

**UVM+**  
**BUSINESS**

**ENDLESS  
POSSIBILITIES**

The University of Vermont  
**Grossman**  
**SCHOOL OF BUSINESS**

**Career Resource Guide  
Fall 2016 - Spring 2017**



**PLEASE KEEP THIS  
GUIDE UNTIL YOU  
GRADUATE**

**THIS GUIDE HAS SPECIFIC INFORMATION FOR  
STUDENTS ENTERING THE GROSSMAN SCHOOL  
OF BUSINESS**

For more information contact Amanda Simpfinderfer: [Amanda.Simpfinderfer@uvm.edu](mailto:Amanda.Simpfinderfer@uvm.edu) (802) 656-1616 [www.uvm.edu/business](http://www.uvm.edu/business)

# Quick Information

## Campus Contact Information

## Helpful Links

### Career Center

- **Phone:**..... 802-656-3450
- **Email:**..... [career@uvm.edu](mailto:career@uvm.edu)
- **Location:**..... Davis Center 204

### BSAD Student Services

- **Phone:**..... 802-656-4015
- **Email:**..... [studentservices@bsad.uvm.edu](mailto:studentservices@bsad.uvm.edu)
- **Location:**..... 101 Kalkin

### MAcc Graduate Programs

- **Phone:** ..... 802-656-4119
- **Email:** ..... [macc@uvm.edu](mailto:macc@uvm.edu)
- **Location:** ..... 332 Kalkin

### Student Employment Office

- **Phone:** ..... 802-656-5705
- **Email:**..... [student.employment@uvm.edu](mailto:student.employment@uvm.edu)
- **Location:**..... 237 C Waterman

### BSAD Career Management

- **Phone:** ..... 802-656-1616
- **Email:**..... [GSBCareers@bsad.uvm.edu](mailto:GSBCareers@bsad.uvm.edu)
- **Location:**..... 218 Kalkin

### Office of International Education

- **Phone:** ..... 802-656-4296
- **Email:**..... [peeradvs@uvm.edu](mailto:peeradvs@uvm.edu)
- **Location:**..... Living & Learning B

### Student Advisory Committee

- **Phone:** ..... 802-656-1616
- **Email:** ..... [gsac@uvm.edu](mailto:gsac@uvm.edu)
- **Location:** ..... 218 Kalkin

### Catamount Job Link

See what jobs and internships are currently being offered to UVM students.

### Career Connection on LinkedIn

Connect with current students and alumni of the University of Vermont.

### GSB Calendar of Events

Keep up to date about speakers, events, and other programs specifically BSAD students.

### Social Media Resources

Get connected and stay connected to the Grossman School of Business and other Grossman students.

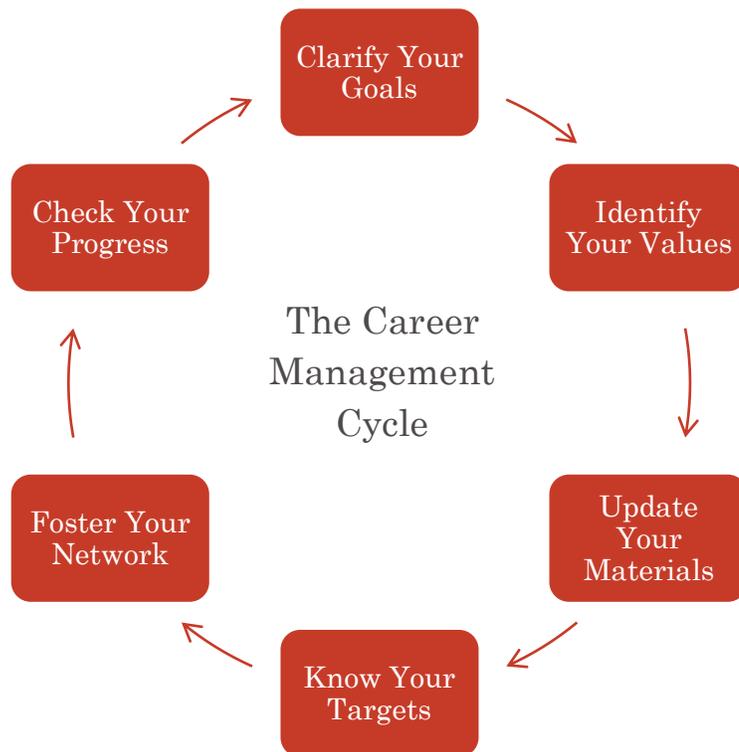
- [Facebook](#)
- [LinkedIn](#)
- [Twitter: @UVMBizSchool](#)
  - Use #kalkincareers
- [YouTube](#)

# What is Career Management?

*Career management is the combination of structured planning and the active management choice of one's own professional career. The outcome of successful career management should include personal fulfillment, work/life balance, goal achievement and financial security*

Career Management is not just about getting a job but is about effectively managing your career, to skillfully direct your career with purpose and care. It's something you should start early and work on continuously.

Ongoing career management involves clarifying your values, pursuing your interests, building your skills, and expanding your base of experience – all against the backdrop of the network of relationships that you build and within the context of career plan you develop.



# Career Management Resources

## The UVM Career Center

The UVM Career Center actively supports students in identifying and attaining their career goals

**Location:** Davis Center 204

**Contact:** 802 656-3450

**Website:** [www.uvm.edu/career](http://www.uvm.edu/career)

Services Available:

- ◆ Web resources
- ◆ Catamount Job Link's database of jobs & internships
- ◆ Weekly job prep workshops
- ◆ Employer visits and interviewing
- ◆ Drop-ins at the Hub
- ◆ Individual career counseling
- ◆ Interview preparation.

Follow the Career Center to keep informed on job postings, job fairs, employer panels and alumni networking nights in NY, DC, Boston & NY. Whether you are exploring ideas, building skills, finding an internship, or writing your resume, the Career Center can help.

## The Career + Experience Hub

**Location:** The Davis Center

**Website:** <http://www.uvm.edu/~uvmhub/>

**Hours:** M-Th. 10-5, F 10-3

The Career + Experience Hub is the center of UVM's Career Success Initiative! Faculty, staff and peers are mobilized to help you gain skills and experiences to manage your own career over a lifetime. With eight offices collaborating to bring you the Hub

The Hub can help you find:

- ◆ Internships
- ◆ Research
- ◆ Service-learning
- ◆ On-campus employment
- ◆ Part-time and summer jobs
- ◆ Fellowships
- ◆ Study abroad
- ◆ Volunteer and leadership opportunities

## **The Career Connection on LinkedIn**

### **What is the University of Vermont Career Connection on LinkedIn?**

The University of Vermont Career Connection is a professional networking group on LinkedIn, which gathers current students, alumni and friends of the university around the topic of career development and provides support and information among group members.

### **Why Use It?**

Networking with UVM alumni, parents and friends can be a great information resource about careers, employers, internships, and relocation. While not a direct source of jobs, UVM Career Connection members can assist you as you gather the information, skills and connections that help you make informed career decisions and conduct an effective job search.

## **News You Can Use Weekly Email**

Want to keep up to date about what's going on in the Business School? News You Can Use is sent out on a weekly basis and includes important information on upcoming dates and deadlines, School of Business Events, on campus recruiting dates, and job openings.

Make sure to read this weekly newsletter to ensure you are up to date on what's going on at the School of Business.

## **Grossman School of Business Career Services**

The Career Services at the Grossman School of Business are here to help supplement your Career Management by providing resources, services, and events to meet the unique needs of our students.

These resources include:

- ◆ Networking opportunities with Alumni
- ◆ Speakers and Panels
- ◆ Accounting and Finance Career Fair
- ◆ Business connections
- ◆ Online resources

Career Services also offers a limited amount of one on one Career Development Counseling and Resume review. Drop in hours for these services will be posted online, as well as in the News You Can Use weekly newsletter. In order to participate in these services you must:

- ◆ Have a printed resume, that has been reviewed by Career Service
- ◆ Have 2-3 jobs either from Catamount Job Links of another source
- ◆ Created a profile in the 12Twenty portal

# Job Hunt Checklist

## Research

- Create a targeted list of employers and career fields to research
- Deepen your knowledge of your chosen companies and career fields: Learn about company culture, career paths, competitors, buzz words, and more!
- Check job sites and review detailed job descriptions
  - Understand the skills and experience employers are seeking in your field
  - Utilize UVM's Job & Internship database, Catamount Job Link, to mark your favorites

### Tips for Exploring Your Field

- ✓ Find academic and/or career mentors
- ✓ Conduct informational interviews
- ✓ Engage in relevant research
- ✓ Shadow professionals
- ✓ Seek out volunteer opportunities
- ✓ Intern in your industry

## Prepare

- Develop a strong resume targeted for your specific field
  - Submit your resume to CJL or bring to a Career Center drop-in to have it reviewed for content and formatting
- Build a polished profile on LinkedIn and join professional groups, such as University of Vermont Career Connection and UVM Alumni Association
- Expand and utilize your networks
  - Inform friends, family, and past colleagues or supervisors of your goals and interests
  - Talk to people in your field of interest (UVM alumni are a great resource)
- Establish your references. Choose 3 people who are able to comment on your proficiency in specific areas
- Prepare for interviewing
  - Be able to articulate your skills and strengths
  - Review interviewing etiquette, guidelines, and questions
  - Schedule a mock interview at the Career Center
  - Secure appropriate interview attire
- Hone skills for writing professional e-mails and letters
- Develop a strong elevator pitch
  - Describe yourself, your skills and goals; be brief, sincere and memorable

## Apply

- Construct an adaptable cover letter
- Follow all application directions
- Follow up
  - If permitted, phone employers after a week to check on the hiring time-line & express interest
  - Write Thank you letters

# Graduate School Checklist

*The application process for graduate school is time consuming; make sure you start early to ensure success! Below is a general checklist; your process may vary depending on the specific programs to which you are applying.*

