

# R·I·T

OFFICE OF CAREER SERVICES  
AND COOPERATIVE EDUCATION

## HSTA Career Presentation: Resumes, Cover Letters, Personal Statement

Kris Stehler

Office of Career Services & Co-op

[www.rit.edu/careerservices](http://www.rit.edu/careerservices)



# Who We Are – Office of Career Services & Co-op



- Office Location & Hours – Bausch & Lomb Center, first floor
- Goal: to prepare you for co-op, intern & full-time job search success
- Services
  - Individual advising
  - Drop-in hours
  - Resume reviews
  - Mock Interviews
  - Employer networking
  - Grad school advising
  - Vault Career Guides
  - Career Fairs
  - On-Campus Interviews
  - Web site – Handshake
  - Job search strategies
  - Other Student Programming
  - Work abroad
  - ..and more!

## Find us on social media



<http://www.facebook.com/RITCareerServices>



<http://feeds.feedburner.com/RITCareerMatters>



<https://twitter.com/RITcareers>



<http://www.youtube.com/user/RITCoopCareer>



<http://www.linkedin.com>

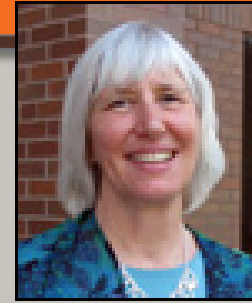
Join RIT Career Services Group

# Career Services Coordinator

- Kris Stehler, [kwsoc@rit.edu](mailto:kwsoc@rit.edu), 475-5468
- My role: I help with any aspect of your job search:
  - Present workshops & co-op orientation
  - Individual counseling/advisement
  - Review resumes, cover letters, LinkedIn profile, Handshake profile
  - Job search strategy development
  - Resources for your job search
  - Interviewing techniques, mock interviews
  - Connect with companies to develop and list jobs



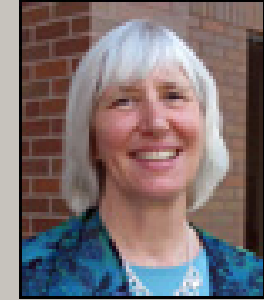
# Career Counseling



**Career Counseling is an excellent way to address issues such as:**

- What are my talents?
- What do I love to do?
- What careers match my interests?
- Which major is best for me?
- What can I do with my major?
- How can I make a difference in the world?
- What about graduate school?

# Graduate School Advising



- Extensive resources on our Website - <https://www.rit.edu/emcs/oce/student/grad-school-information>
- Individual Advising - Carolyn DeHORITY, Assistant Director for Career Counseling and Graduate School Advisor
- Graduate School Application & Selection Information Sessions held each spring

# Resources for Career Exploration

- O\*Net – [www.onetonline.org](http://www.onetonline.org)
- Occupational Outlook Handbook – [www.bls.gov/oco/](http://www.bls.gov/oco/)
- LinkedIn – search for alumni from your major; see where they work and what their titles are
  - Search jobs by keywords
  - Join groups for your targeted field or industry
- Professional associations
- Web resources – by field



# What's Your Story?

- Knowledge
- Skills – relevant & other
- Experience
- Targeted to field
- Review job descriptions – make a match
- Consistent through all marketing materials





# Marketing Materials

- Resume
- Cover letter
- Micro Pitch for networking situations
- Social media
- Interviews
- Personal Statements

# Resume



- One page
- Concise summary of your skills & qualifications – what you have to offer an employer
- Focuses on academics, skills, projects, experience, interests, activities
- **Emphasize what sets you apart from other students – makes you unique**
- Used as a screening mechanism by employers
- Goal: to gain an interview!

