First Edition

CAREER & LIFE DESIGN GUIDE

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## Acknowledgments
The completion of this guide and development of the content could not have been possible without the assistance of so many people whose names may not all be enumerated. All contributions are sincerely appreciated and gratefully acknowledged. We would like to express a deep appreciation and indebtedness particularly to the following:

### CAREER SUCCESS CENTER STAFF
- Kathleen Lindenmayer
- Dr. Anthony Ciarleglio
- Debra Manenté
- Christine Hoy

### GRAPHIC DESIGN INTERN
- Jessica Paternoster ’20

### UNIVERSITY PUBLICATIONS & DESIGN STAFF
- Ellen Myhill
- Peggy Stewart
- Moira Gentry

### UNIVERSITY PUBLIC AFFAIRS
- Paul Steinmetz

### INSPIRATION, GUIDANCE AND IDEAS
- Fresno State University Career Development Center Career Guide
- Stanford University Life Design Lab: Bill Burnett, David Evans and Stanford University, material licensed under Creative Commons sponsored by Newtown Savings Bank

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Dear WCSU Students and Alumni,

The Career Success Center is rooted in WCSU’s promise to help you design and build a fulfilling life. The quality and breadth of the Center’s programming are easily best in its class and rival that of any other public or private institution. This new guide is a very helpful framework that highlights many of the outstanding services available to you.

The year 2020 brought unexpected challenge to us all and changes in the job market have never been greater. Emerging skills, replaced priorities, and redistribution of opportunities through remote work actually promise many new possibilities. WCSU is committed to helping you forge a new path ahead through self-discovery, life design, essential experiences, and the connections to get you there.

Selecting your major is only the start of a path to your career. I urge you to be curious, productive, and flexible in your exploration, and be open to integrating this smart guidance throughout your educational journey and beyond. This is about the freedom to make your own way while making a difference. Always keep your future in focus and you will gain confidence, context and capability to take on the world.

Make the dream real...start now!

Dr. John Clark
President
Western Connecticut State University
The Career Success Center is a team of dedicated, full-time staff and student workers who are here to help students and alumni focus on discovering current and future opportunities. Our main offices are in the Westside Campus Center, Suite 300, but you can also find us in many places throughout both campuses and online, including:

- In the virtual and in-person walk-in Career Studio
- On the Career Success Center Website (www.wcsu.edu/careersuccess)
- In the Campus Center 3rd Floor Life Design Lab
- Through "Handshake" mobile Job board/support/appointment system (www.wcsu.edu/handshake)
- Visiting academic classes
- At school club/organizations as guest speakers
- In virtual and in-person career workshops
- Doing virtual/in-person individualized coaching
- At virtual and in-person career fairs
- Via the "Level Up Your Career" mobile cart

What we also do:

- Life Design Instruction (Class and Workshop)
- Assessments and Major/Career Exploration
- Internships and Applied Learning
- Career Readiness Guidance
- Handshake Career/Job Board
- Career Peer Leader Mentoring
- Specialized Workshops: On Demand
- Career Fairs and Special Events
- Career Connections
- Résumé and Cover Letter Guidance
- Lifetime Alumni Services
- Interview Preparation and Mock Interviews
- Graduate/Professional School Preparation
- Professional Clothes Closet
- Online Career Tools
Think about your career as a journey... that will last a lifetime!
WCSU students have many opportunities to complement classroom learning with career way-finding techniques. We use design thinking techniques developed by researchers and designers at Stanford University to help you creatively build your way forward and confidently prepare for your future.

**Use the Career Success Center resources often!** Understand more about yourself, take an assessment, attend a Life Design workshop/course

**Accept your Handshake Account for opportunities & connections:** wcsu.edu/handshake

**Use the Design Thinking and Life Design process to create your opportunities.**

**Jobs, internships, volunteer, practicums, creative works, (and more) can give you perspective to narrow down career options.**

**Where do I get experience and try stuff?**

**What mindsets are most helpful as I embark on my life and career adventure?**

**Be curious, try stuff, reframe challenges, know it’s a process, ask for help!**

**What if I require accommodations for any of this?**

**Connect with the Career Success Center early to start your career and life design.**

**Accessiblility Services and the Career Success Center can help you with advice and ideas**
WCSU Ancell School of Business

wcsu.edu/asb

- Accounting
- Cybersecurity (New Program!)
- Finance
- JLA (Justice & Law Administration)
- Management
- MIS (Management Information Systems)
- Marketing

MBA
(Master of Business Administration)

MHA
(Master of Health Administration)

ANCELLEADS

. . . to INTERNSHIPS
. . . to BUSINESS CONNECTIONS
. . . to CAREERS

Ancell Clubs: Finance Club, Accounting Society, MIS Club, W.E.S - WestConn Entrepreneurial Society, Western Marketing Association, Justice and Law Club, Alpha Phi Sigma Honor Society

AACSB ACCREDITED
The Academic Advising Center assists students as they transition into college-level courses and degree programs with the tools, knowledge, and resources to be academically successful at WCSU. The Center is a great resource to help students reach academic and personal goals by creating appropriate academic plans.

The advisement center also can arrange for students to take "interest inventory" personal assessments, including the Myers-Briggs and Strong Interest Inventory assessment tools. These tools can not only improve the understanding of personality types and interests, but it can also help translate those results to a potential major.

Email aac@wcsu.edu to receive information on how to take these special assessments.

WCSU: Academic Advising Center

wcsu.edu/advising

MUSIC EDUCATION, JUSTICE AND LAW ADMINISTRATION, COMPUTER SCIENCE, HEALTH PROMOTION AND EXERCISE SCIENCES, JOURNALISM WRITING, SOCIAL WORK, SECONDARY EDUCATION, POLITICAL SCIENCE, MANAGEMENT, NURSING, AUDIO AND MUSIC PRODUCTION, UNDECIDED, MARKETING, CHEMISTRY, SOCIOLOGY, DIGITAL AND INTERACTIVE MEDIA ARTS, ACCOUNTING, ANTHROPOLOGY, MANAGEMENT INFORMATION SYSTEMS, ECONOMICS, BIOLOGY, FINANCE, CREATIVE WRITING, PSYCHOLOGY, THEATRE PERFORMANCE, METEOROLOGY, MUSIC PERFORMANCE, HISTORY, COMMUNICATIONS, CONTRACT, ELEMENTARY EDUCATION, GRAPHIC DESIGN ART, AND MORE MAJORS ARE REPRESENTED IN SGA.

CAN WE SAY THE SAME FOR THE REPRESENTATION AND INCLUSION OF OUR DIVERSE STUDENT POPULATION?

JOIN THE STUDENT VOICE COMMUNITY AT WCSU.EDU/SGA ALUMNI? CONNECT WITH YOUR ALMA MATER.
The planning **process** is more important than the **plan**. Ensure your career support activity is always in forward motion! Here are some ideas to get you started.

**Discover**
- **MEET a Career Peer Leader** to learn how to get started. Visit the WCSU Career Success Center (Campus Center Suite 300), next to the Life Design Lab, or virtually at www.wcsu.edu/careersuccess.
- **ASSESS interests, personality and strengths.** Do a personal reflection including your "Workview" and "Worldview." Take an assessment like the "Focus 2" Assessment to learn about yourself (page 8.)
- **LEARN about Life Design** via career way-finding techniques-see pages 9-12 and take workshops/classes.
- **CONNECT with different people now "in the game"; network and have conversations** (page 13-16.)
- **DISCOVER** skills and resources needed to succeed in my career by networking, researching, watching "Candid Career" videos, and talking with alumni and others. Page 21 lists common essential skills.

**Experience**
- **EXPERIENCE career options** and prototype professional and life experiences through a variety of applied learning techniques, including internships, practicums, creative works and travel (pages 18-20.)
- **PRACTICE job skills through employment;** see "Handshake"/other resources (page 53) for awesome jobs.
- **ACQUIRE technical and essential professional skills** to compete and succeed in jobs you find attractive.
- **PREPARE and deliver your pitch:** Ace an interview! (See page 16 to practice.)
- **SHADOW or visit employers** to prototype, learn, and check out different working environments (page 12.)
- **VOLUNTEER on campus and/or in the community:** helping, teaming and expanding your network.
- **JOIN clubs, societies, associations, etc.** to develop leadership and team skills: https://wcsu.presence.io

**Create**
- **BUILD your brand:** examine social and professional online profiles; Google your name and explore "Brand Yourself" software; create a portfolio, use social media responsibly. Pages 42-45 have guidelines.
- **CREATE and customize:** résumés, cover letters, emails, thank you notes, etc. Pages 25-40 have samples.
- **GROW professional connections:** expand my network; request "informational interviews" where you are the interviewer to prototype your life, meet many interesting people and leaders in their field (page 14.)
- **CREATE and use a LINKEDIN profile:** keep it updated, make connections, highlight your skills (page 42.)
- **ENHANCE your brand image** on various media platforms: become an "influencer"; dress for success; grow and demonstrate your essential and specific job skills (pages 42-45.)

**Activate**
- **SKILL UP by actively learning technical and professional certifications relevant to a variety of jobs.**
- **ENGAGE your network personally and virtually** to maximize job and career opportunities; conduct many Informational Interviews; maintain connections with contacts inside and outside a variety of organizations where you want to work (pages 13-16.)
- **ATTEND career fairs (live and virtual) and other career exploration events** to meet with and learn from hiring companies; interview for and get the jobs you want (page 46.)
- **APPLY for in-person and/or remote internships, employment and/or grad school;** use "Handshake," "LinkedIn," "Indeed," "Liquid Compass," "Art Search," "Entertainment Careers," etc. (pages 42, 53.)

You can find help for all of these recommended milestones in this guide!
Assessments are a great way to begin your major selection and/or early career exploration because they help you understand a bit more about yourself. Try a few different approaches to get a clearer picture on the brand called "YOU." Learn about the kind of activities that are attractive to you and understand your personality patterns, learned behaviors and abilities. Consider any changes you might want to make. Be honest with yourself for the most helpful results!

1. Quick Self-Reflection:

Favorite subjects, activities and why:

What people tell me I am good at:

Other things that really interest me:

What issues/ideas really move me?

2. Continue to build your personal *compass: on a separate piece of paper by reflecting:

**On "Work"**
- Why Work? What's it for?
- How does it relate to me, others, society?
- What defines good work?
- What does money have to do with it?
- What role does experience and fulfillment play?

**On "The World"**
- Why am I here? What's the meaning of life?
- What's the relationship between individuals/others?
- Where do family, country, the world fit in?
- Is there a higher power—how does that impact me?
- What's the role of joy, sorrow, justice, injustice, love, peace and strife in life?

3. Take free online assessments (see the website) and discuss them with a Career Coach:

[wcsu.edu/careersuccess/interests-personality-strengths/](wcsu.edu/careersuccess/interests-personality-strengths/)

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Designing My Life

So what’s this Design Thinking stuff really about?

The WCSU Life Design Lab at the Career Success Center helps you apply design thinking techniques to help tackle any career challenges. Below is a quick overview of design thinking to put this in context.

**For Life Design, we start with the most challenging project you face:**
*Your career and what to do with your life!*

It’s an iterative process that helps you:
- **KNOW** yourself,
- **EMPATHIZE** with situations,
- **CHALLENGE** assumptions,
- **REDEFINE** problems...and
- **IDENTIFY** alternative and unconventional solutions that are not initially clear.

*Design Thinking is a creative process used by the world’s most successful organizations to solve and transform challenging problems by building a way forward.*

Your mindsets are important!
- Be curious
- Try stuff/prototyping
- Reframe problems

“Designing Your Life” classes and/or workshops are available to all students. Connect with the Career Success Center to learn more.

It’s about getting **UNSTUCK**—learn how dysfunctional thinking holds you back. Life design gives you options to build your way forward.

Your mindsets are important!
- Be curious
- Try stuff/prototyping
- Reframe problems
- Know it’s a process
- Build your design team & ask for help.

“Designing Your Life” classes and/or workshops are available to all students. Connect with the Career Success Center to learn more.
Once you finish all three plans, take a good moment to reflect upon them, and fill in the “cold – hot” gauges underneath:

- **Resources:** Do you have/can you get resources to make this plan happen (time, money, knowledge, skills, etc.)?
- **I Like It:** How much do you like the plan?
- **Confidence:** How confident are you that you can make this plan happen?
- **Coherence:** Does this plan align with your “true self” (are the goals truly yours, or are they someone else’s goals for your life)?

The goal here is to imagine three different “lives” or “odyssey plans” with a unique theme that you would actually want to live. See page 11 - these steps will help get you started:

**STEP 1**

- **Themes/Timeline:** Make each row of five columns a plan or unique adventure that you could live. Start designing with any alternative plan and at any point in the timeline. Each column represents one year (meaning each plan is about five years).
- **Identify Goals:** In each year, create at least two major life goals that are academic, personal and professional that you might accomplish (e.g., study abroad in Paris, graduate from WCSU). Make them visual with pictures!
- **Tips:** Don’t over think details of “how,” focus on the “what,” but be as specific as you can.

**STEP 2**

- **Gauges:** Once you finish all three plans, take a good moment to reflect upon them, and fill in the “cold – hot” gauges underneath:
  - **Resources:** Do you have/can you get resources to make this plan happen (time, money, knowledge, skills, etc.)?
  - **I Like It:** How much do you like the plan?
  - **Confidence:** How confident are you that you can make this plan happen?
  - **Coherence:** Does this plan align with your “true self” (are the goals truly yours, or are they someone else’s goals for your life)?

**STEP 3**

- **Title:** Give each plan a six-word title (“My Life With Kids, Entertaining Millions.”)
- **Questions:** Identify one to three questions that this plan creates for you (“Do I have what it takes?” “Will I be happy?” “How could I support myself financially at first?”)

**STEP 4**

- **Share your plans:** Show your plans to friends, colleagues, peer leaders, parents, academic advisor, etc., to gain feedback and other perspectives.

**Feeling stuck? Reflect on your purpose (see page 8 for inspiration.) Or maybe do an Odyssey plan for just the next 5 months!**
Career Myth: “I need to figure out my one, best possible life and make it happen.”
Reframe: “There are many great options and lives within me and I get to choose what I will pursue next.”