## EXPLORE

- Decide which type of graduate program and level of study (Graduate certificate, Masters, Doctoral degree) best suits your situation & goals
- Articulate clear reasons for continuing your studies in a more intense and specialized manner at this time
- Assess how a program will further your career & life goals
  - Clarify your priorities:
  - Research & scholarly opportunities
  - Potential fit with professors' interests and research
  - Quality of program
  - Reputation of school, programs and professors
  - Program job placement rate and information
  - Financial assistance & cost
  - Student Services
  - Cost of living
  - Alumni career paths and connections
  - Your ideal post-grad job location

## RESEARCH

- Conduct thorough research & compare various programs
- Attend UVM's Fall Grad School Fair
- Visit schools of particular interest & sit in on a class to assess school culture and program fit

## PREPARE

- Review program requirements and make a plan to gain any necessary additional coursework
- Research what makes a strong candidate (some programs appreciate candidates with additional life or work experience)
- Plan your entrance exam strategy: select a preparation method (test prep books, review courses, self-study) & consider when you'll actually take the exam

## APPLY

- Note application deadlines and map out your timeline
- Ask professors & other potential recommenders if they would be willing to provide an excellent recommendation
- Draft your personal statement (seek feedback from the Writing Center, Career Center and trusted advisors)
- Review your transcript before sending it off with your application
- Research and apply for financial aid options

### TIPS FOR EXPLORING YOUR FIELD

- ◇ Find academic &/or career mentors
- ◇ Conduct informational interviews
- ◇ Engage in relevant research
- ◇ Shadow professionals
- ◇ Seek out volunteer opportunities
- ◇ Intern in your industry

*With experiences like these you'll be ready to make solid decisions about grad school and be an even more competitive candidate!*

**FOR A DETAILED TIMELINE AND APPLICATION RESOURCES:**

*<http://bit.ly/applygradschool>*



MAKE A PLAN AND TAKE ACTION

**Get to know UVM & Vermont** \_\_\_\_\_

- Join campus clubs and organizations and volunteer.
- Get to know faculty and staff members.
- Learn about your community
- Connect with diverse groups & resources.
- Talk to professionals (family, friends, acquaintances, alumni) about their work.
- Get to know your Peer Mentor

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**Discover your interests, values, and skills** \_\_\_\_\_

- Read media, textbooks, newspapers, books, blogs, or journals related to interesting career areas.
- Develop your communication skills in and out of class.
- Identify 3 skills that will help you reach your goals, and plan how to acquire them through undergraduate research, service learning, part-time jobs and more!
- Use interest inventories to identify interests and careers.
- Peruse weekly Career Center and Business School emails for jobs/internship opportunities and events.

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**Explore majors and careers** \_\_\_\_\_

- Talk to Student Service advisors, faculty, career counselors or mentors about majors, study abroad & careers.
- Explore majors, courses and requirements on-line or attend Major Choice Fair/ workshops.
- Explore different minor offerings.
- Draft a college résumé, and update it to the Resume Book database on Catamount Job Link.
- Log onto Catamount Job Link—UVM's database of jobs, internships and employers and set up your profile.
- Create a LinkedIn and 12Twenty Profile.
- Attend 2 Career Center workshops or programs (Resume Building, Internship Hop, Alumni Networking etc.)
- Begin to research Internship opportunities in your field- the more work experience the better!

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**Winter Break/ Following summer** \_\_\_\_\_

- Work/volunteer/job shadow in your area of interest.
- Consider an internship or externship in your field of interest.

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**Reflect or discuss: What are you learning about yourself and the world of work this year?**



**MAKE A PLAN AND TAKE ACTION**

***Finalize major choice & commit to academic success***

- Declare a minor; for help set up a meeting with Student Services or the Career Center.
- Map out class schedules up to graduation; consider study abroad/ experiential learning.
- Meet with faculty/staff to discuss your academic and career path and ask about their work and research.
- Read articles and journals related to your major.
- Enroll in the Second year Professional Development Series (002)

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***Become familiar with a range of careers***

- Explore how your major, interests, values and skills relate to career fields.
- Research internships.
- Attend two Career Center workshops or events, including: Internship Hop or Job Fair.
- Peruse weekly Career Center and Business School emails for jobs/internship opportunities and events.
- Use UVM Career Connection on Linked-in to find alumni in your area of interest

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***Engage in experiential learning opportunities***

- Join campus committees & organizations; identify paths to leadership positions.
- Take advantage of experiential learning opportunities: study abroad, undergraduate research, service learning, internships, or cooperative education.
- Participate in Alternative Breaks or other service opportunities.
- Expand your multi-cultural awareness

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***Winter Break***

- Explore online, 1 credit UVM Career Institute classes.
- Connect with professionals in fields of interest.
- Attend a UVM networking event.

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***Following summer***

- Work, intern, do research or volunteer in your field.
- Begin to build a strong network of people who can support your career efforts.

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**MAKE A PLAN AND TAKE ACTION**

***Excel in your studies & expand your academic knowledge***

- Review remaining academic requirements.
- Work closely with faculty and advisors.
- Identify potential graduate/professional schools.
- Connect your major and career options.
- Enroll in the Junior Professional Development Series (102)

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***Hone Your Career Interests and Acquire Occupational Skills***

- Assess and prioritize abilities and interests
- Build multi-cultural competencies & skills.
- Identify preferred work settings.
- Attend career-related panels, information sessions or networking events.
- Use Career Center for internship assistance, to explore career fields, or receive coaching.
- Conduct informational interviews or job shadow.
- Engage in experiential learning opportunities: study abroad, undergraduate research, service learning, design/capstone projects, & internships.

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***Develop Job Search Skills***

- Write a resume and cover letter to market your qualifications; upload in Catamount Job Link for review.
- Hone your interviewing skills, do mock interviews with Career Counselors and practice with Big Interview.
- Join and use the UVM Career Connection on Linked-in to conduct informational interviews and build a professional network. (Track your contacts!)

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***Winter Break***

- Explore careers in a specific area by taking an online UVM Career Institute course.
- Conduct informational interviews or job shadowing.
- Attend UVM career networking events in Boston or NYC.

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***Following Summer***

- Gain career-related experience through a job, internship, research or informational interview.
- Research graduate/professional schools and requirements & prepare for examinations.
- Research post-grad academic and service fellowships.

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MAKE A PLAN AND TAKE ACTION

**Complete Academic Requirements** \_\_\_\_\_

- Pursue academic success.
- Confirm your remaining degree requirements early.
- Enroll in the Senior Professional Development Series (202)

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**Gain Career Related Experience/Develop Your Professional Identity** \_\_\_\_\_

- Join professional associations in your career field.
- Attend and present at conferences/events.
- Obtain career-related experience through job, internship, research, or informational interviews.
- Volunteer with organizations in your career field or in positions that can help you gain needed skills

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**Implement Your Job Search and Secure a Position** \_\_\_\_\_

- Develop a job search strategy and meet with mentors.
- Attend Senior Series workshops.
- Utilize Diversity at Work resources.
- Hone résumé, cover letter and LinkedIn profile.
- Identify potential employers in relevant career fields
- Scan Catamount Job Link & other job search resources.
- Prepare an "elevator pitch" to introduce yourself and expand your network through LinkedIn.
- Activate your network, ask about contacts & leads.
- Participate in Career Center On-Campus Recruiting, Job Fairs and networking events
- Practice interviewing with Big Interview
- Ask key faculty/supervisors for references.
- Apply, follow up, interview, send thanks, and evaluate.

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**Plan for Life After College** \_\_\_\_\_

- Develop short and long-term goals.
- Consider finances after graduation— housing, transport, food, loan repayment.
- Complete graduate/professional schools applications.
- Research academic and service fellowships.

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**Winter Break** \_\_\_\_\_

- Build your network at UVM networking events.
- Practice interviewing.

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**Following summer** \_\_\_\_\_

- Celebrate your next chapter; update your contacts.
- Utilize Career Connection on LinkedIn, & help UVM'ers.

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# How to Network Successfully

## Tips on Networking

### *Be Prepared*

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Have an elevator pitch prepared and be ready to deliver it in a calm, confident manner. You never know when you'll meet a new contact so it helps to always be prepared.

Be sure to build your contact list, which can include, but is not limited to classmates, professors, members of organizations you belong to, and family connections.

If you are meeting with someone one on one, it is always helpful to create an agenda to help you stay focused during the conversation.

### *Be Creative*

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Think of networking as marketing yourself. Be sure to include unique interests in or your elevator pitch so you are more memorable. Send thank you notes that are professional, but unique to you, to help the receiver remember you.

### *Be Resourceful*

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Make sure to do as much research as possible on the field you are interested in going into. If you know who you will be networking with do some research on that individual as well. LinkedIn is an excellent place to do research on individuals and their backgrounds. Networking is a great way to get people to know you and get your foot in the door before a position is available.

### *Be Professional*

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When building a relationship make sure to use "please" and "thank you" and be sure to pay close attention to the person you are talking to. Use their name, give a firm handshake and maintain good posture throughout the conversation. Make sure to look for clues that the individual is ready to end the conversation and do not draw it out too long. Also, be sure to send a thank you note within 24 hours of your meeting.

## The Elevator Pitch

The elevator pitch is a 20 second introduction about yourself and is an important tool for meeting potential employers at recruiting events or in general networking situations.

To prepare an elevator pitch take an inventory of yourself and your accomplishments. Identify common themes and think about what you've been recognized for accomplishing.

Familiarize yourself with what would make someone successful in the type of work you are interested in and be sure to provide information about what makes you unique.

Make sure to practice your elevator pitch until you become comfortable and confident in its delivery.

### What Should an Elevator Pitch Include?

1. Name
2. Education (school and major)
3. Experience
4. Interest, talents, skills
5. Aspirations

Keep in mind your pitch will change as you gain more experience and your career goals develop. Always keep your pitch in mind and adjust it accordingly.

# Tips for Informational Interviews

## Research the Company

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Just like you would for a job interview, spend a lot of time on the company's website to find out about their products and services, their locations and the names of their key executives. Print out their latest press releases so that you can discuss what's going on with company now. Your extensive knowledge of their company could impress the person you're speaking with.

