



LUDDY SCHOOL OF  
INFORMATICS, COMPUTING, AND ENGINEERING  
**CAREER SERVICES**

# **CAREER RESOURCE GUIDE**

[luddy.indiana.edu/career](http://luddy.indiana.edu/career)

## LUDDY CAREER SERVICES MISSION STATEMENT

Our mission is to provide opportunities and resources that will empower students to define their career goals, develop professional life skills, obtain related experience, and realize their career potential to graduate from the Luddy School with confidence.

## Contact Us

Luddy School of Informatics, Computing, and Engineering

### LUDDY CAREER SERVICES

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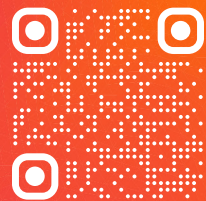
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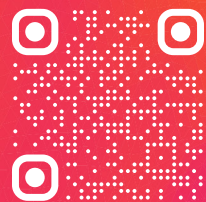
## Make an Appointment with a Luddy Career Advisor

[indiana.joinhandshake.com/login](https://indiana.joinhandshake.com/login)



## Tell Us Your Plans

[indiana.12twenty.com](https://indiana.12twenty.com)



[luddy.indiana.edu/career](https://luddy.indiana.edu/career)



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# Four-Year Career Plan

According to **NACE (National Association of Colleges and Employers)** there are eight NACE competencies that students should have to be career ready upon graduation.

## THESE SKILLS ARE:

**Career & Self-Development, Critical Thinking, Leadership, Equity and Inclusion, Professionalism, Teamwork, Technology, and Communication**

## YEAR 01 EXPLORE

- ❑ **Login to your IU Handshake account.** Every IU student has a Handshake account—this is where you find upcoming career events, internships, and job opportunities. This is your FIRST STEP in preparing for your future career!
- ❑ **Become involved in extracurricular activities for personal and professional development.** Join and participate in activities outside of class, such as a student club or professional associations related to your career interests. You can find IU and Luddy student organizations at [beinvolved.indiana.edu/](https://beinvolved.indiana.edu/) and [luddy.indiana.edu/student-life/student-organizations.html](https://luddy.indiana.edu/student-life/student-organizations.html).
- ❑ **Craft your college resume.** As you become more involved at IU, it's time to remove any high school accolades. Make it easy on yourself and add to your resume throughout this year! List any new clubs or organizations you join, any committees you serve on, and an ongoing list of technical programs and languages you learn! You can add class projects too! Once you overhaul your resume, [make an appointment with Luddy Career Services](#) to have it reviewed and ready to upload to your Handshake profile. Let employers know you are taking steps toward your career goals!
- ❑ **Create a LinkedIn profile and begin to develop your personal brand.** What kind of professional do you want to be? LinkedIn is a great place to explore how others brand themselves. To get started, Luddy Career Services offers free headshots throughout the academic year for you to begin updating your LinkedIn profile. Check Handshake for upcoming headshot sessions. For assistance in setting up your LinkedIn profile, see the dedicated section in Luddy's [Career Search Guide](#) and [schedule an appointment with a Career Advisor](#).
- ❑ **Research opportunities for internships, job shadowing and the future of your chosen field.** Set a goal for yourself of conducting at least two informational interviews this school year. That's only one a semester—you can do it! Consider reaching out to professionals in the IU community (faculty, academic advisors, Luddy alumni, or Bloomington business leaders) as a starting place. Ask for 20 minutes of their time and bring questions about their roles and career path. This is an effective way to practice introducing yourself and gather valuable insights into the career(s) you want to explore.
- ❑ **Go to Luddy Career Services career fairs, workshops, and events!** This is a wonderful way to build relationships with employers dedicated to hiring Luddy students. It also allows you to develop your personal competencies such as interviewing techniques, perfecting your elevator pitch, communicating with purpose, and learn from engaged employers. Check out Handshake for upcoming Luddy events and fairs!
- ❑ **Ensure your selected major aligns with your interests, values, and abilities.** If you are not enjoying your core classes—perhaps you need to reconsider your major. Now is a good time to explore your options. If necessary, make an appointment with an Academic or Career Advisor.
- ❑ **Make an appointment with a Luddy Career Advisor to explore career resources and services, and to review your career goals.** This is the year to begin thinking beyond the classroom. How will you be career ready in just a few short, busy years? Make an appointment through [Handshake!](#)



## YEAR 02 EVOLVE

- ❑ **Update your resume.** Welcome back! Ensure your resume is up-to-date and let a Luddy Career Services professional review it. And do not forget to upload your refreshed resume to your Handshake account! Pro tip: we recommend setting your Handshake profile visibility to employers so employers can share opportunities with you!
- ❑ **Begin to compile your portfolio of work.** While you might need to further research what experience is typically valued in a portfolio in your field of study, now is the time to begin a cumulative file of various projects which highlight your competencies and creativeness. It is also helpful to reflect on what projects excited you most as you consider future employment opportunities.
- ❑ **Research companies and organizations.** Research allows you to learn about opportunities available to you. Questions to explore: What companies hire entry-level positions? What are common job titles for your major? What employers interest you in the work they do? What are opportunities for growth within these organizations? What are the values of these organizations, and do they align with your personal values? Company culture and sense of belonging are crucial factors in finding your fit and having career success. Do these companies recruit at Luddy? What recruitment patterns do you notice?
- ❑ **Continue to build your personal and professional competencies.** Deep dive into your skillset and think about ways you could add value to an organization. What skills would you like to add to your resume? What are areas of strength for you and how could you highlight them in an interview?
- ❑ **Build your career network.** Now is the time to intentionally begin growing your professional connections. Update your LinkedIn profile if needed and start adding connections. Connect with classmates, recruiters from organizations who hire in your career field, faculty, career services professionals, academic advisors, and Indiana University alums.
- ❑ **Search for an internship.** Internships are available for Sophomores, as are many Leadership Programs. It never hurts to ask employers who come to IU's campus for fairs and events!
- ❑ **Attend career fairs, workshops, and events hosted by Luddy Career Services!** We offer events each semester, and we partner with employers too! Check out events and opportunities on Handshake.
- ❑ **Practice interviewing.** The more you practice, the more comfortable you will be when an internship or job is on the line! Luddy Career Services offers a mock interviewing opportunity with employers at least once per semester. Our Career Advisors are also available for 1:1 mock interviewing by appointment. We offer support for behavioral, technical, and case interviews.
- ❑ **Look for free ways to elevate your career competencies.** Check out LinkedIn Learning, a free resource for all IU Bloomington students. With a minimal time investment, you can earn certificates in areas such as Diversity and Inclusion, Program Management, Creating Inclusive Cultures, Effective Listening, How to Be Assertive, etc. These certificates are a great compliment to your education and are a strong addition on your resume.

## YEAR 03 ENGAGE

- ❑ **Update your resume.** As you settle in for your third year, do not forget to update your resume, have it reviewed by Luddy Career Services, and upload it into your Handshake account! Pro tip: we recommend making your Handshake profile visible to employers!
- ❑ **Organize your portfolio.** Decide how best to organize and showcase past or current projects. Be ready to reference examples during interviews.
- ❑ **Update your profiles.** This is an opportunity to highlight your professional branding as the budding professional you are! Add core classes you have studied and include projects of interest that you completed to both your Handshake and LinkedIn profiles. Be an active contributor to discussions on LinkedIn.
- ❑ **Do a social media audit.** Make sure your social media accounts are professional and appropriate for anyone who may be looking. This includes personal social media outlets like TikTok, Instagram, Facebook, and LinkedIn. Recruiters will be researching you! Companies need to ensure you will represent them well in the workforce as you collaborate with clients and peers!
- ❑ **Begin to collect professional references or letters of recommendations for applications.** Consider past supervisors or instructors. Perhaps in a past or current position you have a coworker who might be a good character reference. The hiring process can move quickly so it's best to be prepared.
- ❑ **Go to Luddy Career Services career fairs, workshops, and events!** Know that often employers offer internships and/or jobs as early as one year in advance. Be ready to share your resume and put your best foot forward at every workshop, event, or fair! Participate in mock interviews and career services events to practice your projecting your professional self!
- ❑ **Grow your professional network.** Continue to build connections in your desired career field through recruiting events, networking opportunities, conferences, and LinkedIn.
- ❑ **Secure an internship!** Internships are often gateways to careers! Internship opportunities are also valuable to explore potential career paths and to expand your competencies. Internships are also great resume builders and growth opportunities!
- ❑ **Become a content creator on LinkedIn!** Engage in discussions on LinkedIn. Create content on hot topics in your major or career focus area. Share a project or accomplishment of which you are proud. Showcase your work and be an advocate for your professional self! Be supportive of organizations, companies, or experts in your field.
- ❑ **Continue to grow your career competencies.** Employers love people with initiative and professional polish! [LinkedIn Learning](#) is free to all IU Bloomington students and can help you grow competencies desirable to corporate recruiters. These help prepare you for skills necessary for the working world and are valuable additions to your resume.
- ❑ **Continue involvement in extracurricular activities for personal and professional development.** Participation in activities outside the classroom, such as a student club or professional associations related to your career, can help highlight your interests and leadership abilities. Again, you can find student organizations at [beinvolved.indiana.edu/](http://beinvolved.indiana.edu/) and [luddy.indiana.edu/student-life/student-organizations.html](http://luddy.indiana.edu/student-life/student-organizations.html).
- ❑ **Decide if Graduate School is for you.** This is the time to think about your career goals. Where do you want to be in your career in 5 or 10 years? Weigh the pros and cons of entering graduate school immediately after your undergraduate degree. Research companies you might want to work for and consider what job qualifications they include in their job descriptions. Compare those qualifications with your current knowledge, skills, and abilities. If you decide this is your path: begin researching graduate schools and make an appointment with a Career Advisor to further your research!

