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HOW TO CONTACT US

716.286.8500

careers@niagara.edu

niagara.edu/career

HOW CAN WE HELP

Services for students and alumni

PATHWAYS PROGRAM — a four step holistic approach to career and professional development that builds confidence through assessment, experiential learning, and application.

HANDSHAKE: THE GET HIRED PORTAL — Online career management system developed to help you navigate your path to career success.

INTERNSHIP PROGRAM — Gives current students the opportunity to earn academic credit for relevant work experience.

ALUMNI CAREER NETWORK — Database of alumni committed to helping students with career information and connections to internship and job opportunities.

STUDENT EMPLOYMENT — Assists currently enrolled students in securing part-time employment on and off campus, as well as positions for students awarded Federal Work Study in their financial aid package.

RESUME AND COVER LETTER CRITIQUING — Job search correspondence reviewed by a Career Center professional.

PRACTICE INTERVIEWS — Offers students an opportunity to practice their interviewing skills with a Career Center professional and/or an employer through our Employer in Residence Program.

ON-CAMPUS INTERVIEW PROGRAM — Employers visit campus throughout the academic year to interview students for full-time, part-time and internship employment opportunities.

GET HIRED WORKSHOPS — Held in-class or in the Gacioch Center for Career and Professional Development Office, provides students with the latest information on resumes, interviews, LinkedIn, and the job search.

The mission of The Gacioch Center for Career and Professional Development is to provide students and alumni with the best possible assistance in developing and achieving their professional objectives as they work toward the goal of lifelong career satisfaction.

Soar to Career Success with the Pathways PROGRAM

FOUR-STEP PATHWAYS PROCESS

Students visit The Gacioch Center for Career and Professional Development and meet individually with a career advisor a few times per semester.

The process is as follows:

ASSESS YOURSELF

Get to know yourself. Begin to clarify your interests, skills, abilities, and values.

- Meet with a career advisor to create a personalized career development plan
- Complete an online self-assessment
- Clarify interests through coursework, student organizations, and project-based service learning (IMPACT Office)
- Create your profile on Handshake: the Get Hired Portal
- Create a draft resume with the help of a career advisor.

DISCOVER THE POSSIBILITIES

Explore and research potential career options. Identify the connections between coursework and experiential learning opportunities.

- Research careers related to your major choice
- Identify skills gaps and create a plan to develop the necessary skills for success
- Learn how to network with alumni, parents and employers
- Gain access to the Alumni Career Network
- Conduct informational interviews with professionals in your career fields of interest
- Explore opportunities to gain relevant work experience, such as internships, research, summer jobs, and volunteer experience

GAIN EXPERIENCE

Develop an increased self-awareness to revise your career plan and begin to “test the waters”.

- Learn how to tell your story effectively using a resume, cover letter and social networking
- Participate in a practice interview to begin articulating what you have learned from your academic and experiential learning opportunities
- Explore and apply for research and internship opportunities
- Investigate the role of graduate school in your chosen career field
- Network and join professional organizations and community groups

IMPLEMENT YOUR PLAN

Define your post-graduation goals and make contact with your network.

- Meet with career advisor to discuss graduate school and/or job search strategies
- Attend events such as career fairs, employer presentations and career related forums
- Continue to update your resume and cover letter
- Analyze job offers/graduate school admissions and weigh your options
- Join the Niagara University Alumni Group on LinkedIn
- Learn how to accept, decline, and negotiate offers

EMPLOYMENT

Employment is an important component of the student experience. Student employment allows a student to gain valuable professional experience while alleviating some of the financial obligations that arise during college. In addition, campus jobs provide supportive environments, enabling students to improve critical skills necessary for their career success.

Job opportunities are available both on and off campus, and can be found by utilizing Handshake: The Get Hired Portal. All Niagara University students have an account on Handshake. To start a job search, students will need to simply log onto Handshake and claim their account.

To claim your account please visit www.niagara.edu/career and click on Get Hired in the center of the home-page. To log onto Handshake you will need to use your student email (s09XXXXX@mail.niagara.edu) and your NU email password.

There are two types of on-campus student employment: The Federal Work-Study Program (FWSP) and part-time student employment (non Work-Study). All student employment positions are competitive.

ON-CAMPUS EMPLOYMENT

Federal Work-Study Program (FWSP)

- FWSP positions are only available to students who have completed the Free Application for Federal Student Aid (FAFSA) and have been awarded Work-Study in their financial aid package
- To be eligible for hire in addition to being awarded Federal Work-Study, students must:
 - be enrolled in a degree or certificate program of six or more credit hours per semester
 - maintain satisfactory academic progress
 - be a U.S. citizen or permanent resident

Part-time Student Employment (non Work-Study)

- If a student is not eligible for the Federal Work-Study Program, there are still opportunities to work on campus
- Additional part-time positions are funded through individual department budgets and on-campus businesses
- Departments that offer part-time opportunities include, but are not limited to, the Kiernan Center, Dwyer Arena, Admissions and Campus Safety
- On-campus businesses that service our students such as Metz Culinary management, and Barnes & Noble also offer part-time opportunities for employment

OFF-CAMPUS EMPLOYMENT

The location of our campus makes working off campus very convenient. Niagara University is located less than five miles from Military Road in Niagara Falls and Center Street in the Village of Lewiston, home to various retail stores, restaurants, and other local businesses.

Graduate Student Employment Opportunities

The office of Graduate Studies offers assistantships, scholarships, awards and campus employment opportunities for well-qualified, matriculated graduate students. Please visit www.niagara.edu/gradaid for further information.

International Students

Please contact the International Relations/Brennan Center for information on employment eligibility.





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INTERNSHIPS – WHAT YOU NEED TO KNOW

Employers look for candidates who already have relevant career experience. Participating in an internship is your chance to gain that competitive edge.

Internships are known by a variety of names, including cooperative education (co-op), field experience, service learning, or practicum. Regardless of the name, they allow you to receive academic credit for working with businesses, community groups, educational institutions, nonprofit organizations and government agencies.

If you are interested in an internship, talk to your faculty advisor to discuss how internships fit with your curriculum and career goals. Then meet with an advisor in the Career Center for help in identifying and competing for internship opportunities. ***Inquire with The Gacioch Center for Career and Professional Development about possible stipend opportunities for qualifying unpaid internships.***

ELIGIBILITY

Eligibility to participate in an internship varies from major to major. In general, you should:

- Be a junior, senior, or graduate student in the College of Arts and Sciences or Business Administration. All hospitality, sport, and tourism management majors can compete for summer internships at any time
- Maintain a minimum 2.0 QPA (some departments and employers have higher requirements)
- Be approved to participate by your academic department chair

FINDING OPPORTUNITIES

- Ask your faculty advisor for contacts in employment fields related to your major
- Visit the Career Center for help with preparing an effective resume, developing job-search strategies, and forwarding your resume to employers who are seeking interns
- Check Handshake: The Get Hired Portal
- Join professional associations related to your major or career goals
- Find out if your regular employment may qualify for an internship. Based on the job description, your academic department chair can determine whether or not your employment qualifies for academic credit

REGISTRATION

To receive academic credit for an internship, you need to register and pay tuition. Whether you register through your faculty advisor or through the Gacioch Center for Career and Professional Development depends on your major and the type of experience. Tuition for the internship is included in your semester bill.

Your professor will develop a syllabus that specifies the goals and requirements of the experience, and you will be required to prepare a reflective project to show what you have learned. In addition, because you are representing the university to an employer, as an intern you must:

- Abide by the regulations and policies of both the university and your employer
- Remain at the assignment for the contract period and meet the required number of contact hours (between 120 – 200) or risk loss of credits and an unsatisfactory grade
- Not sign a liability, indemnity or hold-harmless agreement with the employer on behalf of the university. Any such agreement must be forwarded to the Gacioch Center for Career and Professional Development
- Immediately notify the university if your work status or contact information changes

Please be aware that if you accept a paid position you will have to pay tax on your earnings, and when you complete your internship you cannot collect unemployment insurance.

EVALUATION AND GRADES

Your experience is considered part of your college education, you will be evaluated by both your employer and your faculty advisor. The evaluation requirements and grading policy will be listed in the syllabus.

GRADUATE/PROFESSIONAL SCHOOL APPLICATION PROCESS

ADMISSION REQUIREMENTS

Graduate school admission committees are seeking the best candidates to admit to their program. According to a survey of admissions representatives, the top traits they are looking for are: persistence, motivation, strong communications skills (written and oral), and professionalism. Most committees consider the following factors when reviewing applications, but each may rank them differently in terms of importance.

