ACADEMIC YEAR OFFICE HOURS

<table>
<thead>
<tr>
<th></th>
<th>Office Hours</th>
<th>Walk-In Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30 a.m. – 7:00 p.m.</td>
<td>1:00 – 3:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 a.m. – 7:00 p.m.</td>
<td>1:00 – 3:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:30 a.m. – 7:00 p.m.</td>
<td>9:00 – 4:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:30 a.m. – 4:30 p.m.</td>
<td>1:00 – 3:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m. – 4:30 p.m.</td>
<td>1:00 - 3:00 p.m.</td>
</tr>
</tbody>
</table>

Appointments are typically one hour and allow you to meet with a Career Advisor to discuss a topic of your choice. Walk-ins are another option to meet with a Career Advisor for a quick (10 min) meeting.

SCHEDULING APPOINTMENTS

To meet with a Career Services staff member, please make an appointment through Career Connection, our online appointment request form, or call the office at 508-565-1325.

THIS WEEK IN CAREER SERVICES

Pay attention to your email! We try to consolidate our messages to make it easier for you to keep track of our programs and workshops. Emails are sent every Sunday evening which will outline the following week’s events and preview the next week’s, as well.

Don’t miss out!

Email: careerservices@stonehill.edu | Live Chat: Stonehill.edu/careerservices
Facebook: facebook.com/stonehillOCS | Pinterest: pinterest.com/stonehillocs
Twitter: twitter.com/HireStonehill | YouTube: Stonehill College

Connect with us on social media to:
- Discover hot job and internship opportunities
- Connect with our employer partners
- Find interview preparation tips and wardrobe do’s and don’ts
- Read the latest industry tips and articles
- Stay informed about upcoming events
- Participate in contests and win prizes
Table of Contents

POST GRADUATE DEVELOPMENT PLAN: THINK, ACT, LEAD ...................................................... 3
USING CAREER CONNECTION ........................................................................................................ 4
RÉSUMÉS ......................................................................................................................................... 5
CURRICULUM VITAE .......................................................................................................................... 9
COVER LETTERS ............................................................................................................................... 11
INTERNSHIPS .................................................................................................................................. 15
THE #HIRESTONEHILL PROGRAM .................................................................................................. 17
INTERVIEWING ................................................................................................................................. 18
NETWORKING .................................................................................................................................... 20
MENTOR DATABASE ......................................................................................................................... 23
NEGOTIATING A JOB OFFER ............................................................................................................ 24
POST GRADUATE SERVICE .............................................................................................................. 25
STONEHILL SERVICE CORPS .......................................................................................................... 26
GRADUATE/PROFESSIONAL SCHOOL .............................................................................................. 27
POST GRADUATE EMPLOYMENT STRATEGY .................................................................................. 28
POST GRADUATE DEVELOPMENT PLAN: THINK, ACT, LEAD

Notice this is not a four-year plan or even a four-stage plan. Students take steps towards their post-graduate development at different paces. This plan is designed to help you move forward no matter when you start. The yearly goals and plan outlined here will help you take intentional steps toward being a strong candidate for whatever your post-graduate focus may be. You will be able to articulate what your strengths and skills are as they relate to that focus.

<table>
<thead>
<tr>
<th>THINK</th>
<th>ACT</th>
<th>LEAD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Explore and Connect</strong></td>
<td><strong>Plan and Pursue</strong></td>
<td><strong>Achieve &amp; Launch</strong></td>
</tr>
<tr>
<td>___ Take the Strong Interest Inventory and have it interpreted</td>
<td>___ Attend the Sophomore Planning or Senior Transitions conference</td>
<td>___ Begin identifying experiences you will use to answer interview questions</td>
</tr>
<tr>
<td>___ Begin evaluating your interests, skills and talents</td>
<td>___ Attend a résumé workshop</td>
<td>___ Complete a mandatory #HireStonehill Certification and apply for on-campus interviews in Career Connection</td>
</tr>
<tr>
<td>___ Attend industry-specific Career Lunches and Panels</td>
<td>___ Draft a résumé, have it reviewed by a Career Advisor, and upload it to Career Connection</td>
<td>___ Formulate a concise and effective “elevator pitch” to answer the question “So, tell me about yourself”</td>
</tr>
<tr>
<td>___ Pursue collegiate activities and organizations - get involved!</td>
<td>___ Revise 4-year plan</td>
<td>___ Practice articulating who you are, what you want, and why you are qualified</td>
</tr>
<tr>
<td>___ Draft a 4-year plan</td>
<td>___ Keep track of your major class projects and presentations</td>
<td>___ Attend the Post Graduate Service Fair to explore service opportunities</td>
</tr>
<tr>
<td>___ Complete the FOCUS II Assessment</td>
<td>___ Use your résumé to catalog any impact you make on campus clubs, in class, or at a job</td>
<td>___ Attend the Spring Career Expo to explore internship or job opportunities</td>
</tr>
<tr>
<td>___ Conduct informational interviews with career mentors in a field you are interested in</td>
<td>___ Participate in internships, research, student teaching or other experiential opportunities</td>
<td>___ Apply to post-graduate service, graduate school and/or employment opportunities</td>
</tr>
</tbody>
</table>

**Goal:** Begin to utilize the Office of Career Services (meet with an advisor, attend workshops, etc.) and upload a resume to Career Connection.

**Goal:** Meet with a Career Advisor, one on one, during a walk-in or scheduled appointment to define/update your personal post grad plans.

**Goal:** Upload your primary plan, back-up plan, and potential area of focus to your profile so you can be contacted with relevant opportunities.
Career Connection is a database that contains hundreds of job, internship and service opportunities and is only available to Stonehill students and alumni. It contains opportunities for ALL MAJORS and it should be an important resource for you as you search for opportunities both before and after graduation.

GETTING STARTED
Access the following website: https://www.myinterface.com/stonehill/student (Internet Explorer is recommended)

Current Students and alumni after 2005 – You already have an account set up! Your username is your Stonehill ID number and your password is “stonehill” unless you have changed it

Alumni before 2005 - Registration: If you have not already created an account, click on “ALUMNI - Click here to Register!” and follow the directions on that page.

Don’t forget to upload your résumé and cover letter into the system. It is the most convenient place to store them. You can upload multiple versions of each depending on the types of opportunities you seek.

SEARCHING FOR OPPORTUNITIES
- Put your cursor over Jobs/Internships and select Job Search
- Enter in a ‘keyword’ and select a ‘position type’ and click the Search button, OR click on Advanced Search to further narrow your criteria, OR just click the “Search” button - without entering any search criteria - to view all current jobs.
- Click on the Job ID to see the specifics of the position and application instructions
- You can save your search and choose to be emailed about new jobs by clicking on ‘Save Search”

Helpful Tips
- Not sure what you want to do? Open all active internships and browse descriptions
- Save positions to "My Favorites" so that you will be able to find them easily next time you log in
- Choose one job function at a time to allow the most results for each area
- Don’t be too specific in your search
- Make sure your résumé and any necessary documents (cover letter(s), unofficial transcript, etc.) are uploaded into Career Connection before you begin applying

APPLYING FOR #HireStonehill OPPORTUNITIES
These opportunities will require you to submit your application information through Career Connection before a set deadline. Selected students will either interview on-campus at Stonehill or at the employer’s office location. Make sure to check the application instructions for more details.