Now let’s think of some creative ways to design your life!

This is my story today and what I plan for the next five years (or five months!)

This is my new story, or what I may do if the above story is no longer an option.

This is my wild story, as if money, status, pressure, or image were not an issue.
Designing My Life: Prototyping Ideas

Career Myth: “If I comprehensively research the best data for all aspects of my life, I'll be fine.”
Reframe: “I should build some "life prototypes" to explore questions about my alternatives.”

There are many different lives that you could live.
Let's think of some creative ways to build "prototypes" for your life.

1) Circle a few potential life milestones to consider using as a prototype.
2) Be creative (always ask for help) with ideas on how you might do some life prototypes based upon your circled ideas. Life prototypes are both experiences and conversations.

How might I prototype...?

"Spend time on a farm/zoo"
- Talk to farmers and/or zookeepers about their jobs and animals' wellbeing
- Visit a farm for a day
- Get a behind-the-scenes tour of the zoo
- Research trends in farm and zoo maintenance

"Get really good in Spanish"
- Advice from Spanish teacher
- Visit with friends/families and only speak Spanish
- Dialogue with someone in a Spanish-speaking country
- Watch movies in Spanish
- Attend networking events in Spanish

"Manage vet office"
- Take class or workshop in small-business management
- Talk to small business managers, including vets
- Do internship in vet office
- Interview vet office manager
- Follow professional vet associations through membership/blogs, etc.

"Hike Appalachian Trail/AT"
- Do day-long section hikes with full packs
- Check out hike blogs
- Study maps of the AT
- Interview hikers who finished at least 1/2 the AT
- Talk to adventure club faculty advisor

What other prototype ideas can you (or anyone else) think of?
Valuable Networking Strategies

- Have a positive mindset. The people you are meeting are likely interested to learn about you as well.
- Understand your Value Proposition. Understand how your strengths and skills can contribute in a unique way to help others.
- Open your network. Expand your exposure to people of different backgrounds, ideas and points of view.
- Be curious, strategic and proactive. Seek out people and opportunities, and take advantage of the Career Success Center and any networking events.
- Follow-up with your connections. Always thank those who offered their time and advice.

Networking and informational interviews are essential life prototyping tools which help you learn about many things: career way-finding, industry changes, professional guidance, other potential connections, and of course, they can aid the job/internship search. Networking is like asking for directions — it’s an overall process of learning, helping, building relationships and expanding your professional reach. Informational interviews are an important part of the networking process because they allow you to be the interviewer! You will gain valuable insights into the individual you are interviewing, as well as company culture and the industry they represent. These conversations can be mini-prototypes for the many things you may want to try out in the future. Networking can be done in-person and online. LinkedIn (see page 42) is a great resource to help with both.

WHY?

Explore and clarify your career goals while expanding your professional network.
Build your confidence for job interviews.

WHAT?

Obtain insider information and learn what is needed to excel in a particular job.
Become part of the "hidden" job market!

HOW?

Get curious, develop questions on occupations, trends, ideas.
Find networking opportunities.
Prepare to network, dress professionally, send a thank you email.

80% of jobs are found through networking!
Informational Interviews

An informational interview is NOT a job interview and the objective is NOT to ask for a job. This is where YOU get to be the interviewer! The purpose is to learn more about another individual, opportunities, trends and general career/industry advice. Less spontaneous than organized networking events, you should plan ahead to engage a specific person who has some valuable insights for you. It is also a great life-prototyping tool (see page 12.)

Here is the process:

1. Identify people to interview: Family, neighbors, faculty/advisors, friends, colleagues/bosses, alumni, mentors are good candidates. Invite them to a 20 minute conversation (mail/phone is ok). Offer them a cup of coffee!
2. Prepare to be the interviewer: think about what you want to learn. Research the interviewee and company online or via LinkedIn and other sources. Prepare good questions for your interviewee (see below).
3. Interview and follow-up with a thank you note. See page 39 for examples.

Sample Questions to Ask

- Tell me how you got started in this field. What education or related experience might be helpful in entering this field?
- What are the daily duties of your job? What are the working conditions? What skills/abilities are utilized in this work?
- What are the toughest problems you deal with? What problems does the organization as a whole have?
- What obligation does your work put on you outside the work week?
- How much flexibility do you have in terms of dress, work hours, vacations?
- What do you find most rewarding about this work?
- What salary level would a new person start with? What are the benefits? What are other forms of compensation?
- Is turnover high? How does one move from position to position?
- What trends do you see for this industry in the next 3 to 5 years?
- How well-suited is my background for this field? How would I go about finding a job in this field?
- What suggestions do you have to help make my resume more effective?
- What are the most important factors used to hire people in this work (education, experience, personality, skills)?
- Will you refer me to three other professionals I can speak with? May I have permission to use your name when I contact them?
- Do you have any other advice for me?

To: Fernando Gonzalez (fgonzalez559278@email.com)
From: Pedro Public Health (pedro.p.health@mail.wcsu.edu)
Subject: Camila Counselor Referral - Informational Interview Request

Dear Mr. Gonzalez:

My name is Pedro Public Health and as a current public health student at WCSU, I am very interested in working in health administration. My counselor, Camila Counselor who is a colleague of yours and connected to you on LinkedIn, suggested I reach out to you based on my interests in your current role in the healthcare industry.

Would you possibly be available for an informational interview? I would love to hear more about what you do, and how you got your start in health administration.

Please let me know if you are available to meet sometime next week. If your schedule doesn't allow, what about a 10 minute phone conversation? I look forward to hearing from you soon.

Sincerely,
Pedro Public Health | 203-555.5555
Networking is a great way to prototype your life and career ideas. Every person you meet has the ability to connect you to (potentially) hundreds of more people. We simply can not know who everyone else knows. Be curious, genuine and helpful with as many people as possible. Anyone can be a lead, give you a lead, take your lead, or offer you a resource!

**Brainstorm people you know and think who can be a lead, give you a lead, refer you, or offer you a resource**
“Hello, I am Jane Smith and I am a junior at WCSU majoring in Communication, with a General Business minor. I have experience as the Vice President of the Black Student Union, where I led several fundraising events and played a critical role in establishing a mentorship program for BSA students and alumni. In addition to my leadership experience, I also work on campus as a Career Peer Leader at the Career Success Center where I apply my skills in communication, problem solving, and teamwork. Could you tell me more about your own career progression and how that led to your current role?”
PLUS New, innovative majors:
- BS Applied and Computational Math-Computer animation, Robotics, Data Science
- BA Digital and Applied Media Arts-Digital media including films/podcast production
- Professional Writing-novelist, poet, speechwriter, and more
- Many student clubs and interest groups

There's so much more to explore here in Macricostas... the environment, medicine, literature, computer programming, and history are just a start.

wcsu.edu/sas
203-837-9401
Higgins 109

See you on the Midtown Quad!
Gain Experience Now for Future Success

What is the answer to the age-old question, “How can I get a job without experience, and how can I get experience without a job?” The answer may surprise you: a regular job is only one of many methods to get experience! With the wide variety of WCSU academic classes, access to innovative programs and techniques, and many curated sites on the Career Success Center web pages, students can discover many ways to prototype their lives! Below, are some examples that may help you.

- Develop key skills and many career competencies
- Gain academic and career-related experience
- Apply classroom learning in real-world situations
- Be more competitive in the job market
- Develop work ethic/personal management skills
- Earn a paycheck and/or get academic credit
- Build professional relationships and network
- Find mentors and advisors for career development

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INTERNESHIP

A professional learning experience that offers meaningful, practical work for which you may earn academic credit. They are usually paid and can take place at any time during the year or in any approved location (even on campus.) As an intern, you can gain much more than just academic credit and/or a paycheck.

COMMUNITY SERVICE

Volunteer experiences not only give you a unique perspective on your community, but the experience and skills gained while cultivating a lifelong service-ethic will stimulate and enhance the education experience at all levels. These can be one or multiple events, or dedicated longer-term service support.

ON-CAMPUS EMPLOYMENT

Convenient on-campus employment positions can be structured to be a purposeful, skill-building experience while also supporting the University mission. Positions can be work study or non-work study. These jobs are more flexible than on-campus jobs because they are designed for students.

Strategies for finding these important opportunities:

- Visit the Career Success Center early, and often, and get help with research, résumés and interviewing.
- Take a look at Handshake, research organizations of interest, check out “BuzzFile,” a nationwide company listings page to find regional organizations of interest.
- Attend career fairs, and live and virtual events that are available throughout each semester.
- Network by speaking to every resource available including family, friends, alumni, professionals, members of professional organizations and attend as many networking events as you can.
- Connect with employers and alumni on social media such as LinkedIn, Meet Up, and others.
- Join a student club or professional organization to develop leadership skills, network with guest speakers and provide community service. For example, consider joining the Danbury Young Professionals Organization!
- Use Big Interview to learn and practice interview skills.
**ENTREPRENEURSHIP**

Student entrepreneurs who design, launch, and run their own business can use the Western Entrepreneurship Society (WES) or be inspired through academic entrepreneurship classes. Student entrepreneurs can develop broad-based professional skills relevant to any organization, industry, or community; their start-ups can be for-profit or not-for-profit. Entrepreneurship involves consistently thinking and acting in ways designed to uncover new opportunities that are then explored to provide value.

**GIGS**

Like a micro internship, gigs are short-term, usually paid, one-time, professional assignments. Many industries and roles may participate in a “gig,” especially the music, entertainment, creative, and tech fields. Today, most fields integrate components of “gigs” because of the flexible employment model that the emerging "gig economy" demands.

**MICRO INTERNSHIPS**

Short-term, usually paid, professional one-time assignments that are similar to those given to new hires or interns. They usually consist of 5 to 40 hours of work, can occur any time of year and are easier to fit into a busy schedule. Many of these are done remotely.

**TRAVEL/EXCHANGE**

International or Domestic. An instructional program delivered in an off-campus location, the content of which is enhanced by the location, by distinctive historic or cultural features available in the location or by a unique approach to the subject matter that is specific to the location. The WCSU ISEP program students travel to a location that has been pre-approved and where they determine their specific course of study in collaboration with adviser and the host institution faculty.

**RESEARCH**

Mentored, self-directed work that enables students to make an original, intellectual or creative contribution to the discipline by exploring an issue of interest and communicating the results to others.

**CREATIVE WORKS**

A capstone, senior project, performance, or other creative work that occurs as a culminating experience for a student in an accredited class or program.

**STUDENT TEACHING**

Semester-long, professional assignments to a particular elementary or secondary school under the supervision of a classroom teacher and/or faculty mentor. Typically, a specified number of hours of student teaching are required for teacher certification.

**CLINICAL PLACEMENT**

Rotations through a variety of health care agencies with faculty supervision focusing on the health care field process. Emphasis is on mastering theoretical concepts, improving skill proficiency, and developing clinical reasoning abilities with a focus on evidence-based practice.

**FIELD STUDY**

Collection of information outside of an experimental or lab setting. This type of data collection is most often conducted in natural settings or environments and can be designed in a variety of ways for various disciplines. Field study may be mentored, self-directed, or comprise a full course. The projects include inquiry, design, investigation, discovery and application.

**CIVIC ENGAGEMENT**

Short-term assignments with a focus on educating students as global citizens. Classes or programs include meaningful civic education and activities for social good. Classes and projects have components of reflection and engagement.

**PRACTICUM**

A period of practical experience in academic, professional or community settings (agencies/ organizations) as part of an academic program or course. This approach is grounded in application and practice of theoretical/ technical concepts/skills and cultural competency relevant to a course or profession.
Any student can get essential experience and earn credit through the WCSU free-elective and (usually) PAID internships. This is a great way to prototype your future!

**INTERNSHIP**

1. Develop ideas for the experiences you want to prototype
2. Create a resume and complete the Student Application: [https://www.wcsu.edu/careersuccess/start-an-internship/](https://www.wcsu.edu/careersuccess/start-an-internship/)
3. Research opportunities and review application with Dr. Ciarleglio (ciarleglio@wcsu.edu.) Use Handshake for research and for making appointments (see page 53.)
4. After internship selection/approval, register for course: "Career Education (CED) 297"
5. Complete Internship requirements: required hours (see above), work diary, 5-page reflection, internship evaluation

Credit is graded on a pass/fail basis
Internships can be in person/remote
Earn up to 18 CED credits throughout your academic journey

Get ready

- Be matriculated in good academic standing
- Have at least 45 credits
- Plan credits you would like to earn per formula (1 to 12 credits per 15 week semester)
  - 10 hours/week = 3 credits
  - 20 hours/week = 6 credits
  - 30 hours/week = 9 credits
  - 40 hours/week = 12 credits

Now do it!
Master these WCSU Career Readiness Competencies to prepare for a successful transition into the workplace.

More information on how to master these skills can be found at [www.wcsu.edu/careeruccess/competencies](http://www.wcsu.edu/careeruccess/competencies)
WCSU School of Professional Studies

High quality, personalized advisement and mentoring

Faculty of renowned national, regional and state reputation and expertise

Extensive linkages to community and professional organizations, including public schools, social service, non-profit and health agencies, hospitals and extended care facilities

Comprehensive array of teacher placements

Clinical and field experiences with diverse populations

Innovative and experiential community and school-based activities with faculty and students

Strong educational foundation in liberal arts and sciences

Small classroom environments that encourage active learning and interaction

Flexible day, evening and summer course scheduling to fit working students or have child/parent care and other responsibilities.
How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving and tolerant of the weak and strong. Because someday in your life you will have been all of these.

GEORGE WASHINGTON CARVER

Want to make an impact in our community?

Explore the possibilities with Nuvance Health!

We hire new grads in a variety of fields including nursing, social work, information technology and more.

Nuvance Health is a family of award-winning nonprofit hospitals and healthcare professionals in the Hudson Valley and western Connecticut. Danbury Hospital, New Milford Hospital, Norwalk Hospital and Sharon Hospital in Connecticut, and Northern Dutchess Hospital, Putnam Hospital Center and Vassar Brothers Medical Center in New York — plus multiple primary and specialty care physician practice locations, including The Heart Center, a leading provider of cardiology care, and two urgent care offices. Non-acute care is offered through various affiliates, including the Thompson House for rehabilitation and skilled nursing services, and the Home Care organizations. We also have a pioneering collaboration with the world-renowned Memorial Sloan Kettering Cancer Center (MSK), in Norwalk Hospital’s Cancer Center.