- A bachelor's degree with a solid GPA. Not all programs require the undergraduate degree to be from the same academic discipline. Transcripts of all college-level course work will be required
- Positive letters of recommendation written by faculty and employers who can assess your potential for graduate school
- Related experience in a field that pertains to the graduate program. Related experience can include part-time employment, internships, and volunteer work. Admissions committees would like to see that you have a vested interest in the field
- Standardized test scores such as the LSAT, MCAT, GMAT, or GRE. Most programs require at least one test for admission into a graduate program. As always, check your individual program's requirements
- Leadership skills as demonstrated through various activities. Consider your involvement in campus clubs and organizations or your volunteer experience. Many graduate programs require a fair amount of group work, so demonstrated leadership skills are a positive asset
- Good written communication skills as demonstrated by a well-written application
- Statement of purpose/personal statement

Pay attention to deadlines! Begin your planning process early and keep copies of everything you submit. Everyone has heard the expression "Don't put all your eggs in one basket." This is especially true when applying to graduate programs. Consider applying to schools that might be a "reach" based on admission requirements, as well as to programs you may be accepted to and those that you are probably going to be accepted to. The Gacioch Center for Career and Professional Development has some useful resources to help you with your program choices.

FINANCING GRADUATE SCHOOL

Funding graduate school is a major concern for most applicants. There are five basic forms of financial assistance:

- Fellowships and scholarships are grants generally awarded on the basis of academic merit and intended to attract the most qualified candidates. They may be offered by a university, department, organization, or agency
- Research/teaching/graduate assistantships are usually supported by stipends to conduct research, teach, or perform administrative functions. Many assistantships also provide a full or partial tuition waiver. Check with the institution's financial aid office or individual program to find out what opportunities might be available
- Loans and grants may come from the university, state or federal government, organizations, or lending institutions. Loans usually need to be paid back, while grants do not
- Employer contributions are benefits provided by your employer to help you enhance your skills and education needed on the job
- Savings are your personal contribution to your continued education

TEST PREP

If you are planning to attend graduate/professional school, chances are you will be required to take an admissions test. Whether it be the GRE (Graduate School), LSAT (Law School), MCAT (Medical School), GMAT (Business School), DAT (Dental School), PCAT (Pharmacy), or OAT (Optometry), it pays to be prepared. Kaplan Test Prep and Princeton Review offer prep courses for graduate admissions tests. You can find out more information by visiting www.kaplan.com or www.princetonreview.com.





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GRADUATE/PROFESSIONAL SCHOOL TIMETABLE

Planning ahead is key to the graduate/ professional school application process. Generally speaking, you should begin planning at least one year before you wish to begin a program. Every school will have their own deadlines, but the following timetable can be used as a guide for the planning process.

ONE YEAR BEFORE

Begin defining your career goals and interests to determine if graduate school is your best option and what program might be the best fit.

AUGUST/SEPTEMBER

- Talk to people who have careers/experience in your area of interest. Faculty and alumni are great resources. Keep your options open and don't restrict yourself to your current major
- Determine the best time for you to take your standardized test. Prepare early! Practice exams are a great start
- Develop your own personalized timeline for applying

OCTOBER

- Create your list of schools. Check each school for their deadlines and factor this into your planning process
- Draft your personal statement. Think about your academic as well as your personal achievements, as these could be inspiration for your statement. Work with a faculty advisor and have someone from The Gacioch Center for Career and Professional Development proofread your statement
- Begin asking for letters of recommendation. Provide your reference writers with the list of schools you are applying to, a copy of your resume, and an addressed/stamped envelope for mailing or the website link to your application
- Take your standardized test early. Remember that if you don't like your scores the first time around, you may have opportunity to retake the test
- Identify funding sources and their deadlines
- Gather all copies needed for admission

NOVEMBER

- Make the final touches to your personal statement
- Follow up with your reference writers to check the status of your letters of recommendation
- Complete and mail applications to funding sources

DECEMBER/JANUARY

- Mail applications or submit online. It is always a good idea to submit your application early

FEBRUARY

- Contact prospective programs regarding on-campus visits
- Follow up with the individual programs to make sure application documents have been received

APRIL

- Apply for financial aid opportunities. A copy of your tax return may be necessary

MAY/ JUNE

- Decide which program you will attend
- Congratulate yourself! Contact your program advisor to register for fall courses

THE PERSONAL STATEMENT

The personal statement, sometimes referred to as a statement of intent or purpose, is one of the most important parts of the application process. The personal statement is your opportunity to describe your abilities, attributes, and accomplishments as evidence for pursuing a graduate degree. Because most graduate programs are writing intensive, the personal statement also provides the admissions committee with a writing sample. Most personal statements should be no longer than two or three pages.

ORGANIZING YOUR PERSONAL STATEMENT

Introduction: Begin with something that will grab the reader's attention — a personal experience that relates to your career path or a quote that summarizes your commitment. Be genuine and be professional, but don't be too edgy or humorous.

Body: If the program requires that you address a specific question or topic, do so in the body of your statement. If not, describe your experiences, goals, and motivation for attending graduate school. Be specific and provide detail about your experiences or research. Most admissions committees comprise faculty from the program who will have knowledge of specific vocabulary from the field, but do not assume that they will be familiar with your particular experience or research. Demonstrate that you have a thorough understanding of your field of study and explain why you are a good fit for their program.

Conclusion: This is your last opportunity to make an impression on the reader. Reaffirm your dedication to your field of study and graduate school. Explain your future goals and how pursuing the degree will help you attain them.

TIPS

- Customize your personal statement for each individual school or program you are applying to
- Note any length restrictions they provide.
- Be honest, positive, and professional.
- Proofread for spelling, punctuation, and grammar errors
- Allow at least two other people to proof-read your essay and provide feedback and suggestions for improvement

Writing your personal statement is a lengthy process. Begin the process early and continue to revise until you have a well-written, error-proof document. The Gacioch Center for Career and Professional Development and the Writing Center (located in the Office of Academic Success), can assist with the proof-reading process.

EMPLOYMENT/INTERNSHIP SEARCH METHODS

There is no single best way to find a job, so your search plan should include multiple strategies. Finding the right opportunities, requires you to do a little soul searching before you begin your search. You need to identify your 3 F's (otherwise known as Field, Firm, and Function). What industries interest you (Field)? Who are the employers (Firm) you are targeting in those industries? What job role are you interested/qualified for (Function)? Once you can answer these questions, follow the below strategies for success.

ENGAGE WITH THE GACIOCH CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT OFTEN

Make an appointment to meet with a career professional to discuss opportunities. Complete your profile and upload your resume to Handshake: The Get Hired Portal, accessible on The Gacioch Center for Career and Professional Development website.

ALUMNI CAREER NETWORK

If you are serious about getting a job, then you need to enlist the support of just about everyone you know, and actively seek to meet new people who can help you. Alumni are eager to help their fellow Purple Eagles succeed. Contact The Gacioch Center for Career and Professional Development to learn more.

INFORMATIONAL INTERVIEWS

This is one of the best, yet least used, networking techniques. Meet with professionals in your field or with a company you are interested in to find out from them, how to succeed.

JOB FAIRS

There is no better place to meet employers and find out what they are looking for. Ask the representative what they like about their organization, and what they feel is the most important trait a job seeker should possess.

SOCIAL NETWORKS

Employers use sites like Facebook and LinkedIn to advertise their hiring needs AND to research YOU!! Use your social media page as a marketing tool for what you have to offer an employer.

ALWAYS HAVE A BACKUP PLAN

Cast a wide net, be prepared to relocate, or acquire new skills. Don't be afraid to take a risk!

RESEARCH EMPLOYERS

Researching an employer is VITAL to your job search success. It is critical because it enables you to:

- Ask intelligent questions during the interview
- Demonstrate that you have taken the time to do some research

What information is important to know?

- Key people in the organization and organizational structure
- Type of training program
- Other locations and relocation policies
- History/mission of the organization
- Major products or services and the competitors
- Size in terms of sales and employees
- Latest news reports or local/national news that affect the company

Where to find information?

- Visit the company's website
- Read local newspapers and journals, which are often available online.



NETWORKING: MORE THAN JUST AN ONLINE PRESENCE

Networking is critical to your career. Everyone has heard the saying, “It’s not what you know, but who you know,” more important is, **who knows you**. Develop your network before you actually need it. Below are some tips for how to get started.



