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## LOOK FOR THESE TIPS!

- Tips for Virtual Meetings
- Tips for Students
- Tips for Mentors
- Possible Résumé Headings
- Tips on Professional Dress
- Networking Tips
Dear Owl to Owl Mentor Program Participant:

Welcome to the 2020-2021 Owl to Owl Mentor Program! In 2011, the Owl to Owl (O2O) Mentor Program was established by the Alumni Board of the College of Science and Technology (CST). The purpose of the program is to connect undergraduate students (mentees) in the various CST colleges with volunteer alumni (mentors) of similar professional interest.

Undergraduates look for a mentor to (1) provide career advice, (2) create potential networking opportunities and (3) act as a non-judgmental sounding board for career thought and ideas. Mentors provide information, opportunities, nurturing and support. Mentees provide enthusiasm, energy and a fresh prospective on a university education.

A great deal of the value obtained from O2O is determined by expectations set by the mentor/mentee team.

For Mentees, the Mentors will most likely not single-handedly be able to get you into (1) Medical, (2) Dental, (3) Pharmacy or (4) most other professional schools. Nor is it likely that they can introduce you to Bill Gates!

However, they can provide guidance and direction as to which avenues to pursue in order to gain entrance into professional institutions, and suggest networking channels to pursue.

For Mentors, Students have busy lives, revolving around school, home and social events. Do not expect to be in communication with your students around examination time. If they don’t answer your emails in a few days, please be patient, and ping them again in a week or so.

If either Mentor or Mentee goes silent for an extended period of time, please reach out to O2O committee. We will make every attempt to resolve issues. Kindly remember that every year, a handful of students are not matched to mentors due to availability; if either party does not want to participate in O2O (for whatever reason) after initiation, please contact the committee and we will re-match with another student or mentor.

I thank the committee and CST Dean’s Office staff for their efforts in coordinating these improvements and for creating this valuable handbook. This book provides both mentors and students with a set of helpful guidelines and resources.

Our success rests squarely on the shoulders of the men and women who built O2O. It is the responsibility of the present stewards to grow and strengthen it, reach more students and provide additional resources for continued student success.

Sincerely,

John Tierney
Owl to Owl Mentor Program Committee
jxt4@psu.edu
For the 2020-2021 academic year, all activities and meetings of the Owl to Owl Mentor Program will be virtual/online. Four mentor-student meetings are required. The first meeting will take place at the beginning of the fall semester and the last meeting will take place at the end of the spring semester. Both will be hosted by the College of Science and Technology. The two meetings between are up to the pair to schedule independently.

First Meeting: This is a virtual/online introductory meeting. The purpose is to break the ice between the mentor and student. Topics of discussion may include individual goals of the program, a résumé review, and contact information exchange.

Second Meeting: The purpose of this meeting is to introduce the student to the mentor’s professional experience and career path. This informational interview is an opportunity for the student to learn about the mentor’s professional experience from graduation until present. A few suggested topics include the importance of networking, business etiquette, and professionalism on social media. It is recommended that the student reviews the mentor’s resume and prepares questions in advance.

Third Meeting: Ideally this meeting should be structured around other activities within the professional life of the mentor, such as a professional conference, or a Zoom workplace gathering or event. The object is to demonstrate to the student that we all have responsibilities to the community and profession.

Fourth Meeting: The final meeting is a social virtual/online event organized by the college. All mentors and students are invited to share their experiences in the program.

Additional Meetings: Mentors and students are strongly encouraged to meet outside of the four structured meetings.

For both mentor and student:

- **You have a commitment to your match and the program.** You MUST maintain contact through the end of the program in order to fulfill the guidelines laid out under Program Structure. Failure to do so may result in expulsion from the program.
- **Be available.** Respond to contact attempts within 48 hours, even if it is only to say that you are busy and will get back to the person at a later date.
- **Contact the CST program coordinator** with questions or concerns.
- **Share your own stories** about your time as a Temple student. Students need to know that you may have had some of the same experiences.