# Resume Format

- Reverse Chronological
- Education and work experience information is presented in descending order, with the most recent experience listed first
- Most appropriate for typical student or new graduate
- Typically one page

# Resume Tips & Guidelines

- No “I” statements (narrative)
- Do not include high school information or activities unless significant (Eagle Scout, Habitat for Humanity, Robotics)
- Do not include personal information (gender, age, photo)
- Resume should be concise, neat, well organized
- Spelling & grammar *PERFECT!*
- Don't overcrowd – make attractive to reader
- Proofread & have your resume critiqued
- References (separate sheet: name, title, company, phone & e-mail)

# Contact Information & Objective

- Current phone number and email
  - Address not necessary, unless you're looking in specific geographic location
- Add your LinkedIn address
- Objective – Concise, current availability

**Sam Student**

(585) 999-9999

[sam1234@rit.edu](mailto:sam1234@rit.edu)

[www.linkedin.com/in/samstudent](http://www.linkedin.com/in/samstudent)

To obtain a cooperative education position as a lab tech. Available August - December 20XX.

**OBJECTIVE**

# Education

- List all colleges (RIT first), as below
- List GPA if over 3.0 (if it's not, discuss with Kris)
- Related courses? Optional
- No high school information

## EDUCATION

**ROCHESTER INSTITUTE OF TECHNOLOGY**, Rochester, NY  
Bachelor of Science in Dietetics and Nutrition, expected May 20XX  
GPA 3.6    Dean's List: Fall 20XX, Spring 20XX

**MONROE COMMUNITY COLLEGE**, Rochester, NY  
Associate in Applied Science, May 20xx  
GPA 3.8  
Vice President, Student Council, 20xx

# Skills

- List all skills, in subcategories
- Use the right buzzwords for your industry – based on research, job descriptions
- Can include non technical skills also (other)
- You'll add to this list as you go through courses
- Skills gained from courses, any work experiences, volunteer and civic experience, club/organization involvement

**SKILLS:** Experience working in chemistry-based and group-oriented wet lab  
Able to perform techniques native to organic chemistry lab, including recrystallization, distillation, and thin-layer chromatography  
Skilled in using different types of spectroscopy, including NMR, IR and EPR

**Other:** Ability to handle many responsibilities and desire to learn necessary skills  
Work effectively and efficiently with co-workers  
Excellent oral and written communication skills

# Certifications

- List all certifications to demonstrate current expertise with key areas for field

**Certifications:**      **ServSafe, November 20xx**  
**AllerTrain, January 20xx**  
**CITI, September 20xx**  
**Other?**



# Projects/Labs/Research

- Add projects to show how you use your skills and course knowledge in a team setting
- Add any research experiences you've participated in
- Add papers or presentations
- Emphasize team leader roles

## PROJECTS/LABS:

### **Undergraduate Research - Rochester Institute of Technology (Spring 20xx-Spring 20xx)**

Research Advisor: Professor Christina Goudreau

Project title: Studies Towards the Synthesis of Difluorometric and Monoflourometric Probe

Research: Synthesis of an amphipathic difluorometric probe linking both a dansyl and coumarin component with a hydrocarbon chain. Also synthesized monoflourometric probes using either dansyl or coumarin with hydrocarbon chains ranging from five carbons to twelve carbon chains in length.

**Simulate Sustaining Life on Mars;** Science Exploration: Class Project, Director of Research: Dr. Roger Dube, PhD; Fall/Spring 2018; presented at ImagineRIT 2018

# Work Experience

- Include relevant and non-major related jobs
  - All work provides skills you can transfer into other jobs
- Use action verbs to describe your responsibilities
- Emphasize accomplishments, not just day-to-day tasks

## EXPERIENCE

### ROCHESTER INSTITUTE OF TECHNOLOGY

Rochester, NY

Student research assistant to Dr. Michael Coleman (Fall 20xx). Created various chemicals, learned how to conduct an NMR, used knowledge in chemistry to determine exactly how much of each substance was required for numerous compounds.

### OFFICE OF SPECIAL SERVICES

September 20XX- Present

Tutor/Notetaker

Tutor students, set up tutoring sessions with students, and keep weekly progress records. Also responsible for taking notes for learning disabled students.

### GRACIE'S

September 20XX - January 20XX

Customer Service Representative

Responsible for the freshness and distribution of meals, and maintaining a clean eating environment.