## Research the Individual You're Meeting With

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Go on LinkedIn and do a search on the person meeting with you. You can ask them specific questions about their background including why they chose their career and company. If they're not on LinkedIn, Google them. Look for any interests or background that you might have in common with them.

## Dress to Impress

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First impressions count so dress conservatively as if you're on a real job interview. You will be judged as soon as you walk in the door by how you look, so make it count.

Dress professionally and always have a copy of your resume with you.

## Remember You're Not in a Job Interview

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The most important rule about informational interviews is they are for information—not a job. If you confuse the two, and ask or imply you're really seeking a job, you have defeated the purpose of the interview. It can also appear that you were 'tricking' them into an interview.

## What is an Informational Interview?

The purpose of an informational interview is to learn more about an occupation or industry that you might be interested in pursuing. Informational interviews can also help in clarification and confirmation of your career choice. Networking is a big advantage since interviewing allows you to make new professional contacts and learn about employment opportunities that may never be advertised.

An informational interview is NEVER a time to ask for a job. It may open up opportunities for future employment, but it is not a time to plot your way into the company

## Have a Game Plan

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Be certain to have a game plan when you arrive. Regardless of your hopes or intentions, this isn't a regular interview, and the interviewer isn't going to take charge.

## Express your Gratitude Early On

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Be thankful, you're asking someone for their time and information, so start by thanking them earnestly for this.

## Come Prepared with at Least Five Key Questions

Think of questions that can't be answered through the Internet. Ask such things as: *How did you get into the field? What advice would you have for someone starting out in this field? Who succeeds in this field? What characteristics are needed? And, what do you see happening in this field over the next few years?*

You should use this opportunity to ask the questions you might not want to ask in a job interview. “Ask detailed questions so that you have a really good idea what it would be like to work in a particular company or industry. Ask them to show you examples of the type of work they do. Find out what qualifications are needed to excel in the types of positions they have. You can even ask questions you wouldn’t normally ask in a first job interview that relate to salary and benefits.

### **Focus Your Early Questions on the Interviewer**

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Start by asking about their experience in the field, how they got started, what other careers they considered, etc. People love to talk about themselves, and the information you get will be interesting and helpful.

### **Don’t be Nervous**

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You shouldn’t be, since this interview is not for a job. Don’t put too much pressure on yourself. Since this isn’t a real job interview, you can relax more and be yourself.

### **Be Honest (but professional and polite)**

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Beating around the bush about why you are *really* there will come off as insincere and possibly offend their intelligence, so don’t be afraid to be very straightforward. Explain that you’d love to work there, and are hoping to get some guidance on how best to do that.

Regardless of the interviewer’s motivations, make no bones about it, they are helping you, he adds. So be super-considerate of the interviewer’s time by checking their interest-temperature every now and again.

### **Don’t Ask for a Job; Ask for Advice**

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You don’t want to put too much pressure on the person speaking with you. Asking directly for a job is a big turnoff to someone who is going out of their way to help you. Always remember that you’re on a fact finding mission and that you’re just trying to get information to help you make the right decision down the line. This information is going to help you in the future when the right position becomes available.

You should never ask outright if they have any job leads for you. This puts people on the spot and can hurt your chances for future assistance. Instead, ask them about

what the company looks for in candidates, what the growing departments of the company are, and what tips they have for breaking into the career or company in general. But don’t ask outright for a job.

### **Impress the Interviewer**

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Your goal is to impress them enough so that they will voluntarily offer to help you find a job. They’re not going to refer you to others if you come across as being average or show a lack of passion. Be enthusiastic and impress them by being articulate about what your background is and why you would be an ideal candidate for any type of job you’re looking for.

### **Get Referrals**

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Once the interview is over, hopefully they’ve offered you some referrals to contact. Keep in mind that when they refer you to someone, their reputation is on the line. If you don’t get a referral, ask them what they recommend as next steps for you. Listen carefully to what they say and thank them for their time.

### **Follow up with a Thank-You Note or E-mail**

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Always, always, always write a thank-you note or e-mail, regardless of how helpful the informational interview.

### **Keep Them Informed of Your Progress**

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Keep them in the loop by e-mailing the interviewer after you’ve met with one of their referrals or after you’ve gotten a job. By meeting with you, they’ve invested time in you and they want that time to pay off by seeing you become successful. It will not only make them feel good if you let them know that their advice or referrals paid off, but it will also make it more likely that the next person calling them for an informational interview will get one.

## Social Media Do's and Don't

Recent surveys show that 93% of hiring managers will check a candidate's social media and online presence before making a hiring decision. Of that number 53% have reconsidered a candidate because of what they find, with most (61%) of those double takes being negative. Therefore, it is vital you ensure you online and social media reflect positively on you as a candidate and not negatively. Below are some basic Do's and Don'ts to help you appear in a positive light when hiring manager's search for you online.

### Dos

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- **Use social media to show your knowledge in your field and expand your network.** Social media is supposed to be social, so interact! Participate in discussions; ask and answer questions; share info that may interest the people in your networks.
- If you don't have one already, **set up a LinkedIn account, with a strong summary** that includes keywords and phrases for skills employers would look for in your industry. Many jobs aren't listed on job boards, and more and more employers are fishing for applicants on LinkedIn by doing searches for those keywords.
- **Join and participate in several groups related to your career interests.** LinkedIn has tons of these; choose a few relevant groups and make intelligent comments and/or start conversations (check your spelling and grammar!).
- **Get as many LinkedIn references as you can,** and write references for others without being asked. Be specific in the skills and accomplishments you'd like the reference to focus on. You can proofread a written reference and ask the writer to revise it before it goes public, so make sure it says what you want it to say about you.
- **Follow companies in your industry,** and "like" them. That way, you can keep track of what's going on in companies you may be interested in, and show your interest.
- **Do searches for keywords relevant to what you're looking for,** and connect with people who come up, with whom you have common professional or personal (not TOO personal) interests.

- **Start a Twitter account** if you don't already have one. Use a headline relevant to who you are professionally.
- **Do searches for those keywords and relevant companies** (and use hashtags\*), and follow them.
- **Tweet and retweet links** to articles relevant to your followers' interests.
- **Comment on tweets** and ask followers relevant questions

### Don'ts

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- **Don't forget that everything you put online stays out there somewhere, and anyone - prospective employers, former bosses, etc. - can see it.** So any questionable photos, potentially offensive comments, criticisms against current or former employers, etc. may come back to haunt you.
- **Don't use a physical attribute-flaunting photo better suited to a dating site** than a professional networking site, on any website you intend to use to network and find possible job leads. Yes, that includes Facebook, which more and more employers are using to find more in-depth info on job applicants. You don't have to wear a 3-piece suit in your photos, but at least business-casual dress.
- **Don't refer to yourself in your LinkedIn profile or Twitter headline as "unemployed" or "job seeker."** Identify yourself instead as who you are professionally, in terms of the type of job you're looking for ("financial professional knowledgeable about investments"). It doesn't matter if you're not currently employed in that field.

- **Don't throw every noun you can think of to describe yourself in your Twitter profile.** Focus on the relevant ones you'd want an employer to see. Rather than, "Public relations professional, social media expert, reality show addict, chocoholic, wife, mother, sister" - stop after "social media expert."
- **Don't forget to check out Google Plus, Pinterest, and other social networking sites too** - Pinterest especially if your field is visual, like architecture or web design.
- **Don't just broadcast stuff.** Social media has "social" in its name for a reason, so interact with people in your network.
- **Don't start an account and never update it.** Keeping up with your social media accounts is time-consuming, but you generally get what you put into it. You don't have to spend time on every site every day; a few times a week is fine. It looks better to prospective employers to stay active on two or three sites than to have skimpy profiles on many and rarely visit them.

# Internships

## Definition of an internship and qualities of a strong internship

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An internship is experiential learning that combines classroom learning with work in a professional setting. Internships can be paid, unpaid, for credit or not-for-credit, and can take place in Burlington, out-of-state, or in other countries. Internships can take many forms, but these are qualities of a strong internship:

- Integrates classroom learning
- Skills and knowledge learned are transferable
- Has a defined beginning and end
- Clear job description
- Clear goals about what you should learn
- Supervision by a resident expert
- Routine feedback from an experienced supervisor
- Resources, equipment, and facilities that support your work
- At least six weeks in length

## Reasons for doing an internship

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An internship offers a great opportunity to learn by doing. Internships allow someone to:

- Gain professional experience
- Learn about an industry
- Narrow down career interests
- Develop new skills
- Earn credit, get paid, or both

- Establish career networks and mentors
- Build confidence
- Make an impact on the real world
- Learn about your own strengths, skills, and values

## How to find an internship: Step by Step

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- Create and polish your resume and cover letter
- Make a list of your preferences in company/organization, type of work, location, and any other important factors.
- Reach out to alumni, professors, friends, family, and other contacts if you want to find unlisted opportunities or “create your own internship”
- Begin your search using websites and resources listed below. Make a list of target organizations/companies and internships that appeal to you.
- Send out applications. This is a like applying to college again: some internships are more competitive and are more of “reach” opportunities, whereas others are less competitive and “safe” bets. Most students apply to at least 5-6 different internships, and sometimes many more.
- Follow up about your applications after 2 weeks. Continue to reach out to your contacts. Many internships are found through networking.

*For more Internship Resource visit the Career Services Website*

# Preparing a Resume: Guidelines for Success

The primary goal of a resume is to concisely describe how your experiences and education are relevant to the position for which you are applying. Proper formatting and language is important to ensure that a recruiter and/or hiring manager can quickly identify your accomplishments and make a decision about interviewing you.

Below you will find resume tips. Please reference this as needed to ensure you are presenting your resume in the best way possible. General tips are included first, followed by business concentration specific information.

## General Resume Tips

### *Know Your Audience*

---

As much as possible, include experiences that are relevant to the work you seek. Use the jargon of the field if you know it. If you don't, please reference the information below. Also, be sure to do research about a company prior to applying for any opportunities.