Did you know?
88% students who apply for a #HireStonehill position get an interview!

NOTE: To be eligible to apply for #HireStonehill positions you must first have your résumé approved by a member of the Career Services team and also must complete a #HireStonehill Certification.
Spending a great deal of time reading someone’s résumé is not the top priority of any recruiting department or admissions office, so you need to make an impact in less than 10 seconds!

What are people looking for when they quickly read your résumé? They want to know where you went to college, if you have a strong GPA, if you have had relevant jobs and/or internships, are involved in activities, and have demonstrated a strong work ethic and leadership.

TIPS FOR WRITING YOUR RÉSUMÉ

Format is Important:
- Use a standard font (such as Times, Arial, Calibri) and size (10-12 pts.).
- Do not use a template. They all look the same and are difficult to modify.
- Keep the margins consistent. 0.5” or 1.0” inch margins are standard.
- Keep your résumé to one page. Professionals who have been working for many years may find it necessary to use two pages, but there are very few exceptions for undergraduates.
- Convert your résumé to a PDF (unless another format is requested). This ensures all formatting is preserved from one electronic platform to the next.

- **Start from Scratch:** You need to tailor your résumé to your experiences and the positions to which you are applying.
- **Professionalism:** Be sure that your email address is professional and appropriate. Similarly, the phone number you are including must have a professional voicemail.
- **Bullet Points:** The content of your bullet points should usually speak to what you accomplished rather than what you did. For example, change “Stocked Shelves” to “Designed clothing displays in store that attracted more than 1,000 customers daily.”
- **Use Action Verbs:** Each bullet point should start with an active, descriptive, verb. For a complete list of action verbs see our website.
- **Quantify:** Great résumés are infused with quantifiable facts, numbers and figures. Highlight your accomplishments.
- **Mistakes:** If you have spelling or grammatical errors, your résumé will immediately be put into the “no pile.” Proofread for spelling and grammatical errors (try reading it out loud to catch more errors) and always have it reviewed by several people before sending it out.
- **A Note about References:** Do not list your references on the résumé. You can attach a separate list with names, titles and contact information and provide it when asked. Be sure to ASK IN ADVANCE if someone will be a reference for you, notify them if you anticipate they will be contacted, and thank them afterward.

Are you preparing your first résumé or want more samples? Visit http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/resumes/ for:
- http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/resumes/
- Helpful action verb list
- Many résumé samples for different majors and focuses including teaching, post-graduate service, technical jobs and more!
### RÉSUMÉ CONTENTS

*Use this information for guidelines only. The layout and content of your résumé should be unique.*

#### Contact Information
- **Name** – use your full name as seen on academic records; if you go by a middle name or nickname be sure to include it in parentheses.
- **Address** – can be either home or college, choose whichever is closest to the opportunity for which you are applying.
- **Phone number** – make sure your voice message is professional; consider providing only your cell phone number so you alone can screen and respond to incoming calls.
- **Email address** – this should also be professional (a Stonehill email or a web-based address with your name works well).

#### Education
- The name and location of any college(s) you have attended, including study abroad.
- The full name of the degree you are pursuing and your anticipated graduation date.
- Your major(s) and/or minor.
- Your GPA (only if over a 3.0).
- Honors, societies, and academic awards (such as Dean’s List).
- Relevant college coursework and projects, if there is room (Remember - 1 page).

#### Experience

*Consider the interest of the reader when presenting your experiences*
- Separate your experiences by relevant headings such as: “Work,” “Professional,” “Internship,” “Research,” “Leadership,” “International” or “Teaching” Experience.
- Consider starting with a “Relevant,” or “Related” Experience section to draw attention to experience that has specifically prepared you for the position.
- Make sure experiences within each section are listed in reverse chronological order – starting with the most recent experience.
- For each experience, include the following:
  - Company name and location (city/town and state).
  - Your position/title and the dates you worked (month and year/season).
  - Bullet points describing your responsibilities – use phrases only; start bullets using “positive action verbs” (a full list of verbs can be found on the next page); be specific about responsibilities you performed/results, transferrable skills you acquired and how your work impacted others.

#### Supplemental Sections

*Show your interests and motivation by the additional experiences you have cultivated.*
- Choose headings that match your experiences, such as “Leadership,” “Volunteer,” “Collegiate Activities,” “Memberships,” etc.
- Include “Collegiate Activities” and highlight any offices and consider descriptions of your involvement.
- Include “Conferences” you have attended or “Presentations” you have given. *(Depending on significance, this may need to move higher up in your résumé)*

#### Skills

*Do not bury skills at the bottom of your résumé if they are very important to your field.*
- Include laboratory, computer (include specific programs) and language skills (qualify your proficiency – proficient, conversational or fluent).
Jon Snow  
jsnow@students.stonehill.edu | Phone: (555) 555-5555

Stonehill College  
320 Washington Street  
Easton, MA 02357

Permanent Address  
#14095 Dragon Avenue  
Winterfell, MA 03434

EDUCATION

Stonehill College, Easton, MA  
Candidate for Bachelor of Arts  
Anticipated Graduation: May 2016

Double Major: Criminology and Psychology | GPA: 3.64

RELEVANT COURSEWORK

Developmental Psychology, Abnormal Psychology, Psychology Statistics, Theories of Personality

WORK EXPERIENCE

Game of Thrones Park, Salem, MA  
May - August 2014

Rides Trainer

- Trained twenty employees to operate amusement park rides and ensured that ride operators and attendants were following strict safety protocol and displaying a high level of service
- Efficiently communicated messages regarding main points of the day and general procedures from department heads to staff members

LEADERSHIP EXPERIENCE

Stonehill Student-Athlete Advisory Committee Chairperson, Easton, MA  
September 2013 - Present

- Plan and preside over meetings with other athletic team representatives to create a better experience for student-athletes at Stonehill College
- Participate in the organization of fundraising events that have currently raised 470 dollars for the Make-A-Wish Foundation

Stonehill Skyhawk Leadership Academy, Easton, MA  
January - May 2013

- Selected by the cross country/track and field coach to attend biweekly leadership classes for student-athletes who show strong leadership potential and are being considered to be a future captain
- Participated in activities and discussions that emphasized teamwork, leadership, and communication

VOLUNTEER EXPERIENCE

Veteran Affairs Boston Healthcare System, Brockton, MA  
September - December 2013

- Spent time with veterans who have mental and physical disabilities and assisted them during outings

The Children’s Museum, Easton, MA  
September - December 2013

- Entertained young children with educational activities and encouraged their creativity

COLLEGIATE ACTIVITIES

Varsity Cross Country, Indoor Track, Outdoor Track  
August 2013 - Present

- NCAA Division II, Northeast Conference
- 2011 Cross Country Academic All-American