# Activities and Interests

- Add activities, interests, volunteer experiences, hobbies, to demonstrate you're a well-rounded person
- Emphasize leadership and teamwork
- Further demonstrate your passion for your field

## ACTIVITIES

Black Awareness Coordinating Committee @RIT - Social Director 20XX-20XX,  
Minister of Information, Fall Quarter 20XX  
Women in Science – Vice President 20XX - Present  
Residence Halls Advisor - Fall 20XX  
Fowl Play - President

# Memberships

- Add professional memberships – further demonstrate your dedication to your field

**Memberships:**

**Student Dietetic Association, RIT Member**  
**American Dietetic Association**  
**Genesee Dietetic Association**

**20xx – Present**  
**20xx – Present**  
**20xx – Present**

# References

- References available upon request (optional statement at end of resume)
- References are listed on a sheet separate from your resume! (Include your name and contact information at the top of your reference list)
- Provide about 3 references who can speak positively on your behalf
- Good references are:
  - Current/prior supervisors, professors, advisers
- No family/friends!

# Emailing Your Resume

- Use your RIT email account
- Name your resume file “Last Name\_First Name Resume”
- Treat any email correspondence with employers formally
- Try to address to a specific contact person



# The Cover Letter

- Introduces you and your resume
- Promotes your qualifications to employer
- Captures employer's attention & stimulates interest
- Provides example of writing ability
- Two types:
  - Letter of application (advertised position)
  - Letter of inquiry (unsolicited to targeted companies)



# Keys to Effective Cover Letters

- Research organization & job to understand firm's needs & priorities
- Demonstrate your fit with company (it's all about what YOU can do for THEM)
- Address and send letter to a specific person or person's job title (i.e. Dear University Relations Coordinator or Dear Hiring Manager)
- Define your selling points:
  - What sets you apart from competition?
  - What are your relevant strengths?
    - Support strengths with solid examples from past experiences (create stories or sound bites)
  - DO NOT repeat your resume
- Remember, it's all about what you can do for the company, not what they can do for you



# Cover Letter Writing

- First paragraph:
  - Introduction – state your purpose and grab attention
- Second (and third) paragraphs:
  - The “hook” – sell yourself!
  - Define strengths, use detailed examples that make the company understand what makes you the best candidate – match your skills to the company’s needs (based on job description & company research)
- Final paragraph
  - Action oriented; define next steps, indicate you are interested in an interview and will follow up, provide contact information and thank reader

# Emailing Your Resume & Cover Letter

- E-mail your resume to yourself as a test, before e-mailing to employers
- Include your resume as an attachment, and also put a plain text version at the end of the email, in case the attachment won't open
- Always include a short cover letter as part of your e-mail message text
- Treat any e-mail correspondence with employers formally
- Try to address to a specific contact person

# Personal Essay/Statement

- An introduction of you to the admissions committee
- Demonstrates your writing ability and shows “how you think”
- Promotes your candidacy for the program by highlighting your accomplishments
- Distinguishes you from other applicants
- Describes your education and career goals
- Expresses your interest in the program – tailor to each program

# Personal Essay/Statement cont'd

- How your skills and interests match with the program
- Be yourself – tell about your interests, passion, dedication
- Mention a contact at prospective college or someone you'd like to work with
- What will make you successful in this field?
- Write an interesting opening to your essay
- Make sure you answer the questions being asked on the application & follow directions regarding word limits
- Have people read your draft before you submit

# Other Marketing Materials

- Portfolio
  - Anything that supports your skills & qualifications
    - Papers, research projects, volunteer project
- LinkedIn profile
  - Complete profile, keywords, join groups, get recommendations
- Handshake profile
  - Complete profile, keywords, search companies
- Micro Pitch
  - Use to introduce yourself, highlight your value, skills, qualification
- Interviewing skills
  - Prepare, practice

# Assistance

- Kris Stehler, Career Services & Co-op Office
  - [kwsoce@rit.edu](mailto:kwsoce@rit.edu), 475-5468
  - Resume review
  - Job search assistance
    - Resources, strategy
- [www.rit.edu/careerservices](http://www.rit.edu/careerservices)