me), decision, and action. These steps do not have to be followed in order, as career development is a cycle. It is often valuable to take a step back in the cycle to re-evaluate before moving forward. The H-SC Career Education Office and Career Coaches are available throughout your entire time at Hampden-Sydney and will provide assistance to all students, regardless of graduation year!



THE FOUR YEAR PLAN

The Four Year Plan is an introduction to Career Education as well as a guide to help you through your four years at Hampden-Sydney, and beyond. It serves to help you gain the most of your time here, as well as provide you with a general timeline that will further your readiness and qualifications to obtain your career and other goals.

FRESHMEN: KNOW YOURSELF

Get to know yourself and what H-SC and Career Education has to offer.

- **Goals**
 - ◇ Begin figuring out what your values, interests, skills, and motivations are in relationship to your major and career choice.
 - ◇ Become aware of the Career Education and Vocational Reflection and the resources it offers.
 - ◇ Research potential career fields in relation to tentative majors.
 - ◇ Develop good study skills and establish a strong GPA (some internships, scholarships, and graduate schools will require a minimum GPA for applicants).
- **Activities**
 - ◇ Visit the office of Career Education and Vocational Reflection, Bagby Hall 209, take a tour, and meet the Career Coaches!
 - ◇ Consider taking one of the many self-assessments available in Career Education to learn about your skills and interests as they relate to career options.
 - ◇ Schedule an appointment with a Career Coach in Career Education to start talking about what you can do now to prepare for your future.
 - ◇ Work with Career Education to search for summer jobs or internships.
 - ◇ Take a variety of classes you're interested in to start testing possible majors and career fields.
 - ◇ Explore possible majors by discussing tentative plans with your academic advisor or professors.
 - ◇ Begin developing your resume, or fine tune one you may already have.
 - ◇ Register with TigerConnections (online job and internship board) and familiarize yourself with the network.

- ◇ Connect on social media to stay current with us:
 - » Bookmark our website: <http://www.hsc.edu/Career-Education.html>
 - » Twitter: @hsccareers
 - » Facebook: H-SC Career Education Office

SOPHOMORES: BEGIN EXPLORING YOUR CAREER CHOICES

Select a major and explore career choices

- Goals
 - ◇ Explore career possibilities by utilizing resources in the Career Library.
 - ◇ Begin to build a personal career network.
 - ◇ Decide on and declare your major and/ or minor(s).
- Activities
 - ◇ Meet with a Career Coach in Career Education to discuss career options and ways to gain relevant experience.
 - ◇ Update, or create, your resume and learn about cover letters.
 - ◇ Talk with the Career Education Office about doing an internship and how to start searching. An internship search is best if started in the early Fall semester!
 - ◇ Conduct informational interviews with employers in your field of interest. Not sure where to start? Ask Career Education!
 - ◇ Participate in on-campus organizations, clubs, and volunteering to gain valuable work-related skills.
 - ◇ Bookmark and check the Career Education events calendar (on webpage) regularly for info sessions, workshops, and chances to meet potential employers and alumni.
 - ◇ Update your information on TigerConnections, the online job/ internship board.
 - ◇ Continue to study hard and maintain a solid GPA.
 - ◇ Consider studying abroad for a summer or semester, or doing summer research with faculty.
 - ◇ Start building a professional wardrobe and purchase a professional portfolio to use in upcoming interviews.
 - ◇ Complete paperwork to declare major.

JUNIORS: TAKE INITIATIVE TO GET EXPERIENCE

Gain career-related experience by participating in an internship, on-campus research, on-campus clubs, volunteering, or job shadowing