**TIPS FOR STUDENTS: VIRTUAL MEETINGS**

- Be prepared for the meeting with a list of questions or topics of conversation.
  > Video conferencing will tend to magnify any lack of preparation. Make sure to have all documentation easily accessible and within reach. In real life, leaning over to look at a paper portfolio may not be a big deal, but if a person disappears from the screen to get something, it can make the person look disorganized.
- Change into business appropriate clothing.
- Do not check your email or browse the internet while talking to others.
- Do not say anything, wear anything, or do anything that you wouldn’t do in a real life meeting.
- Be online and prepared 5-10 minutes before the meeting time.
- Conduct the meeting in quiet, professional environment.
- Set up and test technology prior to meeting
  > Zoom: zoom.us
  > Skype: skype.com/en
  > WebX: webex.com
  > FaceTime (Apple Products) – iPads can be checked out at Tech Center
  > Tokbox: tokbox.com
  > BigBlueButton: bigbluebutton.org
**TIPS FOR MENTORS**

**Trust your natural mentoring skills.** You probably already serve as a mentor in a variety of settings in your life; parents, supervisors, and friends all act as mentors. Trust your instincts!

**Get to know your student.** What interests them? Why are they pursuing their major/career? What are they passionate about? What are their apprehensions? Understanding your student’s communication style and personality will allow you to more effectively communicate and connect with your student.

**Share your story.** You don’t have to share every detail of your personal life, but don’t be afraid to share some personal stories. What is important in your life other than work? What are you passionate about? What were you like as a student?

**Be enthusiastic and encouraging.** A willingness to learn and to share information shows your student that this is a relationship you care about!

**Be an active listener.** Your student wants to know that you appreciate and care about what they say.
- Don’t focus on what you are going to say next, focus on what your student is saying.
- Don’t interrupt when your student is speaking.
- Uncross your arms and maintain some eye contact, nod when you agree.
- Re-cap what your student said to make sure you heard him/her correctly. State things like, “What I think I heard you say was… is that correct?”

**Manage your helpfulness.** You don’t always need to offer an answer or a solution. Sometimes what students really need is someone to listen and support them. Encourage your student to explore different solutions/resources. Ask questions, such as, “What options are you considering?”, “What has worked well for you in similar situations?”, or “What resources do you need to further explore this issue?”. Provide guidance when possible, but be realistic about what you can and cannot do for your student.

**Respond to your student.** Students are learning to build and sustain relationships with professionals. We encourage them to come up with creative ways to do this. Make time for your student and respond to their attempts within 48 hours.

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**TIPS FOR STUDENTS**

**Be organized.** Plan ahead and work towards agreed-upon tasks between meetings. Think about issues you want to discuss before you meet again with your mentor. Doing your homework will avoid wasting time and enable you to get the most out of the meetings.

**Keep a log.** Make a record of what you discuss in each meeting and what you aim to do before the next one.

**Be proactive.** Do not expect to be looked after or given all of the answers. Universities and academia are tough environments. Maintain your independence. Be responsible for your own decisions regardless of the mentor’s advice.

**Ask useful questions.** Do not pretend you understand what the mentor is saying if you don’t. The mentoring meeting is your time and the mentor will expect you to want to make the most of it and draw upon their knowledge and expertise.

**Have respect.** Be considerate. Make and keep appointments. Stay focused. Be mindful of a mentor’s schedule.

**Listen!** Be willing to accept critical feedback so that you are open to learning new ways of approaching problems, planning, interview preparation, and thinking about career goals.

**Show appreciation.** Everyone likes to be thanked. Remember that your mentor has volunteered to help you. When you achieve a great outcome, let them know and acknowledge their role. January is National Mentoring Month.

**Reciprocate.** Mentors will be interested in learning from their student, as well as, sharing their own knowledge and expertise. Share what you know with your mentor and be willing to share what you have learned by mentoring others.