## YEAR 04 EXECUTE

- ❑ **Update your resume and have it reviewed by Luddy Career Services.** We can help you put the final polish on it. And don't forget to upload it into your Handshake account!
- ❑ **Do another social media audit.** Are your social media accounts professional and appropriate? This includes personal social media outlets like TikTok, Instagram, Facebook, and LinkedIn. Also search your name in an incognito browser. Recruiters will be looking for insights into your character! Companies need to ensure you will represent them well in the workforce as you might collaborate with clients and peers.
- ❑ **Begin your job search.** Finding desired employment can take time. Start early—the process takes time, and many opportunities close in September and October. Use your previous employer research to strategize— explore the job titles that fit your skillset, the companies that complement your values, and the geographic locations that interest you. Remember, though, to be open to opportunities. Do not limit yourself unless you have a compelling reason to do so.
- ❑ **Be confident in your skills!** Job searches are competitive, but so are you! This search is what you have worked hard toward—have confidence in your personal and professional competencies. If you need last-minute reassurance or support, make an appointment with a Luddy Career Services Advisor. We will partner with you as you prepare for upcoming interviews and decisions!
- ❑ **Leverage your experiences on LinkedIn.** Update your LinkedIn profile. Share thoughts on current events in your field of study. Engage with other professionals in your desired field. Follow organizations or companies who have mutual interests or missions. Intentionally create your digital footprint.
- ❑ **If you secure a job offer,** consider connecting with a Luddy Career Services Advisor to review the offer and benefits package, or discuss your negotiation strategy. When you commit, do not forget to report it to Luddy Career Services via [12twenty!](#) We want to celebrate your success with you!
- ❑ **If you are furthering your education,** use the Fall Term to prepare for Graduate School. This is the time to complete all Graduate School assessments and applications. Be prepared to upload all necessary documents as you apply. For professional recommendations, which are often required, ask recommenders early in the semester. When you ask, share your education and career aspirations so recommenders can speak to your motivation, skills, accomplishments, and readiness! Additionally, it is likely that you will need a personal statement as part of the application process—make an appointment with a Luddy Career advisor to ensure your statement accurately reflects your professional education and career goals. Additionally, now is the time to ensure that you have financing in place for your educational journey.



# Student Recruiting Guidelines

## EXPECTATIONS FOR STUDENTS WHO PARTICIPATE IN LUDDY RECRUITING ACTIVITIES

The Luddy School of Informatics, Computing, and Engineering requires all participants in the recruiting program to conduct themselves professionally and act in good faith regarding the application, interview, and employment offer processes. Participation in recruiting activities is a privilege, revocable without written notification.

These guidelines are not all-inclusive. They are intended to serve as a framework within which the career planning and recruitment processes should function and as a professional standard to be observed, regardless of whether opportunities are sourced in partnership with Luddy Career Services or independently. If you feel an employer has not acted in good faith or if you have questions, please contact [Luddy Career Services](#).

## EMPLOYMENT OFFERS

- I will not renege (back out of my commitment) once I have accepted an offer of employment. I understand that Luddy Career Services is here to help me navigate the job and internship search process, and I will speak with a career advisor if I need help making career-related decisions and/or negotiating a job or internship offer or deadline.
- Once I have accepted an offer of employment, I must notify Luddy Career Services within 24 hours. I must also withdraw all pending applications, cancel all scheduled interviews, and cease seeking employment or entertaining other offers of employment.
- If I continue to interview after accepting employment, Luddy Career Services reserves the right to revoke all of my recruiting privileges indefinitely.
- I will notify Luddy Career Services if a company significantly delays an intended start date or withdraws my offer of employment entirely.
- I must respond to all employment/internship offers on or before the requested deadline.
- I am aware that some companies conduct criminal background checks and/or drug screenings and I must contact Luddy Career Services if I have any questions or concerns.
- I am aware the fraudulent offers can happen and I will do my due diligence on any offers I receive from companies that contact me and/or post through an job related channels such as Handshake, LinkedIn, Indeed, etc.

## INTERVIEWS

- I must only apply for positions for which I would accept an interview offer.
- I must accept or decline all interview offers within the window of time stated in Handshake.
- Luddy Career Services does not advocate or condone the use of class time for anything other than class. I must schedule my interviews so that I will not miss class time. In cases where this is not possible, I must speak with my professor about my interviews schedule and ways to make up for any potential missed class time.

- I must arrive on time or early to all interviews I obtain through the efforts of Luddy Career Services, its job posting services, and its other resources. If an emergency prevents me from attending an interview, I must promptly notify both the potential employer and Luddy Career Services.
- If I do not show up for a scheduled interview, I must contact Luddy Career Services within 24 hours and write a letter of apology to the employer, providing a copy to Luddy Career Services so they can submit it on my behalf. If I fail to do either of these things, my access to Handshake will be suspended.
- I understand that missing more than one interview will result in withdrawal of any support and partnership with Luddy Career Services and will require me to meet with the Director to discuss whether those privileges can be reinstated. I will also be required to write letters of apology to the affected employers.

## REPRESENTATION

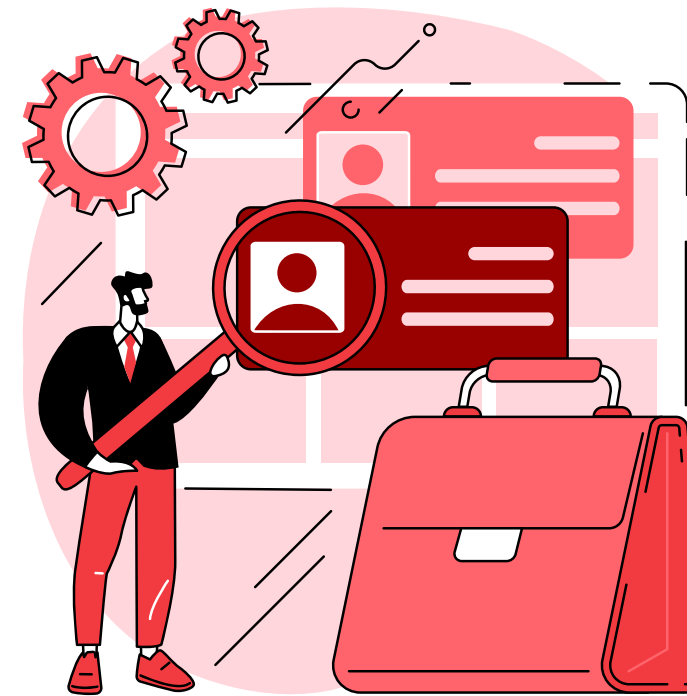
- Honesty and integrity throughout the recruiting and job search process reflect on my character and on the reputation of the Luddy School of Informatics, Computing, and Engineering.
- I must act in a professional manner and be courteous and respectful throughout my job/internship search.
- I must wear professionally appropriate attire to all interviews and Luddy Career Services functions and could be turned away from events if I do not. I need to check with Luddy Career Services if I am unsure what to wear.
- I must provide accurate and honest information on all resumes and other materials provided for the purpose of securing employment, including my Handshake profile.
- If I falsify information in a resume, cover letter, application, Handshake profile, or other candidate documentation, my access to Handshake will be limited or revoked, and if I repeat this behavior more than once, I could lose access to all recruiting privileges indefinitely.

