

CAREER GUIDE

Goal • Plan • Success

**CAREER
SERVICES**

Student Government Association
at Purdue Fort Wayne

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Every day, our Team Members challenge the status quo and push the boundaries of innovation. Because it's not just what we make. It's what we make possible.

Our musculoskeletal healthcare products help people walk, run, dance, play and smile. And our collaborative efforts contribute to a better quality of life for millions of patients worldwide.

We strive to create an inclusive work environment that ignites new ideas, fuels innovation and empowers all Team Members to grow, excel and lead.



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TAKE THE NEXT STEP. YOUR GUIDE TO YOUR CAREER.

PURDUE UNIVERSITY FORT WAYNE CAREER SERVICES CAREER GUIDE

Welcome!

Purdue University Fort Wayne's Office of Career Services is here to support your journey to an even more successful life.

Whether you're initially deciding on your future career and college major or preparing yourself for the ultimate next step of graduate school or a great job, we have resources, information, and coaching to help you achieve your goals.

This Career Guide will give you an introduction to various career and personal development topics, but nothing replaces one-on-one interactions with our career counselors.

We encourage you to make an appointment or stop by our office so we can help you get where you're going.

Request a counseling appointment!

Office Hours:

MONDAY-TUESDAY 8 A.M. – 6 P.M.
WEDNESDAY-FRIDAY 8 A.M. – 5 P.M.

Drop-in Hours:

MONDAY-FRIDAY 10 A.M. – 2 P.M.

Book online at:

pfw.edu/career/
or call (260) 481-0689

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CAREER SERVICES EVENTS

CAREER COUNSELING SESSIONS AND VIRTUAL CAREER SERVICES

Whether you're an Purdue University Fort Wayne student or alumnus, or a member of the community, you have access to career counseling at Purdue University Fort Wayne Career Services. Schedule a 30- or 60-minute appointment with a career counselor to talk about subjects such as choosing majors, résumé writing, interviewing strategies, job searching, or even exploring graduate schools.

JOB SEARCHING

Our career counselors can help you learn job search strategies to navigate Purdue University Fort Wayne Handshake and LinkedIn to find positions and companies that interest you.



MOCK INTERVIEWS

If you are anxious about the interviewing process or just want to refine your skills, arrange a mock interview with a career counselor. It can even be recorded! You will receive

valuable feedback to pinpoint your strengths and weaknesses.



CHOOSING A MAJOR

It is important to choose a major that is right for you. We can help show you your options and with the decision-making process.

RÉSUMÉ CRITIQUES

It is important to make a good first impression with your résumé. Visit Career Services at KT 109 for a critique.

NETWORKING

80% of jobs are in the hidden job market. Meet with a career counselor for tips on networking to get you on the inside track to employment.



VIRTUAL RÉSUMÉ AND COVER LETTER CRITIQUES

Submit your résumé on Handshake by submitting your résumé to the virtual critique job posting.

VIRTUAL APPOINTMENTS

Our career counselors can even be made available for phone or Skype appointments if needed. Call us to set up an appointment to practice your video interview skills.



WEDNESDAY CAREER WEBINARS

Watch them anytime, anywhere, to fit around your schedule. View previous recordings on our YouTube channel "Purdue University Fort Wayne Career."

CAREER-RELATED CAMPUS EVENTS: CONNECTING YOU WITH EMPLOYERS

JOB FAIRS

Our annual fall Job Fair is a free event for students. Employers from a variety of industries will be in attendance, in search of highly qualified Purdue University Fort Wayne students and alumni.



NETWORKING EVENTS

We offer year-round networking events with various campus and community organizations such as Young Leaders of Northeast Indiana; Students Today, Alumni Tomorrow; and the Office of Diversity and Multicultural Affairs.



EXTERNSHIPS

Apply to a formal job shadow with a local employer for 2-5 days over spring or fall break.



IMMERSION EXCURSIONS

Here you can network with local employers at their place of work. Excursions take place throughout the year.



REVERSE CAREER FAIR

Calling all student leaders on campus! Take the chance to stand on the other side of the table and showcase your professional and leadership skills to employers.



INDUSTRY FAIRS

We hold career fairs that target specific industries for your major. This is a great chance to meet exactly who you want, but remember to make yourself stand out from your peers!



PROFESSORS: DON'T CANCEL CLASS!

In the event that a professor needs to be absent from a class, a Career Services staff member is ready to substitute to present on a variety of career development topics.



Endorsed Career Ready Program



Identify strengths and enhance marketable skills

Build and document professional experience

Learn to convey your value to employers

Receive 1:1 assistance from a Career Services professional

Learn more at:

purdue.joinhandshake.com

To view a calendar of all the upcoming Career Services-related events, go to pfw.edu/career/

SECTION 2: YOUR PREPARATION

YOUR ACTION PLAN

Career planning and preparation is something you will work on the entire time you're at Purdue University Fort Wayne. Use this list of action items to make sure you stay on track.

FRESHMAN AND SOPHOMORE YEAR

- ☐ Identify campus organizations, activities, and projects to get involved with
 - ☐ Take the FOCUS assessment at Web.ipfw.edu/purdue/career-focus and come to Career Services for interpretation
 - ☐ Review majors available on the Purdue Career Services website
 - ☐ Choose a major consistent with your long-range academic and career goals
 - ☐ Create a draft of your résumé and get a critique at Career Services
-
- ☐ Job shadow, volunteer, or extern in an area of interest
 - ☐ Attend Career Fairs and Dining Etiquette Dinners to practice networking
 - ☐ Login to Handshake and look through our database for current job openings
 - ☐ Continue career exploration by volunteering or job shadowing in a career area of your interest
 - ☐ Consider taking a career planning class (EDUC X210 or IDIS 115) to investigate career choices in more depth
 - ☐ Attend a workshop, class, or program focused on skill training
 - ☐ Take a leadership role in a student organization or request leadership opportunities at your job

JUNIOR AND SENIOR YEAR

- ☐ Identify your options post-graduation and discuss them with a career counselor
 - ☐ Develop an elevator speech to use at seminars, career fairs, and networking activities
 - ☐ Create a LinkedIn profile and use resources at university.linkedin.com to develop it
 - ☐ Conduct a successful mock interview with a career counselor in preparation for internships
 - ☐ Update your Handshake account with a personal email address
 - ☐ Consider taking a Professional and Career Preparation Class
 - ☐ Obtain and successfully complete an internship, practicum, or other field experience
-
- ☐ Attend a networking event or workshops on professionalism such as YLNI Hot Spots
 - ☐ Begin the job/graduate program search process eight months prior to graduation
 - ☐ Finalize your résumé and have a Career Counselor approve it. Upload it to Handshake and update any Endorsed progress
 - ☐ Watch a Career Services online webinar focused on transitioning out of college (e.g. Wednesday Career Webinar)
 - ☐ Attend Career Fairs during the fall and spring semesters
 - ☐ Attend a professional conference, networking event, or workshop on professionalism to practice networking
 - ☐ Develop a professional portfolio with certificates, examples of your work/projects, etc
 - ☐ Complete the Endorsed Program by submitting remaining activities and completing an exit interview with a career counselor

Get Endorsed

Career Ready Program



The Endorsed Career Ready Program is a certificate that recognizes students's preparation for professional work. Endorsed leads students step-by-step through the career preparation process during college and helps students develop and identify strengths, enhance marketable skills, assist students in conveying their value to employers, and provide 1:1 guidance from a career services professional. To complete this certificate, student's must reach a total of 100 points with each section being worth either 20, 30, or 50 points. For more information schedule an appointment with a career counselor.

	Activity	Examples	Pts
Educate	<ul style="list-style-type: none"> • Career Exploration • Job Shadow • Volunteer • Informational Interview • SET Program • Career Assessment • Class Presentation • Webinar 	<ul style="list-style-type: none"> • Explore information about potential careers with a professional • Observe professional in desired or interested field • Volunteer at BIG Event or similar day of service • Interview a professional in a field of interest • Participate in PFW student employment training program • Take focus assessment and have it interpreted by a career counselor • Attend a Career Service presentation • View a professional academic webinar 	10 10 10 10 10 5 5 5 total: 20
	<ul style="list-style-type: none"> • Résumé Critique • Mock Interview • LinkedIn • Leadership on Campus • Certifications • Professional Workshop • Portfolio • Etiquette Dinner • Elevator Pitch/ Speech 	<ul style="list-style-type: none"> • Must have résumé critiqued and approved by a counselor (Required) • Complete a successful mock interview (Required) • Create a professional and complete LinkedIn profile (Required) • Be an active leader on campus or with a campus organization • CPR, Safe-Zone, Lynda.com, safe-serve • Attend a professional workshop or panel in a related field • Complete a professional portfolio either online or paper • Attend an PFW etiquette dinner • Create and present an elevator pitch fluently 	10 10 5 5 5 5 5 3 2 total: 30
	<ul style="list-style-type: none"> • Internship/ Practicum • Community Service • Externship • Professional Conference • Job/ Career Fairs • Network, YLNI • Immersion Excursion • Professional Association • Diversity Fair 	<ul style="list-style-type: none"> • Participate in a long-term internship or practicum experience • Do ongoing community service with a non-for-profit • Participated in our spring/fall externship experiences • Present or attend a professional conference • Attend and participate in our Job or Career Fairs • Take part in a networking event or Young Leader of Northeast Indiana • Participate in an Immersion Excursion with our office • Be an active member of a professional association in desired field • Attend an on-campus diversity fair 	25 15 15 10 10 10 10 5 5 total: 50

Total needed: 100 points

“YOU ARE ESSENTIALLY WHO YOU CREATE YOURSELF TO BE AND ALL THAT OCCURS IN YOUR LIFE IS THE RESULT OF YOUR OWN MAKING.”

- STEPHEN RICHARDS, AUTHOR

ENDORSED CAREER READY PROGRAM



Offices and organizations that offer activities for the Endorsed Career Ready Program

PURDUE UNIVERSITY FORT WAYNE CAREER SERVICES pfw.edu/career/

Your source for career assessments, mock interviews, résumé reviews, information about externships, and connections to professionals via our networking events and Purdue University Fort Wayne Handshake. Check out the “Exploring Majors and Careers” section of our website for lists of professional organizations related to your major and career field.

Areas: Career Exploration, Informational Interview, Career Assessment, Webinar, Résumé Critique, Mock Interview, Immersion Excursion, Career Fairs, Class Presentation, LinkedIn

MASTODON ALUMNI ASSOCIATION

Strengthen your network through special events with fellow Dons. Get connected to alumni in your career field for an informational interview.

Areas: Informational Interview, Dining Etiquette Dinner,

PURDUE UNIVERSITY FORT WAYNE OACS

Provides Purdue University Fort Wayne students with co-op and for-credit internship opportunities.

Areas: Community Service, Volunteer, Internship

PURDUE UNIVERSITY FORT WAYNE STUDENT LIFE AND LEADERSHIP

Find information on student organizations related to your future major and career, along with volunteer and leadership training opportunities.

Areas: SET Program, Leadership on Campus, Community Service, Volunteer, Internships

YOUNG LEADERS OF NORTHEAST INDIANA

The Young Leaders of Northeast Indiana is a 1,000+ network of 20- and 30-something professionals that sponsors social and cultural events throughout the year like the Masquerade Ball, Barr Street Market, Get on Board, and more.

Areas: Networking, Professional Association

VOLUNTEERMATCH

VolunteerMatch.org strengthens communities by making it easier for good people and good causes to connect. Their online services include a listing of local opportunities and organizations that are looking for volunteers. You can narrow down your search by interest and location.

Areas: Community Service, Volunteer

INDIANAINTERN.NET

Search this database to find an internship. The site features 7,000 companies looking for interns, as well as a list of local events career fairs.

Areas: Internships, Practicum

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT

Many resources for job seekers to increase readiness skills. Successfully complete the WIN Career Readiness program online to develop your work skills.

Areas: Professional Workshop, Career Exploration

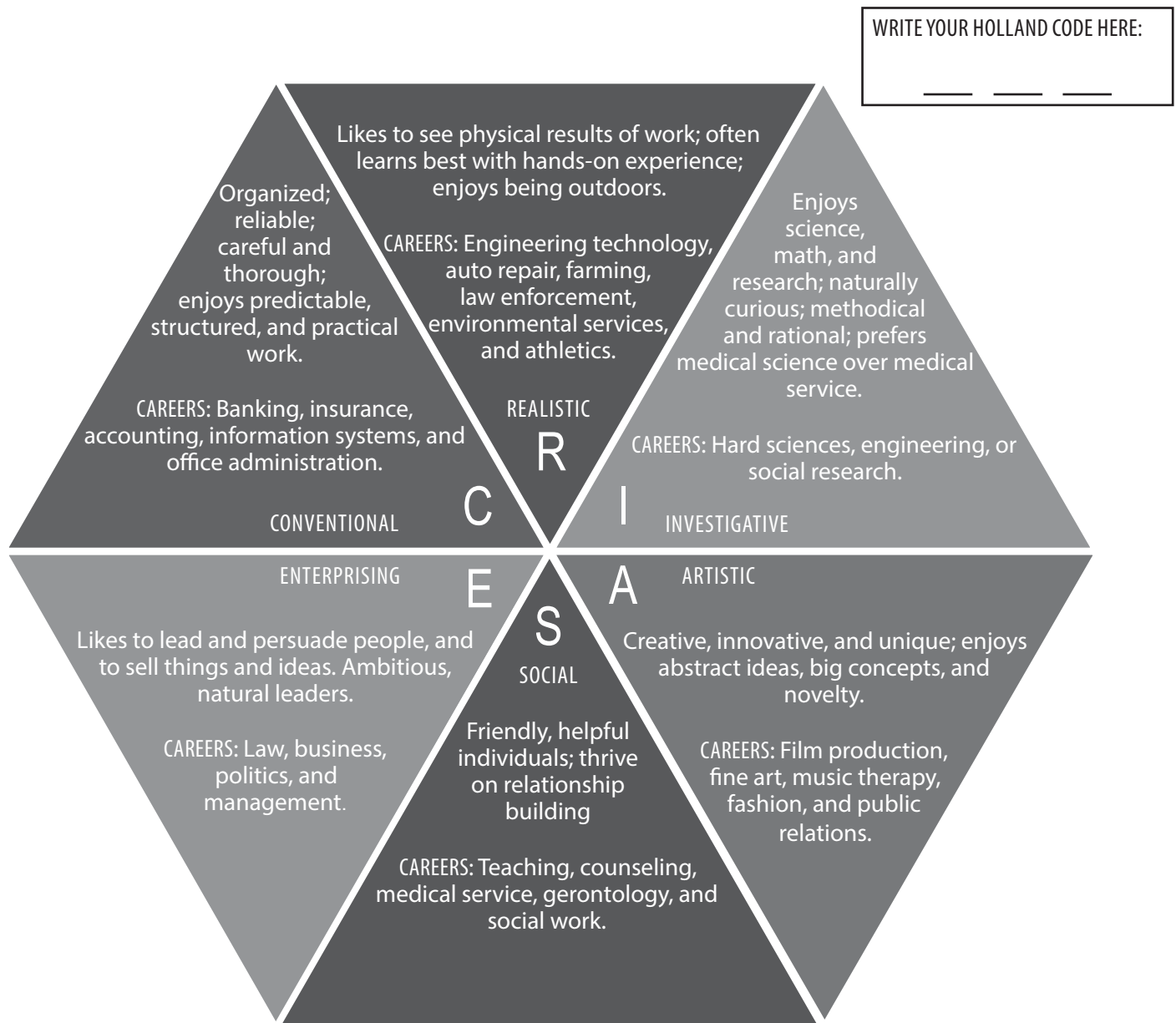
FINDING YOUR INTERESTS

The first step in choosing a college major or career path is to take a good look at yourself and your interests. Determining your strengths, passions, and goals will help you navigate your academic and professional life.

HOLLAND OCCUPATIONAL THEMES (RIASEC)

According to theorist Dr. John Holland, there are six personality types: Realistic (Doers), Investigative (Thinkers), Artistic (Creators), Social (Helpers), Enterprising (Persuaders), and Conventional (Organizers).

Most people have between 1–3 favorite career areas. Those 1–3 areas combined become your Holland Code or Type. For example, if your two favorite areas are Social and Artistic, then your Holland code will be SA.



PATHWAY PROGRAM

Not sure what to study? Student Success and Transitions can help you get on the right path. Purdue University Fort Wayne's new Pathway Program enables you to start on your academic career—even when you're not sure where to start.

DETERMINING YOUR VALUES

Values are often divided into personal values and work values. Your personal values are those that matter the most. What is important to you? What sparks your passion?

VALUES ASSESSMENT

Work values are important for job satisfaction. Examples include salary and benefits, challenge, variety, achievement, and recognition.

Rank the following 18 instrumental values and 18 terminal values in order of importance, with 1 being most important and 18 being least important.

Think about your values as selection criteria when applying for jobs or selecting target companies to work for!

INSTRUMENTAL VALUES

Ambitious (hardworking, aspiring)
 Broadminded (open-minded)
 Capable (competent, effective)
 Cheerful (light-hearted, joyful)
 Clean (neat, tidy)
 Courageous (standing up for your beliefs)
 Forgiving (willing to pardon others)
 Helpful (working for the welfare of others)
 Honest (sincere, truthful)
 Imaginative (daring, creative)
 Independent (self-reliant, self-sufficient)
 Intellectual (intelligent, reflective)
 Logical (consistent, rational)
 Loving (affectionate, tender)
 Obedient (dutiful, respectful)
 Polite (courteous, well-mannered)
 Responsible (dependable, reliable)

TERMINAL VALUES

A comfortable life (a prosperous life)
 An exciting life (a stimulating, active life)
 A sense of accomplishment (lasting contribution)
 A world at peace (free of war and conflict)
 A world of beauty (beauty in nature and the arts)
 Equality (equal opportunity for all)
 Family security (taking care of loved ones)
 Freedom (independence, free choice)
 Happiness (contentedness)
 Inner harmony (freedom from inner conflict)
 Mature love (physical and spiritual intimacy)
 National security (protection from attack)
 Pleasure (an enjoyable, leisurely life)
 Salvation (eternal life)
 Self-respect (self-esteem)
 Social recognition (respect, admiration)
 True friendship (close companionship)

“CREATING A LIFE THAT REFLECTS YOUR VALUES AND SATISFIES YOUR SOUL IS A RARE ACHIEVEMENT ... TO INVENT YOUR OWN LIFE’S MEANING IS NOT EASY, BUT IT’S STILL ALLOWED, AND I THINK YOU’LL BE HAPPIER FOR THE TROUBLE.

- BILL WATTERSON, CALVIN AND HOBBS CARTOONIST

DISCOVERING YOUR SKILLS

Throughout your education, work, and life experiences you have gained many skill sets. Since the choice of a major and career field should reflect the skills you have to offer a future employer, it is important to identify those that are your strongest assets. Review these skills and check those that apply to you!

“ ONE MAY NOT ALWAYS KNOW HIS PURPOSE UNTIL HIS ONLY OPTION IS TO MONOPOLIZE IN WHAT HE TRULY EXCELS AT. ”

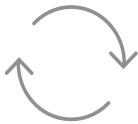
- CRISS JAMI, PHILOSOPHER

TECHNICAL OR WORK-CONTENT SKILLS relate specifically to a particular job. These specialized abilities are gained through personal experience, reading, college courses, or employment.