- **Get an easy to remember email address.** Networking is partly about name recognition. Be sure your email address includes your first and last name
- **Memorize and practice an elevator pitch.** In 30 seconds, you should be able to describe who you are, what your interests are, and why you are interested in speaking to that person
- **Build a professional web presence.** It is no secret that more and more employers are using the web to search for job seekers. LinkedIn and Facebook are powerful tools to show off your accomplishments, successes, and elevator pitch. Use them!
- **Carry business cards.** A business card should include all your contact information to give to potential contacts
- **Follow industry blogs and employer social media pages.** Subscribe and comment when possible. You want bloggers to interact with you and begin to recognize who you are
- **Become a member of a professional association.** Most occupations have a professional network that sets standards for the industry, provides professional development, and allows you access to many people already working in the field
- **Attend local networking events.** Bring lots of business cards with you and a polished elevator pitch
- **Email friends and family.** Ask them to put you in contact with anyone that can help you
- **Join the NU Alumni Association.** Niagara University graduates like to help each other. Use the alumni network to meet people in the field
- **Conduct informational interviews.** This is a great way to get your foot in the door and it sometimes can lead to an internship or employment opportunity

INFORMATIONAL INTERVIEWING

An informational interview is a formal or informal conversation with someone who has a job or works in an organization, or within an industry that interests you, conducted by you.

Who to contact?

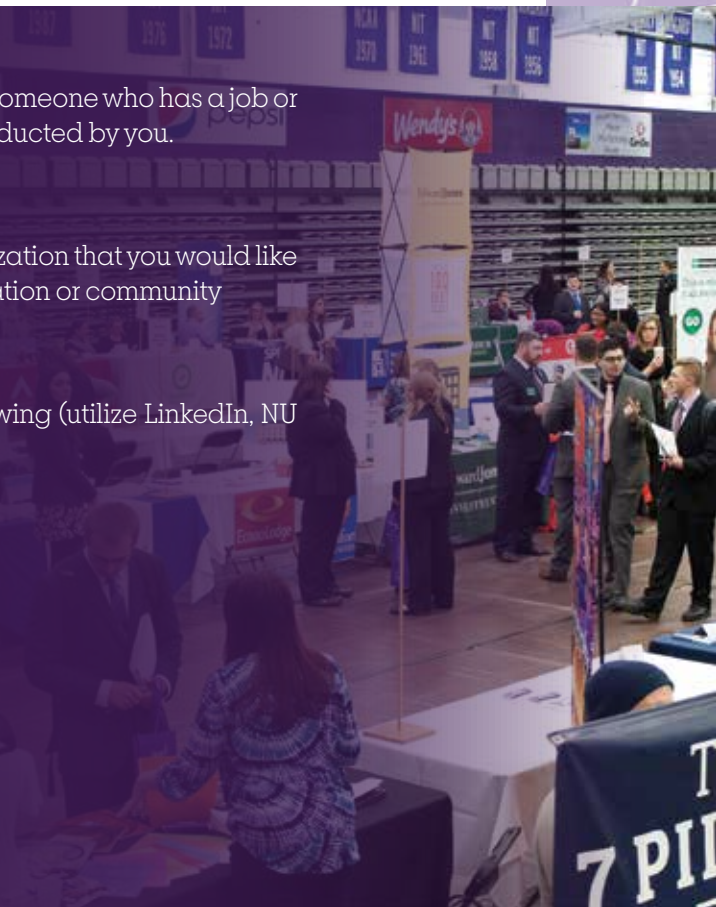
- Friends, faculty, relatives or the Alumni Career Network
- People who are doing work that interests you, who are in an organization that you would like to know more about or who knows other people in a field, organization or community

Conducting an Informational Interview:

- Learn as much as you can about the organization
- If possible, learn something about the person you will be interviewing (utilize LinkedIn, NU Alumni Network)
- Have questions prepared to ask

Examples of What to Ask:

- What is a typical work day? A typical week?
- What are the most difficult challenges, decisions you must face?
- What is the employment outlook for this field?
- Do you have an area of specialization?
- What are the greatest rewards of your job?
- How would you advise me to better prepare for this work?
- How do people find out about jobs in your line of work?
- Can you recommend other people I might talk to?



GET CONNECTED USING LINKEDIN

WHAT IS LINKEDIN?

LinkedIn is the world's largest professional networking site with more than 300 million members. It is an online profile or "virtual" resume that includes details of your education, professional interests, skills, and previous experience.

WHY SHOULD YOU USE LINKEDIN?

First and foremost, it allows you to manage your online professional image. This is also a great way to build your professional network and see profiles of current professionals and students, explore career options, and locate jobs/internships.

HOW DO YOU BUILD A NETWORK ON LINKEDIN?

1. Create a Profile

- Upload a picture. It doesn't have to be anything fancy to start, but consider having a professional looking picture taken at one of the career events held throughout the year
- Create an exciting headline such as "Political Science major seeking social justice and advocacy internship opportunity"
- Customize your LinkedIn url like this: [www.linkedin.com/in/\[your first and last name \(no spaces\)\]](http://www.linkedin.com/in/[your first and last name (no spaces)])
- Write your summary to describe what motivates you, what you're skilled at, and what's next
- Choose section headings that are similar to your resume such as education, experience, and skills

2. Search for a Job and Internship

- Type the company name in the "company search" field. You can see people in your network who work for the company, job postings, and updates from the company
- Search for jobs and internships posted on LinkedIn using the "Advanced" search to sort job openings by keyword, function, industry, location or level of experience
- To get ready for an interview, use LinkedIn to research the company and even the professionals that will be interviewing. Consider "connecting" with the individual(s) you will be interviewing with

3. Make Connections

- Search for people on LinkedIn who have job titles, skills, majors, or who work for companies of interest to you. View their profiles to learn about their career paths
- Find professionals in your field of study who also went to NU by clicking the "Network" tab and then "Find Alumni". You may want to change the years attended to narrow your search. You will be able to view "Where they live", "Where they work", "What they do", and "What they studied"
- Once your profile is finished, start "connecting" with people that you know
 - Friends
 - Family
 - Current or previous colleagues
 - Supervisors
 - Classmates

When sending an invitation to connect, always personalize your invitation. Indicate why you want to connect.





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JOB FAIRS

JOB FAIRS ARE A GREAT PLACE TO:

- Obtain information about potential employers
- Conduct informational interviews
- Make an in-person contact with an organization already of interest to you
- Apply to other companies you may discover at the fair

TIPS FOR SUCCESS AT JOB FAIRS

- **Learn who is coming ahead of time** – Narrow the list of companies of interest and research their products/services and employment needs
- **Prepare questions to ask employers** – Try to have 1-2 questions in mind for each employer
- **Prepare a 45 second summary of your qualifications** – Prepare and rehearse an interesting verbal summary describing who you are, what kind of work you are looking for, and what your qualifications are
- **Dress for success to make a good impression** – Many employers will conduct initial screening interviews. It is always a good idea to err on the side of conservatism; a subdued suit with a white shirt is usually safe for both genders
- **Bring the right things with you** – Be sure to have several copies of your resume and your list of references. Bring a pen and note pad to write your own notes on the specific employers you meet
- **Arrive early and plan to stay late** – scout the room and plan your time effectively. Determine which employers you want to most meet and prioritize a list
- **Give yourself time between interviews** – Most job fair interviews last between 5-15 minutes. Between each interview, take a minute and reflect on what you learned and collect your thoughts for the next employer
- **Collect handouts and business cards** – It is always an good idea to jot something down on the back of a business card right after you meet an employer so you remember something about the company and/or what you might have discussed in your interview
- **When you get home** – Organize the information you received and send any thank-you letters or other materials to follow through on your discussions. Consider connecting with organizations on LinkedIn

TIPS FOR A SUCCESSFUL VIRTUAL JOB FAIR

- **Test Equipment** – Test out all equipment well before the event, including Wi-Fi connection, microphone and camera
- **Create a Calendar Reminder** – When you don't have to coordinate travel, a virtual event can slip your mind. Set calendar reminders for the day before, and 2 hours before
- **Dress Appropriately** – Dressing appropriately will allow you to present yourself in a professional manor. You also never know what will be seen on camera!
- **Have your paperwork uploaded to your desktop** – Your resume and any other document you might need should be uploaded well before the event begins so they are ready and available on your desktop for easy access
- **Ensure you have a quiet/professional space for your interview** – If you are in need of a quiet/professional space, contact The Gacioch Center for Career and Professional Development to request use of an interview room





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RESUMES 101

A resume is a document that describes your education, experience, and skills. It must be error free, grammatically correct, and visually pleasing to the eye. An employer typically spends 15 seconds looking at a resume. Make sure that their first impression of you is a good one!