## COMMUNICATION

- Email is the primary and official form of communication used by Luddy Career Services to notify me of important information regarding job postings, job fairs and events, and other career-related resources. I must check my IU email account regularly to remain informed of all such Luddy Career Services activities.
- I must respond to all employer communication within 48 hours.
- I must keep all appointments with Luddy Career Services. This includes programs and events I register for. If a conflict arises with respect to a scheduled commitment, I must promptly notify Luddy Career Services by cancelling my appointment or program/event RSVP in Handshake.
- I must provide Luddy Career Services with my employment status as requested in surveys or otherwise.
- I will accept responsibility for my job search and career and professional development, and will act with ethics and integrity in the job and career search process.

[luddy.indiana.edu/career-services/recruiting-guidelines.html](https://luddy.indiana.edu/career-services/recruiting-guidelines.html)

# Handshake



Handshake is a comprehensive career resource for you maintained by Luddy Career Services. Think of it as part job and internship database, part career research tool, and part communication platform connecting you with both employers and fellow students. All the opportunities you see posted on Handshake are specifically for students by employers actively recruiting at Indiana University Bloomington! From startups to all of the Fortune 500, employers are messaging students like you every day with event invites, interview requests, and new job opportunities.

As you use Handshake and other online resources, it is crucial that you exercise common sense and caution when reading and responding to position descriptions and employer communication. Always be on the alert for potential fraudulent job postings, and never disclose social security numbers, credit card information, or bank account numbers to employers. If you suspect a position or job offer is fraudulent, contact Luddy Career Services ([luddycareers@indiana.edu](mailto:luddycareers@indiana.edu)).

## What can I do with Handshake?

- Apply for opportunities.
- Research employers.
- Perform geographic and job-category specific searches.
- Request interviews hosted by employers.
- Search and RSVP for employer-related events.
- Schedule appointments with career advisors.

## How do I access Handshake?

- [indiana.joinhandshake.com](https://indiana.joinhandshake.com)
- Every student at Indiana University has a profile in Handshake, but those with majors within the Luddy School of Informatics, Computing, and Engineering, IUB students with a certified Luddy minor, or those that have completed at least six credit hours in Luddy courses are able to access specialized services within Luddy Career Services.
- Make sure your account is up-to-date with your current information and current resume. In fact, students with a completed Handshake profile are 80% more likely to be messaged by an employer!

## How do I upload my resume, cover letter, or other document?

- In the top right corner of your Handshake homepage, click your profile picture (or initials). From this drop-down menu, select "My Documents."
- Click the "Add New Document" button near the top menu bar. If this is your first time, you will be prompted to add your first document.
- You may drag and drop the document you wish to add or select the file from your computer.
- Name your document then select the "Document Type". It may be helpful for you to strategically name your resumes (YourNameFall2023Resume or YourNameConsultingResume). Select "Add Document" to add to your Handshake profile.

## How do I search for an open position in Handshake?

To apply for an opportunity within Handshake, you will need to have a resume in the system.

- Follow the instructions under “How do I upload my resume, cover letter, or other document.”
- Select “Jobs” from the Handshake homepage.
- Search using keywords, job titles, or employers in the upper left search bar, under “Jobs”.
  - Search by city, state, or zip code by selecting “Location.”
  - The location filter defaults to a 50 mile radius and can be modified.
  - Filter your search by job duration (full-time, part-time), as well as by job type (on-campus, internship).
  - Click on “All Filters” to see more filter options.
- Once you’ve added all desired search criteria, click “Show Results” in the lower-right corner of the search/filter box.
- A great way to continue your search for jobs and internships is to create a saved search and set job alerts. More information can be found on the Handshake support page under the “Help” tab on Handshake.
- Job Listings appear on the left side of the screen. Select the job to view in more detail.
- Fill out your profile and career interests section for more accuracy of opportunities that will be featured for you automatically in Handshake.

## How do I apply for an open position?

- Follow the instructions under “How do I search for an open position in Handshake.”
- Select an open position to apply.
  - **Quick Apply:** indicates that the only application is in Handshake, there are no documents required for that job posting, and you meet all of the employer preferences
  - **Apply:** indicates that at least one document is required to apply
  - **Apply Externally:** clicking this will open a new browser page with the application hosted on a site outside of Handshake. You will receive an email confirmation of application from Handshake once this button is clicked, but you will have to complete the application on the external site in order to fully apply. Handshake cannot track this activity.
- Once you’ve selected the required documents and answered any work authorization questions, click “Submit Application” in the lower-right corner of the pop-up.
- You can also select the bookmark to save the job. Submitted applications and bookmarked jobs are saved under the “Saved” heading.



## How do I sign up for an interview?

The majority of employer interview schedules are by invite only, but you can also search for specific employers who are conducting interviews and then apply to the corresponding jobs posted on Handshake.

- Search all available positions with upcoming interview schedules. NOTE: Handshake may say “On-Campus Interview” but it is best to clarify with the employer if the interview will be in person or virtual.
  - Select “Jobs” from the Handshake homepage.
  - Select “On-Campus” on the second menu bar or “All Filters” and check “Interviewing on Campus.”
  - Select “Interview” to view available time slots. If all slots are not filled and you meet the qualifications, select “Take Slot” to reserve that time for yourself to interview

### IMPORTANT

Selecting an interview time is a commitment, and the employer expects your attendance. Note the cancel period in the schedule details.

## How do I RSVP for events?

Within the “Events” tab on Handshake, you can view all events offered at Indiana University Bloomington as well as employer events, not just Luddy Career Services events.

- Select “Events” from the Handshake homepage.
- Search or scroll through events offered through Handshake and click on the event.
- Select “Register.” If other action is needed, follow steps to complete registration
- If your schedule changes and you are no longer able to attend, click “Register” again to cancel.

## How do I schedule an appointment with a career advisor?

- **NOTE:** Drop-in advising sessions are available throughout the semester. Check out our website for the drop-in advising schedule: [luddy.indiana.edu/career-services/index.html](https://luddy.indiana.edu/career-services/index.html)

Connect with a Luddy Career Advisor for help with your career development and search at all stages.

- Select “Career Center” from the top right on the Handshake homepage.
- Select “Appointments.”
- Select “Schedule A New Appointment” and choose an appointment type.
- Select the date and time for your appointment and complete the request details.
- Select the medium of your appointment to be In-Person or Virtual on Handshake.
- To cancel your appointment, select “Cancel” under the specific approved appointment. Note the reason for canceling and click submit.



# Self-Assessment

Self-assessment is a long-term project, one that most people will return to again and again over the course of their professional careers. As you gain work experience and your skills grow, your interests and values are likely to shift and evolve as well. If you want help assessing your skills, interests, or values, schedule an appointment with a Luddy Career advisor.

Before beginning your job search, you need to assess your interests, values, and skills to discover which career options may be a best fit for you.

- **Interests** are what you enjoy doing.
- **Values** are what matters most to you.
- **Skills** are activities at which you excel.

Once you assess your interests, values, and skills, you will have a greater understanding of the industries, organizations, or job opportunities you will enjoy.

## Consider the Following Questions:

<b>INTERESTS</b>	<ul style="list-style-type: none"> <li>• What do you love to do?</li> <li>• What have you liked and not liked throughout your work activities?</li> <li>• What did you dream of doing when you were 10 years old?</li> <li>• What are some topics you feel very strongly about?</li> <li>• What are some of your favorite classes? Why? Least favorite? Why?</li> </ul>
<b>VALUES</b>	<ul style="list-style-type: none"> <li>• What kind of lifestyle are you seeking?</li> <li>• What kind of work environment do you prefer?</li> <li>• What characteristics do you value in your career? For example:             <ul style="list-style-type: none"> <li>• <b>Advancement:</b> Opportunities for advancement and promotion.</li> <li>• <b>Challenge:</b> Solving difficult but interesting problems.</li> <li>• <b>Creativity:</b> Creating new ideas, objects, or programs.</li> <li>• <b>Enjoyment:</b> A high level of personal satisfaction with your work.</li> <li>• <b>Expertise:</b> Becoming a subject-level expert in your field.</li> <li>• <b>Family/Personal Life:</b> A balance between personal time and work.</li> <li>• <b>Job Stability:</b> Reasonable assurance of long-term employment.</li> <li>• <b>Social Service:</b> Doing work that benefits society.</li> </ul> </li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• What are your greatest skills?</li> <li>• Which skills do you like to use?</li> <li>• In what tasks do you excel, and with what tasks do you struggle?</li> </ul>

### Where can I look for self-assessment resources?

There are some free self-assessments online such as [indianacareerexplorer.com/assessment](http://indianacareerexplorer.com/assessment) and [myplan.com](http://myplan.com)

Alternatively, useful resources and assessments might be found:

- [mynextmove.org](http://mynextmove.org)
- [onetonline.org](http://onetonline.org)
- [careeronestop.org](http://careeronestop.org)
- [lifevaluesinventory.org](http://lifevaluesinventory.org)

As part of our **Y395 Career Development course**, you will also take the Strengths Finder assessment.