SKILLS

Computer: SPSS, Microsoft Word, Outlook, PowerPoint, Excel | Languages: Conversational Spanish
Blue Ivy Knowles Carter  
17 Halo Road | Brooklyn, NY 01234  
222-222-2323 | bkcarter@gmail.com | linkedin.com/in/bluekcarter

EDUCATION

Stonehill College, North Easton, MA  
May 2015  
Candidate for Bachelor of Science in Business Administration and Bachelor of Arts  
Double Major: Marketing, Spanish | GPA: 3.70

Collegiate Activities: Admissions Prospective Student Interviewer; Skyhawk Welcome Days Business Panel; Malta and Sicily Learning Community; Lambda Epsilon Sigma; Stonehill Presidential Merit Scholarship

Senior Capstone: Competitive Analysis and Recommendations Presentation for eBay headquarters  
Fall 2014  
• Created a comprehensive deck for eBay, developing strategic recommendations related to brand positioning and managing growth, with special attention given to mobile and social media
• Presented findings as a team on an hour-long conference call with eBay’s Global Social Analytics team – including a Social Business Analyst, Social Intelligence Analyst, and Social Media Strategist
• Communicated via conference call with a Social Business Analyst biweekly to assess progress

Autonomous University of Barcelona, Barcelona, Spain  
September-December 2013

MARKETING EXPERIENCE

Dunkin’ Brands, Canton, MA  
Interactive Marketing Intern for Dunkin’ Donuts (International)  
January 2014-Present

• Collaborate on numerous interactive and social media projects with DDI’s Interactive Marketing Manager

Dunkin’ Brands, Canton, MA  
Consumer Engagement Intern for Dunkin’ Donuts  
June-August 2014

• Worked with the Promotions and Partnerships team on maintaining relationships with partners including AARP, Michael’s crafts stores, and Live Nation
• Conducted a summer-long research project for the Interactive and Loyalty team, which was presented to various marketing managers and directors as a final presentation
• Collaborated with the Advertising Team on various projects, working with Hill Holliday, Digitas, and other agencies, as well as a photography studio
• Won a company-wide contest renaming Dunkin’ Donuts’ email marketing program, Dunkin’ UpDate

MEGA International, Raynham, MA  
Marketing Intern for a software company headquartered in Paris  
January-April 2014

• Used Salesforce to convert leads into contacts, updating the database
• Discovered the challenges that exist within a company operating in multiple countries with varied cultural inputs

Wizard of Adz, Canton, MA  
Marketing Intern for an advertising agency  
May-August 2013

• Experienced hands-on the daily duties of a small advertising agency, including sending press releases, conducting research for clients, maintaining the office, and cold calling prospective businesses
• Shadowed meetings with clients (in industries such as home improvement and medical) and vendors (printers)

Dayflip.com, North Easton, MA  
Marketing Intern for a start-up event-planning website  
January-April 2012

• Incorporated various advertising techniques (print, internet, etc.) to increase brand awareness
• Realized the potential of social media, and also the problems facing start-up companies

SKILLS

Language: Conversational Spanish
Technology: Proficient: Salesforce; Microsoft Word, Excel, and PowerPoint; beginner: InDesign, Photoshop
Fine Arts: Skilled in Drawing and Painting, with a specialization in Multimedia Collage; beginner Graphic Design skills
A curriculum vitae (CV), meaning “course of one's life”, is a document that gives more detail than a résumé about your academic and professional accomplishments. Curriculum vitae’s are most often used for academic or research positions, whereas résumés are the preferred documents in business and industry.

**A CV is commonly used in applying for the following:**
- Admission to graduate/professional school or as part of an application packet for a graduate assistantship or scholarship
- Grant proposals
- Teaching, research and upper-level administrative positions in higher education
- Academic, departmental and tenure reviews
- College or university service appointments
- Professional association leadership positions
- Speaking engagements
- Publishing and editorial review boards
- Research and consulting positions
- School administration positions at the superintendent, principal or department head level

**Your CV should include:**
- Contact information (the heading)
- Educational background
- Majors and areas of specialization
- Dissertation and/or thesis title and descriptions
- Experience
- Honors and Awards, Grants, Fellowships
- Teaching and/or Research Interests
- Publications and Presentations
- Professional activities and affiliations
- Skills

While your résumé should be kept to one page, a CV usually runs one to three pages for bachelor's degree candidates and five or more pages for an experienced academic or researcher. Even though it's a longer document, write it concisely and give it a clean, easy-to-read layout.

Although a CV is often similar to a résumé, the preferred style, format, and content varies from discipline to discipline. Before writing a CV, you should become familiar with the requirements of your academic field by asking faculty members in your department and consulting professional associations for additional guidelines and examples. The Office of Career Services Office can review your curriculum vitae and make suggestions.
CV SAMPLE

Meredith Grey
mgrey@student.stonehill.edu ∙ Phone: 508-565-1325 ∙ 320 Washington Street ∙ Easton, MA 02357

Education

Stonehill College, North Easton, MA
Candidate for Bachelor of Science
Major: Neuroscience ∙ Minor: Health Care Administration ∙ GPA: 3.4

Awards and Honors
Dean’s List, Area Health Education Center Student Award for Commitment to Primary Care

Professional Affiliations
American Cancer Society Action Network ∙ New England Regional Minority Health Conference ∙ Partnership to Reduce Cancer in Rhode Island ∙ Northeast Undergraduate Research Organization for Neuroscience

Research Experience

Stonehill College Undergraduate Research Experience, Easton, MA

Research Assistant
• Prepared standardized solutions for agar media and poured agar plates
• Collected data of mycelia area growth using Image Pro Plus 6.0
• Designed and implemented a procedure for quantifying agar color

Woodlot Alternatives Environmental Consulting, Topsham, ME
Intern/Field Assistant
• Conducted in-field community surveys and monitored lynx habitat and deer wintering areas
• Identified flora and fauna species in re-generation forests, woodlands, fens, bogs and ponds

Work Experience

Brockton Neighborhood Health Center, Brockton, MA
Intern
• Greeted patients at a community clinic, took vital statistics and prepared them for doctor/nurse visits
• Assisted with clinical practices, such as administering pregnancy tests and taking urine samples
• Shadowed Charge Nurse and Doctor when meeting with and diagnosing patients

Stonehill College, Easton, MA
Teaching Assistant, Department of Sociology, Statistical Analysis in Sociology
• Demonstrated excellent understanding of course material and reviewed information with class of 20 students

Publications
J. Wilson and M. Grey. “Genetic mosaicism may increase the potential of Armillaria gallica rhizomorphs to overcome plant defenses.” Forest Pathology

Conference Presentations
“A linkage disequilibrium within the IGS-1 region of Armillara gallica”
Eastern New England Biological Conference: Suffolk University, Boston, MA
Spring 2013

“Phenotypic variation in Armillaria gallica exposed to different concentrations of gallic acid”
Environmental Research Symposium: Bridgewater State College, Bridgewater MA
Fall 2011