Graphic design	News writing	Tech writing
Marketing	Social media	Data analysis
Research	Mechanical	Accounting
Sales	Teaching	Machinery
Diagnosis	Counseling	Photography

TRANSFERABLE or FUNCTIONAL SKILLS are general skills that can be used across jobs or career fields. These could be natural talents, or from training.



COMMUNICATION	TEAMWORK
Writing	Teaching
Speaking	Advising
Listening	Coaching
Remembering	Supervising
Diplomacy	Leading
INVESTIGATIVE	NUMERICAL
Researching	Recording
Inspecting	Measuring
Compiling	Calculating
Classifying	Updating
Interpreting	Budgeting
MANUAL	MANAGERIAL
Assembling	Administering
Repairing	Deciding
Constructing	Coordinating
Operating	Managing
Safety	Delegating
INTERPERSONAL	CREATIVE
Serving	Displaying
Negotiating	Sketching
Group facilitating	Creating
Networking	Designing
Collaborating	Planning

ADAPTIVE or PERSONAL SKILLS relate to your personality and temperament. You develop these skills in your early years through family, school friends, and as you gain more education and work experience.



Decision making	Risk-taking	Persistence
Sense of humor	Enthusiasm	Self-confidence
Level-headed	Initiative	Diplomacy
Stress tolerance	Orderly	Flexibility
Patience	Assertive	Resourceful
Confidentiality	Cooperative	Honest
Tact	Sensitivity	Dependability
Optimism	Reliability	Loyalty
Punctuality	Honesty	Ambitious

DEVELOPING YOUR SKILLS

VOLUNTEERING: Consider offering your time in a volunteer capacity with a non-profit organization. Donating your time can help you develop your skills in communication, time management, enthusiasm, etc.

EXTERNSHIPS: Externships are 2–5 days of job shadowing with a professional in a career field. During externships, you can gain valuable insight into the world of work and develop skills in observing, participating, and understanding a specific industry.

INTERNSHIPS: An internship is a part- or full-time work experience that is directly related to your field of study, career goal, or both. Internships are great opportunities to develop skills that are directly related to your long-term career goals. Develop new skills with each experience.

CO-OP: Short for cooperative education, co-ops are academic training programs that involve partnerships among students, employers, and Purdue University Fort Wayne. Like internships, the skills developed during a co-op will vary with each experience and will be related to your overall career goals.

PART-TIME EMPLOYMENT: Getting a part-time job while you're a student will do more for you than just give you a little extra cash. Part-time jobs are great experiences for students, like you, to learn transferable skills. Some skills you might develop through a part-time job are speaking, listening, record keeping, and managing inventory.

CERTIFICATIONS AND TRAININGS: Completing certification programs, like CPR, will help you develop

skills you can immediately add to your résumé. Consider other training opportunities, such as with computer programs (Microsoft Word or Excel), to help you develop transferable skills employers' desire and expect.

PROFESSIONAL ASSOCIATIONS: Joining professional associations related to career fields you are interested in can be a great way to establish connections and deepen your understanding of the field. Members of professional associations often attend conferences where they can hear about the latest research. By joining a professional association, you could develop your skills in speaking, writing, and researching.

REMEMBER:
ALL OF THESE
ACTIVITIES
APPLY TO THE
ENDORSED
PROGRAM!



BEST ONLINE LEARNING RESOURCES TO GET AHEAD

1. ALISON

Free classes on financial literacy, personal and soft skills, digital skills, and entrepreneurship.

2. UDEMY

Learn about tech, business, and marketing, productivity, health, hobbies, and lifestyle.

3. COURSERA

Professional development to psychology, history, literature and more.

4. EDX

Take free university classes in various departments—and get certified for a fee.

5. UDACITY

Software development, programming, data science, and web development.

6. LYNDIA

Subscribe to Lynda and access to thousands of courses in business, design, art, education, and tech.

7. GENERAL ASSEMBLY

Classes on digital skills, but also personal development.

8. SKILLSHARE

Provides “bite-sized” classes to learners who only have 15 minutes a day. Choose from 500 classes in topics such as film, writing, tech, lifestyle, and more.

9. LEARNSMART

Career development classes in IT and security, project management, Office, HR, and business.

10. CODECADEMY

Learn to code for free. It covers all kinds JavaScript, Ruby, HTML, CSS, and Python.

11. PLURALSIGHT

Explore classes in software, 3D development, VFX, design, game design, web design, and CAD software.

12. ADOBE TV

Adobe TV will walk you through all adobe programs with tutorials, manuals, and more.

13. FUTURELEARN

Free classes on business, management, creative arts, law, health, politics, science, digital skills, sports and leisure, and teaching.

Source: themuse.com

CAREER ASSESSMENTS

Many people are unsure of what they want to do for a career. Do you still need help figuring out your occupational skills, values, interests, and personality? Below are some activities to get you started on your lifelong career journey. Book an appointment with a career counselor to discuss your assessment needs.

Complete an assessment for the Educate component of the Endorsed Program!



MY NEXT MOVE AT O*NET ONLINE

1

My Next Move is a free, self-paced online career guidance tool to assist you in self-assessment and career exploration. You can quickly figure out your Holland RIASEC code (see page 6 for more information) and suggestions for potential career matches.

Go to [Onet Online](#) and click on the link: "Find It Now at My Next Move."

FOCUS ASSESSMENT

2

Focus is a self-paced online career guidance tool to assist you in self-assessment and career exploration. You can learn to make more realistic decisions about your goals and plans, as well as evaluate your strengths and weaknesses.

To log in, you must create an account on the FOCUS site. Google "PFW Focus Assessment" to find instructions on our website.

MYERS-BRIGGS TYPE INDICATOR (MBTI)

3

The MBTI helps determine your preference for gathering information and making decisions. The MBTI recognizes these preferences, and allows you to interpret and realize how to effectively work with others. Career Services office offers assistance using the Myers-Briggs Type Indicator (MBTI). The fee for the online test is paid through Testing Services. Please contact Career Services for more information.

STRONG INTEREST INVENTORY

4

The Strong Interest Inventory (SII) helps you make career decisions by identifying your likes and dislikes. The SII helps you to decide which career path to take and which educational programs and training are necessary, helps you reach more fulfillment in your job, and make the right career move for you.

The test will be taken online and the fee will be paid for through Testing Services. Please contact Career Services for more information.

For more information, contact Career Services at 260-481-0689, or visit purdue.joinhandshake.com.

SIX MYTHS ABOUT MAJORS

Declaring a major is one of the most important decisions you'll make in college. Unfortunately, there are a lot of common misconceptions about how to make the right decision for you. At Career Services, we want you to be informed when making academic and career choices, so let's investigate some of the most common myths about picking a major.

If you are ever in doubt about your major or class schedule, speak to your academic advisor!

1

MYTH 1: I SHOULD FIND OUT ABOUT A MAJOR BY TAKING A CLASS IN THAT FIELD.

Be aware that some classes may not transfer to other majors, and you may not get a complete picture of what a major is like.

A class intended for freshmen will be very different than a class intended for juniors or seniors in the same field.

2

MYTH 2: I SHOULD GET GENERAL EDUCATION REQUIREMENTS OUT OF THE WAY FIRST.

Different majors have different requirements for prerequisites and general education classes.

What may count as a general education course for one major may not count for other majors.

3

MYTH 3: PICKING A MAJOR MEANS PICKING A CAREER.

Certain careers like nursing and engineering require a very specific degree. In many cases, multiple majors can lead to the same job. For instance, nursing majors can also become a medical sales rep or a consultant.

Your academics are only half of the picture; your future employer also cares about internship experiences, and on-campus involvement. Remember to be well-rounded and you will stand out from other candidates.

4

MYTH 4: IF I DECLARE A MAJOR I HAVE TO GIVE UP ON OTHER INTERESTS.

Purdue University Fort Wayne offers so many different minors, certificates, and graduate programs, so you have plenty of options to combine. You could even custom design your own degree program by choosing a smart combination of minors with general studies.

If you continue your education with graduate study, remember that your graduate degree doesn't have to be in the same field as your undergraduate.

5

MYTH 5: MY MAJOR WILL DETERMINE WHAT I DO FOR THE REST OF MY LIFE.

Most adults change careers multiple times. This may be due to changes in the job market, or even the discovery of a new talent or passion. Your priorities might change if you start a family. You may simply want to try something new.

Many people end up working in fields that aren't directly related to their field of study while in college. Try to learn new skills and habits - they will be useful from one job to the next.

6

MYTH 6: I SHOULD CHOOSE A MAJOR BASED ON THE CURRENT JOB MARKET.

Job markets can change quickly and dramatically; careers in demand today may not be viable in 4-5 years. 40-60% of the jobs of the future have yet to be created!

The only certainty is that there is no certainty. Be aware of trends in the job market and be prepared to move with those trends to give yourself the best chance for success.

No specific major guarantees success, happiness, or career longevity, but choosing the right major for you can help you develop the skills and knowledge that will create a foundation for a lifetime of success.

CAREER DECISION-MAKING

The next thing to figure out is how to get started making career choices. Keep in mind, most people change careers three to five times over their lifetime (the same goes with college majors!) so believe it or not, you are likely to go through this process again in the future.

Whatever reason is spurring your need to make a career decision, you can count on Purdue University Fort Wayne's Office of Career Services for help.

THE FOUR STEPS OF DECISION MAKING



1. CLEARLY STATE YOUR GOAL

Do you know what you want to do, but aren't sure what to study to get there? Do you have a major picked out, but you aren't sure how that would translate into a job? Knowing what you want is the first step towards success.

2. RESEARCH AND BRAINSTORM

This is the time to get creative. What have you always wanted to do? What options will give you the lifestyle you aspire to? What are you good at? Build a long list of amazing possibilities, even if they don't seem realistic to you right now. You don't want to take items off of your list before you've really taken the time to research them. Who knows, the life you want may be closer than you think!

3. NARROW YOUR OPTIONS

Once you've got all your ideas together, then you can really focus on evaluating each of the possibilities and comparing them to your skills and values. How much education will this career take? Is this a career field that is viable in the geographic area you're interested in living in or will you have to relocate to have a better chance of finding work?

4. MAKE A CHOICE AND SET RELEVANT FUTURE GOALS

Choosing a career doesn't just end with a decision. Take action! Once you've decided on a career path to pursue, think about what comes next. Will you need to sign up for new classes? Should you look for an internship or a part-time job in your field? What about grad school?

“

FAILURE IS NOT THE OPPOSITE OF SUCCESS, IT IS A PART OF SUCCESS.

”

- ARIANNA HUFFINGTON, THE HUFFINGTON POST CO-FOUNDER

DECISION-MAKING STRATEGIES

In cases where you have several choices and need to decide which ones are most important to you, there are several methods you can use—a pro/con list is a good decision-making tool. This prioritizing grid is another great decision-making aid. Instead of trying to decide between many items at once, you need only decide between two items at a time. This way,

1. List the items you need to decide between, in any order whatsoever (this is section A).
2. Compare two items at a time, using the grid in section B. It is best to go down the grid diagonally (e.g., 1,2; 2,3; 3,4; 4,5; etc.) to avoid the “knee-jerk reaction” of choosing the same number several times in a row.
3. Add the number of times each number got circled; the final ranking is based on the item/number with the most circles, which has a final rank of #1, the item/number which was next most circled has a final rank of #2, and so on—all of this in section C.
4. Finally, copy the list all over again in section D, putting the item you gave a final rank #1 (in D – but write out the name of the item, fully. Then look in section C to see which has final rank #2 and copy it as 2 in section D, etc., until you have written out your whole list – now in exact order of preference.

Decision-making skills are important for your career and life choices. Now you have prioritized your options in order of preference!

Section A
Items before prioritizing (any order)

Section B
Items after prioritizing (in order)

1	2			
1	3	2	3	
1	4	2	4	3
1	5	2	5	3

Section C

	1	2	3	4	5	Item number
						How many times circled
						Final rank

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Source: workmatters.com

OVERCOMING CAREER ANXIETY

A certain amount of fear is a normal part of the decision-making process, but too much negative thinking can really weigh you down. A good way to overcome conflict in decision making is to find the root of that conflict. Primarily, people suffer from three types of negative career thoughts: Decision-Making Confusion, Commitment Anxiety, and External Conflict.

DECISION-MAKING CONFUSION
Negative feelings and confusion about decision-making

Example Statements:

- I'll never find an job that I like
- Choosing an occupation is so complicated that I just can't get started

COMMITMENT ANXIETY
Trouble committing to a career choice and worries about decision-making

Example Statements:

- I worry a great deal about choosing the right field of study or occupation
- I'm afraid if I try out my chosen occupation I won't be successful

EXTERNAL CONFLICT
Difficulty balancing your ideas with the ideas and influence of family and friends

Example Statements:

- Whenever I get interested in something important people in my life disapprove
- My parents want me to pursue XYZ career

OCCUPATIONAL RESEARCH

Now that you've looked at your interests, skills, and values, it's time to compare various occupations and see how they match up with who you are. There are a lot of online resources that can help you research careers. For example, the U.S. Department of Labor uses the following occupational clusters:

- Management
- Business and Financial Operations
- Computer and Mathematical
- Architecture and Engineering
- Life, Physical, and Social Sciences
- Community and Social Services
- Legal
- Education, Training, and Library Sciences
- Arts, Design, Entertainment, Sports, and Media
- Healthcare Practitioners and Technical Healthcare
- Support
- Protective Service
- Food Preparation and Serving
- Building and Grounds
- Cleaning and Maintenance
- Personal Care and Service
- Sales
- Office and Administrative Support
- Farming, Fishing, and Forestry
- Construction and Extraction
- Installation, Maintenance and Repair
- Production
- Transportation and Materials Moving
- Military

Choose some occupations you'd like to learn more about and use the websites on the right to do some research.

Consider the following questions as you learn about them:
What knowledge is necessary for this occupation?

How much education is required?

What skills are required for this work?

Which work values listed align with your values?

What's the projected growth and average salary for this occupation?

What tasks are involved?

THESE WEBSITES ARE KEY RESOURCES TO HELP YOU STAY UP TO DATE ON THE LATEST INDUSTRY AND OCCUPATIONAL TRENDS:

BUREAU OF
LABOR STATISTICS

COLLEGEGRAD

GLASSDOOR

PAYSCALE

CAREERONESTOP

O*NETONLINE

CONDUCT AN INFORMATIONAL INTERVIEW



These questions can be useful if you interview a professional currently in the field you are interested in. Those currently in the field can give you a valuable insight on what it is really like to work in an industry. Read on for more information about informational interviews and how to prepare for them.

LEARN MORE ABOUT OCCUPATIONS

Whether you're a career changer or a student exploring your job options for the first time, the following table is a useful way to compare and contrast occupations that make the shortlist. This allows you to put a plan in to action to pursue the necessary education or skill set. If it is easier for you, you can create the table below in an Excel spreadsheet to keep track of your progress over time.

OCCUPATION	EDUCATION LEVEL	RELATED MAJORS	SALARY	DRAWBACKS	STILL INTERESTED?
Preschool Teacher	Associate	Education	\$28,120	Pay Level	Maybe. I could get a bachelor's for higher pay

TOP TIP: Learn about a career by searching for “day in the life of an XYZ” videos online. Additionally, you can book an appointment with Career Services to ask about externships and job shadowing opportunities!



PERSONAL REFLECTION QUESTIONS

After completing your informational interview, take a moment to reflect on it and answer the following questions:

What information did you receive that impressed you about this career?

What information did you receive that decreased your interest in this career?

What was the most useful thing you learned from conducting this interview?

Knowing what you know now, are you still interested in pursuing this career? If yes, why?

If not, why?

THERE IS ONLY SO MUCH YOU CAN LEARN FROM RESEARCH!

At some point, you are going to have to experience a career first hand to find out if it really is a good fit for you.

INFORMATIONAL INTERVIEWS

An informational interview is not a job interview—rather, it's a kind of business meeting conducted with a professional to collect information about a job, career field, industry, or company.

BENEFIT 1:

Skillfully used, an informational interview is one of the most valuable sources of occupational information. While it may cover some of the same ground as printed material or information on a company website, it is a chance to gain an inside view of a job field unmatched by other sources.

BENEFIT 2:

The slightly more informal nature of the informational interview is precisely what separates an informational interview from a regular one—it is less stressful and you are in control. Questions can be asked that may not be strategic during a first interview (i.e., salary, benefits, vacation).

8 TIPS FOR A SUCCESSFUL INFORMATIONAL INTERVIEW



REMEMBER: This experience is not about getting a job, it's to help you learn, and expand your network.

1. BE PROFESSIONAL

You should regard each interview as a business appointment and conduct yourself in a professional manner. If you have clear goals set out for your interview, you will find your contact an interested and helpful person. Remember the appointment time and arrive promptly for your interview. You should neither be too casually dressed nor overdressed. Regular business attire is appropriate. Be sure you know the name of the person you are meeting, the correct pronunciation of his/her name, and the title of his/her position.

2. BE REASONABLE

If you're lucky enough to get a professional's insider view, don't take it for granted. "Avoid the temptation to pry about internal contacts or job openings. If the person sees you're a possible fit, they will tell you," says Ellen Huxtable, owner of Advantage Business Concepts.

3. PITCH YOURSELF PRECISELY

"Be prepared to tell your story succinctly and with clear goals. Make certain when you leave that the individual knows what you

are looking for and the three key strengths you bring to the table. Make it easy for them to think of you and share your story with others," says Christine Bolzan, founder of the Graduate Career Coaching Office. Again, think "help me, help you."

4. LEAD THE CONVERSATION

Unlike in a traditional interview, you should be asking questions, so make sure to figure out what you're there to find out before you get there. "A common misconception about informational interviews is that the interviewer is there just to take information from the person they are interviewing. Instead, it should be a two-way dialogue," says Caroline Ceniza-Levine, career coach and co-founder of SixFigureStart.

5. BE MINDFUL OF TIME

This is critical, since you initiated the meeting. Think of yourself as a guest. If you've asked for 30 minutes, then that's all you should take. If it looks like the meeting will go over, give the other person the opportunity to extend or terminate the conversation.

6. ASK FOR ANOTHER CONTACT

At the end of the interview, ask for recommendations for other people you should speak to from a career development perspective and for people to talk to who may have openings. Do this a few times and watch your network (and opportunities) grow exponentially.

7. FOLLOW UP WITH A THANK YOU

Write a thank you note to the person you have interviewed (see the back of the guide for a template). Report back to them if you have followed up on any suggestions. By keeping touch, you increase your chance of getting help with your job search in the future.

8. KEEP IN TOUCH

"Express your desire to check in periodically. And then make sure you do," says Alexia Vernon, career coach and author. Simply asking to stay in touch ensures your visit can pay off eventually, even if it doesn't right away. If you email to show your interest, or offer help (and not just when you want a favor), and your contact will be more likely to help you when you ask for help.

