



Office of
Career Development
& Leadership

Career and Pre-Internship Handbook

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Introduction



Office of
Career Development
& Leadership

Career and Pre-Internship Counseling Handbook

-Dear Students

Whether you are preparing for an internship or seeking assistance with your career development, we have some exciting opportunities lined up for you. To ensure you make the most of these resources, please take note of the following important information:

We have prepared a webinar that covers essential aspects of internship preparation and career development. This webinar will equip you with valuable insights and strategies for securing internships and thriving in your chosen field. You must complete the webinar mentioned to benefit fully from this valuable resource.

Keep Calm! Located in the Hardee's Building, the OCDL is here to lead the way. We understand that conquering the path toward success can be stressful. We are here to unlock your full potential by kindly requesting a few essential career documents and a mock interview.

This captivating list directs you to precise pages with links in blue that will take you to the place in the document of real-life examples to start your journey.

Resumé ([Pages 12- 18](#))

Cover Letter ([Pages 19-20](#))

Reference List ([Page 21](#))

Practice Mock Interview Questions ([Pages 28-31](#))

Let's make it happen together with these action-packed steps toward collaboration:

1. **The Adventure Begins:** Head over to [Page 3](#) of this document and complete the Pre- Internship Application
2. **Then Our Collaboration Begins:** Email your completed Pre-Internship Application to Career@ncwc.edu
3. **We Can't-Wait to See You:** Schedule your appointment through Handshake
4. **Teamwork is the Dream Work:** Don't forget to bring a physical copy of your resumé, cover letter, and reference list. Along with submitting your mock interview through the [Interview Prep \(https://ncwc.interviewprep.app\)](https://ncwc.interviewprep.app) platform

To ensure we make the most of our collaboration, it's vital to complete all the steps before your appointment. Teamwork powers our success, so if any piece is missing, we'll need to reschedule to make sure you get the absolute best support on your journey. Don't worry; we've got your back every step of the way! Let's work together to make your dreams a reality!

Career and Pre-Internship Application:

This application will provide essential information about your career goals, interests, and preferences. By understanding your unique needs, we can offer personalized guidance and support to help you achieve your aspirations.

Resumé, Cover Letter, Reference List:

The Office of Career Development and Leadership will review your documents and provide constructive feedback to enhance your impact and professionalism. Your resumé and cover letter are crucial for presenting your skills and experiences to potential employers, so it is essential to ensure they are polished and tailored.

Mock Interview on Interview Prep:

This platform offers a realistic interview simulation that allows you to practice and refine your interviewing techniques in a virtual environment. This hands-on experience will boost your confidence and help you perform well in real-life interview situations. NC Wesleyan University utilizes Interview Stream for mock interviews. You must register for an account using this website <https://ncwc.interviewprep.app/> and use Assignment Code **(JnO5eP8zOgR3)** to access the Student Mock Interview.

We are committed to supporting your career journey and helping you achieve your goals. By taking advantage of these resources and services, you will be better prepared to secure internships, showcase your skills, and excel in your chosen profession.

Should you have any questions or require additional assistance, please don't hesitate to contact us.

We are here to help you succeed!

Best regards,

Office of Career Development and Leadership

Located: In the Hardee's Building across from the Blue and Gold Café #110

**Career
and
Pre-Internship
Application**

Date: _____

Career and Pre-Internship Application

Name: _____ Student ID# _____

Personal Information:

Email Address: _____

Major / Field of Study: _____

Minor / Field of Study: _____

Are you a: First Second Third Fourth year student or a Graduate APS student

Expected Graduation Date: _____

Are you seeking an: Internship Part-Time job Full-Time job

Are you an international student on an F1 Visa who will be participating in CPT? Yes No

When do you plan on doing your Internship: Fall Winter Spring Summer

Career Goals and Aspirations:

What are your career goals or aspirations? _____

What industry or industries are you interested in pursuing a career in? _____

What specific job titles or roles are you interested in? _____

Career Development and Leadership Programs:

Are you interested in participating in career development and leadership programs offered by the Office of Career Development and Leadership? Yes No

Which specific programs are you interested in? _____

Additional Information:

Please provide any additional information or comments that you believe are relevant to your career development and leadership goals.

Career Exploration Questions

What is an Internship?

An internship for a college student is a short-term work experience opportunity typically offered by companies, organizations, or institutions to provide students with practical exposure to a specific field or industry. Internships are designed to complement the theoretical knowledge gained through academic coursework and allow students to apply what they have learned in a real-world setting.

Here are some key aspects of internships for college students:

- 1. Duration:** Internships can vary from a few weeks to several months. Some internships may be part-time during the academic year, while others are full-time over the summer or during semester breaks.
- 2. Learning and Skill Development:** Internships allow students to gain hands-on experience, develop industry-specific skills, and apply theoretical knowledge in practical scenarios. They often involve working on projects, assisting with day-to-day tasks, or shadowing professionals in the field.
- 3. Networking:** Internships provide valuable networking opportunities. Students can connect with professionals in their desired fields, build relationships, and expand their professional network. These connections can be helpful for future job opportunities or mentorship.
- 4. Exploration and Career Development:** Internships allow students to explore different career paths and industries. By working in a specific field, students can gain insights into the day-to-day responsibilities, company culture, and overall career prospects, helping them make more informed decisions about their future career paths.
- 5. Resumé Building:** Having internship experience on a resumé can be advantageous when seeking future employment. It demonstrates practical skills, commitment, and a proactive learning and professional development approach.
- 6. Potential for Compensation:** Some internships are paid, while others may offer stipends or other forms of compensation. Unpaid internships may still provide valuable learning opportunities, but it's essential to consider your financial needs and evaluate the overall benefits of the experience.
- 7. Credit-Bearing:** To receive academic credit for an internship, a student must complete 45 hours of work per credit hour, engage in documented reflection on the experience, and may have to pay for summer tuition (if applicable).
- 8. Non-Credit Bearing:** Opportunities for students to gain practical work experience in a specific field without receiving academic credit. It focuses on skill development, networking, and exploring career interests.

Internships are valuable for college students as they bridge the gap between academic knowledge and real-world application. They provide opportunities for personal and professional growth, enhance employability, and help students make informed decisions about their career paths. It's important for students to actively seek out internships that align with their interests and career goals and to engage in the application process well in advance to secure the desired opportunities.

**Internship Hunt Stressing You Out?
Rush to the OCDL for Assistance!**

What is a Resumé?

A resumé for a college student is a document that summarizes your education, skills, experiences, and achievements relevant to your academic pursuits, internships, part-time jobs, or other activities during your time as a student. It serves as a concise snapshot of your qualifications and can be used when applying for internships, entry-level jobs, graduate programs, or other opportunities.

Typically, a college student's resumé includes the following sections:

Contact Information: Include your full name, phone number, email address, and optionally your address.

Objective or Profile: A brief statement highlighting your career goals, skills, and what you can offer to the employer or institution.

Education: List your current college or university, degree program, expected graduation date, and relevant coursework or academic achievements.

Work Experience: Include any part-time jobs, internships, or volunteer positions you've held. Provide the job title, company/organization name, dates of employment, and bullet points describing your responsibilities and accomplishments.

Skills: Mention any relevant technical or transferable skills, such as computer software proficiency, language skills, leadership abilities, or communication skills.

Projects/Research: If you've worked on any significant projects or conducted research, briefly describe them, highlighting your role, the objective, and any notable outcomes or contributions.

Leadership and Involvement: Include any leadership roles or involvement in student organizations, clubs, or extracurricular activities. Describe your responsibilities and achievements.

Awards and Honors: List any academic or non-academic awards, scholarships, or honors you have received.

Publications or Presentations (if applicable): Include any published works, research papers, presentations, or conference participation.

References: Optionally, you can mention that references are available upon request.

Remember to tailor your resumé for each opportunity you apply to, focusing on relevant experiences and skills. Keep it concise, usually limited to one page, and use clear headings, bullet points, and a clean, professional format. Proofread carefully to ensure there are no grammatical or spelling errors.

Resume Troubles?

Get Help at the OCDL, Conveniently in the Hardee's Building!

What is a Cover Letter?

A cover letter for a college student is a formal letter that accompanies your resumé when applying for internships, part-time jobs, entry-level positions, or other opportunities. It allows you to introduce yourself, express your interest in the position or organization, and highlight relevant skills and experiences that make you a strong candidate.

Here's a general structure and content to include in a cover letter for a college student:

- 1. Heading:** Include your contact information (name, address, phone number, email) at the top of the letter, aligned with the left margin.
- 2. Salutation:** If possible, address the letter to the specific person or department. If the name is not provided, use a generic salutation such as "Dear Hiring Manager" or "To Whom It May Concern."
- 3. Introduction:**
 - State the position you are applying for and where you found the job listing.
 - Express your enthusiasm and briefly explain your interest in the opportunity or organization.
- 4. Body:**
 - Highlight your relevant experiences and skills that align with the position's requirements.
 - Provide specific examples and achievements that demonstrate your capabilities.
 - Discuss any coursework, projects, research, or extracurricular activities relevant to the position.
 - Connect your experiences to the company's values, mission, or projects to show your interest and fit.
- 5. Closing:**
 - Express your gratitude for the opportunity to apply and for consideration of your application.
 - Request an interview or express your interest in discussing your qualifications further.
 - Provide your contact information again (phone number and email).
 - If applicable, mention that you have attached your resumé for their review.
- 6. Sign-off:** Use a professional closing, such as "Sincerely" or "Best regards," followed by your full name.
- 7. Optional:** If you are mailing a physical copy of the letter, leave space for your handwritten signature above your typed name.

Remember to customize each cover letter for the specific position and organization you are applying to. Tailor the content to showcase your relevant skills, experiences, and enthusiasm for the opportunity.

Proofread carefully for grammar and spelling errors before submitting your application.

**Cover Letter Creation got you Puzzled?
Swing by the OCDL for Assistance!**

What is a Reference List?

A reference list on a resumé is a separate document that includes a list of individuals who can provide professional recommendations and vouch for your qualifications, skills, and character. A reference list aims to offer employers additional insights into your abilities and work ethic beyond what is mentioned in your resumé and cover letter.

Here are some key points to keep in mind about a reference list:

1. **Format:** Create a separate document for your reference list. Use the same header as your resumé, including your name and contact information.
2. **Include relevant details:** For each reference, provide their full name, professional title, current organization, contact information (phone number and email address), and relationship to you (e.g., supervisor, professor, mentor).
3. **Choose the right references:** Select individuals who can speak positively and confidently about your skills and work performance. Ideal references include previous supervisors, professors, advisors, or colleagues who have firsthand knowledge of your abilities.
4. **Seek permission:** Before listing someone as a reference, always ask for their permission and make sure they are willing to provide a recommendation. This also allows them to prepare for potential inquiries from employers.
5. **Variety of references:** Aim for diverse references that can offer different perspectives on your abilities. For example, having references from both academic and professional settings can demonstrate your adaptability and skills in different contexts.
6. **Keep it concise:** Limit your reference list to three to five references. Employers typically do not require an extensive list and may need more time to contact numerous references.
7. **Format consistency:** Ensure that the format of your reference list matches the formatting style of your resumé and cover letter. Use the same font size and spacing to maintain a cohesive visual presentation.
8. **Additional information:** Optionally, you can briefly describe your relationship with each reference or mention specific projects or accomplishments you worked on together. However, this is not mandatory.
9. **Provide your reference list when requested:** Generally, you only need to submit your reference list if specifically requested by the employer. Instead, you can indicate on your resumé that references are available upon request.
10. **Prepare your references:** Keep them informed about your job search and provide them with an updated resumé copy. Additionally, share details about the positions you are applying for so they can tailor their recommendations accordingly.

Remember, the reference list should be separate from your resumé and cover letter. It should be well-organized, easy to read, and presented professionally.

**Revamp Your Reference List Like A Pro!
Drop by the OCDL for Professional Support!**

What are the Elements of an Interview?