# Your Resume

A well-prepared resume and cover letter are essential to getting a job interview, as it is a concise presentation of your abilities, accomplishments, and future capabilities. For a job search, your resume and cover letter must conform to basic, generally accepted standards, including only information that is relevant to an employer's needs. In comparison, an academic or international resume is often a *curriculum vitae* (CV), a much longer and more detailed synopsis of your educational and professional history.

## RESUME FORMAT AND APPEARANCE

Your resume should be organized chronologically with the most recent job experience information first. This format emphasizes job titles and organizations, and describes in detail the accomplishments and responsibilities associated with each position.

There is no one correct resume layout to use and you should avoid using templates. The best resume is one that clearly and effectively communicates your experience, skills, achievements, and future potential. Generally, your resume should be attractive and easy to read: use consistent font, spacing, and formatting with a balance of white space. A resume without white space can appear cluttered and chaotic, but a resume with too much white space gives the impression that you have run out of things to add or say. A balance of white space is reader friendly as it allows the reader to maintain focus and take notes on the resume, if needed.

Resumes should be free of spelling, grammatical, and typographical errors. Be sure to have several people review your resume for errors and omissions.

## RESUME LENGTH

A resume should be a single page. Employers generally expect one page per 10 years of related experience or degree earned. Graduate students or individuals with extensive full-time work experience may have two pages, but the second page must be full (i.e., no half or partial pages).

## COMMON SECTIONS

**Several sections of information ALWAYS should be listed to include:**

- Contact information
- Education
- Experience
- Technical skills

**Optional sections or subsections include:**

- Relevant projects or related coursework
- Student or volunteer activities/clubs/organizations
- Honors or awards
- Publications, presentations, or patents
- Objective

Aside from contact information, personal and private information is usually excluded from resumes due to job discrimination policies designed to protect you.

**Information that should NOT be added to a resume include:**

- A photograph
- Marital status
- Residency status
- Date of birth
- Social security number
- National origin
- Salary expectations
- Reference list (reference lists are a separate document)— see page 26 of the Career Search Guide for more details.

Follow this step-by-step guide to create a draft of your resume.

## CONTACT INFORMATION

The heading can be set up in a variety of ways, but your name should be the largest text on your resume. Your contact information must be readable and consistent across all job-search documents (resume, cover letter, and reference list).

The heading should include your:

- Full name
- Telephone number
- Email address
- Address (optional)
- City, state, zip code (optional)

Additional Optional information includes your website, your LinkedIn page, or your GitHub link. This information should be included ONLY if the site or profile is current and it reflects your professional ambitions. Personal websites with non-professional content (e.g. Facebook, Instagram) should not be referenced and should have restricted privacy settings.

### Example:

**JOHN MATICS**  
jmatics@indiana.edu | (812) 855-5555

## OBJECTIVE

### Examples:

- **Too general:** "To gain experience in the field of informatics."
- **Unspecific to position:** "To obtain a full-time position in a technology-focused business environment."
- **Specific and employer focused:** "Seeking a full-time web developer position with Company A utilizing proven skills with HTML, JavaScript, database implementation, and content development."

## EDUCATION

Educational experiences should be listed near the top of your resume, and you should always list your most recent education first. High school information should not be included beyond freshman/first year.

Education information should include:

- Full name of the school, college, or university
- City, state, or country
- Date of graduation (either past or anticipated)
- Degree (written in full)
- Major and cognate or specialization, and/or minor
- GPA, academic honors, and awards. Your cumulative GPA should be listed if it is above a 3.0. Your major GPA should be listed if it is significantly higher than the cumulative, but it should be specified as the major GPA so as not to mislead employers. If you include major GPA, cumulative must be listed as well.

### Examples:

#### EDUCATION

**Indiana University, Luddy School of Informatics, Computing, and Engineering**

Bloomington, IN  
*Bachelor of Science in Informatics*  
*Minor: Human-Centered Computing*

**August 2026**  
**Cumulative GPA: 3.57 / 4.0**

**Aix-Marseille Université, Aix-en-Provence, France**  
*Immersive Foreign Language Study Abroad*

**August 2019 – December 2021**

#### EDUCATION

**Indiana University, Luddy School of Informatics, Computing, and Engineering**

Bloomington, IN  
*Master of Science in Computer Science*

**May 2026**  
**Cumulative GPA: 3.97 / 4.0**

**University of Hong Kong, Pokfulam, Hong Kong**  
*Bachelor of Science in Computer Engineering*

**May 2026**  
**Cumulative GPA: 3.85 / 4.0**

## EXPERIENCE

In this section, include full-time work, summer jobs, internships, co-ops, campus/student jobs, research, and volunteer opportunities that are relevant to the position you are seeking or that highlight transferable skills.

Experience information should include:

- Place of employment
- Title of position
- Location of company (city and state/country or remote)
- Dates of employment, including month and year or season
- Responsibilities, qualifications, and accomplishments

Do not include reasons for leaving, salary history, exaggerations of responsibilities, names or phone numbers of supervisors, or jobs you plan to hold in the future.

The responsibilities and qualifications should allow readers of your resume to get an idea of what your work entailed and what you accomplished in that position. This information should be presented in bullet points, each beginning with a strong action verb written in the appropriate tense. Quantify and/or qualify when you can. They should also be written in third person (e.g., no personal pronouns such as me, my, our, etc.).





## Bullet Points

Bullet points should be formatted as such:

Action Verb	Skill/Duty	Accomplishment
Developed	Developed Company A's first website using Java and HTML	Developed Company A's first website using Java and HTML, generating approximately 10,000 potential customer hits weekly.

### Example:

**WORK EXPERIENCE**  
**Indiana University Auditorium**, Bloomington, IN August 2021 – Present  
*Student Manager*

- Communicate and interact with patrons and staff professionally in order to enhance efficiency of patron services and improve atmosphere of auditorium
- Demonstrate flexibility in performing a variety of tasks such as seating, directing curb traffic, serving concessions, and managing sales
- Supervise a core group of 20 ushers in the provision of strong customer service and in the maintenance of auditorium practices

## TECHNICAL SKILLS

Employers recruiting from the Luddy School of Informatics, Computing, and Engineering want to quickly see the technical skills in which you are proficient. Therefore, you should separate these skills into categories (e.g., languages, platforms, databases, etc.), list specific examples such as Python or Java, and include level of proficiency.

These skills can also include fluency in foreign languages, lab skills, or other areas of competence that are related to the job.

### Example:

**TECHNICAL SKILLS**  
**Languages:** Java, Scheme, C/C++, Python, Visual Basic  
**Platforms:** UNIX, Microsoft Windows, Mac OS, Linux  
**Databases:** SQL, Microsoft Access, Oracle, FoxPro  
**Web development:** JavaScript, Cold Fusion, HTML, XML  
**Miscellaneous:** Microsoft Excel, Adobe Photoshop, Adobe InDesign



## ADDITIONAL SECTIONS

### Related Coursework or Projects

A related coursework or projects section is appropriate if the projects and research you have completed are indications of your knowledge and preparation for the job you are seeking. Related coursework can be included under the education section and should be limited to the titles of six to eight higher-level courses. For example, informatics undergrads can list and describe their capstone project in a few short phrases. Classes are often listed for those who have not had much work experience, and it should be considered optional and/or unnecessary if you have significant experience in your field.

**PROJECTS**

**Undergraduate Research Opportunities in Computing**, Bloomington, IN January 2021 – Present  
*Similarity Search on Sparse High-dimensional Vectors*

- Implement a fast similarity search on mass spectrum data by using Python and locality sensitive hashing, a way of supervise similarity learning in machine learning to perform operation.

**New Search Engine**, Bloomington, IN August 2021 – December 2021  
*Full-Text Search Engine*

- Wrote a Python program to automatically categorize documents by utilizing Bayesian classifiers.
- Bulk a web crawler using Scrapy framework and graph traversal algorithms such as Breadth First Search, Depth First Search and Best First Search
- Implemented an indexer to analyze webpages by breaking text into list of tokens and applying stemmers, applied link analysis algorithms to compute PageRank for search results.
- Developed a front-end web interface by writing a CGI (Common Gateway Interface) program using Python, wrote unit tests and conducted user experience evaluations.

### Student Involvement, Leadership, or Volunteer Activities/Clubs/Organizations

Employers like to see that you are a well-rounded student with activities and interests outside of your academic coursework. These activities include professional, educational, or organizational involvement, as well as accompanying leadership positions. They are an indication of your leadership, teamwork, and organizational skills.

