

Career Development Center
Career Guide

Meet the Career Development Center



John Moriarty



Shaunie Wall Marshall



Kimberly Timpone



Gurbet Akdogan

The staff at Barry University's Career Development Center (CDC) is available to help students and alumni with a variety of career related services, events and resources. We are committed to working closely with faculty, staff and employers to help our students and alumni discover the career that best suits their interests and skills. Each of our career counselors acts as a liaison and comprehensive unit between students/alumni, faculty and employers to streamline the process for academic exploration and career search planning.

Staff Directory

Director

John Moriarty

jmoriarty@barry.edu

Associate Director

Shaunie Wall Marshall

smarshall@barry.edu

Associate Director

Kimberly Timpone

ktimpone@barry.edu

Senior Career Counselor

Gurbet Akdogan

gakdogan@barry.edu

Liaison Areas

College of Arts and Sciences

Kimberly Timpone

- Communication
- Fine Arts
- English and Foreign Languages
- History and Political Science
- Mathematics and Computer Science
- Psychology
- Sociology and Criminology
- Theology and Philosophy

Shaunie Wall Marshall

- Biology
- Physical Sciences
- General Studies
- Undecided/Undeclared

D. Inez Andreas School of Business

John Moriarty

Adrian Dominican School of Education

Gurbet Akdogan

College of Nursing and Health Sciences

Gurbet Akdogan (Division of Nursing)

Shaunie Wall Marshall (all remaining majors/degree programs)

School of Podiatric Medicine

Shaunie Wall Marshall

School of Social Work

Gurbet Akdogan

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Search "Barry Career"



Discern Your Calling: A 4-Year Plan

DISCOVER Your Calling

Freshman Year

- ☐ Assess your values, interests, skills, and personality in relation to your major through assessments at the Career Development Center
- ☐ Attend the Majors and Minors Fair to learn more about the programs offered at Barry
- ☐ Explore "What can I do with a major in ..." on the Center's website barry.edu/career-development-center
- ☐ Visit our office and get to know your career counselor (Schedule at least one meeting with your career counselor in your first semester.)
- ☐ Identify and join campus or community organizations related to your values, interests, and skills

EXPLORE Your Calling

Sophomore Year

- ☐ Meet with your career counselor to reassess your values, interests, and skills. (Is your major still a good fit?)
- ☐ Begin exploring occupations using ONET online
- ☐ Get involved with the Center for Community Service Initiatives or other community service opportunities
- ☐ Conduct informational interviews and job shadowing
- ☐ Tailor your resume and cover letter for summer job or internship related to your major

EXPLORE Your Calling

Junior Year

- ☐ Meet with your career counselor to reassess your values, interests, and skills and identify likes and dislikes about your internship or other work experience
- ☐ Enroll in ORI 300: Career Readiness
- ☐ Develop a personal network of contacts in your field of interest (LinkedIn)
- ☐ Obtain an internship related to your major/ interests
- ☐ Attend career fairs dressed in professional attire with resumes and speak with employers
- ☐ Explore graduate and professional degree options
- ☐ Conduct informational interviews with professionals in your career field
- ☐ Continue to update your resume and practice networking

PURSUE Your Calling

Senior Year

- ☐ Finalize job vs. graduate school options
- ☐ Develop industry, company, and job target lists
- ☐ Develop a job search strategy with your career counselor
- ☐ Practice interview skills with your career counselor and through mock interviews
- ☐ Secure your reference list (faculty, staff, employers)
- ☐ Attend career fairs dressed in professional attire with resumes and speak with employers
- ☐ Continue to update your resume
- ☐ Finish with a strong academic effort

WRITING

Job Application Materials



Writing a Resume: Key Points



It is the first impression employers will have of you, in many cases.

- Make sure you follow guidelines to polish up your resume
- Have a career counselor/professional in the field review your document



Employers initially spend approximately 20 seconds skimming resumes rather than reading them thoroughly to see if you have what they are looking for.

- Know what the employer is looking for
- Help them find it as quickly as possible by selectively using bold and italic typeface
- Use the most appropriate format to showcase your relevant professional background



Some companies use software to scan resumes for certain keywords to see if the candidate has the necessary qualifications.

- Examine the job description to identify key qualifications and the buzzwords
- Incorporate them into your resume to catch employer's attention



One resume does not fit all!

- Tweak your resume to fit the target job
- Specifically state the key skills and qualifications that the employer is seeking



Your resume gets you an interview, not a job offer.

- Keep the content clear and concise
- Be prepared to elaborate on your resume content during the interview

Before writing your resume

- Make a list of all of your experiences including full-time, part-time, volunteer, other extracurricular involvement
- For each position list the associated, skills, activities, and tasks
- Decide the field and kind of positions you will target with your resume
- Review several job descriptions of the positions you are interested in
- Highlight the keywords and key qualifications required to perform the job
- Select the most relevant experiences with the most pertinent descriptive sentences to put on your resume
- Tailor each resume to the specific job or company you are applying for

Writing a Resume: Types

Resume Types

Chronological Format

- The most common form of resumes
- Reverse chronological listing of education and experience
- Describes job duties, accomplishments, and skills
- Highlights the position and what you did in it

Functional Format

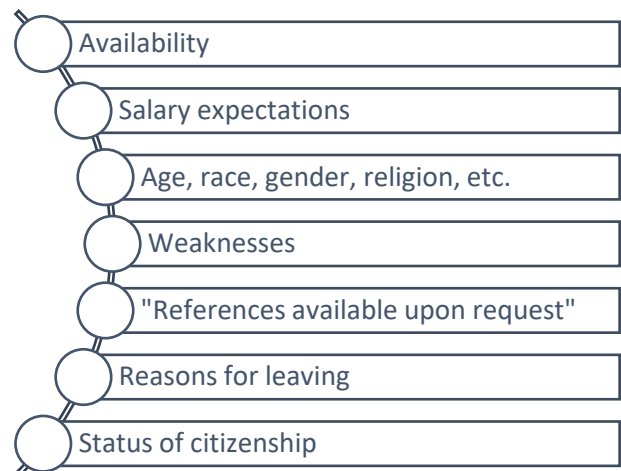
- Good for people who are changing careers, have experience that is seemingly unrelated, or have similar experience that is repetitive
- Highlights the skills you learned, or the key areas of expertise, instead of the positions you have held

What to include?

Resume Components



What should not be included in the resume?



Writing a Resume: Sections

HEADING

- Includes first name, last name, current city and state (actual home address is not necessary), phone number, and email address
- May also include professional websites such as an online portfolio or LinkedIn address
- Have a professional email address: GOOD: ChrisSmith@hotmail.com; BAD: Soccer-Nut@gmail.com; WORST: LoveGoddess@yahoo.com

YOUR NAME

Address • Phone number • Email

SUMMARY OF QUALIFICATIONS

- Years of experience (can also include relevant education/training experience)
- Areas of specialty
- Brief description of your most relevant skills

This section will be the first thing the employer sees. It should highlight your skills and qualifications that the employer is seeking. It is recommended to use a summary of qualifications rather than an objective statement. You don't need both on your resume.