Everyone's resume is unique to their experiences. However, there are some basic rules to follow when constructing your resume.

* IMPORTANT TIP *

Be sure to include key words from the job description when highlighting your skills and/or experience.

RESUME FORMAT

There are several different formats for a resume. The next few pages have some format samples. Important points to remember:

- Make good use of the space on the page; all margins between .5" and 1"; font size between 10 and 12 point
- Don't use a resume template; format your resume yourself to demonstrate your computer skills
- If printing the resume, use quality water-marked resume paper
- Save your resume using your last name as the document name; when sending electronically to an employer send the resume as a .pdf file

CONTACT INFORMATION

Include your name, phone number, and email at the top of the resume. Listing your address is optional. Voicemail messages and email addresses need to be professional.

EDUCATION

Begin with your most recent educational experience first. Only include the institutions from which you will or did receive a degree. After your sophomore year, remove your high school information. List the name of the degree you are receiving; not just the major. Minors and GPA (if above a 3.0) should also be listed in this section. For example:

Niagara University – Niagara University, NY
Bachelor of Arts in Psychology, May 20xx
Minor: Sociology
GPA: 3.4 Dean's List (3 semesters)

EXPERIENCE

Experience is a section heading that incorporates anything from paid work experience to internships, volunteer experience, campus leadership, class projects, and military experience. Deciding what experiences to include in this section depend upon the position you are applying for and how relevant those experiences are. Include the name of the employer/organization, location, position title, and dates. Use bullet statements that begin with action words to describe your skills, responsibilities, and accomplishments for the position. Many employers scan resumes for industry specific key words from the job description. Tailor your resume for the specific position applying for.

The "Experience" section can be divided into multiple sections that fit each position applying for. For example, if your internship is the most related experience you have then you will want to include an Internship section. Maybe you were heavily involved with campus organizations or as a resident assistant; you might have a Leadership Experience section. Choose a section heading that best conveys what you want the employer to know.

ADDITIONAL SECTIONS

Computer Skills	Professional Development	Athletics	Summary of Skills	Publications
Language Skills	Study Abroad	Work History	Relevant Coursework	References
Honors/ Awards	Certifications	Employment	Research	
Activities/ Volunteer	Licenses	_____ Experience	Instrumentation	

ACTION WORDS

Abstract	Clear	Develop	Finish	Manipulate	Proofread	Schedule
Accelerate	Close	Devise	Focus	Manufacture	Propose	Screen
Accompany	Coach	Diagnose	Follow	Map	Protect	Secure
Accomplish	Code	Direct	Form	Mark	Prove	Select
Accumulate	Collaborate	Disapprove	Formulate	Market	Provide	Separate
Achieve	Collate	Disburse	Found	Master	Publicize	Serve
Acquire	Collect	Discover	Freelance	Match	Publish	Service
Act	Combine	Discuss	Fund	Measure	Purchase	Simplify
Adapt	Command	Dismantle	Gain	Mediate	Pursue	Sketch
Address	Commend	Dispatch	Gather	Medicate	Qualify	Sell
Adjust	Commission	Dispense	Generate	Merchandise	Rate	Solicit
Administer	Commit	Disperse	Govern	Meet	React	Solve
Admit	Communicate	Display	Grade	Mobilize	Realize	Sort
Adopt	Compare	Disprove	Grant	Model	Rearrange	Speak
Advance	Compile	Dissolve	Graph	Moderate	Rebuild	Specify
Advertise	Compose	Distribute	Group	Modify	Receive	Staff
Advise	Compound	Diversify	Head	Mold	Recognize	Stage
Advocate	Compute	Document	Hire	Monitor	Recommend	Standardize
Aid	Conceive	Double	Host	Motivate	Reconcile	Start
Allocate	Conclude	Draft	Identify	Move	Record	Stimulate
Allow	Condense	Drew	Illustrate	Name	Recruit	Stock
Analyze	Conduct	Earn	Implement	Navigate	Rectify	Streamline
Answer	Confer	Edit	Improve	Negotiate	Redesign	Strengthen
Anticipate	Conserve	Educate	Incorporate	Nominate	Reduce	Structure
Apply	Consider	Effect	Increase	Note	Reevaluate	Submit
Appoint	Consolidate	Elect	Index	Notify	Refer	Substitute
Appraise	Construct	Eliminate	Indicate	Observe	Refine	Succeed
Approve	Consult	Employ	Influence	Obtain	Reflect	Suggest
Arbitrate	Contact	Enable	Inform	Open	Register	Summarize
Arrange	Continue	Encourage	Initiate	Operate	Regulate	Supervise
Assemble	Contract	Endorse	Inspect	Order	Reinforce	Supply
Assess	Contribute	Enforce	Inspire	Organize	Relate	Support
Assign	Control	Engage	Install	Originate	Relay	Surpass
Assist	Convert	Engineer	Institute	Outline	Remodel	Survey
Assume	Convince	Enlarge	Instruct	Overhaul	Render	Synthesize
Assure	Cooperate	Enlist	Integrate	Package	Renegotiate	Systematize
Attain	Coordinate	Ensure	Interpret	Paid	Renew	Systemize
Attend	Copy	Enter	Interview	Participate	Reorganize	Tabulate
Audit	Correct	Establish	Introduce	Perfect	Repair	Tackle
Author	Correlate	Estimate	Invent	Perform	Replace	Tailor
Authorize	Correspond	Evaluate	Inventory	Persevere	Reply	Tally
Award	Counsel	Examine	Investigate	Persuade	Report	Target
Balance	Create	Exceed	Invoice	Pinpoint	Represent	Teach
Bargain	Credit	Exchange	Involve	Place	Reproduce	Terminate
Bill	Critique	Execute	Issue	Plan	Request	Test
Buy	Debate	Exercise	Justify	Post	Research	Train
Brief	Decide	Exhibit	Keep	Prepare	Reserve	Transfer
Budget	Decrease	Expand	Launch	Prescribe	Reshape	Translate
Build	Define	Expedite	Learn	Present	Resolve	Transport
Calculate	Delegate	Experience	Lease	Preside	Respond	Treat
Cancel	Delineate	Experiment	Lecture	Prevent	Restore	Tutor
Catalogue	Deliver	Explain	Lead	Price	Restructure	Unify
Chair	Demonstrate	Explore	List	Print	Retrieve	Unite
Change	Deposit	Express	Litigate	Priority	Revamp	Update
Charge	Describe	Extend	Load	Process	Review	Upgrade
Chart	Designate	Extract	Lobby	Procure	Revise	Utilize
Check	Design	Fabricate	Locate	Produce	Revitalize	Validate
Cite	Detail	Facilitate	Log	Program	Risk	Verify
Clarify	Detect	Familiarize	Maintain	Project	Route	Visualize
Classify	Determine	Finance	Manage	Promote	Save	Write

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MBA 2019

LAUREN

BBA in Accounting 2019
MBA 2020

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KELLY GREEN

(716) 555-1234 * kgreen25@gmail.com * www.linkedin.com/in/k_green

SUMMARY OF QUALIFICATIONS

- Strong communication and interpersonal skills; interact effectively with clients, colleagues, management, and the public
- Organized and efficient individual with strong time management skills
- Proficient and comfortable with the latest technology for marketing, including Twitter, Facebook, and Adobe Photoshop

EDUCATION

NIAGARA UNIVERSITY – Niagara University, NY
 Bachelor of Arts in Communication Studies, May 20xx
 Minor: Marketing
 GPA: 3.56 Dean's List (6 semesters)

MONROE COUNTY COMMUNITY COLLEGE – Rochester, NY
 Associate of Liberal Arts, 20xx

INTERNSHIP

9/xx – 4/xx

ELMWOOD HEALTH CENTER – Buffalo, NY

Public Relations Assistant

- Wrote and prepared a pamphlet promoting clinic services to prospective patients
- Used social media outlets such as LinkedIn, Facebook, and Twitter to market the health center
- Assisted the director with a direct mailing campaign to local residents and businesses
- Developed a computerized directory using Microsoft Access of established clients
- Created mini-promotion at local shopping center to target larger market

RELATED

EXPERIENCE

9/xx – Present

THE RIDGE NOTE – Niagara University, NY

Student Videographer

- Collaborate with offices on campus to create videos to promote events
- Write scripts for videos, record, and publish the finished product