- Goals
 - ◇ Learn about occupations as they relate to your interests and values.
 - ◇ Gain career-related experience through a number of options.
 - ◇ Consider either graduate or professional school, or a job after graduation.
 - ◇ Become familiar with the internship and job search processes.
 - ◇ If considering graduate school, learn about what is needed and which schools you may be interested in.
- Activities
 - ◇ Meet with Career Coaches at Career Education for help with the job search, resume and cover letter writing, applying to graduate school, and career guidance.
 - ◇ Update your resume and learn how to write a good cover letter.
 - ◇ Consider doing an internship in the summer in a field of interest.
 - ◇ Attend workshops, programs, and info sessions sponsored by Career Education and take advantage of the many resources offered.
 - ◇ Update info on TigerConnections and explore it frequently for internship opportunities.
 - ◇ Maximize involvement with campus clubs and organizations to further develop transferable skills employers are seeking.
 - ◇ Continue informational interviewing and expand your network.
 - ◇ Consider studying abroad for a semester or summer.
 - ◇ Participate in job shadowing and/ or volunteer and community service opportunities for career-related experiences.
 - ◇ Identify professional associations related to your career interests and get involved to stay up-to-date on trends in your interest area.
 - ◇ If considering grad school, initiate conversations with your faculty to research your options. Prepare for the appropriate entrance exam.

Know Yourself

Determining Your Skills, Strengths & Interests

GETTING STARTED

The top reasons for people being unhappy in their career choice: feeling unsatisfied, frustrated and unfulfilled in their job. The Hampden-Sydney Career Education Office wants you to get a head start on your career choices so you are satisfied and happy with your future career choice(s).

We understand that you may be feeling unsure about your career choices, or you may not know what there is to choose from—we're here and we get it! Your choice of major(s) and career(s) does not have to be a difficult task. There are quick assessments we offer all Hampden-Sydney students that will help you identify your skills, strengths, and interests, and determine how best to put them to use in your life and career.

IDENTIFYING YOUR SKILLS, STRENGTHS AND INTERESTS

STRENGTHSQUEST

Imagine a job where you have the opportunity to do what you do best—every day. What would that job look like for you? Research has found that employees who have the opportunity to use their strengths are six times as likely to be engaged in their work and more than three times as likely to report having an excellent quality of life than employees who don't get to focus on what they do best. Through StrengthsQuest, you'll gain insight into your areas of greatest potential: the things that you naturally do best. StrengthsQuest is not a career assessment and it won't tell you what job or career you should do. But it does provide valuable information about who you are and gives you clues to the type of work environment in which you are most likely to thrive.

STRONG INTEREST INVENTORY

The Strong Interest Inventory (SII) is a widely used tool that helps students uncover their career interests and identify which areas of study are best suited for them. The SII also helps heighten your self-awareness and provides a deeper

understanding of your strengths and blind spots, including work style and risk-taking orientation.

FOCUS

This is a package of self-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.

VALUE CARD SORT

Career satisfaction and success is very dependent on your work and work environment matching your personal career values. Doing this short activity can help you understand what your career values are, to prioritize the value that are most important to you, and to evaluate different career choices based on your top career values.

MEETING WITH A CAREER COACH

These are wonderful tools to help you identify your skills, strengths, and interests, and are best used when you meet with a Career Coach in the Career Education Office. We also have quick assessments that can be done in an appointment. To get the most out of these tools we encourage you to come speak with us about your results! Taking them is easy. Simply schedule an appointment with either Ms. Masters or Ms. Snyder in the Career Education Office. Ms. Allen (223-6106, or Bagby 209) can help you schedule an appointment.

Vocational Reflection is a process that will get you thinking about your life and future by identifying your aspirations, calling, and passions. We encourage you to ponder the questions below as you're figuring out your life direction. Talk with your friends, family, professors, and, of course, Career Education staff are happy to meet with you to start the conversation!

Why did I choose to go to college instead of pursuing another direction?

What do I want to be known for?

What does it mean to be a good man and a good citizen?

Majors & Careers

Your job and career choices are not determined exclusively by majors, but rather by what you can and want to do with the skills, values 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. Needless to say, most students do not graduate into the career that they will retire with. On the same note, most students will change majors twice or more before they graduate, and have many more ideas for possible careers!

WHAT'S YOUR MAJOR GOT TO DO WITH IT?

Your major will relate to your career plans in one significant way—for the continued development of skills and interests needed in any occupation. Choosing a major at a liberal arts school like Hampden-Sydney means choosing a subject that you like and will do well in academically. This is not the same as choosing a career! Consider the skills that a Hampden-Sydney student develops:

- Writing
- Verbal
- Analytical
- Research
- Problem-Solving
- Organization

Employers hire for skills, not majors. All of these skills that you are learning are ones that employers seek when hiring for any career and any job.