SUMMARY OF QUALIFICATIONS

- 2 years of experience in event planning, marketing, and coordinating
- Enthusiastic professional with strong work ethic and attention to detail
- Ability to effectively work with diverse individuals and groups
- Bilingual English/Spanish

EDUCATION

- University name and location (only schools where degrees were earned)
- Degree, major/minor or concentration, graduation date (not years attended)
- GPA (optional, only list if above 3.0)
- Dean's list, other academic honors or awards
- Study abroad (semester and location)
- Certification/licensure (if applicable)

Should you list high school information? For freshmen and sophomores YES, since college experience is limited. For juniors and seniors NO; it is strongly encouraged to only include college experiences. But, it is still ok to include a significant achievement from high school if it is very relevant to your job search.

EDUCATION

Barry University, Miami, FL
Bachelor of Science in Psychology, GPA: 3.5/4.0
Dean's List: Fall 2018, Spring 2019

May 2019

Writing a Resume: Sections

EXPERIENCE

Examples of Experience

- Internships
- Part-time Jobs/Summer Jobs
- Full-time Positions
- Academic Projects/Coursework
- Community Service/Volunteering

Under the experience section, you should list your relevant experiences in reverse chronological order. You may also include self-employment, community service, campus activities, and leadership experiences if they are relevant to the position you are applying for.

- Name of the organization
- Position Title
- Location (city/state)
- Dates Employed
- Descriptive Statements

Explain your tasks by starting your sentence with the strongest action word (see Action Verbs table) and providing details. A strong resume demonstrates responsibilities and accomplishments with measurable data. Avoid short statements such as "customer service," "data entry," and "payment transactions." Incorporate these phrases and industry specific buzz words into whole sentences.

EXPERIENCE

Old Navy, Miami, FL
Sales Associate

Seasonal 2011 - Present

- Established and maintained rapport with customers in efforts to increase store loyalty and sales
- Completed projects including visual merchandising/marketing
- Assisted managers with store moves and displays
- Interacted with and helped over 80 customers per shift
- Trained new hires on register, opened and processed credit card applications
- Performed sales floor/fitting room associate, cashier, and logistics team member duties
- Demonstrated and strengthened interpersonal communication and customer service skills, and the ability to effectively multi-task on assignments

ADDITIONAL SECTIONS

Coursework/Academic Projects

If you do not have any applicable experience, you may include a section for pertinent course projects. This section consists of the course name, semester, and description of the project in the same format you used for experience.

Honors/Awards:

You may list your academic honors under the education section. However, if you have several recognitions related to academic, athletic, community and/or campus involvement you can make a separate section. Include the award, date, and a brief description (if applicable).

Organizations/Activities/Professional Affiliations/ Athletics

Employers appreciate well-rounded students with extracurricular activities, campus involvement, and academic affiliations. Include clubs, fraternities, sororities, and professional associations (especially helpful if you have a leadership role in the group).

Writing a Resume: Tailoring

CATEGORIZE YOUR EXPERIENCE

Employers label students based on the first job listed on the resume

In order to modify the chronological rule and highlight your most relevant experiences, you can create specific headings such as

- "Management Experience",
- "Teaching Experience", or
- "Clinical Experience"

based on your field. Non-related positions can be grouped under "Additional Experience" or "Other Professional Experience."

MAKE YOUR EXPERIENCE RELEVANT

Your experience does not change, but the way you talk about it does.

Most students are under the impression that if they did not hold the exact same job previously, they do not have relevant experience. However, any employee in any given job uses a variety of skills; some of which can be transferred to a new position. The key to convince the employer is to describe your experience in a different way. Your experience does not change, but the way you talk about it does.

When you put an experience on your resume, you are not required to list every single responsibility you assumed at that job. Mention only the ones that are most specific to the desired position. Using the example above, let's see how to make your experience relevant for three different areas: Social Services, Finance/Banking, and Marketing/Advertising.

Social Services Resume - Communication Skills

- Established and maintained rapport with customers in efforts to increase store loyalty and sales
- Interacted with and helped over 80 customers per shift
- Demonstrated and strengthened interpersonal communication and customer service skills,

Finance/Banking Resume - Accounting Skills

- Trained new hires on register, opened and processed credit card applications
- Maintained a \$5,000 cash register
- Increased store sales by offering additional items at cash out

Marketing/ Advertising Resume - Creative Skills

- Completed projects including visual merchandising/marketing
- Assisted managers with store moves and displays
- Advertised store events and sales to customers

Writing a Resume: Action Verbs

When filling out your application, writing your resume or interviewing, use the following list of verbs to highlight your skills:

Leadership Skills	Communication/People Skills	Organizational Skills	Technical Skills
<ul style="list-style-type: none">AdministeredAnalyzedAssignedChairedCoordinatedDecidedDelegatedDevelopedDirectedEstablishedGeneratedHandledInitiatedLedMotivatedOrganizedPlanned	<ul style="list-style-type: none">CollaboratedCommunicatedConsultedDirectedDiscussedExpressedInfluencedInteractedInterpretedJoinedListenedNegotiatedObservedParticipatedPromotedProposedRecruitedSummarized	<ul style="list-style-type: none">ArrangedCategorizedChartedCollectedCompiledCorrectedDistributedFiledGeneratedMaintainedOperatedOrderedOrganizedPreparedPurchasedReservedRespondedUpdated	<ul style="list-style-type: none">AdaptedAppliedAssembledBuiltCalculatedComputedConstructedDebuggedDesignedInstalledMaintainedOperatedOverhauledPrintedProgrammedRepairedRestoredUtilized
Manual Skills	Helping Skills	Research Skills	Creative Skills
<ul style="list-style-type: none">AssembledBandedBoundControlledCutDrilledDroveFedHandledLiftedMovedOperatedPulledSet-upShippedTended	<ul style="list-style-type: none">AidedAnsweredArrangedAssistedClarifiedCoachedContributedCooperatedCounseledDemonstratedEncouragedFacilitatedGuidedHelpedMotivatedProvided	<ul style="list-style-type: none">AnalyzedClarifiedComparedDetectedDeterminedDiagnosedEvaluatedExaminedExploredGatheredInspectedInterviewedLocatedMeasuredOrganized	<ul style="list-style-type: none">ActedComposedConceptualizedCreatedDesignedDevelopedDirectedDrewEntertainedFashionedGeneratedInitiatedIntegratedIntroducedInventedPainted

Writing a Resume: Samples

Sample 1: Nursing Resume - Page 1

Florence Nightingale

Miami, Florida 33133 • Phone: (305) 927-0102 • Email: Florence.Nightingale@mymail.barry.edu

SUMMARY OF QUALIFICATIONS

- Licensure: Florida Registered Nurse
- Proficient in therapeutic and basic nursing care
- Excellent communication skills with patients, families, and staff
- Language: Bilingual English/Spanish
- Able to manage time & resources efficiently
- BLS & CPR Certification

EDUCATION

Barry University, Miami Shores, FL • Bachelor of Science in Nursing, GPA: 3.85 **May 2014**

CLINICAL EXPERIENCE

Jackson Memorial Hospital, Miami, FL: Role Transition Rotation **Fall 2013**

- Rotated through the Telemetry Unit, providing specialized care for patients who require frequent cardiac monitoring, have cardiac disorders, renal failure, respiratory failure, and general surgical patients

Holy Cross Hospital, Ft. Lauderdale, FL: High Acuity Clinical Rotation **Summer 2013**

- Rotated to NICU, CCU, CVICU, CVIMC, and IMC.
- Provided care for patients who were critically ill due to intracerebral hemorrhage, spinal injuries, brain and heart surgeries, stroke, cardiac conditions, hypertensive crisis, hypothermia.