### *Advertise Your Strengths*

---

Write powerfully, beginning each detail statement with action verbs. Use a variety of verbs that relate to the skills described in the job description. This is particularly important for online applications at large companies and organizations which may filter resumes through an algorithm or other computer system

### *Focus on Accomplishments and Results*

---

Highlight those elements of previous positions that produced tangible results. Use numbers and/or percentages when possible to make your examples more specific and impressive. **ALWAYS INCLUDE YOUR GPA.**

### *Make Your Resume Skimmable:*

---

Employers sometimes receive hundreds of resumes, requiring them to quickly decide which resumes are worthy candidates and which are not. Making your skills and abilities noticeable at a glance increases your chances of further consideration. The body and layout should be concise. Write in fragments, not

sentences. List these fragments with a bullet point or other symbol preceding.

### *Use Clear and Articulate Writing*

---

Be sure to proofread multiple times and review for grammatical, spelling or punctuation errors. You should get your resume approved through [Catamount Job Link](#) prior to sending it externally. General best practice is to have AT LEAST 2 people proof read your resume prior to applying.

### *Phase Out Less Relevant Experience*

---

As you gain more direct experience in your desired career field you may want to phase out those experiences that are less relevant to your goals. Participation in high school activities, jobs outside of your career field, etc. may take up valuable space on your resume. If you find yourself short on space think about removing some of these items.

### *References*

---

Before beginning your career search get permission from at least three individuals who can serve as positive references to your abilities. It is not necessary to have these on your resume, but it is recommended to have a separate sheet with their information on hand, in case it is requested.

### *Use Career Services*

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Visit [www.uvm.edu/careers](http://www.uvm.edu/careers) or call 802-656-3450 to make an appointment with a Career Counselor.

## Concentration Specific Information: Finance

### *Key Language*

- ◆ Analyze
- ◆ Financial
- ◆ Trends
- ◆ Communicate
- ◆ Drove
- ◆ Lead
- ◆ Execute
- ◆ Develop
- ◆ Initiate
- ◆ Assets
- ◆ Acquire
- ◆ Implement
- ◆ Financial planning
- ◆ Data management
- ◆ Compliance
- ◆ Negotiate
- ◆ Fiscal
- ◆ SWOT analysis
- ◆ Performance
- ◆ Value
- ◆ Investments
- ◆ Commodity
- ◆ Evaluate
- ◆ Leverage
- ◆ Pitch
- ◆ Portfolio
- ◆ Investor relations
- ◆ Client
- ◆ Prepare
- ◆ Excel
- ◆ Bloomberg
- ◆ Product knowledge
- ◆ Organized

### RESOURCES TO ACCESS

- ◆ Investment and Analyst Career Paths:  
<http://www.careeroverview.com/financial-analyst-careers.html>
- ◆ Finance Careers and Advice: [efinancialcareers.com](http://efinancialcareers.com)
- ◆ Online Forum for Finance Professionals: [wallstreetoasis.com](http://wallstreetoasis.com)

## Concentration Specific Information: Accounting

### *Key Language*

- ◆ Audit
- ◆ Tax
- ◆ Billing
- ◆ Business plan
- ◆ Balance Sheet
- ◆ Accounts payable
- ◆ Collections
- ◆ Cash management
- ◆ Cost reduction
- ◆ Credit management
- ◆ Analyze
- ◆ Communicate
- ◆ Implement
- ◆ Data management
- ◆ Financial statements
- ◆ ROI
- ◆ Forecasting
- ◆ Attention to detail
- ◆ Relationships
- ◆ Taxation
- ◆ Relationship management
- ◆ Quarterly/year-end reporting
- ◆ Mergers and acquisitions
- ◆ Financial planning
- ◆ Organized
- ◆ Evaluate
- ◆ Leverage
- ◆ CPA completion date

### RESOURCES TO ACCESS

- ◆ Accounting Job Postings: [careers-in-business.com](http://careers-in-business.com)
- ◆ Types of Accountants and Industry Trends: [careeroverview.com/accounting-careers.html](http://careeroverview.com/accounting-careers.html)
- ◆ Accounting News and Opinions: [accountingtoday.com](http://accountingtoday.com)

## Concentration Specific Information: Marketing

### *Key Language*

- ◆ Brand management
- ◆ Client management
- ◆ Sales
- ◆ Productivity
- ◆ Relationship management
- ◆ Proposal writing
- ◆ Account management
- ◆ Logistics
- ◆ Communication
- ◆ Technical sales
- ◆ Marketing plan
- ◆ Advertising
- ◆ Social media
- ◆ Event planning
- ◆ Public relations
- ◆ Marketing campaigns
- ◆ Promotional marketing
- ◆ Data research and collection
- ◆ Written and verbal skills
- ◆ Database management
- ◆ Business acumen
- ◆ Public speaking
- ◆ Interpersonal skills
- ◆ Creativity
- ◆ Leadership
- ◆ Self-starter
- ◆ High energy
- ◆ Attention to detail
- ◆ Organized
- ◆ Solutions oriented
- ◆ Problem solving
- ◆ Adaptability
- ◆ Flexibility
- ◆ Attention to detail

### RESOURCES TO ACCESS

- ◆ Industry Trends and sectors: <http://www.careeroverview.com/marketing-careers.html>
- ◆ Industry Blog: [marketinghire.com](http://marketinghire.com)
- ◆ Marketing Job Boards List: <http://www.smartrecruiters.com/blog/10-best-marketing-job-boards/>
- ◆ Nonprofit Marketing Jobs: [idealist.org](http://idealist.org)

## Concentration Specific Information: Business Analytics

### *Key Language*

- ◆ Attention to detail
- ◆ Data management
- ◆ Collaboration
- ◆ Critical thinking
- ◆ Decision making
- ◆ Documentation
- ◆ Executing change
- ◆ Forecasting
- ◆ Influencing others
- ◆ Adaptability
- ◆ Assessment
- ◆ Analytical
- ◆ Ability to work with cross functional teams
- ◆ Leadership
- ◆ Matrix reporting
- ◆ Problem solving
- ◆ Project management
- ◆ Quantitative analysis
- ◆ Web site development
- ◆ CRM systems
- ◆ Cloud computing
- ◆ Big data sets
- ◆ Research
- ◆ Risk assessment
- ◆ Statistical analysis
- ◆ Visualizations
- ◆ Written communication
- ◆ Software development
- ◆ Business development
- ◆ Process redesign
- ◆ Implementation of technology

### RESOURCES TO ACCESS

- ◆ Market Research (and other) careers: <http://www.careeroverview.com/market-research-careers.html>
- ◆ Opinion: Reasons to start a Business Analyst Career: <http://www.bridging-the-gap.com/42-reasons-to-consider-starting-a-business-analyst-career/>

## FULL NAME

Street Address, City, State ZIP CODE  
802.000.0000 studentemail@gmail.com

### EDUCATION

---

**University of Vermont Grossman School of Business**, Burlington, VT  
**Bachelor of Science in Business Administration, Marketing Concentration**  
*Minor in Computer Science*

*Expected May 2017*

- G.P.A 3.4/4.0
- Dean's List, Fall and Spring Semester 2014
- Beta Gamma Sigma member, Senior Experience Seminar participant

### WORK EXPERIENCE

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**Student Activities Office, University of Vermont**, Burlington, VT  
**Office Assistant**

*September 2013 - Present*

- Compile back-up invoices for 20 monthly statements of University accounts through use of Excel.
- Handle all intra-university deliveries, averaging 40 per week.
- Prepare weekly mass mailings to off-site employees.
- Design materials for semi-annual employee training meetings for over 50 participants.

**Burton**, Burlington, VT  
**Marketing Intern**

*Summer 2013*

- Selected as 1 out of 15 interns to assist in reengineering the product specifications in the snowboard accessory category, producing cost savings of over 10%.
- Supported accessory sales team in developing a product database providing managers with immediate access to product progress, features, and pricing information.
- Utilized social media to enhance online product visibility by 20%.

**Yelp**, San Francisco, CA  
**Account Manager Intern**

*Summer 2012*

- Identified, analyzed, and prioritized site features for assigned market.
- Designed user interface for restaurant review portal, currently used by over 1 million yelp subscribers.
- Communicated with Yelp's finance team to collect and resolve outstanding payment and subscription fees.
- Represent Yelp to various community representatives.

### LEADERSHIP EXPERIENCE

---

**UVM Career Center**, Burlington, VT  
**Career Peer Mentor**

*September 2013 - Present*

- Assist students with their career preparation through one-on-one consultations, averaging 10 meetings per week.
- Engage with current students and recent alumni through networking events with over 250 participants.
- Co-facilitator of the First Year Experience presentations during the fall semester for Business School students.

**ENACTUS Club**, Burlington, VT  
**President**

*August 2011 – August 2012*

- Elected to lead recruitment and education initiatives for 15 member social entrepreneurship organization.
- Led fundraising efforts, resulting in \$7,500 being raised in one semester.
- Increased campus and community outreach events by 75%.
- Secured speakers to educate members in the areas of career development, local community issues, and team work.

### ADDITIONAL

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- Member of Marketing Club, ENACTUS
- American Red Cross Volunteer
- CPR certified

## Business Correspondence

This portion of your Career Resource Guide will provide you with general formats and templates to be used for various business communication. This includes:

### *Networking Outreach*

*Networking outreach is meant to help you establish contacts with key alumni or other individuals in your desired Career Field. The primary goal of networking outreach should be to set up an informational interview or brief meeting. Networking does not mean you get a job, nor does the person you reach out to OWE you anything. What these connections can do for you is provide you with industry information, career advice, and other industry connections. Outreach should be direct and purposeful.*

#### **Example:**

Dear Mr. Alumni,

I am a sophomore in the Grossman School of Business here at the University of Vermont. I obtained your contact information through the Alumni Foundation while searching for alumni working within the field of \_\_\_\_\_. Currently I am studying \_\_\_\_\_ and would be incredibly interested working within your field in the future.