Computer Skills and Laboratory Instrumentation
Computer: IBM literate: Windows XP Professional, Image Pro Plus (6.0), Minitab 14, ImageJ;
Proficient in Microsoft Word, Excel, PowerPoint; Macintosh literate: StatView (5.0), ChemDraw
Laboratory and Field: Electrophoresis, Polymerase Chain Reaction, and Autoclave

Leadership and Co-Curricular Activities
Student Government Association, Secretary ∙ Spanish Club ∙ ALANA Mentor and Coordinator ∙ Biology Society ∙ H.O.P.E Alternative Spring Break ∙ Dance Club ∙ Diversity on Campus, Vice President
A cover letter should accompany every résumé you send out, even if it’s not technically required. Cover letters introduce you to organizations you seek to join. It is the first document an employer sees, so it is often the first impression you will make. Take advantage of this first impression and prepare the reader for your application, stating why you are writing, why you are a good match for the job and why you want to work there. Submitting a well-thought, targeted cover letter shows commitment and dedication to the organization.

A cover letter and résumé should always work together as a pair. Both should complement each other and specifically address the qualities asked for in the position description!

**Cover letters do more than introduce your résumé. A cover letter is important because it allows you to:**

- Go in-depth about important experiences/skills that relate to the job requirements
- Explain your experiences in a story-like format that is more descriptive than your résumé
- Show the employer that you care enough about this position to individualize your application
- Provide a sample of your written communication skills
- Describe what makes you different from the rest of the applicants

**Top 5 Tips for a Good Cover Letter:**

1.  *Make it look as good as your résumé.*
   The cover letter should be written in the same font as your résumé and printed on the same quality paper. Include a proper heading and the date (see samples online).
2.  *Send it to an actual person.*
   Direct your letter to a specific individual. If necessary, call the organization or research on their website/LinkedIn to find out who will be receiving the letter.
3.  *Customize it to the job/internship posting.*
   Before you start the writing process, get the job description and make a list of the skills and qualifications the organization is seeking. Then incorporate these items into your letter, demonstrating by example that you have the desired qualifications. Don’t assume that they will read between the lines of your résumé and dig out the relevant information.
4.  *Make it interesting and readable.*
   The goal of the cover letter is to make the reader want to meet you. It is a chance to show your writing skills and describe what makes you different from the rest of the applicants. The tone of your letter should be professional, but sound as if a real person wrote it.
5.  *Have your letter reviewed.*
   While you can never anticipate how exactly your letter will be received, it always helps to get a second opinion on the content and a second set of eyes on the spelling and punctuation.
COVER LETTER GUIDELINES

Your Contact Information (as listed on your résumé)

Date

(Dr. /Ms. /Mr.) Name
Job Title
Organization Name
Organization Street Address
City, State, Zip Code

Dear Dr. /Ms./Mr. (Last Name):

The letter should open by stating the position you are applying for and how you heard about the opening. This paragraph should grab their attention by stating why the position you are applying for caught your attention. Let the organization know why you have chosen to apply by emphasizing what you have to offer to meet their needs.

The bulk of your letter (usually the middle paragraph(s)) should provide details about your qualifications as they apply to the job/internship position. Use this section of your letter to demonstrate how your skills and experiences match the needs of the organization and requirements for this position. Be specific, select examples from both academic and work experiences that directly relate to the organization or position. Avoid vague or generic statements; always be direct and specific when describing your skills. Do not simply restate what is already written on your résumé. Instead choose one or two areas or skills that you want the interviewer to notice on your résumé. Using specific examples, describe how these past experiences have allowed you to build the skills that will be beneficial to the position. Also mention specifically what is unique and exciting to you about the organization (compared to similar companies).

Finally, thank the interviewer for his/her consideration and reiterate your enthusiasm and interest in this position. Tell the interviewer you are available for an interview at his/her convenience and encourage the interviewer to contact you with questions (provide your telephone number or email).

Sincerely,

Your first and last name, typed. (No nicknames)
(If you are mailing your letter, don’t forget to sign your name!)

ADDITIONAL INFORMATION

- [http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/cover-letters/](http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/cover-letters/)
- Tons of additional cover letter samples!
November 29, 2014

Ms. Joyce
Career Planning Intern
Career Services
320 Washington Street
Easton, MA 02357

Dear Ms. Joyce:

A couple of weeks ago I received an email about the Career Planning Intern opening. The position intrigued me as the description of the job entailed many responsibilities that I would enjoy doing and at which I would excel. This position would provide an opportunity to explore a possible career path for myself and in return, my work ethic and experience would benefit your team and the first year students.

I am very excited about the interviewing aspect of the internship. I have significant experience working directly with others stemming from my job at [company name] Amusement Park. As a Rides Trainer, I trained employees to operate complex amusement park rides while meeting strict safety and guest service expectations. I worked individually with a trainee until they could work the ride alone. I honed my skills at one-on-one communication and became adept at keeping a relaxed and unintimidating atmosphere for the other person while ensuring that the task at hand was accomplished.

I understand that reliability, punctuality, organization, and writing and communication skills are all crucial for this position. As chairperson of the Stonehill Student-Athlete Advisory Committee, I have needed to possess these qualities in order to be successful. I arrive early for every meeting to talk with the other leadership members and ensure we are prepared to discuss the agenda I created. Once the meeting begins, I lead the discussions and make sure the committee accomplishes what needs to be done. As a representative for student-athletes at Stonehill, I have spoken to the student body at half-time of a home football game. I have also submitted several written documents on behalf of all student-athletes to Stonehill administration such as proposals and thank you letters.

Attached is my résumé and application. Please contact me if I can answer any questions for you. I can be reached by phone at [phone number] or through email at [email address]. Thank you very much for considering me for this position.

Sincerely,

[Trent Fontanella]
November 12, 2013

Mr.  
Texas Instruments  
P.O. Box 660199  
Dallas, TX 75266-0199

Dear Mr.  :

I am writing to apply for the Finance, Accounting, and Operations Program posted on Indeed.com. Currently I am a senior at Stonehill College majoring in Finance and Economics, with a strong interest in business and financial analysis. The open culture, innovation and first-class training at Texas Instruments stand out to me. My experiences forecasting and analyzing data for Vectura Group, a developer of inhaled therapies that treat respiratory diseases, has prepared me for the responsibilities of the Finance Specialist track. I am anxious to apply my internship experiences and academics, at a leading global semiconductor design & manufacturing company, Texas Instruments.

My background in Finance and Economics and summer analyst position at JP Morgan has cultivated my interest in corporate finance. My coursework has exposed me to some of the key concepts and tools used in the industry ranging from financial reporting to valuation analysis. I am following Avon Products and have created an extensive research report with a ten page Excel model. From producing the report, I have gathered a complex understanding of the financial statements over the past five years, past and future projections for product lines and regions, and other analyst reports. I also adapt well to new surroundings; over the course of my life I have lived in five states and embrace change.