MAJOR DECISIONS

Not too sure how to go about choosing a major? Consider these:

- Attend a “What can I do with a major in...” workshop each semester hosted by the Office of Academic Success and the Career Education Office.
- Consult the Majors link on the Career Education website.
- Speak with your academic advisor or professors in your particular major of interest.
- Visit the Academic Department webpages for majors you are interested in—many will showcase what their alumni are doing and discuss career options.

TOP SKILLS EMPLOYERS ARE SEEKING

- Communication
 - Leadership
 - Analytical
 - Teamwork
- Interpersonal skills
- Problem-solving
- Self-motivation
- Planning / Organization

- The Focus and Strong Interest Inventory are great tools as you're deciding on a major.
- Of course, you can meet with a Career Coach in the Career Education Office to start the conversation about majors, jobs and careers!

Why Do I Need A Résumé Now?

You may be wondering why you need a résumé as a young student just beginning your college career. Here are a few reasons why it's good to get started on your résumé now:

- It is better to start your résumé now so you are prepared for any job or internship that presents itself, rather than scramble to make one for a quick deadline.
- A well-crafted résumé will allow you to sell yourself and showcase your skills and interests for internships, jobs, graduate school applications, scholarships, and more.
- In some cases, your résumé may be the only document that a potential employer will see in your application, and the first impression that company has of you.
- Simply the act of creating your résumé will allow you to better understand your skills and interests, and therefore better sell yourself to a potential employer.

For personalized feedback on your résumé, schedule an appointment with a Career Coach.

Exploring Your Career Options

The Power of Networking

Networking is simply a word which means meeting professionals who are in careers of interest to you, who can provide helpful insight and general advice as you are seeking experience. Networking is one of the most effective and important tools in the world of work. As a college student seeking an internship and an eventual full-time job, or graduate school, networking is what may ultimately get your foot in the door.

💡 **Did you know?...** We have many Tiger Tracks outlining career options in a variety of fields. They also include successful alumni!

CONTACTING ALUMNI

The H-SC alumni network allows students the chance to meet graduates that may offer valuable insight into a particular field. Many of our loyal alumni are happy to speak with current students about their careers with helpful tips, as well as assisting them with other contacts in the field.

TIPS WHEN CONTACTING HAMPDEN-SYDNEY ALUMNI:

- **Ask** the Career Education Office for help with determining whom to contact and their information. We know alumni who are willing to speak with students and who can be a good resource!
- **Be prepared**—know the purpose for contacting them, and be prepared with potential questions. Ask them which method of communication they prefer, phone, email, or if they are open to a face-to-face meeting.
- **Get Organized**—keep a record of contacts and notes from your conversations.
- Select several alumni from varying graduating classes for a well-rounded perspective.
- **Be Patient**—if you don't hear back from the contacts you have selected,

try not to become discouraged. Simply contact others that are of interest.

- **Be Considerate** of your contact's time and limit the conversation to 20–30 minutes on the phone or in-person.
- **Thank You**—always, always, always send a thank you note after each conversation or informational interview.
- **Follow Up**—be sure to follow-up with your contact(s) regularly. They are invested in your success and want to hear about your progress!

⚡ **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.

USING SOCIAL MEDIA TO NETWORK

Another way to network with professionals as you are exploring careers is to use online tools. The largest and most extensive professional networking website is LinkedIn. The Career Education Office has many resources to help you build a great LinkedIn profile, and learn how to use the site to connect with professionals.

TIPS FOR USING LINKEDIN FOR NETWORKING:

- **A great profile**—make sure your profile is completely filled out, with current information, and a professional picture. A profile with a professional picture is 5 times more likely to be viewed than one without.
- **Groups**—LinkedIn has many groups to join. Engage with the organizations/companies you are interested in to follow the latest happenings with the company. Hampden-Sydney also has many groups related to the College where you can network with alumni and current students.