During my time here at UVM, I have been involved with various clubs and activities such as \_\_\_\_\_ and \_\_\_\_\_. That being said, I have limited work experience and would love to speak with someone currently working in \_\_\_\_\_ (my desired field). Ideally, I would like to secure an internship for this upcoming summer.

While I know you are incredibly busy, if you would be willing to give me 15-30 minutes of your time, I would be incredibly thankful. I am available most weekdays between 3pm-8pm, but I am happy to adjust my schedule for your convenience. If you'd be willing to speak with me, please let me know a day and time that works best with your schedule and hopefully we can set something up. Look forward to hearing from you.

Thank you in advance for your time and consideration.

With respect,

NAME

### Thank you and Follow Up

**FOLLOWING UP to “No Response”**- professional courtesy for most email communication is two business days. It is advised to give employers and alumni 5 business days before sending a follow up.

Dear Mr. Alumni,

I hope this email finds you well. My name is \_\_\_\_\_ and I am a current undergraduate student within the Grossman School of Business at the University of Vermont. I emailed you a couple of weeks ago in regards to an opportunity to speak with you about your experience in \_\_\_\_\_ industry.

As I am really interested in speaking with you about your professional experiences, I wanted to follow-up with you in hopes that you might have a moment to speak with me. If not, perhaps you would be willing to connect me with someone else working at \_\_\_\_\_ (company/industry, etc.)? Any information you would be willing to provide would be greatly appreciated.

Look forward to hearing from you,

NAME

### **FOLLOWING UP to a “Response” from Alum/Employer/Etc.**

Dear Mr. Alumni,

Thank you for your response. I sincerely appreciate you taking the time to speak with me about your industry and professional experience on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_am EST. For your reference, I have included a copy of my most updated resume.

Look forward to speaking with you.

With regards,

NAME

### **THANK YOU/FOLLOWING UP to an “Information Interview/Initial Meeting”:**

Dear Mr. Alumni,

Thank you very much for taking the time to speak with me today about your experiences working at \_\_\_\_\_. I learned so much in regards to the \_\_\_\_\_ industry and can now, more than ever, picture myself working in the field. If you would be willing, I'd love to keep in contact with you as I continue to navigate my career.

Thank you again,

NAME

**FOLLOWING UP from an “EVENT/Job Fair/etc.”**

Mr./Ms. Employer/Alumni/Recruiter,

I enjoyed meeting you yesterday at the University of Vermont’s Fall Career Fair. Thank you for providing me additional information about \_\_\_\_\_(company name) and communicating your company’s hiring needs. I truly believe that my skills and experiences are well suited to your organization and I hope to remain in touch with you to discuss further opportunities if they arise.

Thank you again,

NAME

**Interviewing and Offers**

**While still in interview process:**

Dear Mr./Ms. Employer/Recruiter,

I enjoyed meeting with you last week to discuss \_\_\_\_\_ position. 123 Company is one of my top choices for employment and meeting with you only solidified my interest. I am impressed by the company’s commitment to \_\_\_\_\_ (mention something specific from interview).

While I am still in the interview process, I look forward to continued communication and hope to hear from you in in the near future.

Thank you again for your time and consideration.

Sincerely,

NAME

**Interview Scheduling Conflict/Rescheduling Request:**

Dear Mr./Ms. Employer/Recruiter,

I would like to once again express my sincere interest in the \_\_\_\_\_ position at \_\_\_\_\_ (company name) and thank you for your consideration. Currently, I am unavailable during the proposed interview time. Due to this, would it be possible to reschedule for another day or time?

I am eager to interview for this opportunity, but feel a responsibility to uphold my prior obligation. I am available \_\_\_\_\_ (provide dates/times). Please advise which of these options may work for you. If this is not an option, please let me know and I will do my best to make arrangements to my schedule.

Thank you for your understanding,

NAME

## Offers “Accepting”

---

Dear Mr./Ms. Employer/Recruiter,

Thank you again for taking the time to interview me for \_\_\_\_\_ (position) at \_\_\_\_\_ (company). I am incredibly excited about the job offer and, after careful review, would like to formally accept your offer. Please let me know how we should proceed from here!

Best,

NAME

---

## Offers “Turning Down an Offer”

---

Dear Mr./Ms. Employer,

Thank you for extending an offer for \_\_\_\_\_ (position) at \_\_\_\_\_ (company). I enjoyed meeting with you and your team and although I am interested in working in \_\_\_\_\_ (field), I have accepted another offer that is more aligned with my career goals.

I truly appreciate the opportunity to interview with your company and have no doubt you all will find the right candidate for the position.

Regards,

NAME

---

## Thank You Notes

Thank you notes are an essential piece of professionalism. A thoughtfully constructed and executed thank you note can have a profound impact on an employer or contact. Thank you notes should always be personalized. Hand-written thank you notes are always a best practice, though emails can also be appropriate if the individual's mailing address is not accessible.

*When to Write a Thank you Note:*

- After a job interview
- After a networking appointment or information interview
- After any employer, recruiter, alumni, etc. has taken the time to offer advice on your resume, interviewing skills, connecting you to another contact, etc.
- Anytime anyone has made an effort to help you.

### **Thank You “After a Networking Event”**

Dear Mr. Alumni,

Thank you for taking the time to speaking with me yesterday during the on campus networking event. I enjoyed speaking with you about your work in finance and the experiences you had while a student here at UVM. Your advice on how to start navigating the job search process was incredibly insightful.

While I am interested in finance, I am also interested in exploring marketing opportunities. I was impressed with the entrepreneurial spirit your company seems to value. If there are any internship or employment opportunities you think I may be a good fit for, please do not hesitate to reach out to me.

Thank you again for your time and I hope to stay connected with you in the future.

Best,

NAME

### **Thank You “After an Interview”**

Dear Mr./Ms. Interviewer,

Thank you for taking the time to interview me for \_\_\_\_\_ position at \_\_\_\_\_ company. While I was already incredibly excited by the position, after meeting with you and other members of your team, I am convinced that \_\_\_\_\_ company is the right place for me. In addition, I feel as though I possess the appropriate experience and vision to work collectively with you all.

I know you are an incredibly busy individual and sincerely appreciate all the time that was offered to me yesterday. As I said before, \_\_\_\_\_ company seems like a wonderful place to work and I look forward to hearing from you soon.

Sincerely,

NAME

# Writing a Cover Letter

## Purpose

A cover letter is a business correspondence that should accompany each resume you send to a prospective employer. The cover letter serves primarily as an introduction and marketing tool, explaining who you are and why you are sending your resume.

### A Few Guidelines:

- ◆ Anytime you send a resume, it should be accompanied by a cover letter.
- ◆ Cover letters should be written individually and target the particular organization or position.
- ◆ Address your letter to an individual within an organization whenever possible.

## Structure & Format

124 Pine Street #3  
Burlington, VT 05401

April 11, 2015

Catamount Inc.  
Human Resources Department  
30 Community Drive  
South Burlington, VT 05403

Dear Mr./Ms. Employer

Tell Mr./Ms. Employer why you are writing. If you are applying to a specific position, tell him how you learned about the position.

In the second paragraph, describe your interest and knowledge about the company or organization, and show how you are qualified for the position. Elaborate on information in your resume but do not repeat it. Be concise and give specific examples of your skills. For example, "As you can see from my resume, I have three years of experience in management."

In the final paragraph, ask for an interview. Ask Mr./Ms. Employer to contact you at his/her earliest convenience. Thank him/her for their time and consideration.

Sincerely,

(Your signature here)

Type Name

# Sample Cover Letter

124 Pine Street #3  
Burlington, VT 05401

April 11, 2013

Ben & Jerry's  
Human Resources Department  
30 Community Drive  
South Burlington, VT 05403

Dear Mr./Ms. Employer,

I am pleased to be applying for the Public Relations Internship within Ben & Jerry's. This internship was brought to my attention through a recruiter's "Lunch and Learn" presentation on campus, and I am incredibly excited about this opportunity. Not only am I interested in further developing my skills in marketing and public outreach, but I am particularly attracted to Ben & Jerry's because of its historic reputation as being a socially conscious business that is active within the local Vermont community. The company's three part mission statement speaks to my principles and reflects the core values I have developed through my studies at the University of Vermont.

Through my ongoing position at Growing Vermont, the University of Vermont's (UVM) student-run and locally-based store, I have gained valuable experience in marketing products from a socially conscious, community-oriented, and ecologically-friendly platform. While at Growing Vermont, I have distinguished myself as the organization's Marketing Coordinator by forging a new partnership with UVM's Feel Good organization, a non-profit that sells food to raise funds and awareness for world hunger. As part of establishing this new, symbiotic partnership, I have helped coordinate a benefit concert sponsored by the two organizations to bring awareness to both Feel Good's mission and Growing Vermont's products. Of course, such endeavors are never completed by a single person; as the Marketing Coordinator I have supervised a dynamic team of five colleagues to pursue viral marketing campaigns, organizational partnerships and joint outreach initiatives. I believe that my ability to effectively communicate, foster a collaborative work environment, and operate with a high level of professionalism would make me an effective member of the marketing team at Ben & Jerry's.

Enclosed, please find my resume and cover letter. I look forward to an opportunity to further discuss this position and my qualifications. Please do not hesitate to contact me at xxx-xxx-xxxx or by email at [alex.student@uvm.edu](mailto:alex.student@uvm.edu) with any questions. Thank you for your time and consideration.

Sincerely,

Alexander Student (Signature)

Alexander Student (Typed)

# Job Hunt Tips for International Students

- Before you begin your job or internship search make sure you get information on work permission regulations and immigration requirements.
- Allow at least four months to get petition for internship approval approved.
- In general, you cannot work for the U.S. federal government, U.S. state and local government entities, or for private employers who receive government contracts.
- Some of the best employment opportunities in the U.S. are with international companies and global organizations.