Over the summer, I had the opportunity to design Excel templates tracking portfolio returns against a “blended benchmark,” construct pitch books and marketing materials, research investment ideas for brokers, and analyze the Bloomin’ Brands IPO. My attention to detail became apparent over the summer and several brokers trusted me to proof their work. Additionally, I have worked at Macy’s in cosmetics and enjoy pitching and influencing others in decisions. I am eager to learn and am excited by the prospect of contributing as an employee at Texas Instruments.

Thank you for your time and consideration. Should you need any additional information, please do not hesitate to contact me at aleblanc@students.stonehill.edu or (630) 346-4259.

Sincerely,

Amanda Le Blanc
An internship is a short-term work experience in a professional environment where the emphasis is on applied learning. They are now a must for anyone considering post-graduate opportunities including service, employment and graduate school.

We encourage you to complete **at least 2** internships or in-depth field experiences before you graduate. Doing this will give you an edge and make you an attractive candidate to a potential employer.

**Internships can be...**
- For credit (3, 6 or 9), or not for credit*
- Paid or unpaid
- Full or part-time
- Completed during the fall, spring, or summer semesters
- Local, international, or in major US cities including Washington DC, Los Angeles and New York City

**Exploring and Identifying Internship Opportunities:**
- Search 100s of internship opportunities in Stonehill’s Career Connection Database
- Opportunities for all majors available
- Visit our Spring Job & Internship Expo in the Spring Semester

**Recent Local Internship Sites:**
- Reebok | Children’s Hospital | American Cancer Society | Museum of Science | AFLAC | WCVB-TV Channel 5
- PricewaterhouseCoopers | Hill Holliday | Gillette Stadium | Merrill Lynch | City Year | TripAdvisor | Covidien | Department of Defense | Talbots | Enterprise Rent-A-Car | UNICEF | Brockton Public Schools | Samsonite | Fidelity Investments | World Teach | Winter Wyman

*Each department’s requirements may vary. Make sure to check with your faculty moderator before moving forward.*
STONEHILL’S FULL-TIME INTERNSHIP PROGRAMS

Programs are open to all majors and provide students with the opportunity to live and work in a new city. Upon completion, students earn a total of 15-16 credits.

Housing is provided for all programs.

Recent Placements Include:

NEW YORK CITY

WASHINGTON DC
Students can choose between the Washington Center and American University programs

LOS ANGELES
Warner Brothers | Focus Features | ROAR Entertainment | CBS Television | NewWave Entertainment | Conan O’Brien | Warner Bros. Records | BUZZ Media | CBS Films | MGM

ADDITIONAL INFORMATION

- [http://www.stonehill.edu/offices-services/career-services/internships/](http://www.stonehill.edu/offices-services/career-services/internships/)
- Application instructions, requirements and deadlines
- Program credits and requirements
- Cost information
- Housing and transportation details
- Upcoming events
The #HireStonehill Program

Job and Internship opportunities through the #HireStonehill can be found in our Career Connection database and include all of the opportunities posted by approximately 150 of our closest employer partners. These organizations either come to Stonehill to interview or set up résumé collections through the site.

Last year **88%** of students who submitted resumes for on-campus interviews (now the #HireStonehill Program) were accepted to interview.

The #HireStonehill Program – How to Participate

1. Have your résumé approved by a member of the Career Services team
2. Complete our #HireStonehill Certification and sign the recruiting contract
3. Upload your résumé into Career Connection
4. Check the #HireStonehill section of Career Connection regularly
5. Submit your résumé for résumé collections and on-campus interviews
6. Let us take care of the rest! You will be notified whether or not you are selected to interview*

Make sure that you check Career Connection regularly, as new opportunities are **added daily**.

*Note: Employers request that your résumé be approved by Career Services and that you complete the #HireStonehill Certification for all jobs and internships posted as part of this program. Because we want to ensure that you are a competitive candidate for these opportunities, you may be contacted by a member of the Career Services team to complete these tasks. Please know that we cannot send your materials if you haven’t completed the required steps.

**ADDITIONAL INFORMATION**

- [http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/on-campus-recruiting/](http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/on-campus-recruiting/)
- A list of the #HireStonehill employers
- Recent internship and full-time entry level placements
- Interview Tips
- How to look for On-Campus Interview Dates
- Upcoming Events
You’ve written a great cover letter, submitted your perfect résumé and you’ve landed an interview – congratulations! Interviews are going to be a part of your process for internships, entry-level jobs, graduate school or post-graduate service. Interviewing is a skill, and like any new skill, it requires practice. The content here will get you started – but please check our website for tons of additional resources.

**Prepare**

Interviewers tell us that the candidates who stand out are the ones who prepare. They come to the interview knowing a lot about the organization and about their interviewer. You can accomplish this in just a few steps:

<table>
<thead>
<tr>
<th>RESEARCH THE ORGANIZATION</th>
<th>Demonstrate that you know what the organization does and how you see yourself fitting in with its mission and objectives. This involves reading the website (including press releases), and researching the current industry trends.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEARCH THE INTERVIEWER(S)</td>
<td>Look up your interviewers on LinkedIn and on the website. Be aware of who you will be meeting with and be prepared to address them accordingly. For example, don’t plan to ask an HR Representative to “describe their typical day.” Make sure you save that question for someone who can help you understand the role you are applying for.</td>
</tr>
<tr>
<td>RESEARCH THE POSITION</td>
<td>You may only have the job description to go on – but make sure you know it cold. Everything in the description is likely to come up as an interview question. You can do further research on the position itself by trying to find individuals (on LinkedIn) who have held the position before. What do THEY have to say about the role in their profiles?</td>
</tr>
</tbody>
</table>

**Practice**

- Know your résumé inside and out and be prepared to discuss anything on it. Always have specific examples for anticipated questions.
- Know the job description – anything on there is fair game for an interview question. Practice answering questions very specific to the qualifications of the position.
- Make sure that you have practiced your interviewing skills at least once before going on an interview. Call our office at 508-565-1325 to set up a mock interview.

**Follow-up**

- At the end of an interview, always ask the interviewers for their contact information (business card) and how they would like you to follow up. This allows you to know what their hiring timeline might be. Also, ALWAYS send a thank you either electronically or in print promptly to everyone you interview with!

**ADDITIONAL INFORMATION**

- [http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/interviewing/](http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/interviewing/)
- The stages of an interview – be prepared for every step of the process
- Dress for success! Pictures of appropriate interview attire
- Questions YOU ask THEM! Yes – you need to have some prepared before you begin!
- Specific tips for phone and Skype interviews
INTERVIEW QUESTIONS (compiled from actual interviewers)

About the Organization/Position
1. What do you know about our organization?
2. Why do you want to work for us?
3. Why do you want this position and what makes you a good fit?
4. Why would you like to pursue a career in this field?
5. Why would you like to work with this population?

Environment
1. In what type of work environments do you find yourself most productive?
2. How did you select Stonehill College? Your major?
3. Give me an example of a time when you thrived on an individual assignment?
4. Describe your best boss and your worst boss.
5. Tell me about a fast-paced environment that you have worked in. Tell me about a laid-back environment that you have worked in.