**STUDENT INVOLVEMENT**

**Computer Science Club**, Bloomington, IN January 2021 – Present  
*Recruitment Chair*

- Design, organize, and lead initiatives to recruit new members into the organization and build awareness with students
- Create new marketing materials and promote organizational events on campus, increasing total membership by 25% by Fall of 2019

**Indiana Collegiate – Emergency Medical Service**, Bloomington, IN December 2021 – Present  
*EMT-B, Webmaster*

- Manage, update, and develop website using HTML and CSS in order to maintain consistent and reliable communication with organization members
- Provide first-aid and EMT-B services at various Indiana University events to ensure peace of mind and event functionality while gaining experience giving basic level care

**Indiana University, Ashton Residence Center Conduct Board**, Bloomington, IN September 2020 – May 2021  
*Chair*

- Developed and utilized communication and interpersonal skills through educating residence community about conduct policies by hearing cases of student misconduct on a weekly basis
- Guided and collaborated with a team of 12 members to analyze evidence and determine sanctions for each case

## Resume Do's and Don'ts

### Do

- ✔ Use experience bullet points to focus on your accomplishments, using action verbs to clearly indicate the skills you've used and acquired.
- ✔ Be consistent with your use of punctuation, as well as font, sizes, style, and spacing.
- ✔ Quantify and describe outcomes and accomplishments (e.g., "Created marketing campaign that increased club membership by 25 percent").
- ✔ List experiences in reverse chronological order. Bullet points for current experiences should be in the present tense (e.g., plan, design, analyze), and bullet points for past experiences should be in the past tense (e.g., planned, designed, analyzed).
- ✔ Use a related projects section to help employers understand your project experience—the world of work is all about projects.
- ✔ Keep your resume brief enough to fit on one page. Grad students may go beyond on occasion.
- ✔ Include a technology skills section.
- ✔ Have others look over your resume for content and grammar.
- ✔ Be clear and concise—employers only look at resumes for an average of six seconds.
- ✔ When applying online, upload your resume as a PDF and title the document with your name (e.g. JohnMaticsResume).

### HOW TO BUILD UP YOUR RESUME

- Some employers may offer low-stakes opportunities known as job shadows, which allow you to gain exposure to different positions you may be interested in.
- Consider getting involved in research by serving as a research assistant to a professor in SICE. Research provides an excellent opportunity to gain new knowledge and experience in the field, and it allows you to connect with faculty members who are experts in their area of study. If you are considering graduate school, this can be an especially beneficial experience.
- Employers love students who take initiative and allow their passion to flourish outside the classroom. Some ideas for personal projects include beginning a blog

### Don't

- ✘ Put anything besides the truth in your resume—embellishing or outright falsifying information will never benefit you.
- ✘ Use a resume template—they are very restrictive, and employers can spot them easily, giving the impression that you did not care enough to put more work into your resume.
- ✘ Include high school involvement. If you do not have enough activities now, get involved.
- ✘ Use the same verb repeatedly in multiple bullet points.
- ✘ Include personal pronouns (e.g., I, me, we).
- ✘ Include personal information, physical characteristics, or photographs on your resume.
- ✘ Include "References available upon request" on your resume. Employers will ask for references if they want them. A sample reference list is provided on page 26 of this guide.
- ✘ Use tables or columns.

or building an app. These are great resume builders as well as wonderful ways to apply your newfound technical skills in a hands-on setting.

- Volunteering is both a resume and happiness booster.
- Looking for more ideas?
  - LinkedIn Learnings provide opportunities to build out your competencies. More information on those may be found on page 33.
- How about getting involved in a student organization on campus?

Follow this link for more information  
<https://www.indiana.edu/hoosier-life/student-organizations.html>

## Sample Action Verbs

Use action words to begin bullet points that describe your experience and accomplishments.  
**Below are some actions words to use:**

LEADERSHIP	Accomplished	Changed	Employed	Implemented	Reorganized
	Achieved	Coordinated	Enforced	Improved	Resolved
	Advocated	Cultivated	Established	Led	Staffed
	Anticipated	Decided	Forecasted	Managed	Strengthened
	Approved	Delegated	Formed	Motivated	Supervised
	Attained	Demonstrated	Founded	Oversaw	
TECH EXPERIENCE	Budgeted	Developed	Guided	Planned	
	Centralized	Earned	Hired	Recruited	
	Accelerated	Assisted	Designed	Maintained	Received
	Accommodated	Audited	Drafted	Minimized	Selected
	Accounted for	Calculated	Executed	Obtained	Separated
	Adapted	Conducted	Expanded	Operated	Served
	Added	Constructed	Expanded	Organized	Set up
	Adjusted	Contracted	Generated	Originated	Solved
	Applied	Converted	Implemented	Performed	Trained
	Acquainted	Converted	Improved	Prevented	Upgraded
COMMUNICATION	Acquired	Created	Insured	Produced	Used
	Assembled	Demonstrated	Launched	Programmed	Utilized
	Addressed	Condensed	Informed	Presented	Simplified
	Administered	Created	Interpreted	Promoted	Streamlined
	Advertised	Defined	Interviewed	Provided	Taught
	Aided	Edited	Marketed	Publicized	Updated
	Appraised	Ensured	Negotiated	Published	
	Collaborated	Explained	Persuaded	Reviewed	
	Composed	Forecasted	Prepared	Revised	
	RESEARCH	Analyzed	Calculated	Evaluated	Studied
Applied		Conducted	Reported	Surveyed	
Assessed		Eliminated	Researched	Tested	

Go to  
[go.iu.edu/4QkK](https://go.iu.edu/4QkK)  
 to download

# Sample Resume 1

## Undergraduate Example

**JOHN MATICS**  
jmatics@indiana.edu | (812) 555-5555

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**EDUCATION**

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**Indiana University**, Bloomington, IN May 2024  
*Bachelor of Science in Informatics*  
Cognate: Business  
Minor: Small Business Management & Entrepreneurship  
Cumulative GPA: 3.81/4.00

**WORK EXPERIENCE**

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**John Deere**, Moline, IL Summer 2023  
*Systems Analyst Intern*

- Acquired navigational and functional overview of SAP and its capabilities.
- Developed SAP solution from conceptualization to full production utilizing ABAP programming.
- Increased awareness of Access and Visual Basic through the analysis and development of a user-friendly tool aiding in the data migration process from legacy system to SAP.
- Gained insight into roles of a business and technical analyst through hands-on experience.
- Enhanced time management skills by both creating and adhering to timeline for project completion.

**Eli Lilly and Company**, Indianapolis, IN Summer 2022  
*Information Technology Intern*

- Gathered and documented requirements and technical specifications for development of an internal SharePoint collaboration and knowledge management site which supports Lilly's Supply Chain Management governance processes.
- Developed site that allowed Lilly to save more than \$10,000 annually in maintenance and server costs.
- Selected as one of only nine IT interns nationwide.

**University Information Technology Services**, Indiana University, Bloomington, IN September 2021 – May 2022  
*Technology Center Consultant*

- Acquired communication skills by helping more than 1900 students, faculty, and staff both on the phone and in person.
- Tracked university network problems and solved a wide range of computer-based problems.
- Collaborated with a team of consultants to answer the more difficult questions.
- Built technical knowledge by troubleshooting problems spanning different operating systems, various types of software, and miscellaneous hardware issues.

**TECHNICAL SKILLS**

---

**Languages:** Java, Visual Basic, Scheme, C/C++  
**Platforms:** UNIX, Microsoft Windows, Mac-OS, DOS  
**Databases:** Structured Query Language, Microsoft Access, FoxPro, Oracle  
**Web development:** Front page, Java Script, Cold Fusion, HTML, XML  
**Miscellaneous:** SharePoint, SharePoint Designer, InfoPath, Microsoft Excel, Adobe Photoshop, Visio, ArgoUML, Xcode

**STUDENT INVOLVEMENT**

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**Informatics and Computing Student Association (ICSA)**, Bloomington, IN September 2020 – May 2021  
*Vice President*

- Successfully planned and executed major events as well as requested and received a \$2,000 sponsorship for ICSA.
- Co-led executive meetings and co-planned the strategic development and goals of the association.

**Accenture Case Competition**, Bloomington, IN February 2020

- Collaborated with a team of two others to provide a 35-minute presentation on a CRM model.
- Worked approximately 12 hours in two days conducting research to present a specific business solution.

**Undergraduate Instructor**, I101: Introduction to Informatics, Bloomington, IN Spring 2020

- Assisted in laboratories and office hours with the teaching of material and helped students struggling with the material.

**Peer Tutor**, K201: The Computer in Business, Bloomington, IN Spring 2020

- Increased problem-solving abilities by developing examples and answering questions that reinforce teaching of Microsoft Access and Excel.