**How to prepare for meetings:**
- Research your mentor, their company and profession.
- Regard this match as a professional contact, where you keep commitments, conduct informational interviews, and sustain a professional relationship.
- Formulate questions for your mentor.
- Expect to receive honest feedback regarding your communication style and professionalism. Mentors want to see you succeed and are trying to help you. Be receptive to that help.
- There are no guarantees that you will receive a job offer, an internship or a letter of recommendation from your mentor. However, if a mentor feels that you are qualified for a job or internship, he or she is free to champion you.
- Behave ethically and professionally at all times and make your mentor proud!
GUIDE TO JOB AND INTERNSHIP SEARCH

Formulate a search plan.
Determine the types of positions you are interested in, where you want to live, and target companies that are a good fit for you through the following:
- Company websites
- Job postings
- Networking
- LinkedIn
- Informational interviews
- Career Center Events

Develop the necessary personal marketing materials.
- Résumé
- Cover letter
- References
- Materials as required by your industry (ex. Portfolio of designs)
- Social media presence

Searching for opportunities online.
For most job seekers, you should spend no more than 20% of your time and effort looking for a job online. Spend the majority of your time networking! When you are not networking, here are some recommended sites:
- OwlNetwork: An online resource open to Temple University students and alumni, who are seeking internships and entry-level jobs. Alumni can also access this resource for 3 months after graduation. The jobs on this site include employers who are specifically recruiting Temple students and alumni, as well as, the entire Experience network.
- LinkedIn: Join this online networking site to connect with professionals in your field of interest.
- Temple U Connect: an interactive, on-line gateway for mentorship, professional networking, peer driven career advice, and exclusive job leads.

Company websites: Employers use their company websites to list job openings and recruit job seekers. If you have a list of specific companies, in mind, we suggest you go directly to their websites.

Professional organization websites: The sites have the advantage of job openings for your specific industry. Most of these sites have job listings and allow resume postings.

Chambers of Commerce websites will often list member organizations in your geographical area. Spend some time compiling a list of desired organizations.

ADDITIONAL INFORMATION:
- NETWORKING page 5
- RÉSUMÉS pages 6-7
- COVER LETTER pages 8-9
- INTERVIEWING pages 10-11
- THANK YOU AND FOLLOW-UP page 12
- LINKEDIN JOB SEARCH CHECKLIST pages 13-15
NETWORKING

Most of your job search should revolve around utilizing your current network, maintaining your network through regular communication and follow-up and exploring new networking opportunities (ex: conferences, professional meetings, alumni events). While online job searches are important, they should only consume 20% of your job-seeking energy.

The Thirty-Second Spot or Elevator Pitch

This is an introduction to who you are and what you are looking for. Choose your words carefully – this is no time to wing it. How you represent yourself will determine if you get any further with this contact. Be short and concise, but add a specific instance to grab attention.

A strong thirty second spot should...

- Begin with an indication of who you are and a characteristic that will set you apart from your cohort (ex. Do you know someone affiliated with this person or organization? Have you worked for a prestigious company? Do you have a strong academic background?)
- Contain the purpose of the conversation
- Showcase the research you have done on the company
- Feature your accomplishments and qualifications
- Indicate how the person can assist you

Sample

I’m a senior in the College of Science and Technology, majoring in biochemistry. I am a member of the student chapter of PA-BIO. Through attending the meetings and listening to the guest speakers, I have learned a lot about bioinformatics. When I graduate, I would most like to start my career with a focus on drug discovery. I am excited about the opportunity to talk with you today about the research position at your company.

Informational Interviews

An informational interview is a meeting in which a potential job seeker seeks advice on their career, the industry, and the corporate culture of a potential future workplace. Informational interviews can be used to explore career options and expand your network. You can ask people in your network for information interviews, or you can ask for them to recommend others with whom you should speak about a career path or industry. Approach an informational interview request via email, phone, or mail. Be sure to indicate that you are asking the informational interviewee to provide you with 20-30 minutes of his/her time to discuss his/her experiences in his/her job or career field. Interviews are best held in person, but can also take place via the phone. Email should be your last resort.