Jackson Memorial Psychiatric Hospital, Miami, FL: Mental Health Clinical Rotation **Spring 2013**

- Alternated in Adult Intensive unit, and Health and Recovery unit.
- Cared for adults and seniors with mental health problems such as schizophrenia, suicidal ideation, drug and alcohol abuse, and developmental disorders

Miami Children Hospital, Miami, FL: Pediatrics Clinical Rotation **Spring 2013**

- Rotated through the Emergency Department, caring for children with complaints such as fever, respiratory problems and ear infections.
- Rotated through the Med-Surg floor and worked with children post-operatively recovering from surgeries such as knee replacement or fractured femur repair

Memorial Hospital West, Pembroke Pines, FL: Obstetrics Clinical Rotation **Fall 2012**

- Assisted with normal births and C-sections
- Alternated in the post neonatal delivery unit providing mother and baby care.

Veterans Affairs Hospital, Miami, FL: Med-Surg Clinical Rotation **Spring 2012**

- Cared for patients on the Med-Surg floor following an operative procedure.

Aventura Hospital, Aventura, FL: Therapeutic Clinical Rotation **Spring 2012**

- Was placed in the Med-Surge unit and provided basic patient care

OTHER PROFESSIONAL EXPERIENCE

Aeropostale Store, Hialeah, FL

May 2012 - June 2013

Cashier Leader

- Authorized customer returns, exchanges, merchandise credits, and check authorizations
- Ensured all cashier employees followed regulations
- Provided training to new employee on cashier transactions
- Assisted in the preparation of daily deposits

The Rusty Pelican, Key Biscayne, Florida

January 2009 – September 2011

Waitress

- Presented menus to patrons and answered questions about menu items, making recommendations upon request
- Took orders from patrons for food or beverages, memorized orders, and entered orders into computers for transmittal to kitchen staff
- Ensured customers were enjoying their meals and took action to correct any problems
- Prepared checks and collected payments from customers

EFS Summer Camp, Clifton, New Jersey

Summer 2008 and 2009

Summer Camp Counselor

- Took primary responsibility for the health, well-being and happiness of campers
- Encouraged respect for personal property, camp equipment and facilities
- Enforced appropriate safety regulations and emergency procedures
- Met regularly with director regarding concerns, updates and challenges

AWARDS AND RECOGNITION

- Member, Nursing Honor Society “Sigma Theta Tau International”
- Member, Academic Honor Society “Delta Epsilon Iota”
- Member, Academic Honor Society “Phi Theta Kappa”
- Recipient of Barry University School of Nursing “Dean’s Award”
- Placed on Barry University “President List of Academic Honors” on multiple occasions
- Recipient of a scholarship from Barry University and the National Student Nurses’ Association

COMMUNITY SERVICE

- Shelton Academy Private School: Provided nutritional and disease prevention counseling to children and family
- Fred Lippman Multi-Purpose Center: Provided free counseling for older adults on fall prevention
- RCMA: Teaching/learning presentation to children
- Easter Seals: Performed mini-mental exams on Alzheimer patients
- Feeding South Florida: Sorted, checked, and repackaged donated foods
- Jubilee Center: Helped serve and distribute food to the homeless
- Gildas Club: Participated in support groups for cancer patients and family

Sample 2: Education Resume

Sally Teacher

Miami, FL • (305) 555-5555 • s.teacher@barry.edu

SUMMARY OF QUALIFICATIONS

- Licensed in Elementary Education in Florida
- 1+ years of teaching and tutoring experience
- Experience in developing age-appropriate instructional methods
- Flexible with great ability to adjust to the needs of students

EDUCATION

Bachelor of Science in Education May 2013
Barry University, Miami Shores, FL
Certification
Florida Professional Certificate with endorsement in Elementary Education May 2013

TEACHING EXPERIENCE

Student Teacher Fall 2012
Nova Elementary School, Broward County Public Schools, Fort Lauderdale, FL

- Planned and set up classroom for school year opening.
- Developed lesson plans and instructed twenty-five second graders in all subject areas.
- Instructed reading groups in both whole language approach and basic readers.
- Analyzed student academic performance for mid-term reports.
- Participated in a school-wide spelling bee for second through sixth grade students.
- Prepared and participated in parent teacher conferences.

Group Leader 2010 – 2011
Children's World Learning Centers, Littleton, CO

- Supervised and instructed twenty preschool children.
- Prepared lesson plans and learning activities for large groups at the learning centers.
- Coordinated and supervised K-6 activities for before and after school and summer/winter vacation programs.

Lab Tutor Spring 2010
Creekside Elementary School, Cherry Creek Schools, Centennial, CO

- Developed learning curriculum in reading, math, writing, science, and art.
- Created thematic units for second, third, and fourth grades.
- Observed and tutored in a bilingual classroom.

ADDITIONAL EXPERIENCE

Nursery Attendant 2008 - 2009
Littleton Athletic Club, Littleton, CO

- Supervised children ages one to five.
- Organized structured play activities.

Camp Counselor 2007 - 2008
YMCA Camp, Littleton, CO

- Supervised twenty-five girls, ages seven to ten.
- Taught classes in music, recreation, and crafts.

AFFILIATIONS/ACTIVITIES

Member, Florida Chapter of International Reading Association 2010-2011
Vice President of Student Chapter, National Education Association 2010
Professional Seminars: Whole Language, Math Their Way, and Writer's Workshop 2010

Mary Moneymaker

Miami, FL • 305-000-0000 • mmoneymaker@hotmail.com • www.linkedin.com/in/moneymaker-mary

Summary of Qualifications

- Abundant experience using Microsoft software such as Excel, Word, and PowerPoint for data collection and projects, as well as Quickbooks software
- Mathematical and analytical skills to make proficient, independent decisions
- Excellent communication and customer service skills acquired through internships
- Strong ability to effectively work with diverse individuals and groups
- Effective management of tight schedules

Business and Finance Education

Barry University, Miami Shores, FL

May 2018

Bachelor of Science in Business Administration, Major: Finance

Dean's List Spring 2016 & Fall 2017

Selected Business and Finance Courses

- Financial and Managerial Accounting
- Principles of Marketing
- Conflict and Negotiation
- Financial Markets and Institutions
- International Finance
- Fundamentals of Security Analysis

Financial Analysis Experience

Barry University Student Managed Investment Fund, Miami Shores, FL

Fund Manager of the Consumer Discretionary & Consumer Staples Sector

Fall 2017

- Research, analyze, and interpret market situations of stocks and equities
- Prepare for weekly oral presentations of accumulated data on sector holdings
- Work in a team atmosphere to gather and present information on sector overviews
- Manage a team of four analysts to review investment portfolio and specific sector holdings
- Formulate equity proposals for purchase
- Contribute data necessary for monthly reports for the advisory board members
- Brainstorm ideas to improve the organization such as investment policy statement renewal, and leadership duties

General Member/Analyst in the Consumer Discretionary & Consumer Staples Sector Spring 2017