- 1. Interviewer:** The person or panel conducting the interview. They are responsible for asking questions, assessing candidates' qualifications, and evaluating their fit for the role.
- 2. Candidate:** The individual being interviewed. They are expected to provide relevant information, answer questions, and demonstrate their suitability for the position.
- 3. Introduction:** The interviewer initiates the interview by welcoming the candidate, introducing themselves, and explaining the purpose of the interview.
- 4. Questions:** The interviewer asks a series of questions to gather information about the candidate's background, skills, experiences, and suitability for the role. Questions can be behavioral, situational, or related to the candidates' motivation and career goals.
- 5. Responses:** The candidate provides responses to the interviewer's questions, elaborating on their qualifications, experiences, and achievements. It's important for the candidate to communicate effectively, provide examples, and articulate their thoughts clearly.
- 6. Body Language:** Both the interviewer and the candidate should pay attention to their body language. This includes maintaining good eye contact, having an open and engaged posture, and using appropriate gestures. Body language can convey confidence, interest, and professionalism.
- 7. Active Listening:** Effective communication in an interview involves active listening. The interviewer should attentively listen to the candidate's responses, ask follow-up questions, and show genuine interest. The candidate should also actively listen to the questions and respond appropriately.
- 8. Evaluation:** The interviewer evaluates the candidate based on their responses, qualifications, skills, and overall fit for the position. They may take notes or use an evaluation rubric to assess each candidate objectively.
- 9. Closing:** The interviewer concludes the interview by thanking the candidate for their time and providing any relevant information about the next steps in the hiring process, such as when the candidate can expect to hear back or if there will be further interviews. This is a great opportunity for the candidate to ask three questions to the interviewer to demonstrate their interest and gather valuable information.
- 10. Follow-Up:** Preferably, within 24-48 hours, email the interviewer a thank-you email to show a positive impression and reinforce your qualifications for the position. There may be additional steps such as reference checks, additional interviews, or a decision-making process. The employer may contact the candidate to provide feedback or offer a job.

**Ready to Conquer Interviews?
The OCDL's Got Your Back to Explain the Process!**

How to Prepare for an Interview?

Preparing for a job interview as a college student is crucial to increase your chances of success. Here are some steps to help you prepare:

1. **Research the Company:** Gather information about the company, its mission, values, products or services, and recent news or developments. Understanding the company will enable you to confidently communicate how you can contribute and align with their goals.
2. **Review the Job Description:** Carefully read the job description and identify the essential skills, qualifications, and responsibilities required for the role. Think about how your experiences, education, and skills match those requirements.
3. **Self-Assessment:** Reflect on your experiences, skills, strengths, and weaknesses. Identify specific examples and achievements demonstrating your abilities and suitability for the job. Be prepared to discuss these examples during the interview. **NC Wesleyan University utilizes VitaNavis Super Strong for self-assessments (www.VitaNavis.com/ncwc), and the access code is [ncwc-studentspcs](#)**
4. **Practice Common Interview Questions:** Familiarize yourself with common interview questions and practice your responses. These questions may include your strengths and weaknesses, past experiences, teamwork, problem-solving, and future goals. Develop concise and thoughtful answers that highlight your skills and accomplishments.
5. **Prepare Questions to Ask:** Prepare a list of thoughtful questions for the interviewer. This shows your interest in the role and company. Questions could be related to the company culture, team dynamics, growth opportunities, or specific aspects of the role.
6. **Dress Professionally:** Choose professional attire appropriate for the job interview. Dressing well shows respect and professionalism. If you need clarification about the dress code, it's better to be slightly overdressed than underdressed.
7. **Mock Interviews:** Practice mock interviews with a friend, family member, or career services advisor. This will help you gain confidence, improve your responses, and get feedback on your body language, tone, and overall presentation. **NC Wesleyan University utilizes Interview Prep for mock interviews. You must register for an account using this website <https://ncwc.interviewprep.app/> and use Assignment Code ([JnO5eP8zOgR3](#)) to access the Student Mock Interview.**
8. **Research Behavioral Interview Questions:** Many employers use behavioral interview questions to assess how you handled specific situations in the past. Prepare examples using the STAR method (Situation, Task, Action, Result) to structure your responses effectively.
9. **Be Punctual and Organized:** Plan your route and transportation to ensure you arrive on time. Bring extra copies of your resumé, a list of references, and any other relevant documents the employer may request.
10. **Follow-Up:** Send the interviewer a thank-you email or note within 24 hours of the interview. Express your appreciation for the opportunity and reiterate your interest in the position.

Remember to be confident, maintain eye contact, listen attentively, and demonstrate enthusiasm for the role. Being well-prepared will help you present yourself effectively and increase your chances of securing the job.

Nervous about Interviews?

The OCDL is here to the Rescue to Boost Your Personal Brand for a Lasting Impression!

What are the Steps after the Job Interview?

After a job interview, there are several essential steps you can take to follow up and maximize your chances of success. Here's what you can do:

1. **Send a Thank-You Note:** Send a personalized thank-you email or handwritten note to each person you interviewed within 24-48 after the interview. Express your gratitude for the opportunity to interview and reiterate your interest in the position. Use this opportunity to highlight specific aspects of the interview that resonated with you or mention any additional points you may have missed.
2. **Reflect on the Interview:** Take some time to reflect on the interview experience. Assess your performance, and identify areas where you felt strong and could improve. This self-reflection can help you prepare for future interviews and make adjustments if needed.
3. **Follow Up on Any Outstanding Information:** If there were any questions or information you could not provide during the interview, take the initiative to follow up and provide those details. This shows your attention to detail and your commitment to thoroughness.
4. **Continue Your Job Search:** While waiting for a response, it's important to continue your job search and explore other opportunities. Don't put all your eggs in one basket. Keep applying for other positions, networking, and engaging in professional development activities.
5. **Stay Patient and Positive:** Understand that the hiring process can take time; it may take several days or weeks before you receive a response. Maintain a positive attitude and stay patient during this waiting period. Use the time to focus on personal growth and other job search activities.
6. **Respond Promptly to Any Requests:** If the employer reaches out with additional requests, such as providing references or completing assessments, respond promptly and provide the requested information. This demonstrates your responsiveness and enthusiasm for the position.
7. **Follow Up if Necessary:** If you are still waiting to hear back within the expected timeframe, it's acceptable to follow up with a polite email or phone call to inquire about the status of your application. Be professional and respectful in your communication.

Remember that the timeline for hearing back after an interview can vary depending on the company's hiring process and the number of candidates being considered. Even if you don't receive an offer for the position, maintain professionalism and a positive attitude. Each interview experience is an opportunity for growth and learning. Use any feedback or insights gained to refine your interviewing skills for future opportunities.

**Achieving Success Feels Like a Maze?
Find Relief at the OCDL for Your Next Big Move!**

What is a Thank-You Note after an Interview?

A thank-you note after an interview is a formal message you send to the interviewer(s) to express your appreciation for the opportunity to interview for the position. It serves to thank them for their time, reiterate your interest in the role and the company, and leave a positive impression.

Here are the key components of a thank-you note after an interview:

1. **Greeting:** Start your note with a polite and professional greeting, addressing the interviewer(s) by name or using a general salutation such as "Dear [Interviewer's Name]" or "Hello [Interviewer's Name]."
2. **Expression of gratitude:** Begin the body of your note by expressing your appreciation for the opportunity to interview. Thank the interviewer(s) for their time, consideration, and insights they shared during the interview.
3. **Reiteration of interest:** Reaffirm your enthusiasm for the position and the company. Mention specific aspects of the job or organization that resonated with you during the interview. This demonstrates your genuine interest and shows you were actively engaged in the conversation.
4. **Reflect on the interview:** Reference a specific point that stood out to you or made an impact. This could be a particular topic of discussion, a project or challenge mentioned, or any key takeaways you gained from the conversation. Reflecting on the interview highlights your attentiveness and shows you actively listened.
5. **Personalize and connect:** Customize your thank-you note to make it personal. Reference any personal connections or shared interests you discovered during the interview, or mention something specific that resonated with you about the company's mission, values, or culture. This personal touch helps create a memorable impression.
6. **Closing and contact information:** Conclude your note with a polite closing, such as "Sincerely" or "Best regards," followed by your full name. Provide your contact information, including your email address and phone number, so the interviewer can quickly contact you.
7. **Proofread and send:** Before sending your thank-you note, proofread it carefully for any spelling or grammatical errors. Ensure that the tone remains professional and that the message is clear. Double-check the recipient's email address if you're sending the note via email. If you're sending a handwritten note, make sure your handwriting is legible.

Remember, a thank-you note should be concise, thoughtful, and sent promptly after the interview, preferably within 24- 48 hours. It serves as a final opportunity to leave a positive impression and reinforce your interest in the position.

**Gratitude Goes a Long Way.
Come into the OCDL for Encouraging Words to Leave a Positive
Impression.**

**Resume, Cover
Letter, Reference
List,
and
Thank-You Note
Examples**

Basic Resumé Format Without Experience Example: A basic resumé typically includes the essential sections and information to showcase your qualifications and skills to potential employers. Remember, even if you don't have formal work experience, you can still emphasize your transferable skills, academic achievements, and extracurricular activities. Tailor your resumé to each specific job or internship you're applying for, highlighting the skills and experiences that align with the position's requirements.

Your Name

Phone Number | Email

Address City, State

Objective:

To secure a challenging and rewarding position that will allow me to utilize my skills and gain practical experience in [field of interest]. I am an enthusiastic and motivated college student seeking an opportunity to contribute to a dynamic organization.

Education:

NC Wesleyan University, Rocky Mount, NC

Graduation Month, Year

Bachelor of [Your Degree]

Relevant coursework: [List any relevant courses]

Skills:

- Strong verbal and written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent organizational and time management abilities
- Ability to work collaboratively in a team environment
- Quick learner with strong attention to detail
- Basic knowledge of [mention any relevant software or tool]

Projects:

- [List any academic or personal projects demonstrating your skills and abilities. Include a brief description and any notable accomplishments or outcomes.]

Extracurricular Activities:

- [List any clubs, organizations, or volunteer work you have been involved in. Highlight any leadership roles or responsibilities.]

Certificates and Training:

- [List any relevant certifications or training programs you have completed, such as online courses or workshops.]

References: Available upon request.

Additional Information: [Include any other information relevant to the position or showcase your personal qualities, such as language proficiency or hobbies.]

Chronological Resumé Example: This is the most common resumé format, where you list your experiences in reverse chronological order, starting with the most recent. Include education, work experience, internships, volunteer work, skills, and relevant coursework. Remember to adapt this template to your experiences, skills, and qualifications. Customize the content to reflect your achievements, and proofread it before submitting it to potential employers.

Your Name

Phone Number | Email

Address City, State

Objective:

Motivated college student seeking an internship opportunity in marketing to apply and further develop my skills in market research, social media marketing, and content creation.

Education:

Bachelor of Arts in Marketing
NC Wesleyan University, Rocky Mount, NC

Graduation Month, Year

Relevant Coursework:

- Principles of Marketing
- Consumer Behavior
- Social Media Marketing
- Digital Marketing

Work Experience:

Marketing Intern

ABC Company, City, State

May 2022 - August 2022

- Assisted in conducting market research and competitive analysis to identify new opportunities for the company's product line.
- Created engaging social media content and managed various social media platforms, resulting in a 20% increase in followers and improved brand visibility.
- Collaborated with the marketing team to develop and implement marketing campaigns for product launches.

Sales Associate

XYZ Retail Store, City, State

September 2021 - May 2022

- Provided exceptional customer service, assisting customers in finding products and resolving inquiries.
- Maintained an organized and visually appealing sales floor, ensuring products were well-stocked and correctly displayed.

Skills:

- Strong written and verbal communication skills
- Experience with social media marketing and content creation
- Detail-oriented with strong organizational skills
- Ability to work effectively in a team and meet deadlines

Extracurricular Activities:

- Member, XYZ University Marketing Club, 2020-present
- Volunteer, Community Outreach Program, City, State, 2019-2020

References: Available upon request

Functional Resumé Example: A functional resumé focuses on skills and abilities rather than chronological work experience. This format is helpful if you have limited work experience but possess relevant skills gained from extracurricular activities, coursework, or projects. Include sections such as skills, education, relevant coursework, and activities. Remember to tailor the skills and coursework section to highlight the most relevant skills and knowledge. Emphasize any projects, assignments, or extracurricular activities demonstrating your abilities in HR management or related areas. Adapt the template to your experiences and proofread the final resumé before sending it to potential employers.

Your Name

Phone Number | Email
Address City, State

Objective:

Motivated college student seeking an internship opportunity in human resources to leverage strong communication and organizational skills, as well as coursework in HR management, to contribute to the success of an organization.