Informational interview requests should include:

- A brief introduction about yourself
- Why you are writing to this individual
- Your interests or experiences in the person’s field, organization, or location
- Why you want to converse. Be straightforward. Tell him/her you are asking for information and advice
- A sentence about how and when you will contact this person again

Events hosted by Temple throughout the school year!

- CST Career Fair
- University Career Fair
- CST Mock Interviews
- LinkedIn Workshop
- Alumni-Student Networking Night

For more information go to http://cst.temple.edu/academics/student-professional-development

All of this information and additional resources can be found on Temple University’s Career Center website: temple.edu/provost/careercenter
Your résumé is the one document that stands between you and an interview. It must tell others all about your academic career and work experience, and do so on a single piece of paper. There are a few guidelines that you need to follow to make it shine and stand out from all the others!

Three ways résumés are submitted – networking, online, career fair.
In today’s world, computers often play a gatekeeper role in screening résumés. Many potential employers use key word and phrase searching to weed out résumés that do not contain the correct jargon. For example, an employer that is seeking a scientist may want to see words like research, laboratory experience or science embedded in the résumé. And how do you know what words to include? Well, that information is often conveniently supplied to you in the job description. Try to include a few of the exact words that are in the job description and your résumé is much more likely to be culled out for a follow up.

A résumé is all about the facts.
Subjective phrasing such as “I am a proven leader” and “I work well with others” may be true enough, but they are your opinion. Remember, you have one piece of paper to tell someone the most important things about you. Keep it to the facts. They never lie! Some résumés include an Objective or Summary section. This information is best presented in the cover letter.

The reader needs to find things quickly.
On average, a potential employer reviews a résumé for about 30 seconds! If it is not logically laid out, the reader may miss important things about you and pass you over. To prevent this, a résumé should be organized with headers, such as, Education, Laboratory or Research Experience, Awards, Scholarships, Publications, Presentations, Skills, Work Experience, Activities, etc.

The order with which you list your background will largely depend on your circumstance and the particular job application. For example, if you participated in a number of hands-on co-ops or internships, then move the skills and work experience to the top. (Note: Paid or unpaid is irrelevant. The experience is what matters!) Similarly, if the position is a bench-chemist, then your research experience and lab-related course work need to be elevated to the top.

Keep in mind that the exact heading and information is uniquely yours. If you look at your résumé and it looks “thin,” then, starting at the first section, begin to add more information to beef it up. If, on the other hand, you are having difficulty in getting everything you want to say on one page, start eliminating things from the bottom up.

Lastly, never include “recommendations/references available upon request.” The interviewer will ask if they want that information and will most definitely do so without your permission.

By following these guidelines, you can construct a résumé that is easy to read, concise, and makes you shine!
And remember—don’t be bashful, but do not falsify!

POSSIBLE RÉSUMÉ HEADINGS

- **Education**: List your educational experiences in chronological order. Do not be afraid to include your GPA if it is not as good as you think it should be. Remember, success is not about GPA. The reader is going to look at the whole picture.

- **Experience** (includes but not limited to lab, research, work experience): Your experience sections can take on many different formats. You might have a separate section for lab/research, volunteer or work experience. It is more important to categorize your experiences based on the relatedness of the skills you used or learned rather than whether or not you were paid, received credit, or if it took place during the school year or the summer. Therefore, a related experience section might include a summer job, a credit-bearing internship and a research project that you did for class.

- **Awards/Scholarships**: If you have any, definitely put them on your résumé. This is your chance to shine!

- **Publications/Presentations/Posters**: This section demonstrates that you have communication skills and can inform others about a specific knowledge that you possess.