- Presented weekly updates of assigned equity, Procter & Gamble Co.
- Helped run the financial valuation model for necessary analysis of proposed equities
- Worked in a team atmosphere to gather and present information on sector holdings
- Assisted fund manager with research needed for equity proposals such as Morningstar, Value Line and Net Advantage analyst reports

Customer Service Experience

Fluent, Miami, FL: **Intern Fluent Digital Student Promoter representing Macy's**

Spring 2017

- Conduct social networking and campus outreach to promote products
- Report to an Accounting Manager in regards to weekly marketing targets
- Utilize online reporting website to report weekly activities

Miami Landmarks Society, Miami, FL: **Intern**

June 2016 - August 2016

- Acquired necessary technical and analytical skills specific to the role of a service provider
- Introduced ideas to aid in the organization of a major annual event, Come Home to Miami
- Generated statistical information for programs offered through the organization as well employee payroll documentation

Community Service

- Volunteer with Barry University Student Managed Investment Fund at William Turner Technical High School where we teach a financial literacy course Fall 2016-Present
- Participated in Annual Relay for Life at Florida Memorial University Fall 2016

Sample 4: Sport Resume

Cindy Circuit

Miami Shores, FL CCircuit@mymail.barry.edu (305) 479-4687

SUMMARY OF QUALIFICATIONS

- Student-Athlete who excelled in Division II athletics
- Resourceful and creative in optimizing available resources
- Extremely personable worker with strong social skills who works well in team environments
- Experienced in public speaking and possess strong written/verbal communication skills
- Computer skills: Windows and MS Office, Word, Excel, PowerPoint, Outlook and Publisher
- Languages: Bilingual English/Spanish
- Enthusiastic professional with strong work ethic and attention to detail
- Ability to effectively work with diverse individuals and groups

EDUCATION:

Barry University, Miami, FL

Bachelor of Science in Sport Management, GPA: 3.7/4.0

May 2019

PROFESSIONAL EXPERIENCE:

Sony Ericsson Open 2009, Coral Gables, FL

Ticket Supervisor Intern

January 2019-April 2019

- Supervised box office team members under the direction of the Ticket Manager
- Processed daily reports, organized will call and scheduled ticket sellers
- Processed daily sales and created sales reports for multiple events
- Coordinated premium ticket sales and invoicing for multiple events
- Worked with printing companies on design, layout and ordering of ticket stock
- Coordinated ticket requests for Sponsors, Media, and Tournament VIP's

EFS Summer Camp, Clifton, New Jersey

Summer Camp Counselor

Summer 2018

- Took primary responsibility for the health, well-being and happiness of campers
- Recognized and responded to opportunities for group problem solving
- Encouraged respect for personal property, camp equipment and facilities
- Set a good example for campers in all areas, including punctuality, clean-up chores, rules and sportsmanship
- Guided campers in all aspects of camp activities
- Supervised, assisted instructors and actively participated in all aspects of the campers' day
- Enforced appropriate safety regulations and emergency procedures
- Met regularly with director regarding concerns, updates and challenges

COMMUNITY SERVICE:

- Camilla's House, helped serve food to underprivileged and homeless individuals 2016-2019
- Wheelchair Tennis Clinics at the NASDAQ 100-Open Miami, Florida 2016
- Habitat for Humanity, helped build houses for underprivileged individuals 2015
- Special Olympic Summer Games, assisted athletes with mental disabilities 2015

AWARDS & ACTIVITIES:

- Team Captain, Softball 2018-2019
- Member of Barry University Sport Management Association 2018-2019
- Member of Student-Athlete Advisory Committee 2017-2019
- Division II Commissioners Honor Roll for Outstanding Athletic and Academic Achievement 2018
- Dean's Honor List 2016-2018
- Sunshine State Conference Freshman of the Year 2016

Sample 5: Science Resume

Doc Tor

Miami Shores, FL
(305) 354-3354 • DTor@mymail.barry.edu

SUMMARY OF LABORATORY TECHNICIAN QUALIFICATIONS

- Excellent analytical skills, detail oriented, disciplined, flexible, and organized
- Meets deadlines, works well under pressure, self-motivated, cooperative team player
- Friendly outgoing personality enjoys working with people, strong communication skills

EDUCATION

Barry University
Bachelor of Science in Biology

Miami, FL
May 2019

RELEVANT COURSEWORK

- Human Anatomy
- Human Genetics
- Disease Detectives
- Comparative Physiology
- Neurobiology
- Biostatistics

RESEARCH EXPERIENCE

College of Nursing and Health Sciences, Barry University
STEM Poster Co-author

Miami, FL
Spring 2018

- Poster title: CAK may play an important role in PMA-induced differentiation of TF-1 leukemia cells
- Prepared and maintained cell cultures
- Isolated and analyzed protein samples

LEADERSHIP EXPERIENCE

Minority Association of Pre-Health Students, Barry University
President

Miami, FL
Fall 2017-present

- Demonstrated leadership, communication, organization, confidence, and effectiveness
- Coordinated the organization's budget activities to fund operations, maximize investments, or increase efficiency

American Medical Student Association, Barry University
Member

Miami, FL
Fall 2017-present

- Participated in 'Adopt a Floor' at Jackson Memorial Hospital
- Organized recreational activities for the children

Physician Assistant Organization, Barry University
Member

Miami, FL
Fall 2017-present

- Relay for Life American Cancer Society race participant
- Developed strategies to encourage new or increased contributions towards the fight for cancer

VOLUNTEER EXPERIENCE

- **Camillus House**, helped serve food to underprivileged and homeless individuals
- **Dr. Martin Luther King Day Challenge**, participated in community cleanup

SKILLS

Computer: MS Office Suite
Laboratory: Microscope, aseptic technique
Languages: Fluent in Spanish and English

Sample 5: Functional Resume

INEED A. JOB

Miami, FL • (305) 555-8175 • ljob@mymail.barry.edu

SUMMARY OF QUALIFICATIONS

- Highly creative, inquisitive and resourceful; proficient in connecting with clients through new technologies
- Excellent communication and cross team collaboration skills
- Motivated and enthusiastic about developing good relationships with co-workers and clients
- Capable of managing tight schedules effectively

AREAS OF EXPERTISE

Applied Research / Campaigns

- Developed, in collaboration with team members, an event campaign for AIDS awareness
- Led team members in a marketing proposal for Erosion Restoration
- Assisted with the development of a marketing campaign for Home Away From Home
- Delivered presentations for campaigns to directors and CEO's of organizations and companies
- Developed lesson plans and activities tailored to campers' age, ability, and skill level

Creative / Detail Oriented

- Produced ad campaign strategies for a variety of products and services
- Designed thumbnails, roughs, and final comps for print, television and radio advertising
- Wrote copy for radio, television, and print media
- Used different design techniques to appeal to a wide range of audiences
- Developed themed lesson plans, for campers, around events and trips

Leadership / Teamwork / Community Service

- Participated in over 25 hours a week of organized athletic training
- Volunteered at *Miami Race for the Cure*, 2012-2014
- Hosted basketball clinic at local recreation center, 2013
- Fundraised and volunteered for Barry University Cancer Walk, 2012-2013
- Volunteered at *Special Olympics*, Miami-Dade, 2012
- Supervised a group of 20 children, ages 4-5
- Coordinated and participated in creative and educational activities

EXPERIENCE

Women's Basketball , <i>Team Member</i> , Barry University	Fall 2010- Spring 2013
The Buccaneer , <i>Writer</i> , Barry University Newspaper	Fall 2010- Spring 2013
PR Campaigns , <i>Team Member</i> , Barry University	Fall 2012
Marketing Management , <i>Team Leader</i> , Barry University	Fall 2012
Girard College , <i>Senior Camp Counselor</i> , Philadelphia, PA	Seasonal since 2011
Consumer Behavior , <i>Team Member</i> , Barry University	Spring 2010

EDUCATION

Barry University, Miami, FL

Bachelor of Arts in Public Relations, GPA: 3.3

May 2014

SKILLS

Computer: Proficient in Word; Power Point, Excel; Internet, Knowledgeable in SPSS

Design Applications: Adobe Photoshop, Adobe Illustrator, Quark

Language: Fluent in English and Spanish

Sample 6: Curriculum Vitae (Please note: Most curriculum vitae comprise multiple pages.)

