

THE BRIDGE

Connecting Pitt-Greensburg students with career advice & opportunities

As juniors and seniors, you may be at very different places in your job search—networking and making contacts, identifying businesses or organizations to apply to, sending out resumes, interviewing, or doing internships to gain experience. We hope to assist you with this process by sending out this new newsletter filled with tips and strategies to help you along the way. We want to make this newsletter helpful to you, so please send us feedback on what you would like to see included.



Resume Writing—Identifying Your Skills

EXERCISE: Identify Your Skills & Achievements

Think of a situation where you set a goal and then worked to successfully accomplish it. This could be related to work, but doesn't have to be. It could be an example from experiences such as leadership in an organization or community service. Next write down all the associated duties and activities. Include any challenges you faced, what you did step by step, what you accomplished as a result of your efforts, and any measures which prove your achievements. After your list is complete, analyze this experience to identify the types of skills that you used to accomplish your goal.

PRACTICE: Incorporate Your Skills Into Your Resume

- Start with an action word
- Include enough detail to convey your contribution
- Quantify your accomplishments where possible
- Aim for 3-5 key points for each position
- Use implied pronouns
- Be specific and avoid generalization

In This Edition

- Resume Writing: Identifying Your Skills Exercise (page 1)
- Get The Most Out of An Internship (page 2)
- Networking: Where do I start? Who do I contact? (page 3)
- The Thank You Letter—Is it really necessary? (page 3)
- Web Resources (page 3)
- Know What to Expect In An Interview? (page 3)

GET THE MOST OUT OF AN INTERNSHIP

MINICHART PREPARED BY THE CAREER OPPORTUNITIES NEWS.
FERGUSON, AN IMPRINT OF FACTS ON FILE, INC.

As many as half the students in some colleges participate in one or more internships prior to graduation. Having been involved in the workforce can help when you look for a career job as employers like job candidates with practical experience. Careful planning can help you get the most out of an internship. Here are some tips that can help.

Pick the Right Organization

Don't jump at the first opportunity that comes along. The best strategy is to look for an internship in a good organization—the kind you'd like to eventually work for.

Look for Useful Work Experience

Evaluate internship opportunities in terms of the work experience they offer. Thousands of interns get stuck doing routine clerical or mechanical operations. You should strive for assignments that not only will provide useful job experience but also allow your performance to be evaluated. You must choose between an internship that pays and one that offers great experience.

Get Advice from Others

If there is an internship coordinator at your school, explain what you want and ask for advice. If possible, talk with current or former interns at organizations that interest you.

Follow an Organization's Personnel Policies

Most employers have written guidelines to guide their employees—and you should follow them as well. One frequent taboo deals with intra-office dating: don't treat the workplace as a social scene. However, you may communicate freely, particularly with fellow interns. And you may make great contacts via lunches with fellow employees, participation on office-sponsored teams, etc.

Try to Locate a Mentor

You may not work long enough in an organization to develop a close relationship with a superior officer. However, if someone in a position of authority gets to know you and your work, this may return big dividends in the long run.

Keep Track of What You Did

Did you work on a project, draft a non-confidential report, or execute some other project? If so keep a copy of any written materials in your personal files. They may come in handy when you apply for a permanent position.

Try and Stand Out

Your career may be aided if you become known, by the quality of your work, by your enthusiasm for your job, or through some other distinguishing characteristic. For example, you might dress well, more like a successful career employee, than a casual intern.



Networking...

Where do I start? Who do I contact?

When thinking about networking, anyone that you know might be a potential contact for your future career.

Think about these people:

- Faculty
- Advisors
- Professional Organizations
- Career Services
- Chamber of Commerce
- Family
- Friends
- Neighbors



THE THANK YOU LETTER

Is it really necessary?

The answer is **YES!** Stand apart from many who do not send a thank-you letter following the interview. It will keep your name in the employer's mind and show your interest.

Following an interview, it is customary to send a follow-up thank-you letter to the interviewers. The letter/card can be typed or hand-written, but the letter should be written between 1-3 days after the interview. Below is a suggested format.

- Express your gratitude for the meeting and state the position you interviewed for.
- Reiterate your interest and why you would be an excellent candidate for the position. At this time you can also state your contact information, should they have any questions or require additional information.
- Use the salutation, **Thank you** or **Sincerely**, with a hand-written signature.

University of Pittsburgh Web Resources

UPG JobNet	Your Place for Career Opportunities & Events Pitt-Greensburg's Job Posting System http://www.upgjobnet.org/ (Software by NACElink Symplicity)
FUTURE LINKS (Oakland's database)	Oakland's Database http://www.careers.pitt.edu/about/FutureLinks.php Or go through the PITT Portal (www.my.pitt.edu) and select Career Services under My Communities to view this and other helpful websites.

KNOW WHAT TO EXPECT IN AN INTERVIEW?

Interview questions are often individualized and geared toward the particular position. Just as resumes are personally tailored to your experience, interview questions may be customized by the employer. It is often difficult to know what to expect, therefore it is best to be prepared for various types of questions. Below are some commonly asked questions to help you prepare.

- Tell me a little about yourself.
- What lead you to choose your major?
- Tell me about a time when you had to handle a difficult situation and how you dealt with it.
- Tell me about a time when you disagreed with a coworker and how you handled it.
- Discuss a time when you had to complete a project and what steps you took to complete it.
- What is your greatest strength and greatest weakness?
- What are 3 qualities that you believe are essential to the position?
- How do you typically handle stress?
- Where do you see yourself in 5 years? In 10 years?
- Why do you feel you are qualified for the position?

Check out Speed Interviewing

November
Pitt-Greensburg



Contact Career Services to register!