“

THE ONLY MISTAKE YOU CAN MAKE IS NOT ASKING FOR HELP

- SANDEEP JAUHAR, CARDIOLOGIST AND OPINION WRITER

”

INFORMATIONAL INTERVIEW PREP

SAMPLE QUESTIONS FOR INFORMATIONAL INTERVIEWING

Research your interviewee well beforehand and ask questions that demonstrate some background knowledge.

It's a great idea to come well prepared to any kind of meeting to get the most out of your time (and to make a good impression on others). To prepare for your meeting, develop a list of topics and/or questions to discuss. Below are some suggestions for questions to ask:

OCCUPATIONAL REQUIREMENTS AND EXPERIENCE

- How did you get started in this field? Is that typical of most people?
- Describe a typical work week. Would these duties be the same for anyone with your job title or level within an organization?
- What skills and personal qualities are most important for success in this job?

OCCUPATIONAL ENVIRONMENT

- How would you describe the professional climate in your office? In your industry?
- What portions of your job involve interaction with coworkers, clients, or vendors?
- How much evening, weekend, or overtime work is required? What about traveling?
- Observe the work environment while you are there: the people who work there, their daily routine, dress, office layout, etc.

BENEFITS AND CHALLENGES

- What are the greatest rewards of your work?
- What are the greatest frustrations and how do you deal with them?
- On what basis are professionals in your field evaluated? How is success measured?
- What is the starting salary range for new professionals in this field? (Do not ask for their salary)

OCCUPATIONAL OUTLOOK

- What are the opportunities for advancement in this field? Could you describe a typical promotion path?
- What are some growth areas in this field and what impact is that likely to have on job opportunities?
- How is this field likely to be affected by changes in technology and/or globalization?



ADVICE

- What kinds of education or specialized training would best prepare me for this field?
- What courses can I take or projects can I complete that will also be helpful?
- Are there any professional organizations that would help me to build my network in this field?
- How do people find out about job openings in your line of work?
- Where do people in this field typically look for internship and job opportunities?
- Can you recommend other people for me to talk to?
- What do you wish you had known about this field when you were just starting out?

AFTERWARDS, DON'T FORGET TO...

1. Maintain contact with the individuals you interview. Write follow up emails throughout the year to touch base with your contact and let them know how your career search is progressing and (if applicable) how their advice has worked out.
2. Keep good records of your contacts. Consider keeping a journal or spreadsheet dedicated to recording names, contact information, and notes from your informational interviews, including referrals to further contacts. Also, it is helpful to record the dates on which you sent your thank you note, and subsequent communications.

Cited from Yale Office of Career Strategy
(ocs.yale.edu)

For more tips on how to set up and prepare for an informational interview, book an appointment with Career Services (KT 109) by visiting pfw.edu/career/ or calling 260-481-0689.

OCCUPATIONAL EVALUATION

This table below can be used to organize your research, as you can compare things about yourself with up to three occupations. It is also a way for you to take stock of the many exploration activities you've completed in this guide up to this point.

Start by filling out the first column with information about yourself. For example, underneath 'My Strongest Interests' you can list some of your findings from reading over the beginning of this section. Examples of interests that would relate back to careers could include things like writing, public speaking, math, or working with kids.

Complete this table by listing information about your values, skills, and lifestyle preferences. Next, based on your occupational research, evaluate how good of a fit the occupations you are considering would be. Don't forget to include details like how much education you'd like to receive, how competitive the career is, and if you could get a job in your preferred geographic area.

	INTERESTS	VALUES	TRANSFERABLE SKILLS	EDUCATION LEVEL	LIFESTYLE PREFERENCES
CAREER 1					
CAREER 2					
CAREER 3					
CAREER 4					

HOOSIER HOT JOBS

A common career value for students is finding a career in a high-wage, high-growth industry. The Hoosier Hot 50, found online, is a list of the fastest growing high-wage jobs in the state. Here is a recent ranking:

1. REGISTERED NURSE.....\$57,370 A/B	27. SALES DIRECTOR\$90,300 B
2. K-12 TEACHER.....\$49,151 B	28. DENTIST.....\$137,470 D/P
3. TRUCK DRIVER.....\$38,470 C	29. COUNSELOR\$42,925 M
4. WHOLESALE SALES REP.....\$53,790 T	30. LAW ENFORCEMENT OFFICER.....\$46,060 T
5. GENERAL/OPERATIONS MANAGER.....\$90,540 B	31. MANAGEMENT ANALYST\$67,750 B
6. LICENSED PRACTICAL NURSE.....\$39,900 C	32. SOFTWARE DEVELOPER.....\$78,580 B
7. POSTSECONDARY TEACHER.....\$60,958 D/P	33. DIRECTOR OF ENGINEERING.....\$106,920 B/M
8. ACCOUNTANT.....\$ 59,060 B	34. CONSTRUCTION SUPERVISOR\$59,540 C
9. OFFICE MANAGER\$ 45,580 T	35. OPERATING ENGINEER\$49,310 C
10. ELECTRICIAN\$ 60,310 C	36. NURSE PRACTITIONER\$87,510 M
11. MANUFACTURING SUPERVISOR.....\$51,950 T	37. SCI AND TECH SALES REP.....\$73,780 B
12. SALES REPRESENTATIVE, SERVICES.....\$43,100 T	38. CONSTRUCTION SUPERINTENDENT.....\$76,660 B
13. MECHANICAL ENGINEER\$71,720 B	39. COMPUTER SYSTEMS MANAGER.....\$100,080 B
14. MEDICAL SERVICES MANAGER.....\$79,250 B	40. SYSTEM ADMINISTRATOR.....\$63,290 B
15. INDUSTRIAL MACHINERY MECHANIC.....\$48,450 C	41. TRUCK DRIVER SUPERVISOR\$51,300 T
16. PHARMACIST.....\$114,940 D/P	42. INDUSTRIAL PRODUCTION MANAGER.....\$79,830 B
17. FAMILY PHYSICIAN.....\$177,800 D/P	43. SCHOOL ADMINISTRATOR.....\$82,460 M/D/P
18. LAWYER.....\$86,730 D/P	44. MACHINIST\$38,310 C
19. SOCIAL WORKER.....\$ 41,109 B/M	45. COST ESTIMATOR\$58,140 B
20. PLUMBER.....\$ 53,300 C	46. HUMAN RESOURCE SPECIALIST\$47,750 B
21. DENTAL HYGIENIST.....\$ 66,840 A	47. COMPUTER PROGRAMMER\$59,990 B
22. MAINTENANCE SUPERVISOR\$ 57,360 C	48. MEDICAL SCIENTIST.....\$88,370 D/P
23. PHYSICAL THERAPIST.....\$80,180 D/P	49. MARKET RESEARCH ANALYST\$48,220 B
24. INDUSTRIAL ENGINEER.....\$.. 69,270 B	50. PERSONAL FINANCIAL ADVISOR\$74,610 B
25. COMPUTER SYSTEMS ANALYST.....\$ 68,770 B	
26. FINANCIAL MANAGER.....\$94,390 B/M	

LEGEND

A = Associate degree

B = Bachelor's degree

BW = Bachelor's or higher, plus work experience

D = Doctoral degree

F = First professional degree

LT = Long-term on-the-job training

M = Master's degree

MT = Moderate on-the-job training

P = Postsecondary vocational training

T = On-the-job training

W = Work experience in a related occupation

“NOW MORE THAN EVER STUDENTS NEED TO PREPARE FOR THEIR CAREERS BY RESEARCHING CAREER OUTCOMES, AND THE KINDS OF COMPANIES OUT THERE.”

- ASHLEY CALDERON, DIRECTOR OF CAREER SERVICES

CAREER EXPLORATION WEBSITES

We encourage you to make an appointment with a career counselor if you have questions or need help exploring new resources or information. The websites included below can help get you started, but we advise you to think critically about any information found online. Career exploration activities count towards the Educate component of Endorsed.

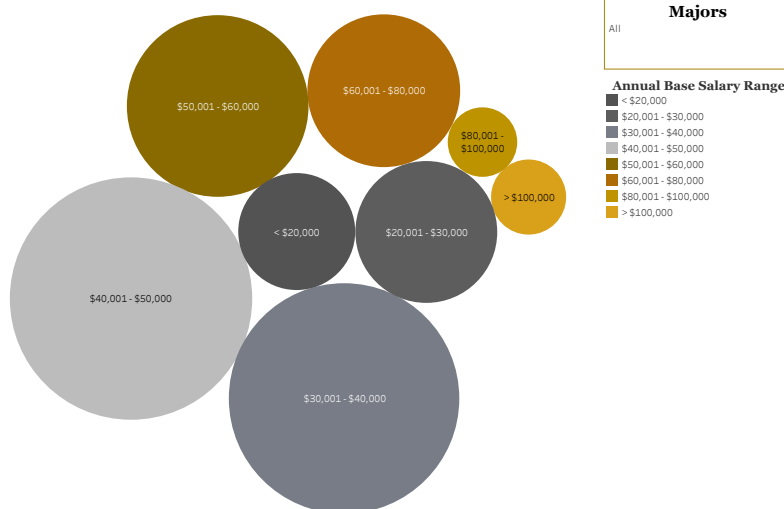
FIRST DESTINATION SURVEY: PURDUE FORT WAYNE STUDENTS' CAREER OUTCOMES

You can access student graduation and first destination data in an interactive, visual dashboard online using Tableau, our data visualization software suite.

You can find the following information:

- What students make after graduation
- Where they end up working in the US
- The industries majors can work

You can access our career outcomes data on our website at pfw.edu/career/



\$40 \$35 off the regular price

**STUDENT
FOUR-YEAR
MEMBERSHIP**

SAVE 20%
**ANNUAL
MEMBERSHIP**

SAVE 10%
**LIFETIME
MEMBERSHIP**

JOIN TODAY! pfw.edu/alumni-join

USE PROMO CODE
CAREER
TO SAVE ON YOUR
MEMBERSHIP.

JOIN THE HERD!

The Mastodon Alumni Association connects more than 59,000 graduates to each other, the Purdue University Fort Wayne campus, and the Fort Wayne community. No matter where or how far they've traveled in life, our members carry with them the heart and spirit of the Mastodon—starting right here, in Fort Wayne.

MASTODON ALUMNI ASSN.

SECTION 3: YOUR NETWORK

WHY NETWORK? NETWORKING GETS YOU ACCESS TO THE HIDDEN JOB MARKET!

Networking is the process of building sincere relationships with those who can help you achieve your goals and who you can help as well. Networking isn't about your own personal praise, but rather focusing on the exchange. No one got where they are today without a little help along the way. Sure, you might just be a college student now, but if you approach new business relationships with a sense of generosity from the very beginning, and are willing to connect people who need each other, the professionals around you will quickly take notice.

Participate in a networking event or training—it applies to the Educate section for Endorsed.



THIS IS HOW THE HIDDEN JOB MARKET WORKS:

STAGE 1	No job openings, but employers are always looking for a good worker.
STAGE 2	The need is clear—the insiders know but no action is taken to notify the public. Referrals and timing are critical.
STAGE 3	Job is now open in-house and is posted. Referrals are desired. Employers call schools, employment agencies, etc.
STAGE 4	Ad is placed in the newspaper. Crowds appear.

HOW DO I START?

Begin with the end in mind by choosing a few important career goals. Do you need to learn more about an industry or get a job or internship? Who can help?

Let everyone you know about your career goals and in turn, think of ways you can help them be successful. Consider family members, friends, supervisors, co-workers, faculty, neighbors, professional societies, community organizations, religious organizations, and—of course—your career counselor. Who has connections to the people you'd like to meet?

MUST MEET LIST

Use this list to help you identify those people who can help you achieve your goals. You may not yet know the exact person who can help you, so to start off it might just be “an electrical engineer” or “a literary agent” for now.

GOAL YOU'D LIKE HELP WITH:	Example: Management Job
Contact Name:	Alice Bailey
Job Title:	Store Manager
Company Name:	Kroger
Contact's Phone/Email:	555-555-4568, abailey@kroger.com
Relationship:	Peer
Possible Help/Interaction:	Informational Interview?

80% OF ALL JOBS ARE FILLED BEFORE A JOB IS EVEN ADVERTISED.

MAINTAINING A STRONG NETWORK WHILE JOB SEARCHING CAN GET YOUR NAME IN FRONT OF THE EMPLOYER DURING STAGES 1–3 DESCRIBED ABOVE.

IT PUTS YOU ON THE INSIDE TRACK.

SOCIAL MEDIA DOS AND DON'TS

It's more important than ever to keep your online presence professional. Read on for social media dos and don'ts.

DON'T BROADCAST ANYTHING YOU WOULDN'T WANT EVERYONE TO SEE

- 60% of employers use social networking sites to research job candidates
- More than 25% of employers have found content online that has caused them to reprimand or even fire a current employee

48% of hiring managers who use social media said they've found something that led them to not hire a candidate, including:

1. Provocative or inappropriate photographs
2. Information about candidate drinking or using drugs
3. Candidate speaking poorly about a previous employer or coworker
4. Poor communication skills
5. Discriminatory comments related to race, religion, gender, etc.

DO MAINTAIN A PROFESSIONAL ONLINE PRESENCE!

- 41% of employers say they are less likely to interview a job candidate if they are unable to find information about them online
- 60% of employers are looking for information that supports the candidate's qualifications for the job
- 56% are looking if the candidate has a professional online persona
- 37% are looking to see what others post about the candidate
- 21% are specifically looking for reasons not to hire the candidate

32% of hiring managers that use social media say they've found information that caused them to hire a candidate including:

- | | |
|---------------------|------------------|
| 1. QUALIFICATIONS | 3. PROFESSIONAL |
| 2. PERSONALITY THAT | IMAGE |
| APPEARS TO FIT | 4. COMMUNICATION |
| WITH COMPANY | SKILLS |
| CULTURE | 5. CREATIVITY |

USE SOCIAL MEDIA TO YOUR PROFESSIONAL ADVANTAGE



In addition to how you dress and act, your online presence forms a part of your professional brand. Make sure that it adds to (and doesn't take away) from your professional image.

Book an appointment with Career Services for a LinkedIn review and tips on how to improve your professional online presence.



“OF THE 94% OF RECRUITERS WHO USE (OR WILL USE) SOCIAL NETWORKS FOR RECRUITING, MOST WILL BE USING LINKEDIN.”

- JOBHUNT.ORG



Nucor Fastener is a division of Nucor Corporation, a Fortune 500 company and leader in the steel industry. While most fastener companies talk about bolt production in terms of pieces, we talk in terms of tons. That's how Nucor got to be a \$23.6 billion publicly-traded steel company (symbol NUE). We take care of our customers, our teammates, our suppliers, and our environment. Every piece that comes out of our plant is marked with the quality, integrity and stability that is associated with the Nucor name.

WHY A CAREER WITH NUCOR FASTENER?

Nucor has a variety of career opportunities. You'll be given real world projects and responsibilities almost immediately. You will be provided with hands-on training, guidance and feedback. This is all geared to deliver you a strong foundation for a successful career.

Nucor also encourages growth in education. Our **Tuition Reimbursement** benefit is leaps and bounds above what other employers are willing to offer. We reimburse teammates up to \$3,500 a year, and offer a similar benefit for teammate spouses and children.

AS A TEAMMATE, YOU WILL BE OUR BIGGEST ASSET

Nucor has a firm commitment to our team members and a variety of other benefits and performance incentives. It's easy to see why Nucor was named one of the best employers in the nation by Forbes. With over 65 divisions, Nucor has opportunities all over the country. This provides teammates almost limitless opportunities, growth and flexibility when choosing a career path.

Our team is committed to Nucor Fastener and we are dedicated to giving back, resulting in very little turnover. That's the kind of experience which is reflected in the products we make - our partnerships with our customers and our commitment to the community where we work and live.

Interested in Nucor Opportunities? Visit us today at <http://nucor.com/careers/>

YOUR LINKEDIN PROFILE

❑ **PHOTO:** It doesn't need to be fancy, but it should look professional - put on a nice shirt and take advantage of natural light.

❑ **HEADLINE:** Tell people what you're excited about now and the things you aspire to do in the future.

❑ **SUMMARY:** Describe what motivates you, what you're skilled at, and what's next.

❑ **EXPERIENCE:** List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your professional and academic projects.

❑ **ORGANIZATIONS:** Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

❑ **EDUCATION:** Starting with college list, all the educational experiences you've had - including summer programs.

David Xiao
Econ Major and Aspiring Financial Analyst
San Francisco Bay Area | Financial Services

Previous Education: Berkeley Ventures, University of California, Berkeley

[Improve your profile](#) [Edit Profile](#) 153 connections

[www.linkedin.com/in/davidxiao/](#) [Contact Info](#)

Background

Summary

I'm a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will be the next big thing?

As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I'd like to put that experience to good use, analyzing tomorrow's up-and-coming companies.

Experience

Venture Capital Internship BERKELEY VENTURES
Berkeley Ventures
May 2013 – September 2013 (5 months) | Berkeley, CA

Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.

A presentation I gave to my classmates, based on what I learned at Berkeley Ventures

Organizations

Berkeley A Capella
Lead Singer
March 2012 – Present

Schedule and perform at events for one of Berkeley's oldest a cappella groups, including last year's Cal-Stanford game.

Education

University of California, Berkeley
Economics, B.A.
2010 – 2014 (expected)

☐ VOLUNTEER EXPERIENCES & CAUSES:

Even if you weren't paid for a job, be sure to list it. Admissions officers and employers see volunteer experience as highly valuable.

☐ SKILLS & EXPERTISE: Add at least five key skills - and then your connections can endorse you for the things you're best at.

☐ HONORS AND AWARDS: If you earned a prize in or out of school, don't be shy. Let the world know!

☐ COURSES: List the classes that show off the skills and interests you're most excited about.

☐ PROJECTS: Whether you led a team assignment in a school or built an app on your own, talk about what you did and how you did it.

☐ RECOMMENDATIONS: Ask managers or professors to write a recommendation. This gives extra credibility to your strengths and skills.

TAP INTO LINKEDIN



Complete a LinkedIn profile and apply it in the Self-Marketing section for Endorsed.

Want more LinkedIn tips for students? Visit students.linkedin.com. You can also come to Career Services and have a career counselor review your profile and give you tips on how to strengthen it.

Volunteer Experience & Causes

Big Buddy
 Skyline High School
 September 2012 – May 2013 (9 months) | Education
 Mentored an Oakland high school student through the college application process, helping him get into his dream school.

Skills & Expertise

Most endorsed for...

12 Economics

11 Start-ups

10 Due Diligence

10 Venture Capital

10 Management

Honors & Awards

The Achievement Award Program
 UC Berkeley
 Four-year scholarship awarded to community-minded students with a proven track record of academic success.

Courses

University of California, Berkeley

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)

Projects

Venture Capital Financing in India
 May 2013
 For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.
 5 team members

David Xiao
Econ Major and Aspiring Financial Anal...
 Paul Smith
Student at UC Berkeley

Recommendations

Received (2) ▾

Venture Capital Internship
 Berkeley Ventures

Tim Lee
Partner

“David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don't normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed

SECTION 4: YOUR OPPORTUNITIES

ALL ABOUT INTERNSHIPS

INTERNSHIPS DEFINED:

An internship is a part-or full-time work experience that is directly related to your field of study, career goal, or both.

Internships may be paid or unpaid; in some instances you may receive academic credit. Internships can range anywhere from working around 5 to 40 hours per week.