8/xx – Present

OFFICE OF PUBLIC RELATIONS – Niagara University, NY

Student Assistant

- Manage social media accounts for the office including Facebook, Instagram & Twitter
- Organize a calendar of approximately 30 events and deadlines each semester
- Review and catalogue newspaper articles on the university

OTHER

EXPERIENCE

6/xx – Present

WEGMANS FOOD MARKETS – Rochester, NY

Front Desk Associate

- Address and resolve customer questions and concerns
- Received Employee-of-the-Month, August 20xx

TECHNICAL SKILLS

Adobe Suite	Facebook	Twitter	Microsoft Word	Microsoft PowerPoint
Final Cut Pro	Instagram	Word Press	Microsoft Publisher	Microsoft Access

HONORS/ ACTIVITIES

Recipient - Outstanding Student Award, College of Arts and Sciences (5/xx)
Secretary - Student Marketing Association, Niagara University (9/xx – 5/xx)
Member - Niagara University Student Government Association (1/xx-5/xx)

Sam Miller

444 Creek Road • Ithaca, NY • 410.234.1111 • miller@gmail.com

EDUCATION**Niagara University** - Niagara University, NY*Bachelor of Arts in Psychology with Statistic and Criminal Justice Minors, May 20xx*

- Cumulative GPA: 3.82 and Psychology GPA 3.95, Dean's List All Eligible Semesters, and Presidential Scholarship
- Psi Chi Psychology International Honor Society and Psychology Club Member

RELATED PSYCHOLOGY COURSES*Senior Thesis: Social Media and the Effects on Mental Health (20xx-20xx)*

- Conducted research on how social media influences mental health by exploring web-based and primary sources (including journal articles)
- Explored concepts, theories and techniques associated with social media and mental health as well as research on how media images can affect mental health

Psychology Methodology, Behavioral Neuroscience, Abnormal Psychology, and Learning and Conditioning (20xx-20xx)

- Explored concepts, theories as well as applications of statistical principles, relationship between the brain, related systems, and behavior, psychopathology, and experimental study of classical and operant conditioning
- Completed case studies and research papers on causes of postpartum depression as well as neurological basis of anorexia nervosa

Statistics Linear Models and Statistics for Psychology (20xx-20xx)

- Explored concepts, theories and techniques associated with descriptive and inferential statistics and design of experiments and logistic regression as well as research involving software used to investigate statistical relationships between variables
- Wrote papers exploring hypotheses related to daily activity, amount of sleep, and cell phone use and impact on physical health

RESEARCH, ANALYTICS AND WRITING ACHIEVEMENTS**ServeTech Research Associates** - Buffalo, NY*Technical Assistance Center Research Intern (Summer 20xx)*

- Entered survey responses into Excel, conducted analytics, then submitted to supervisor for analysis and inclusion in final report
- Supported colleagues with writing, data collection and analysis tasks and prepared summaries of Technical Assistance reports

Niagara University - Niagara University, NY*Psychology Research Assistant (September 20xx-May 20xx)*

- Conducted a study investigating gender differences in anxiety disorders
- Compiled data using Excel then completed analytics and illustrated findings inserted into poster presentation
- Collaborated with undergraduate partner as well as professors to refine methodology, monitor data reliability, then draft, edit and finalize poster presented at undergraduate conference

EMPLOYMENT**Tim Horton's** - Glenmont, NY *Crew Member Part-time and Summers 20xx-Present***Unifrax** - Buffalo, NY *Human Resources Assistant (Fall 20xx)***TECHNICAL SKILLS**

- Word, Excel, and PowerPoint to create documents, collect, analyze and illustrate data, and craft presentations

Sarah Smartz

716-555-1234

Ssmartz5@gmail.com

CERTIFICATIONS

New York State Initial Teaching Certification

Literacy, (Birth-6), May 20xx

Students with Disabilities (1-6), December 20xx

Childhood Education (1-6), May 20xx

EDUCATION

Niagara University - Niagara University, NY

Master of Science in Education, May 20xx

Literacy Instruction (Birth-6)

Bachelor of Arts in Education, May 20xx

Elementary Education and Special Education (1-6)

Concentration: Liberal Arts (English, Science, Social Studies)

GPA: 3.6 Dean's List (7 semesters)

TEACHING EXPERIENCE

2/xx – Present

Lewiston-Porter Intermediate Education Center - Youngstown, NY

Volunteer Literacy Tutor - Grades 3 - 5

- Analyze the needs of each student and monitor progress using the comprehensive Critical Reading Inventory
- Collaborate with co-tutor to devise lessons that incorporate the interests of each student
- Increased narrative retelling scores by 33 percent in 4 weeks

Spring 20xx

Huth Road Elementary - Grand Island, NY

Student Teacher - Grade 4 – Consultant Teacher

- Developed a cross-curricular unit plan and bulletin boards on Native Americans
- Utilized PowerPoint to create interactive math lessons on rounding numbers
- Modified lessons, reading materials, tasks, and assessments to meet the diverse needs and learning styles of the class
- Collaborated weekly with the classroom teacher, aids, and special education teacher to better support students with Individualized Education Plans

Spring 20xx

Hyde Park Elementary - Niagara Falls, NY

Student Teacher - Grade 5 - Inclusion

- Created hands-on science lessons which included an experiment with carnations to introduce vascular plants through exploration
- Invented chants, songs, and rhymes to boost student memorization of grammatical rules and irregular verbs
- Assisted in administering the Gates-MacGintie Reading Assessment

Fall 20xx

Errick Road Elementary - North Tonawanda, NY

Teaching Assistantship - Grade 2- Consultant Teacher

- Participated in parent-teacher conferences, as well as a professional development workshop encompassing new classroom manipulatives for math
- Worked one-on-one with students through America's Choice

Fall 20xx

Colonial Village Elementary - Niagara Falls, NY

Teaching Assistantship - Grade 3- Inclusion

- Created an assignment focusing on *setting* where students created a brochure that was geared towards visual learners
- Designed rubrics to guide student performance and as a self-evaluation

Sarah Smartz - Page 2

RELATED

EXPERIENCE

9/xx– Present

Kiernan Center - Niagara University, NY

Swim Lesson Coordinator

- Schedule session days/times, create brochures, and other advertisements
- Organize registration process and handle all funds, exceeding \$4,000 a session
- Act as the direct liaison with parents to assist in scheduling conflicts or program assistance
- Facilitate hiring process and train new instructors on program standards
- Process instructor pay and develop a swim budget for each semester
- Develop a program that accommodates children with diverse special needs
- Instruct children ages 3 months to 12 years according to the American Red Cross

ADDITIONAL

EXPERIENCE

5/xx – 9/xx

Quality Fresh Markets - Lockport, NY

Shift Manager

- Trained new employees in store operations, policies, and procedures
- Processed cash and credit transactions of approximately \$5,000 weekly
- Implemented risk management procedures and practice drills

5/xx – 8/xx

Beaver Island State Park - Grand Island, NY

Head Lifeguard

- Organized daily responsibilities and schedule for 15 lifeguards
- Planned and carried out weekly skills, and emergency response training

Lifeguard

- Performed daily surveillance and care for patrons, including summer campers

COMPUTER SKILLS

IEP Direct

SMART Board

KidBiz3000

Prezi

Kidspiration

Google Classroom

ATHLETICS

9/xx – 5/xx

Niagara University NCAA Division 1 Softball - Niagara University, NY

Student Athlete

- Captain (20xx-20xx)
- Metro Atlantic Athletic Conference (MAAC) All-Academic Team (20xx-20xx)
- First-Team All-MAAC (20xx-20xx)

HONORS/ ACTIVITIES

Secretary, Pi Lambda Theta International Educator's Honor Society (1/xx-5/xx)

Member, Delta Epsilon Sigma National Catholic University Honor Society (1/xx-5/xx)

Volunteer, Hyde Park Before and After School Program (1/xx-Present)

Volunteer, Big Sister, Big Brothers Big Sisters of Niagara County (4/xx-Present)

John White

716-555-5432

Jwhite@hotmail.com

SUMMARY OF QUALIFICATIONS

- Experience working with technology including point of sale (POS) terminals and other computer programs
- Friendly, outgoing, and charismatic personality
- Committed hard worker with excellent customer service and communication skills
- Organized and efficient individual with strong time management

EDUCATION

Niagara University – Niagara University, NY

Bachelor of Arts in Sociology, May 20xx

Minor: English

GPA 3.4 Dean's List (4 semesters)

RELEVANT COURSES

Social Theories- study of the leading developments in sociological theory both classical and contemporary.