Sally Jones, Ph.D.

Miami, FL

305-555-1234 • Drjones@gmail.com

EDUCATION

Barry University, Miami, FL

Ph.D. in Military History; minor in American History (2001)

Dissertation: "A Winter Campaign: General Philip H. Sheridan's Operations on the Southern Plains, 1868-69" Advisor: Dr. David Syrett

Drew University, Madison, NJ

Master of Science in History (1992)

Bachelor of Arts in History; minor in English (1980)

TEACHING EXPERIENCE

Barry University, Miami, FL

U.S. History to 1877; U.S. History from 1865; The Civil War 2001 - present

Florida International University, Miami, FL

The Civil War; World Perspectives in History II (2003-2004, 2006)

Florida State University, Tallahassee, FL

Senior Coordinator, Peer Tutoring Program, History Department (1996-1997) Themes in American History: The Frontier (1994-2000)

U.S. History to 1877; U.S. History from 1865; State and Local Government (1995-1996)

PROFESSIONAL AFFILIATIONS

- Board of Directors, New York Military Affairs Symposium (NYMAS), 2013 – Present
- American Historical Association, 2011-Present
- Western History Association, 2011-2013

PUBLICATIONS

Attack at Dawn: Phil Sheridan's Winter Campaign, 1868-1869. In preparation for University of Oklahoma Press.

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Reference Page

Allison Smith

Miami Shores, FL • allison.smith@mymail.barry.edu • (305) 899-4010

References

Dr. Anne Johnson

Professor of Management
Andreas School of Business
11300 NE 2nd Avenue
Miami, FL 33161
Phone: (305) 899-1234
Email: ajohnson@barry.edu

Dr. Eileen Smith

Associate Vice President for Student Affairs
Barry University
11300 NE 2nd Avenue
Miami, FL 33161
Phone: (305) 899-1234
Email: esmith@barry.edu

Ms. Rachel Kennedy

Director of Development
Northwestern Mutual Financial Network
200 South Biscayne Boulevard, Suite 1150
Miami, FL 33131
Phone: (305) 899-4567
Email: rkennedy@nmfn.com

Dr. Michael Gordon

Professor of Accounting
Andreas School of Business
11300 NE 2nd Avenue
Miami, FL 33161
Phone: (305) 899-1234
Email: mgordon@barry.edu

Guidelines for writing a reference page

Create a listing of your references with name, title, employer, work address, phone number, and email address

Pick professional and academic references such as supervisors, colleagues, coaches, professors, academic counselors, and people you have worked or volunteered for.

Always make sure that you have permission from individuals before listing them as references; then give them your resume.

Include 3-5 references who can comment specifically on your work ethic, academic achievement, or involvement in community services, volunteerism, and clubs.

Do not use personal references (friends, family) unless specifically requested.

Send your references a note when you get a job to share your good news and to thank them for providing a reference for you.

After your job search is complete, maintain contact with your references in case you need to use them again in the future

Writing a Cover Letter

WHY WRITE A COVER LETTER?

Shows the employer that you are genuinely interested in the position

- Whenever you mail an application or drop off a resume to an employer, it should be accompanied by a cover letter
- The cover letter is the first contact you have with a prospective employer
- The purpose of a cover letter is to create a favorable, professional impression while you introduce your background and interest in employment
- Entice the employer with your cover letter so they will read your resume

HOW DO I STRUCTURE A COVER LETTER?

Follow professional business letter style

- Use a three paragraph format (introduction/body/closing)
- Align the letter to the left justification setting
- Always use a colon when addressing the person in the cover letter (i.e. Dear Mr. Jones:)
- Address cover letter to a specific individual (NOT "To Whom It May Concern")
- Length should not exceed one page
- Use resume heading for cover letter or follow letter style (see cover letter template)
- Print on high quality bond paper (matching resume paper)

WHAT SHOULD I INCLUDE?

Explain why you are the best fit for the role

- How you learned about the opportunity at the company
- What attracts you to this particular job
- What elements of your education or experience would enable you to do an outstanding job
- Thank the employer for considering your candidacy and establish a follow-up strategy

Cover Letter Template

Your Street Address City, State, ZIP

>

Date

>

Name of Contact His/Her Title

Company/Organization Name

Address

City, State, ZIP

>

Dear Mr., Ms., or Dr. (Contact's Name):

>

State the position you are applying for. Mention something interesting you learned from your research about the company or make reference to a previous conversation, if you had one. Next, write a statement that defines the purpose of your letter. This can include which position you are seeking and where you learned about it. Demonstrate that you have researched the company, which will help to sell you as a candidate.

>

In the second paragraph, highlight specific skills that will be useful to the employer. Refer to some additional information that may not be highlighted in your resume such as international, special, technical, or cultural experiences. Connect the point you make with the position requirements. Provide strong examples of your experience that directly support what the employer seeks in skills. Show how you would benefit the company and what you have to offer.

>

To conclude the cover letter, indicate that you are interested in action. This may include indicating that you will follow up to set an interview date or that you look forward to hearing from them.

Refer to your enclosed resume and thank the reader for his/her time and consideration.

>

Sincerely,

>

> *Your Signature*

>

Your Typed Name

Remember to
sign the letter

- When addressing a woman, if marital status is unknown, use the salutation Ms. or Dr.
- If gender is unknown, use full name in greeting, e.g., Dear Jamie Edwards:

Personalize the cover letter to the company and show you've done your research

- Be brief and generate interest with the content of the cover letter
- Never mention salary in a cover letter

If you email your resume and cover letter, send it as an attachment and include a brief message in the body of the text

Emails

Email is a powerful tool in the hands of a knowledgeable job-seeker.

Use it wisely and you will shine. Use it improperly, however, and you'll brand yourself as immature and unprofessional.

A professional tone should always be maintained when communicating with prospective employers.