Employees enjoy:
- Comprehensive medical, dental and vision benefits package
- Generous Paid Time Off
- Retirement plan with matching contributions
- Day, evening, night shift opportunities
- Tuition reimbursement

Apply today: nuvancehealth.org/careers/
There are two types of job application documents:

A résumé is a concise document typically never longer than two pages, covering the past 10-15 years of work history. A résumé should be tailored to every job position in which you apply. It highlights professional experience in a reverse chronological order, and highlights your professional fit for the position and uniqueness from among the competition.

The CV (Curriculum Vitæ, Latin for “course of life”) is more in-depth. It is usually at least three pages, and contains details and achievements (work, publications, awards, honors, speaking engagements, grants received for research/educational work, etc.) CVs are not tailored for different job applications. They are meant to showcase your life’s work.

<table>
<thead>
<tr>
<th>Résumé</th>
<th>VS</th>
<th>Curriculum Vitae</th>
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<tbody>
<tr>
<td>1-2 pages</td>
<td>2+ pages</td>
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<tr>
<td>A résumé is a brief summary of skills and experience over one or two pages</td>
<td>CV is more detailed and can stretch well beyond two pages</td>
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<tr>
<td>Resumes are tailored to each position</td>
<td>CVs stay the same, expanding throughout one's career</td>
<td></td>
</tr>
<tr>
<td>A résumé is a brief, targeted list of skills and achievements customized for each job application</td>
<td>A CV is a full-record of your career history</td>
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</tbody>
</table>

A résumé is, by far, the preferred application document in the United States and Canada. A CV is only recommended when applying for a job abroad or if searching for a position in academia, or medical and research fields.
LEARN HOW TO MAKE THE BEST "FIRST IMPRESSION"

Use these guidelines to check and recheck your résumé

**ALWAYS**

- Begin by studying the job description
- Customize the resume for the job
- Optimize keywords throughout
- Be mindful of Applicant Tracking Systems (ATS)*
- Use consistent font throughout
- Use only Calibri, Arial, or Tahoma fonts
- Margins should be at least .5 inch, no more than 1.5
- Always use a "Summary" or "Profile" statement
- Try to keep it to one page but no more than two
- Keep information relevant to the position
- Include only info from the last 10-15 years

**DO NOT**

- Use an "Objective"
- Use pronouns such as me, my, I, our, etc.
- Use periods at the end of bullet points or skills
- Use periods at the end of bullet points or skills
- Overuse bold, CAPS, italicized or underlined words
- List high school or associate degrees in Education
- Include personal information or pictures
- Add "References Available Upon Request"
- Use embedded Headers or Footers
- Have more than two pages
- Send without PROOFREADING!!

*ATS stands for "Applicant Tracking System," and is a type of software used by recruiters and employers during the hiring process. It collects, sorts, and ranks all job applications received. Most employers rely on ATS software to help streamline their recruitment process.*
Basic “Chronological” Résumé Worksheet

(Use the backs of the pages if needed.)

CONTACT INFORMATION
Address | City | State | Email | Phone Number

PROFILE
- (Include experience in...)
- (Include your ability to...)
- (Include what your background is...)
- (Include technology related to the job that you are efficient in...)

KEY CORE/HARD-SKILLS:

EDUCATION
Western Connecticut State University, Danbury, CT
Bachelor of ______ Degree in ______ ; Minored in ______
Expected date of graduation: 20XX – G.P.A. ______ /4.0
Coursework: ____________________________, ____________________________, ____________________________, ____________________________, ____________________________

INTERNSHIP

OTHER WORK EXPERIENCE

VOLUNTEER WORK

MEMBERSHIPS/ASSOCIATIONS

HONORS/AWARDS

Start with Action Verb
How you completed an Action/Task
Results & Outcomes by doing your Action/Task

Start with Action Verb
How you completed an Action/Task
Results & Outcomes by doing your Action/Task

Start with Action Verb
How you completed an Action/Task
Results & Outcomes by doing your Action/Task

Start with Action Verb
How you completed an Action/Task
Results & Outcomes by doing your Action/Task

Title of Honor or Award | Organization Name | Town | ST | Mo/Yr to Mo/Yr
Basic “Chronological” Résumé Sample

JOHN SMITH
123 Main Street, Danbury, CT 06810 • (555) 555-5555 • John.Smith@gmail.com

PROFILE
- Recent graduate who maintained a 3.8 G.P.A. while working full-time
- Collaborated as the Basketball team captain and promoted leadership skills
- Class President, 20XX to 20XX
- Clocked over 500 hours utilizing Microsoft Office Word, Excel and PowerPoint

KEY CORE/HARD-SKILLS:
- Social Media: Facebook, Instagram
- Website Programming/Branding
- Public Speaking
- Microsoft Office Applications
- Customer Service
- Merchandising

EDUCATION
America’s Best University, Town, CT
Bachelor of Science Degree in Marketing; Minored in Psychology
Expected date of graduation: 20XX – G.P.A. 3.8/4.0
Coursework: Consumer Behavior, Marketing Management, Marketing Research, Microeconomics, International Business, Industrial Marketing, Social Media in Marketing

INTERNSHIP
Assistant/Intern, SMART Magazine, New York, NY 20XX – 20XX
- Contacted leading manufacturers to obtain sample merchandise
- Assisted the Fashion Editor at photo shoots and organized clothing and accessories for use
- Wrote captions and explained new seasonal fashion trends
- Directly assisted in transforming and writing the “Makeover” feature for the magazine

OTHER WORK EXPERIENCE
Marketing Assistant/Intern, ESPN, Bristol, CT 20XX – Present
- Track competitive information and prepare business proposals for marketing staff
- Send out media kits to new clients and perform follow-ups
- Implemented a tracking system for monthly expenses and travel arrangements
- Organize weekly sales staff meetings and set up conference calls for outside office
- Mastered Microsoft Office Word, PowerPoint, Excel, Outlook and Publisher skills

VOLUNTEER WORK
- Komen Race for a Cure, New Britain, CT; Volunteer Race Organizer 20XX – Present

MEMBERSHIPS/ASSOCIATIONS
- Student Government Association (SGA); Class President 20XX – 20XX

HONORS/AWARDS
- 20XX Recipient, Who’s Who Among College Students, Richmond, VA 20XX
Résumés: Power Verbs

To assist you in describing your educational and employment experiences, go through the list and see which ones you can use to give punch to your resume.

<table>
<thead>
<tr>
<th>COMMUNICATION/PEOPLE SKILLS</th>
<th>MANAGEMENT/LEADERSHIP SKILLS</th>
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Create Connections | Career Success Guide: First Edition
### HELPFUL SKILLS

- Accommodated
- Adapted
- Adjusted
- Advised
- Advocated
- Aided
- Alleviated
- Answered
- Arbitrated
- Arranged
- Assessed
- Assisted
- Assured
- Attended
- Augmented
- Backed
- Boistered
- Cared
- Clarified
- Coached
- Collaborated
- Consoled
- Contributed
- Cooperated
- Counselled
- Demonstrated
- Developed
- Sensitized
- Diagnosed
- Directed
- Eased
- Educated
- Elevated
- Encouraged
- Endorsed
- Ensured
- Expedited
- Facilitated
- Familiarized
- Fostered
- Furthered
- Guided
- Helped
- Integrated
- Insured
- Interceded
- Intervened
- Led
- Listened
- Mentored
- Mobilized
- Motivated
- Perceived
- Preventive
- Protected
- Provided
- Referred
- Rehabilitated
- Related
- Rendered
- Represented
- Resolved
- Safeguarded
- Serviced
- Simplified
- Spoke
- Supplied
- Supported
- Used
- Teamwork
- Approach
- Volunteered

### ORGANIZATIONAL/DATA SKILLS

- Accomplished
- Achieved
- Approved
- Arranged
- Catalogued
- Charted
- Classified
- Coded
- Collated
- Collected
- Compared
- Compiled
- Filed
- Followed
- Met deadlines
- Through
- Generated
- Obtained
- Implemented
- Operated
- incorporated
- Ordered
- Inspected
- Organized
- Judge
- Loged
- Provided
- Purchased
- Dutch
- Interfaceted
- Provided
- Scheduled
- Screened
- Standardized
- Submitted
- Supplied
- Systematized
- Tabulated
- Updated
- Validated
- Verified

### RESEARCH SKILLS

- Analyzed
- Archied
- Branched
- Catalogued
- Clarified
- Collectd
- Compiled
- Compared
- Conducted
- Critiqued
- Decided
- Detected
- Determined
- Diagnosed
- Diagnosed
- Differentiated
- Documented
- Evaluated
- Examined
- Experimented
- Explored
- Extracted
- Extrapolated
- Filed
- Formulated
- Hypothesized
- Indoctrinated
- Interpreted
- Interviewed
- Invented
- Investigated
- Linked
- Located
- Measured
- Observed
- Organized
- Perceived
- Published
- Rated
- Recognized
- Problems
- Recorded
- Researched
- Reviewed
- Searched
- Scanned
- Studied
- Solved
- Surveyed
- Synthesized
- Systematized
- Tested
- Unearthed
- Wrote

### TEACHING SKILLS

- Accommodate
- Archied
- Adapted
- Adviced
- Benchmarked
- Briefed
- Challenged
- Clarified
- Coached
- Communicated
- Conducted
- Coordinated
- Counseled
- Critiqued
- Decided
- Demonstrated
- Developed
- Empowered
- Enabled
- Encouraged
- Enlightened
- Evaluated
- Explained
- Facilitated
- Focused
- Guided
- Individualized
- Influenced
- Informed
- Initiated
- Instilled
- Instructed
- Invented
- Modeled
- Motivated
- Persuaded
- Schooled
- Shaped
- Simulated
- Stimulated
- Taught
- Tested
- Trained
- Transmitted
- Taught
- Validated
- Valued

### TECHNICAL SKILLS

- Accelerated
- Acclimated
- Activated
- Adapted
- Adhered
- Adjusted
- Applied
- Assembled
- Automated
- Balanced
- Built
- Calculated
- Centralized
- Challenged
- Changed
- Channeled
- Charted
- Circulated
- Computed
- Conceived
- conserved
- constructed
- converted
- coordinated
- Debugged
- Deferred
- Demonstrated
- Designed
- Detected
- Determined
- Developed
- Devised
- Diagrammed
- Diversified
- Drafted
- Engineered
- Excellled
- Expanded
- Expedited
- Fabricated
- Formed
- Fortified
- Generated
- Improved
- Increased
- Installed
- Interfaced
- Launched
- Maintained
- Mastered
- Modified
- Molded
- Networked
- Operated
- Overhauled
- Packaged
- Pioneered
- Prepared
- Printed
- Processed
- Programmed
- Rebuilt
- Reconstructed
- Rectified
- Re-designed
- Re-engineered
- Regulated
- Remodeled
- Repaired
- Replaced
- Restored
- Revamped
- Solved
- Specialized
- Standardized
- Streamlined
- Studied
- Surveyed
- Systematized
- Upgraded
- Utilized
- Wrote
Health Promotion Science (HPX)

JANE SMITH
191 White Street, Danbury, CT 08810, (203) 555-1234, Smith.Jane@gmail.com

PHYSICAL THERAPIST ASSISTANT

- Skilled Physical Therapist Assistant with three years of clinical experience in outpatient and inpatient settings
- Excellent technical knowledge and skills: establishes excellent rapport with patients and therapists to create trusting rehabilitation and working relationships
- Proficiency in orthopedic rehabilitation skills with additional experience in a range of physical therapy patient conditions

AREAS OF EXPERTISE / SPECIALTIES

- Outpatient & Inpatient Care
- Patient Safety
- Patient Notes & Records
- Orthopedic Rehabilitation
- Orientation & Training
- Patient Education
- Diverse Therapy Techniques

EDUCATION

Western Connecticut State University, Danbury, CT May 20XX
Bachelor of Science Degree in Health Promotion Studies, Minor in Psychology GPA 3.54/4.0

INTERNSHIP EXPERIENCE

DANBURY PHYSICAL THERAPY, Danbury, CT March 20XX - Present

Staff Physical Therapist Assistant
- Outpatient/PTA with orthopedic caseload, emphasis on a functionally-based exercise approach
- Assists in the treatments of patients with neurologic conditions such as pediatric MD, MS, and post-stroke head injuries
- Supports patient’s focus on core and pelvic stabilization
- Assists with patient treatments and record information on treatment, progress, and intervention
- Ensures safety of patient using extensive knowledge of equipment and procedures

OTHER EXPERIENCE

DANBURY MEMORIAL HOSPITAL, Danbury, CT June 20XX - March 20XX

Wellness Assistant
- Provided physical therapy assistance in a primarily outpatient care setting
- Supervised patients during treatment to ensure correct and safe implementation and kept accurate records of treatment and patient progress
- Educated patients in proper exercise techniques and use of equipment
- Managed inventory and ordered supplies to ensure full functionality of therapy clinic

MEMBERSHIPS / ACTIVITIES

WCSC Women’s Lacrosse Team, 20XX - Present
WCSC Health and Wellness Club, 20XX - Present
National Association of Physical Therapists, Member, 20XX - Present

Nursing

JANE DOE
191 White Street, Danbury, CT 08810, (203) 555-1234, Jane.Doe@gmail.com

PROFILE

- Over five years of nursing experience working in hospitals and long-term care facilities
- Provides a comprehensive background which can easily be adapted to new challenges and situations

CORE COMPETENCIES

- Patient Monitoring
- Electronic Medical Records/Charting
- Medication Administration
- Mobility Assistance
- Diagnosis
- Patient Hygiene Care

EDUCATION AND CERTIFICATIONS

Western Connecticut State University, Danbury, CT Bachelor of Science Degree in Nursing, Minor in Psychology Anticipated graduation: May 20XX

Connecticut Nursing Certification
- License Number: 12345678 20XX - 20XX
- American Red Cross 20XX - 20XX
- First Aid Certificate 20XX - 20XX
- CPR Certificate 20XX - 20XX