Skills:

- Excellent verbal and written communication skills
- Strong organizational and time management

Education:

Bachelor of Business Administration

NC Wesleyan University, Rocky Mount, NC

Graduation Month, Year

Relevant Coursework:

- Introduction to Human Resource Management
- Training and Development

Projects and Assignments:

- Developed an employee handbook outlining company policies and procedures as part of the HR Management course.

Work Experience:

Administrative Assistant

ABC Organization, City, State

September 2021 – May 2022

- Prepared documents and reports using Microsoft Office Suite, ensuring accuracy and attention to detail.

Extracurricular Activities:

- Member, Society for Human Resource Management (SHRM) student chapter, 2020-present
- Volunteer, Community Outreach Program, City, State, 2019-2020

References: Available upon request

Combination Resumé Example: A combination resumé combines elements of both chronological and functional formats. It highlights your skills and qualifications while also providing a chronological work history. This format can be beneficial if you have some work experience but also want to emphasize specific skills or accomplishments. Remember to tailor this template to your experiences, skills, and qualifications. Customize the content to reflect your achievements, and proofread it before submitting it to potential employers.

Your Name

Phone Number | Email
Address City, State

Objective:

Motivated college student seeking an internship opportunity in Human Resources to apply my strong interpersonal skills, organizational abilities, and coursework knowledge in talent acquisition and employee development.

Education:

Bachelor of Science in Business

NC Wesleyan University, Rocky Mount, NC

Graduation Month, Year

Relevant Coursework:

- Human Resource Management
- Recruitment and Selection
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

Skills:

- Strong Interpersonal and Communication Skills

Work Experience:

HR Intern

ABC Company, City, State
May 2022 - August 2022

- Assisted in recruitment by reviewing resúmes, conducting initial screenings, and scheduling interviews.
- Maintained employee records, including updating personal information, benefits enrollment, and performance evaluations.

Sales Associate

XYZ Retail Store, City, State
September 2021 - May 2022

- Provided exceptional customer service, assisting customers in finding products and resolving inquiries.
- Utilized effective sales techniques to achieve monthly sales targets and contribute to team goals.

Projects:

- Developed a comprehensive employee handbook as part of a group project in the Human Resource Management course, covering policies, procedures, and best practices.

Extracurricular Activities:

- Member, Society for Human Resource Management (SHRM) Student Chapter, XYZ University, 2020- present
- Volunteer, Career Development Center, XYZ University, 2019-2020

References: Available upon request

Internship Resumé Example: If you are applying for an internship, consider creating a specialized resumé that highlights your relevant coursework, projects, and any previous internship experience. Tailor your resumé to the specific internship opportunity and emphasize the skills and knowledge that align with the position. Remember to customize this template to your experiences, skills, and qualifications. Highlight any relevant coursework, projects, or achievements that demonstrate your capabilities in marketing. Proofread your resumé carefully before submitting it for internship opportunities.

Your Name

Phone Number | Email
Address City, State

Objective:

Motivated college student seeking an internship opportunity in marketing to apply and enhance my skills in market research, social media marketing, and content creation.

Education:

Bachelor of Business Administration in Marketing

NC Wesleyan University, Rocky Mount, NC

Graduation Month, Year

Relevant Coursework:

- Principles of Marketing
- Social Media Marketing

Skills:

- Proficient in market research and analysis
- Detail-oriented with strong organizational skills

Relevant Experience:

Marketing Intern

ABC Company, City, State

May 2022 – August 2022

- Assisted in conducting market research and competitive analysis to identify new opportunities for the company's product line.

Sales Associate

XYZ Retail Store, City, State

September 2021 - May 2022

- Provided exceptional customer service, assisting customers in finding products and resolving inquiries.

Projects and Achievements:

- Developed a social media marketing campaign for a local nonprofit organization, increasing its online presence and engagement by 30%.

Extracurricular Activities:

- Member, XYZ University Marketing Club, 2020-present

References: Available upon request

Academic Resumé Example: An academic resumé focuses on your educational achievements, including research projects, academic honors, scholarships, publications, conference presentations, and relevant coursework. This format suits those pursuing academic careers or applying for graduate school. Remember to customize this template by replacing the bracketed sections with your information. Tailor the content to highlight your specific experiences, skills, and achievements most relevant to the position or field you are applying to.

Your Name

Phone Number | Email

Address City, State

Education

Bachelor of Science in [Your Major]

NC Wesleyan University, Rocky Mount, NC

[Your GPA, if it is impressive]

Graduation Month, Year

Relevant Coursework

- [Course 1]: [Description or key topics covered]
- [Course 2]: [Description or key topics covered]

Research Experience

- Research Assistant, [Research Project/Group], [University/Organization], [Dates]
- Assisted in [specific tasks or responsibilities]
- Presented research findings at [conference/seminar]

Internship Experience

- [Internship Position], [Company/Organization], [Dates]
- Completed [specific tasks or responsibilities]
- Assisted with [projects or initiatives]

Leadership and Involvement

- President, [Student Organization/Club], [University], [Dates]
- Led [number of members] in planning and executing [specific initiatives or events]
- Oversaw [club/organization] operations and managed budget

Skills

- Technical Skills: [List relevant technical skills, such as programming languages, software, or tools]
- Soft Skills: [Highlight key soft skills, such as communication, leadership, problem-solving, teamwork, etc.]

Awards and Honors

- [Scholarship/Award Name], [Year]
- [Honors/Academic Distinctions], [Year]

Publications

- [Title of Publication], [Journal/Conference], [Year]

References: Available upon request

Creative Resumé Example: If you are pursuing a creative field such as graphic design, marketing, or advertising, consider creating a visually appealing and unique resumé that showcases your creativity and design skills. However, ensure that the resumé remains professional and easy to read. Remember to customize this template with your information, experiences, and achievements. You can also modify the design elements to suit your style. The goal is to showcase your creativity and design skills while maintaining a professional and organized format.

Your Name

Phone Number | Email

Address City, State

Profile

Energetic and innovative college student passionate about creativity, design, and storytelling. Strong visual communication skills with a keen eye for detail. Seeking opportunities to contribute creative solutions and make a positive impact.

Education

Bachelor of Arts in Visual Arts

NC Wesleyan University, Rocky Mount, NC

Graduation Month, Year

Relevant Coursework:

- Introduction to Graphic Design
- Photography and Image Editing

Skills

- Graphic Design: Adobe Creative Suite (Photoshop, Illustrator, InDesign), Canva
- Photography and Image Editing: DSLR camera, Adobe Lightroom, Adobe Photoshop

Portfolio

- Check out my portfolio at [Your Portfolio Website URL]

Experience

Graphic Design Intern

Company/Organization

[Month Year – Month Year]

- Created visually appealing designs for print and digital platforms, including brochures, posters, social media graphics, and website banners

Leadership and Involvement

- Member, [University Art Club], [Dates]

Volunteer Experience

- Design Volunteer, [Non-profit Organization], [Dates]

Awards and Recognition

- [Award Name], [Year]

References: Available upon request

Cover Letter Format With Experience Example

Your Name
Phone Number | Email
Address City, State

[Today's Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am excited to submit my application for the [Position Title] at [Company Name]. With a strong combination of hands-on experience and relevant coursework, I am confident in contributing to [Company Name] and making a meaningful impact.

I recently completed a [Degree Program] at [Your University], where I have gained valuable skills and knowledge in [relevant field or industry]. Throughout my academic journey, I have taken coursework that directly aligns with the [Position Title] requirements. Notably, [Course 1] and [Course 2] have been instrumental in developing my expertise in [specific skills or knowledge areas]. In [Course 1], I had the opportunity to [describe a key project or assignment], where I honed my abilities in [relevant skills]. Moreover, in [Course 2], I successfully [describe a relevant project or task], which allowed me to apply my knowledge of [specific concepts or techniques].

Beyond my academic achievements, I have gained practical experience through various internships and part-time positions. As a [Previous Position], I actively contributed to [Company/Organization Name] by [describe key responsibilities or accomplishments]. This experience enhanced my ability to [mention skills or competencies relevant to the position] and develop a keen eye for detail and excellent time management skills. Moreover, I have also had the opportunity to collaborate in team settings and effectively communicate complex ideas to diverse audiences.

During my time at a [Previous Position], I successfully [mention a significant accomplishment or project]. This experience reinforced my passion for [field/industry] and allowed me to apply my knowledge of [relevant skills or concepts]. Through these experiences, I have developed a strong understanding of [specific industry trends or practices], which will be an asset in contributing to [Company Name]'s success.

What truly excites me about [Company Name] is your commitment to [mention a specific aspect of the company or mission] and your dedication to [values or goals]. I admire how [Company Name] consistently [mention a specific achievement or initiative], and I am eager to contribute my skills and knowledge to advance your mission further.

Thank you for considering my application. I have attached my resumé for your review, which provides additional details about my experiences and coursework. I would appreciate the opportunity to discuss further how my qualifications align with the needs of [Company Name]. Please feel free to reach me at [Phone Number] or [Email Address] to arrange an interview. I look forward to possibly joining [Company Name] and contributing to your continued success.

Sincerely,
[Your Name]

Cover Letter Format Without Experience Example

Your Name

Phone Number | Email
Address City, State

[Today's Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my strong interest in the [Position Title] position at [Company Name], as advertised on [Source of Job Listing]. Although I may have little work experience, my coursework and academic achievements have provided me with a solid foundation and relevant skills that make me a capable candidate.

I am currently pursuing a [Degree Program] at [Your University], where I have taken a range of coursework that aligns directly with the requirements of the [Position Title]. Notable courses include [Course 1], [Course 2], and [Course 3], which have equipped me with valuable knowledge and practical skills in [relevant skills/topics].

Through these courses, I have developed a strong understanding of [specific concepts or techniques] and the ability to [describe how you have applied these skills in projects or assignments].

In [Course 1], I gained hands-on experience in [describe specific projects or tasks], which required me to [mention relevant skills or competencies]. Additionally, in [Course 2], I collaborated with a team to complete a [describe group project or assignment], where I contributed [specific skills or responsibilities] and demonstrated my ability to [highlight outcomes or achievements]. These experiences have allowed me to develop a keen eye for detail, problem-solving abilities, and practical communication skills.

Furthermore, my academic performance reflects my dedication and commitment to excellence. I have consistently maintained a high GPA, demonstrating my ability to manage my time effectively, work independently, and meet deadlines. My strong work ethic and passion for learning will translate into a diligent and dedicated approach to any tasks assigned to me at [Company Name].

I am particularly excited about the opportunity to join [Company Name] because of its [mention specific aspects of the company or projects that interest you]. Your commitment to [values, mission, or goals] resonates with my values, and I am eager to contribute my skills and knowledge to support [Company Name]'s mission.

Thank you for considering my application. I welcome the opportunity to discuss further my qualifications and how I can contribute to [Company Name] in an interview. I have attached my resumé for your review, which provides additional details about my academic background and coursework. I can be reached at [Phone Number] or [Email Address]. I look forward to the possibility of contributing to [Company Name] and learning from the talented professionals within your organization.

Sincerely,

[Your Name]

Reference list Example

Your Name

Phone Number | Email
Address City, State

Reference List

[Reference Name]

[Professional Title]

[Current Organization or Previous Organization]

[Phone Number]

[Email Address]

Relationship: [Supervisor/Professor/Mentor]

Description: [Briefly mention the nature of your relationship and any notable projects or achievements you worked on together.]

[Reference Name]

[Professional Title]

[Current Organization or Previous Organization]

[Phone Number]

[Email Address]

Relationship: [Supervisor/Professor/Mentor]

Description: [Briefly mention the nature of your relationship and any notable projects or achievements you worked on together.]

[Reference Name]

[Professional Title]

[Current Organization or Previous Organization]

[Phone Number]

[Email Address]

Relationship: [Supervisor/Professor/Mentor]

Description: [Briefly mention the nature of your relationship and any notable projects or achievements you worked on together.]

[Reference Name]

[Professional Title]

[Current Organization or Previous Organization]

[Phone Number]

[Email Address]

Relationship: [Supervisor/Professor/Mentor]

Description: [Briefly mention the nature of your relationship and any notable projects or achievements you worked on together.]