# Sample Resume 2

## Undergraduate Example

**Jane Doe**  
janedoe@indiana.edu | (317) 291-0011

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**Education**

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**Indiana University**, Bloomington, IN May 2024  
*Bachelor of Science in Informatics*  
Cognate: Business  
Relevant Coursework: Accounting, Information Infrastructure

**Technical Skills**

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**Programming Languages:** Python, Java  
**Platforms:** Microsoft Windows, Mac-OS  
**Miscellaneous:** Adobe Photoshop, Adobe Captivate, Microsoft Excel  
**Spoken languages:** English, conversational Spanish

**Work Experience**

---

**Indiana University Dining**, Bloomington IN August 2022 – Present  
*Cashier*

- Present excellent customer service to students, staff and guests at IU dining locations
- Process cash and card payments and navigate the point of sale system in a quick and efficient manner
- Serve as a member of a team of up to twenty people per shift working together to solve problems as needed and assist in the training of new staff members

**Camp Mountain View**, Crystal River MI June 2022 – July 2020  
*Camp Counselor*

- Supervised groups of up to twenty campers ranging in age from 8-12 years old
- Planned and develop activities, schedules and events for the entire camp
- Developed marketing videos and social media posts displayed on the website for families using Adobe Captivate and Adobe Photoshop

**Leadership Experience**

---

**Foster Student Government**, Bloomington IN August 2022 – Present  
*Treasurer*

- Serve as an elected member of the student government representing the needs of all residents in Foster Quad by hosting events and advocating for building-wide changes
- Manage the budget by processing purchase requests for individual floor events
- Attend weekly meetings and communicate with the overall Residence Halls Association

**Luddy Consulting Association**, Bloomington IN August 2022 – Present  
*Member*

- Attend meetings and events for the Luddy Consulting Association to network with other students, staff and faculty
- Learn about the field of consulting from professionals in the industry and network with employers

# Sample Resume 3

## Graduate Example

**Sunil Ravindra Joshi**  
 datasciencestudent@indiana.edu • 812-555-5555  
 personalwebpage.com • github.com/personalgithub • linkedin.com/personallinkedin

---

**EDUCATION**

**Indiana University**, Bloomington, IN, United States **May 2023**  
*Master of Science in Data Science* *GPA 3.55/4.00*  
 Relevant Coursework: Data Mining, Applied Machine Learning, Statistics, Data Analysis and Modeling

**University of Pune**, Pune, India **May 2021**  
*Bachelor of Engineering in Computer Science* *GPA 7.8/10.0*

---

**TECHNICAL SKILLS**

- Languages and Models:** C/C++, R, Hadoop, Java, Python, Tableau, SAS
- Web Application:** HTML5, CSS, JavaScript, JQuery, JSP, ASP.Net
- Databases:** MongoDB, SQL, MS Access, Oracle
- Operating Systems:** Microsoft Windows, Mac OS X, Linux, Unix
- Certifications:** DB2 Universal Database V8.1 Fundamentals, Workday v25

---

**WORK EXPERIENCE**

**Little Mendelson**, San Francisco, CA **Summer 2023**  
*Data Science Intern (Employment Law Firm)*

- Applied boosted decision trees and neural network algorithms to predict the probability of charges turning into litigation based on more than six years' worth of case data from the Equal Employment Opportunity Commission
- Utilized machine-learning techniques to determine probable settlement values and duration of cases to help attorneys better analyze the time and cost factors in legal pathways

**Cognizant Technology Solutions**, Mumbai, India **June 2020-July 2021**  
*Software Engineer, Client: IBM*

- Developed web-based system using ASP.Net, JavaScript, and SQL Server to generate costing tool website for potential e-commerce clientele
- Conducted and led regression, system, performance, and functional testing for network products to be distributed worldwide
- Designed and implemented a software life cycle training program for incoming junior software engineers

*Software Consultant, Client: Bank of America*

- Developed full suite Workday solutions for HR, payroll, benefits and finance modules
- Led the offshore integrations team on multiple client projects delivering finance and payroll integrations
- Collaborated with internal team members and clients to ensure deliverables were met on time

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**SELECTED DATA SCIENCE PROJECTS**

**Data Analysis and Modeling for Public Transportation** **Spring 2023**  
*Technologies used: MongoDB, SQL, Python, R, HTML*


- Analyzed year-long bus data captured via GPS location and identified key factors affecting transit times, including weather, traffic patterns, recurring city events, and bus maintenance schedules
- Created a dynamic bus routing system to optimize the feedback mechanism for the transportation system's cross-platform mobile app resulting in more accurate real-time transit data

**Text Classification of Company's Failure Reports** **Fall 2022**  
*Technologies used: Python, Numpy, Scikit Learn, TF-IDF, KNN, Naive Bayes, Boosting*

- Wrote a Python program to extract data from more than 17,000 text documents of failure reports
- Used TF-IDF, stop words, and one hot encoding to vectorize text data and document labels
- Implemented K Nearest Neighbor, Naive Bayes, and Random Forest in Python with Scikit Learn library to classify documents into three failure products and more than 170 failure reasons
- Built a Scikit Learn pipeline to tune the meta-parameter and compared the performance of different models

# Sample Resume 4

## Graduate Example



**JESSICA IMES**

UX DESIGN RESEARCHER

123-456-7891  
 jaimes@indiana.edu  
 www.jessicaimes.com

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**DESIGN METHODS**

- Affinity Diagrams
- Competitive Analysis
- Iteration
- Mood Boards
- Personas
- Prototyping
- Scenarios
- Sketches
- Storyboards
- Usability Tests
- User Journey Maps
- User Stories
- Wireframing

**RESEARCH METHODS**

- A/B Tests
- Card Sorts
- Contextual Inquiry
- Diary Studies
- Generative Toolkits
- Interviews
- Observation
- Surveys

**TOOLS**

- Experience Design
- InVision
- Mural
- Sketch
- Validately

**COMMUNITY SERVICE**

- Self-Advocates of Indiana Picnic Volunteer 2015, 2016

**ORGANIZATIONS**

- Indiana Youth Group Mentor 2019
- Magna Cum Laude Honor Society Member 2013-2014
- Iota Iota Iota National Honor Society President 2013-2014
- Vice President 2012-2013

**EDUCATION**

**MASTER OF SCIENCE IN HUMAN-COMPUTER INTERACTION/DESIGN** May 2023  
 Indiana University | Bloomington, IN

**BACHELOR OF SCIENCE IN ANTHROPOLOGY & WOMEN'S STUDIES** May 2021  
 Ball State University | Muncie, IN

**EXPERIENCE**

**GRADUATE ASSISTANT** August 2021-Present  
 Indiana University | Bloomington, IN

- Instruct a class of 35+ undergraduate Informatics students with career planning, including creating resumes, writing cover letters and preparing interviews
- Coordinate with visiting companies to assist with recruiting efforts

**UX DESIGN INTERN** May 2020-August 2019  
 Akamai Technologies via Pro-Unlimited | Santa Clara, CA

- Researched and designed a proposal for Learn Akamai, a documentation site that allows public access to product documentation while enhancing the user experience for existing clients

**ASSOCIATE INSTRUCTOR** August 2019-August 2020  
 Indiana University | Bloomington, IN

- Instruct a class of 35+ undergraduate Informatics students with career planning, including creating resumes, writing cover letters and preparing for interviews
- Coordinate with visiting companies to assist with recruiting efforts
- Collaborated with faculty and staff in instruction for undergraduate class sections of Career Planning for the Luddy School of Informatics, Computing, and Engineering
- Assisted undergraduate students within the Luddy School of Informatics, Computing, and Engineering with creating resumes and developing their professional network

**TEAM LEAD** July 2018-August 2019  
 Bureau of Developmental Disabilities Services | Indianapolis, IN

- Supervised a team of seven to ensure processes for the State's Home and CommunityBased Services in accordance with the Centers for Medicare and Medicaid Services
- Managed correspondence with several state agencies and case management companies and to coordinate services

**SERVICE COORDINATOR** November 2017-July 2018  
 Bureau of Developmental Disabilities Services | Indianapolis, IN

- Coordinated with case management companies, providers and other state agencies
- Conducted interviews with individuals diagnosed with developmental and intellectual disabilities to ensure a holistic approach for services and supports

**PROJECTS**

**MEDWATCH** Fall 2021  
 Rapid Design for Slow Change INFO-590 Indiana University | Bloomington, IN

- Chosen as the top design team by Advisory Board after competing in a five-day design sprint with two other team members in which we researched, designed, and user tested a product that allows nurses to manage and track medications while still connecting with patients