CLINICAL EXPERIENCE

Connecticut Medical Center, Danbury, CT 20XX - Present

Nursing Intern
- Supports nursing staff in the critical care and post-anesthesia care units
- Performs vital sign checks and diagnostic tests as directed by RNs
- Coordinates patient care activities such as feeding and bathing, often providing directions to other CNAs for daily rounds

OTHER WORK EXPERIENCE

Danbury Memorial Hospital, Danbury, CT 20XX - Present

Nurse Aide
- Worked in the intermediate care and providing monitoring and basic care services to patients
- Maintained thorough records of care tasks completed throughout day and updated electronic patient records accordingly

VOLUNTEER EXPERIENCE

Volunteer at Danbury, CT 20XX - 20XX

- Nursing Volunteer
  - Focused on fulfilling care patient needs, such as medication administration, feeding, hygiene, and mobility around campus

MEMBERSHIPS/ASSOCIATIONS

Nursing Association of America, Member 20XX - Present
Western Connecticut State University – Nursing Club, Secretary 20XX - 20XX

HONORS/AWARDS

Western Connecticut Nursing Scholarship Recipient Spring 20XX
### Computer Science (CS)

**ANDREA M. GONZALEZ**  
Kent, CT 06757 • andrea.gonzales@gmail.com • (123) 456-7890  
www.linkedin.com/in/andreagonzales

**SUMMARY**  
- Quick-learning Computer Science major with strong academic background in IT combined with exceptional experience as a help-desk analyst and sales associate  
- Consistently recognized for technical troubleshooting skills used to rapidly and cost-effectively resolve challenging technical issues  
- Proficient in a range of computer systems, languages, tools and testing methodologies

**EDUCATION**  
Western Connecticut State University, Danbury, CT  
Anticipated graduation: May 2021  
Bachelor of Science Degree in Computer Science, Minor in English  
GPA: 3.5/4.0

**TECHNICAL SKILLS**  
Languages: Python 2.7.3; Java 7; C++; HTML  
Tools and Software: Dreamweaver; UltraEdit; Rational Rose; Adobe Photoshop; Microsoft  
Operating Systems: Linux; Mac Office Suite; Windows XP; versions 7, 8 and 10

**RELEVANT INFORMATION TECHNOLOGY PROJECTS**  
- System Administration and Maintenance  
  - Searched and manipulated files in Linux with the cp, mv, find, touch and grep commands  
  - Consolidated and edited documentation for group E-Commerce website project  
- General Computer Science  
  - Developed Python programs: ATM, student information system, tic-tac-toe  
  - Wrote and debugged object-oriented Java programs to calculate speed tickets, employee salary and loan rates

**PROFESSIONAL EXPERIENCE**  
WCSU Information Technology and Innovation, Danbury, CT  
February 2017 – Present  
Help Desk Technician (Internship)  
- Provided networking/desktop support and performed mainframe and account maintenance tasks; earned commendations for teamwork, flexibility and work excellence in providing IT support to students and faculty  
- Handled 30+ technical/mission-critical calls daily; consistently met high service standards

Best Buy, Danbury CT  
Sales Associate  
June 2017 – August 2019  
- Leveraged strengths in persuasive communications and consultative sales to become a top sales performer (including top 10 rankings out of a 100-member regional sales force)  
- Mastered new technologies and products introduced to the store; equally successful in both team and self-directed settings

**PROFESSIONAL ASSOCIATIONS AND ORGANIZATIONS**  
WCSU Information Systems Society: as Vice President, coordinated four career events for members

### Accounting

**LUCAS B. SKYWALKER**  
99 Highland Avenue, Seymour, CT  
(203) 578-6603  
skywalker001@wcsc.edu  
www.linkedin.com/in/LukeSkywalker

**PROFILE**  
Accounting major with an excellent track record of balancing part-time workloads with outstanding academic record and physical fitness; Regarded by mentors, peers and mentees as a highly motivated, hardworking, and dedicated team leader; Worked 25+ hours per week while attending school full-time; Highly proficient with Microsoft products: (Excel, PowerPoint and Word) and Adobe Illustrator

**EDUCATION**  
Western Connecticut State University, Danbury, CT  
Anticipated Graduation: 2021  
Bachelor of Business Administration Degree in Financial Accounting; Minor: Psychology

**Related Coursework:** Cost Accounting, Accounting Theory and Topics, Fraud Examination, Strategic Management, Financial Statement Analysis

**PROFESSIONAL EXPERIENCE**  
Bank Teller, Savings Bank of Danbury, Danbury, CT  
May 2018 – Present  
- Processed cash, check, transfer, and statement transactions, ensuring a balanced and reconciled drawer; identified and searched customer information adhering to stringent security protocols  
- Guided and greeted customers in a highly professional and welcoming manner, communicating bank benefits and services; up-sold and redirected special services to appropriate account staff  
- Selected for Employee of the Quarter – Fall 2019, due to outstanding work ethic and highly positive customer feedback

Official, US Soccer Federation/Danbury Athletic Association, Danbury, CT  
Fall 2016 – Present  
- Officiated youth soccer matches with players ranging from ages 6-19; mentored and led the shadowing process for less experienced officials  
- Volunteered 150 hours each year: (2017 – 2019) to support Toys for Tots charity, providing over 1500 toys for less-fortunate children

Meat Clerk, Labone’s Markets, Watertown, CT  
February 2015 – August 2018  
- Prepared and delivered a variety of meats employing strict safety standards; accepted extra shifts during several period of other employee absences  
- Trained many new employees through customer interactions and cleaning procedures

**TECHNICAL SKILLS**  
- Highly proficient with Microsoft products: Excel, PowerPoint and Word and Adobe Illustrator

**AWARDS AND SPECIAL RECOGNITION**  
- Recognized as outstanding Junior Coach of the Year for 2018 and 2019  
- Selected for WCSU’s Sigma Alpha Pi National Society of Leadership and Success
### Justice & Law Administration (JLA)

**India Juliette Kilo**  
55 Bravo Zulu Lane, New Milford, CT 06776  
(860) 555-2121  
india.j.kilo@gmail.com  
www.linkedin.com/in/indialkilo

**SUMMARY**  
Decorated security professional with seven years of security-related experiences in sensitive situations, including five years of outstanding achievement in the US Navy. Motivated to leverage achievement in high operational tempo environments, qualification in field training, and experience in safety patrols, security details, undercover investigations and public service activities; Fluent in Spanish.

**EDUCATION**  
Bachelor of Science Degree in Justice and Law Administration, (expected) May 2021  
Western Connecticut State University, Danbury, CT  
- Worked 20+ hours weekly while maintaining full academic course load  
- GPA 3.85/4.0

**RELEVANT COURSEWORK**  
Justice Issues in Domestic/International Terrorism; Human Rights; Criminal Procedure

**PROFESSIONAL EXPERIENCE**  
United States Navy  
- May 2019 – August 2019  
- Performed background checks, ensuring accuracy and completeness of information relevant to the casework; communicated through a variety of means with diverse clientele, investigators and sales representatives on a daily basis.

**TECHNICAL SKILLS AND LANGUAGES**  
Expert Markman (Rifle/Pistol); High proficiency with all Microsoft Office applications; Fluent in Spanish.

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### Human Resources (HR)

**Adele M. Munez**  
29 Denson Street, Danbury, CT 06810  
(203) 626-8610  
adelle.m.munez@gmail.com  
www.linkedin.com/in/ammunez

**SUMMARY**  
- Highly effective office manager and near-term Human Resources graduate with 6 years’ experience managing office operations  
- Comprehensive understanding of essential office management functions ranging from account receivables to management of benefits information

**TECHNICAL SKILLS AND LANGUAGES**  
- High proficiency with all Microsoft Office applications  
- Daily work with Chiropractic Medical Software  
- Fluent in Spanish and Portuguese

**PROFESSIONAL EXPERIENCE**  
Greenwich Chiropractic & Nutrition, Greenwich, CT  
- May 2013 – Present  
- Office Manager, October 2016 – Present  
  - Managed key front-office functions for busy Chiropractic office including account receivables, bank deposits, insurance, financial reports, and benefits management  
  - Increased efficiency of daily office operations while guiding and training with a staff of two employees; efforts resulted in increased patient collections and decreased patient waiting times; maintained a pleasant and professional environment to encourage patient satisfaction and comfort  
  - Administrative Assistant, May 2013 – September 2016  
    - Balanced a variety of administrative tasks in a fast-paced environment while supporting external/external communications between customers and health professionals  
    - Initiated and reconciled data and payment entries, managed office cash flows, and resolved issues with insurance companies with a high level of satisfaction for patients and business owners  
    - Covered all office functions during three-month absence of the Office Manager

**INTERNSHIP EXPERIENCE**  
Best Cheese Corp., Purchase, NY  
- November 2019 – May 2020  
- Human Resources Intern  
  - Augmented the Human Resources Department by processing an increased number of onboarding packages, documenting all requisite training; handled high volumes of incoming communications, improving workflow during the busiest season  
  - Appointed to HR teams responsible for employee wellness and diversity programs; communicated new and diverse programming to 500 company employees

**EDUCATION**  
Bachelor Business Administration Degree in Management  
Western Connecticut State University, Danbury, CT  
- December 2020  
- Worked 25+ hours weekly, maintaining full academic course load

**RELEVANT COURSEWORK**  
- Negotiations: Small Business and Entrepreneurship: Leadership: International Business
Communication

JOHN SMITH
123 Main Street, Danbury, CT 06810 • (555) 555-5555 • John.Smith@gmail.com

PROFILE
Recent graduate who maintained a 3.8 G.P.A. while working full-time
Clocked over 50 hours utilizing Microsoft Office Word, Excel and PowerPoint
Collaborated as the basketball team captain and promoted leadership skills
Class President, 20XX to 20XX

KEY HARD SKILLS:
• Social Media: Facebook, Instagram
• Programming/Branding
• Customer Service
• Public Speaking
• Merchandising

EDUCATION
Ames’ Best University, Town, CT
Bachelor of Science Degree in Marketing; Minor in Psychology
Expected date of graduation: 20XX • G.P.A. 3.84/4.0
Coursework: Consumer Behavior, Marketing Management, Marketing Research, Microeconomics, International Business, Industrial Marketing, Social Media in Marketing

INTERNSHIP
Assistant/Intern, SNART Magazine, New York, NY 20XX – 20XX
• Conducted leading manufacturers to obtain sample merchandise
• Assisted the Fashion Editor at photo shoots and organized clothing and accessories for use
• Wrote captions and explained new seasonal fashion trends
• Directly assisted in transforming and writing the “Makeover” feature for the magazine

OTHER WORK EXPERIENCE
Marketing Assistant/Intern, ESPN, Bristol, CT 20XX – Present
• Track competitive information and prepare business proposals for marketing staff
• Send out media kits to new clients and perform follow-ups
• Implemented a tracking system for monthly expenses and travel arrangements
• Organize weekly sales staff meetings and set up conference calls for outside office
• Mastered Microsoft Office Word, PowerPoint, Excel, Outlook and Publisher skills

VOLUNTEER WORK
Komen Race for a Cure, New Britain, CT; Volunteer Race Organizer 20XX – Present

MEMBERSHIPS/ASSOCIATIONS
• Student Government Association (SGA); Class President 20XX – 20XX

HONORS/AWARDS
• Who’s Who Among College Students Recipient 20XX

Education

JANE SMITH
1234 Main Street, Danbury, CT 06810
Jane.Smith@gmail.com
www.linkedin.com/in/jane.smith

PROFILE
Three years of experience serving Kindergarten students ages 4 through 6
Committed to helping students reach their full potential by serving as a compassionate mentor
Providing individualized attention to students when needed
Continued to develop passion for teaching by introducing new experiences, technologies, and skill-building activities into the classroom
Experienced utilizing various technology: Naviance, College Board and grading platforms

EDUCATION
Western Connecticut State University, Danbury, CT
Master of Education Degree in Elementary Education 20XX
University of Connecticut, Storrs, CT
Bachelor of Arts Degree in Education; Minor in English 20XX

LICENSE
Connecticut Public Education Department
Teacher License: Elementary K-8
• License Number: 12345678 20XX – Present

TEACHING EXPERIENCE
Juniper Elementary School, Danbury, CT 20XX – Present
Kindergarten Teacher
Past three academic years in full-day Kindergarten classroom averaging 25 students per year.
• Developed rapport with parents by hosting regular open office hours, providing meaningful feedback during parent-teacher meetings, and advising on how to develop better learning skills outside of the classroom
• Research and obtain educational resources which will keep students engaged based on their identified interests and behaviors
• Worked with three other Kindergarten teachers in obtaining a grant to provide 15 tablets and age-appropriate learning apps to each Kindergarten class, introducing new technologies and engagement opportunities for students
• Assessed students’ performance and development of key skills, and adjust teaching strategies to keep them on track with rest of class
• Thoroughly document all lessons, class behaviors, and scores into online database in accordance with administrative policies. Work with other departments to review and update IEP’s as needed
• Assisted with entering grades, notes, and assessments into student record database for review by parents and administrators

ADDITIONAL RELEVANT EXPERIENCE
The Escobita Family, Albuquerque, NM 20XX – 20XX
Nanny
• Served as full-time caregiver for two children, ages 3 and 5
• Worked closely with parents to plan daily schedules, activities, and meals
• Gained valuable insight into childhood development, which fueled interest in pursuing a career in elementary education
The School of Visual and Performing Arts boasts nationally ranked programs, with a faculty of Tony, Grammy, and Emmy award winners, and in the finest facility of its kind!" Visual and Performing Arts Center, Voted Best of Connecticut 2015 - Place You'd Most Like to Study

Check out our student organizations:

- Theatre
- Western Improv Group
- Eversion Dance Club
- Center Stage Theatre Organization
- Puppetry Guild
- Music
- American Choral Directors Association
- Audio and Music Production Club
- Brass Club
- Ives Concert Flutists
- Jazz Club
- Keyboard Club
- National Association for Music Education
- Percussion Ensemble
- Strings Club
- WCSU Opera Club
- ArtPrisma
- Fine Art Club
- Photography CI

For information on our student organizations, visit https://wcsu.presence.io
**Music**