Initiative
1. Give me an example of an important goal and tell me about your progress in reaching that goal.
2. What motivates you?
3. When you realize you can’t get everything done, how do set your priorities?
4. How do you make big decisions?
5. What do you want to be remembered as?

Teamwork
1. Tell me about a team project - describe any challenges that came up and how you handled them.
2. What is the most successful team project you have ever been a part of?
3. Describe a situation in which you had to arrive at a compromise or help others to compromise. What was your role? What steps did you take? What was the end result?
4. When did you last coordinate your work with others in a team project? What was your most successful contribution?
5. When you are part of a team that is working exceptionally well, what do you think the reasons are for its success?

Conflict Resolution
1. Have you ever had to accomplish a task with someone who was particularly difficult?
2. Are there any times where you had a conflict with a superior? If yes, how did you handle it and resolve it?
3. Talk about a situation where some of your team members disagreed with your ideas or approach. How did you handle the situation?

Strengths/Weaknesses
1. What’s the toughest feedback you’ve ever received and how did you learn from it?
2. Describe a situation in which you were successful.
3. What is your most important accomplishment to date?
4. What has been your greatest challenge?
5. What intimidates you?

Leadership
1. Tell me about a time when you had to show good leadership.
2. Tell me about a time when you were part of a group making a decision. What role did you play and what was the outcome?
3. What is your definition of a leader? How do you fit that definition?
What is Networking?
You’ve heard the expression “it’s all about who you know.” That expression absolutely has some truth to it. But the real truth is, it’s not who you know right now, it’s also who you set out to meet. Networking is the important professional process of making connections and maintaining relationships. It’s an opportunity to learn from others, ask questions, and get insight about their career path. It can also be incredibly valuable for landing a position within an organization.

IDENTIFY & BUILD YOUR NETWORK
Whether you know it or not, you already HAVE a network. This list can include relatives, friends and neighbors; previous employers, professors or volunteer supervisors; fellow Stonehill students/alums or your roommate’s parents.

The next step is building a network – and this step never ends. It can happen anytime, anywhere – in the classroom, at a family event, or even at Starbucks. It can happen face-to-face or online through sites like LinkedIn. You’ll start this process now and continue to expand throughout your entire professional career.

To start building a network while a Stonehill College student, you’ll use:
• Career Services networking events (industry lunches, career/service fairs, employer/alumni panels)
• The Career Connection Mentor Database (more information on this further along in this book)
• Professional Associations or Student Groups (example: the Massachusetts Teachers Association, Public Relations Society of America, Education Society)
• LinkedIn (see next section)

Key Reminders:
• You should represent yourself as professionally as possible – think about your eye contact, the way you communicate, and how you try to make a good impression
• Whenever you connect with someone for the first time, be sure to follow up with an email or invite on LinkedIn to stay in touch, and if they did something to help out, be sure to thank them

Why Network?

<table>
<thead>
<tr>
<th>80% of jobs are found through networking</th>
<th>Talking to people and listening to their experiences is one of the BEST ways to learn about different careers / options</th>
<th>It’s WAY more effective than job searching alone</th>
<th>You can learn a lot about what you want to do (or don’t want to do!)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A networking relationship built now will become stronger over time</td>
<td>Only 5 – 25% of jobs are advertised</td>
<td>It can help you with your current goal AND future goals</td>
<td>Your connections may recommend classes to take or experiences to get now (internships, part-time jobs, research opportunities, etc.)</td>
</tr>
</tbody>
</table>
LinkedIn is “The world's largest professional network with 300 million members in over 200 countries and territories around the globe.” It’s the #1 online networking tool used by professionals in most industries, and is used daily by recruiters searching for great talent. It allows you to showcase your skill set, interests, accomplishments, awards, portfolio, experience, and so much more all in one place.

Creating a Profile
1. Go to www.LinkedIn.com
2. Enter information in the “Sign-up – it’s free” section and click “Join LinkedIn”
3. Once you are logged in, click on the “Profile” tab on the top left hand corner and then click “Edit Profile”
4. Try to work towards having a 100% complete profile. Once you’re just about there, start making connections!
5. Visit our website for “10 Steps to Creating Your LinkedIn Profile”

For more tips and sample profiles for getting started, go to http://university.linkedin.com/linkedin-for-students.html and attend Career Services workshops. Once you have created a profile, Career Services is available to critique your profile and offer any suggestions tailored to your goals!

Adding Connections
1. ALWAYS write a personal note to request to connect with colleagues, friends, family, professors, fellow students/alums, administrators, etc.
2. Visit our website for the do’s and don’ts of adding LinkedIn Connections

Using This Great Networking Resource
1. There are so many ways to use this site! You can use LinkedIn to explore career fields that you are considering. You can use LinkedIn to connect with a specific organization that you are looking to intern or work with
2. Visit our website for specific instructions for using LinkedIn as a learning tool or as a powerful resource for landing a job or internship.

- http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/networking/
- 10 steps to creating your LinkedIn profile
- Adding Connections – A Do and Don’t checklist
- How to use LinkedIn to connect with professionals in a field you are considering
- How to use LinkedIn to land an internship or a job
INFORMATIONAL INTERVIEWING

An informational interview is a conversation with someone who works in a career you are interested in, attends a graduate school are you considering or otherwise has followed a path you’d like to learn about. An informational interview is NOT the time to ask for a job or an internship, but rather a time to ask questions, listen, build your network and explore options.

Sample Informational Interview Request Email:

Dear Mr. Gomez,

I am a junior at Stonehill College. Through the Career Mentor Database, I found that you work as an Associate at XYZ Company. I am intrigued by this career path, and would greatly appreciate the opportunity to ask you a few questions about how you got to where you are today. I would love to schedule a time to ask you a few questions over the phone, if you have an available half hour in the next few weeks. You can reach me at this email or at 508-565-0000. I greatly appreciate your time!

Sincerely,
Stonehill Student

USE YOUR NETWORK TO LAND AN OPPORTUNITY

Show appreciation! There is nothing more important in this entire process. If a professional takes the time to answer your questions, say thank you – either electronically or with a handwritten note (or both). You may not know right now how useful this particular connection can be to you in the future.

To use your network to land an opportunity: find an internship and/or a job you are interested in and apply via the application instructions. Next, search the Career Connection Mentor Database to see if we have a mentor working there. If we do, reach out and ask for an informational interview. If we don’t, search LinkedIn, find a connection and ask for an informational interview. Bottom line: find someone who works there and make a connection.

NAVIGATING NETWORKING EVENTS

Career Services offers multiple opportunities for you to network in person with Stonehill alumni and area employers. In addition, through your coursework, campus activities or outside interests, you may have the opportunity to network in a social setting. Visit our website for tips on success during face-to-face networking.