Research Methods - Methods for determining casual relationships, and various types of research design and methodology are presented, including sampling, questionnaire construction, and data collection methods.

Political Sociology - The relation of social structure to political organization and participation, with special attention to the implications of empirical research on power, voting, and alienation.

SKILLS

Customer Service

- Successfully implemented new customer service strategies as directed by management
- Trained new employees on how to use POS system
- Possess excellent conflict resolution skills when working with customers
- Provided exceptional, friendly, and fast service

Technical

- Strong math skills
- Experience using social media for marketing: Facebook, Twitter, Instagram
- Proficient with Microsoft Office; Word, Excel, Publisher, PowerPoint

Leadership

- Provided assistance in several different departments in any given shift to ensure goals were achieved
- Worked as a liaison and trainer between new employees and management

EXPERIENCE

McDonalds – Buffalo, NY 20xx

Taste of Italy – Amherst, NY 20xx

Tops Markets – Amherst, NY 20xx

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REFERENCES AND RECOMMENDATION LETTERS

Prospective employers verify and access a candidate's past job performance and achievement through evaluations provided by faculty and previous supervisors. Employers in business prefer to have a list of references they can contact. Some employers, particularly in education, use written references or letters of recommendation to gather additional information about a candidate.

SAMPLE REFERENCE SHEET

YOUR NAME

Address
City, State, Zip
Phone number
Email

References

Name of reference #1
Title
Employer
Contact phone number
Email

Name of reference #2
Title
Employer
Contact phone number
Email

Name of reference #3
Title
Employer
Contact phone number
Email

WHOM TO ASK FOR A REFERENCE

- Individuals who can attest to your abilities to perform the skills required for a position.
- Employers, supervisors or faculty members who have evaluated your performance are best.
- Provide 3-5 letters of recommendation or reference.

ASK PERMISSION

- Before asking individuals to serve as a reference or to write a letter of recommendation, you should meet with them first.
- It is important to keep your references up-to-date concerning your job search.
- Give your references a copy of your resume.
- If you request a letter of recommendation, indicate the date by which you need your letter. Also include a stamped, addressed envelope if it needs to be mailed. Remember to give your references plenty of time.

LISTING YOUR REFERENCES

- Format your reference list to look compatible with your resume.
- For each reference, include: name, title, organization, address, and daytime phone number.
- If your reference prefers to be contacted at home or by cell, indicate in parenthesis that it is a home or cell number.
- Remember to have your list ready for the interview.

FOLLOW UP WITH A THANK YOU

- Share the description of the specific position for which you are being considered with your reference.
- Remember to express your appreciation to those who have agreed to serve as references.

COVER LETTERS

WHAT IS A COVER LETTER?

A cover letter, also referred to as a letter of application, is a written correspondence that is sent with your resume when applying for an employment opportunity. A cover letter can be sent as a hard copy, an email, or attached to an employment application. The cover letter is important because it provides the reader with a sample of your written communication skills, and answers the question “Why should I hire YOU?”



WRITING TIPS

- Address the letter to a specific individual. Make sure the name and title are accurate. If you are unsure, check the company website or contact the company directly. If the name is not available, use the position title
- Writing should be clear, concise, and error-free. Keep your statements positive and highlight work-related accomplishments and skills. Check grammar, spelling, and punctuation. Always have someone else proof-read your letter
- Tailor your letters for each position and employer. Avoid using generic letters. Focus on the employer's needs – tell them what you have to offer, not what you hope to gain from the company or the position. Don't simply restate your resume. Expand on something from your resume or highlight something new
- When writing the body of the paragraph, be sure to use key words from the job description when stating your qualifications
- Try to keep the letter to one page. Do not overwhelm the reader with a lengthy letter or excessive repetition of the resume content
- Keep copies of all correspondences. You never know when you might need to look back at the letters you've sent

ADDITIONAL TIPS FOR SUBMITTING THE COVER LETTER ELECTRONICALLY

- Use the letter as the body of your email and attach your resume
- Include the position you are seeking in the subject line of your email
- Keep it brief and to the point. No need to include employer mailing addresses or your own home address at the top of the email
- Separate paragraphs by line spaces
- Include your contact information under your signature
- If attaching your cover letter to an online application, then convert it to a .pdf and upload the letter



COVER LETTER – SAMPLE

JOHN WHITE
Cell: (716) 201-6545
jwhite@hotmail.com

September 8, 20xx

Director of Human Resources
M&T Bank
One M&T Plaza
Buffalo, NY 14203

Dear Director of Human Resources:

As a college senior studying supply chain management at Niagara University, I was excited to see the M&T Technology Analyst position posted on the M&T Bank web site. For a number of reasons, I believe that I am ideally suited for this job and am well prepared to make a positive contribution within M&T Bank's challenging and highly collaborative environment.

From my resume you will notice that in May I will receive a Bachelor of Science in Supply Chain Management. My coursework at Niagara University has given me a strong foundation in project management, strategy and planning, data analytics, leadership, and teamwork. In addition to my studies, I completed an internship with Enterprise Rent-a-Car, where strong oral and written communication skills, strategic planning, and the ability to work individually as well as on a team, were essential. For the past two years I have worked as a Community Advisor in a residence hall at Niagara University where I helped create a sense of community among our students and as well as ensuring their safety and welfare. These experiences, combined with my education, have given me a thorough understanding of what it means to lead through overcoming challenges and collaborating with my peers.

Please contact me for an interview at your earliest convenience. I am confident that you will agree that I am a great fit for your M&T Technology Analyst position, and I look forward to discussing how I can contribute to M&T Bank's success. The best way to contact me is (716) 201-6545 or by email at jwhite@hotmail.com. Thank you for your time and consideration. I look forward to joining the M&T Bank team.

Sincerely,

John White

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flexibility in scheduling • career development • growth opportunities • internships

INTERVIEWS – PREPARATION

An interview is typically the final step in securing employment. Applications, resumes, cover letters, and references are all key documents to help you secure an interview. It is important to remember that the best candidate does not always get the job – many times the person who best prepares for the interview is hired. Remember – people make hiring decisions, not organizations.

PREPARE FOR YOUR INTERVIEW

Practice Interview

- Make an appointment with The Gacioch Center for Career and Professional Development to complete a practice interview(s).
- Learn the types of questions you may be asked and develop your best answers based on hypothetical scenarios and past experiences from school and/or work
- Going through a practice interview can help to identify areas of weakness and learn strategies for improvement to help you Get Hired!

Research the Organization

One of the most widely asked interview questions is, “What do you know about our organization?” Research is key to appropriately answering this question or other organization-related questions.

- Incorporate facts from your research into your interview, particularly ones that show that you’ve done some digging beyond their main web page
- Use social media platforms to research the people and organizations you will be meeting during the interview, such as LinkedIn profiles, Twitter feeds, blogs, and more
- Try Googling the company and discover more about their organization outside of what their main products and/or services are

Doing this research will make you more prepared and confident to answer questions and formulate your own in-depth questions to ask the interviewers.

Take Notes on Yourself and Problem-Solving Stories or Situations

- Write down some information about yourself that could be relevant to the position or organization
- Establish what aspects of your background, skills and experience would make you stand out as a candidate and some relevant examples you can use from past experience to formulate your interview answers

Inform Your References and Seek Advice

In most cases, your references are individuals you have worked with in the past who can speak to your work ethic, skills, and previous responsibilities. Ensure they are aware that you are interviewing for a position and have information on what the position entails. If they are familiar with the line of work or organization, seek advice from them on how to prepare for the interview.

Update Your Resume

If there are any changes to your resume from when you applied until your interview date, be sure to update the information on your resume and provide fresh copies to the interviewing team.

Prepare Background and Check Video Connection for a Virtual Interview

When preparing for a virtual interview, choose a space free of distractions. Make sure the computer, video, and microphone are working well ahead of the scheduled interview. Ensure the room has good lighting without causing a glare.



INTERVIEWS – WHAT TO WEAR

Prepare Your Interview Attire

Even if you are certain the position you are applying for has a casual or business casual dress code, for your interview it is always best to wear business professional attire. It is more professional for you to be overdressed than underdressed. Regardless if the interview is in person or virtual, you should be fully dressed from the top down (interviewers have asked candidates in a virtual interview to stand up ... don't get caught being half dressed.)