Dr. Sherry Reasbeck, a San Diego-based career counselor, warns that some email mistakes leave a bad impression. "It's irritating when the writer doesn't stay on topic or just rambles," says Reasbeck. "Try to succinctly get your point across-then end the

DO's & DON'Ts

- ✓ Use a meaningful subject header for your email – one that is appropriate to the topic.
- ✓ Always be professional and businesslike in your correspondence. Address the recipient as Dr., Mr., Ms., or Mrs., and always verify the correct spelling of the recipient's name.
- ✓ Be brief in your communications. Don't overload the employer with lots of questions in your email.
- ✓ Ditch the emoticons. While a :), J/K, or LOL may go over well with friends and family, do not use such symbols in your email communications with business people.
- ✓ Do not use odd fonts, wallpapers or multicolored backgrounds.
- ✓ Sign your email with your full name.
- ✓ Avoid using slang.
- ✓ Be sure to proofread and spell-check your email before sending.

When you're dealing with employers, there is no such thing as an unimportant communication. Your emails say far more about you than you might realize, and it is important to always present a polished, professional image – even if you are just emailing your phone number and a time when you can be contacted. If you are sloppy and careless, a seemingly trivial communication will stick out like a sore thumb.

Your emails say far more about you than you might realize

Thank You's

If you've had an interview with a prospective employer, a thank you note is a good way to express your appreciation. The note should be sent within 24 hours after your interview and only needs to be a few sentences long, as in the following example:

Dear Ms. Jones:

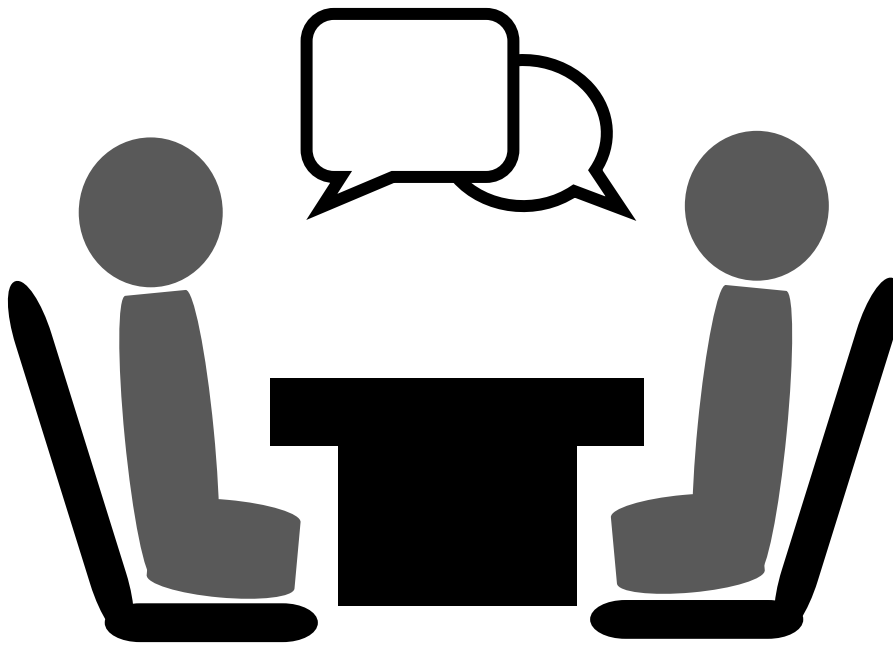
I just wanted to send a quick note to thank you for yesterday's interview. The position we discussed is exactly what I've been looking for, and I feel that I will be able to make a positive contribution to your organization. I appreciate the opportunity to be considered for XYZ Corporation. Please don't hesitate to contact me if you need further information.

Sincerely,

John Doe


Remember, a thank you note is just that – a simple way to say thank you. In the business world, even these brief notes need to be handled with care.

INTERVIEW STRATEGIES




Interview Strategies


BEFORE THE INTERVIEW

 Research the position for which you will be interviewing and the organization/employer


Obtain the interviewer's name and title

 Confirm the time/date/location of the interview


Identify your skills that relate to the job interview

 Prepare your **"30-Second Commercial"** to answer "Tell me about yourself" question


Review your resume and be able to elaborate on it

 Review frequently asked questions, practice interviewing, and request feedback from others to improve your interviewing skills

Do a mock interview with Career Development Center!

 Prepare questions to ask the interviewer

Know the general salary range for the position

 Plan what to wear

The 30-Second Commercial

It can be used and adapted to various career-related situations such as job interviews, informational interviews, career/job fairs, networking events etc. Preparing your "30 Second Commercial" in advance will help you "sell yourself" in these situations.

Once you have prepared your "30 Second Commercial", you need to practice it until you become comfortable enough that you can sell it. If you can exude confidence in its delivery, the recruiter will find you more convincing. Be careful not to cross the line from professional confidence into arrogance or cockiness, as you don't want to push anyone away.

"Hello, my name is [name] and I am a [year in program/alumnus] of Barry University majoring in/with a degree in [major or degree]. Recently, I have been working/interning/volunteering with [company or organization] in the [description of department] to gain experience in [skills].

My strongest interests lie in [list interests] so I'm looking for a [type of position] in [type of industry]. I'm particularly interested in [company name] because of [list reasons] and find your company [list research findings, new market openings, business strategies, community involvement, etc.] particularly interesting.

Could you tell me about how this will affect employees in [position of interest or other relevant question].

INTERVIEW ATTIRE

Men

- Conservative Two-piece Suit in neutral color such as navy, gray or black
- White or light colored long sleeve dress shirt
- Coordinating tie with a simple pattern or solid color
- Comfortable, polished dress shoes



Women

- Conservative Two-piece Suit (Knee-length Skirt or Pants)
- Neutral color such as navy, gray or black
- White or light colored blouse (not low cut or sheer)
- Comfortable, polished dress shoes with low heel and closed toe
- Natural tone or sheet black pantyhose

Hair

Men

- Fresh haircut or neatly trimmed
- No facial hair or neatly trimmed

Women

- Hair neatly styled, out of the face

Makeup, Jewelry, Fingernails

- Natural looking subtle make-up
- Avoid flashy & distracting accessories
- Neat, clean, and trimmed fingernails
- Natural or neutral nail color

Personal Hygiene

- Brushed and fresh breath
- Freshly showered
- Use deodorant
- Little to none perfume/cologne

Interview Strategies

DURING THE INTERVIEW



Arrive early and turn OFF cell phones



Relax, be yourself and stay positive



Listen closely to the interviewer's questions and ask for clarification if needed



Never slight a former employee or colleague



Watch your grammar



Be sure to clarify any follow-up arrangements



Bring extra copies of your resume



Follow the lead of the interviewer (don't try to take over the interview)



Be concise in your answers and give concrete answers to back up your claims



Be aware of your posture and body language



AFTER THE INTERVIEW



Write a thank you letter to the interviewers



Evaluate your performance by asking yourself questions such as:

- How well did I present my qualifications?
- Did I use clear, concrete examples?
- What points did I make that seemed to interest the interviewer?
- How can I improve my next interview?