- **Skills**: This is a section that you can customize to the job description because you can highlight the skills you have that the employer is looking for. For example, a résumé applying to a technical position should include all of the programming languages that you know or scientific analysis and modeling packages.

- **Activities**: Include clubs and professional organizations that you have been a member of, volunteer activities that you have participated in, and leadership positions that you have held not stated elsewhere on the résumé. You may also include hobbies if you have extra space. Employers like well-rounded candidates and will often use it during an interview to learn more about who you are as a person.
TEMPLE TEMPLETON

1734 Temple Street | Philadelphia | Pennsylvania | 19115 | 215.204.7000
linkedin.com/templetempleton

e-mail: temple@temple.edu

EDUCATION
TEMPLE UNIVERSITY, College of Science & Technology
Bachelor of Science, Expected Graduation: May 2017
Major: Biology
GPA: 3.23

SELECTED COURSEWORK
Advanced Cellular Biology
Biological Mutations
Human Genetics

Advanced Molecular Biology
Cellular Proteins
Bioenergetics

LABORATORY EXPERIENCE
DNA extraction
Animal Dissection

Enzyme Kinetics
Bright Field Microscopy

WORK EXPERIENCE
Laboratory Researcher Volunteer
Jefferson University Hospital, Orthopedic Surgery Laboratory
January 2015 – May 2016
• Provided research support in cellular and molecular studies which were designed to determine DNA extraction, Cell Culture, Sectioning, and Alcian Blue with mice cells.
• Assisted in Purification of RNA, Fluorescent Immunohistochemistry and LDH Cytotoxicity.

Neuroscience Department Intern
Temple University School of Medicine
September 2014 – August 2015
• Worked on a team that conducted experimental procedures to observe the effects of NeuroAids in neurodegeneration.
• Trained in gel electrophoresis, ELIZA, BCA protein assay, and Western blot procedures.
• Performed molecular biology techniques such as cell splitting, exosomes precipitation, harvesting neuron/primary astrocytes, cell transfection, cell culturing, DNA transformation, and DNA purification.

Biological Research Assistant
Best Laboratory
May 2014 – August 2014
• Provided research support in cellular and molecular studies which were designed to determine the health effects of energy production on humans.
• Initiated the use of the internet for gathering best-of-practices from other research labs.
• Assisted in organizing and launching a biological listserv of users on the internet.

ACTIVITIES
• President, Biology Club at Temple University, 2013-2014
• Member, National Association of Biology Students, 2011-2013

SKILLS
• Micropipetteing, PCR, TLC
Your cover letter or email provides the reader with a better understanding of why you are applying for the position and shows how your experience qualifies you for the job.

**COVER LETTER OUTLINE**

Dear (contact person), “identify the person with the power to hire (department heads, etc.), and avoid “Dear Sir/Madam” or “To whom this may concern.” Use the internet to do your research.

**Opening Paragraph:** Indicate the position for which you are applying or the general field to which your background applies. Mention how you became aware of the position (ex. online ad, referral, etc.). Include information on education/degree.

**Body of the Letter:** Provide evidence that supports the 2-3 job responsibilities or qualities you found in the job description. In other words, explain how your experiences and training relate to the responsibilities or qualities that you have chosen to highlight from the job description. The body of your cover letter should briefly connect your experiences to the key responsibilities and qualifications of the job for which you are applying. The goal of your cover letter is to generate interest in the résumé itself. Be sure you use the language (jargon) of your field. Also, use words that imply action.

**Closing Paragraph:** Refer to the documents you have enclosed, such as, your résumé and other requested materials and ask for a meeting (interview) at the employer’s convenience. In this paragraph, you should also provide your contact information again so that this information is accessible. You also want to avoid confusion if your résumé and cover letter were to become separated. If the position was not advertised, you may want to assert yourself by indicating that you will call the employer within on to two weeks to determine if he/she has any further interest.