Some internships are project-based and may last just a few weeks, whereas others may last a few semesters.

Typically, internships last one semester. Internships can be arranged anytime during the year.

Planning for an internship can begin as early as your first year of college. Internships are a great way to gain experience, work skills, and valuable information about your chosen career field.

THE BENEFITS OF DOING AN INTERNSHIP:

Gain professional experience and work skills in a particular field or industry

Determine a career path or test compatibility of your chosen major by engaging in hands-on experience

Increase opportunity for securing full-time employment after graduation—employers value the importance of related experience

Network with industry professionals

Employers seek candidates with experience. An internship can provide hands-on experience in an area related to your major or career choice. As more students obtain internship experience before graduation, employers are expecting students to gain relevant experience during their time as a student.

HOW DO I QUALIFY FOR AN INTERNSHIP?

Internships can be obtained for academic credit and for non-academic credit. You should be a current Purdue University Fort Wayne student of at least sophomore standing and working towards an associate, bachelor's, or master's degree. If you are below sophomore standing, then you need to obtain permission from your academic department or contact the Office of Academic Internships, Cooperative Education, and Service Learning (OACS) at 260-481-6939 for more information.

WHAT KINDS OF INTERNSHIPS ARE THERE?

1

CREDIT

Qualifications to receive academic credit for your internship vary by academic department. Most departments require you to be of at least sophomore standing with grade-point average stipulations. If you would like to receive academic credit, your academic department must approve your internship opportunity before you begin working. Your department will assign a faculty member to supervise your internship experience and related academic requirements. Please consult your academic department for specific qualifications.

2

NON-ACADEMIC CREDIT

Internships not for academic credit are usually employer-driven, meaning the employer determines qualifications. A job description can help you to assess requirements to participate in an internship for non-academic credit.

3

WHAT IF I LAND AN INTERNSHIP ON MY OWN?

You are free to arrange your own internship. A career counselor can be of assistance for identifying possible organizations and determining your professional approach. An internship located on your own must be approved by your academic department to receive academic credit. Contact the Office of Academic Internships, Cooperative Education, and Service Learning (OACS) at 260-481-6939 for more information.

Don't forget! Internships apply to the Develop area of Endorsed.



ALL ABOUT EXTERNSHIPS

Make sure to take advantage of as many opportunities as you can during your time at Purdue University Fort Wayne. Experiential education (or learning by doing) is the best way to figure out your future path and develop professionally.

EXTERNSHIPS DEFINED

An externship gives you the opportunity to explore a specific career path, gain marketable job experience, and make professional connections by working with hosts who are currently working in your field of interest.

You will most likely participate in the following activities:

- Shadow one or more professionals
- Attend meetings and presentations
- Tour the department
- Conduct informational interviews
- Participate in daily operations that give hands-on exposure to the career field or industry
- Complete a relevant project, if the externship is long enough

WHAT ARE THE BENEFITS OF AN EXTERNSHIP?

This experience should help you better understand the chosen work environment and career field, helping you clarify your career goals.

You will also be able to:

- Have a condensed experience if you can't commit to an internship
- Learn more about a job or occupation
- Understand what a particular job is like on a daily basis
- Expand your network of professional contacts
- Experience the culture of an organization
- Have your questions about a job or occupation answered by professionals in the field
- Get involved in a project you can mention on your résumé or in an interview

THE DIFFERENCE BETWEEN AN EXTERNSHIP AND AN INTERNSHIP

Externships are short-term (two-to-five days), and offer no pay or academic credit; internships may involve academic credit and can be paid or unpaid.

Externships are a brief learning experience and an extended site visit where the sponsor puts significant time into hosting you and giving you a learning experience. Internships are longer-term. Length of one summer is typical, but internships could also run from several weeks to a year.

With an internship, you could be employed long enough for the employer to benefit from the training you are given.

HOW DO I APPLY?

All current degree-seeking students can apply through purdue.joinhandshake.com. Submit your résumé and a cover letter. A sample cover letter can be found at purdue.joinhandshake.com. Upon submission you will be contacted by Purdue University Fort Wayne Career Services to arrange a screening interview and determine placement.

How long is an externship?

Externships are available during academic breaks, and specifically designed so a student can participate for a full two-to-five day experience without the conflict of classes or other work.

Who serves as externship hosts?

Review a full listing of active hosts on our website at pfw.edu/career/. Some of our hosts are also alumni of Purdue University Fort Wayne.

Externships can apply to the Connect Section of the Endorsed Program.



“ EXTERNSHIPS ARE A GREAT WAY TO DEVELOP YOUR NETWORK AND GAIN FIRST-HAND EXPERIENCE IN A RELATIVELY SHORT AMOUNT OF TIME. ”

- ASHLEY CALDERON, PURDUE UNIVERSITY FORT WAYNE DIRECTOR OF CAREER SERVICES

GAINING EXPERIENCE

VISIT CAREER SERVICES IN KT 109 FOR ONE-ON-ONE CAREER COUNSELING, AS WELL AS CAREER-RELATED EVENTS AND RESOURCES FOR GAINING EXPERIENCE.



75%

OF EMPLOYERS PREFER RELEVANT WORK EXPERIENCE!

Once you have an internship, please inform the Office of Academic Internships, Cooperative Education, and Service Learning (OACS) at 260-481-6939.

HANDSHAKE AT PURDUE UNIVERSITY
FORT WAYNE



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OPPORTUNITIES SPECIFICALLY FOR
PURDUE UNIVERSITY FORT WAYNE
STUDENTS AND ALUMNI.

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VOLUNTEERING

For many students, co-ops and internships are not feasible options. Volunteering not only helps to connect you to your chosen career, but also provides the opportunity to enhance your skills and add experience to your résumé.

You may also hear about job openings within the organization, and if you make a good impression as a volunteer, you may be considered for a paid position. In addition, employers value volunteer experience, and it may make the difference between you and another candidate for a job later on.

Here are a few websites to help you get started:

- United Way
- VolunteerMatch
- Volunteer Solutions
- Purdue University Fort Wayne Human Services

Volunteering can apply to the Educate area of Endorsed.



OFFICE OF ACADEMIC INTERNSHIPS, COOPERATIVE EDUCATION, AND SERVICE LEARNING (OACS)

To obtain a co-op or internship through OACS, you must:

- Be a currently enrolled bachelor's degree student
- Have completed freshman major requirements
- Have a minimum overall GPA of 2.5/4.0

JOB FAIRS

Job fairs are held twice a year in the spring and fall semesters. Please visit pfw.edu/career/ for specific dates and participant lists!

Check out our website pfw.edu/career/ for additional events listings, resources, and websites.

OFFICE OF ACADEMIC INTERNSHIPS, COOPERATIVE EDUCATION, AND SERVICE LEARNING

For further assistance with internships, visit Office of Academic Internships, Cooperative Education, and Service Learning in Neff Hall Room 337. For more information, please visit pfw.edu/oacs or call 260-481-6939.

OTHER OPPORTUNITIES

Work-Study is a federally funded program that helps provide part-time employment to college students as part of their aid package. The only difference between a work-study job and a regular job is that it is in part federally funded.

Work-study eligible students can still apply to other non-Work-Study jobs as well.

HOW DO I KNOW IF I QUALIFY FOR WORK-STUDY?

1. Log in to your myPurdue University Fort Wayne account.
2. Click on the Enrollment tab.
3. Click on View and Accept My Financial Aid Award (middle column, second box). You can also check with Financial Aid in Kettler Hall 103 or call 260-481-6820.

CAN A WORK-STUDY JOB BE OFF CAMPUS?

Yes. Work-study can be offered off campus with a nonprofit (i.e., Red Cross, Erin's House for Grieving Children, or others).

If the nonprofit does not have a Work-Study contract with Purdue University Fort Wayne, please have them contact Purdue University Fort Wayne Career Services at 260-481-0689.

HOW DO I FIND A WORK-STUDY JOB ON CAMPUS?

Check out Purdue University Fort Wayne Handshake (purdue.joinhandshake.com) to see if any available work-study positions are posted. You can also check with additional places on campus that may hire work-study students, including:

- Centers for Academic Success and Achievement (CASA)
- Helmke Library
- Career Services
- Student Government Association
- Athletics Center
- Walb Information Desk
- Walb Union Special Events

VISIT THE PURDUE UNIVERSITY FORT WAYNE WEBSITE FOR ADDITIONAL INFORMATION ABOUT THE WORK-STUDY PROGRAM

STUDENT EMPLOYMENT

Don't qualify for federal work-study? You can find all sorts of other on- and off-campus student job opportunities on Purdue University Fort Wayne Handshake, a free web-based system used by Purdue University Fort Wayne to post job opportunities for students and alumni.

Search for all types of jobs, including part-time and full-time employment, internships, and federal work-study. You can also:

- Become eligible for campus interviews and résumé referrals
- Track your job search, including jobs you have applied for
- Store up to 10 different résumés
- Send your résumé to employers
- Receive emails about upcoming events

Find out more on our job and internship portal, Handshake

Part-time jobs can apply to the Connect area of the Endorsed Career Ready Program.



COMPLETING APPLICATIONS

JOB APPLICATIONS

At some point, everyone has to complete a job application. These forms may seem intimidating at first, but if you remember a few simple concepts you'll be well on your way to successfully completing that dreaded job application.

TOP TIPS FOR JOB APPLICATIONS :

1. READ THE DIRECTIONS

This can be a really easy step to overlook. The directions may indicate exactly what the employer is looking for in the job application. Do you they want you to attach a résumé? Do you need letters of recommendation or examples of your work? Reading the directions is the first step toward completing the job application.

2. GATHER ALL MATERIALS

After you read the directions, find out whether you need to gather more materials or if you can turn in the application on the spot after completing it. It's helpful to take the application home to complete. At home, you can make copies of the application and take time to ensure that you complete each section entirely and follow all the provided directions.

3. BE NEAT

Nothing can be more frustrating for an employer than a job application that is sloppy and difficult to read. If you must fill in the job application by hand, print legibly and use blue or black ink. If a particular section of the application does not apply to you, simply write in "not applicable" or "n/a." This lets the employer know that you didn't just skip the section.

4. COMPLETE IT FULLY

It can be really tempting to write in the previous employment section "see résumé"; however, you should take the time to copy any information the employer is requesting directly on to the application form.

The application may even ask for additional information that is not included on your résumé. Taking the time to re-write this information shows the employer that you put in the effort to get the job done right.

5. BE HONEST

It's better to be upfront with an employer regarding your work history and experience. If an employer finds out about your secrets later, he or she may be less likely to keep you on their team than if you were open and honest with him or her in the first place.

**CHECK OUT THE
LATEST JOB POSTINGS
ON HANDSHAKE!**



handshake

purdue.joinhandshake.com

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www.yourstorymadehere.com.



APPLYING TO GRADUATE SCHOOL

There are many reasons to pursue graduate education once you've completed your bachelor's degree. Some of the best reasons to enroll in a graduate program are the love of a particular subject and the desire to study it in depth or the need for an advanced degree to enter the profession of your choice. Students who are apprehensive about entering the job market should carefully evaluate their decision to enter graduate school. In some instances an advanced degree will increase your marketability, while in other instances additional work experience in your field would be more appropriate. Consult with a staff member in Career Services for more information.

- 1 ARE YOU PREPARED TO COMMIT TO THE CAREER FIELD?**
If you are not sure, visit the Career Services office, use FOCUS (an online, self-paced vocational assessment), talk with faculty members or professionals in areas of interest, read educational institution literature, and consider an internship or co-op.
- 2 WHAT ARE YOUR LONG-RANGE AND LIFESTYLE GOALS?**
Whatever your reasons for taking the next step of attending graduate school, you will need to consider how this decision will impact your life. Will the degree prepare you for a specific occupation or career field? If so, what is the employment outlook for that field?
- 3 CAN I AFFORD IT? WHAT FINANCIAL AID OPTIONS ARE THERE?**
A full-time master's program will typically take two years to complete, while doctorates and some professional degrees require an additional three or more years. Part-time enrollment will require additional time and may even be discouraged at some universities. During your time in grad school, you will focus intensely on your academic subjects and the individuals in your program. You will typically forfeit income, workday routines, and leisure time.

Familiarize yourself with the potential funding sources. Fellowships or scholarships may be awarded by individual departments or institutions as well as outside organizations. Institution-based aid most frequently takes the form of a graduate assistantship. Graduate teaching or research assistants work part-time in exchange for a stipend and tuition reimbursement. Federal loans are also available to many graduate students. The types of aid will vary tremendously from one institution to another. Be sure to investigate these options carefully.

SEE THE PURDUE UNIVERSITY FORT WAYNE WEBSITE FOR THE LATEST GRADUATE PROGRAMS OFFERED AT PURDUE UNIVERSITY FORT WAYNE

Applying to graduate school can certainly be stressful. In order to cut back on the stress of this next step, it's a good idea to begin seriously considering graduate school at least a year before you would enroll.

Application deadlines vary, and it is important to know a particular institution's deadline well in advance. Generally, the deadlines fall between January and March. Applications by those requesting financial support (scholarships/assistantships) always have earlier deadlines. Some schools have rolling admissions, meaning that they accept students throughout the year and may not have a particular deadline. To find deadline information, search the institution's website.

Most schools require the following items: application form, personal statement, transcripts, standardized tests (GRE, GMAT, LSAT, MCAT, or similar), and letters of recommendation.

THINGS TO KEEP TRACK OF:

- Researching career options
- Selecting programs
- Arranging financial plans
- Determining your grad school application timeline and deadlines
- Writing your personal statement
- Ordering your transcripts
- Booking and studying for entry exams
- Requesting letters of recommendation
- Marking interview dates in your calendar and preparing with a mock interview

SCHEDULE A GRADUATE
SCHOOL PREP SESSION
WITH A CAREER
COUNSELOR TODAY!

CALL 260-481-0689
OR VISIT
purdue.joinhandshake.com
TO BOOK AN
APPOINTMENT.

GRADUATE SCHOOL APPLICATIONS

GRADUATE SCHOOL ESSAY FORMATTING TIPS:

- Follow the directions before you think about the content. Get as close to the word count as you can, or answer the question completely without going on a tangent. If they do not provide a word count, keep in mind that admissions may skim longer essays than read them thoroughly.
- If your GPA is below the requirement, or if there are some other requirements that you do not meet, your essay is the perfect place to address those issues.
- Be yourself. Avoid clichés and flowery language. Write about what makes you stand out from other candidates and let your personality come through. If you are applying to more than one school or graduate program, be sure to tailor your essays to those. This gives you a great opportunity to show that you have done your research.

Describe a situation in which you demonstrated leadership.

It was two years into the existence of PFW Sisters, a sorority interest group that was created to re-establish Greek life on PFW's campus. We were a group of around 20 young women, and we functioned as much like a sorority as we could. We recruited new members, held weekly meetings and sisterhood retreats, and volunteered with organizations around Fort Wayne. I had been a member of the group since it began and while I was an active participant, I did not fill any leadership roles—at least, not at first.

Towards the end of the summer when classes were about to begin, we started planning out meetings. We reached out to our president at the time and it was then that she told us she had applied to transfer to Purdue earlier that year. She was accepted and would no longer be our leader. This posed a challenge as the group had little time to prepare before the semester started. Our vice president, Amber, stepped up and assumed the leadership role, despite the short notice. However, that left the title of vice president vacant. Even though I was scared and did not know how I would do, I volunteered to fill it.

Before that experience I never would have considered myself to be a leader. But I had so much passion for the group and what it was trying to do. I knew that in order to achieve our goal, I had to be willing to get out of my comfort zone to keep pushing us forward. When Amber graduated the following year, I assumed her role and the summer after my year as president we had a sorority and a fraternity visit our campus and decide to colonize. Although it took longer than anticipated to come to fruition, the leadership experience that I gained from this endeavor was well worth the time that I committed to the organization.

Introduction:

This is the most important part of your essay. The first sentence should grab the reader's attention.

It may explain your interest in that particular program or the motivation behind your interest. Try to be creative with how you address this.

You need to support any claim you make with evidence, or examples of your experience. The goal of this section is to get readers to want to read beyond this first paragraph.

Body:

The body contains several paragraphs that give evidence to support the statements that you made in the introduction.

Each paragraph in the body should have a transition and a resolution so that the paragraphs connect and flow within your essay.

You may like to divide your paragraphs into themes: brief summary of your educational background, why you want to study xyz, what makes you an exceptional student, how the program aligns with your career goals.

Be sure to address any prompts provided by the university admission instructions.

Do not simply repeat the information stated on the application. Tell a narrative of your educational and professional journey, and provide concrete examples.

Conclusion:

As this is the last paragraph in your essay, be sure to sum up the important points you made in the body. Be brief here.

CAREER CHOICES

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SECTION 5: YOUR JOB SEARCH

COMPANY RESEARCH

It's important to make the most of all resources available to you when searching for a job. In this section, you'll find an overview of various resources that can be helpful when exploring your options. Company research is a must when it comes to researching career fields, networking, and getting jobs. You'll know with whom you need to connect, who may be hiring at any time, and how to answer that inevitable interview question, "What do you know about us?"

PURDUE UNIVERSITY FORT WAYNE HANDSHAKE

Purdue University Fort Wayne Handshake is a free Web-based system used by Purdue University Fort Wayne for students and alumni. purdue.joinhandshake.com

- Search for all types of jobs, including full-time employment and internships
- Become eligible for campus interviews and résumé referrals
- Track your job search, including jobs that you have applied for
- Store up to 10 different résumés
- Send your résumé to employers
- Receive emails about upcoming career events

COMPANY NAME	COMPANY NAME
ADDRESS	ADDRESS
WEBSITE	WEBSITE
YEAR FOUNDED	YEAR FOUNDED
STARTED BY	STARTED BY
PRODUCTS/SERVICES	PRODUCTS/SERVICES
FINANCIAL CONDITION	FINANCIAL CONDITION
PLANS FOR EXPANSION	PLANS FOR EXPANSION
MISSION	MISSION
VISION/VALUES	VISION/VALUES
RANKING	RANKING

TRACKING YOUR JOB SEARCH

TRACKING YOUR JOB SEARCH

You can get started by picking out an organization you are interested in and filling out the worksheet below. Photocopy this page so you can keep this as a master copy for future job searches or copy it in to an excel spreadsheet.