**JANE DOE**

181 White Street • Danbury, CT 06810
(203) 555-1234 • DoeJane@wcu.edu

**Profile**

- Church Music Director with five years of experience developing praise and engagement through musical selection, arrangement, and leadership
- Versatile experience working with youth and adult performers, and able to draw from personal experiences to help performers develop and improve
- Worked with locally renowned choirs and churches, supporting them as they perform in ceremonies, positively represent the church, and continue glorifying God through music and song

**Highlighted Accomplishments:**

- Selected musical performances to celebrate the 200X Archbishop visit and related ceremonies, working with Archdiocese’s associates to select complementary pieces to sermons
- Led Saint Mary’s Church choir through selection process for singers at the 200X National Catholic Convention and was awarded one of four spaces to perform during the blessing and prayer ceremonies
- Directed numerous televised performances, including performances for inaugural ceremonies, political rallies, and state funerals

**Education**

Western Connecticut State University, Danbury, CT
Bachelor of Arts Degree in Music: May 20XX

**Work Experience**

St. Mary’s Church, Danbury, CT 200X - Present

**Director of Music**

- Sample of performances by the adult choir available at [http://www.stmarys.com/samples.html](http://www.stmarys.com/samples.html)
- Oversees two adult choirs, two youth choirs, and respective assistant directors for a historic Catholic Church in Danbury, CT
- Finishes choral and musical arrangements for all weekly masses and prayer services, in addition to weddings, funerals, and special events
- Reviews practice sessions with assistant directors and guide vocalists/directors on possible changes to improve the performance
- Leads the annual “Choir Days” – a three day festival focusing on the performances and accomplishments of the adult and youth choirs, with eight choral performances throughout the weekend
- Determines need for instrumentalists for special events and manages directory of reputable piano, organ, and string players to accompany performances

Holy Cross Church, Danbury, CT 20XX - 20XX

**Youth Choir Director**

- Managed the Boys’ and Girls’ Choirs, as well as music lessons for Sunday School attendees
- Focuses nearly on mentorship, and fostered a close-knit, encouraging environment for singers
- Planned spring and winter recitals for both choirs and handled all aspects of the plans including music selection, logistics, and promotion to parishioners and community

**Performance Experience**

Western Connecticut Ladies Choir, Bethel, CT 20XX - 20XX

**Singer (Mezzo-Soprano)**

- Part of twelve member choir performing at community events and festivals
- Performed as choir leader and voice coach due to professional experience in music

Freelance Hartford, CT 20XX - 20XX

**Piano Player and Vocalist**

- Performed a mix of religious and secular music for weddings, memorial services, and other special events

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**Theater**

**JANE SMITH**

181 White Street
Danbury, CT 06810
(203) 555-1234
jane.smith@gmail.com

**Profile**

- Age: 22
- Height: 5’7”
- Weight: 125 lbs
- Hair Color: Blonde
- Eyes: Green
- Voice: Mezzo-Soprano

**Film Experience**

- The Green Hillside
  - Supporting
  - Pegasus Productions

- Gabi’s Escapade
  - Voice
  - Homestead Studios

**Theatre Experience**

- The Sound of Music
  - Chorus
  - Rosewood Community Theatre

- The King and I
  - Royal Wife
  - University Theatre

- Hamlet
  - Ophelia
  - University Theatre

- The Wizard of Oz
  - Chorus
  - Theatre on the Hills

- Annie
  - Ms. Hannigan
  - Theatre on the Hills

- A Christmas Carol
  - Chorus
  - Rosewood Community Theatre

- Oklahoma!
  - Chorus
  - Rosewood Community Theatre

- The Music Man
  - Chorus
  - Finkley Research Company

- A Midsummer Night’s Dream
  - Helena
  - Theatre on the Hills

**Training**

- Voice: Camille Johnson, Melanie Gould
- Choral Music: Mike Hawkins
- Dance: Top, Modern Jazz – “Go to Broadway Dance Studio,” Ballroom – “Elegant Dance Studio”
- Acting: Leonard Perry
- Musical Theatre: Victoria Berger
- Improvisation: Evan Horowitz
- Stage Combat: Marcel Johnson

**Skills**

- Languages: French, Spanish
- Accents: American Southern, Australian, French, Irish, Standard American, Standard British
- Additional: Modeling, Stage Combat, Improv, Piano, Flute
Cover Letter: Sample #1  
(if you are an undergrad)

Cover Letter: Version #1 Sample (if you are an undergrad)

JOHN SMITH  
123 Your Street, Your Town, CT 06XX  
(502) 555-5555  
John.Smith@gmail.com

December 16, 20XX  
Jane Doe  
Assistant Director  
Human Resources  
ABC Company  
123 Main Street, Danbury, CT 06810  
(203) 555-1234  
Re: Internship Position

Dear Ms. Doe:  
I am a current senior at America’s Best University, majoring in Communication, with a concentration in Writing, and plan to graduate in May 20XX. I am interested in applying for the Social Media Internship with ABC Company. My strengths are in writing social media posts, attention to detail while scheduling multiple posts per day/week, and experience using Microsoft Office Applications social media platforms such as Twitter, Instagram, Facebook and LinkedIn. Therefore, I assure you I can accomplish your social media goals if hired for this opportunity.

Highlights of my professional/college experience include:  
- Increased social media viewership by 60% within the first six months of last internship  
- Has clocked over 500 hours of detailed oriented work and research using Microsoft Excel and Word applications  
- Excelled at writing clear and concise marketing pieces and weekly reports for the campus Marketing Club

The opportunity at ABC Company sounds very exciting to me because of the current work you are doing with the town of Danbury and I am impressed with how ABC Company has given back to the community and local school children by collecting winter coats and canned food goods for the holiday season.

I feel there is a great deal I can bring to ABC Company and I welcome the opportunity to meet with you. I am free during Monday, Wednesday and Fridays, any time after 3pm. I look forward to your call and I can be reached at (502) 555-5555 or Colosia.Chuck@gmail.com. Thank you for your consideration.

Sincerely,  
Your Signature  
Colosia Chuck  
Incl: résumé, letters of recommendation, transcripts

Cover Letter: Version #1 Template (if you are an undergrad)

Use Same Heading from Résumé

[Date]  

[Name of Contact]  
[Contact Title] You do not need to list this if you do not know it.
[Contact Department] You do not need to list this if you do not know it.
[Company Name]  
[Company Street, City, State, Zip]  
[Company Phone Number] You do not need to list this if you do not know it.
[Company Fax Number] You do not need to list this if you do not know it.
Re: [Purpose of this letter]  
(ex. Re: Internship or Re: Marketing Coordinator Position, etc.)

Dear Mr./Mrs. [Last Name Only]: Never use “To Whom It May Concern” or “Hiring Manager” and never assume the woman is married. Always use “:” after the salutation.

I am a current senior at [your school] majoring in [your major], with a concentration in [your concentration or minor], and plan to graduate in [Month 20XX]. I am interested in applying for the [list internship name or position name] with [list name of company]. My strengths are [list three strengths that are related to the internshipjob]. Therefore, I assure you I can accomplish [employer’s need] if hired for this opportunity.

Highlights of my professional/college experience include:  
- [First highlight or accomplishment that is related to what it is you are applying for.]  
- [Second highlight or accomplishment that is related to what it is you are applying for.]  
- [Third highlight or accomplishment that is related to what it is you are applying for.]  
- [Fourth highlight or accomplishment that is related to what it is you are applying for.]  

The opportunity at [company name] sounds very exciting to me because of [include why it is exciting to you] and I am impressed with how [company name] [list something you found impressive while researching comments from the company’s website, LinkedIn profile, or relevant information that publicly known].

I feel there is a great deal I can bring to [company name] and I welcome the opportunity to meet with you. I am free during [list days and times you are able to meet], I look forward to your call and I can be reached at [list phone number and email address]. Thank you for your consideration.

Sincerely,  
Your Signature  
[Your Typed Name]  
Incl: [List type of documents you included with this letter. Always scan everything as one document and send that.]
Cover Letter: Sample #2 (if you are an alumn)

JOHN SMITH
123 Your Street, Your Town, CT 0600X
(555) 555-5555
John.Smith@gmail.com

December 16, 20XX
Jane Doe
Director
Regional Sales Office
WXVZ Radio Station
123 Main Street, Danbury, CT 06810
(203) 555-1234

Re: Local Sales Executive

Dear Ms. Doe:

Over seven years of experience as a local sales executive in radio and television is the expertise I would bring to the table regarding your position as Local Sales Executive with WXVZ Radio. My strengths are in marketing and social media, project management, and working with a diverse consumer population including men and women in the 18-54 age demographic.

Currently, I work at WABC where I work with multiple regional accounts consisting of Fortune 500 companies to help them reach their marketing goals. I also write and present weekly reports for the station manager and group board members.

Some highlights of my work experience include:
- Network and built relationships with business owners to help build their businesses
- Write and produce commercials for first-time clients and consistently retains 80% of business after initial contract completion
- Recruit and interview potential interns for various sales and marketing related internships

The opportunity at WXVZ Radio sounds very exciting to me because of the current work you are doing with the town of Danbury and I am impressed with how WXVZ Radio gives back to the community and local school children by collecting winter coats and canned food goods for the holiday season.

I feel there is a great deal I can bring to WXVZ Radio and welcome the opportunity to meet with you. I look forward to your call and I can be reached at (555) 555-5555 or John.Smith@gmail.com to discuss the valuable contributions I can make as part of your team. Thank you for your consideration and I look forward to talking with you soon.

Sincerely,

Your Signature
Westcon Chuck

Ind: résumé, letters of recommendation, transcripts

Cover Letter: Version #2 Template (if you are an alumn)

Use Same Heading from Résumé

[Date]

[Name of Contact]
[Contact Title] You do not need to list this if you do not know it.
[Contact Department] You do not need to list this if you do not know it.
[Company Name]
[Company Street, City, State, Zip]
[Company Phone Number] You do not need to list this if you do not know it.
[Company Fax Number] You do not need to list this if you do not know it.

Re: [Purpose of this letter]
(ex. Re: Internship or Re: Marketing Coordinator Position, etc.)

Dear Ms./Mr. [Last Name Only]: (Never use “To Whom It May Concern” or “Hiring Manager” and never assume the woman is married. Always use “Ms.” if addressing to a woman and include “MRS.” after the salutation.)

Over [number] years of experience as [name of position or type of work] is the expertise I would bring to the table regarding your position as [name of position] with [name of company]. My strengths are in [strength related to position], [strength related to position], and [strength related to position].

Currently, I work in [name of current company] where I work [include a daily accomplishment related to position you are applying for]. I also [name another daily accomplishment the employer will care about related to the position in which you are applying].

Highlights of my professional/college experience include:
- [First highlight or accomplishment that is related to what it is you are applying for.]
- [Second highlight or accomplishment that is related to what it is you are applying for.]
- [Third highlight or accomplishment that is related to what it is you are applying for.]
- [Fourth highlight or accomplishment that is related to what it is you are applying for.]

The opportunity at [company name] sounds very exciting to me because of [include why it is exciting to you] and I am impressed with how [company name] [list something you found impressive while researching comments from the company’s website, LinkedIn profile, or relevant information that publicly known].

I feel there is a great deal I can bring to [company name] and I welcome the opportunity to meet with you. I look forward to your call and I can be reached at [include phone number] or [include email address] to discuss the valuable contributions I can make as part of your team. Thank you for your consideration and I look forward to talking with you soon.

Sincerely,

Your Signature

[Your Typed Name]

Ind: [List type of documents you included with this letter. Always scan everything as one document and send that.]
INTRODUCTION PARAGRAPH
Write down the position/occupation for which you are applying and how you found out about it, and what characteristics are distinctive to the organization (go to their website to research).

BODY PARAGRAPHS(s)
List the skills and abilities required to be successful in the job listed. Next, circle those where you excel.

CLOSING PARAGRAPH
Explain what is your motivating factor is and why this type of position is important to you. End with writing how you would like to talk to them about how you can be a value to their team, and the best way to contact you.
Job Interview Thank-You Written Snail-Mail Letter Sample

September 1, 20XX

John Smith
Director, Human Resources
ABC Company
123 Business Road
Company City, CT 06XXX

Dear Mr. Smith:

I’m writing to thank you for the time you spent with me during the interview for the internship position at the ABC Company. I’m excited about the potential opportunity to work with such an excellent company.

I believe I’m a perfect match for this job because I have experience using Excel, as discussed during the interview. Furthermore, working in customer service in my part-time job has allowed me to meet and collaborate with many people, which I enjoyed. I’d also like to add that I won an award for being recognized as an “Up & Coming Freshman” while attending Western Connecticut State University.

Thank you again for the interview, and I hope to hear from you soon. My cell phone number is (555) 555-5555 and my email is Johnny.Applicant@gmail.com. I look forward to hearing from you.

Sincerely,

Signature Goes Here

Johnny Applicant

---

Job Interview Thank-You Email Example

Subject: Thank You for the Job Interview

Dear Mr./Ms. (Last Name):

Thank you for spending time with me during the job interview for the internship position at XYZ Company. I was excited to learn so much more about the company during our interview, and I believe it is a company who travel great distances to make their customers feel appreciated.

After discussing what your goals are, I feel my skillset makes me the perfect fit for what you need accomplished. I have several years of experience developing my skills to help me become an asset for any employer. Plus, I truly enjoy working with people.

Thank you again for the interview. I can be reached at (555) 555-5555, or Your.Name@gmail.com, if you have any questions. I look forward to learning more about the open position in the near future and I hope to hear from you soon.

Sincerely,

Signature Goes Here

Your Name
Your.Name@gmail.com
(555) 555-5555

---

Thank You Written Card Example

Thank You Written Card Example
Dear Mr./Ms. (Last Name):

Thank you so much for meeting with me the other day to discuss the position you seek to fill in your ABC Department at XYZ Company. I have done much research about your company, and I feel my values align with your mission.

I would welcome an opportunity to work with you and be a part of a dynamic team. I can be reached at (555) 555-5555, or Your.Name@gmail.com, if you have any questions. Thank you again, and I hope to hear from you soon.

Sincerely,

Your Signature Goes Here
A reference list is a one-page list of three to five professionals you have worked with who can vouch for your professionalism and work ethic. Bring it to every interview.