• http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/networking/
• How to search for professionals to conduct an informational interview with
• How to turn your informational interview into a job shadow
• Sample informational interview questions that YOU prepare to ask
• Additional in-person networking tips and reminders
• Your professional persona – email etiquette and how social media creates your online image
MENTOR DATABASE

Stonehill's Career Mentor Database is comprised of over a thousand alumni and friends of the College who want to be available to Stonehill students and alumni who are looking for career guidance. Mentors are an excellent resource for networking and information-gathering within a career field. Please remember that while job and internship opportunities may naturally arise from these interactions, the database is not intended as a job search tool.

FREQUENTLY ASKED QUESTIONS

<table>
<thead>
<tr>
<th>How do I access the database?</th>
<th>Log in to Career Connection and click on the “Mentor Search” tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find mentors?</td>
<td>The way you search depends on who you want to connect with:</td>
</tr>
<tr>
<td>If you want to find someone who...</td>
<td>Search by:</td>
</tr>
<tr>
<td>Works at a particular company/organization</td>
<td>“Employer name” Ex: Meditech</td>
</tr>
<tr>
<td>Works within a particular job field</td>
<td>“Industry” Ex: Healthcare</td>
</tr>
<tr>
<td>Plays a particular role in their company/organization</td>
<td>“Job Function” Ex: Writing</td>
</tr>
<tr>
<td>Participated in a year of service</td>
<td>“Post-Graduate Service”</td>
</tr>
<tr>
<td>Works in a particular location</td>
<td>“City” “State” or “Country”</td>
</tr>
<tr>
<td>Played a particular sport at Stonehill</td>
<td>“Stonehill Varsity Athlete?” Ex: yes - football</td>
</tr>
<tr>
<td>What should I ask mentors?</td>
<td>It depends on what you want to accomplish from the interaction.</td>
</tr>
<tr>
<td></td>
<td>• Ask for 15-30 minutes of their time for an “informational interview” (either over the phone or in-person) in which you ask them questions about their career path</td>
</tr>
<tr>
<td></td>
<td>• Ask to job shadow for ½ a day</td>
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<tr>
<td></td>
<td>• Ask them to critique your résumé, cover letter, or graduate school essay</td>
</tr>
<tr>
<td></td>
<td>• Ask them to give you a mock interview</td>
</tr>
<tr>
<td>How to I initiate the discussion?</td>
<td>Click on “contact mentor” to send an email. Always be respectful of their time and communicate professionally (use titles, full names and salutations in your email correspondence). For example:</td>
</tr>
<tr>
<td></td>
<td>Dear Mr. Gomez,</td>
</tr>
<tr>
<td></td>
<td>I am a junior at Stonehill College. Through the Career Mentor Database, I found that you work as an Associate at XYZ Company. I am intrigued by this career path, and would greatly appreciate the opportunity to ask you a few questions about how you got to where you are today. I would love to schedule a time to ask you a few questions over the phone, if you have an available half hour in the next few weeks. You can reach me at this email or at 508-565-0000. I greatly appreciate your time!</td>
</tr>
<tr>
<td></td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>Stonehill Student</td>
</tr>
</tbody>
</table>
NEGOTIATING A JOB OFFER

Yes is Yes!

- The most important thing to remember when beginning this process is that your opportunity to negotiate is GONE the minute you say “yes.” A verbal “yes” is still a “yes.”

Step One: Receive the Offer

1. Be sure to take careful notes as you are receiving the offer.
2. Don’t accept on the spot. You’ll want some time to process the information, review your notes and talk the offer over with someone you trust.
3. Prepare a list of questions. They may include questions regarding benefits, vacation, sick time, bonus opportunities, performance reviews, start date, clarification of salary, etc.
4. Recognize that once the offer is made, the ball is in your court for the first time since the entire interview process started.

Step Two: Negotiate the Offer

1. Know what you want to ask for and know what you are willing to accept. These are usually not the same thing! Also, know what is most important to you - sometimes it isn’t money.
2. Talk about whatever it is you want most: salary, extra vacation, a later start date, the opportunity for a review/raise in six months.
3. Be willing to accept compromises.
4. Don’t be afraid to ask; the worst they can say is “no.”

FREQUENTLY ASKED QUESTIONS

When do we talk about money?
It is NEVER appropriate to ask about compensation before you have received a job offer. Some interviewers may ask you to provide a salary that you are looking for, and in that case you should be prepared to answer them - but do not bring it up yourself. You should never give a number; rather provide a range – low to mid 40’s.

How do I know if the offer is a good one?
Do your research. Talk to friends, research online, talk to professors and meet with Career Services to determine a fair pay range for the job title you are applying for, as well as the location. Online resources include: Glassdoor.com, the Occupational Outlook Handbook, and careerbliss.com/salary.

What if I have already accepted the job? Can I still negotiate?
No. Once you have accepted a job offer (even verbally) then you have agreed to the organization’s terms. In very rare instances, there may be other things you want to discuss after saying yes, but for the most part “yes” is the end of the negotiating conversation.

Will I lose the offer if I ask for more money?
No. Offers are not rescinded because of a question that you ask. Be sure to ask professionally and politely if there is room to negotiate the salary.

What if I’ve tried all this and they still won’t give me what I want?
The most important thing, at this stage of your career, is that you asked. You practiced negotiating and learned something about how to ask for what you want in the workplace. At some point, you may have to make the decision to accept exactly what was offered. Also, it is always okay to negotiate for a review in six months. If you didn’t get what you want this time – and you still want the position- see if you can have another conversation about it after you’ve proven yourself.
At Stonehill College, it is our hope that each graduate thinks, acts, and leads with courage toward creating a more just and compassionate world. Upon graduating, many seniors feel the call to advocate for others and to give back to their local and global community by participating in a volunteer service program. Some answer that call by participating in a full-time volunteer program after graduation.

There are hundreds of volunteer programs available offering a wide range of positions, living situations and locations. You can choose to spend a few months or a few years working in the field of your choice, experiencing personal and professional growth, and building a stronger community where you are serving.

Post graduate service organizations connect volunteers with communities in need, while providing living arrangements, professional development opportunities, and stipends. Through post graduate service, you have the chance to engage in, or perhaps discover, something you are truly passionate about. Post graduate service offers amazing opportunities throughout the U.S. and around the world.

PRACTICAL BENEFITS

- Room and Board
- Stipend
- Health insurance
- Student loan deferment
- Résumé building/Work experience
- Ongoing training and development
- Education award/Master’s program
- Opens doors to graduate school

PERSONAL BENEFITS

- Build new friendships
- Explore a simple lifestyle
- Walk in solidarity with others
- Gain insight into oneself and others
- Learn about other cultures
- Work for social justice
- Experience spiritual growth
- Develop professional and leadership skills

QUESTIONS TO CONSIDER

- Do my values match those of the program I am considering?
- Where do I hope to volunteer and for how long?
- How do I want to live - with a community of volunteers, with a host family, or alone?
- To what extent do I want this experience to include faith and spirituality?
- What type of service do I wish to perform?