## Market Yourself: Explain to Employers the Benefits of Hiring International Students

- Diverse cultural background and the ability to speak more languages are especially appealing to companies that are planning to globalize their business.
- Living and studying abroad enables international students to demonstrate a number of skills such as tenacity, responsible risk taking, decision making, and resourcefulness.
- Be able to communicate how you have overcome some of the challenges you have faced; as these types of skills can be directly linked to the skills desired for the position you are seeking.

## When to Discuss Visa Status with an Employer

- If the position is short term and you are using OPT, it is not much of an issue for the employer. If they ask, by all means inform them of your status.
- Often an employer will ask verbally or on an application if you are eligible to work in the U.S. If the employer requests the information you should inform them of your visa status. For example, “visa allows 12 months of work.”
- If they do not ask and you are seeking long-term employment, you want to bring it up before an offer of employment is made, possibly during second/third round interviews. Be sure the employer is aware so they can make a decision on whether or not they want to sponsor your visa petition.

## How to Find U.S. Employers that Hire International Students

- Seek out companies that have a history of hiring international students. Network with fellow international students and alumni to find out what companies they have worked for and their advice on how you can get your foot in the door too.
- Keep in mind that the parameters under which students are hired vary and may or may not include sponsorship

# International Student Resources

## Online Resources

- ◆ Career Center International Student webpage
- ◆ LinkedIn: University of Vermont Career Connections International Student & Alumni group
- ◆ Catamount Job Link- UVM's jobs database with online resume/cover letter review

## Meet with a Career Counselor

- ◆ The Hub- First Floor Davis Center Monday- Friday 1-4pm
- ◆ International Career Counselor Mondays 1-4pm

- **International Student Career Counselor in Career Center:** Kimberly Ead [kead@uvm.edu](mailto:kead@uvm.edu)
- **International Student Advisor in Business School:**

Visit the Hub to explore opportunities in:

- ◆ Research
- ◆ Service-Learning
- ◆ Internships
- ◆ Jobs
- ◆ Fellowships
- ◆ Volunteering
- ◆ Study Abroad
- ◆ Leadership\*\*

Make an appointment at the Career Center to discuss:

- ◆ A career or major choice
- ◆ Internships- Part time jobs on/off campus
- ◆ Resume, Cover Letter, Correspondence Instruction
- ◆ Job Search and Networking Coaching
- ◆ Graduate School Search
- ◆ Alumni Network

# Dress for Success

Are you attending a networking event? A job interview? Hoping to make a great impression?

All Business School students should maintain a professional appearance, reflecting they are a part of a well-respected Business School and professional community. The information included below is to serve as a guideline when deciding how to dress for various occasions. Remember, you only get one chance to make a first impression!

## Types of Business Attire

**Business Professional:** Interviews, Site Visits, Career Fairs

**Business Casual/Smart Casual:** Employer Information sessions, Etiquette Dinners, Networking events, events at which industry professional are speaking

**Casual/Student Attire:** Class, campus events at which industry professional are no speaking

For many events on campus, this normal everyday attire will be appropriate. That being said, business school students should always look neat and put together- jeans are OK, but leave the sweatpants at home.

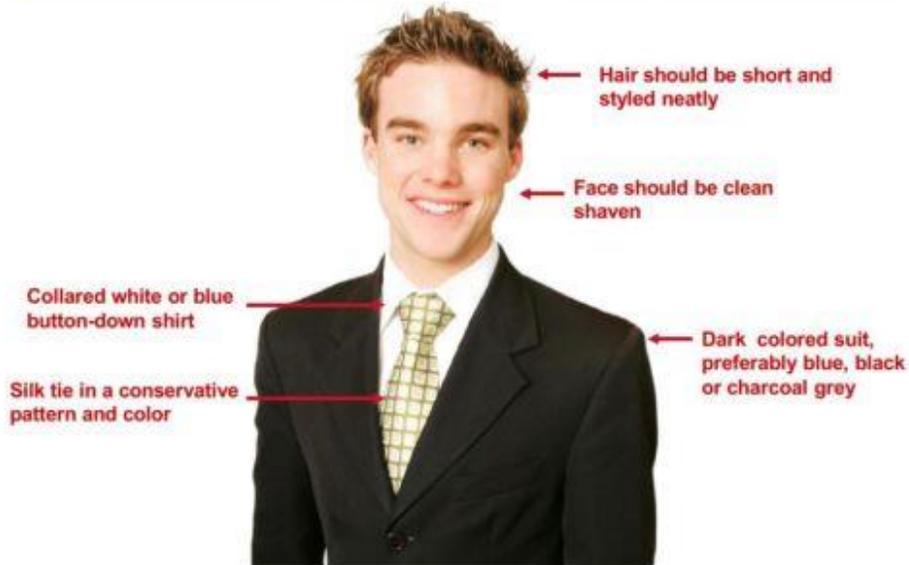


# What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.  
 NOTE: For Interviews, always choose Business Professional attire.

## Men's Business Professional

### Interview Attire – Men (top)



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### *Quick Tips*

*Avoid wearing anything that could be distracting such as face/body piercings. Wear minimal cologne and have a neat, polished experience. Fresh breath is nice-but NO gum chewing.*

### Interview Attire – Men (bottom)



FUNUG.COM

### *Quick Tips*

*Belts should always be worn and they should match your suit and shoes.*

## Standard Suits (Men)



Dark Navy



Dark Grey



Medium Grey

### *Quick Tips*

*Suits should be conservative and clean. Black, gray, and navy are ideal. All exterior tags should be removed as well as thread closing all pockets and slits in the back of the jacket*

*Furizug.com*

## Correct Suit Jacket Length

### DO:

Jacket sleeve length should break at the wrist when arm is hanging down

Allow  $\frac{1}{4}$  -  $\frac{1}{2}$ " of shirt cuff to show



Jacket length should reach the tip of your thumb

Suit jacket should cover buttocks

### DON'T:



Suit jacket length is way too long

Too many buttons, opt for a 2-3 button suit

### Types of Ties



### Quick Tips

*Err on the Conservative side. Busy prints can be distracting*

### Quick Tips

*Don't know how to tie a tie? Visit this website or search for example on YouTube. Or, ask a friend*

### Tie Length

#### DO:



#### DON'T:



## Women's Business Professional

### Interview Attire – Women (top)



FUNUG.CO

### **Quick Tips**

*Keep it simple. Avoid distracting jewelry, makeup, and nail polish. Fresh breath is nice- but no gum chewing.*

*All exterior tags should be removed as well as threads closing all pockets and slits in the back of the jacket*

### **Quick Tips**

*Hosiery is encourage for more conservative companies. When in doubt, err on the conservative side.*

*Skirts should be knee length when standing and should not be too tight.*

### Interview Attire – Women (bottom)



FUNUG.CO

## Standard Suits (Women)



Dark navy pantsuit



Grey pantsuit



Black pantsuit



Grey skirt suit



Black skirt suit

### *Quick Tips*

*Suits should be conservative and clean. Black, navy, gray, and brown are most appropriate. Skirts or pants are appropriate, but make sure to follow skirt guidelines above*

FUNJUG.COM

## Pants & Skirts (Women)

### DO:

Little or no cleavage



Tailored pants



Knee length skirt



### DON'T:

Too much cleavage



Borderline cleavage



Skirt too short



Slit too high



FUNJUG.COM

Shoes (Women)

**DO:**



**DON'T:**



---

**Quick Tips**

Shoes should be clean and match your suit. Avoid “flashy” shoes or things that could be distracting. Heels are not required, a professional loafer or ballet flat is appropriate

---

## Men's Business Casual

### Business Casual - Top (Men)

#### DO:

Polo shirt



Button down



Short sleeve button down



Lightly patterned button down



Casual blazer



Sweater



#### DON'T:

Tshirt



Track jacket



Hoodie



FUNIUG.COM

#### *Quick Tips*

*Wearing a sports coat is sometimes appropriate for business casual. A tie is typically not needed.*

*Polo's or button down dress shirts are appropriate but stick to conservative colors and patterns.*

#### *Quick Tips*

*Clean and pressed suit pants or khakis are appropriate*

*Shoes should be clean and polishes, usually brown or black, and coordinated with your shirt and pants.*

*A belt is advised and should match your shoes*

### Business Casual - Bottom (Men)

#### DO:

Dress pants



Chinos / Khakis



Cotton pants



Suit pants



#### DON'T:

Jeans



Cargo pants



Shorts



Linen pants



FUNIUG.COM

## Women's Business Casual

### Business Casual - Top (Women)

#### DO:

Blazer



Button down



Cardigan



Sweater



Printed shirt



#### **Quick Tips**

*Button-down, collared shirt or blouse is ideal.*

*Avoid anything revealing and stick to simple patterns and conservative colors.*

#### DON'T:

Tank top



Tshirt



Sleeveless blouse



Sheer blouse



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*Keep jewelry, hair, and make up simple*

#### **Quick Tips**

*Conservative dress pants in a dark color is most common.*

*Skirts and dresses are okay but remember to dress conservatively and refrain from showing too much skin. Some dresses can be business casual by incorporating a cardigan or sweater.*

### Business Casual - Bottom (Women)

#### DO:

Dress pants



Chinos / Khakis



Cotton pants



Suit pants



Capri pants



#### DON'T:

Jeans



Cargo pants



Shorts



Linen pants



Leggings



Printed pants



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# Online Job Applications

Applying online for open positions is probably one of the most common way's initial applications are collected in today's job market. This may sometimes seem like you are sending your application out into some cyber void where a computer algorithm decides whether or not you receive further consideration. While this may in fact be the case there are strategies you can use to make your application stand out even when applying electronically.

## **Pay Particular Attention to Key Words**

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Read the job description carefully and pick out key words included in the job description, qualifications or requirement sections. Try to incorporate similar language in your resume, cover letter and throughout the application

## **Complete the Application Fully**

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This may seem obvious but there are often multiple components to an online job application. The application may ask you to attach additional materials such as resume's, cover letters, or letters of reference or you may be asked to email these to an individual separately. Make sure to read all instructions closely before applying.