Your contact information at the top of this page should be formatted the same as both your cover letter and résumé. It is not a part of your résumé and the words, "Reference Available Upon Request," should never be stated at the bottom of your résumé.

When going to any interview, it is best to bring several copies of your references with you and have them printed on professional résumé paper.

Finally, do not forget to ask those you choose to use as references if it is OK to use them. Let them know about the position and be aware of what they might say about you. Never include a reference without informing them first.

Hey WCSU Students! Join the Greater Danbury Young Professionals Council (YPC) today to connect with a strong, diverse network of peers, mentors and regional leaders!

GROWTH • NETWORKING • COMMUNITY • FUN

For more information: http://ypcgd.com or call the Danbury Chamber of Commerce: 203-743-5545
Virtual Professional Engagement

Meeting Employers Online

There are several ways you can meet and engage employers and other professionals online. For those initial connections, whether they be for a virtual career fair, prototype conversation, job interview, webinar, etc., remember that you don’t get a second chance to make a good first impression, so prepare well!

Virtual Engagement Basics

1. **Make sure your technology is arranged:**
   - Position camera at eye level, practice eye contact
2. **Ensure distraction-free environment:**
   - Clean background; light source in front, not back
3. **Use clear, concise professional communication:**
   - Verbally and in written chats, be authentic
4. **Watch face expressions, body language, posture:**
   - Minimize fidgeting, and don't eat food or chew gum
5. **Don’t multi-task while engaging:**
   - Give your full attention, but take notes as needed
6. **Use your mute button as needed:**
   - Eliminate noise to hear employers clearly

Virtual Career Fairs (VCF)

VCFs work like a traditional *job fair, but is held online. Through VCFs, employers and job seekers can meet and interact with potential candidates from the comfort of their home or office.

Preparation should include all the above, plus:

- **Register ahead of time** and learn the basics of the software as each fair can be unique.
- **Dress professionally**, at least above the waist!
- **Research the attending employers** and group them by preference; visit top companies last.
- **Get ready to upload your tailored résumé** if you are applying for any jobs.
- **Don’t be afraid to make connections and exchange information**; employers came for you!
- **Be patient**; sometimes employer responses can be slowed by audio.

Virtual or Video Interviews

Virtual interviews are similar to in-person interviews and are now often your first interaction with an employer. A video interview can be the first of several interviews (online and/or in-person) depending on the position.

Preparation should include all the above and some of the guidance to the left, plus:

- **Research the employers** to build rapport and talk about common interests, or other neutral topics.
- **Have helpful reference information handy**; virtual interviews are a great opportunity for post-it notes. Have your questions handy, too.
- **Pause before answering** to ensure the interviewer finishes speaking and you understand the question.
- **Follow up promptly with a thank you note.**

*See pg 46-52 for more information on Career Fairs and Interviewing.*
You are unique

and have strengths, values, experience, skills and characteristics that can be communicated in person and online. These all contribute to your reputation and "personal brand." There are many ways to tell your story. Always be authentic, honest and ready to show how your talents match that of the job.

Your brand can be showcased in any way you communicate with people, from a résumé/cover letter, personal website, blog, and portfolio to your social media. It can also be discovered through Google results.

Defining and improving your brand online can help you present the positive things that set you apart. Having a strong, positive online presence is a must in business today.

LinkedIn Profile Tips

**CREATE IT**

- Develop your profile: use a clear, professional-looking picture; create an introductory profile & excellent summary. Show off your skills, work experience and credentials by using strategic, preferred-industry keywords. (Unlike a résumé you can use pronouns.)

  Proofread! Proofread! Proofread!

- Add your experience: jobs (paid/unpaid, internships, part-time, freelance. Use a "Volunteer Work" section.

- Select skills in which you have proficiency, and in which you would be open to receive endorsements.

- Create a customized, easy URL within the LinkedIn software.

- Fill out contact information which you are comfortable sharing.

- Add additional profile sections as relevant, including language proficiency.

**USE IT**

- Connect with friends, professional acquaintances, mentors, students, alumni, etc., and reach out to others with whom you find a professional interest.

  Be professional, always.

- Learn, connect, solicit advice and post like a thought leader. Comment and compliment others.

- Update skills as you develop/with industry changes.

- Reach out to, and follow-up with your professional connections through messaging.

- Search LinkedIn jobs and reach out to key employees from companies in which you are interested.

  Obtain endorsements from your connections to boost your credibility; thank your endorsers.
### 16 Ideas for Sharing on LinkedIn and Professional Social Media

<table>
<thead>
<tr>
<th>Infographics/statistics</th>
<th>Celebrate an achievement</th>
<th>Motivational message</th>
<th>Shoutout to a connection</th>
</tr>
</thead>
<tbody>
<tr>
<td>CrowdSource Solution/Ideas</td>
<td>Ask a question</td>
<td>An interesting/relevant article</td>
<td>Professional tips/hacks</td>
</tr>
<tr>
<td>Company/industry news</td>
<td>Invite to event</td>
<td>Photo from professional event</td>
<td>Article you're quoted in</td>
</tr>
<tr>
<td>Helpful tools and resources</td>
<td>How-to-Video</td>
<td>Job postings</td>
<td>Article you've written</td>
</tr>
</tbody>
</table>

---

### Who’s looking at YOUR profile?

Who SHOULD be looking at your profile?

*Over 45 million LinkedIn profiles are viewed per day!*

---

LinkedIn Education and Services

- Book
- Coaching
- Profile Services
- Live Training
- Virtual Training
- Webinars
- Events
- On-Demand Video Programs

---

Connect with Sandra Long - LinkedIn Author, Speaker, and Instructor  www.linkedin.com/in/longsandra

Website: www.postroadconsulting.com


TEDx Talk – LinkedIn Community by Sandra Long  http://bit.ly/Sandra-TEDx
Social Media Branding

Social media: a power tool for personal branding

Social Media can be used in a positive way to present or market yourself, demonstrate your skills, and show your value. Now that you are entering the job market, your reputation is at stake with everything you post. And if you want to get past that initial Google search (anyone can Google your name), you’re going to want to use all tools at your disposal to develop a powerful and positive personal brand that accurately shows off your capabilities of value to employers and colleagues. Here are some “dos and don’ts” to get you started.

**DO’S**
- Have a professional head shot for your LinkedIn profile.
- Know what is trending and engage in online conversations.
- Check your grammar, spelling and punctuation before posting.
- Keep your information consistent across all social media platforms.
- Protect your online reputation and privacy; “Brand Yourself” can help.

**DON’TS**
- Forget to keep your LinkedIn profile current and up-to-date.
- Share posts involving drugs, alcohol, or profanity.
- Post something you would not want your grandmother to see.
- Ask a professional if there are any job openings.
- Overshare, fight, or be preachy or political.

#trending

BrandYourself is a helpful free tool to help you manage “Google” and social media queries: brandyourself.com

**HOW WILL YOU STAND OUT?**
**11 IMPRESSIONS ARE MADE ABOUT YOU IN THE FIRST 7 SECONDS!**

You, Inc.
*Build Your Career Brand!*

Using Gail’s book, *Your Someday is Now*, as a roadmap, our focus is on client success.

Whether you are a recent graduate or a seasoned executive, Gail will improve your Power Networking, Time Management, Communication and impactful business skills.

AMP! Consulting Offers:
- Book: *Your Someday is Now – What are YOU Waiting For?*
- Presentations and Corporate Training – Onsite and Virtual
- Webinars with Local, Regional and National Applications Conference
- Keynotes and Workshops – Onsite and Virtual
- 1:1 Customized Career Coaching for all experience levels

Gail Lowney Alofsin, President, AMP! (Authentic Measurable Performance) Consulting
Author, Career Coach, Keynote Speaker, Adjunct Professor, Sales & Marketing Executive, Humanitarian
Contact Gail at: 401-640-4418
gail@gailspeaks.com / gailspeaks.com
WONDERING WHAT TO WEAR WHEN DOING BUSINESS?

Going to a career fair, handing in résumé at a company, interviewing for that perfect position...you may never get a second chance to make a good "first impression." Don't take a chance. Know how to do it right the first time.

<table>
<thead>
<tr>
<th>GOAL</th>
<th>Freshmen</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speak with employers about what they do and common careers within their companies. Ask if your major is one that their company would value and hire.</td>
<td>Start seeking internships and building your professional network. Discover what makes people in your major stand out and seem attractive to employers.</td>
<td>Find an internship.</td>
<td>Find an internship.</td>
<td></td>
</tr>
<tr>
<td>Review attendee list, find 3-5 companies you would like to speak with. Bring a résumé if you are trying to find a position.</td>
<td>Find 6-7 companies you are interested in. Select 1-2 that you have not heard from. Find out when they hire or plan to post positions.</td>
<td>Revisit 5-7 companies, add 5+ more, network for more experience in talking with employers and meeting contacts.</td>
<td>Speak with companies you interned with. Reconnect with 10+ you met in the past. Add another 3-5 companies.</td>
<td></td>
</tr>
<tr>
<td>Dress a little nicer than you would for class. Typically, a polo and khaki combo or equivalent is best.</td>
<td>Men: dress shirt/slacks Women: blouse/dress shirt with skirt/slacks</td>
<td>Men: tie/long sleeve dress shirt/with slacks Women: blouse/long sleeve dress shirt/with skirt/slacks</td>
<td>Men/Women: suit</td>
<td></td>
</tr>
<tr>
<td>Notepad, pen/pencil, copies of your résumé printed on professional résumé paper.</td>
<td>résumés (min 10 copies), padfolio, pen</td>
<td>résumés (min 10 copies), padfolio, pen, business cards</td>
<td>résumés (min 10 copies), padfolio, pen, business cards</td>
<td></td>
</tr>
<tr>
<td>1.) I am majoring in ____, what part of your organization would value my major? 2.) Do you offer internships? 3.) Do you have any tips or advice that might help me in my search?</td>
<td>1.) Can you tell me about the projects your interns have worked on? 2.) Does your internship program match the student with a mentor? 3.) I am willing to locate. Which of your office has the greatest hiring needs?</td>
<td>1.) Last year you and I spoke about your internship program. I'm interested in learning more. 2.) Out of your interns from last year, how many were offered jobs and what makes them successful? 3.) How can I apply?</td>
<td>1.) I did an internship in ____ and would like to do more. Would your company value someone like me with the skills I bring? 2.) I applied online already. Can you tell me who I should contact to set up an interview?</td>
<td></td>
</tr>
</tbody>
</table>

WOMEN: WHEN LOOKING FOR A JOB
- Natural makeup & nails, no perfume, no bulky jewelry
- Pressed suit or dress
- Light button-up shirt (nothing see-through)
- Hair pulled back, off face
- Appropriate skirt (no shorter than past the knee) or suit pants
- Polished, closed toe shoes (no more than two inches high)
- Portfolio or clean folder

MEN: WHEN LOOKING FOR A JOB
- Clean shaven, showered, fresh haircut
- Muted, solid color tie
- Pressed suit
- Polished shoes that match belt
- Cover tattoos, no jewelry
- Remove piercings
- No cologne
- Portfolio or clean folder

WOMEN: NETWORKING
- Natural makeup & nails, no perfume
- Nice blouse, no tank top straps
- Appropriate skirt (no shorter than past the knee) or suit pants
- Polished, closed toe shoes (no more than two inches high)
- No cleavage, jeans or gym clothes

MEN: NETWORKING
- Clean shaven, showered
- Button up shirt (don't have to wear a tie)
- Match belt to shoes
- Pressed khakis or nice slacks
- Polished shoes
- No cologne
CAREER FAIRS: Online and In-Person Experiences

BEFORE THE FAIR

- Plan your attire-online or in person. Clean and press your outfit. Practice sitting and moving in it so you are confident.
- Research attending companies: see the Career Success Center - Career Fair web page. Be prepared with good questions.
- List favorite companies in order of preference but visit top companies last to gain confidence for the best chance.
- Perfect and have many copies of résumé (use résumé paper).
- Know your experience, skills, strengths, qualifications and goals.
- Practice your personal pitch. Customize for different companies.

DURING THE FAIR

- Review the map of employers. Locate priority companies and know your reasons why. Save #1 interest for last.
- Make a good first impression. Approach and enter booth area with a smile, good eye-contact. Acknowledge employer with physical courtesy (hello sign). Be confident and exude enthusiasm.
- Stay organized. Take notes of who you spoke with and in which companies you want to learn more.

AFTER THE FAIR

- Keep an organized list of contacts and companies along with dates and follow up instructions.
- Always say “thank you” via email to those with whom you engaged. Thank them for something you learned about their company. Tailor each message, reiterating interest and your value to them.
- Follow directions. Know what each company expects from you and follow-up when you say you will.
- Start preparing for any next-step interviews!

QUESTIONS YOU CAN ASK AT THE FAIR

1. What types of career opportunities do you offer?
2. Can you describe the qualifications and skills you look for in an ideal applicant?
3. What types of projects do entry-level employees work on during their initial year at your organization?
4. What advice would you give someone seeking a position in this industry?
5. What type of entry-level positions or internships exist within your organization?
6. What is the remote-work policy at your organization?
7. Are there opportunities for ongoing training?
There are many forms and types of interviews—ace them all!

BEFORE THE INTERVIEW
- Review your resume
- Research the position, organization, and industry
- Match your skills and qualifications to the position
- Practice responses to potential interview questions
- Prepare 3-5 stories using the STAR concept
- Plan what to wear
- Research the location of your interview
- Conduct an online practice interview and obtain feedback using Big Interview

DURING THE INTERVIEW
- Greet everyone with a firm handshake
- Smile, show enthusiasm, and make eye contact
- Provide examples that showcase your skills and abilities following the STAR concept
- Emphasize your strengths and stay positive
- Listen carefully
- Pay attention to your nonverbal communication
- Ask questions at the end of the interview
- Thank the interviewer(s)

DAY OF THE INTERVIEW
- Dress to impress
- Arrive 10-15 minutes early
- Be nice and courteous to everyone with whom you come in contact
- Bring your professional portfolio with extra copies of your resume, references, notepad, and pen

AFTER THE INTERVIEW
- Send a thank you note, letter, or email to interviewer(s) within 1-2 days
- Follow up with the organization at least 5 days after your interview

Check out more interviewing hints online at: wcsu.edu/careersuccess/interviewing-101
Behavioral Interviewing: the STAR Method

A behavioral interview is designed to get you to reveal more about yourself, how you think, solve problems, and interact with others. They usually begin with, “Describe a situation ... Give me an example... Tell us about... etc.” The STAR concept is a structured manner of responding to a behavioral interview question by discussing the specific Situation, Task, Action, and Result of the situation you are describing, in a story-telling format.