EXAMPLES OF POST GRADUATE SERVICE PROGRAMS

- AmeriCorps NCCC or VISTA
- Border Servant Corps
- Christian Appalachian Project
- Colorado Vincentian Volunteers
- Jesuit Volunteer Corps
- Mercy Volunteer Corps
- Stonehill Service Corps
- Teach for America
- Peace Corps
- WorldTeach

RESOURCES

- Catholic Volunteer Network (great search feature): www.catholicvolunteernetwork.org
- Stonehill College - Post Graduate Service Website: www.stonehill.edu/postgradservice
- Stonehill Service Corps: www.stonehill.edu/servicecorps
In the Stonehill Service Corps, Stonehill graduates live in and serve the community as an expression of the College’s Catholic tradition. Corps members assist the community in a variety of ways based on the program’s core principles of service, simple living, community, and spirituality. Participants are given the opportunity to use their unique talents and graduates of any area of study are encouraged to apply.

**BROCKTON**

In Brockton, MA, Corps members serve with one of our local partner agencies such as Trinity Catholic Academy, Brockton Interfaith Community, My Brother’s Keeper, School on Wheels, Old Colony YMCA, and others. Living together in a large home in Brockton, participants commit to intentional community, a simple lifestyle, spiritual reflection, and immersion into the local culture.

The service term is August through June.

**DOMINICAN REPUBLIC**

In La Romana, Dominican Republic, Corps members work at Hogar del Nino, a daycare and school that serves over 1,500 children aged newborn to 18 years old. The various roles at the facility include early childhood teaching and curriculum development, after school programming, and more. Some Spanish fluency and an interest in working with children is required.

The service term is August through June.

**INDIA**

In Agartala, India, Corps members work as teachers at one or more K-12 schools operated by the Congregation of Holy Cross in Tripura State, Northeast India. No prior teaching experience is necessary, nor is there a language requirement; however an interest in teaching is essential.

The service term is January through December.

For more information about the Stonehill Service Corps contact Kris Silva, Associate Director of Career Services, at 508-565-1325 or by email at ksilva@stonehill.edu.

[www.stonehill.edu/servicecorps](http://www.stonehill.edu/servicecorps)
Deciding to seek a graduate degree is a major commitment of time and money – an undertaking which deserves serious consideration. Before deciding your next step, you should take the time to analyze your options. The Office of Career Services provides general information and advice to students on graduate/professional school including issues to consider, researching programs, and details on the application process. We also strongly urge you to talk with faculty, advisors, graduate students, and individuals working in your field of interest. A more detailed guide is available in Career Services and on our website.

**What do I need to ask myself?**
- What are my career interests and goals? Is a graduate degree necessary to attain those goals?
- Do I need to go to graduate school now?
- Am I ready to take on another degree program?
- What do I plan to do when I get out of graduate school?
- Can I afford to go to graduate/professional school?

**What else can I do:**
- Visit schools of interest or attend open houses
- Study for standardized entrance exam(s)
- Research courses, faculty, school culture
- Investigate career assistance, networking contacts, success of graduates
- Investigate options for financing education
- Look into Teaching, Research and Graduate Assistant opportunities
- Prepare a back-up plan

**On Campus Resources**
- Office of Career Services
- Faculty, Academic Advisors, Research Mentors
- Specific profession advisors on campus:
  - Andrew Leahy & Craig Almeida, Pre-Health Professions
  - Sheila Barry, Pre-Allied Health Professions
  - Rob Rogers, Pre Law Advisor
- Kris Silva, Nationally Competitive Scholarship and Fellowship Advisor

**What should I continue to do?**
- Maintain a good academic record
- Participate in related clubs, associations, and activities
- Pursue related work, internships, and research experiences
- Maintain relationships with faculty, advisors and supervisors who can be good sources for recommendations
- Research and clarify career options
- Take courses relevant to field of study
- Focus on your own experiences, not your peers

**What will I need to apply?**
- Standardized entrance exam(s) (e.g., GRE, LSAT, GMAT, DAT)
- Application forms
- Application fees
- CV or Résumé
- Statement of interest/personal essay
- Letters of recommendation
- Official undergraduate transcripts
- Knowledge of deadlines!

**What happens after I apply?**
- Rank order schools based on preference
- Prepare for admissions interviews if required (e.g., mock interview at Career Services and/or with faculty member)
- Wait to hear from schools about acceptance
- Keep references informed and thank them for their assistance
- Notify schools of decision to attend or decline
- Finalize avenues of financing

**ADDITIONAL INFORMATION**
- [http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/networking/](http://www.stonehill.edu/offices-services/career-services/choosing-a-career-or-major/networking/)
- Is Graduate School right for me?
- Graduate School requirements including specifics about admissions tests
- Financing your education
- Three steps to obtaining great recommendations
- Tips for writing your personal essay/statement
- How a committee evaluates your application and how you can be a stand out applicant
## POST GRADUATE EMPLOYMENT STRATEGY

<table>
<thead>
<tr>
<th>70% Networking</th>
<th>30% Job Searching</th>
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<tbody>
<tr>
<td><strong>Career Connection</strong>&lt;br&gt;www.myinterface.com/stonehill/student&lt;br&gt;• Mentor Database&lt;br&gt;• Career Events</td>
<td><strong>Career Connection</strong>&lt;br&gt;www.myinterface.com/stonehill/student&lt;br&gt;• My Account: My Documents – Upload Résumé/Cover Letters&lt;br&gt;• Search Jobs/Internships – Create “agent”</td>
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| LinkedIn<br>www.linkedin.com | **Career Services Job Sites**<br>http://www.stonehill.edu/offices-services/career-services/internships/job-internship-sites/ |
| • Create online résumé (profile)<br>• Build network<br>• Ask for recommendations | • National databases<br>• Job search sites by field<br>• Idealist (for non-profit jobs)<br>• Indeed (a metasearch engine) |

| Professional Associations / Job Fairs / Social Events | **Utilize Social Media Outlets** |
| • Research your industry and get involved<br>• “Fan” relevant associations on Facebook to learn about networking events<br>• “Follow” these organizations on Twitter<br>• Join relevant groups on LinkedIn and pay attention to their conversations | • Twitter (follow your target companies)<br>• LinkedIn Student Jobs: www.linkedin.com/studentjobs<br>• Connect your SimplyHired www.simplyhired.com account to LinkedIn and Facebook to see who you know that works at organizations you may be interested in |

| **TO DO** | **TO DO** |
| • Figure out your story / write it down<br>• Contact your ENTIRE network, tell your story, ask for help<br>• Ambitious Goal: Contact 1 networking contact / week<br>• Ask for an informational interview | • Ambitious Goal: Apply for 2 jobs / week<br>• Stretch: Apply for jobs you may not be qualified for<br>• Leave your comfort zone: Apply for jobs you are not sure you will like |

### How to use your Network to get an Interview:
- Of the 2 jobs you apply to each week, FIND SOMEONE WHO WORKS THERE!
- Utilize the mentor database, LinkedIn and other networking resources to find a contact
- Try to get your résumé into the organization through an employee
- Ask for an “informational interview” or just “advice on how to best position yourself as a candidate for X”