## **Avoid Filling in Salary History/Requirements if possible**

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This could constrain you in your negotiating should you receive an offer or even worse withhold you from consideration. If a written response is required, consider writing "OPEN" or "NEGOTIABLE."

## **Be Cautious When Copying and Pasting**

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When copying and pasting from a word document onto an online application make sure to double check the formatting. Issues will likely arise in the conversion and you will want to fix them before submitting the application

## **Submit PDF's of Documents**

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Employers may be using different versions of word which may cause your formatting to open differently on their computer. To avoid any issues save all documents as PDF's before attaching them to your application.

## **Provide References When Required**

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Many online applications will require you to submit references and contact information as part of the application. However, if they are not required do not submit them unless they are requested by the employer. These should not be listed on your resume.

# Best Practices for a Successful Interview

## Types of Interviews

### *On-Campus Interview / Personnel Interview:*

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Most campus recruiters are trained interviewers. Their role is to evaluate your overall potential and decide how well you would fit within the company. They focus on how you present yourself as well as your technical expertise. They tend to ask questions about your goals and attitudes. Your preparation, how you dress, how easily you answer questions and your general motivation are areas they evaluate. Since you can predict most of their questions, prepare and practice your answers in advance.

### *Supervisor Interviews:*

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When talking to direct supervisors, the interview questions are more technical. These people are directly responsible for getting the work done and want to be sure you can handle the job. Expect to talk about the nuts and bolts of the job and to show that you are a team player

### *Steps for a Successful Interview*

1. Practice before
2. Arrive 15 minutes early
3. Bring copies of your resume, a pen, & paper
4. Make sure you know how to properly pronounce the interviewers name
5. Dress professionally and conservatively
6. Make a positive first impression
  - a. Offer a firm handshake
  - b. Greet the employer by name
  - c. Be relaxed and enthusiastic
  - d. Do not smoke or chew gum
  - e. Maintain eye contact about 70% of the time
7. Do your research on the company

### *Co-Worker Interviews:*

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Sometimes your future co-workers may interview you to see if they can work with you. These people are normally busy and not trained to conduct interviews. Try to be pleasant and positive, give a short statement about your background and show your willingness to be a member of the team.

### *Group Interview:*

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Sometimes you will find yourself interviewing with two or more interviewers. If they are taking turns asking questions, direct your answer at the person who asked the question, but try to make eye contact with other interviewers throughout your answer. Conclude with a statement of your interest in the job.

## During the Interview

### *Make a Positive First Impression*

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Employers often use the interview to confirm their first impression of you. Turn this to your advantage by making a positive first impression that, in turn, sets a favorable tone for what happens during your interview. Make a favorable first impression by offering a firm handshake, dressing appropriately, arriving on Time and being friendly and courteous to everyone.

### *Arriving on Time*

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Employers often use “being on time” as a measure of how well a person will perform on the job. They assume that your actions during an interview represent you at your best. If you arrive late they assume the worst about your work habits. Plan to arrive 15 minutes early and make sure to plan for traffic parking etc.

## Being Friendly and Courteous

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Receptionists and administrative assistants are often asked for their impressions of a job seeker. You may never know who has a deciding vote on extending the offer. Be friendly and courteous to everyone you meeting at the interview. Do not be too talkative or try too hard to impress.

## Answering Questions Effectively

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### Know the Company and the Product

*The number one complaint from employers are candidates who are not prepared for the interview. Researching the employer prior to applying and interviewing is an essential component to the job application process.*

There are various resources you can utilize when researching a company:

- ◆ Employer's homepage
- ◆ Employer's annual report- usually posted online
- ◆ Employer information sessions on campus- think about industries or places you may be interested in working. Be sure to prioritize attending any on campus events they may hold- including presence at Job fairs!
- ◆ Career Center and Catamount Job Link
- ◆ Professors and other faculty/staff
- ◆ Newspapers/Internet searches
- ◆ Publications such as Fortune, Money, BusinessWeek, etc.

### Facts Worth Knowing

- Relative size of the company and growth potential
- Potential growth of the industry
- Array of services and/or product line
- The nature of the competition
- Typical career paths
- The organizational structure
- Headquarter location and number of facilities
- The kind of training provided

## Know the Position

- ◆ What is the job description? What are the essential functions that the person in this job will need to perform?
- ◆ What are the expected working hours?
- ◆ What is the work environment like?
- ◆ Is the position compatible with one's professional and personal values

## Anticipate What They Will Ask

Try putting yourself in the employer's position and think about what you would want to know.

Many questions are standard and you will see them asked in most interviews. Make sure to be prepared and have good answers for these questions. Some questions will be new and depend on the specific job or industry. The more research and preparation you put into your interview will help you be prepared for more specific questions.

Make sure your answers are believable. Give short, deliberate, smooth answers that do not sound memorized. Make sure not to talk too much.

## Be Positive

Say positive things about your former supervisors, previous companies and working conditions. Show that you focus on solving problems rather than broadcasting them. Let them know you are a team player who will work hard and go above and beyond what is expected.

## STAR Method

The STAR method is a structured way of responding to behavioral-based interview questions by discussing specific situation, task, action, and result of the situation you are describing.

**Situation:** describe the situation that you were in or the task you needed to accomplish. Be specific and give details.

**Task:** What goal were you work toward?

**Action:** describe the actions you took to address the situation. Focus on what YOU did in the situation.

**Result:** Describe the outcomes of your actions and don't be shy about taking credit.

## Site Visit/Second Interview

### *Difference between Campus and Site Interview*

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If you had a successful interview on campus the next step is normally to normally bring the top 2-4 candidates on site for more thorough interviews.

Your first interview was all about making a great first impression and showing you had a thorough knowledge of the company and position. The second interview allows the company to determine if that first impression was correct, better assess your fit within the organization, and examine your deeper knowledge of the job or industry.

### *Practice Makes Perfect*

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Chances are your first interview with the company was relatively short. Maybe a 30-45 minute in person or phone conversation at most. Second round interviews are generally much longer, sometimes even an entire day, and more in-depth. Therefore these interviews require more practice and preparation.

Mock interviews are a great way to prepare for the real interview as they can simulate the depth of conversation you should expect. Continue to attend job fairs, networking events, and panels to speak with professional in the field to better hone your conversation skills.

Prepare not just for typical questions about yourself and your career plans, but also prepare for specific situational questions. It is likely you will be asked to discuss how you would respond to certain situations and scenarios. Make sure to be comfortable with the STAR method and project confidence in your answers.

Again make sure to prepare a few thoughtful questions to ask at the conclusion of the interview. Make sure to collect business cards from each person you interview with throughout the day so you can send Thank You notes immediately after.

### *Agenda and Travel*

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The person who you are in contact with at the company should detail the interview schedule and arrangements in the invitation letter.

If location of your interview is a more than a few hours' drive some companies will make flight and hotel reservation in advance for you. In some

situation, you may have to front this cost and file for reimbursement.

If the company is covering your hotel be considerate of this and do not charge personal calls to the room, order pay-per-view movies, indulge in the mini bar etc.

It is recommended and acceptable to request an itinerary and a list of things to bring with you ranging from dress code to college transcripts.

If you are traveling to the interview it is advised that you arrive the evening before. This helps to minimize potential travel delays such as road construction, accidents, or getting lost and will allow you to be more relaxed before your interview. Allow extra time in the morning so you are not rushed.

### *You Never Get a Second Chance to Make a First Impression*

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Stick with the same guidelines and recommendations for dress and behavior as for other interviews. You want to dress conservatively, have several copies of your resume on hand, carry a briefcase not a backpack, and make sure your cellphone is turned off.

It's a good idea to arrive 30 minutes early but wait to check in until 10 minutes before the scheduled start. Remember from the time you check in until the time you leave you are being evaluated. Be courteous and respectful of everyone you meet.

## After the Interview

After every interview experience, there should be strategic and thoughtful follow-up by the candidate. The following steps should be taken after **EVERY** interview:

- **Take good notes:** During or immediately following the interview, write down what you discussed, additional thoughts or questions you may have, as well as any possible obstacles you think may prevent you from getting the job.
- **Send a follow-up email:** Immediately after an interview you should follow up with anyone who assisted you in the process. This could include a campus recruiter, faculty/staff member, career counselor, etc. You should describe your feelings about the day, reiterate your excitement, and express additional appreciation for their help in the process. Also, be sure to let them know that you will

notify them about the status of the job- regardless of the outcome.

- **Send a thank you note:** After every job interview, even those you aren't particularly interested in, you should send a thank you note within 24 hours. Hand written notes are ideal.

# Commonly Asked Interview Questions

## Personal Assessment & Career Direction

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- Tell me about yourself.
- What are your long- and short-range goals? How have you prepared to achieve them?
- What are the most important rewards you expect in your career?
- Why did you choose the career for which you prepared?
- What are your greatest strengths and weaknesses?
- How would you describe yourself?
- How would someone who knows you describe you?
- What motivates you to put forth your greatest effort?
- Why should I hire you?
- What qualifications do you have that will make you successful in this field/position/organization?
- In what kind of work environment are you most comfortable?
- Describe how you work under pressure.
- In what part-time or summer jobs have you been most interested? Why?
- How would you describe the ideal job for you following graduation?
- What two or three things are most important to you in your job?
- Do you have a geographical preference? Where? Why?
- Are you willing to relocate?
- What are some examples of your creativity?

## Work Attitudes

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- How do you define success? According to this definition, how successful are you?
- What qualities should a successful manager possess?
- Describe the relationship that ideally exists between a supervisor and supervisee.
- What criteria are you using to evaluate the company for which you hope to work?

## Academic Assessment

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- How has your college experience prepared you for a career?
- Describe your most rewarding college experience.

- Did you work while you were going to school?
- Why did you select your college or university?
- What led you to choose your field of major study?
- What changes would you make in your college or university? Why?
- How would you plan your academic study differently if you could? Why?
- Do you have plans for continued study? An advanced degree?
- Do you think your grades are a good indication of your academic achievements?