SITUATION: I was involved in a group project last semester for my Administration and Organizational Behavior Management class where our team had to create a business plan. Group members varied significantly in their skills and motivation to complete the project and each member was delegated tasks and deadlines for completion. One group member had fallen behind and our group’s success and grade were in jeopardy.

TASK: Being the group leader, I was the one responsible for delegating the project tasks and seeing our project to completion.

ACTION: I reached out to the group member and in talking with him, I understood that he had different understanding of our objective, and how it would be achieved. We discussed it as a group and devised a plan to stay on track and finish the project within the time frame.

RESULT: As a result, our group became more cohesive, which helped us produce a successful business plan and made the group experience more enjoyable.

Sample Behavioral Questions and Answers

“Describe the most challenging team experience you have encountered.”

SITUATION: I was involved in a group project last semester for my Administration and Organizational Behavior Management class where our team had to create a business plan. Group members varied significantly in their skills and motivation to complete the project and each member was delegated tasks and deadlines for completion. One group member had fallen behind and our group’s success and grade were in jeopardy.

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software will give you expert advice while watching step-by-step interactive demonstrations to prepare, then practice using the new artificial intelligence tools. Click on the logo or create your account here: https://wcsu.biginterview.com/
Describe an instance when you had to use communication skills to get an important point across.

**TIP:** Mention how you follow-up with questions to ensure your message is understood.

Tell me about a time when you had to put in long hours of work during weekends, to meet a deadline.

**TIP:** Working long hours could mean you are truly dedicated to helping a team/company meet a deadline.
QUESTIONS MOST COMMONLY ASKED BY EMPLOYERS

General
1. Tell me about yourself.
2. Walk me through your resume.
3. What can you tell us about our organization?
4. Please share three strengths and/or weaknesses.
5. Why should we hire you?
6. What is your ideal job?
7. What motivates you?
8. Describe a conflict you experienced and its resolution.
9. How would others describe you?
10. What do you do in your spare time?

Education
1. What are your major academic achievements?
2. What did you enjoy most/least about your major and why?
3. How has your college experience prepared you for this job?
4. What lessons did you learn from extra-curricular activities?
5. How did you stay organized in school? How did you prioritize?
6. What courses have you taken that are directly transferable to the job?
7. Do you think your grades are a good indication of the type of employee you’ll make?

Experience
1. What skills and/or experience do you have that qualifies you for this position?
2. What have you learned from previous experiences?
3. How do you cope with working under pressure and meeting tight deadlines?
4. What is the most difficult decision you have had to make on the job?
5. How well do you work with people? Do you prefer working alone or in groups?
6. How would you describe your leadership skills?
7. How well do you adapt to new situations?

Career Goals
1. What are your short-term and long-term career objectives? How do you plan to achieve them?
2. What are the most important rewards you expect to gain from your career?
3. How do you define success?
4. Are you willing to relocate?
5. Are you willing to travel for the job?

Unusual (a very odd question may test your response)
1. If I gave you $75,000 to start a business, what would you do?
2. If you could be a superhero, what would be your superpowers?
3. What song best describes your work ethic?

QUESTIONS YOU CAN ASK EMPLOYERS

1. How would you describe the company’s culture and leadership philosophy?
2. What specific qualities and skills are you looking for in a candidate?
3. What does a typical day or week look like for the person in this position?
4. What is the company’s management style?
5. What are the prospects for growth and advancement?
6. What orientation/training is provided to new employees?
7. If I am extended a job offer, how soon would you like me to start?
8. What is the next course of action? When should I expect to hear from you?
9. Are there any other questions I can answer for you?

QUESTIONS YOU SHOULD AVOID

1. Never ask for information that is easily accessible on the internet or company’s website.
2. Never ask about pay, time off, benefits, etc.; wait until the employer brings it up.
3. What does your company do?
4. Do you do background checks?
5. How quickly can I be promoted?
**Top 10 Interview Questions and Answers**

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>RECOMMENDED FEEDBACK</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Tell me about yourself.</td>
<td>Consider your response to this request as a commercial that sells your autobiography. Always answer this question with positive information. View this question as &quot;Tell me about yourself in relation to this job,&quot; this will keep you focused on what’s important. When describing yourself, you should give specific examples of your professional and personal qualities. Your response should be focused on skills and experience relevant to the position in question. Avoid a lengthy history or wandering off in difference directions. Don't divulge overly personal information unless it is job related.</td>
<td>“I've always been a news junkie and I spent my last two years in school preparing myself to work in communications when I graduated. I looked for internships and extracurricular opportunities that would expose me to media relations, and I'm excited to continue on that path. I've been told that I'm particularly good at coming up with creative story angles, so I'm very excited about this opportunity.”</td>
</tr>
<tr>
<td><strong>2</strong> What are your greatest strengths?</td>
<td>This is your chance to shine. You’re being asked to explain why you are a great employee, so don’t hold back and stay positive. Concentrate on discussing your main strengths. List three or four proficiencies, e.g., your ability to learn quickly, determination to succeed, positive attitude, your ability to relate to people and achieve a common goal. Once you list your strengths, choose one and give an example. You may be asked to give more examples of the above so be prepared.</td>
<td>“I think one of my greatest strengths is as a problem solver. I have the ability to see a situation from different perspectives and I can get my work done even in the face of difficult obstacles. I also feel that my communication skills are top notch. I feel comfortable presenting to small and large groups. And last, is my strong work ethic. When I commit to a deadline, I do whatever it takes to deliver. For example, while I was working in a group of 4 for my Marketing 115, Global Logistics and Supply Chain Strategies, I was responsible for completing...”</td>
</tr>
<tr>
<td><strong>3</strong> What are your greatest weakness?</td>
<td>Keep your answer factual and brief. We all have weaknesses so your goal here isn’t to lie; it’s simply to present yourself as best you can. Your weakness should not be something that would eliminate you from the running. Find a weakness that you have a solution to, or a plan to overcome, and state how you will be successful in overcoming this.</td>
<td>“I would say that public speaking is an area that I could work on. I tend to get nervous when asked to present to a large group. In small team meetings, I’m the first one to stand up and present. But put me in front of a big group and I can get flustered. I took a speech class this semester that helped me gain confidence.”</td>
</tr>
<tr>
<td><strong>4</strong> Describe a difficult situation/project and how you overcame it.</td>
<td>This is a behavioral interview question designed to discover how you handle certain situations. The logic behind this type of question is that how you behaved in the past is a predictor of what you will do in the future. Give a concrete example of a difficult situation that actually happened. Then discuss what you did to solve the problem. Keep your answers positive and be specific. Itemize what you did and how you did it.</td>
<td>“I'm the Membership Chair of XYZ student organization. Since membership decreased over the last 3 years, I thought it would be a good idea to create a new membership recruitment event. So I organized a bowling and pizza event, created flyers and posted it on Facebook. We had a great turnout, and 10 new members joined.”</td>
</tr>
<tr>
<td><strong>5</strong> Where do you see yourself in five years?</td>
<td>The interviewer is looking for you to have a clear mindset about what you wish to accomplish. Outline your job &amp; career goals and how you envision them to fit with those of the company. Describe how you would contribute to the areas of the company about which you are most passionate and how that would ultimately obtain success for you and the company.</td>
<td>“My goal right now is to find a position at a company where I can grow and take on new challenges over time. Ultimately, I'd like to assume more management responsibilities and get involved in product strategy. But most importantly, I want to work for an organization where I can build a career.”</td>
</tr>
<tr>
<td>Question</td>
<td>Example Answer</td>
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<tr>
<td>What background and experience do you have that qualifies you for this position?</td>
<td>Draw parallels from your current or previous experience to the requirements of this position. A similarity that seems obvious to you may not be so obvious to the interviewer. Don’t discount any experience you may have. Even if you are new to the professional job market, have only held a part-time job, or have never held a job, you have done things in your life that you can count as experience.</td>
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<tr>
<td>Please provide some examples of teamwork.</td>
<td>The employer wishes to observe if your answer indicates that you have thought about what you want and that you have researched the company. Demonstrate that this is the company you want to work for. A little flattery will go a long way, so cite some good qualities of the company. Let the interviewer know you are being selective about where you want to work and that you’re not just sending your resume for any job opening.</td>
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<tr>
<td>Why do you want to work here?</td>
<td>When asked about teamwork during a job interview, it’s important to show enthusiasm for working on a team vs. independently if the position requires teamwork. Give specific examples of teamwork you have participated in successfully.</td>
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<tr>
<td>Why should we hire you?</td>
<td>The interviewer is looking for intelligent questions from you to give them insight into your analytical skills and overall enthusiasm for the opportunity. In many situations, the questions you ask in an interview can be more revealing than the answers you give and can give you the advantage you need to get the job. Make sure you have researched and prepared several questions before your interview. Be ready to write them down if any come to mind while you are in the interview.</td>
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<tr>
<td>Do you have any questions?</td>
<td>“My understanding from the job description is that excellent communication and computer skills are required, and I am very strong in those areas. In fact, I am fluent in Spanish, and have a degree in computer science where my GPA was 3.4. In addition, I have had numerous opportunities in my internships and class projects to present ideas in small and large groups.”</td>
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<td>“In high school, I enjoyed playing soccer and performing with the marching band. Each required a different kind of team play, but the overall goal of learning to be a member of a group was invaluable. I continued to grow as a team member while on my sorority’s debate team and through my advanced marketing class where we had numerous team assignments.”</td>
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<td>“I’m connected on LinkedIn to many people who work at your company. When I reviewed their profiles, I saw that we all shared some things in common. It struck me that this is the kind of place where I can fit in and excel, so I was thrilled to see you have this opening.”</td>
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<td></td>
<td>“I am excited for the opportunity to use my skills to help bring your organization to even greater heights. My passion, drive, and hardworking personality combined with my ability to work well as a team player are sure to mesh well with the culture and demands of your organization. My previous experience as an intern at XYZ company allowed me to refine my abilities and I am confident I will become an integral part of your team.”</td>
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<td>“How would you describe a typical week/day in this position?”</td>
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<td>“How would you describe the company’s culture and leadership philosophy?”</td>
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<td>“What is the next course of action? When should I expect to hear from you?”</td>
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<td></td>
<td>“Are there any other questions I can answer for you?”</td>
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How to set up a practice interview and/or access hundreds of interview questions and sample answers:

1. Go to https://www.joinhandshake.com/
2. Use your WCSU log in or register to create a new account
3. Click on the green Start Here button to watch 3 short videos and get the most out of Big Interview
4. Follow the steps on Your Big Interview checklist to learn, practice, and obtain feedback
Job Search and Salary Negotiation

Dynamic search engines and job boards can help you activate your opportunities and apply for internships, part-time, full-time, and seasonable employment.

Handshake is WCSU’s personal job board which features employers who want to hire WCSU students. Use Handshake first to find a job or internship

WHY REGISTER ON HANDSHAKE?

• Access it online from anywhere, 24/7.
• View thousands of on-campus, part-time, internship, and full-time employment listings.
• Upload your résumé and apply in seconds.
• Connect with student peers across the country to learn about opportunities.
• Keep updated on career and internship fairs and other career-related events.

CONNECT NOW...IT’S EASY!

1. Go to https://www.joinhandshake.com/
2. Click "Sign In"; log in with WCSU login info.
3. Select Job Search.
4. Under Job Type, select job categories to narrow search including Part/Full Time, Entry Level, Internship (Paid), On Campus (Student Assistant and/or Auxiliary), Community Service Scholarship Program, etc.
5. Click "Apply."

Other job boards with career advice can be accessed by visiting the Career Success Center’s "E-Tools On Demand" webpage. To begin, simply go to: https://www.wcsu.edu/careersuccess/e-tools/ to see a main list of “Job Search Resources,” listed at the bottom right side of the webpage.

You will find dozens of job sites organized by diversity, government, healthcare, entertainment, and other career fields. LinkedIn is also a great source for jobs. There is something for everyone in every major.
Negotiating a salary is an option for many jobs, but whether you should for a position depends on a few factors: the size and culture of the organization, how well you fit the employer’s needs, how difficult the position is to fill, median salary for that position, and cost of living in that geographic region. Whether you negotiate or not, you always need to research salaries for that position first.

**DO**

- Research salary range/cost of living before interviewing.
- Consider the whole package (salary + benefits) to determine the value of a job offer.
- Be positive – always thank the recruiter for the offer (even if it is very low).
- Ask if there is room for negotiation.
- Respect the timeframe that the employer gives you for making a decision.
- Be diplomatic and professional.
- Get the final offer in writing or in an email.

**DON'T**

- Discuss specifics during your initial interview.
- Raise salary questions until the employer brings it up.
- Enter into negotiations if you know that you won’t accept any offer.
- Under-value your worth.
- Play “hard ball.”
- Provide negative reasons why you are declining the offer.
- Ask for more time and then never follow-up.

Online Resources: Glassdoor.com, bls.gov/ooh/, Onetonline.org, Payscale.com, Salary.com, Salaryexpert.com
Take the time to do it right.

It may be a cliché today, but this statement is very true. Be ethical and professional in all your dealings with employers. They will remember more clearly the very first minutes they meet you, so make it count.

ALWAYS

Dress well; show up early
Be truthful (résumé, application, LinkedIn)
Keep scheduled interview appointments; if emergency arises or accept another job, promptly tell interviewer

And remember to:

• Be open minded
• Respect colleagues
• Establish priorities/goals
• Demonstrate integrity
• Be a problem solver
• Communicate effectively
• Build your network
• Be on time
• Keep phone silent

• Listen carefully
• Show initiative
• Show adaptability
• Dress appropriately
• Go above and beyond
• Be self-aware
• Ask questions
• Help your teammates

NEVER

Understate/overstate your accomplishment
Reneg on a job offer after accepting it, damaging your reputation
Volunteer negative information or use offensive language
Badmouth previous employer

Just don’t do it:

• Use work time for personal business
• Gossip about boss/colleague
• Stop asking questions
• Dress inappropriately for an office setting
• Reply “all” to an email chain
• Bring emotions into the office
• Whine-to anyone
• Stop learning
• Share sensitive information
• Wear fragrance
• Microwave stinky lunches

“You don’t get a second chance to make a good first impression!”