Note: Make sure to replace the placeholders [Your Name], [City, State], [Phone Number], and [Email Address] with your contact information. Similarly, replace the placeholders [Reference Name], [Professional Title], [Current Organization], [Phone Number], [Email Address], [Supervisor/Professor/Mentor], and [Description] with the actual details of your references.

Remember to format the reference list consistently with the rest of your application documents, using the same font, font size, and spacing.

Thank-You Note for After the Interview Example

Your Name

Phone Number | Email
Address City, State

[Today's Date]

[Interviewer's Name]
[Interviewer's Position]
[Company Name]
[Company Address]

Dear [Interviewer's Name],

I hope this email finds you well. I am writing to express my sincere gratitude for the opportunity to interview for the [Position] at [Company]. It was a pleasure meeting you and discussing the role in detail.

I genuinely appreciate the time and effort you dedicated to our conversation. Our discussion about [specific topic discussed during the interview] was remarkably insightful and reinforced my interest in the position. The passion and expertise demonstrated by the team at [Company] further solidified my belief that it would be an exceptional environment for me to contribute and grow.

The opportunity to learn more about the company's commitment to [specific aspect of the company's mission, values, or culture discussed] was genuinely inspiring. It resonates strongly with my values and professional aspirations, making me even more enthusiastic about possibly joining the team.

My skills in [mention relevant skills or experiences discussed in the interview] align well with the position's requirements. I am eager to contribute my [specific skills or expertise] to help [Company] achieve its goals.

Once again, I sincerely appreciate your time and consideration throughout the interview process. I look forward to any updates regarding the next steps in the hiring process. Please feel free to reach out to me if you need any additional information or if there are any further questions I can answer.

Thank you for your attention, and I hope to have the opportunity to contribute to the success of [Company].

Sincerely,

[Your Name]

Note: If you are sending a handwritten note, you can adapt the above content accordingly and write it in a professional manner on a thank-you note card or stationery.

**Fonts,
Action Words,
and
Applicant
Tracking System
(ATS)**

Fonts to use for Resumés, Cover Letters, and Reference list

The font choice typically depends on personal preference and the overall aesthetic you want to convey. However, a few commonly used and widely accepted fonts for resumés exist.

Some popular choices include:

Arial
Calibri
Times New Roman
Helvetica
Garamond
Cambria

These fonts are professional and easily read on printed documents and digital screens. Choosing a clear, legible font that doesn't distract from the content of your resumé, cover letter, and reference list is essential. Additionally, to maintain readability, you should ensure that the font size is appropriate, typically between 10 and 12 points.

Number of Bullet Points on a Resumé

Regarding the number of bullet points on a resumé, it's essential to balance providing enough relevant information and keeping the resumé concise and easy to read. While there is no strict rule on the exact number of bullet points, here are some general guidelines to consider:

- **Quality over quantity:** Include bullet points highlighting your most relevant experiences, skills, and achievements. A few impactful bullet points are better than many that add little value.
- **Tailor to the job:** Customize your resumé for each position you apply for. Include bullet points that directly align with the requirements and responsibilities of the job you're targeting.
- **Be selective:** Consider including 3-5 bullet points for each relevant experience or role. This range allows you to provide enough detail while keeping the overall resumé length manageable.
- **Prioritize recent experiences:** If you have limited space, prioritize the most recent experiences or those most relevant to the job you're applying for. This way, you can showcase your most current skills and accomplishments.
- **Include diverse experiences:** Various experiences, such as internships, part-time jobs, volunteer work, or relevant coursework. This demonstrates a well-rounded skill set and shows your versatility.

Remember, the resumé should be concise, typically fitting on one page for a college student. The specific number of bullet points will vary depending on the depth and breadth of your experiences, so focus on the most significant and impactful information.

Action Words to Use in a Resumé and Cover Letter

Using action words in your resumé and cover letter effectively highlights your skills, experiences, and accomplishments dynamically and effectively. Action words help convey a sense of action, initiative, and achievement.

Here is a list of action words you can use in different sections of your resumé and cover letter:

Leadership and Management:

- Led
- Managed
- Directed
- Supervised
- Organized
- Oversaw
- Delegated
- Coordinated
- Mentored
- Guided

Communication and Collaboration:

- Communicated
- Presented
- Facilitated
- Negotiated
- Persuaded
- Liaised
- Engaged
- Coordinated
- Collaborated
- Resolved

Problem-Solving and Decision-Making:

- Analyzed
- Researched
- Evaluated
- Identified
- Implemented
- Solved
- Innovated
- Decided
- Adapted
- Resolved
- Implemented

Achievements and Results:

- Generated
- Increased
- Improved
- Enhance
- Achieved
- Implemented
- Streamlined
- Accomplished

Technical Skills:

- Developed
- Configured
- Upgraded
- Maintained
- Debugged
- Troubleshooted

Creativity and Innovation:

- Designed
- Created
- Innovated
- Conceptualized
- Developed
- Generated
- Imagined
- Initiated
- Improved
- Revitalized

Organization and Time Management:

- Organized
- Prioritized
- Planned
- Scheduled
- Managed
- Coordinated
- Allocated
- Executed
- Multi-tasked
- Completed

Customer Service:

- Assisted
- Resolved
- Responded
- Served
- Supported
- Addressed
- Listened
- Adapted
- Anticipated
- Collaborated

When using action words in your resumé, ensure they align with the specific experiences and skills you want to highlight. Additionally, use different action words to demonstrate various abilities and accomplishments. Remember to provide specific examples and quantify your achievements whenever possible to make your resumé more impactful and compelling.

What is an Applicant Tracking System (ATS)

An Applicant Tracking System (ATS): is a software tool employers and hiring managers use to streamline and manage the recruitment and hiring process. ATSs are designed to help automate and simplify tasks such as receiving, sorting, and evaluating resumés and tracking candidate information throughout the hiring process. They often use algorithms and keyword matching to filter and rank resumés based on their relevance to the job requirements.

To increase your chances of getting past an ATS and reaching the hands of a human recruiter, consider the following tips:

- 1. Use relevant keywords:** Carefully review the job description and identify the key skills, qualifications, and industry-specific terms mentioned. Incorporate these keywords throughout your resumé to demonstrate your alignment with the job requirements. However, avoid keyword stuffing, as it may appear unnatural or spammy.
- 2. Tailor your resumé:** Customize your resumé for each specific job application. Adjust your skills, experiences, and achievements to match the requirements and language used in the job description. Highlight the most relevant information that directly addresses the employer's needs.
- 3. Use variations of keywords:** Instead of relying solely on exact keyword matches, consider using variations of keywords or related terms. This helps to capture different ways an employer might express specific qualifications or skills.
- 4. Include a skills section:** Create a dedicated skills section in your resumé, listing relevant hard and soft skills. This section is a keyword-rich area, making it easier for the ATS to identify your qualifications.
- 5. Format your resumé appropriately:** Use a clean and professional ATS-friendly resumé format. Avoid using images, graphics, or complex formatting that can confuse the system or cause parsing issues. Stick to standard fonts and headings.
- 6. Use standard job titles:** When listing your previous job titles, use standard industry-specific terms rather than creative or unconventional titles. This ensures that the ATS quickly understands your experience.
- 7. Provide a plain text version:** Some ATSs need help to read complex file formats, such as PDFs. Consider providing a plain text version of your resumé alongside the formatted version to ensure compatibility with different systems.
- 8. Proofread and review:** As with any resumé, proofread your content for grammar, spelling, and punctuation errors. Review your resumé from an ATS perspective, ensuring that your keywords are strategically incorporated throughout the document.

Remember, while optimizing your resumé for an ATS is essential, creating a solid and compelling resumé that will resonate with human recruiters is equally crucial. Balance keywords with clear and concise language that effectively communicates your qualifications and accomplishments.

**Elevator Pitch
and
Interview Review
Questions**

How to Answer the Tell Me About Yourself Question (Elevator Pitch)

When answering the "Tell me about yourself" question or providing an elevator pitch in an interview, it's essential to deliver a concise and impactful response highlighting your key qualifications, experiences, and accomplishments.

Here's a step-by-step guide to help you structure your answer:

- 1. Start with a brief introduction:** Include your name and current or recent educational background or degree program.
- 2. Highlight relevant experience:** Share a summary of your most relevant work or internship experiences, focusing on those directly related to the position you're applying for. Mention any notable achievements or responsibilities that demonstrate your skills and expertise.
- 3. Emphasize your skills and strengths:** Identify a few critical skills or strengths highly relevant to the job. Choose those that align with the job requirements and provide examples of how you've utilized these skills in your past experiences.
- 4. Connect to the company or role:** Demonstrate your interest in the specific company or role by explaining why you're excited about the opportunity. Mention any research you've done on the company, its mission, or recent achievements, and explain how your background and skills align with their needs.
- 5. Conclude with a future-oriented statement:** Wrap up your response by briefly mentioning your career goals or aspirations, emphasizing how the position you're applying for aligns with your long-term objectives. This shows that you have a clear sense of direction and are motivated to contribute and grow within the company.

Remember to keep your response concise, typically lasting around 1-2 minutes. Practice your elevator pitch beforehand to ensure you deliver it confidently and smoothly during the interview. Tailor your answer to each specific job opportunity, emphasizing the aspects of your background that are most relevant and appealing to the employer.

What are Practice Common Interview Questions for an Interview?

Here are some common interview questions that you can practice to prepare for a job interview:

1. Tell me about yourself.
2. Why are you interested in this position/company?
3. What are your strengths and weaknesses?
4. Can you describe a challenging situation and how you handled it?
5. How do you handle stress and pressure?
6. Describe a time when you demonstrated leadership skills.
7. How do you prioritize and manage your time effectively?
8. Give an example of a time when you worked as part of a team to accomplish a goal.
9. What are your long-term career goals?
10. How do you handle constructive criticism?
11. Tell me about when you dealt with a difficult coworker or customer.
12. Describe a situation where you had to think creatively to solve a problem.
13. How do you stay motivated and productive?
14. Can you discuss when you had to adapt to a new situation or change?
15. Describe a successful project or accomplishment you're proud of and why.

Remember, these are just examples, and the actual questions you encounter may vary depending on the job, industry, and interviewer. Personalizing your responses and using specific examples from your experiences is important to demonstrate your skills, abilities, and achievements. Practicing your answers beforehand will help you feel more confident and articulate during the actual interview.

What are Behavioral Interview Questions?

Behavioral interview questions are a type of interview question that aims to assess how a candidate has behaved in specific situations in the past. The underlying assumption is that past behavior is a good predictor of future behavior. These questions typically require candidates to provide specific examples from their past experiences to demonstrate their skills, abilities, and personal qualities. They often follow the STAR method, which stands for Situation, Task, Action, and Result.

Here are some examples of behavioral interview questions:

1. Tell me about a time when you faced a significant challenge at work or school. How did you approach it, and what was the outcome?
2. Describe a situation in which you had to work closely with a difficult team member. How did you handle it, and what was the result?
3. Can you share an example of when you had to meet a tight deadline? How did you prioritize your tasks and ensure timely completion?
4. Tell me about a project or accomplishment you're proud of. What was your role, and how did you contribute to its success?
5. Describe a time when you had to adapt to a major change in your work or academic environment. How did you handle it, and what was the outcome?
6. Can you give an example of a time when you had to make a difficult decision? How did you approach it, and what was the result?
7. Tell me about a situation where you had to resolve a conflict or disagreement with a coworker or classmate. How did you address it, and what was the resolution?
8. Describe when you demonstrated leadership skills and took charge of a project or situation.
9. Can you share an example of when you went above and beyond to deliver exceptional results or provide excellent customer service?
10. Tell me about a mistake or failure you experienced. How did you handle it, and what did you learn from it?

When answering behavioral interview questions, it's essential to provide specific details, explain your actions, and highlight the outcomes or results of your actions. By sharing concrete examples, you demonstrate your ability to handle various situations effectively. It's a good idea to prepare and practice your responses to these types of questions before the interview, drawing from your past experiences and accomplishments.

What Questions can you ask the Interviewer after the Job Interview?