- **Find Alumni**—this is a search feature that is very helpful, but little known. It allows users to look at other LinkedIn users who list a certain school in their profile, and search by geographic location, career industry, and the company in which they work.
- **Connection Message**—LinkedIn has a standard message that automatically populates when sending a connection request to another user. ALWAYS personalize this message, especially when connecting with someone you have not met in-person. Tell them why you want to connect and what you are seeking from the connection.

⚡ TIP! Keep all of your social media outlets (Twitter, Instagram, etc.) clean and professional. A good question to ask yourself before posting: Would I want my entire family to see this? 📄

INFORMATIONAL INTERVIEW 📄

They are great tools while networking and exploring possible careers. This unique kind of interview allows you to learn directly from a professional in the field. Many H-SC alumni are happy to conduct informational interviews with current students. The Career Education Office can help you identify professionals and/or alumni who you can contact give your career interests.

Informational Interviews will develop and expand your network of professional contacts, and give you great career insight (which is far better than an online search). They also help you with your interviewing skills for the future and may get your foot in the door to certain industries!

⚡ TIP! Be sure to meet with a Career Coach before an informational interview. We can help you write an email to ask for one, and develop a list of questions to ask in the informational interview.

CAREER FAIRS 📄

Career and job fairs are great opportunities for you to meet recruiters, and learn about companies in potential career fields as you're looking at majors and career options.

To make the most of a career and job fair, prepare in advance:

- Identify the companies participating that you want to visit.
- Carry a portfolio containing multiple copies of your résumé.
- Dress in interview attire; business professional.
- Do your research on the specific companies you want to speak with.
- Meet with the Career Education Office before attending to ask any questions and hear more on how to prepare for success at a career fair.

For more tips to succeed at career fairs, visit Career Education, attend workshops, and schedule an appointment with a Career Coach.

💡 Did you know?... Employers often seek graduates who have had an internship or significant out-of-classroom professional experience, whether that is job shadowing or even volunteer work.

Gaining Experience

INTERNSHIP 📄

Internships are work experiences that afford students the chance to apply academic knowledge in a “world of work” setting. They can be paid or unpaid, for credit or non-credit, local or across the globe.

- Typically, internships are 10–15 weeks and are available in the summer, Fall, Spring, and perhaps winter break, and may vary from 20–40 hours per week.
- Internships are a great way to explore a career option without making a long-term commitment.
- Being an intern will teach you invaluable work place skills that you can showcase on your résumé and articulate in interviews.
- Freshmen, sophomores, juniors and seniors can all benefit from an internship experience! Do more than one or get summer jobs that relate “transferable skills.”

JOB SHADOW

Shadowing a professional in your field of interest offers you a short-term, fast 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...”

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.

SUMMER, PART-TIME, OR CAMPUS 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.

QUESTIONS TO ASK YOURSELF BEFORE JOB HUNTING:

- 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?
- What kind of skills do you want to develop further (i.e. management, sales).

WORKING ON-CAMPUS VS. OFF-CAMPUS.

On-Campus Employment: Most Hampden-Sydney departments operate from 8:30 AM to 5 PM, Monday through Friday with a few exceptions.

Working on-campus offers you 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 hours drive. 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.

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.

SUMMER RESEARCH

On-campus summer research is a great way to gain valuable skills in a career field through your major. At Hampden-Sydney, summer research is coordinated in advance with faculty and requires an application in the Spring.

Making Decisions

As you approach graduation, you may find yourself trying to decide what comes next: a job, graduate school, or any number of other options. These choices are often times not easy, and may depend on many factors to consider. Your close friends and family, trusted mentors, faculty, and the Career Education Office are great resources to lean on when making these decisions.

Graduate School or a Job

- Have you talked with professionals to see if an advanced degree is necessary for entry into the field?
- Are you postponing the job search by going to graduate school?
- Are you motivated to continue your area of study for two or more years?
- Are you burned out academically and need to take some time off?
- Can you balance continued education with other life roles?
- Would it be best for you to work for a year or two to decide which graduate program is best for you?

Career Options

- Can you identify your interests, skills, and experiences and describe how they relate to an occupational field?
- Do you have related experience through an internship, externship, or summer job?
- Have you spoken with professionals in fields that interest you to get insight on how to get started in those areas?