# Amelia Livre

alivre@indiana.edu | (812) 555-1234

## Education

**Master of Library Science, Master of Information Science** May 2023  
Indiana University, Bloomington, IN

**Bachelor of Arts in Sociology and French** May 2020  
*Minors in Linguistics and Non-Profit Management*  
Indiana University, Bloomington, IN  
Studied abroad at Aix-Marseille University, Aix-en-Provence, France August 2018-May 2019

## Library Experience

**User Experience Intern** January 2023-Present  
Indiana University Libraries, Discovery and Research Services Bloomington, IN

- Present Google Analytics tips and update Google Analytics manual to enable users to analyze site statistics
- Design exhibit about web interfaces to educate students and faculty about web and library resources
- Analyze online catalog user tests and reference chat transcripts to determine library user patterns
- Write WordPress blog posts to educate readers about user experience relating to department initiatives

**Reference and Circulation Assistant** August 2022-May 2023  
Indiana University School of Public Health Library Bloomington, IN

- Performed reference interviews with students and faculty to retrieve library materials and answer research questions by searching library databases and IU's online catalog
- Taught students to use library technology, navigate IU's online catalog, and conduct database searches
- Maintained flow of materials in SirsiDynix Workflows by checking in, discharging, and trapping holds on materials and cataloging course reserves

**Collection Management Assistant** March 2022-August 2022  
Indiana University Libraries African Studies Collection Bloomington, IN

- Maintained relationships with international material exchange partners by compiling and emailing lists offering unneeded English, French, and African language books and journals
- Weeded journals and books duplicated within the collection by searching IU's online catalog and comparing holdings with other institutions through OCLC WorldCat

**Cataloging, Metadata, and Scanning Assistant** June 2022-August 2022  
Indiana University Liberian Collections Bloomington, IN

- Cataloged, classified, and shelved new reference materials using EndNote to aid Liberia researchers
- Recorded photograph metadata into Image Collections Online to increase accuracy of online resources
- Digitized articles in ScandAllPro and Adobe Acrobat to create electronic resources for researchers

**Library Reorganization and Cataloging Assistant** Summer 2021, May 2021-September 2021  
Glenn A. Black Laboratory of Archaeology Bloomington, IN

- Cataloged all monographs into PastPerfect, a computer catalog, for users to locate materials
- Reorganized and re-shelved more than 25,000 library resources into a new user-based system
- Developed and wrote cataloging and library use procedures to aid future cataloguers and library users
- Classified and inventoried new acquisitions

## Amelia Livre

Page 2 of 2

## Public Service Experience

**Lead Editor and Graduate Assistant** June 2022-May 2023  
Indiana University UITS Assistive Technology and Accessibility Center Bloomington, IN

- Interviewed, hired, trained, and supervised nine graduate and undergraduate student employees in editing electronic books, PowerPoints, and other course material for accessibility to blind and low-vision students
- Communicated with 21 blind and low-vision students, their instructors, and staff on eight campuses to deliver high-quality, accessible, cross-curriculum course materials based on student needs
- Performed quality control on edited documents to ensure they follow accessibility guidelines

**Alternate Media Editor** May 2021-May 2022  
Indiana University UITS Assistive Technology and Accessibility Center Bloomington, IN

- Edited English and French language, cross-curriculum course materials to fix file conversion mistakes and describe visual content for blind students to enable reading with screen readers or braille
- Scanned Adobe PDF textbooks into ABBYY Finereader to create editable MS Word documents

**English Teaching Assistant** October 2020-April 2021  
Lycée Ribeaupierre (Ribeaupierre High School), Teaching Assistant Program in France Ribeauvillé, France

- Taught lessons and led discussions with small and large groups of 10th-12th grade students about course material covering various Anglophone cultures to increase speaking skills and analytical abilities
- Researched Anglophone culture and concepts used by the school's four English teachers to lead discussions
- Evaluated and graded students' speaking abilities and understanding of class concepts during individual or small group meetings

## Skills

**Cataloging:** DDC, LCSH, MARC, OCLC Connexion, PastPerfect, RDA

**Citation Management System:** EndNote

**Content Management Systems:** Drupal, Omeka

**Document Design:** Adobe InDesign and Photoshop; Microsoft Office Suite 2013

**Integrated Library System:** SirsiDynix Workflows

**Languages:** French (proficient), German (bibliographic knowledge), Italian (bibliographic knowledge)

**Web Development:** Adobe Dreamweaver, CSS, HTML

**Wireframes and Prototypes:** Axure

## Professional Development and Leadership

**Professional Development Chair** August 2022-May 2023  
Association for Information Science & Technology (ASIS&T)-Indiana University Student Chapter Bloomington, IN

- Collaborated with seven fellow officers and University information technology professionals to plan workshops and information sessions for graduate students

**Secretary** January 2021-December 2021  
Indiana University Society of Art Librarianship Students Bloomington, IN

- Recorded monthly meeting notes and planned networking events with three other officers

**Assistant Coordinator** Spring 2021  
ASIS&T-Indiana University Student Chapter's Women in Information Science Symposium Bloomington, IN

- Created promotional flyers, moderated one session, organized tour, and contacted potential speakers

## References

Reference lists are used by employers to find out more about your academic ability, your work ethic, and your personal characteristics. References are usually previous or current supervisors, professors, athletics coaches, high school teachers, or other advisors who are part of your network. Continue to build relationships with these individuals and keep them informed of what you are doing so when you ask them to serve as a reference for you, they have a better idea of why you are asking them to serve in this capacity. Before adding people to your list, always ask permission and provide them with an up-to-date copy of your resume. You need to ensure that they are willing to provide a strong reference for you. It is important for you to select people who know you well enough to paint an accurate picture of who you are and what you are capable of.

The reference sheet should include names, titles, addresses, phone numbers, and emails for each reference. Include the same name and contact information heading from your resume on your reference sheet and cover letter so the documents match in style.

During the job search process, you should wait until an employer asks before providing your reference list. Usually, employers will contact references after conducting an initial interview, so references should not be sent with the cover letter and resume. If the employer asks for them, make sure to let your references know to expect a contact and from whom so they are not surprised.

### SAMPLE REFERENCE LIST

#### JOHN MATICS

500 Technology Avenue, Bloomington, IN 47406  
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## Cover Letters

A cover letter (also known as a letter of application) is a formal letter of introduction that accompanies a resume when you are applying for a job. A cover letter should always be sent with a resume unless an employer instructs otherwise. It is an opportunity for you to send a targeted message to the employer that communicates your interest in the position and describes what you can contribute to the company.

### COVER LETTER CONTENT

#### Heading

Be sure to include your contact information at the top of the cover letter. Your contact information should match the contact information heading on your resume to maintain the stylistic impression made by those documents. The information must include:

- The current date
- The employer’s address
- A salutation to a specific individual whenever possible (If you do not know a specific individual, research to find out who that person might be. DO NOT address the letter to “Dear Sir or Madam.”) As a last resort, address the letter to “Dear Hiring Committee” or “To whom it may concern” or a specific team within the organization.

#### Example:

#### JOHN MATICS

500 Technology Avenue, Bloomington, IN 47406  
 jmatics@indiana.edu | (812) 855-5555

August 22, 2023

Ms. Allison Cregg  
 Recruiting Coordinator  
 Company Awesome  
 1000 Indianapolis Avenue  
 Indianapolis, IN 46201

Dear Ms. Cregg:

### Introductory Paragraph

- Explain who you are and why you are submitting a resume.
- State the specific job title of the position for which you are applying and mention how you learned about the position or the organization (e.g., Handshake listing, a listserv email, a friend at the company). If you learned about the position from a personal contact, mention that individual by name if they are in good standing with the company and have given you permission to do so—personal referrals carry a lot of weight for employers.
- Indicate some knowledge of and/or interest in the organization to show that you have done some research.

### Body Paragraphs (1–2)

- Describe how your skills, education, and/or experience are relevant to the position and how they coincide with the organization’s needs. Be sure to include terms they use in the job description.
- Highlight your strengths and qualifications without repeating your resume. Use specific examples to provide evidence of skills, experiences, and accomplishments that fit with what they are seeking.

## Closing Paragraph

- Reiterate your interest in the position and refer them to your enclosed/attached resume.
- State that you would like an interview and indicate follow-up intentions, either actively or passively.
  - **Active:** "I would like the opportunity to meet with you in person to discuss this position."
  - **NOTE:** you should list the exact position you are applying for.
  - **Passive:** "I appreciate your consideration, and I look forward to hearing from you."
- Express your appreciation for the employer's time and consideration.
- Provide your phone number and email address to make it easy for them to contact you.
- If you are sending a hard copy, be sure to sign the letter after the valediction (e.g., "Sincerely").
- Always indicate whether there are enclosures included (e.g., resumes, transcripts, etc.) by writing the word "Enclosure" below your name.
- Luddy Career Services recommends that even when cover letters are not required, you should submit them. This is an additional opportunity for you to showcase your competencies and professionalism.