Follow up with a phone call to find out the status of your application if the employer has not contacted you within the time frame stated

Interview Strategies

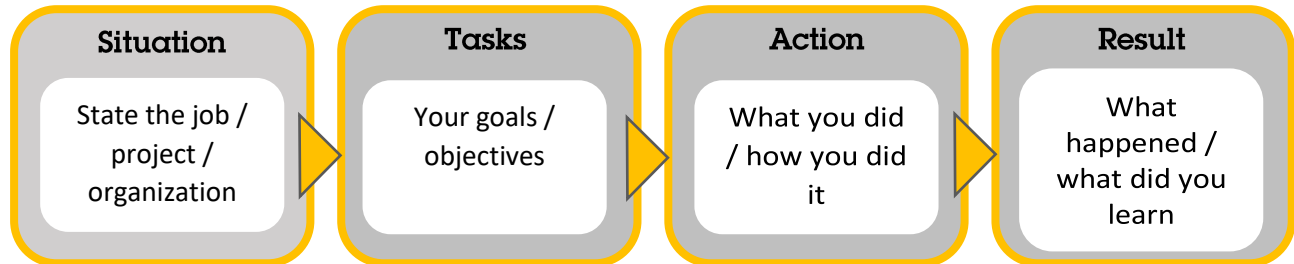
Commonly Asked Interview Questions

- Tell me about yourself.
- What are your greatest strengths and weaknesses? Why?
- How do you think a friend or professor who knows you well would describe you?
- What motivates you to put forth your greatest effort?
- What two or three accomplishments have given you the most satisfaction? Why?
- Why did you select Barry University? What led you to choose your field of major study?
- Do your grades fairly describe your academic achievement?
- What have you learned from participation in extracurricular activities?
- Describe your most rewarding college experience?
- What are your long-range career objectives? How do you plan to achieve your career goals?
- Do you have plans for continued study?
- An advanced degree?
- What do you know about our organization?
- Why did you decide to seek a position with our company?
- What qualifications do you have that make you think you will be successful in this position?
- How does this position fit in with your future career goals?
- In what kind of work environment are you most comfortable?
- Describe the personality type you find most difficult to work with. Why?
- Give me an example of a major problem you have encountered and how you dealt with it?
- Describe a time you had to persuade someone to do something they did not want to do?
- How do you deal with angry people?
- What experience do you have working with diverse groups of people?
- Why should we hire you?
- Give me an example of when communication was a problem. How was it resolved?
- What are your salary requirements?
- Do you have a geographical preference? Why?
- Are you willing to relocate? Travel on business?
- Is there anything else you would like me to know?

Interview Strategies

How to prepare for interview questions

Use the STAR Technique!



Recently, I completed a spring internship at____
My goals were to develop____.____.____
The actions I took were____.____.____
As a result, I strengthened____,____, skills.

You don't know what the employer will ask, but you know what you are going to say.

Have at least 10 STAR examples prepared.

Questions to Ask When Interviewing

- Is this a newly created position?
- How often has this position been filled over the past five years?
- What are the most immediate challenges and objectives facing the individual in this position?
- What are some typical first year assignments?
- What are some of the longer-term objectives you would like to see completed?
- How would you describe the work environment and corporate culture?
- What freedom would I have in determining my work objectives?
- What kind of support does this position receive in terms of resources?
- Where could a person go who is successful in this position and within what time frame?
- What would be a typical career path?
- How and is the employee evaluated?
- How would you describe your management style?

Researching the Employer

Thoroughly researching an employer can make the difference between knowing enough to apply and knowing enough to actually secure the job or internship. Research can usually be accomplished through highly-accessible, low-cost resources. The time you take to investigate your dream job will be time well invested. BEFORE the interview!

Why research prospective employers?

Increase your marketability

Research exemplifies your interest and enthusiasm toward an organization by showing the employer that you are knowledgeable about their organization. One of the top complaints among employers is that recent graduates have not adequately prepared themselves for the job search. In addition to helping you make a good first impression, researching employers will allow you to create better cover letters and resumes to target specific positions within an organization, as well as better prepare you for the interview.

Make an informed decision

You may research employers to locate positions related to a particular type of work, industry, or geographic location that will aid you in the process of narrowing and selecting a future career.

Incorporating your findings into the interview

Simply being informed about an employer does not guarantee a successful interview unless you use that information effectively.

Spouting out facts or prefacing a question with a lot of memorized details will not convince the employer of your interest and/or knowledge. Relating your skills to the company's desired qualifications can be an effective way to show that you've done your homework. Before the interview, brainstorm how you can help the employer be competitive in specified markets found through your research.

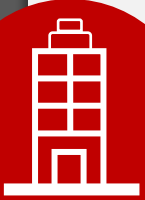
Another way to incorporate information is through the questions that you ask the employer, usually towards the end of the interview. Request information only on topics you really want to know more about, and avoid being too detailed or projecting a "know-it-all" attitude. Ask questions that encourage the employer to expand on information from your research.

Adapted from <http://smu.edu/career/careerprep/employerresearch/default.asp>

Researching the Employer

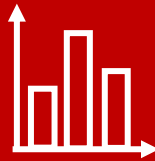
Facts to know before the interview

Company Overview



- What does the company do? What products and services do they provide?
- What is the size of the organization?
- How is the current financial health?
- What is the anticipated growth? Are there any expansion plans?

Employer Image



- What is the organization's national and local reputation?
- What awards or recognitions have they received?
- What is their relationship to competitors?
- What associations are they actively involved with?
- What is their sales growth over the last five years?

People



- Who are the top executives?
- How would you describe the organizational culture?

Locations



- Where is the corporate headquarters located?
- Where are branches, subsidiaries, stores, satellite offices, etc. located?

Professional Development Concerns



- What type of training programs are offered to employees?
- What is the typical promotional path?
- What is the typical career path in the field compared to that of the company?
- What benefits are offered?
- How are employees reviewed or evaluated?

Informational Interviews

**Networking is the # 1 way to find a job;
Informational interviewing is the # 1 way to network.**

An informational interview is meeting with a professional who is working in a student's desired career path to find out opportunities, learn about the industry and corporate culture, and gain job-search advice. It is also a great strategy to expand your professional network. Informational interview may also lead to mentor relationship or job opportunities.

Benefits of Informational Interviewing

- ✓ Discover the “realities” of a particular career field and what it is really like to work in a given industry. Find out about career paths you did not know existed.
- ✓ Determine a fit between your personality, interests, skills, and values in relation to a specific occupation. Recognize your strengths and weaknesses.
- ✓ Expand your network of contacts and gain referrals to other contacts for future networking opportunities. In addition, develop confidence in interviewing and meet people in your field in a low risk, non-threatening situation.
- ✓ Gain job searching advice and insight into the hidden job market.

DO's and DON'Ts

- ✓ DO talk about your skills: know what your strengths are, be articulate. (She/he cannot help you effectively if you do not explain what you can do).
- ✓ DON'T confuse it with a job interview: be honest about your motive and stick to the agenda of just getting career information, not fishing for a job opening.
- ✓ DO take down notes immediately after the interview, recording everything you learned.
- ✓ DON'T go unprepared and DON'T ask questions that you could have researched.
- ✓ DON'T think the other person owes you something, or that you are entitled to more contacts.

Informational Interviews

How to reach out to professionals?

How to Locate Contacts for Informational Interviews:

- Increase your network through people you know formally and informally. Consider the following: parents/siblings, extended family, friends, professors, advisors, mentors, colleagues, supervisors, neighbors, career counselors etc.
- Search on LinkedIn.com (professional networking sites): research companies that you would like to work for and expand your list of contacts.
- Use organizational directories and trade journals to find out the names of businesses and/or organizations in your field of interest.