Here are some questions you can ask the interviewer during a job interview to demonstrate your interest and gather valuable information:

1. Can you tell me more about the day-to-day responsibilities of this role?
2. What tasks will I complete in the first 30, 60, and 90 days?
3. What are the key goals and objectives for this position in the short-term and long term?
4. How would you describe the company culture and values?
5. Can you tell me about the team or department I would be working with?
6. What professional development and growth opportunities are available within the company?
7. How does the company support work-life balance?
8. What is the management style like in this organization?
9. How does the company foster collaboration and teamwork?
10. What challenges or opportunities do you see for the company or department in the near future?
11. Can you tell me about the typical career path for someone in this role?
12. What sets this company apart from its competitors?
13. How does the company measure success in this role?
14. Can you provide more information about the company's plans for growth or expansion?
15. What is the preferred communication style within the company?
16. Is there anything else I can provide or clarify regarding my qualifications for this position?

Remember, asking thoughtful questions shows your genuine interest in the company and position. It also allows you to gather essential insights to help you make an informed decision if you receive a job offer. Tailor your questions based on your research about the company and the information shared during the interview. Avoid asking questions that can easily be found on the company's website or other easily accessible sources.

What is the STAR Method for Behavioral Interview Questions?

The STAR method is a structured approach for answering behavioral interview questions. It provides a framework to help you effectively convey your past experiences and showcase your skills and abilities. STAR stands for Situation, Task, Action, and Result.

Here's a breakdown of each component:

- 1. Situation:** Start by providing context for the interviewer. Describe the specific situation or scenario you faced. Set the stage by explaining the background and any relevant details about the situation. Be concise and focus on the key elements necessary to understand the context.
- 2. Task:** Next, explain the task or goal you were assigned within that situation. Clearly articulate what you needed to accomplish or the challenge you needed to overcome. This helps the interviewer understand the objective you were working towards.
- 3. Action:** Detail your actions to address the situation and complete the task. Explain the specific steps you took and the strategies you employed. Emphasize your contributions and highlight the skills and abilities you utilized. Be sure to focus on what you did rather than what the team or others did.
- 4. Result:** Finally, share the outcome or result of your actions. Describe the positive impact or achievements that resulted from your efforts. Quantify the results whenever possible, such as improved metrics, cost savings, increased efficiency, or successful project completion. Also, highlight any lessons learned or personal growth from the experience.

By following the STAR method, you provide a structured and comprehensive response to behavioral interview questions. It helps you showcase your ability to handle specific situations, demonstrate relevant skills, and articulate the results of your actions. Remember to practice using the STAR method with different examples from your experiences to ensure you can effectively communicate your achievements and abilities during the interview.

**Step-by-Step,
Setting Up Your
Handshake Account,
Securing an
Interview, and
LinkedIn Profile**

Step-by-Step Guide to Set up a Profile on Handshake

Handshake is a platform designed to connect students with employers and career opportunities.

- 1. Visit the Handshake website:** Go to the Handshake website (joinhandshake.com) using your preferred web browser.
- 2. Sign up as a student:** Click the "Sign up " button on the Handshake homepage. Since you are a student, select the "Student/Alumni" option.
- 3. Provide your school information:** Handshake collaborates with various educational institutions. Enter your nwc.edu email address to gain access.
- 4. Complete the registration form:** Fill out the registration form with your personal information. This may include your name, email address, graduation date, major, and any other requested details. Make sure to provide accurate information.
- 5. Verify your email:** Handshake will send a verification email to the nwc.edu email address you provided after completing the registration form. Go to your nwc.edu email inbox, find the email from Handshake, and click on the verification link to confirm your account.
- 6. Log in to your account:** Once you've verified your nwc.edu email address, return to the Handshake website and log in using your credentials.
- 7. Set up your profile:** After logging in, Handshake will guide you through the process of setting up your profile. Follow the prompts and provide the necessary information, including your education history, work experience, skills, and interests.
- 8. Upload a professional photo:** Add a professional-looking profile photo to make your profile more appealing to potential employers. Choose a clear and appropriate headshot.
- 9. Customize your profile:** Handshake allows you to personalize your profile to showcase your unique strengths and experiences. You can add a summary, highlight relevant coursework or projects, and include any additional details that can make you stand out.
- 10. Explore career opportunities:** Once your profile is complete, you can start browsing and applying for jobs and internships listed on Handshake. The platform will recommend relevant opportunities based on your profile information and preferences.

- 11. Network and connect:** Handshake offers networking features that allow you to connect with employers, join groups, and attend career events. Take advantage of these features to expand your professional network and increase your chances of finding the right opportunities.

That's it! You have successfully set up your profile on Handshake. Make sure to keep your profile updated and actively engage with the platform to find new job postings and career resources that can help you with your job and internship search.

Step-by-Step Guide to Securing an Internship

Securing an internship can be competitive, but you can increase your chances of success with the right approach.

Review the guide to help you secure an internship:

- 1. Identify your goals and interests:** Determine the type of internship you are looking for and the specific field or industry you want to gain experience in. This will help you focus your efforts and tailor your search accordingly.
- 2. Research potential internship opportunities:** Look for companies, organizations, or institutions that offer internships in your desired field. Use Handshake, online job boards, career websites, professional networks, and the Office of Career Development and Leadership to find relevant opportunities. Additionally, attend job fairs, networking events, and industry conferences to connect with potential employers.
- 3. Update your resumé and cover letter:** Tailor your resumé and cover letter to highlight your skills, experiences, and qualifications relevant to the internship you're applying for. Emphasize your academic achievements, extracurricular activities, relevant coursework, and previous work or volunteer experiences.
- 4. Prepare your professional online presence:** Review your social media profiles and make sure they present a professional image. Consider creating a LinkedIn profile if you don't already have one, as it can be an online resumé and networking tool.
- 5. Polish your interviewing skills:** Practice common questions and prepare concise, thoughtful answers. Research the company and its culture to demonstrate your interest and knowledge during the interview. Additionally, consider participating in mock interviews or seeking feedback from mentors or career advisors to improve your interviewing skills.
- 6. Network and seek referrals:** Leverage your existing network and reach out to professionals in your field of interest. Attend industry events, join professional associations, and connect with alumni from your university. Seek referrals from people you know, as they can help you access hidden internship opportunities and provide recommendations.
- 7. Submit applications on time:** Follow the instructions provided by each internship opportunity and submit your applications before the stated deadline. Pay attention to required documents, such as resúmes, cover letters, transcripts, and letters of recommendation. Ensure your application materials are error-free, well-organized, and customized for each internship.
- 8. Follow up after submitting applications:** Send a polite and professional follow-up email to express your interest in the internship and inquire about the application status. This demonstrates your enthusiasm and proactive attitude.
- 9. Prepare for interviews:** If you are invited for an interview, thoroughly research the organization, including its mission, values, recent projects, and any current news or developments. Prepare answers to common interview questions and develop thoughtful questions for the interviewer.

- 10. Ace the interview:** Dress professionally, arrive on time, and make a positive first impression. During the interview, showcase your skills, experiences, and enthusiasm for the internship. Answer questions confidently, ask for clarification when needed, and converse with the interviewer. Follow up with a thank-you email expressing your gratitude for the opportunity to interview.
- 11. Evaluate and accept offers:** If you receive multiple internship offers, evaluate each opportunity based on company culture, work assignments, mentorship, learning opportunities, and compensation. Consider reaching out to your network for advice if needed. Once you've made a decision, formally accept the offer in writing and communicate your start date and any other required details.
- 12. Prepare for the internship:** Before starting your internship, gather information about the company's policies, dress code, and any required documentation or training. Familiarize yourself with the company's products, services, and industry trends to hit the ground running.

Remember, securing an internship can take time and effort. Be proactive, persistent, and maintain a positive attitude throughout the process.

A Step-by-Step Guide to Creating a Professional LinkedIn Profile

Creating a professional LinkedIn profile as a college student is a great way to showcase your skills, experiences, and aspirations to potential employers and professional connections.

Let's start here to create a compelling LinkedIn profile:

- 1. Sign up and create an account:** Go to LinkedIn's homepage (www.linkedin.com) and sign up for a new account. Fill in your name, email address, and create a strong password.
- 2. Choose a professional profile photo:** Select a high-quality profile photo where you appear professional and approachable. Dress appropriately and ensure the photo is well-lit and focused on your face.
- 3. Craft a compelling headline:** Your headline appears right below your name and should summarize your professional identity. Include your current academic status, field of study, or career aspirations to grab attention. For example, "College Student | Computer Science Major | Aspiring Software Engineer."
- 4. Write a compelling summary:** Use the summary section to highlight your skills, experiences, and career goals. Write a concise and engaging paragraph that describes your background, passions, and what you hope to achieve professionally. Showcase your unique strengths and value proposition.
- 5. Add your education details:** Include your current college or university, degree program, major, and expected graduation date. You can also mention any relevant coursework, academic achievements, or honors.
- 6. Highlight your experiences:** List any internships, part-time jobs, volunteer work, or extracurricular activities relevant to your career goals. Include the company/organization name, position, and a brief description of your responsibilities and accomplishments. Use action verbs and quantify your achievements when possible.
- 7. Showcase your skills:** Add a skills section listing your relevant technical, soft, and transferable skills. Include hard skills (e.g., programming languages, software proficiency) and soft skills (e.g., leadership, teamwork, communication).
- 8. Request recommendations:** Reach out to professors, mentors, or supervisors who can provide a recommendation for you. Request thoughtful recommendations that highlight your skills, work ethic, and character. These recommendations add credibility to your profile.

- 9. Connect with others:** Connect with classmates, alumni, professors, and professionals in your field. Personalize connection requests with a brief introduction explaining why you want to connect. Engage in meaningful conversations, join relevant LinkedIn groups, and participate in industry discussions.
- 10. Follow relevant companies and influencers:** Stay updated with industry trends by following companies and thought leaders in your field. This will help you gain insights, discover opportunities, and enhance your knowledge.
- 11. Share relevant content:** Post articles, insights, or industry-related content to demonstrate your expertise and passion. Engage with others' posts by liking, commenting, and sharing valuable insights.
- 12. Use keywords strategically:** Incorporate relevant keywords that employers might search for throughout your profile. This will increase your chances of appearing in search results when recruiters seek candidates with specific skills or experiences.
- 13. Customize your profile URL:** Edit your profile URL to make it more personalized and professional. Use your name or a variation to create a clean and memorable URL.
- 14. Proofread and review:** Before finalizing your LinkedIn profile, thoroughly proofread the content for any grammatical errors or typos. Ensure consistency in formatting and that all information is up to date.
- 15. Make your profile public:** Adjust your privacy settings to make your profile visible to others. This will enable recruiters and professionals to find and connect with you.

Remember to regularly update your LinkedIn profile with new experiences, skills, and accomplishments. Actively engage with your network and use LinkedIn as a platform to foster professional relationships and explore new opportunities.

**Charting the Path:
Guide to Applying
for
Graduate School**

Step-by-Step Guide to Help You Navigate the Process of Applying for Graduate School

- 1. Research:** Research different graduate programs and universities that offer your desired field of study. Look into factors like program requirements, graduate school website, faculty members, research opportunities, location, and financial aid options.
- 2. Prerequisites:** Review the prerequisites for each program you're interested in. This may include completing specific undergraduate coursework, acquiring relevant work experience, or taking standardized tests like the GRE, GMAT, or TOEFL (for international students). Make note of any deadlines associated with these requirements.
- 3. Request Transcripts:** Contact your undergraduate institution(s) and request official transcripts to be sent directly to the universities you're applying to. Some institutions may require electronic transcripts, so check their preferred method.
- 4. Prepare a Personal Statement:** Craft a compelling statement outlining your academic and professional background, research interests, and why you're interested in pursuing a graduate degree in your chosen field. Tailor this document to each program you apply to.
- 5. Request Letters of Recommendation:** Reach out to professors, employers, or mentors who can write strong letters of recommendation on your behalf. Provide them with information about the programs you're applying to and any specific areas you'd like them to focus on in their letters.
- 6. Prepare for Standardized Tests:** If required, start preparing for standardized tests like the GRE, GMAT, or TOEFL. Register for the exam well in advance and allow yourself enough time to study and practice.
- 7. Write a Résumé/CV:** Update your Résumé or curriculum vitae (CV) to highlight your academic achievements, work experience, research projects, publications, and relevant skills.
- 8. Financial Aid:** Explore financial aid options, including scholarships, fellowships, teaching or research assistantships, and loans. Check the websites of your prospective universities for information on available funding opportunities.
- 9. Complete the Application Form:** Fill out the online application form for each program you're applying to. Provide accurate personal and academic information, and ensure you meet all the required fields.
- 10. Submit Required Documents:** Upload all the required documents, such as your personal statement, Résumé/CV, transcripts, standardized test scores, and any additional materials requested by the program.
- 11. Pay Application Fees:** Pay the application fees for each university you're applying to. The fees typically range from \$50 to \$100 per application, which may vary.