APPROPRIATE INTERVIEW ATTIRE



Pick A Suit:

- Dress pants or knee-length skirt/dress (no shorts, capris, or cropped pants)
- Coordinating Suit Jacket
- Matching socks or hosiery
- Neutral Colors: black, brown, gray, navy



Add a Shirt:

- Button-down shirt or nice top (no t-shirts or tank tops)
- Solid color or conservative pattern
- Keep skin exposure to a minimum



Add Accessories:

- Closed-toes, neutral dress shoes (no flip flops, sneakers, or sandals)
- Tie, bowtie, minimal jewelry, bag, briefcase, or purse (optional)
- Coordinating belt or socks (avoid graphics, bright colors, and gym socks)



Finishing Touches:

- Neatly combed/styled hair kept out of eyes
- Natural/minimal makeup
- Avoid heavy cologne/perfume

INTERVIEWS

DURING YOUR INTERVIEW

Listen to the Interviewer

Adjust to the interviewer's style and think about why particular questions are being asked. Respond completely to all aspects of the question once the interviewer has concluded asking the question. If you are in a phone or video interview, take a second to ensure they have concluded speaking in case there is lag time. In all interviews, it is acceptable to take a few seconds to think about your response and formulate an appropriate response.

Express Qualifications and Interest

Know at least three solid reasons why you are an outstanding candidate and subtly work them into your responses. Assuming the job/organization interests you, take time near the end of the interview to express that interest. Unless you say you like the job/organization, the employer has no way of knowing this.

Don't Monopolize the Conversation

Remember that the interview is a two-way conversation and although you are the interviewee, you should not monopolize the discussion. While interviewers usually want more than a simple "yes" or "no" response to a question, avoid long responses more than 60-90 seconds. A 30-second response is appropriate for most answers. Make your answers accurate, brief and as interesting as possible.

Be Positive

An interview is not the place to criticize your school, past employers or professors. An optimist is more useful in an organization than a pessimist. If you can be enthusiastic about past experiences, you are likely to be positive about future employers.

Ask Questions and Close Them

Reflect your continued interest in the organization and the job by asking well thought out questions that demonstrate you have researched the organization. The opportunity to ask questions is typically at the end of the interview session. Some questions you may consider asking include:

- How would you describe an average day on the job?
- What is the history of this position?
- What aspects of the job would you like to see improved?
- What are the key challenges facing the person in this position?
- Is there room for professional growth and upward mobility?
- How would you describe the ideal candidate?
- When, how and by whom would I be evaluated? What are the performance criteria?
- What are you most proud of about your organization?
- What is the next step in the hiring process? What does your timeline look like and when can I expect a decision?



INTERVIEWS

QUESTIONS TO ASK TO ASSESS AN ORGANIZATION'S COMMITMENT TO DIVERSITY

As you become more engaged in racial justice and social impact, you may become increasingly conscious of diversity, equity, and inclusion (DEI) during your job search activities. You may want to know if a potential employer values DEI.

You can assess an organization's commitment to DEI, in part, by asking potential employers questions that can help you to differentiate between organizations that have taken performative steps in this area and others that are truly committed to advancing DEI and have made progress.

- How does your organization define diversity? What lenses of diversity has your organization made a direct commitment toward?
- Does your organization have a chief diversity officer (CDO) or a designated leader to drive DEI and engage internal and external stakeholders?
- What social causes does your organization support?
- Does your organization actively support diverse suppliers, contractors, and small businesses?
- Has your organization made any formal commitments in support of racial equity?
- How does your organization center diversity, equity, inclusion, and belonging?
- Does your organization offer any formal employee training around biases, anti-racism, or general DEI?
- How has your organization prioritized executive accountability toward DEI advancement?
- Does your organization have any affinity groups or committees to support diverse populations? If so, how do these groups contribute to the culture of the organization?
- Does your organization complete annual compensation equity analysis?
- What resources has your organization provided to its employees in support of racial injustices?



THANK YOU NOTES

AFTER YOUR INTERVIEW

Send Thank You Notes

Distinguish yourself as a candidate by taking the time to send a personalized thank you note. They should be short and sent within 24 to 48 hours after the interview; email is appropriate. Send a thank you to everyone you interview with; if more than three people are on the interview panel, it is acceptable to send the thank you to the individual that arranged the interview. Thank the employer for the interview and reaffirm your interest in the position. Remind the employer of one or two of your key qualifications that make you an ideal candidate, or mention pertinent information you forgot to discuss in your interview.

Date sending letter

Dear Mr. Ewalt,

Thank you for providing the opportunity to interview for the position of Research Cell Biologist. It was a pleasure to have met you and the information you shared about Colgate Research and Development was invaluable. I am extremely interested in this position and firmly believe that I am a sound fit for your organization.

As we discussed, my academic background, internship with The Johnson Center for Cancer Research and career interests are highly compatible with the qualities you seek in your employees. You may also be interested to know that I was recently selected as the Intern of the Year by The Johnson Center and will be honored at the organization's Internship Appreciation Night. I am confident that I can bring this solid work ethic to your company.

I look forward to hearing from you in the near future. Please contact me at 585-555-1212 or by email at jsmith@yahoo.com for any additional information you may desire. Your continued interest in my candidacy will be greatly appreciated.

Sincerely,
Jennifer Smith

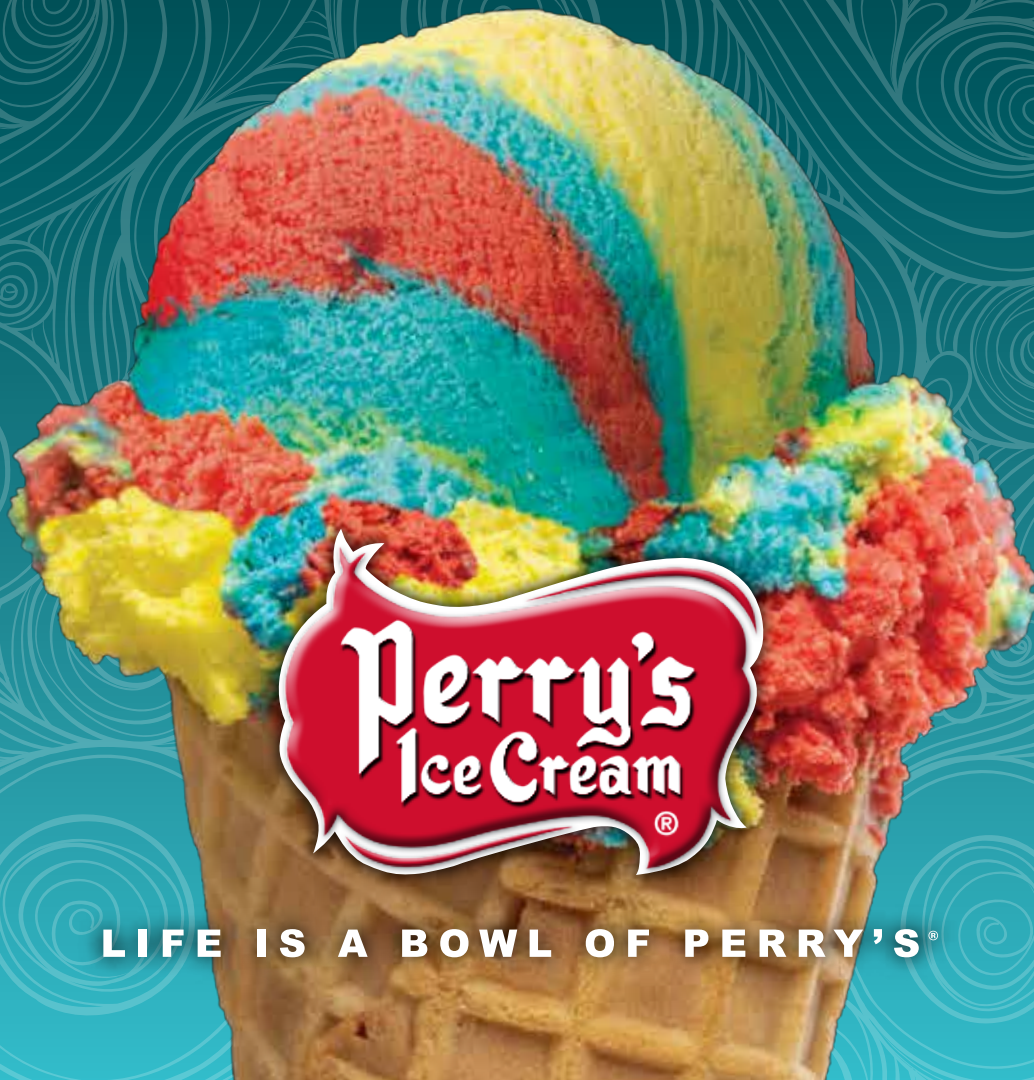
Follow Up

The interviewers likely will have a timeline in mind of when they will be moving on to their next step in the process, whether it is another interview or a final decision for a job offer. If the specified timeline has approached or passed, follow up with the hiring manager or HR representative who has been coordinating the interview process to check in on the status.