## Knowledge of the Employer

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- What do you know about this organization? Where did you find this information?
- What contributions do you think you could make to this organization?
- If you were hiring a graduate for this position, what qualities would you look for?
- Why did you decide to seek a position with this organization?

## Sensitive Issues

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- How did you get along with your last boss?
- You seem overqualified for this position. Can you explain why you applied?
- What is the hardest job you have ever performed?
- How much do you think this position pays?
- Tell me your position on drug testing.

## Other Interests and Experiences

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- What two or three accomplishments have given you the most satisfaction? Why?
- What major problem have you encountered and how did you deal with it?
- What have you learned from your mistakes?

## Situational or Behavioral Questions

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*Before you begin interviewing, think about these questions and possible responses and discuss them with a career advisor. Those questions asking for a story should be portrayed in a positive light, and utilize the STAR method of response. Conduct mock interviews and be sure you are able to communicate clear, unrehearsed answers*

- Tell me how you feel about allowing subordinates to make decisions. Can you give me an example of how you have made decisions with a group? What was the result?
- Tell me about a situation in which you were responsible for developing a course of action for yourself and for others to accomplish a goal. How did you go about planning job assignments for people? What was the result?
- Describe the most difficult interpersonal situation you've had with a professor, supervisor, supervisee or colleague. How did you handle it?
- If your supervisor were setting impossible deadlines, what would you do?
- How would you handle a situation where your direct supervisor asked you to do something that was not consistent with your professional judgment?
- Tell me about a time you were disappointed by your personal performance on a project.

## Ask Questions That Show Interest

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In most interviews, you will have the opportunity to ask questions. You will want to have some questions prepared ahead of time. Be prepared with questions that show concern for yourself, but also the employer. This is a great opportunity to separate yourself from the rest of the applicants. In addition, you want to ensure that this company and position is the right fit for you.

Do not ask about the salary, things that you have already been told, or things that are obvious.

Avoid these types of questions:

- What about benefits?
- When could I expect a promotion?
- What happens after my probationary period?
- How much will I earn?

## Questions YOU Should Ask During an Interview

*Review these questions before each interview and decide which ones are more appropriate or ask questions that are specific to the company or position you are interviewing for.*

- What was this position created?
- What would my initial duties be? How will they change over time?
- What is your method of training and orienting new employees?
- Tell me how this job fits in with other jobs?
- Why did the previous person in this position leave?
- What is the most difficult part of the job?
- What are the expectations of the supervisor?
- What freedom would I have in getting the job done?
- Describe the type of person who does well in this company?
- How would you describe the management style of the company as a whole?
- What are some of the short and long range goals of the company?
- What would you add or subtract from the incumbents performance to increase their effectiveness?
- How has the company/organization changed over the past 5 or 10 years?
- Can you tell me how my performance will be evaluated?
- What is going to be the biggest challenge of this position?
- When will you be making a decision to fill this job?
- What is the next step in the application process?
- What do you like about working for this company?

# Major Specific Interview Questions

## Finance Interview Questions

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- What processes do you use to create financial analysis reports?
- What is your process for creating regular – monthly, quarterly, annually, sales reports?
- Which profitability model do you consider best for forecasting projects?
- Which methodologies do you utilize during financial analysis?
- What licenses, credentials, and certifications do you have? How do they help in a professional context?
- Tell me about any recent financial reports you analyzed. What were the outcomes and the different financial strategies you have recommended?
- Have you worked on (or created) finance procedures for monitoring corporate assets and properties?
- Tell us about documentation processes you followed for reports related to monetary flow? How have you managed accounting reports, investments and project analysis?
- Have you guided finance people in creating annual financial statements to present in management meetings?
- Have you directed the financial planning of an organization? Tell us about your involvement in business development activities, change management operations and in forecasting the business financial results.
- Have you measured a company's overall performance and industry-competitive analysis (such as – making pricing and cost decisions)? Tell us about that.

## Business Analyst Interview Questions

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- What do you think are the key strengths of a business analyst?
- Tell me about your typical project approach?
- How have you handled different stakeholders?
- Which business intelligence tools or systems have you worked with previously?
- What do you know about SDD?

- Can you define the diagrams most used by business analysts?
- Why are flow charts important?
- What is the difference between a functional requirement and a non-functional requirement?
- What are the attributes of a good business requirement?
- What is the purpose of requirements traceability?
- When do you use a RACI or RASCI model?
- How do you ensure your business requirements are of a high quality?
- What is contained within a typical Requirement Management Plan?
- Describe the phases of the SDLC. Which phases have you worked in?
- Describe the difference between a Waterfall based methodology and an Agile methodology.
- What is a user story in an Agile context and how is it used?
- What is a use case and when would you use it as a Business Analyst?
- What is the difference between a functional specification and business requirements document? How are they related?
- Describe an effective way to manage change to requirements within a project?

## Accounting Interview Questions

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- How have you monitored regulations that affect your accounting position?
- Describe the systems you have in place for keeping track of assignments?
- Describe a tough financial analysis problem you have faced?
- How have you managed potential payment problems with your customers?
- Tell me how you reacted when someone else's errors were impacting negatively on your job?
- Describe a situation in which you received instructions with which you disagreed?
- How do you control errors in your work?
- Give me an example of when you were not happy with the details of an established procedure and what you did about it.

- Describe the criteria you use for evaluating the reliability of the financial information you receive?

### **Marketing Interview Questions**

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- What type of marketing campaigns have you run in the past?
- How effectively do you think you can work within budgetary constraints?
- Provide an example of a marketing campaign that did not work out as you had planned and how you handled the situation.
- What factors do you consider most important when attempting to influence consumer behavior?
- What are the biggest challenges a marketing manager faces today?
- What do you consider the 5 most important aspects of successful marketing?
- Tell me about a time you successfully changed a customer's mind.
- How familiar are you with our target market?
- What marketing strategies would you consider using for our product?
- What are you interested in our product/service?

# Negotiating Your Salary

## When it's Appropriate

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Salary negotiations should only take place once you have been offered the position. You should NOT bring up salary during the interview process, unless directly asked about it by the employer.

Once you have an offer, you should almost always negotiate for a higher salary. The two situations in which you are unlikely to be successful negotiating are as follows. One, every structured jobs, such as in the government or military jobs. Two, when there is a massive amount of supply for the job and little differentiation, such as an entry level barista. Otherwise, you should negotiate.

## What is Negotiating?

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Negotiating a job offer is not simply asking for more money. It is making a case, based on your experience, the existing market, and what you know about the industry, to explain why it makes sense for them to give you a higher salary. You need to lay out an argument based on facts that demonstrate to the employer why they should pay you more, not simply ask for more money.

## How to Prepare

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As a rule, 80% of the work of negotiation should be done before you walk into the room. Before you begin to negotiate you need to determine the following:

- Whether there is a standard salary for the job, and if not, what is the general range
- What the hiring manager's top challenges are and how you can solve them
- What are the backgrounds and experiences of others in similar positions

### *Research Salaries*

There are lots of great resources to help you determine a general salary range. You can look at websites like [payscale.com](http://payscale.com), [glassdoor.com](http://glassdoor.com)

and [salary.com](http://salary.com) for information. If there isn't a lot of information on the exact company you are interviewing with search for similar positions at other companies. If you have personal relationships with people who are in the same field you can also ask them for information. You can phrase the question at "What is a reasonable salary for this kind of job with these expectations?"

### *Find Out What the Other Side Wants:*

Once you have determined how much you want and what is reasonable to ask for, figure out what the company wants. Approach it as problem solving and make it collaborative so you don't come off too demanding or greedy.

You need to have an idea of the company's goals and come up with a plan of how you will tackle these goals.

### *Come Up With a Full Package*

Consider the full compensation package when negotiating your salary. This includes your hours, resources you'll need to do the job, benefits, etc. New graduates, may not have as much leverage when it comes to salary but may have more luck when it comes to negotiating resources for the job. Make a list and rank these in order of importance to you and know at what point you want to walk away all together.

### *Practice*

Once you have your argument, practice with a friend several times until you become comfortable with your argument. Have your friend offer counterarguments so you are prepared to defend your case and don't get ruffled.

## How to Negotiate

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When you are accepting a new position you are in the best position to boost your salary versus asking for a raise once you are in the job because you have more leverage. The

best situation to negotiate from is one in which you have multiple offers. This allows you to use the salaries from the other offers as a negotiating tool. If you don't have multiple offers you can still demonstrate your worth by providing details of how you will tackle problems facing the company and bring value to the position.

## **If They Say No**

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No can often be the start of the real negotiation. Think of all the possible rejections beforehand and prepare a response for each so you are prepared. If they won't negotiate on the salary this is where the idea of negotiating the entire package comes in. Offer other things that are important to you as part of the negotiation. Be careful not to push too far as you may soon be working at this company and you don't want to give a negative impression.

Also, be prepared that there may come a point where you do need to walk away. They may really not have a budget that will accommodate the salary you need. It's important to know what this point is ahead of time so you don't waste time negotiating over something that won't work

## Accepting an Offer:

When accepting an offer, whether for a job or internship experience, you should think of it as a legally binding agreement. **Once you formally accept an offer, you are agreeing to taking that offer and also agreeing not to accept any other offers.** This should be taken VERY seriously. If you are unsure of the offer and the acceptance deadline is approaching, ask for an extension if possible. You should NEVER accept an offer with the intention of backing out of the agreement.

*Once you have accepted an offer, The School of Business Administration asks that you take the following steps:*

1. **Send a formal acceptance** (as directed) to the employer with whom you are accepting an offer. See “Business Correspondence” section for templates.
2. **Enter your information into 12Twenty** by logging into your account at <https://bsad-business-uvm.12twenty.com/Login>
3. **Draft a withdrawal email** to send to any other employers that you may still have pending applications. *It is a professional courtesy to formally withdraw yourself from other interview processes once you have already accepted another offer.* Send this once you have signed an offer with another company.
4. **CELEBRATE!** 😊