Sincerely,

Temple Templeton
January 15, 2016

Dr. Steven Walters  
Start Up Inc.  
Virtual Reality Pike  
Computer, PA 19486

Dear Dr. Walters,

I am writing to express interest in the (job title) position with (company/organization). I learned of this opportunity through (resource, event, or individual). I will graduate from the College of Science and Technology at Temple University in (Month Year) with a (abbreviation for degree) in (major and minor if applicable).

I have gained a vast amount of experience in research while working for (place, lab, professor) on (Project Title) in the Undergraduate Research Program. While working on this project I was responsible for data collection using microscopes, gas chromatography, and protein purification techniques. I am highly skilled in laboratory procedure including knowledge of all applicable health and safety rules and regulations. Additionally, I demonstrated organizational skills while analyzing data using the data analysis software MatLab, and presenting my findings at a poster presentation.

Attached is my (list whatever materials they require for application – cover letter, résumé, references, writing samples, etc.). I can be reached by phone at (phone number) and look forward to discussing the possibilities.

Sincerely,

[Signature]

Temple Templeton
INTERVIEWING

Being a prepared and qualified candidate will have a strong, positive impact on your interview. Current social distancing guidelines may impact some of these tips, but many apply to virtual/online interactions. Here are the main points to consider before an interview:

- **Arrive early.** It is best to arrive 15-20 minutes early for an interview. Never be late! Do not bring a guest.

- **Dress professionally.** A business suit is usually the best and safest way to go. You will want to bring a padfolio and copies of your résumé. The way you dress can be the deciding factor between two similar applicants.

- **Start with a good handshake and introduce yourself.** A weak handshake is a common nonverbal mistake made during an interview.

- **Pay attention to body language.** Maintain good eye contact. Control nervous habits; they distract the interviewer. Playing with hair, touching your face, fidgeting, bad posture, crossing arms over the chest, and not smiling are all noticed.

- **Know the company.** Having little or no knowledge of the company is the most common mistake job seekers make during an interview.

- **Express enthusiasm and ideas clearly.** Know your strengths and what you have to offer. Know career objectives, personal qualifications, interests, value, skills, examples of challenges and accomplishments. Know your résumé!

- **Interviewing.** Prior to an interview, job candidates should research the position, company and industry, then take these steps:
  > Practice using mock interviews.
  > Be prepared for phone interviews, as well as, in person interviews.
  > Learn about behavior-based interview questions.
  > Develop in depth questions to ask during each interview.

**Common interview questions:**

- Tell me about yourself.
- What qualifications do you have that will make you successful in this position?
- What do you like about our company/organization?
- What are your strengths? Weaknesses?
- What interests you about our product or services?
- Why should we hire you?
- What is the last book that you have read?

**Sample behavior-based interview questions:**

- Organizational skills: Tell me about a big project you had to plan.
- Ability to set priorities: Describe a situation when you had several things to do in a limited time, such as, study for exams.
- Ability to delegate: Tell me about a big project you were in charge of and had to let others help you.
- Interpersonal skills: Tell me about a time when you had to deal with members of the public.
- Being a team player: Tell me about a time when you helped resolve a group problem.
- Ability to deal with people: Tell me about a time when you had to work closely with someone in a position senior (or junior) to you.

**STAR: Formula for answering behavior based questions**

<table>
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<th>Situation/What was the situation/circumstance?</th>
<th>Task/Who was involved?</th>
<th>Action/How did you handle that situation?</th>
<th>Result/What was the outcome?</th>
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<td></td>
<td></td>
<td>How did you do/say?</td>
<td>How did the person respond?</td>
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**Ask great questions**

The most important thing you can do in an interview is ask great questions. These are not questions you should know the answers to already (“What does the position entail?”) or questions that make it all about you (“What is your vacation policy?”).

*continued on next page*
Nine great questions you can use or make your own on your next job interview.