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BEHAVIORAL INTERVIEWING TECHNIQUES

BEHAVIORAL INTERVIEWING

- Based on the premise that the best predictor of future performance is past performance
- A style of interviewing more companies and organizations are using in their hiring process
- Before the interview, prepare a list of stories that actually show you solving problems, managing or leading, handling conflict/diversity, working as a team member, and other situations that show your ability to meet day-to-day work-related challenges
- In the interview, your response needs to be specific and detailed
- Cite a particular situation that relates to the question, not a general one
- Briefly state the situation, what you did specifically, and the positive result or outcome
- Frame it in a four-step process:
1. situation 2. action 3. result/outcome 4. lesson learned
- Always listen carefully to the question, ask for clarification if necessary, and answer the question completely
- Demonstration of the desired behaviors may be proven in many ways. Use examples from past internships, classes, activities, team involvement, community service, and work experience

FOR EXAMPLE

Q. Have you ever had to ask somebody to do something that you knew they did not want to do?

A. I have, let me give you an example: As the secretary treasurer of Beta Alpha Psi, I had a deadline for the club's financial report and I needed statements from the club committee chairs. I knew that none had done their statements yet. But I explained to them that if we filed our report in a timely fashion, it would enable us to get funding for other things we wanted to do. Then, they followed through on their responsibilities. What I learned from this was if you explain to people what they can gain by following through with a task, then they are more willing to do it.

BEHAVIORAL INTERVIEW QUESTIONS

- Describe a situation in which you were able to help out a peer or co-worker
- Have you ever had any difficulty getting along with co-workers? How did you handle the situation?
- How have you determined what constitutes a top priority in your schedule? Give an example
- Has your time schedule ever been upset by unforeseen circumstances? What did you do then? Give me an example
- Give me an example of a time you used good judgment and logic in solving a problem
- Tell me about a time when you had to use your written communication skills to get an important point across
- Describe a time on any job when you were faced with problems that tested your coping skills
- Give me a specific occasion when you conformed to a policy with which you did not agree
- Describe the most significant or creative presentation that you have had to complete
- Tell me about a time when you had to go above and beyond the call of duty to get a job done



INTERVIEW QUESTIONS EMPLOYERS MAY ASK

Tell me a little bit about yourself.

Focus on attributes of yourself that the interviewer does not already know by reading your resume. This is an open-ended question generally used to help “break the ice.”

Why are you interested in working for this organization?

The key here is to let the employer know that you have done your homework. Be specific and state how what you have learned about the organization through your research relates to your career goals.

Why have you chosen this particular field?

Give specific reasons as to why you chose this area.

Describe your best/worst boss?

Be positive when describing both examples. Be careful not to “roast” your past employer. Focus on what you learned from the experience.

What are your major strengths/weaknesses?

Always provide a concrete example as to why something is your strength. As for a weakness, be sure it is something that enables you to explain how you have been working to improve it.

Give me an example of a problem you encountered either in school or at work, and explain how you solved it.

Be logical. Explain the situation, what actions you took to resolve the situation, and what the outcome was.

Where do you see yourself in three years?

Tell the interviewer that you hope to be with the company in a capacity that you can make the greatest contribution, based on skills and experiences you have gained.

Describe an experience in which you worked as a part of a team.

Working as part of a team and leading a team are very desirable attributes. Provide specific positive examples of both situations.

What was the last book you read?

The purpose of this question is to see if you remain current in your field or read for self-improvement.

Do you have any questions for me?

The worst answer to this question is “No.” Always ask questions that relate to your research.

INTERVIEW QUESTIONS YOU CAN ASK THE INTERVIEWER

- Would you describe an average day on the job?
- What is the history of this position. Why is it vacant?
- What aspects of the job would you like to see improved?
- What are the key challenges facing the person in this position?
- Is there room for professional growth and upward mobility?
- How would you describe the ideal candidate?
- When, how, and by whom would I be evaluated? What are the performance criteria?
- What are you most proud of about your organization?
- What is the next step in the hiring process? When can I expect a decision?





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LEARN AS YOU GROW



EVALUATING YOUR JOB OFFER

The ultimate goal of every employment interview is to receive an offer. Many factors will affect a job seeker's decision to accept or reject an offer. Review the items listed below and rank them in importance as you decide what you want in your next position.

IS THE JOB RIGHT FOR YOU?

- **Authority and responsibility:** How much control will the company give me to get the job done?
- **Compensation package:** Consider the entire compensation — salary, bonus, insurance, stock options, retirement — not just your pay check. Use NACELink as a guide to review salaries
- **Location:** What is the commuting time? In what part of the country is the job located?
- **Independence:** How much will I be supervised?
- **Team orientation:** Is it a team atmosphere in which people work closely together?
- **Type of industry:** Is the company or organization in a growth industry?
- **Professional growth:** Does the company offer in-house training programs and compensate continuing education?
- **Travel:** How much time will I be on the road?
- **Work tasks:** Will I be responsible for a variety?
- **Work hours:** How many hours per week will I work?
- **Supervisor:** Can I learn from him or her? What is the management style?
- **Work environment:** What are the physical facilities like and what is the prevailing attitude of co-workers?
- **Personalities:** Does my personality fit in with most of the personalities of the people in the department/office/firm?
- **Physical labor or mental work:** Will I be using my mind or doing things physically?
- **Relocation:** Deciding to relocate is a difficult decision. Refer to sites such as homefair.com for a relocation calculator

ETHICAL CONSIDERATIONS FOR JOB SEEKERS

The following list of recommended practices is intended to provide a job seeker with framework for professional behavior.

- Interview only when you sincerely are interested in a position. Do not interview for practice
- Provide accurate information about your qualifications and academic or employment history on your resume or any employment application
- Notify a recruiter well in advance if you must postpone or cancel an interview appointment
- Request extensions from employers if you need more time to consider an offer
- Notify an employer that you are accepting or rejecting an offer as soon as you make your decision and no later than the arranged date. Respond to every offer, whether you accept or reject it
- Honor your acceptance of the offer as a professional agreement with the employer. Do not accept an offer unless you really want the position



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01

Apply where you have the advantage

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02

Recruiters want to talk to you

Employers on Handshake message students with event invites, interview requests, and new job opportunities. Last year, recruiters sent more than 16 million messages to students.

03

No experience required

The jobs on Handshake are meant for students like you, so you can get the work experience you need.

04

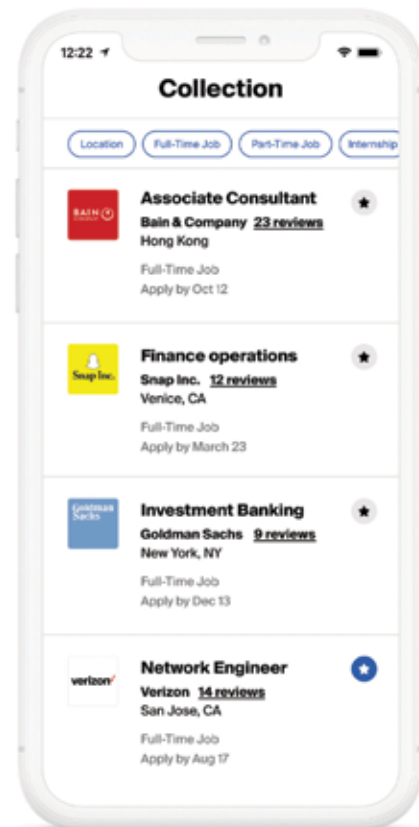
Find the right job for you

When you fill out your profile, we'll show you jobs and internships that match your interests and skills. You may even discover a new career path.

05

The companies you want to work for

All of the top employers are recruiting students on Handshake, including Fortune 500, startups, nonprofits and more.



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Strategic Management



Bob Ingrasci
2008
B.B.A., Accounting



Alex Intihar
2017 MBA, Accounting
B.B.A., Accounting & Finance



Johnathon Miles
2012 MBA, Accounting & Finance
B.S., Accounting



Brooke McNamara
2021
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Olivia Mitchell
2022
B.A., Accounting



Peter Mrazik
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B.B.A., Accounting



Cory Van Deusen
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Kelsey Weigel
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