Your conduct, behavior and attitude in a business environment is absolutely essential to your work success and professional reputation.

You do not have to have already worked in a specific profession to demonstrate professionalism.

Your conduct, behavior and attitude in a business environment is absolutely essential to your work success and professional reputation.

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IS GRADUATE SCHOOL FOR YOU?

- Does the career you are preparing for require an advanced degree?
- Are you financially prepared?
- Would it be more appropriate to work first and then return to school?
- Are there other options that you should consider?

HOW IS GRADUATE SCHOOL DIFFERENT FROM UNDERGRAD EDUCATION?

- The quality and quantity of work increases.
- Class sizes are smaller and collaborative work is encouraged.
- Students are expected to take more initiative in their own learning.
- There is an increased depth to research projects including original research.

TYPES OF GRADUATE DEGREES

MASTER'S DEGREE
- Usually 2-3 years to complete
- Career oriented
- Possibility of thesis or non-thesis

DOCTORAL DEGREE
- Usually 4-6+ years to complete
- Research oriented
- Complete dissertation

Graduate Record Examination (GRE)
ets.org/gre

Graduate Management Admissions Test (GMAT)
mba.com

Law School Admissions Test (LSAT)
lsac.org

Medical College Admission Test (MCAT)
aamc.org/students/applying/mcat

Dental Admission Test (DAT)
ada.org/dat.aspx

Pharmacy College Admissions Test (PCAT)
pcatweb.info

Tip: No two programs are the same. You must always contact the admissions office or visit the website of the graduate program to retrieve specific information required in the application process. If you fail to meet all of their criteria, you risk the chance of your application not being considered.
The admission essay, personal statement, goal statement, or statement of purpose are essentially asking for the same information: Who are you? What is your purpose? What do you expect to do with your advanced degree?

**GENERAL GUIDELINES**

- Be honest – genuinely reflect why you want to enter into a graduate or professional program.
- Completely answer all questions and follow the directions provided.
- Tell a story – by distinguishing yourself though your story, you will make yourself memorable.
- Be specific and include concrete examples that back up your story.
- Research the university and the program you are applying to, and find out what sets them apart from others.
- Proofread and find others to proofread for you.

**QUESTIONS THAT WILL HELP YOU COLLECT IDEAS AND INFORMATION**

- What is special, unique, distinctive, and/or impressive about you or your life story?
- What are your career goals and how will this program help you achieve them?
- When did you become interested in this field and what have you learned about it (and about yourself)?
- What academic background and related experience do you have in this field?
- Are there any gaps or discrepancies in your academic record that you should explain?
- Have you had to overcome any unusual obstacles or hardships in your life?
- What is your interest and motivation for pursuing this field?

**THINGS TO AVOID**

- Little white lies: “This program is my first choice…”
- Flattery: “This program is the finest in the country…”
- Overgeneralization.
- Philosophical: “Life in the universe is ever-changing…”
- One-dimensional: “My greatest desire is…my only goal in life is…”
- Painfully obvious: “I believe my undergraduate education has prepared me for…”
- Autobiographical: “…and when I was twelve my family moved to…”
- Getting too personal about religion, politics, or your lack of education.
- Repeating information directly from your application form unless you use it to illustrate a point or want to develop it further.

**HELPFUL RESOURCES**

- Grammarly.com – a free online tool to proofread your writing
- EssayEdge.com and TopAdmit.com – sample personal statements
WCSU: A CELEBRATED LEADER IN GRADUATE EDUCATION

Doctoral Programs
Instructional Leadership
Nursing Education

Master’s Degree
Addiction Studies
Applied Behavior Analysis
Biological and Environmental Sciences
Biology: Integrative Biological Diversity
Business Administration

Counselor Education (Mental Health/School)
Earth and Planetary Sciences
Education (Curriculum Leadership/Instructional Technology)
English
Health Administration
History
Literacy and Language Arts
Mathematics
Music Education
Nursing (Gerontology Clinical Specialist/NP, Psychiatric NP)

Special Education (K-12)
Teaching Secondary Education (Bio/Chem/Eng/Math/SS/Span)

Master of Fine Arts
Visual Arts (Painting, Illustration, or Interdisciplinary)
Creative and Professional Writing

Certificate Programs
Post-Master’s Certificate in Adult Nurse Practitioner Intermediate Administration Supervision (#092)

Outstanding faculty & Curricula
Convenient
Flexible scheduling

WHO WE ARE

The WCSU Alumni Association is an active nonprofit organization operating through the Office of Alumni Relations to coordinate opportunities and events within the university community that benefit our current students and alumni.

Our Mission:
• To develop and maintain a mutually beneficial relationship between Western Connecticut State University and its alumni by fostering a welcoming atmosphere for future and existing alumni;
• To raise awareness through philanthropy and fundraising;
• To build lasting relationships among alumni, students, staff, and the greater Danbury community;
• To celebrate and honor alumni.

EVENTS

Alumni participate and are engaged with current students at several events throughout the year. Here are a few networking and volunteer opportunities to make connections.

• Entering the Gates Ceremony
• Clubs Carnival (fall/spring)
• Annual Golf Tournament
• Homecoming
• Alumni Career Panels
• Midnight Breakfast (fall/spring)
• Alumni Scholarship Opportunities
• Alumni & Student Meet & Greet
• Student Leadership Banquet
• Grad Salute

Stay connected with us!

Alumni Association Board of Directors (2020)
Develop a Money Management Style

No two budgets are the same
There is no right or wrong way to manage your money. You’re going to do things differently than your friends and family members—and you’ll change how you manage your money over time. The important thing is to know what’s driving your money behaviors, so you can make more informed decisions for your life and align your spending with your values.

Everyone has different ways they like to spend their money. You might shell out for experiences such as visiting new cities and playing intramural sports, while your roommate likes having the latest sound system or flat screen.

Discover Your Financial Identity
Your financial identity is the way you approach money management—what you think about and rely on when you’ve got decisions to make. Knowing your financial identity can provide insights into what you need to do to become financially self-sufficient.

Track Your Spending
If you want to be in control of your money, you must understand where your money goes. One way to do this is to keep a personal spending diary to record everything you spend. It’s time to think about the items you purchase on a regular basis. These add up. Where can you save?

When You Start Being Serious About Money

You might find financial decisions overwhelming, and your focus may be on other things. This may lead you to act impulsively, so it will help you to slow down, gather information and carefully contemplate decisions before acting.

You might want to adopt the financial practices of your parents or guardians. While modeling their positive behavior is good, remember you’ll face different challenges and opportunities than them. Ideally you will seek out additional insight and opinions.

Setting Financial Goals

Setting financial goals will help you create and stick to a spending plan. Your goals should:

- **Be realistic**: You may not be able to afford a new car every other year.
- **Be specific**: “I plan/want to save $5,000 for a down payment to buy a new Honda Civic.”
- **Have a timeframe**: “I plan/want to pay off my credit card within the next 12 months.”
- **Be strategic**: “My goal is to buy a bicycle that costs $800 and pay for it without borrowing money. To do so, I will automatically transfer $50 per paycheck into a savings account that I set up to purchase the bicycle.”
With a little self-awareness and self-control, you can transform into a smart spender. Here are a few things to keep in mind the next time you’re getting ready to make a purchase.

**Be a Savvy Shopper**
- Make a shopping list and stick to it
- Decide how much you can spend, and limit temptation by only carrying cash
- Search for coupon codes and promotions online, and ask about discounts when you get to a store

**Think Through Your Big Purchases**
- Define your goal. What do you want to achieve with this purchase?
- Establish your criteria. What aspects are needs and what are wants?
- Choose a few options, taking anything that doesn’t match your needs off the table.
- Identify the pros and cons of each. For example: “Option A has all the features I need and is in my budget, but it’s not the color I want. Option B is the right color, but costs $200 more than I can spend.”
- Decide what’s best. Choose the purchase option that best fits your criteria and financial situation.

**Find the Best Deals**
- Consider used over new
- Go for refurbished electronics and previously owned books
- Comparison shop. Check prices at several stores and online retailers.
- Get the inside scoop.
- Read reviews online and talk to people you trust.

**Final Note**
Know your triggers.

**Are you a sucker for a sale?**
**Do you have a weakness for $4 lattes?**

Recognize what leads you to spend, and avoid those situations as much as you can.

“YOU HAVE THE MOTIVATION, NOW YOU NEED A PLAN.”
Start small
Credit cards are a convenient form of borrowing. People generally use credit cards to purchase goods and services. Here are some tips and guidelines for using your credit card responsibly and maintaining good credit.

Pay off your total balance each month
If you cannot pay the total balance, try to pay more than the minimum amount.

Pay on time
Avoid late fees and protect your credit history. If you cannot pay on time, call your creditor immediately to explain the situation.

Limit number of credit cards
Too many cards can make overspending tempting.

Your Credit Score
Establishing and maintaining good credit is important for the following reasons:

- Can be useful in times of emergencies. Is more convenient and safer than carrying large amounts of cash
- Allows you to make a large purchase (e.g., car or house) and pay for it over time
- Can affect your ability to obtain a job, buy or rent a house, or obtain insurance
- A credit score is a number that helps determine how much of a credit risk you may be based on credit report information.

Your FICO score, which ranges from 300 to 850, is the most common credit score used by lenders to evaluate credit worthiness.

Avoid Identity Theft
Identity theft occurs when thieves steal your personal information (e.g., your SSN, birth date, or credit card numbers). With sufficient information, another person can become you and use your identity to commit fraud or other crimes. For information on avoiding identity theft, visit www.fdic.gov.

Get Your Free Annual Credit Report
The Fair Credit Reporting Act (FCRA) requires each of the three credit reporting agencies to provide you with a free copy of your credit report, at your request, once every 12 months. Order your free annual credit report from www.annualcreditreport.com.

Credit cards are a convenient form of borrowing. People generally use credit cards to purchase goods and services. Here are some tips and guidelines for using your credit card responsibly and maintaining good credit.
1. **Pay Yourself First**
Treat savings like a bill, listing it as a fixed expense in your spending plan. If you've already allocated the money to savings, you’ll be less likely to spend it.

2. **Make it Automatic.**
Set up an automatic withdrawal from your checking account to a savings account each month—that way you don’t even see it.

3. **Create an Emergency Fund.**
What will you do if your car breaks down, you lose your job, or you have to spend the night in the ER? Crises happen, and they can be a lot less stressful if you have some extra padding.

4. **Establish savings goals**
Save for things you want, such as a new computer. Start with a goal of $500 (then build it up to cover one to two months of expenses). Keep it separate from other savings. Use it only for emergencies, and replenish it after you get back on your feet.

5. **Anticipate Certain Expenses**
Save for things you know are coming, such as holiday shopping—it happens every year—or a lost or broken phone (it’s only a matter of time).

**Final Word**
Part of having a savings plan is to know where to save. If you want to save your money while also keeping it accessible, consider a savings account or money market account.

*PUTTING AWAY A LITTLE TIME.*
It might not seem like much now, but it can add up if you’re committed.
Manage, Build and Save!

Manage Your Money with Student Checking.

Student checking provides an opportunity for teens and young adults to have a checking account without regular maintenance fees. With a minimum deposit of $25 to open, it’s a great way to learn about budgeting while achieving financial independence. There is no monthly maintenance fee for those ages 13 to 23. Fees other ATM owners charge when you use your debit card at their ATM in the U.S. are reimbursed within one business day. Applicants under age 18 cannot apply online, but can open an account in one of our branches with a parent or guardian as a second owner.

Build Your Experience and Credit.

Learning to use credit wisely is important and for those ages 18 and above. A credit card is a great first step in establishing a good credit history. While building good credit might not seem like a priority right now, you’ll need it down the road if you want to finance a car, buy a house or qualify for the best credit card offers. Those ages 18 and above may apply for a joint credit card with the parent as the CoApplicant (based on the parent’s credit). One parent and the young adult are joint owners of the credit card account. This method is more likely to build credit. Subject to credit approval.

Additional Option: Parent can add young adult as an authorized user on their credit card. You will receive a card for use on their credit. This will not help build your credit.

Save Your Money.

We have savings accounts to help you manage your money. For example, with our Great Prize Savings Account, each time you make a qualifying deposit, you aren’t just increasing your savings, but are increasing your chance to win. Every quarter, we’ll randomly choose one winner to surprise, adding $1,500 into their account.*

Visit us or call our Customer Service Center at 800.461.0672 to get started!

*Earn an entry in our drawing by depositing at least $25 in your Great Prize Savings Account. Each eligible deposit up to a total of 24 deposits per quarter qualifies as an entry. The winner will have $1,500 deposited in his/her Great Prize Savings Account approximately 60 days after the drawing date. Consumer accounts only, must be 18 years of age and a CT resident. Limit one account per Social Security Number. Minimum balance to earn interest is $10. Fees may reduce earnings. You may only make six third-party withdrawals or transfers from your account each statement period. Odds of winning depend on number of eligible entries received. Major restrictions and eligibility requirements apply - see Official Rules at any Bank branch or NSBonline.com. Void where prohibited. The Great Prize Savings account is conducted under U.S. and CT law as a savings promotion raffle.
Many thanks to the Kathwari Honors Program for their generous support to the WCSU Career Center’s student activities.

Founded to foster and nurture academic and civic excellence among outstanding students in all four WCSU Schools, the full Honors program is open to first year/second-semester sophomores, with an associate program option available to juniors and seniors.

For more information: honors@wcsu.edu and (203) 837-9501/2
Hello Me!

I have an interest in pursuing a future career in ________ although I am also curious about ______________ and ____________. I also find __________ fascinating. If I could not do this, I would consider doing ____________________.

But I also have some wild ideas that I might like to try __________ and __________. I have some questions about _____________ and I really could use some help making this happen.

Sincerely, Me