- 12. Track Application Status:** Keep track of your application status using the universities' online portals. This will allow you to check if any documents are missing and if your application is complete.
- 13. Follow Up:** Send a polite email to the admissions office to confirm that your application is complete and to inquire about any additional steps you may need to take.
- 14. Interview:** Some programs may require an interview during selection. If you're selected for an interview, prepare by researching common interview questions and practicing your responses.
- 15. Decision:** You'll receive university admission decisions after the application deadline. Review the offers you receive, compare financial aid packages, and make your decision.

Remember to keep track of application deadlines and give yourself ample time to gather all the necessary materials.

Step-By-Step Guide on How to Prepare for Important Dates When Applying for Graduate School

- 1. Identify Important Dates:** Once you've selected the graduate programs you're interested in, carefully review their application deadlines, as well as any other important dates such as test registration deadlines, interview dates (if applicable), and financial aid deadlines. Make note of these dates and create a calendar or timeline to help you stay organized.
- 2. Work Backwards from Deadlines:** Start by working backward from the application deadlines to determine when you should complete each application process step. Give yourself enough time to gather required documents, study for standardized tests, and request letters of recommendation.
- 3. Create a Timeline:** Break down the application process into smaller tasks and assign deadlines for each task.

For example:

- Determine when you need to register for standardized tests and set a reminder a few weeks before the registration deadline.
 - Plan time for test preparation and set study goals to ensure you have enough time to achieve your target scores.
 - Establish a deadline for completing your personal statement, CV/Resumé, and any other required essays or writing samples.
 - Set dates for requesting letters of recommendation, giving your recommenders ample time to write and submit their letters.
 - Allocate time to review and finalize your application materials before submitting them.
- 4. Gather Required Documents:** Collect all required documents before the application deadline. This includes official transcripts, test scores, personal statement, Resumé/CV, writing samples, and other materials specified by the programs. Request transcripts and letters of recommendation early to allow time for processing and delivery.
 - 5. Prepare for Standardized Tests:** If the programs you're applying to require standardized tests like the GRE or GMAT, create a study schedule that allows you to dedicate regular time for test preparation. Utilize study resources such as practice tests, study guides, and online tutorials. Register for the exam early to secure your preferred test date and location.

- 6. Write a Strong Personal Statement:** Start drafting your personal statement early, as it often requires multiple revisions. Clearly articulate your academic and professional goals, research interests, and reasons for pursuing graduate studies in your chosen field. Seek professors, mentors, or writing center feedback to refine your statement.
- 7. Request Letters of Recommendation:** Reach out to potential recommenders well in advance to secure their commitment and allow them ample time to write strong letters. Provide them with all the necessary information, such as program details, application deadlines, and any specific areas you'd like them to highlight.
- 8. Review and Edit:** Set aside dedicated time to review and edit your application materials. Proofread for grammar and spelling errors, ensure consistency in formatting, and verify that all required information has been included. Consider seeking input from professors, advisors, or mentors to get valuable feedback on your application materials.
- 9. Submit Applications:** As the deadlines approach, submit your completed applications through the online portals provided by the universities. Double-check that all required documents have been uploaded and that your application is complete before hitting the submit button.
- 10. Monitor Application Status:** Regularly check the online portals or admission portals provided by the universities to monitor the status of your applications. Confirm that your documents have been received and processed. Reach out to the admissions office if you have any concerns or questions about your application status.

Following these steps and staying organized will prepare you for important dates throughout the graduate school application process

Elements of a Graduate School Personal Statement

A Graduate School Personal Statement is a concise summary that outlines an individual's or organization's mission, values, and goals while pursuing graduate studies. It typically includes information about the individual's background, research interests, objectives, fit with the program, contributions to the field, and personal and professional development. The personal statement serves as a roadmap to convey the applicant's motivation, qualifications, and potential impact in their chosen field of study.

- 1. Introduction:** Introduce yourself and provide an overview of your background and qualifications. Explain why you are interested in pursuing graduate studies and how your previous academic and professional experiences have prepared you for this next step.
- 2. Research or Academic Interests:** Clearly articulate your specific area of interest or research focus within your field of study. Discuss why you are passionate about this particular topic and how it aligns with your long-term career goals. Highlight any relevant coursework, projects, or research experiences contributing to your knowledge and expertise in this area.
- 3. Objectives and Goals:** Outline your short-term and long-term objectives for pursuing graduate studies. Explain what you hope to achieve during your time in the program and how it will contribute to your personal and professional growth. Discuss how the program's curriculum, faculty, resources, or research opportunities will help you attain these goals.
- 4. Fit with the Program:** Explain why you believe the specific graduate program or institution fits you. Discuss how the program's unique features, faculty expertise, research facilities, or interdisciplinary approach align with your interests and goals. Demonstrate your familiarity with the program by mentioning specific courses, professors, or research projects that interest you.
- 5. Contribution to the Field:** Describe how you envision positively contributing to your field of study through your graduate studies and beyond. Discuss any ideas or innovative approaches for research or potential areas where you can impact. Emphasize your commitment to advancing knowledge, addressing important questions, or solving real-world problems in your field.
- 6. Personal and Professional Development:** Highlight the skills, qualities, or experiences that make you well-suited for graduate studies. Discuss any leadership roles, teamwork experiences, or challenges you have overcome that have shaped your personal and professional growth. Consider mentioning any relevant extracurricular activities, internships, or community involvement demonstrating your commitment to learning and development.
- 7. Conclusion:** Summarize your personal statement by reiterating your passion for your field of study, specific research interests, and alignment with the program. Emphasize your enthusiasm for contributing to the academic community and your commitment to making a meaningful impact in your chosen field. Express gratitude for the opportunity to be considered for admission to the program.

Remember to tailor your personal statement to each specific graduate program you are applying to and ensure that it is well-written, concise, and free of errors.

Step-By-Step Guide to Help You Write a Personal Statement for Graduate School

- 1. Understand the Purpose:** Begin by understanding the purpose of a personal statement. It is a crucial part of your application that allows you to communicate your academic and professional goals, your passion for the field of study, and your readiness for graduate-level work. It should provide insights into who you are as a candidate and why you are interested in pursuing a graduate degree in your chosen field.
- 2. Research the Program:** Familiarize yourself with the graduate program you are applying to. Understand its mission, curriculum, faculty members, and research opportunities. Identify specific aspects of the program that align with your academic interests and career goals. This research will help you tailor your personal statement to the program and demonstrate fit.
- 3. Outline Your Story:** Create an outline for your personal statement. Introduce yourself, your educational background, and relevant academic or professional experiences. Then, highlight key moments or experiences that have influenced your decision to pursue graduate studies. Identify specific research areas or projects that excite you and explain how they relate to your academic and career trajectory.
- 4. Showcase Your Motivation:** Clearly state your motivation for pursuing a graduate degree in your chosen field. Discuss what inspires you, what drives your intellectual curiosity, and why you believe graduate studies are essential to achieving your goals. Share any personal experiences or encounters that have shaped your passion for the subject matter.
- 5. Connect Past Experiences:** Link your past experiences, both academic and professional, to your future goals. Discuss how these experiences have prepared you for graduate-level work, developed your skills, and influenced your research interests. Highlight any projects, internships, or research you have undertaken that are relevant to the field or program you are applying to.
- 6. Demonstrate Fit:** Showcase your understanding of the program's strengths and how they align with your interests. Mention specific courses, faculty members, or research opportunities that attract you. Explain how the program will help you achieve your academic and career objectives and how your unique skills and perspectives will contribute to the program's intellectual community.
- 7. Be Specific and Concrete:** Use specific examples and anecdotes to illustrate your points. Avoid generalizations and clichés. Provide evidence of your achievements, such as research papers, presentations, or awards, to substantiate your claims and demonstrate your capabilities.
- 8. Tailor Your Personal Statement:** Customize your personal statement for each program you apply to. Research and incorporate specific details about the program, faculty members, or research initiatives that differentiate it from others. This shows your genuine interest in the program and enhances your chances of being selected.

- 9. Proofread and Revise:** Once you have drafted your personal statement, review it for clarity, coherence, and grammar. Ensure your ideas flow logically and your writing is concise and engaging. Eliminate any jargon or technical terms that may not be familiar to the admissions committee. Seek feedback from professors, advisors, or mentors to improve your personal statement further.
- 10. Edit for Length and Format:** Check the program's guidelines for the required length and formatting of the personal statement. Trim any unnecessary details or repetitive information to meet the word or page limit. Ensure your document is well-structured, with a clear introduction, body paragraphs, and a conclusion.
- 11. Finalize and Submit:** Once you are satisfied with your personal statement, save it as a final document. Submit it along with your application materials through the online portal or according to the program's specified submission instructions.

Remember, a well-crafted personal statement should demonstrate your passion, intellectual curiosity, and alignment with the program's objectives. Take the time to make it personal, compelling, and reflective of your unique qualities and experiences.

Step-By-Step Guide to Help You Prepare for a Graduate School Interview

- 1. Understand the Format:** Find out the format of the interview. It can be conducted in person, over the phone, via video conference, or through a combination of these methods. Understand the logistics, including the date, time, and any technical requirements.
- 2. Research the Program:** Thoroughly research the graduate program you applied to. Understand its curriculum, faculty members, research opportunities, and any recent developments or projects. Familiarize yourself with the program's goals, values, and strengths.
- 3. Review Your Application Materials:** Revisit your application materials, including your personal statement, Resumé/CV, and any essays or writing samples. Refresh your memory about the key points you made in your application, and be prepared to elaborate on them during the interview.
- 4. Prepare Answers to Common Questions:** Anticipate the types of questions you may be asked during the interview.

Common interview questions include:

- Why are you interested in this program?
- What are your research interests and goals?
- How do your experiences and skills align with the program?
- How do you plan to contribute to the program or field?
- What are your strengths and weaknesses?
- Describe a challenging situation you faced and how you handled it.
- How do you handle collaboration and teamwork?
- Do you have any questions for us?

Prepare thoughtful and concise responses to these questions, ensuring that your answers reflect your knowledge of the program and your genuine interest in the field of study.

- 5. Practice Your Responses:** Practice answering the interview questions aloud. Rehearse your responses to ensure clarity, coherence, and conciseness. Consider recording yourself or conducting mock interviews with a friend or mentor to receive feedback and improve your delivery.
- 6. Prepare Examples and Stories:** Identify examples from your experiences demonstrating your skills, achievements, and problem-solving abilities. Prepare concise stories highlighting your accomplishments, challenges, and lessons you learned. Use these examples to support your answers during the interview.

- 7. Research Current Topics:** Stay updated on recent developments, advancements, or controversies in your field of study. Read scholarly articles, follow relevant news sources, and engage with current discussions. Knowledge of the latest trends and issues will demonstrate your intellectual curiosity and commitment to the field.
- 8. Prepare Questions to Ask:** Prepare a list of thoughtful questions for the interviewers. This shows your interest in the program and allows you to gather additional information. Ask about research opportunities, collaborations, curriculum details, faculty expertise, or any other specific aspects of the program that you would like to know more about.
- 9. Dress Professionally:** If the interview is conducted in person or through video conferencing, dress professionally to make a positive impression. Choose appropriate attire that reflects your seriousness and respect for the interview process.
- 10. Plan Logistics:** If the interview is conducted virtually, ensure you have a stable internet connection, a quiet and well-lit environment, and any necessary software or applications installed and tested in advance. Be punctual and log in a few minutes early to avoid any technical glitches.
- 11. Demonstrate Professionalism:** During the interview, maintain a professional demeanor. Speak clearly and confidently, and maintain good eye contact if the interview is in person or through video. Listen actively to the interviewers and respond thoughtfully. Avoid rambling or speaking too fast.
- 12. Show Enthusiasm and Interest:** Demonstrate your passion for the field and the program throughout the interview. Let your enthusiasm and curiosity shine through your answers and interactions. Express genuine interest in the program, faculty members, research opportunities, or any other aspects that resonate with you.
- 13. Reflect on the Interview:** After the interview, take some time to reflect on your performance. Consider what went well and areas where you can improve. Make note of any additional questions or points you wish you had addressed during the interview.
- 14. Send a Thank-You Note:** Send a personalized thank-you note or email to the interviewers to express your appreciation for their time and consideration. Reiterate your interest in the program and mention any specific points from the interview that resonated with you.