Job Title	Company	Mission	Product	Status	Recruiter Contact	Follow Up	Interview	Salary Range	Notes



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ULTIMATE JOB SEARCH CHECKLIST

Target Your Search & Resources

- ☐ Consider if you want to stay local or if you are open to relocating
- ☐ Identify your fields of interest and take into account where you prefer to work, what type of work you want to do, and how much you want or need to make to survive, save and retire on time
- ☐ Explore job search websites and check out our list of major-specific job sites
- ☐ Create target company list using websites like the Better Business Bureau, Chamber of Commerce, the United Way, and LinkedIn to find companies you would like to work with

Your Marketing Materials

- ☐ Gather office materials: résumé paper, stamps, envelopes, a professional pen, and leather folder
- ☐ Maintain an appointment calendar to keep yourself organized so you can better manage your time
- ☐ Set up your workspace and keep it clutter-free to keep your materials orderly and business-like
- ☐ Create profiles on multiple job search websites and sign up for emails
- ☐ Create or update your LinkedIn profile with a professional headshot of you alone
- ☐ Create and have business cards ready: Include name, degree with major or professional title, phone number, email, and website if applicable
- ☐ Create a personal marketing plan: Think of your target audience (the company) each time and think about how to appeal to them with your résumé, cover letter, and portfolio
- ☐ Develop a needs-contribution statement: List industry requirements compared to your list of capabilities for each employer. Use O*Net to search for job descriptions
- ☐ Create a portfolio with work samples that demonstrate skills that directly apply to the job you are looking for
- ☐ Make both an electronic and physical professional portfolio to take to interviews
- ☐ Set up a simple professional voicemail message email address and signature

Prepare Applications

- ☐ Update and tailor your résumé for your industry and the type of position you are interested in
- ☐ Avoid resume templates and save your résumé in PDF form so you can attach your resume to emails
- ☐ Get résumé feedback from Career Services in KT 109. Drop-in hours are Monday–Friday 10 a.m.–2 p.m.
- ☐ Save an electronic copy of your résumé using plain text and fonts
- ☐ Write several cover letters for each job you are applying to
- ☐ Have your cover letter critiqued by Career Services and ask for references for a reference page
- ☐ Create a personal website that includes your résumé and projects that you want the world to see
- ☐ Prepare a short, written biography for professional profiles, job search websites, etc.

WHEN ACTIVELY JOB SEARCHING

Job Searching & Keeping Track of Things

- ☐ Create a schedule of action items to create a daily job search routine
- ☐ Set up job search alerts with Handshake, LinkedIn, etc. to get notifications of new openings
- ☐ Respond immediately to openings that you come across
- ☐ Subscribe to mailing lists for the latest job openings, networking information, and events
- ☐ Identify your network and add contacts to a spreadsheet
- ☐ Consider signing up with job search agencies: employment agencies, temp agencies, etc
- ☐ Keep a record of all calls, names, meeting notes, résumés sent, interviews, and thank you notes

Networking

- ☐ Reach out to friends and acquaintances that you know who might be willing to help you in your job search. Use LinkedIn to help unveil your potential key network contacts
- ☐ Contact people for coffee dates and informational interviews, but do not ask for a job here.
- ☐ Expand your list of contacts by sending out thoughtful cold emails to expand your network
- ☐ Contact people who may be potential reference (both academic and professional, no relatives)
- ☐ Contact everyone you can to tell them you are looking for a job and use the network list you created
- ☐ Attend professional, social, and community events and tell everyone about your job search, pass out business cards, and collect names
- ☐ Join a network group and reach out to friends and acquaintances that you know who might be willing to help you in your job search. Again, you can use LinkedIn here to help spread the word
- ☐ Keep up with a professional development activity every week: volunteer, attend classes (in person or online), workshops, events, training, and presentations

Interviewing

- ☐ Prepare your outfit and practice the journey from your house to the interview site
- ☐ Create and practice your 30-second “elevator speech” including your name, qualifications, skills, current accomplishments and future goals
- ☐ Practice your “reason for leaving” job speech and explain what happened without bad-mouthing anyone
- ☐ Create an interview agenda of things you want to cover in the interview and take it with you
- ☐ Write questions for the interviewer ahead of time leaving spaces in between for you to take notes
- ☐ Send a thank you note after the interview and be sure to follow up with enthusiasm
- ☐ If you receive a callback, answer the phone professionally, minimize background noise and be ready to take notes

WHEN ACTIVELY JOB SEARCHING

Especially during a period of unemployment, it is important to treat your job search like a full-time job. Use this daily and weekly schedule to structure and maximize your time.

Respond to emails, letters, and thank-you notes	Update your résumé and other documents
Make phone calls	Update and review your job search plan
Attend meetings and other networking activities	Update a list of tasks to be completed
Check job ads in the newspaper	Update your weekly calendar

YOUR SIMPLE DAILY JOB SEARCH ROUTINE

- ☐ Respond to any new opportunities
- ☐ Check your email regularly
- ☐ Check internet job sites and newsletters
- ☐ Check jobs on company websites
- ☐ Contact more companies and people about employment
- ☐ Maintain personal appearance
- ☐ Do something fun and personal
- ☐ Keep a gratitude journal

If you are struggling with your job search, book an appointment with a Career Counselor by calling 260-481-0689 or visit purdue.joinhandshake.com.

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ELECTRONIC RESOURCES

Most job seekers immediately turn to the Internet to begin their job search. Although big job boards such as Monster or Indeed are a big component to a successful job search, there are other ways that the Internet can help you find work you're looking for.

1 FIND

There are several places where open positions are listed online. Big job boards list a wide variety of jobs. Job search engines look across the entire Internet and bring you job search listings in one convenient place. Niche job boards list positions for applicants that have special qualifications, such as technology professionals or bilingual job seekers.

KEY SITES:

Handshake
Glassdoor
LinkedIn
Google Job Search Platform
Industry-specific platforms

2 LEARN

Career blogs and information sites abound online. Human resource professionals, recruiters, and career counselors post fresh tips and tricks on getting ahead in your job search.

KEY SITES:

The Balance
Job Hunters Bible
The Muse
Classy Career Girl
Workawesome

3 RESEARCH

Unsure what would be a fair salary for a job you're applying for? Want to know what the top companies are in Chicago? You can do research on employers, salaries, occupations, and locations online to better prepare you for your job search.

KEY SITES:

Glassdoor
Salary
Payscale
City Data
Onet Online

4 CONNECT

Job searching is more than just locating open positions; it's also important to network with people to provide you with information or referrals.

KEY RESOURCES:

LinkedIn
Mastodon Alumni
Assosication
Honors Societies

5 CONTROL

When a hiring manager performs a background check, many will search a candidate's name and search social websites, such as Facebook, paying attention to how appropriate your email address, instant message screen names, and blog or forum postings are. Be proactive, search yourself, and use appropriate security settings.

KEY RESOURCES:

Google Alerts
Mashable
Set up alerts on all job search website

OTHER RESOURCES

INTERNSHIPS

If you would like to receive academic credit, your academic department should approve your internship opportunity before you begin working. Your department will assign a faculty member to supervise your internship experience and related academic requirements. Internships are a great way to gain experience, work skills, and valuable information about your chosen career field. Contact the Office of Academic Internships, Cooperative Education, and Service Learning (OACS) at 260-481-6939 for more information.

NETWORK

Never underestimate the power of networking. “It’s not what you know, but who you know” is a very accurate saying for the job hunter. In this job market, “who knows you” is essential. Tell people what you are looking for and have them keep their eyes and ears open. This method is more successful than any other. It might also be beneficial to talk with people in positions you are interested in. Find out how they got where they are, what their backgrounds are, and any advice they may have for you. Become familiar with the “lingo” and the “ins and outs” of your chosen field.

COLLEGE CAREER OFFICES, WORKFORCE DEVELOPMENT OFFICES, COMMUNITY AGENCIES, AND LIBRARIES

Employers post openings with many organizations. Make sure that you frequently investigate job postings, either on the Web or in paper form.

CHAMBER OF COMMERCE

New companies register with the chamber to begin their own networking. Settled companies also use Chamber of Commerce membership to maintain community ties and continue networking. Get on the Chamber of Commerce website for each city in which you are interested to find out more.

VOLUNTEERING

You should consider offering your time in a volunteer capacity with one of your targeted employers. This approach helps you learn more about the organization and the career field. It also provides you an excellent opportunity to gain relevant experience and enhance your skills. You may also hear about job openings within the organization, and if you make a good impression, you might be considered for a paid position.

EMPLOYMENT AGENCIES

Many employers use agencies today because it is cost-effective. The agency screens the candidates, and if the employer isn’t satisfied the agency must remedy the situation. Working for an agency gives you the opportunity to check out various employers while on assignment.

Beware of employment agencies that require you to pay a fee! Make sure that you research several employment services to pick the best one for you. Learn the areas in which the services seem to specialize (computer technology, healthcare, publishing, etc.), and then check their reputations by contacting your local Better Business Bureau.

SECTION 6: BUILDING YOUR RÉSUMÉ

COMPONENTS OF A RÉSUMÉ

The steps below will help you think critically when creating and formatting your résumé. The advice included in this section is based on best practices for presenting yourself professionally to prospective employers. The order of sections below may not apply to you. Place your most relevant experience (education, work or volunteer experience) first under your contact information.

1 IDENTIFICATION

The identification portion of your résumé should include your name, address, personal phone number, professional email address, and your public LinkedIn URL. Make your name around 18 pt size font, everything else around 11 pt. Make sure to have a professional voicemail greeting.

SAMPLE:
JOHN SMITH
111 West Main Street
Fort Wayne, IN 46835
260-555-1111
johnsmith@yahoo.com
[linkedin.com/johnsmith](https://www.linkedin.com/johnsmith)

2 PROFESSIONAL SUMMARY STATEMENT

Far stronger than an objective, a professional summary or introductory section tells the employer the most pertinent information about you and your skills as they relate to the job you're applying to. All material should be bulleted, specific and quantified where possible (i.e. not a list of soft skills without context such as "detail-oriented" or "problem solving abilities"). You can easily change this to suit each employment opportunity.

SAMPLE:

BA Communication and Economics graduate offering an academic foundation in accounting and IT troubleshooting
Tabulated weekly donations to the organization with large sums of money up to \$40,000
Professional working efficiency in Spanish and Russian

3 EDUCATION

This section highlights the extent of your academic preparation. TIP: write the university issuing the degree. Include your GPA if over a 3.0-3.2.

SAMPLE:

Purdue University, Fort Wayne, IN
Bachelor of Science in Business Accounting
Saint Patrick's College, Lancashire, England
Studied landscape systems in England

Expected: May 2020
GPA: 3.5/4.0
Summer 2017



A clean, concise, and tailored résumé will blow employers away. Get your résumé reviewed and approved by Career Services; it also counts toward the completion of the Endorsed Career Ready Program!

BUILDING YOUR RÉSUMÉ, CONTINUED

4 WORK EXPERIENCE OR EMPLOYMENT HISTORY

This section should be used to summarize your work experience. Include any summer employment, volunteer work, student teaching, and internships. You will need to include your job titles, places and dates of employment, job responsibilities and highlights.

SAMPLE:

Career Center, Fort Wayne, IN
Graduate Assistant

September 20XX–Present

- Conduct individual career counseling appointments and drop-in services with students and alumni concerning résumés, cover letters, job searching, interviewing, and choosing a major
- Plan and lead outreach programs, such as classroom workshops on career-related topics and career fairs
- Contribute to and participate in action teams for the development of office events and services
- Develop and organize online and print resource materials, including the campus career guide

5 ACTIVITIES AND LEADERSHIP ROLES

This section should include activities that support your professional objective by pointing out your organizational and leadership skills. Select activities where you were most active, and list offices held and dates that you were involved. You may also want to include and honors, awards, publications, presentations, or research projects.

SAMPLE:

American Entrepreneurs Society, Member
Omicron Honor Society, Purdue University, Member
Big Brothers Big Sisters, Volunteer
Young Leaders of Northeast Indiana, Member

October 20XX–Present
August 20XX–Present
June 20XX–Present
June 20XX–Present

6 SKILLS SECTION

Include hard, tangible skills in this section only (i.e. not “detail-oriented, passionate, good listener”). Include your level of proficiency, but do not overstate it. Once again, be relevant. The below skills are primarily for administrative, graphic design, and programming-type positions, respectively.

SAMPLE:

Computer: Fluent in ...

Design: Experienced in ...

Programming: Familiar with ...

RÉSUMÉ BUILDING RESOURCES:

- You can browse pfw.edu/career/ for more than 100 sample résumés organized by major for ideas on content
- canva.com for creative- or design-based résumés
- themuse.com has a wide range of examples for entry- to senior-level résumés with great inspiration for professional content

RÉSUMÉ WORKSHEET

USE THIS FRAMEWORK FOR YOU TO CREATE YOUR FIRST RÉSUMÉ

Top tip: Save your résumé under an appropriate non-generic name. Instead of “Résumé” save it as “Mandy Mastodon Administrative Assistant Résumé.”

Full Name: _____

Full Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: (Cell or Home) _____

Email Address: _____

LinkedIn URL: _____

Summary of qualifications: _____

EDUCATION

Bachelor of _____, Issuing University, Fort Wayne, IN Expected: _____

Major: _____ Minor: _____ GPA: ____/4.0

RELEVANT EXPERIENCE (in reverse chronological order)

Company Name, City, State: _____

Position Title: _____ Dates Employed: _____

Company Name, City, State: _____

Position Title: _____ Dates Employed: _____

Company Name, City, State: _____

Position Title: _____ Dates Employed: _____

* Create skill bullets using action verb – subject – more information (who? what? where? why? how?) using specifics (numbers, percentages, etc.).

* Add 3–6 bullets per job and rank them in order of relevance to the job you’re seeking.

ACTIVITIES and VOLUNTEER EXPERIENCE (most recent first)

Volunteer, _____ Dates _____

Organization/Company Name

Member, _____ Dates _____

Organization/Company Name

SKILLS (include and categorize as necessary as on page 42)

Computer: _____

Social Media: _____

Programming: _____

RÉSUMÉ ACTION VERBS

WHAT SKILLS DO YOU HAVE?

Now that you know a little bit more about the types of skills desired in the work place, think about the skills you currently possess. The following action verbs are powerful words that can help your résumé feel more dynamic and confident. Review these action verbs to use for your résumé below:

Abstracted	Counseled	Handled	Originated	Revised
Accelerated	Created	Helped	Participated	Risked
Accounted for	Cultivated	Hired	Performed	Scheduled
Achieved	Decided	Hypothesized	Persuaded	Selected
Acted	Decorated	Identified	Photographed	Sold
Adapted	Defined	Illustrated	Piloted	Separated
Adjusted	Delegated	Imagined	Pinpointed	Served
Administered	Demonstrated	Implemented	Planned	Set-up
Advertised	Detailed	Improved	Predicted	Shared
Advised	Determined	Improvised	Prepared	Simplified
Analyzed	Developed	Influenced	Prescribed	Sketched
Answered	Devised	Initiated	Presented	Solved
Anticipated	Diagnosed	Innovated	Printed	Spoke
Applied	Directed	Inspected	Problem-solved	Supported
Approved	Discovered	Inspired	Processed	Studied
Acquired	Discussed	Installed	Produced	Summarized
Arbitrated	Displayed	Instructed	Programmed	Supervised
Arranged	Dissected	Integrated	Promoted	Supplied
Assigned	Distributed	Interpreted	Proofread	Synergized
Assisted	Drafted	Interviewed	Proposed	Synthesized
Assured	Dramatized	Invented	Provided	Tabulated
Attained	Drew	Inventoried	Publicized	Taught
Audited	Economized	Investigated	Purchased	Trained
Bargained	Edited	Lead	Read	Translated
Budgeted	Eliminated	Learned	Reasoned	Traveled
Built	Empathized	Lectured	Received	Treated
Calculated	Empowered	Listened	Recommended	Triggered
Charted	Encouraged	Managed	Reconciled	Troubleshoot
Checked	Estimated	Manipulated	Recorded	Tutored
Coached	Evaluated	Mediated	Recruited	Understood
Collaborated	Examined	Memorized	Referred	Unified
Communicated	Explained	Mentored	Rehabilitated	Upgraded
Compared	Expressed	Monitored	Reinforced	Utilized
Compiled	Extracted	Motivated	Related	Verbalized
Completed	Facilitated	Navigated	Reorganized	Visualized
Composed	Filed	Negotiated	Repaired	Wrote
Computed	Financed	Observed	Reported	Won
Constructed	Followed	Operated	Researched	
Consulted	Gathered	Ordered	Restored	
Coordinated	Guided	Organized	Reviewed	

SAMPLE RÉSUMÉ STRUCTURE

FULL NAME

Street Address
City, State, Zip
Phone Number
Professional Email Address
LinkedIn URL

SUMMARY STATEMENT – QUALIFICATIONS – PROFESSIONAL PROFILE

- This tells the employer the most pertinent information about you/your skills as they relate to the job you're applying to.
- All material should be bulleted, specific and quantified where possible
- Match personal skills with those listed in the job description; You can easily tailor this for each job application

EDUCATION

Bachelor/Associate of Science/Art
Indiana University OR Purdue University, Fort Wayne, IN Graduation: month year
Major: _____ GPA: ____/4.0 (list if over 3.0)
Minor: _____

RELEVANT COURSEWORK

Optional section to highlight courses, significant projects, research, presentations, etc., or choose to list 4-6 course titles to demonstrate industry knowledge.

- Course Name
- Course Name
- Course Name
- Course Name

SKILLS-BASED EXPERIENCE

Section found on combination résumés that can be helpful for career changers. Skills can be organized in defined clusters that most support your job objective. Use pages 12-15 of Career Guide to help brainstorm your skills.

Management Experience:

- Supervised and managed the work tasks of 10 part-time employees

Accomplishments:

- Received the Company Manager of the Year award as voted by employees

WORK EXPERIENCE

Company Name, City, State

Month and Year–Month and Year

Position Title

- Use bullets or summary statements to describe experience in terms of job functions and the overall scope of responsibilities
- Begin with an action verb and ensure statements are concise, eliminating redundant words
- Highlight transferable skills gained or used
- Strive to paint a picture of work experience by describing specific duties or projects
- Quantify the work performed (i.e., "Provided instruction to __ students in grades __")
- List all jobs in reverse chronological order, with past jobs written in past tense

ACTIVITIES AND COMMUNITY INVOLVEMENT

- List extracurricular activities as they relate to the job and provide dates
- Consider listing volunteer experience, organizational involvement, awards received, etc.
- Vice President of Human Services Organization, Fall 2005–present
- Dean's List, Spring 2003, Fall 2005

SKILLS

Computer: List specific computer programs as it relates to the job.

Additional Skills category: Add additional categories if relevant (design, programming languages, social media, etc.)