 **Did you know?**...The average person will switch career fields 3–5 times in their lifetime!

Not-so good reasons to attend graduate school:

- You want to postpone paying for student loans.
- You figure graduate school is the next logical step, even though you are not entirely sure what you want to study and why.
- You don't know what else to do after graduating.
- Your parents, or others in your life, expect you to get a higher degree.
- You want to avoid looking for a job.

We understand that the decision to get a graduate degree can be difficult, but the Career Coaches at Career Education are here to talk with you about these decisions!

Taking Action

Job and Internship Search

We understand that it may be overwhelming to think about searching for a job or internship. The best thing you can do is have a plan and take it step by step!

TIPS AND FACTORS TO CONSIDER WHEN SEARCHING FOR A JOB OR INTERNSHIP:

- Do you want to travel to another location other than your hometown?
- Have you narrowed your search to a few, or even one, career field(s)?
- If you're seeking an internship, do you need to get paid, or earn academic credit?
- What type of company or organization are you interested in? One that is local, regional, or a large national company?
- Are you registered on TigerConnections: Career Education's online job and internship board, which gets updated daily with new opportunities?
- Have you spoken with professionals in the field(s) you are interested in to gain an understanding of trends and events in those areas?
- Have you identified at least one career fair to attend in the Fall semester? They are a great way to meet potential employers and network. Check the Career Education events calendar.

 **Did you know?**...The average job or internship search takes a minimum of 3–6 months! This is why it's best to begin searching early in the Fall semester.

Cover Letters

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 résumé 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 and format used for your résumé.

For more guidance on your cover letter format and content, schedule an appointment with a Career Coach.

 **NOTE:** *When electronically submitting your résumé and cover letter, it is best to submit a PDF to avoid formatting mistakes between operating systems.*

Networking

Networking for a job or internship search is a very powerful tool that can open doors and help you make connections in your areas of interest. This is a great time to use any past professional connections, as well as make new ones. You never know where a great professional relationship can lead you!

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 or LinkedIn request to your new contact within two business days of your initial meeting.

INTERVIEWING

Interviews are inevitable. Whether they are over the phone or in-person, be prepared.

INTERVIEW DO'S:

- Research the company and position because they will ask you questions such as, “What do you know about our company?”
- Be aware of your body language, posture, handshake (no limp dishrags), and personal hygiene.
- Bring copies of your résumé and references in a portfolio. High quality résumé paper and H-SC portfolios are available in the Campus Store.
- Know the location of the interview and plan your drive time (make sure to ask about parking options), as well as lay your business attire out the night before.
- Develop a list of questions for the interviewers. They will always ask you if you have questions for them, and you should always ask at least a few.
- Arrive 10 minutes prior to the stated start of your interview.

INTERVIEW DON'TS:

- Bring your cell phone into the interview. It's best to leave it in your car.
- Don't over talk, but also avoid yes or no responses. Employers need specific examples of your skills and abilities.
- Steer clear of the short-sale. This is your time to shine, so tell the interviewer what skills you DO possess.
- No negative talk—this includes any negative talk about a former/current employer, or even yourself.
- If you smoke, avoid doing so once dressed. The scent will stay on your clothing in the interview.
- No gum or candy.

Visit Career Education, attend workshops, and schedule mock interviews with a Career Coach for tips and personalized feedback.

Know Yourself

Exploring Your
Career Options

Making Decisions

Taking Action

Extra & Important

Extra & Important

Business Cards

Business cards can be a great way to market yourself and leave a professional and positive impression with a contact or potential employer.

As you are collecting business cards from others, this is a good time to introduce your business card in the conversation. You may start by asking, “Would you mind if I left you with my card so that we can continue this conversation?” Remember to always jot down notes from your interaction on the other person’s business card; this will make following up with them easier as you recall your conversation.

What information to include:

- Name
- Contact information (phone number and email)
- Degree, major(s), and minor(s)
- Graduation date
- LinkedIn URL or website, if you have one
- You can write your skills on the back

Thank You Notes

After any type of interview (phone, informational, in-person), 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 interacted with.

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. A handwritten note can be sent in addition to an email.

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

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

office or general supply stores; Hampden-Sydney items may be purchased in our Campus Store. Your note should be written in blue or black ink.