Following these steps will make you well-prepared and confident for your graduate school interview. Remember to be yourself, showcase your strengths, and let your passion for the field shine through.

Example of a Personal Statement for Graduate School

Throughout my academic journey and professional experiences, my fascination with the human mind and behavior has continually grown, leading me to pursue a graduate degree in Psychology. I am applying to the Clinical Psychology program at XYZ University, intending to become a licensed clinical psychologist and make a positive impact on individuals struggling with mental health challenges.

From an early age, I developed a deep empathy and curiosity for understanding the complexities of human emotions and behavior. This interest propelled me to pursue a Bachelor's degree in Psychology, where I gained a solid foundation in the field. Through coursework, I was exposed to the theoretical frameworks and research methodologies that underpin the study of psychology. However, I yearn for further knowledge and practical training to effectively apply psychological principles in a clinical setting.

The Clinical Psychology program at XYZ University is renowned for its strong clinical training and emphasis on evidence-based practices. I am particularly drawn to the program's integrative approach, combining research, coursework, and hands-on clinical experience. This comprehensive training would equip me with the necessary skills to provide effective therapeutic interventions and psychological assessments to individuals across diverse populations.

One aspect of the program that captivates me is its commitment to culturally competent care. The diverse faculty and student body at XYZ University would expose me to different perspectives and foster an inclusive learning environment. I am eager to engage in discussions and collaborative projects that explore the intersectionality of culture, identity, and mental health, to provide equitable and accessible mental healthcare.

Moreover, I am excited about the program's emphasis on research and its potential to contribute to the field of psychology. I am particularly interested in exploring the relationship between trauma and addiction and how evidence-based interventions can facilitate recovery and promote resilience. The opportunity to work with esteemed faculty members on cutting-edge research projects and contribute to the existing body of knowledge in the field is a compelling aspect of XYZ University's program.

Throughout my undergraduate studies, I actively sought out opportunities to apply psychological principles in real-world settings. I volunteered at a local mental health clinic, supporting individuals facing various mental health challenges. These experiences reinforced my passion for clinical psychology and deepened my desire to impact individuals' lives positively. I am eager to build upon these experiences and refine my clinical skills through supervised practicum and internship opportunities offered by XYZ University.

Furthermore, I am committed to lifelong learning and professional development. XYZ University's commitment to continuing education and professional training aligns perfectly with my values. I look forward to participating in workshops, conferences, and other professional development activities offered by the program to enhance my clinical skills and stay abreast of the latest research and practices in the field.

In conclusion, I am honored to be considered for admission to XYZ University's Clinical Psychology program. The program's exceptional clinical training, focus on cultural competence, and commitment to research excellence make it an ideal environment for me to grow personally and professionally. I am prepared to dedicate my time, passion, and energy to contribute meaningfully to the field of clinical psychology and improve the lives of individuals struggling with mental health issues.

Thank you for considering my application. I eagerly await the opportunity to join the esteemed academic community at XYZ University and embark on this transformative journey toward becoming a compassionate and effective clinical psychologist.

Please note that this is just an example, and you should tailor your personal statement based on your own experiences, aspirations, and the program you are applying to.

Example Thank-You Letter for Graduate School After the Interview

Dear [Interviewer's Name],

I am writing to express my sincere gratitude for the opportunity to interview for the [Program Name] at [University Name]. I want to thank you and the entire admissions committee for taking the time to speak with me and consider my application.

I am truly impressed by the depth and scope of knowledge and expertise that the faculty members and interviewers displayed during the interview. Our conversation about the [specific research or program highlights discussed during the interview] further solidified my interest in the program. It reinforced my belief that [University Name] is the ideal institution for me to pursue my graduate studies.

I greatly value the chance to share my academic journey, research interests, and career aspirations with you. The interview provided an invaluable opportunity for me to discuss my passion for [specific field or area of interest] and the potential contributions I could make to the program and the broader academic community. I was particularly inspired by our discussion on [specific topic or research project], and I appreciate your thoughtful insights and suggestions.

I was also deeply impressed by the warm and inclusive atmosphere I experienced throughout the interview. The genuine enthusiasm and support I encountered from everyone reaffirmed my belief that [University Name] is a community where I can thrive intellectually and personally.

I would also like to extend my gratitude for the time and effort you and the admissions team put into organizing and coordinating the interview process. Your professionalism and attention to detail were evident at every stage, which truly contributed to my smooth and enriching experience.

Please convey my sincere appreciation to the faculty members and interviewers who participated in the process. I am genuinely honored to have been allowed to interact with such distinguished individuals who are shaping the field of [specific field or discipline] through their research and teaching.

Once again, thank you for the interview and for considering my application for admission to the [Program Name]. I am genuinely excited about possibly joining the esteemed academic community at [University Name]. I remain enthusiastic about the opportunity to contribute to the program's research, initiatives, and intellectual conversations.

I look forward to hearing from you regarding the final decision, and I eagerly await the opportunity to continue my academic journey at [University Name]. If there are any additional materials or information that you may need, please do not hesitate to reach out to me.

Again, Thank you for your time, consideration and for making the interview experience truly memorable.

Sincerely,
[Your Full Name]

Note: Remember to personalize the thank-you letter according to your interview experience and the individuals you interacted with.

Example Calendar Timeline for Applying to Graduate School

Please note that specific dates may vary depending on the application deadlines of the programs you are interested in. Adjust the timeline accordingly based on your target application deadlines.

1 Year Before Application Deadlines:

September/October:

- Research potential graduate programs and their school website.
- Attend virtual or in-person graduate school fairs or information sessions.
- Identify professors or potential recommenders to approach for letters of recommendation.

November/December:

- Narrow down your list of potential graduate programs.
- Begin studying for standardized tests (e.g., GRE, GMAT, TOEFL).
- Start drafting your personal statement.

9-10 Months Before Application Deadlines:

January/February:

- Register for standardized tests (if you haven't done so already).
- Continue studying for the tests and consider taking practice exams.
- Refine your list of potential graduate programs and gather application materials.

March/April:

- Reach out to potential recommenders and discuss your plans for graduate school.
- Request official transcripts from your undergraduate institution(s).
- Finalize your list of graduate programs and their respective application deadlines.

7-8 Months Before Application Deadlines:

May/June:

- Complete any required standardized tests.
- Begin drafting your personal statement, tailoring it to each program.
- Start working on your Resumé or curriculum vitae (CV).

July/August:

- Finalize your personal statement, Resumé/CV, and any additional application essays.
- Begin the online application process for each program.
- Research financial aid options and scholarships.

4-6 Months Before Application Deadlines:

September/October:

- Continue submitting online applications, ensuring all required materials are included.
- Follow up with recommenders to ensure they submit their letters on time.
- Check the application status for each program to ensure your materials are received.

November/December:

- Complete and submit any remaining applications.
- Review your financial aid options and deadlines.
- Prepare for interviews, if applicable, by researching potential questions and practicing responses.

2-3 Months Before Application Deadlines:

January/February:

- Track the status of your applications and ensure they are complete.
- Schedule and prepare for any interviews or admissions tests the programs require.
- Continue researching financial aid and scholarship opportunities.

March/April:

- Receive admission decisions from the programs.
- Evaluate offers, financial aid packages, and potential funding opportunities.
- Make a final decision on the program you will attend and submit any necessary deposits or acceptance forms.

May/June:

- Notify the programs you will not attend to free up spots for other applicants.
- Begin making arrangements for housing, financial aid, and any other logistical requirements.
- Prepare for the transition to graduate school.

Remember to double-check the specific deadlines for each program you apply to and adjust the timeline accordingly. Stay organized, keep track of important dates, and give yourself ample time to complete each step of the application process.

****The digital document will feature convenient checkmark boxes, allowing you to easily track and mark your progress as you complete tasks throughout the entire application process. ****

**International F-1
Student Visa
(CPT)
Enrollment
Documents**

Enrollment Procedures for Curricular Practical Training (CPT)

****The Employment/Internship must directly relate to your major of study at NCWU****

After you have found an internship, please send the offer letter to Tanisha Reed in the Office of Career Development and Leadership or by email at Treed@ncwc.edu

She will begin the CPT Process following the below requirements the letter must meet. Five business days are required to process these letters before a student can be approved to start work. Students can begin work once they receive authorization from NCWU International Student Services. **For summer CPT experiences, all letters must be received by no later than the end of April.**

It is important that students review the letters they receive to confirm that all necessary information has been included. If revisions need to be made, students must request this from their hiring organization before forwarding it to Tanisha Reed

❖ **Letter Requirements:**

1. Written on the company's letterhead
2. Addressed to the student
3. Includes job title
4. Provides a detailed job description (at least a few sentences describing specific duties, tasks, goals, etc.)
5. Specifies how this planned job description directly relates to the student's major of study.

(CPT stands for "Curricular Practical Training." Thus, the work it allows a student to perform once approved must be related to their academic curriculum. If that connection cannot be made, this experience cannot be approved for CPT.)

6. Specifies the street address where employment will take place (street, city, state, and zip code).
7. Specifies the number of hours per week the student will work.

(It is recommended not to exceed 20 hours per week due to the impact this can have on a student's OPT eligibility later.)

8. Specifies the name, title, and all contact information of the supervisor (physical address, mailing address, phone, email).
9. Specifies start and end dates of employment.

(This must fall within the start and end dates of the internship class that the student will enroll in. The academic calendar is posted here. Summer is divided into 2 separate 8-week class sessions: early May to mid-June and late June to mid-August. Specific summer term dates are posted within the Adult & Professional Studies calendars.)

10. States whether the experience is paid or unpaid.

(If you will be paid and still need to get a Social Security Card, you will need to contact the NCWU International Student Services Office immediately to begin that separate process.)

❖ Next Steps

- Once Tanisha Reed has approved the CPT Offer Letter, she will work with the student on completing all related paperwork to enroll in an internship course at NCWU.
 - The internship course credit hours will depend on how many hours the student intends to work. Every forty-five hours of work will equal one hour of course credit. The student should keep this in mind when registering for classes if they do not intend to go over 18 hours in the semester.
- | | | |
|----------------------|----------------------|----------------------|
| • 45-89= 1 Credit | • 180-224= 4 Credits | • 315-359= 7 Credits |
| • 90-134= 2 Credits | • 225-269= 5 Credits | • 360-404= 8 Credits |
| • 135-179= 3 Credits | • 270-314= 6 Credits | • 405-449= 9 Credits |
- All CPT must be submitted and approved before the end of the drop/add at the beginning of each semester.
 - Tanisha Reed will submit all information to the NCWU International Student Services office.
 - Students can begin work once they receive NCWU International Student Services authorization and their CPT- approved Form I-20.
 - **The following additional points should be considered when planning an internship experience.**
 - Students will be required to complete a minimum of 45 total hours of internship work for each credit hour of internship class enrollment. Students are allowed to exceed this minimum so long as all work performed is within their internship course enrollment's start and end dates.
 - In addition to the work hours, students will have class requirements such as submitting a weekly time log and reflection, mid-point and final evaluations, and a final reflective project (paper and/or presentation, dependent upon the specific internship course enrollment)
 - **Students planning to intern during a summer or holiday term will pay for internship course credits at \$100 per credit hour.**

❖ The current rate per credit breakdown:

- 45-89= 1 Credit
- 90-134= 2 Credits
- 135-179= 3 Credits
- 180-224= 4 Credits
- 225-269= 5 Credits
- 270-314= 6 Credits
- 315-359= 7 Credits
- 360-404= 8 Credits
- 405-449= 9 Credits

Students interning during the fall or spring semester will not pay extra for internship credits so long as their total enrollment does not exceed 18 credit hours.

CPT Employer Letter Example

Official Company Letterhead of Organization on the Company's Letterhead

Date

Dear [Student's Name]:

This letter serves as a notice that you have been offered a position to fulfill Curricular Practical Training (CPT) in the field of [Your Major] at [Name of Company] at our site located at [insert address]. This position will require on-site work for approximately [Hours] per week, with a pay rate of [\$ per hour].