SAMPLE TEACHING RÉSUMÉ

RELEVANT EXPERIENCE RÉSUMÉ

DON MASTODON 2101 East Coliseum Boulevard, Fort Wayne, IN 46805 260-555-5555 don@gmail.com linkedin.com/in/donmastodon													
EDUCATION	Bachelor of Arts in Art Education Purdue University, Fort Wayne, IN Expected: December 20XX GPA: 3.64/4.0												
CERTIFICATION	Indiana Licensure Pending Art Education (K-12) Successful Completion of Praxis I and Praxis II												
TEACHING EXPERIENCE	<table border="0"> <tr> <td>Student Teacher</td> <td style="text-align: right;">January 20xx - May 20XX</td> </tr> <tr> <td colspan="2">Waynedale Elementary School, Fort Wayne, IN</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> Designed and implemented lessons for over 300 students in grades K-5 Visually translated lessons to a 42% bilingual school through a language barrier Emphasized student use of various materials and resources in artistic expression Collaborated with fifth grade history teachers on an interdisciplinary lesson </td> </tr> <tr> <td>Intern</td> <td style="text-align: right;">August 20XX - December 20XX</td> </tr> <tr> <td colspan="2">East Noble High School, Kendallville, IN</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> Designed and implemented lesson plans for students in grades 9-12 Employed interdisciplinary education in the development of art lessons Taught lessons using art history to inspire student work </td> </tr> </table>	Student Teacher	January 20xx - May 20XX	Waynedale Elementary School, Fort Wayne, IN		<ul style="list-style-type: none"> Designed and implemented lessons for over 300 students in grades K-5 Visually translated lessons to a 42% bilingual school through a language barrier Emphasized student use of various materials and resources in artistic expression Collaborated with fifth grade history teachers on an interdisciplinary lesson 		Intern	August 20XX - December 20XX	East Noble High School, Kendallville, IN		<ul style="list-style-type: none"> Designed and implemented lesson plans for students in grades 9-12 Employed interdisciplinary education in the development of art lessons Taught lessons using art history to inspire student work 	
Student Teacher	January 20xx - May 20XX												
Waynedale Elementary School, Fort Wayne, IN													
<ul style="list-style-type: none"> Designed and implemented lessons for over 300 students in grades K-5 Visually translated lessons to a 42% bilingual school through a language barrier Emphasized student use of various materials and resources in artistic expression Collaborated with fifth grade history teachers on an interdisciplinary lesson 													
Intern	August 20XX - December 20XX												
East Noble High School, Kendallville, IN													
<ul style="list-style-type: none"> Designed and implemented lesson plans for students in grades 9-12 Employed interdisciplinary education in the development of art lessons Taught lessons using art history to inspire student work 													
ART SKILLS	Bookbinding, Graphic Design, Metals, Ceramics, Sculpture, Photography, Custom Framing, Batik, Painting (Oils, Watercolors and Acrylic), Printmaking: (Collograph, Dry Point, Monoprint, Linocut, and Etching)												
ADDITIONAL EXPERIENCE	<table border="0"> <tr> <td>Resident Assistant</td> <td style="text-align: right;">August 20XX - Present</td> </tr> <tr> <td colspan="2">Purdue University, Fort Wayne, IN</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> Develop cultural, social, and educational programs that correspond to interests and needs of a 70-resident floor Maintain discipline by upholding floor policies in a firm but fair manner Evaluate resident concerns and refer to appropriate campus services and resources Address crisis situations in a caring and confident style </td> </tr> </table>	Resident Assistant	August 20XX - Present	Purdue University, Fort Wayne, IN		<ul style="list-style-type: none"> Develop cultural, social, and educational programs that correspond to interests and needs of a 70-resident floor Maintain discipline by upholding floor policies in a firm but fair manner Evaluate resident concerns and refer to appropriate campus services and resources Address crisis situations in a caring and confident style 							
Resident Assistant	August 20XX - Present												
Purdue University, Fort Wayne, IN													
<ul style="list-style-type: none"> Develop cultural, social, and educational programs that correspond to interests and needs of a 70-resident floor Maintain discipline by upholding floor policies in a firm but fair manner Evaluate resident concerns and refer to appropriate campus services and resources Address crisis situations in a caring and confident style 													
EXHIBITIONS AND AWARDS	<table border="0"> <tr> <td>First Annual Student Teaching Exhibition</td> <td style="text-align: right;">May 20XX</td> </tr> <tr> <td>Second Place Foundations Show</td> <td style="text-align: right;">Fall 20XX</td> </tr> <tr> <td>Dean's List</td> <td style="text-align: right;">Spring 20XX and Fall 20XX</td> </tr> </table>	First Annual Student Teaching Exhibition	May 20XX	Second Place Foundations Show	Fall 20XX	Dean's List	Spring 20XX and Fall 20XX						
First Annual Student Teaching Exhibition	May 20XX												
Second Place Foundations Show	Fall 20XX												
Dean's List	Spring 20XX and Fall 20XX												
COMPUTER SKILLS	Proficiency in Macintosh and Microsoft Windows, Microsoft Office, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe InDesign, Macromedia Flash, QuarkXPress												

SAMPLE BUSINESS RÉSUMÉ

BUSINESS MAJOR RÉSUMÉ

Don Mastodon

2101 East Coliseum Boulevard, Fort Wayne, IN 46805

260-481-0689

DonMastodon@gmail.com

Linkedin.com/in/donmastodon

Summary:

- Business Management major with experience in business development and data analysis.
- Developed speaking and presentation skills accrued from previous experiences to help describe useful data and information.
- Contribute to company by utilizing my writing expertise to further expand upon the workings of the company.

Education:

Purdue University, Fort Wayne, IN

Bachelor of Science in Business

GPA: 3.0/4.0

Expected: May 2019

Relevant Coursework:

- Business Management
- Advanced Communications
- Organizational Leadership
- Advanced Writing

Experience:

CEO Assistant Internship

Summer 2018

BAE Systems, Fort Wayne, IN

- Assisted with C-level meetings regarding business growth and quarterly reports
- Helped CEO in forming specific graphs and data charts to condense information
- Presented on business development project in board meeting; contributed to data on estimated growth numbers in production, new job positions, etc.

Tutor

January 20XX-Present

Writing Center, IPFW, Fort Wayne, IN

- Help students identify potential mistakes in grammar, spelling, and flow of their writing
- Assist students in formatting/style of their papers
- Give suggestions to students struggling with paper topics, organization, etc.

Customer Service Associate

May 20XX-January 20XX

STAR Insurance Agency, Fort Wayne, IN

- Answer phone calls from customers regarding the company's many different policies
- Help direct customers in the right direction in picking their policy(s)
- Assist in office duties, completing everyday tasks, maintain organization in offices

Skills:

Computer: Adobe, Excel, MTurk, Word, Java, PowerPoint, Outlook, Photoshop CC

Languages: English Native Speaking Capabilities, French Professional Speaking Capabilities

SAMPLE RÉSUMÉ

COMBINATION RÉSUMÉ

The combination style or skills-based résumé is ideal for career changers who have a wealth of varied experience but want to highlight a particular skill set. It also saves valuable space and avoids redundancies for those who have lots of similar work experiences. Categorize your experiences with skills keywords under your experience section.

DON MASTODON

2101 East Coliseum Boulevard

Fort Wayne, IN 46802

260.555.552 | mastodon@gmail.com | linkedin.com/donmastodon

Summary of Qualifications

- Successfully managing the branch of a multi-million dollar retail store while attending college full-time and maintaining a 3.9 GPA
- Demonstrated accurate forecasting of Profit and Loss budgets for a thirty-million dollar retail store
- Completed accounting course work in financial and managerial accounting, also completing cost accounting and accounting information systems
- Received five “Store of the Month” awards in the past 2 years
- Team player with 10 years’ management experience and supervisory responsibilities

Professional Experience

Budgeting

- Accurately forecast sales trends to anticipate increased sales volume
- Adhere to payroll budgets and consistently achieve 3-5% savings
- Coordinate with 5 other supervisors to remodel 60,000 square-foot retail stores in an 8-week time frame

Management

- Lead teams ranging in size from 20 to 150
- Solved problems in a deadline-oriented setting
- Evaluated tasks effectively and prioritized those to be delegated and those to be handled personally

Accomplishments

- Reduced inventory shrink by 2%, resulting in third largest reduction in region
- Completed reorganization of two separate receiving areas and restructured two stocking crews
- Reestablished loss prevention department and manager in 20 million dollar store

Work History

Store Manager	May 20XX-Present
The Gap Inc., Fort Wayne, IN	
Store Operations Manager	June 20XX-Present
Sears Department Store, Fort Wayne, IN	
Assistant Store Manager	May 20XX-Present
Walmart, Huntington, IN	

Education

Purdue University, Fort Wayne, IN	
Bachelor of Science, Major: Business Accounting, GPA: 3.9/4.0	Expected: May 20XX
Associate of Science, Major: Business Administration, GPA: 3.9/4.0	August 20XX

Community and Service Activities

Purdue University, Fort Wayne, IN, Ambassador	20XX-Present
• One of 10 student representatives selected to serve the Purdue University Fort Wayne Chancellor	
Purdue University Fort Wayne Accounting Society, Fort Wayne, IN, Member	20XX-Present
Junior Achievement, Fort Wayne, IN, Consultant	20XX-20XX

SAMPLE RÉSUMÉ

RELEVANT ACADEMIC AND VOLUNTEER EXPERIENCE RÉSUMÉ

If you have limited relevant work experience, highlight the relevant classes you have taken and any extra curricular activities or volunteer work. Note how this general studies major has included relevant completed classes to give more detail as to what their concentration entails.

Manny M. Mastodon

2101 East Coliseum Boulevard, Fort Wayne, IN 46805

(260) 481-0689

MannyMastodon@gmail.com

linkedin.com/in/MannyMMastodon

PROFILE SUMMARY

- Youth development professional with 6+ years experience in nonprofit organizational development
- Completed Endorsed Career Ready Program in professional development in community service learning
- Achieved 3 awards and recognitions for community outreach and charitable contribution
- Organized and developed after school program for 20-40 high risk youth

EDUCATION

Purdue University, Fort Wayne, IN
Bachelor of General Studies, GPA: 3.7/4.0
International Studies Certificate

Graduation: May 20xx

RELEVANT COURSEWORK

- Mass Communication
- Human Relations in Organizations
- International Human Rights
- Social, Legal and Ethical Implications of Business Decisions

VOLUNTEER EXPERIENCE

Big Brothers Big Sisters, Fort Wayne, IN
Fort Wayne Urban League, Fort Wayne, IN
Junior Achievement of Northern Indiana, Fort Wayne, IN

July 20xx – Present
June 20xx – July 20xx
June 20xx – July 20xx

AWARDS AND RECOGNITION

Amidon Service Award, Recipient
Beverly Hume Memorial Award, Recipient
Arline R. Standley Scholarship, Recipient

May 20XX
May 20XX
May 20XX

WORK EXPERIENCE

Toyota, Fort Wayne, IN
Lot Manager

July 20xx – Present

- Ensure customer satisfaction by accurately detailing new and used vehicles
- Serve as a team player to help sales associates and managers with day-to-day responsibilities
- Participate in community activities such as the Vera Bradley Golf Outing by preparing vehicles for transport
- Use creativity and imagination to accomplish tasks in the most time efficient manner

Book Group, Fort Wayne, IN
Order Handler

May 20xx – May 20xx

- Worked in a fast-paced environment to complete customer book orders
- Developed strong work ethic by focusing on job tasks without distractions
- Learned to work quickly while still maintaining high quality and accuracy standards

COMPUTER SKILLS

Microsoft Word, PowerPoint, Excel, Access, Publisher, Outlook
Adobe Indesign, Illustrator, and Photoshop CC

SAMPLE RÉSUMÉ

PSYCHOLOGY RÉSUMÉ

Donna Mastodon

2101 East Coliseum Blvd, Fort Wayne, IN 46805
260-555-5555 DonnaMastodon@outlook.com
Linkedin.com/in/dmastodon

Profile:

- Social media professional with expertise in the creation and management of social media strategies and campaigns for local nonprofits
- Built social strategies for brand awareness, engagement and increased donations
- Degree in psychology and strong business acumen, and a customer-focused approach to online and social marketing

Education:

Purdue University, Fort Wayne, IN	May 2020
Bachelor of Arts, Psychology	
Ivy Tech Community College, Fort Wayne, IN	May 2016
Associates of General Education	

Experience:

Erin's House for Grieving Children, Intern	January 2018-Present
<ul style="list-style-type: none"> • Manage social media handles and spearheaded campaign that raised \$5,000 • Participate and help lead group discussions with age groups 8-12 • Help generate new ideas to utilize for future summer camps 	

Career Services at IPFW, Career Peer

August 2017-January 2018

- Organize and set appointments for students
- Answer calls and inform clients of services offered, hours, and Career Services events
- Help organize and generate ideas on how to encourage students to attend events
- Take appointments from students, alumni, and community members to critique resumes and do mock interviews

Volunteer & Community Involvement:

Community Harvest Food Bank, Fort Wayne, IN	January 2015-Present
PFW Big Event, Fort Wayne, IN	April 2017-Present
PFW Research Lab, Fort Wayne, IN	May 2017-Present
SCAN, Fort Wayne, IN	July 2017

Skills:

Proficient in: Word, Excel, Adobe, Qualtrics, MTurk, Photoshop
Familiar with: Dreamweaver, Banner, Publisher
Languages:
Proficient in: English, Portuguese
Conversant in: Spanish, French

SAMPLE RÉSUMÉ

COMMUNICATIONS RÉSUMÉ

If your background is in a creative discipline feel free to show off your skills by creating a résumé using design software. You can even include links to professional social media handles.

MANNY M. MASTODON

2101 East Coliseum Boulevard, Fort Wayne, IN 46805
 MannyMastodon@gmail.com 260-481-0689
[linkedin.com/in/mannymastodon](https://www.linkedin.com/in/mannymastodon)
mannyportfolio.com

Education

Purdue University, Fort Wayne, IN May 20xx
 Bachelor of Arts in Communication
 Concentration: Interpersonal and Organizational
 Major GPA: 3.6/4.0

Public Relations Experience

Best Public Relations, Atlanta, GA Summer 20xx
 Intern
 • Co-presented public relations campaign for Shelley's Shorts, a specialty clothing store
 • Assisted in design of company web page
 • Researched prospective clients and created marketing plan with other interns
 • Accompanied account executives during presentations

Chamber Fun Fest, Fort Wayne, IN Spring 20xx and 20xx
 Public Relations Volunteer
 • Designed press releases and press release packets for all local media
 • Assisted Event Planning Director with pricing and organizing events
 • Acquired new sponsors by meeting with Chamber of Commerce business owners
 • Negotiated parking permits with Town Council, Police Department, and local vendors

Purdue University Fort Wayne Office of Admissions, Fort Wayne, IN Sep 20xx-May 20xx
 Campus Tour Guide
 • Served as student representative for prospective students and their families
 • Hosted prospective students during weekend stays
 • Represented the student body of information panels

Work Experience

Stone Mountain Parks and Recreations, Atlanta, GA Summer 20xx
 Tennis Instructor
 Joe's Crab Shack, Lilly, FL Summer 20xx
 Server
 Target, Lilly, FL Summer 20xx
 Sales Associate

Leadership

Purdue University Fort Wayne Activities Council, Fort Wayne, IN Sep 20xx-May 20xx
 President
 Purdue University Fort Wayne Soccer Team, Fort Wayne, IN Aug 20xx-May 20xx
 Captain

SECTION 7: YOUR COVER LETTER

COVER LETTERS

The purpose of a cover letter is to introduce yourself to an employer, give the employers a frame of reference, and provide a sample of your writing ability. Make sure that you invest time in developing both, and you will present yourself in a more professional light.

Once you have developed a cover letter you are pleased with, reference it frequently. The body of the letter will always highlight and showcase the key points you wish to stress, and then all you will need to do is personalize it to fit employers' specific needs.

Use a business letter format when writing a cover letter. This means that you should choose an easy-to-read and eye-pleasing font (we recommend Times New Roman, Calibri, or Cambria), printed on the same bond paper used for your résumé.

1

BE SPECIFIC

Always address a cover letter to a specific person, never to "Whom It May Concern." Research the company or organization's website or on [LinkedIn.com](https://www.linkedin.com) to find the most appropriate person to address your letter. Be sure to spell names correctly. If you cannot find an appropriate person, address it to the hiring manager.

2

MAKE YOUR POINT

Your cover letter should be short, sweet, and to the point. An employer will only spend a few seconds reading or scanning your letter. Prove to him or her that you can showcase your abilities, skills, and strengths concisely. The employer will appreciate it and it will pay off dividends in the end.

3

WRITE PROFESSIONALLY

Unlike résumés, cover letters require complete sentences, which can sometimes make them more challenging to write. Don't rely on spell check to catch all your errors. Have a few different people look over your cover letter before distributing it to employers.

4

EMAILING YOUR COVER LETTER

If you are emailing your résumé to an employer, you will still need to introduce yourself. You can do this through a cover note. The same "cover letter" rules apply and you need to follow them to get noticed. When sending an "e-cover letter" or "cover note," be sure to:

- Create a signature with your full name, mailing address, and return email address (This signature will take the place of your handwritten signature).
- Refrain from including any quotes or sayings in your signature.
- Keep it simple and be sure that you don't send unintended messages.
- Refrain from adding too many attachments, as it is bulky for the recipient and they may lack the software necessary to open them.
- Send attachments as PDF files.
- Never write in UPPERCASE and or bold letters—it is considered as shouting at the recipient.
- Treat email like any other business communication; watch your spelling and grammar. No LOLs or BRBs here.
- Read what you wrote before you hit send!
- Fill out the subject line concisely and intuitively; include the position you're applying for and your first and

SAMPLE COVER LETTER FORMAT

COVER LETTER TIPS

Always find out the recipient's exact name (turn to LinkedIn or the company website if necessary).

Always tailor your cover letter for each application and show off your research. The recipient should not be able to tell that you sent out the same letter to another employer.

Your street address
Your city, state zip code
Date

Contact person's name (spelled correctly, using Mr., or Ms.)
Contact person's title (find out the exact title)
Company name
Company's street address
Company's city, state, zip code

Dear _____: (Find the exact name from the company website or LinkedIn)

The purpose of the first paragraph is to give the employer a frame of reference. Why are you contacting him or her, for which position are you applying, and how you heard about it.

This paragraph provides you with opportunity to highlight some of your qualifications, such as your educational credentials, related work experience, and any personal attributes that qualify you for the position. Match those you possess with those the employer is specifically seeking. Use specific examples from your past experience that demonstrate leadership, decision-making, communication, and teamwork skills. Refer to your résumé and explain why you are a good match for this position. Use actions verbs.

This paragraph is your final sale—wrap up your qualifications and indicate your interest in the position or organization. Clearly indicate that you plan to follow up and do so (provide you phone number and email). Make sure to thank the reader for their time.

Sincerely,

(Sign your name in blue or black ink)
Your typed name

Enclosure (Always remember to include your résumé and any other material the employer requested. Do not enclose any documents that have not been requested.)

SAMPLE COVER LETTER

Here is a sample cover letter. In this example, the applicant has been laid off and expertly explains their situation. Remember, the cover letter is your chance to tell your story and explain any potential red flags. You want to do everything in your power to get yourself to the interview stage and sell yourself. This sample was adapted from a sample featured on monster.com.

Don Mastodon
PO Box 222 | Sometown, MA 55555

[Date]

Hannah Jones
VP Purchasing
XYZ Company
15 Main St.
Sometown, MA 55555

Dear Ms. Recruiter:

As a purchasing specialist with extensive healthcare industry experience, I was very interested to learn about your purchasing specialist opening. I offer eight years of experience working for ABC Company, a national home healthcare company and a billion-dollar leader in the industry.

As the company's corporate purchasing specialist, I oversaw purchasing functions for 115 locations, 75 major contracts in areas including medications, supplies, equipment, furniture, uniforms, distribution and vending machines. I also managed a 15-member team of contractors, buyers, analysts and support staff. Consistently recognized for outstanding performance, I saved ABC Company more than \$5.3 million in 2015 alone. I repeatedly reduced expenditures, cost-of-sales (COS) and cost-of-goods (COG), while assisting with major system implementations of inventory, purchasing and tracking systems.

In 2016, ABC Company experienced a significant workforce reduction and my position was eliminated. Since then, I have remained active in the American Purchasing Society and completed courses in business ethics, contract law, the art of negotiation and supply chain management. I plan on sitting for the Certified Professional Purchasing Manager (CPPM) exam later this year.