What to say when you call or email requesting informational interview

- Provide a brief description of yourself for the professional.
- State how you found out about this person.
- Identify what you hope to get out of a meeting with this person.
- It is important not to ask them to call: YOU must take the initiative

Sample phone script for first contact:

Hello, my name is..... I was given your name (or found your name) by..... I am a (class year) at Barry University and am interested in arranging an informational interview. I am interested in learning more about the field of..... (or your position as.....). Is this a good time for me to try to set up a meeting with you or someone on your staff? (if not), when would be a good time for me to try to call you back? I would like to meet with you for about a half hour at your convenience. Would you be available to speak to me (during the week of.....)?

Sample email script for first contact:

Dear Claudia Sanchez,

My name is Joanna Jones and I am a senior at Barry University. I was provided with your contact information by John Moriarty, my career counselor in the Career Development Center. I was wondering if it is possible to set up a 20 minute informational interview to ask you some questions about your experience in the Tax Department at RSM McGladrey and any advice that you may have for an Accounting major seeking for an internship in the tax industry. I am available to meet Monday, Wednesday, and Friday after 10 am. You may contact me via e-mail or by phone at (305)-000-0000. Thank you for your time and I look forward to hearing from you soon.

Best Regards,
Joanna Jones

Informational Interviews

BEFORE THE INTERVIEW



Identify a professional to contact in a career field of interest to you.

Do background homework before contacting the employer: identify specifically why you want to contact this person.



Contact the professional via phone and/or e-mail (if calling, try to speak directly to the person; if e-mailing, plan to follow up via telephone). Request the opportunity to meet with them for no more than 20 minutes, at a time and date that is convenient for them.

Call to confirm the appointment, obtain directions and get parking information.



Dress appropriately. Put together a nice notebook with paper and pens and copies of an updated resume to take with you. Prepare a list of approximately 10 questions to ask the interviewee.

DURING THE ACTUAL INTERVIEW

15 Arrive at least fifteen minutes early. Be courteous to everyone that you meet.

Shake hands, introduce yourself and relax. Maintain good posture and eye contact.



?? Do NOT “machine gun” your questions (just because time is limited). The information in the interview is important, but rapport is even more important.

Do NOT write down every word the person says during the interview (focus on connecting with them!).



Ask for referrals and permission to use them as references when contacting others.

Be conscious of time. Do not spend more than 30 minutes unless the professional initiates extra time.

30

IMMEDIATELY AFTER THE INTERVIEW



Take time to write down all the useful information from the interview.

Assess the interview: Did you get the information you needed? How do you feel about this occupation? Did you get an objective opinion? Keep records of everyone you meet (take business cards or names and addresses for contact information).



Send a thank-you note via e-mail or postal mail. Follow-up with future notes or phone calls to let them know their help has been of service and how you are doing in your career exploration. This will further remind them of you and encourage them to let you know of future opportunities.

Remember you should not base your decisions on one interview. Quickly make an appointment with another professional.



Informational Interviews

Possible Informational Interview Questions

- How did you get started in this field? What was your educational background? What are your major responsibilities?
- What is the most rewarding aspect of your job, least rewarding?
- What might you change?
- Would you choose this career again?
- What is a “typical” day like for you?
- What obligations does your work put on you outside of the actual job?
- What are some lifestyle considerations for this career field?
- What are some common entry-level positions in the field of _____?
- What kind of salary range and benefits could an entry-level position expect to receive?
- What kind of an individual (skills and personality) would be best suited for these entry-level positions? What are the most important factors used when hiring?
- What is the best educational preparation for a career in this field? Which classes and experiences would be most helpful to obtain while still in college?
- What have you found to be a major weakness of new hires in this field?
- How high is the turnover? How does one move from position to position or other areas of the organizations? What are typical policies about promotions from within? How are employees evaluated?
- What is the typical career path from entry-level to top management?
- How do people usually find out about full-time openings in this field?
- What is the future outlook for this career field? What are the areas of potential growth and decline? How do you see jobs changing in the future?
- Which professional journals and organizations would be most helpful in evaluating the field?
- Can you recommend other types of organizations in this field that I might investigate or contact?
Can you recommend any specific person for me to talk with and may I have permission to use your name?

Job Shadowing

After you conduct an informational interview, ask if you can observe the workplace and learn more by shadowing. Job shadowing is another way to expand your network and learn about a career. Shadowing a person while he or she works means to observe what the person does while he works, without asking questions. Most employers will cooperate with a shadowing request; however, some occupations are bound by confidentiality restrictions (e.g., psychologists, lawyers, or a company with trade secrets) and may be unable to grant this request.

Job shadowing is one of the most important components in career and job searching. It can teach us about different careers, and may lead to internships, work experiences, and even job opportunities. Conducting job shadowing and continuously expanding your network shows responsibility, interest, and drive.

LinkedIn



Evaluating and Negotiating Job Offers

Evaluating and Negotiating Offers

Before you can assess a job offer, you must make sure you have information about the market, including:



Identify salary averages for your field and in your geographic area of interest.



Know what average salaries recent Barry graduates received.



Identify norms in your field as far as where you can push in negotiation, and which things are non-negotiable such as benefits or stock options.



Remember an offer is not just about salary, but about what you value in a position.



Decide on the minimum amount of compensation (make it realistic with the type of job offered) that will make you satisfied. Establish a budget and don't neglect to account for taxes taken out of your pay. There is no point in accepting an offer if you think you'll be unsatisfied and want to look for another job in the near future.

Based on an employer's compensation guidelines, you may not be able to negotiate a higher salary.

However, you may be able to increase your compensation in benefits. Negotiable areas often include: vacation time, educational reimbursement and salary review. Stay polite. Try to make it a win-win situation

If you decide to negotiate, your job offer will not be rescinded by the employer - even if he/she decides not to negotiate. Also, if a position is acceptable to you as it is offered, you should not feel like you must negotiate.

Regardless, get it in writing!

Web Resources



Salary.com: <http://www.salary.com>

A guide to many issues connected to types of jobs in geographic areas. Solid ranges that are useful in evaluating and negotiating positions.

Pay Check City: <http://paycheckcity.com>

Features a number of calculators, among which is a calculator of take-home pay that can incorporate taxes in specific states.

PayScale: <http://www.payscale.com/>

Accurate, real-time salary reports based on job titles, location, education and experience.

Evaluating and Negotiating Offers

**Consider the pros and the cons of the offer. It may help to create a chart.
Factors to consider include:**

- Job Responsibilities
- Company Reputation/Stability
- Salary
- Health Insurance
- Paid Vacation
- Pension/Retirement
- Tuition Reimbursement
- Professional Development
- Location
- Supervisor
- Co-Workers
- Travel
- Overtime
- Signing Bonus
- Stock Options

Thinking about leaving sunny Florida?

Being open and flexible to leaving South Florida will increase your job searching options. At the same time, don't forget to think about the details of moving to a new location.

- How much will it cost to move your belongings? Will you move yourself or hire movers?
- Do you know the area? Where will you live? Is it safe? What is the cost of living?
- Do you have a support system? Are you comfortable making efforts to meet new people?
- Do you need to consider school systems? Are they acceptable?

Career Development Center

R. Kirk Landon Student Union, Suite 205

11300 NE Second Avenue, Miami Shores, FL 33161-6695

Phone: (305) 899-4010

Email: careercenter@barry.edu