In this position, you will interact with professionals and assume duties that correlate to your academic course of study:

(all enumerated or bulleted duties should detail how each relates to the student's major of study)

- 1.
- 2.
- 3.
- ...

As an F-1 International student, you must be authorized by North Carolina Wesleyan University to complete this internship/employment. This position will be effective starting [Month/Day/Year - Month/Day/Year]. We look forward to you joining us in [Month].

Sincerely,

[Intern Host/Supervisor's Signature]

[Intern Host/Supervisor's Name]

[Intern Host/Supervisor's Phone Number]

[Intern Host/Supervisor's Email]

[Intern Host/Supervisor's Position Title]

NCWU REGISTRATION & DROP/ADD FORM

Name: _____ ID# _____ Email: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Semester (**Check one**): Fall Spring Summer 1 Summer 2 Summer 1&2 Year: _____

COURSE(S) BEING DROPPED

Course #	Title	Section	Sem. Hrs	Start & End Dates	Instructor	Last day of Attendance

COURSE(S) BEING ADDED

Course #	Title	Section	Sem. Hrs	Start & End Dates	Instructor	Location

Semester hours before schedule change: _____ After change: _____

PAYMENT METHOD

I understand that dropping /not attending class could reduce or eliminate my Federal/State aid, including loans, institutional grants, and scholarships.

Students, please read and initial the following:

_____ I understand that dropping below 6 credit hours will disqualify me for this loans.

_____ I understand that dropping below 9 credit hours will disqualify me for this NCNBS.

Add: Additional Tuition Charges: _____ Payment Type: _____

By this schedule change, I accept full responsibility for all academic, financial, and social obligations as stated in the NCWU Catalog. Certification: I understand that the U. S. Department of Education provides regulations governing the awarding and disbursement of federal financial aid. These regulations have impacted my financial aid disbursements due to dropping a course, being dropped for non-attendance, withdrawing, or receiving an unearned "F" for one or more of my courses at North Carolina Wesleyan University. Without confirmation of future attendance, our records will indicate that you have ceased attendance and a Return to Title IV calculation will be performed.

Please check one:

_____ I DO plan on attending the session class/classes that begin later in this semester.

_____ I DO NOT plan on attending the session class/classes that begin in this semester.

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Processed by: _____ **Date:** _____

Office Use Only:

- \$50.00 non-refundable tuition
 Student responsible for full payment of class: yes no \$ _____
 Late Registration Fee

Total Amount \$ _____ Invoice Number: _____ Date: _____ Processed by: _____

Jenzabar Input

Initials _____

Date _____

9/06/2022

NCWU Internship Roles and Responsibilities

(This applies to all internships completed for academic credit)

Date: _____

Student Name: _____ Student Signature: _____

Internship Host/Supervisor:

1. Develop an intern position description and compensation plan based on organizational needs, available resources, and interest in providing student(s) with a learning-based opportunity. (See next page for additional considerations on this topic.)
2. Review internship applicants and hold meetings/interviews to select intern(s).
3. Enter into an agreement with NCWU to supervise the selected student intern(s).
4. Provide on-the-job training, support, and necessary equipment for the intern.
5. Offer periodic feedback to the student intern(s) about his/her performance.
6. Consult with the NCWU Office of Career Development and Leadership or designated faculty member regarding the interns' progress (as necessary).
8. Verify the reported intern(s) work hours and sign time-logs.
9. Conduct an interim and final evaluation of the interns' performance and submit these forms to the NCWU Office of Career Development and Leadership or a designated faculty member.

NCWU Internship Instructor or Designated Faculty Member:

1. Conduct an internship orientation meeting with the student(s) to review internship/workplace etiquette.
2. Supervise completion of the Internship Contract and all enrollment-related forms before intern hours begin.
3. Create a syllabus for the student(s), defining all academic assignments to the student and reviewing all as they are submitted.
4. Coordinate with the internship site supervisor and the student(s) to ensure all are clear on agreed-upon roles and responsibilities.
5. Monitor internship progress by maintaining contact with the supervisor and intern(s) and making visits to the internship site when possible.
6. Serve as an ongoing resource for students and internship site supervisors.
7. Collect interim and final evaluation forms (supervisor evaluations and student self-evaluations).
8. Submit the final grade to the Registrar's Office.

NCWU Student:

1. Receive internship approval from the Office of Career Development and the designated faculty member who will serve as the internship course instructor.
2. Meet the schedule agreed upon by the internship host/supervisor and the intern.
3. Fulfill the internship functions agreed upon at the start of the internship.
4. Complete all internship workplace assignments on time and to the best of your ability (seeking clarification/additional instructions when needed).
5. Consistently exhibit professionalism in appearance (dress/grooming) and behavior (positive attitude, open-mindedness/growth mindset, a sense of personal responsibility, respect/common courtesy, communication, initiative, critical thinking/problem-solving).
6. Keep in regular communication with the NCWU instructor to report on internship progress and any concerns.
7. Complete all academic assignments made by the NCWU instructor, including meetings (as needed), written assignments, evaluation forms, and other items.

Additional Information for Organizations Planning Internships:

Experiential learning experiences offer students opportunities to better understand the world of work world from a practical perspective. The National Association of Colleges and Employers (NACE) defines internships as “a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths, and give host organizations the opportunity to guide and evaluate talent.”¹

Considerations for organizations hosting interns:

1. Organizations shall develop intern duties/responsibilities that are related to each students’ learning objectives. The responsibilities need to be structured so as to offer relevant work exposure to practical learning experiences.
2. Experiences shall remain focused on promoting career, academic, and personal development. As such, general clerical tasks such as filing, answering phones, filing, and running errands should be kept to a minimum (no more than approximately 20% of the total internship experience).
3. Responsibilities carried out by interns shall include observations and applications of workplace practices that are coupled with supervision and mentoring. In addition, there must also be ongoing collaborative reflection of the experiences by both parties (in addition to the required written evaluations).
4. Organizations should coach the intern on industry related and soft skill development.¹
5. Organizations must provide interns with adequate supervision in a reasonably safe environment. The environment must also be free of discrimination and harassment of any kind.²
6. Organizations are encouraged to provide hourly or stipend pay when possible. This allows for internships to be accessible to a greater number of students since many are not able to afford an unpaid internship (as the time needed typically requires resignation from a paid part-time job). Thus, paid opportunities allow for increased equity in students accessing invaluable work-based learning opportunities.
7. While unpaid internships can certainly be viable work-based learning opportunities for students who can afford them, these experiences are not to be simply considered “free help”. The U.S. Department of Labor has crated guidance on this topic, which is available at <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

Sample outline for drafting internship position descriptions and postings:

- Title of the internship position
- Location where the intern would work
- Name, position, and qualifications of the intended supervisor
- Description of internship (list of job functions the intern will perform)
- Ideal majors for this role
- Qualifications/skills required
- Paid or Unpaid
- Ideal weekly work schedule
- Ideal start date
- Duration of opportunity
- How to apply
- Any other relevant information

¹ Employer Guide to Structuring a Successful Internship Program
[https://career.bryant.edu/resources/files/RI%20Employer%20Guide%20Good%20Internships%20Oare%20Good%20 Business%20\(3\).pdf](https://career.bryant.edu/resources/files/RI%20Employer%20Guide%20Good%20Internships%20Oare%20Good%20Business%20(3).pdf)

² Develop an Effective Internship program: USC University of Southern California
[https://careers.usc.edu/employers/recruit-interns/learn-how-to-develop-an-effective-internship- program/#typicalinternshipprogramcharacteristics](https://careers.usc.edu/employers/recruit-interns/learn-how-to-develop-an-effective-internship-program/#typicalinternshipprogramcharacteristics)

NCWU Internship Contract

This form is to be completed by the student and signed at the bottom by all parties (in the order they are listed).

Student Info:

Name: _____ Student ID #: _____

Phone: _____ Email: _____

Local Address: _____
(residence hall & rm # or street & #) (city) (state) (zip code)

Emergency Contact (name & phone #): _____

Class Year During Internship (check one): FR SO JR SR Anticipated Graduation Month & Year: _____

Major(s): _____ Minor: _____

Internship Enrollment Info:

Semester & Yr: _____ Course #: _____ # of Credit Hrs: _____ Faculty Sponsor: _____

Internship Site/Location Information:

Company/Org. Name: _____

Address: _____
(street) (city) (state) (zip)

Internship Site Supervisor Information:

Name: _____

Title: _____

Phone: _____ Email: _____

Internship Position Details:

Beginning Date of Internship: _____ Ending Date: _____ Hrs. per wk.: _____ Paid Or Unpaid: _____

Internship Work Schedule (days & times): _____

Attach a typed description of the internship to include a summary of the functions you will perform at the site.
(This should be obtained from your internship site supervisor and, ideally, written in a bulleted job description format.)

Internship Goals & Objectives: (Write below or attach a typed response.)

Internship Transportation Plan: (disregard if the internship is on campus)

I have access to a vehicle. Someone has agreed to provide regular transportation. Other: _____

Student Signature: _____ Date: _____

Intern Site Supervisor Signature: _____ Date: _____

Intern Faculty Sponsor Signature: _____ Date: _____

International Student Services Signature: _____ Date: _____

Approved by NCWU Associate Provost: _____ Date: _____



INTERNATIONAL STUDENT SERVICES (ISSO)

Curricular Practical Training (CPT) Form Student

Acknowledgment

1. **Qualifying Curricular Placement:** I understand that CPT can only be authorized by the International Student Services Office (ISSO) if the proposed internship, placement, or employment
 - (a) meets a curricular requirement of my program of study and
 - (b) is directly related to my major field as outlined on this form
2. **Full Year of Study Requirements:** I am eligible for CPT because I have been lawfully enrolled on a full- time basis in a degree program for at least one full academic year (two semesters).
3. **Part-time versus Full-time CPT:** I understand that if I become authorized for part-time CPT I may not work more than 20 hours per week in my CPT job and that if I do so, I will be in violation of my F1 immigration status. However, If I am authorized for full-time CPT, I may work unlimited hours for the CPT employer/placement.
 - (a) Generally, only part-time CPT is available during semesters in which I am required to maintain full-time enrollment (a minimum of 12 credits or the equivalent)
 - (b) Full-time CPT authorization employment is allowed for all continuing students in the summer. To be eligible, students must enroll for summer internship credit and pay for the number of credits the academic sponsor considers adequate.
4. **Effect on OPT:** I understand that if I am authorized for an aggregate of 12 months of full-time CPT, I will lose eligibility for OPT authorization. Less than 12 months of full-time CPT will be deducted from OPT according to how many months of full-time CPT was used.
5. **Course Registration Requirement:** CPT authorization requires registration in the concurrent semester.
 - (a) If I am requesting CPT as a requirement for a course, the course must be for credit.
 - (b) If CPT is authorized for a semester, I must remain registered for the required CPT course for the entire semester or summer session for which the CPT authorization was granted. If I withdraw from the course on which the CPT was based, my CPT authorization will become invalid and I may jeopardize my immigration status.
 - (c) must pass the CPT course for which I am enrolled.

6. **Working Without Authorization:** I understand that I may not lawfully begin my placement or employment until an ISSO advisor has granted CPT authorization and I have received my CPT form 1-20. To do so constitutes a serious violation of my immigration status.
7. **Authorization is Employer and Date- Specific:** I understand that CPT is authorized for specific employer/placement company and location and that I may not work for (or be placed at) any other employer during this period without an amended CPT authorization from the ISSO. I also understand that the authorization is date-specific and that I may not begin work until the start date of the CPT authorization and I must stop working on or before the end date of the authorization.
8. **There is no cost for approval of CPT:** Summer CPT will have a fee accrued for the NCWU course credit that will be received.
 - (a) I understand that it is my responsibility to submit all course requirements in order to pass this class. I will communicate to the ISSO advisor and instructor if I have any problems with submitting my assignment in a timely manner.

Acknowledgment:

I have reviewed the information on both pages of this form and acknowledge that I understand it and will abide by the rules and procedures outlined here. I am submitting this form to the ISSO as a formal request for Curricular Practical Training (CPT) authorization.

Date: _____

Printed Name of Student: _____

Student's Signature: _____

You may print, sign, and scan back to Dawn Turner (DTurner@ncwc.edu) or sign and return a paper copy.