I am confident that my ongoing studies and accomplishments in the field will enable me to aggressively pursue cost-reduction opportunities and improve return on investment (ROI) for your company. I may be reached at (555) 555-5555 or email donmastodon@somedomain.com to discuss my qualifications further. Thank you for your time.

Sincerely,

Don Mastodon
Enclosure: Resume

SAMPLE EMAIL COVER LETTER

EMAIL COVER LETTER

Email cover letters are quickly overtaking the hard copy cover letter as the new norm. They are typically more concise. Remember to include your résumé and any other required documents as pdf attachments.

Make sure to create yourself a professional email signature for professional digital correspondence.

New Message
To: amy.johnson@nmfn.com
Subject: College Financial Representative Internship Application
<p>Dear Ms. Johnson,</p> <p>Please consider me an applicant for a college financial representative internship. I enjoyed meeting you at Purdue University Fort Wayne's career fair and discussing the financial planning experience that I could gain as an intern. In addition, I am highly motivated for the opportunity to work with one of your financial representative teams to ensure high-quality client services.</p> <p>The attached résumé highlights my education and strong work ethic as evidenced by my 3.7 GPA, which I received while maintaining full-time class enrollment and 20 hours per week of employment. My goal-oriented focus, drive, and excellent communication skills are a good fit for the fast-paced and thriving work environment at Northwestern Mutual Financial Network.</p> <p>You may reach me at doe.jane@yahoo.com or at 260-481-0689. I look forward to hearing from you about the next steps to obtain a full-time internship beginning May 1st.</p> <p>Sincerely,</p> <p>Jane Doe Purdue University, May 20XX Business Finance Major 260-481-0689 doe.jane@yahoo.com</p> <p>Attachment: Résumé</p>
Send

SAMPLE LETTER OF INQUIRY

LETTER OF INQUIRY

A letter of inquiry is much like a cover letter that serves as an introduction of you and your interest in a company. The only difference is that here there is no discernible job opening, so you are asking to inquire about a potential opening.

1234 Hallmark Court
Fort Wayne, IN 46825
November 18, 20XX

Mr. Juan Cortez
Human Resource Manager
Shamrock Toys
2100 Main Street
Indianapolis, IN 46706

Dear Mr. Cortez:

I have been following the development of Shamrock Toys and have been consistently impressed with your efforts to diversify your product line and incorporate cross-cultural influences into your educational toys. I would like to put my background in anthropology and children's education to work by helping you continue this important endeavor.

When I graduated from Purdue University in Fort Wayne, Indiana in May, I was awarded the university's prestigious Mastodon Grant for high academic achievement in the field of anthropology. I have also implemented an educational program for children the Fort Wayne Museum's public programming department. Throughout this project, I have had the opportunity to make regular use of some of your excellent products.

Although I hope to continue to support this project after I leave, my plan is to conclude my work here by the end of June. I would be happy to share some of the ways I have been able to put your products to work, and I would love an opportunity to discuss the possibility of employment in your company.

I have enclosed my résumé, which provides a more detailed account of my academic and work experience. I will give you a call next week to discuss a good time for an appointment. If you need additional information, please feel free to contact me by telephone at 260-481-0689 or by e-mail at mcgurk@gmail.com. Thank you for your consideration.

Sincerely,

Collin McGurk (signature)

Collin McGurk

Enclosure: Résumé

REFERENCES

It's a good idea to develop a separate page that lists your references. This page should only be included when requested. It should be printed on the same type of paper as your résumé and should have your identification information (name, address, phone number, and email) at the top. The information should be formatted to match your résumé. It might also be beneficial to provide your references with a copy of your résumé to jog their memory about you and your qualifications.

Who should you include as a reference? What about a current practitioner, someone who is doing what you're applying to do? How about someone who can attest to your academic proficiency, your qualities as an employee, or your characteristics as a person? You should not include relatives or parents, people who don't know you, or "big name" people who don't know you.

CHRISTOPHER COLUMBUS
1010 South Broadway Street, Fort Wayne, IN 46807
260-555-5551 c.columbus@Web.ipfw.edu/purdue/

REFERENCES

Morgan Brown, Ph.D.
Purdue University Fort Wayne
Department of Accounting and Finance
Associate Faculty
2101 East Coliseum Boulevard
Fort Wayne, IN 46805
260-481-0689
brownm@Web.ipfw.edu/purdue/

Kiera Calderon
Baden Gage and Schroeder, LLC
Accountant
6920 Pointe Inverness Way,
Suite 300
Fort Wayne, IN 46804
260-481-2251
kcalderon@bgs.org

Diana Landis
Dever and Smallwood
Office Manager
5907 Stoney Creek Drive
Fort Wayne, IN 46825
260-481-9688
landisd@das.net

Mrs. Rebecca Kilgore
Barett and McNagny, LLP
Attorney
215 East Berry Street
Fort Wayne, IN 46802
260-481-6139
rkilgore@barettmcnagny.com

PURDUE UNIVERSITY FORT WAYNE

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SECTION 8: INTERVIEWING

Interviews are an opportunity for prospective employers to meet you, ask you questions about your résumé, and learn more about who you are. Interviews are also your opportunity to learn more about your potential future employer.

Understanding different interview types will help you successfully prepare and navigate any interview situation. Successful interviews require preparation to make a good impression. You need to show the employer you are suited to the position.

INTERVIEW TYPES

VIRTUAL INTERVIEW

Schedule a mock virtual interview today!

- Dress appropriately even if you won't be seen—it helps to get into the mindset
- Schedule a quiet time and place to interview with no distractions

Secure your résumé, job description, and any notes to your desk to avoid paper shuffling sounds

For skype interviews:

- Sit in front of a plain background, clutter will leave the interviewer with a bad impression

COMMITTEE INTERVIEW

Here you will face several members of the organization actively involved in the hiring decision.

- Bring multiple copies of your résumé
- Research each committee member and prepare thoughtful questions for the end of the interview.
- The committee might ask how you deal with difficult situations—they are simply evaluating how you behave in real-life situations
- Write a thank-you letter for each member of the committee

BEHAVIORAL INTERVIEW

The thought process behind these questions is that past performance is a good predictor of future actions. Here, employers are asking for specific examples of your work or how you handled certain situations.

- Prepare as many stories as you can that apply to a variety of different possible questions
- Use the SOAR model to outline the Situation, Obstacle, Action and Result for each answer (see page 62)

GROUP INTERVIEW

This tests the leadership potential of prospective managers and employees who will be dealing with the public.

- Be confident, learn names, and network!
- Listen well and make helpful contributions
- Try to help others get involved
- Support others' ideas and be a team player
- Try to stand out for the right reasons—don't be late!

LUNCH INTERVIEW

This type of interview may appear to be more casual, but remember it is a business lunch, and you are being evaluated carefully.

- Follow the interviewer's lead in both selection of food and etiquette
- Do not order alcoholic drinks or smoke, even if offered by the interviewer

INTERVIEW PRESENTATION

This is a longer interview that shows your potential employer to see how you'll perform on the job.

- Ask about presentation parameters and technology available
- Prepare extensively; keep your audience in mind
- Include interactive elements to involve the audience

BE PROFESSIONAL

The world of work can be much more formal than the world of education. It may seem strange to go from wearing jeans every day to proper business attire and greeting people with a proper handshake instead of with "what's up?" But it isn't just what you see in offices or boardrooms on TV—it's how professionals really interact.

If you want to be treated like a professional yourself, you need to learn the hidden rules of professional etiquette. The best way to hone your professional communication skills is to book an appointment with career services for a mock interview.

INTERVIEW RESEARCH AND PREP

The more you know about the company you will be interviewing with the better prepared you will be. Interviewers will not waste their time with candidates who know little about their company. Show the company you are interviewing with that you want to work for them specifically (and not just anyone!)

Practice with Career Services through a Mock Interview. It counts towards the Endorsed Program in the Develop area.



YOUR GUIDE TO INTERVIEW RESEARCH

RESEARCH: WHAT?

Ask about the interview format ahead of time and research the following:

- Mission, vision and image of company
- Location of corporate office
- Names of parent companies
- Organization structure
- Type of supervision type
- Available training programs
- Financial details, Competitors, Career path options
- Latest industry trends
- Product, services, and customer info

RESEARCH: HOW?

Use the following resources to prepare adequately for your interview:

- A copy of the job description (and highlight your key skills)
- Information about the interview schedule and format
- Practice your answers to commonly asked questions, such as:
 1. Tell me about yourself...
 2. What interests you about this position?
 3. What are your career goals?
 4. What are your strengths and weaknesses?
 5. What are your skills and how do they relate to the position?
- Prepare a list of questions for the interviewer
- Conduct a mock interview with Career Services staff
- Prepare your interview materials : résumé copies, notepad, pen, printed directions

YOUR INTERVIEW CHEAT SHEET

FIVE KEY POINTS: The top 3-5 things you want the interviewer to remember about you. Highlight key strengths!

- _____
- _____
- _____

AREAS FOR DEVELOPMENT: Strategic answers to possible questions about weaknesses, challenges and how you'll address them

- _____
- _____
- _____

YOUR WORK PHILOSOPHY: How you approached specific challenges, opportunities, and what excites you

- _____
- _____
- _____

POST-INTERVIEW RED FLAGS: Any new information or reasons why you may not want the job

- _____
- _____
- _____

WHY YOU: Stories and examples that show you're uniquely suited for this position!

- _____
- _____
- _____

GREAT IDEAS: Research-based suggestions for future direction and improvement of the company

- _____
- _____
- _____

QUESTIONS: About the role, interviewers, future growth, company programs, etc.

- _____
- _____
- _____

POST-INTERVIEW THANK YOUS: Any discussion points to add to the thank-you note(s) for the interviewer(s)

- _____
- _____
- _____

INTERVIEW ATTIRE

One of the most important components of a successful interview is looking the part. Proper attire is key to a good first impression, and will immediately signal to a future employer whether or not you would be a good fit for the job.

It is always best to opt for the more conservative option, even when interviewing in creative industries like marketing or fashion which may offer a bit more leeway. It's rare for candidates to get turned down for looking too professional, but common to get rejected for not looking professional enough. A good interview attire rule of thumb is to dress one level of formality above what you would wear on the job.

WHICH CANDIDATE WOULD YOU HIRE?



VS



CASUAL

(Never appropriate for interviews)

- Flip flops, tennis shoes, sandals, hiking boots, or athletic socks
- Hoodies, jeans (even dark wash), or baggy clothing
- T-shirts, revealing tops, sundresses

BUSINESS PROFESSIONAL

(A safe bet for all interviews)

- Full business suit and conservative tie for men
- Pumps, blazer, and slacks or skirted business suit for women
- Dark neutral colors, minimal accessories

ADDITIONAL TIPS

MEN: Polish your shoes and iron your clothes the night before. Wear a belt. Keep your cologne to a minimum and trim your beard or go for a clean shave.

WOMEN: Clothing that is too revealing can ruin your credibility. Steer clear of revealing clothing; wear heels only if you can confidently walk in them. Keep perfume to a minimum. Keep your hair style neat, conservative, and out of your face.

IMAGE CREDITS: MAINLINEMENSWEAR; THEBALANCE; SUITEMEUP; THEEVERYGIRL

INTERVIEW PREP: DOS AND DON'TS

BE MEMORABLE FOR ALL THE RIGHT REASONS WITH THESE ETIQUETTE DO'S AND DON'TS:

- DO make eye contact and offer a friendly handshake
- DO brush up on your dining etiquette skills to make the best impression at business lunches and networking events
- DO use a professional voicemail message and email signature
- DO follow up quickly when perspective employers contact you
- DO greet the interviewer by prefix and last name
- DO use a firm handshake and smile
- DO express confidence and enthusiasm about the position
- DO make eye contact and speak clearly
- DO establish rapport in conversation
- DO listen for cues and follow the interviewer's lead
- DO remember to be specific, concrete, and detailed in your answers
- DO reflect before answering difficult questions
- DO answer as truthfully and frankly as possible
- DO focus on what you can bring to the position
- DO turn off electronic devices
- DO bring a professional briefcase or portfolio
- DON'T divulge overly personal information
- DON'T use abbreviations in formal communication; use a professional writing style
- DON'T forget to smile; employers hire people they like, trust, and who they feel confident about
- DON'T smoke beforehand, eat smelly food or overdo the perfume or cologne
- DON'T make jokes or remarks that could be considered offensive
- DON'T forget to listen
- DON'T talk for more than 1-2 minutes per interview answer
- DON'T criticize past employers
- DON'T simply ask about salary or benefits
- DON'T smoke or drink before or during an interview
- DON'T use negative body language (slouching, crossing your arms, biting your lip, etc.)
- DON'T forget to write down the next steps after an interview and when you can expect to hear back
- DON'T bring an old backpack or book bag



“

DON'T EXPECT SUCCESS.

PREPARE FOR IT.

”

- FEMALEENTREPRENEURASSOCIATION.COM

ALWAYS PREPARE QUESTIONS FOR THE INTERVIEWER!

Remember: you are also interviewing the employer during this time. Bring a list of questions and show your preparation and interest. Here are a few sample questions you might ask:

- How would you describe the organization's work environment?
- How would you describe your management style?
- What positions/departments will I interact with the most?
- To whom does this position report?
- How will my performance be evaluated?
- What do you like about working here?
- How often are performance reviews given?
- Who gives the performance reviews?
- What characteristics best describe individuals who are successful in this position?
- What is the typical career progression is for this position?

INTERVIEW PREP: BEHAVIORAL QUESTIONS

Here you will find sample behavioral questions that you may encounter during an interview. A behavioral question asks about a hypothetical situation or your past behavior as an indicator of your future performance. Prepare to answer these questions ahead of time to feel more confident and collected during the interview process.

The SOAR (Situation, Obstacle, Action, Result) Model will help you organize your responses and articulate your skills clearly.

SITUATION Introduce a situation you encountered that had a positive outcome

OBSTACLE Briefly outline the obstacle in a professional manner

ACTION Specify what actions you took to overcome the obstacles

RESULT Highlight the positive outcomes

EXAMPLE: Can you tell me about a time where you used your leadership abilities to manage a challenge?

- SITUATION:** During my third year of college, I was elected vice president for educational programs for my student professional association. The responsibilities of the position included securing speakers for our meetings, advertising the programs to the community, introducing speakers, and evaluating each program.
- OBSTACLE:** Attendance to meetings last year had decreased substantially due to the decline in overall club membership. The goal of my position was to implement programs to address the professional development of our members and to increase attendance by 25 percent compared to the previous year's figures.
- ACTION:** I assembled a team to help with the program design and speaker selection. We developed a survey to assess the members' professional interests and gather ideas for possible speakers and topics. We had each member complete the survey. Then we randomly selected members for the focus group interview. I had learned about this research technique in my marketing research class and thought it would help us identify why attendance had dropped.
- RESULT:** Based on the information gathered from the surveys and interviews, we selected speakers for the entire year and produced a brochure describing each program and the featured speaker. Under my leadership, attendance increased 150 percent over the previous year.

BEHAVIOURAL QUESTIONS YOU MIGHT BE ASKED

- Discuss an important written document you were required to complete
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks
- How do you deal with conflict? Give me an example
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa)
- Give me an example of a time you failed
- Tell me about a time you showed initiative/took the lead
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker
- Give me an example of a time when you motivated others
- Tell me about a time when you delegated a project effectively
- Give me an example of a time when you used your fact-finding skills to solve a problem
- Tell me about a time when you missed an obvious solution to a problem
- Describe a time when you anticipated potential problems and developed preventive measures
- Tell me about a time you made an unpopular decision

ILLEGAL QUESTIONS

Most interviewers are not out to discriminate against job applicants. Many of the illegal questions that interviewers ask are unintentional—in fact, if you tactfully sidestep the illegal question, the interviewer will likely realize her gaffe and retract the question. The challenge for you is to figure out what to say when faced with an illegal question. You have three basic options: refuse to answer, answer directly, or answer the intent behind the question.



THREE WAYS TO ANSWER ILLEGAL INTERVIEW QUESTIONS

1

REFUSE TO ANSWER THE QUESTION

Inform the interviewer that the question doesn't seem to be legal or relevant to the specific requirements of the job.

Be forewarned, though, that such a direct response should be reserved for questions that are offensive or deeply troubling.

2

JUST ANSWER THE QUESTION

If you don't mind providing the information, you can respond to the question and move on to the next.

Keep in mind, however, that you should only answer the question if you are truly comfortable providing the information.

3

ANSWER THE INTENT BEHIND THE QUESTION

This method gives you the best of both worlds; it allows you to provide a tactful answer without sacrificing your rights to privacy. Try to preempt these questions and figure out what the interviewer really wants to know or rephrase the question into a legal one, and then answer as you see fit.

For example, if the interviewer asks if you are a U.S. citizen (an illegal question), a smart answer would be, "If you mean to ask if I am legally authorized to work for you, the answer is yes." This displays flexibility and composure, which make for strong communication skills.

ILLEGAL QUESTIONS

EXAMPLES OF ILLEGAL QUESTIONS

By law, there are some questions that cannot be asked during a job interview. These restrictions are in place to protect employers and applicants from potentially discriminatory practices.

SUBJECT	LEGAL QUESTION	ILLEGAL OR POTENTIALLY ILLEGAL QUESTIONS
Applicant's Name	First and last names	Maiden name
Civil and family status	Can applicant meet specified work hours?	Is applicant single, married, divorced, etc.? Number of children, childcare arrangements. Is applicant pregnant or does she contemplate pregnancy?
Address	Current address and length of time lived at current address	Foreign addresses that would indicate applicant's national origin
Birthplace		Birth place of applicant, birthplace of applicant's spouse, parents' lineage, ancestry, or nationality
Birthdate	Can be asked after hire	What is your age? How old were you when you graduated from high school?
Race or color		Any question that would indicate applicant's race or color
Citizenship	Does applicant have a work-permit visa? Proof may be required	Country of citizenship if not the U.S. Does applicant intend to become a U.S. citizen? Citizenship of spouse or parents
Photographs	After hiring, may be required	Any request for applicant's photograph
Religion	Can applicant meet normal working schedule?	Religious denomination or customs. Pastor's recommendation or reference. Identification of employee's religious affiliation may not be made.
Arrests and convictions	Actual convictions that relate reasonably to ability to perform job	Numbers and kinds of arrests experienced
Education	Academic, professional, or vocational schools attended. Foreign language skills, if any	Nationality, race, or religious affiliations of schools attended. Mother tongue or how foreign-language skills were acquired
Organizations	Is applicant a member of any union, professional, or trade organization?	Is an applicant a member of any association other than unions, professional, or trade organization?
Military experience	Has applicant served with the U.S. Armed Forces?	Type of discharge from U.S. Armed Services. Did the applicant have military experience with governments other than the United States?
Relatives	Names of relatives already employed by employer. After hiring, name and address of person to be notified in an emergency.	Names or addresses of any relatives

NEGOTIATING A SALARY AND A RAISE

NEGOTIATING A JOB OFFER

You want to express your enthusiasm for a position, yet set firm boundaries concerning the salary and benefits you desire.