1. Who would make the ideal candidate for this position?
2. How will the work I will be doing contribute to the organization's mission?
3. What were the best things about the last person who held this position?
4. What are three ways I can contribute to the company beyond the job description?
5. How can I best contribute to the department’s goals?
6. How do you see me best contributing to the corporate culture and morale?
7. What do you see as the biggest challenges of working here and how can I overcome those challenges?
8. What is your vision for where the company or department will be in one year? In 3-5 years?
9. How can I best help you and the team succeed?

(Source: http://jobs.aol.com/articles/2011/10/24/what-you-wish-you’d-known-before-your-job-interview-infographic/)

How to formulate answers which show your work habits.

Use the interview questions and work characteristics as a starting point and write down short examples from your school, personal, or volunteer experiences which answer the interview questions or show the characteristics an employer would look for.

Assemble short stories which explain your background and where you would like to go. Preparing these stories will help you to answer questions, particularly the behavioral ones.

Place pointers in your résumé to the stories you have prepared so the interviewer will ask questions for which you are prepared.

Half of the interview is generally technical questions about the skills you learned from your course work and usually are straightforward. Your greatest chance to convince someone you are the best candidate is to show you bring the personal characteristics and drive to be a top employee.

Let’s put this together with an example:

Question: Tell me about a challenge you overcame.

Answer: Inorganic chemistry. I knew this course did not play to my strong skills and I needed a plan to pass. Luckily, the first day of class I saw there were three friends in the room. So, I organized a study group and we met every Monday to review the homework assignment. I kept the group organized and would call if someone didn’t show. I even bribed them with snacks! I out-scored my buddy on the final who helped me tremendously. We all got A’s because all of us showed up every Monday prepared. All of us also benefited from the study group because we found answers which we couldn’t do alone. I also learned a group working together is more than the sum of its parts.

This answer shows the interviewer that you are self-aware, collaborative, a leader, a team-player, and communication skills.

— by Terry Dougherty, BA ’74, MBA ’86
CST Alumni Board and Mentor Program Committee

TIPS ON PROFESSIONAL DRESS

• Be sure to have hair neatly styled. Facial hair should be shaved or trimmed. Long hair can be down or pulled back. Do be certain that you do not play with it during an interview.
• Be stylish, but conservative in your attire. Consider all aspects—jewelry to shoes. Nothing flashy. This is an interview not a party.

For example:
• Wear a dark colored suit with a light colored shirt.
• No busy, loudly colored ties!
• Pants or skirt suits are optional, but recommended.
• Heels should not exceed three inches.
• Carry a padfolio containing multiple copies of your résumé.
THANK YOU AND FOLLOW-UP

The purpose of the thank you letter is to show the employer that you very interested in the position and to reinforce the best parts of the interview and your qualifications.

A thank you email MUST be sent after an interview. This is a professional courtesy and can set you apart from the competition. Additionally, because the interview process can last weeks or even months, follow up phone calls are often necessary to show interest and gain information on the status of your application.

Make sure you obtain the contact information of the interviewer and plan to email your thank you letter within 24 hours of the interview to anyone you have interviewed with.

For content, select 1 or 2 central topics discussed at the interview and highlight your best 2 to 3 points on why you are the best candidate for the position.

SAMPLE THANK YOU LETTER

Dear (name of interviewer),

I want to thank you for taking the time to interview with me for the (name of position) position with (name of company).

Discussing the possibilities for (enter 1 or 2 main topics of discussion during interview) has made me more excited about the opportunity! I hope that you found my (list quality/skill), along with (list quality/skill), to exceed the expectations you have for a potential teammate.

I can make myself available for any further discussions that may be needed. I look forward to hearing back from you regarding a decision on my application!

Best regards,

[Signature]

Temple Templeton

NETWORKING TIPS

1. It’s not a ‘selfie;’ focus on the other person not yourself.
2. Networking relationships are like bank accounts; make deposits often before withdrawals.
3. People remember when others help them; be a giver.
4. It’s a relationship, not a transaction; be interested and interesting.
5. A smile and extended hand are great starters.
6. Listen to the interests and concerns of others, then offer help.
7. Volunteer: Speak, write and share your knowledge to become known.
8. When you make a commitment, follow through.
9. Avoid interrupting one-on-one conversations; wait your turn.
10. Quality, not quantity: A few good contacts are better than a pocketful of cards.