Before or at the time of offer, you should receive information about the salary and benefits package, including health insurance; pension-plan options; and holiday, vacation, and sick-day policies.

WHAT IF THE OFFERED SALARY ISN'T ENOUGH?

You can try to negotiate for a higher pay rate. Soon after the offer is made is the best time to negotiate because most employers do not want to start the whole hiring process over again to find a new candidate now that they've decided you are the right fit.

ALWAYS DO YOUR RESEARCH AHEAD OF TIME

Use online resources listed below to help decide a salary range you think you deserve and how much you need to live and save, so you don't accidentally commit to a salary you would not be happy to earn. Remember, you need to have complete information to make an informed decision.

RESEARCH YOUR WORTH

Figure out how much you need in the budget worksheet. You can find out salary expectations for your position using:

- O*NET ONLINE: occupational research site
- GLASSDOOR: anonymous company reviews and salary information
- PAYSACLE: salary and compensation information

These resources will help you gauge a reasonable range (avoid giving a solid number) to give if your prospective employer instigates a salary discussions.

PREPARE A PORTFOLIO

If you want a higher salary, come prepared with samples of your work, which can include: evidence of successes, client testimonials, large project deliverables, and company savings you were responsible for. This can serve as important evidence in a negotiation situation to support your case for a higher pay grade.

MONTHLY BUDGET WORKSHEET

Rent	
Utilities	
Food	
Gas/Transportation	
Car Insurance	
Health Insurance	
Other Medical Costs	
Student Loan Payments	
Other Debt	
Phone/Internet	
Entertainment	
Savings/Other	
TOTAL MONTHLY BUDGET	

PHRASES TO USE DURING SALARY NEGOTIATIONS

During salary negotiations you do not want to be specific. Here are some useful questions to ask the employer during a negotiation:

- "What would a person with my background and qualifications typically earn in this position with your company?"
- "I am ready to consider your best offer."
- "What is the general salary range for new hires in this position?"
- "The other companies I am currently speaking with are considering me at a salary somewhat higher than that range; of course, money is only one factor, and I will be evaluating the overall package."

If you decide to accept the offer, contact your future boss by telephone to communicate your decision. It is also a good idea to send a letter confirming your acceptance.

WHAT IF I'M OFFERED A JOB ON THE SPOT?

Job applications will often ask for your salary requirements, and some employers may make job offer at the conclusion of the on-site interview. Some will even offer a signing bonus to encourage expedient acceptance. It is appropriate to ask for time to consider any offer received at the second interview for such a serious commitment.

Throughout the process you want to emphasize how much you are focused on the requirements of the job and confirm your qualifications and fit. Also consider other possible perks of the job such as a flexible schedule, benefits, or tuition assistance.

TOP 12 INTERVIEW QUESTIONS

It's hard to predict what kind of questions an employer will ask during a job interview, but there are certain questions that seem to be asked over and over again in some form or another.

Here's our guide to 12 of the most frequently asked questions.

1. Tell me about yourself.

Focus on your education, related experience, and future career goals. Keep it professional, not personal—your relationship status, number of children, personal hobbies (unless relevant to the position somehow), will not be important.

2. Why do you want to leave your previous position, and why are you interested in this position at our company?

Show off your company research, relevant skill set, and explain why this job/organization is the perfect fit for you. Also, answers about wanting to increase your skill set and responsibilities, or wanting to change careers will go much further than badmouthing your last employer.

3. Give me two professional strengths and one weakness.

Make your weakness a natural flipside of your strengths and explain how you are working on that weakness. Make sure the weakness is, in fact, a weakness. Perfectionism, being overly hardworking, and caring too much about people are not weaknesses.

4. What is your greatest accomplishment?

Always speak professionally! Employers want to hear about your professional successes, not your personal achievements such as parenting.

5. Tell me about a time that you failed.

The interviewer doesn't really want you to focus on the failure itself, but rather how you reacted and overcame it—Use the SOAR model.

6. Tell me about a time when you had to work with a difficult client or customer. How did you make that interaction successful? Remember to talk about a specific client interaction and the actions you personally took to resolve it. Use the SOAR model!

TOP 12 INTERVIEW QUESTIONS

TOP TIP

Remember that although each question will be different, each question is a chance for you to come back to the principle point: why you have all the required skills and experience, and why you are a good culture fit for the role and for the company.

7. Tell me about a time when you took initiative.

This is a chance to highlight a special contribution you made at your place of work or in a group project!

8. Tell me about your professional relationship with your supervisor.

Different leaders have different styles; knowing your manager's style is always helpful. Either way, try to acknowledge how their style taught you important lessons.

9. What type of work environment do you prefer?

Don't give in to the temptation to turn this answer into not-so-subtle hints about why you disliked your past job. Be positive.

10. Where do you see yourself in five years?

You don't have to know exactly, but you do have to prove that this position will help get you there.

11. Why should we hire you?

This is your final chance to sell yourself. Sum yourself up and emphasize your strengths!

12. Do you have any questions for me?

Always come prepared with company/job-specific questions written down in a professional binder or portfolio. Don't ask about salary or benefits at this stage! This is your chance to turn the tables, take a breather and find out more about your potential future position and employer.

GET PREPARED WITH CAREER SERVICES!

Schedule a 60-minute mock interview appointment with career services by logging on to purdue.joinhandshake.com or calling 260-481-0689. Remember to dress professionally, and come prepared as though it were a real interview: with in-depth knowledge of the company, anecdotes from previous work experience that show you can fulfill the duties for the position.

THANK-YOU LETTERS

AFTER THE INTERVIEW, ALWAYS ASK WHEN YOU CAN EXPECT TO HEAR BACK!

Before your interview has ended, the interviewer should have let you know the organization's procedures moving forward. This might include:

- Who will contact you
- By what means (phone, email, letter)
- When you should hear from the organization

Remember to ask when you can expect to hear from them. Asking for a time frame saves you from worrying when it is appropriate to follow up with the employer. If the interviewer did not tell you, and you did not ask, use your follow-up or thank you letter to ask.

If it has been a week since were told you would be notified, politely inquire about the status of the decision.

WHEN FOLLOWING UP, REMEMBER:

- Something unexpected could have happened at the organization
- This shows that you are still interested in the organization
- This may prompt the employer to get back on schedule with the decision

AND BE SURE TO MENTION:

- The name of the person who interviewed you
- The time and place of the interview
- The position you are applying for
- The status of your application

TAKE IT ONE STEP FURTHER: THE THANK-YOU NOTE

Always send a thank you within 24 hours of the interview.

WHY? It is a basic rule of politeness is to send a letter to everyone who helps you in any way---this includes anyone who granted you informational interviews and to people who provided references for you.

BENEFITS: This will set you apart from other candidates, and it is very easy to do.

PURPOSE: To establish good will, express appreciation, and/or to strengthen your candidacy.

WHAT TO INCLUDE:

- Express your appreciation for the opportunity
- Express enthusiasm for the role--and anything else you learned in the interview
- Review your qualifications for the position
- Follow up with any information the employer may have asked you to provide after the interview

HINTS FOR A TOP-NOTCH THANK-YOU LETTER

1. Consider your audience and the primary method of communication—a typical rule of thumb is that a hard copy thank-you should follow a face-to-face interview
2. Emailed thank you letters are acceptable if you interviewed virtually, but remember to follow conventional business correspondence etiquette as usual
3. If you feel that you have a personal friendship with the person with whom you interviewed, then a neatly handwritten thank-you note card is appropriate
4. Note the date of your interview in your letter (it will help the recipient remember who you are)
5. Highlight a key point from your interview that you believe the interviewer will remember or that you wish to clarify
6. Tailor the thank you with what you learned when you asked the interviewer questions at the end of the interview
7. Restate your strong interest (if you have one) in the position and highlight your qualifications once again
8. Thank everyone with whom you interviewed
9. Send one even if you don't want the job. You never know when you will meet the person again!
10. Be concise!

SAMPLE THANK-YOU LETTER

1234 Campus Street
Fort Wayne, IN 46825
March 13, 20XX

Mr. William Smith
Director
ABC Company
2000 Main Street
Fort Wayne, IN 46825

Dear Mr. Smith,

I enjoyed meeting with you to discuss the activities coordinator position. The information you shared with me regarding the goals and vision of ABC Company was very exciting. My interest in the activities coordinator position was heightened as a result of my interview.

As I mentioned during our discussion, I have gained experience in planning major events involving more than 200 participants. Your goal of developing a citywide “Adopt-a-Grandparent” program would require many of the skills that I have demonstrated through my previous experiences. I welcome the opportunity of initiating the “Adopt-a-Grandparent” program and am confident that I could gain the community support and participation that you desire. I am equally interested in developing additional educational and social programs for the residents of the retirement center.

The activities coordinator position closely matches my career interests and goals. I want to reiterate my strong interest in the position and in working with you, Mr. Smith, and Ms. Black. I would bring to the position strong interpersonal and organizational skills, enthusiasm, dedication, maturity, and a positive attitude for project at ABC Company.

Thank you one again for your consideration. I look forward to hearing from you within the next two weeks as you indicated.

Sincerely,

Your name (signature)
Your Name

SECTION 9: YOUR RESOURCES

ON-CAMPUS RESOURCES

RETURNING ADULT STUDENTS 260-481-6029

It can be intimidating to return to school after a long absence. Returning adult students can face fears of competing with those who are younger and may be perceived as having a fresher skill set. Students may also be afraid that employers may judge them because they did not follow the traditional path of going to college right out of high school.

It's important to remember the strengths that you bring to the table as a returning adult student. You may have more work experience and a greater sense of maturity and professionalism. There are employers out there that will definitely appreciate the life experience you have to go with your education.

STUDENTS WITH DISABILITIES 260-481-6657

Students with disabilities may face some issues during the job search. Employers may underestimate your abilities, so you may have to educate them on how, with some accommodation, you can perform the necessary duties of the job in question.

If your disability is invisible and wouldn't be apparent during your interview, another question may be when, or if, you should disclose your disability to your employer. The best decision may be to wait until after you are hired or at least get a job offer so that you can be assured that you are the employer's top candidate for that job before disclosing that information.

VETERANS 260-481-0517

Former members of the military who enter the workforce can face additional challenges.

The first is understanding the difference between applying for government jobs, which may require very lengthy résumés with a lot of information, to a more traditional and brief résumé. Another challenge is translating military job titles and lingo into civilian language. A big help to veterans can be understanding and articulating the transferable skills that they bring to the table. Your future job, for example, may have nothing to do with training people in munitions, but it may require training of other employees.

STUDENTS OF COLOR 260-481-6608

Although minority participation in the professional workforce has increased exponentially over recent years, students may still experience some anxiety during the job search.

People of color are still underrepresented in certain fields such as STEM areas (science, technology, engineering, and mathematics). Networking, mentoring, and gaining experience are important for all students, but especially those from underrepresented groups. Having allies, friends, and mentors in your field of choice can increase your bicultural skills and bring support when things get tough.

LGBTQAI+ STUDENTS 260-481-6397

Basic federal level protections on workplace discrimination against lesbian, gay, bisexual, transgender, questioning, asexual and intersex (LGBTQAI+) individuals still do not exist. Twenty-nine states do have anti-discrimination laws to protect LGBTQAI+ individuals, but Indiana is not one of them.

Indiana does, however, extend discrimination protection to state employees. Therefore, it's very important for LGBTQAI+ jobseekers to be aware of individual employer and company policies. Good company research can reveal things like domestic partner benefits and lesbian, gay, bisexual, transgender, questioning, asexual and intersex interest groups and resources that can reveal a LGBTQAI+ friendly workplace.

OTHER CAMPUS SERVICES

OFFICE OF DIVERSITY AND MULTICULTURAL AFFAIRS (ODMA), 260-481-6608

The Office of Diversity and Multicultural Affairs develops and enhances personal and academic successes of students by preparing them to excel in a diverse world. Our office collaborates with campus and community partners to create and sustain a living, learning, and working community that is sensitive, inclusive, and responsive to diversity and the advancement of student and institutional success. Career Services collaborates with the Office of Diversity and Multicultural Affairs in various capacities to assist its participants in the job marketplace as well as connecting with potential employers.

OFFICE OF ACADEMIC INTERNSHIPS, COOPERATIVE EDUCATION, AND SERVICE LEARNING (OACS), 260-481-5471

The Co-op Education program gives you the opportunity to see how classroom theory relates to actual employment situations while you remain an Purdue University Fort Wayne student. You will earn a competitive wage and your co-op experience may earn academic credit. You can alternate semesters of full-time study with full-time employment or you can work part-time while attending Purdue University Fort Wayne.

The university offers many options for cooperative education experiences. Regular co-op positions, work-study internships, and practicum positions are available, and many departments offer laboratory or teaching assistantships. Check with your department for these opportunities.

STUDENT SUCCESS AND TRANSITIONS (SST) 260-481-6595

The staff in SST assist students in exploring options, connecting with career counselors and faculty and staff in academic departments, by promoting analysis and exploration through an individualized Pathway plan. The mission of Purdue University Fort Wayne academic advising is to provide comprehensive and professional advising to all Purdue University Fort Wayne students with attention to the range of student needs that can be addressed by informing and mentoring students in their academic careers, to the diversity of the Purdue University Fort Wayne student body, and to the goals of higher education.

OFFICE OF INTERNATIONAL EDUCATION 260-481-6034

The Office of International Education serves as the initial contact for international students coming to Purdue University Fort Wayne in F-1 international student status and exchange visitors in J-1 status. The office is a point of reference for international students on campus. The emphasis is on creating a welcoming environment that, in turn, builds trust and fosters personal and intellectual growth that you can take back to your home country. The office also promotes cross-cultural awareness and seeks to build mutual respect by providing a venue for cultural, educational, and social events for students, faculty, and community.

SERVICES FOR STUDENTS WITH DISABILITIES (SSD) 260-481-6657

SSD ensures the accessibility of university programs and services to eligible students. We work closely with the university community to develop and coordinate the implementation of appropriate accommodations for disabilities. Accommodations, also called support services, are individually determined based on disability-specific need and may include modified testing environments, sign language interpreters, and assistance obtaining books in audio format.

MASTODON ALUMNI ASSOCIATION 260-481-6807

More than 50,000 degrees have been awarded by Indiana University–Purdue University Fort Wayne since it opened at its current location in 1964. Approximately 75 percent of those graduates have remained in Indiana to help build a strong workforce and economic base.

Membership in your Mastodon Alumni Assocation is an easy way for you to express your loyalty. Dues provide funding to various programs and services the association offers, as well as for scholarships, local alumni clubs, and schools and colleges. Those who join the Mastodon Alumni Assocation also get to enjoy many benefits, including invitations to special events, scholarships, career planning, fitness center discounts, trip discounts, and Purdue University Fort Wayne spirit items, as well as membership in the Mastodon Alumni Assocation of their main campus. Each graduate, former student, current student, and friend of Purdue University Fort Wayne has a lifelong connection to the university.

LET US HELP YOU ON YOUR JOURNEY

We hope you have found the Career Guide helpful on your journey toward a successful, rewarding career. We encourage you to look back on this guide often and see how your goals or interests may change over the course of your time at Purdue University Fort Wayne and beyond.

Don't forget to stop by or make an appointment with Career Services to discuss your goals with a career counselor. We can help you make sense of the job search, prepare for interviews, or get in touch with networking and exploration opportunities.



Connect with us! and request a counseling appointment!



Office Hours:
MONDAY-TUESDAY
8 a.m. – 6 p.m.

WEDNESDAY-FRIDAY
8 a.m. – 5 p.m.

Drop-in Hours:
MONDAY-FRIDAY
10 a.m. – 2 p.m.

Book online at [purdue.
joinhandshake.com](http://purdue.joinhandshake.com)
or call (260) 481-0689

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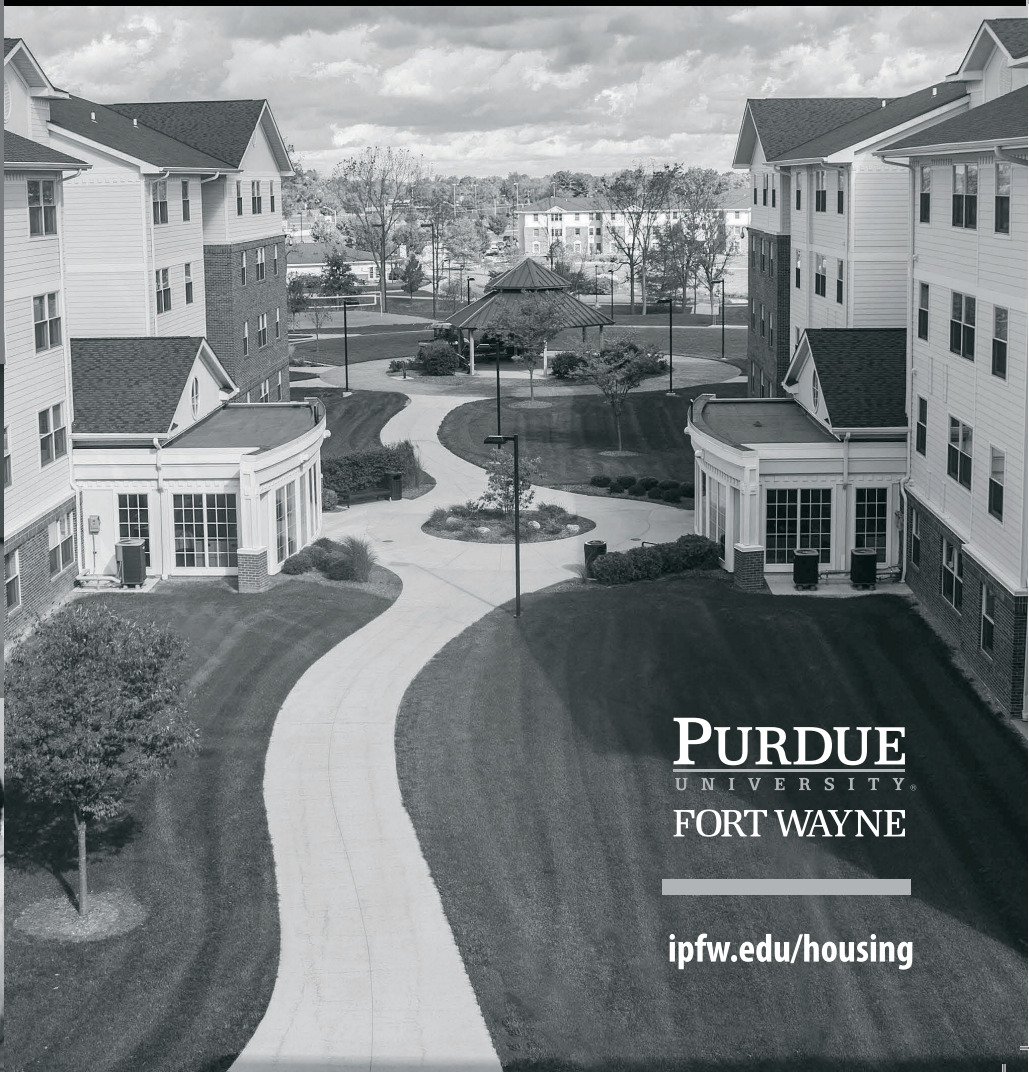
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