—Greater Philadelphia Senior Executive Group
Job Search Checklist

LinkedIn Profile

- **Photo**
  Add a professional-looking profile photo to be 7x more likely to be found in searches.

- **Headline**
  Stand out with a keyword-rich headline that describes how you want to be known on LinkedIn.

- **Summary**
  Write a brief summary describing your professional background and aspirations.

- **Experience**
  List all the jobs you’ve held, along with brief descriptions of each role.

- **Education**
  Add all the schools and colleges you’ve attended.

- **Skills & Expertise**
  Add at least 5 key skills to your profile.

- **Recommendations & Endorsements**
  Get recommendations and endorsements from former colleagues, clients, managers, and classmates.

- **Location & Industry**
  Add your industry and ZIP code so recruiters looking for candidates like you can find you.

- **URL**
  Customize your profile URL and put it on your website, resume, email signature, and business cards to drive traffic to your LinkedIn profile.

Settings

- **Privacy settings**
  Control what others see about you and what types of notifications are sent out to your network.

- **Add email addresses**
  Add all your email addresses to avoid accidentally losing access to your account.
Using Your Network

- Grow your network by searching your email contacts and finding people you may know.
- See where your fellow school and college alumni are working and reach out to learn more about the company.
- Ask for introductions through your network to get connected to companies you're interested in working for.
- Share updates with your network -- like interesting articles, links to videos, or presentations.

Job Search

- Sign up to get email alerts about jobs you may be interested in.
- Find jobs by keyword, title, company, postal code, function, industry, years of experience, and date posted using advanced search.
- Sign up for saved search email alerts to get automatic notifications about new jobs that meet your criteria.
- Save jobs you're interested in to come back to them later.
- Discover jobs in your network.

Applying for Jobs

- In addition to using your LinkedIn profile, you can attach your resume and cover letter to your job applications.
- Keep track of your job applications via the Jobs homepage. See which jobs you applied to, when, and whether or not your application has been viewed.
- Some jobs include the name of who posted it. Follow up on your job applications by contacting the job poster via InMail.

Company Pages

- Learn about a company's products and services, latest news, employees, job opportunities, and more.
- See how you're connected to each company through your 1st, 2nd and 3rd degree connections.
- See statistics on employees, including where they worked before and after that company.
- Follow companies you're interested in to get updates from them on your LinkedIn homepage.
### LinkedIn Groups

- **Join Groups** relevant to your professional interests: alumni groups, industry groups, geographic groups, and more.
- **Use groups to make connections, find job listings, establish thought leadership, and keep your pulse on hot industry issues.**

### Job Seeker Premium

- **InMail**
  
  Send **InMail** messages to start a warm conversation with hiring managers, recruiters, or other insiders at companies you're interested in.

- **Featured Applicant**
  
  Apply to jobs as a **Featured Applicant** to send your job applications to the top of the applicant list.

- **Salary search filter**
  
  Narrow job search results by **salary range** and see estimated salary data for each job listing.

- **Job Seeker Group**
  
  Join a private **LinkedIn Group of job seekers**, career experts, and LinkedIn power users to learn best practices for conducting an effective job search.

- **Job Seeker Badge**
  
  Turn it on or off from the Premium Badge section on your **Settings** page.

- **Who's Viewed My Profile**
  
  See the full list of who viewed your profile, plus details on how they found you.

- **Open Link**
  
  Join the **Open Link network** to let anyone on LinkedIn contact you about job opportunities for free.

### Learn More

- Get answers you need in the **LinkedIn Help Center**.
- Learn how to attract more career opportunities at our **free webinars**.
- See the complete list of **job search tips** on our blog.
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