## Cover Letter Tips

- Use block or modified block business letter format (i.e., left justified with no indentation), and keep the wording professional.
- Individualize the letter by incorporating information learned through your research about the company.
- Write a unique letter for each company/application specifically related to the job.
- Do not address the letter to just a title or a department. If you do not have a contact name, investigate the company website and other online resources for contacts and addresses, or call the company and request the name of the person responsible for hiring college graduates in your career area.
- Your cover letter should not be a repetition of the experiences on your resume.
- Write multiple drafts. Do not write it in one sitting and send it. Come back to it after time passes and make sure you are happy with it. Schedule an appointment with a career advisor to have it reviewed.
- Don't apologize for any shortcomings (e.g., "Although I don't have the required experience..."). The cover letter is for you to promote yourself.
- Proofread your letter to ensure it is error free and have two or three other people edit and proofread the letter before you send it. Grammatical errors and misspellings will reflect poorly on you.
- When sending a resume by email, you may follow the cover letter format to introduce the attached resume, or you may draft a brief email and attach both documents.

# Cover Letter Sample

## 1 Heading

Be sure to include your contact information at the top of the cover letter. Your contact information should match the contact information heading on your resume and your list of references to maintain the stylistic impression made by those documents.

### Example:

**Your Name**  
Street Address, City, State/Zip Code  
Email | Phone Number

Date

**Employer's Name** (This can also be the name of the recruiter or director of the department.)

Title  
Organization Name  
Street Address  
City, State/Zip Code

Dear Employer's Name: A salutation to a specific individual whenever possible (If you do not know a specific individual, research the name of the proper person. DO NOT address the letter to "Dear Sir or Madam.") As a last resort, address the letter to "Dear Hiring Committee" or "To whom it may concern."

## 2 Introductory Paragraph

Explain who you are and why you are submitting a resume. State the specific job title of the position for which you are applying and mention how you learned about the position or the organization (e.g., Handshake listing, a listserv email, a friend at the company). If you learned about the position from a personal contact, mention that individual by name if they are in good standing with the company and have given you permission to do so—personal referrals carry a lot of weight for employers. Indicate some knowledge of and/or interest in the organization to show that you have done some research.

## 3 Body Paragraph(s)

Describe how your skills, education, and/or experience are relevant to the position, and how they coincide with the organization's needs by expanding on the information from your resume. Be sure to include terms used in the job description. Highlight your strengths and qualifications without repeating your resume. Use 1–2 specific examples to provide evidence of skills, experiences, and accomplishments that fit with what they are seeking. Examples can include academic projects, work experiences, extracurricular or volunteer activities, etc. The key is to make a connection between your skills/experiences and the qualifications being sought by the employer.

## 4 Closing Paragraph

Reiterate your interest in the position and refer them to your enclosed/attached resume. Summarize why you are a qualified candidate for this specific position. State that you would like an interview and indicate follow-up intentions, either actively or passively. (Active: "I would like the opportunity to meet with you in person to discuss Position Y, and I will contact you in two weeks to follow-up on my application." Passive: "I appreciate your consideration, and I look forward to hearing from you.") Provide your phone number and email address to make it easy for them to contact you. Express your appreciation for the employer's time and consideration.

**Sincerely,**

**Your signature**

(If you are sending a hard copy, be sure to sign the letter after the valediction (e.g., "Sincerely").

**Your typed name**

# Building Your Network

Networking isn't about talking to someone with the aim of passing on your resume or handing out a business card. It's about building and maintaining professional relationships. Successful networking will build a strong base of contacts who can be a resource when you are looking for a new career opportunity. These individuals can share job-hunting advice or tips, inside information about job openings and hiring processes, or provide recommendations.

Make connections with the people around you during your academic journey including professors and peers. Volunteer, get involved in student groups, attend career events, and join professional organizations to expand your network while you are still in school.

## ELEVATOR PITCH

An "elevator pitch" is your quick introduction and personal selling statement used when meeting employers or attending networking events. It should be a concise speech that describes who you are, what skills you have, and why you are interested in a position. When delivered verbally, you should be able to give your pitch in under one minute. A good elevator pitch takes practice and planning but should also feel natural and be adapted to situations and audiences.

At a recruiting event, such as an information session or the Career Fair, an elevator pitch should include:

- An introduction, including your name, school, and degree
- The focus of your search
- Relevant skills and experiences that you have to offer
- What differentiates you from your peers
- A call for response or question

Some sample elevator pitches are below:

“Hi, my name is Serena Dominguez, and I am a junior informatics major at Indiana University in Bloomington. In the past year, I've strengthened my skills in applying technology solutions through my work in Serve IT with a local nonprofit. I am looking for an internship position that will allow me to work in a client-facing role but also require some technical analytics. The position posted in Handshake by your company piqued my interest, and I'd like to know more about what type of experience you require and the best way to apply.”

“Hello, I'm Matthew Parker, and I am a first-year student in the computer science master's degree program at Indiana University in Bloomington. Prior to graduate school, I worked for four years as a software development consultant for a large public consulting firm. I combined my love for problem solving with business, and this passion led me to further pursue my education. Can you tell me what skills you look for in a candidate that can really set them apart?”

## INFORMATIONAL INTERVIEWING

One way to begin building your network is by conducting informational interviews. Informational interviews are brief meetings with people who are established in a particular career field. The interviews are an opportunity for you to ask their perspective on their job, the company, the future of the field, and how they grew to where they are today. This interview can be conducted either online via LinkedIn, in person, or by phone. In either case, ask the individual you are contacting if you may visit with them for a specific period for an informational interview.

Note that you are not asking for a job interview nor are you asking for a job in the future. The objective is to obtain information that may be useful for you in making decisions involved in your career planning and in the job search process.

## HOT TIP

### General Etiquette

People are usually very open to speaking with students who are approaching the job market and are eager to pass on advice. Don't be shy about reaching out, but keep in mind a few general rules:

- Know your audience (recruiters, alumni). This will help determine how to tailor your approach.
- Know the appropriate method of communication (email, phone, or online networking).
- Always answer these key questions: Who are you, and what is the purpose of this communication?

## Email/Online Messaging Format

- **Subject line:** Use a subject line that makes a connection. If you don't include a subject line and the individual does not recognize your name, it is likely that your message will be deleted before it is read.
- **Intro:** State your name, school, year, major, and how you received their information.
- **Body:** This should be the goal of your email.
  - "I'm interested in learning more about \_\_\_\_\_ industry/company."
  - "I'm looking for opportunities to network with experts in the industry."
  - "\_\_\_\_\_ recommended I contact you and speak with you briefly to learn more about \_\_\_\_\_."
  - Set up the phone call/meeting: "I'd love the opportunity to speak with you for 15–20 minutes and learn more about \_\_\_\_\_. Is there a good time within the next few weeks that I can schedule a call or meeting with you?"
- **Closing:** Thank them for their time.

After successfully setting up a meeting, develop an agenda with specific questions you want to ask.

For example:

- How did you get started at this company or in this field?
- What kinds of schooling and/or experiences are necessary to be successful?
- What do you find most rewarding about this work?
- What advice do you have for making the most of my time at IU?
- Is there anyone else that you recommend I should meet with to gain more perspective?

## Phone Call/Meeting Format

- **Intro:** State your name, school, year, major, and how you received their information.
  - "Is this a good time to talk?"
- **Body:** This should be the goal of your call.
  - "What advice do you have for someone in my position?"
  - "Why do you like working in the \_\_\_\_\_ industry/company?"
  - "I've had exposure to \_\_\_\_\_ through my \_\_\_\_\_ course OR internship at \_\_\_\_\_. Do you have any advice regarding other related areas I should learn about?"
- **Closing:** Ask for referrals or about openings with their company. Send them your resume.
  - "Is it okay if I keep in touch every few months with you?" (This depends on your level of rapport.)

## Things to remember:

- They are doing you a favor, so work around what is convenient for their schedule and remember to remain respectful of their time.
- The informational interview is about getting information about a career and industry, not about getting a job, so do your research on the industry before the interview and set an agenda.
- You are building a professional relationship, so be polite and courteous.
- Send a thank you email 24–48 hours after the informational interview.



## Using LinkedIn

LinkedIn is a professional networking site used by employers and recruiters to find potential candidates. It also is a space for candidates to find jobs, join career- or skill-focused groups, and build a professional network.

**The connections you make on LinkedIn should be different from other social media accounts.** Be selective about who you add to your professional network—classmates, project members, colleagues, coworkers, professors, strategic alumni connections, Luddy Career Services professionals, career professionals, etc.

**Do not include your address or direct contact information on resumes or you upload to LinkedIn or any other third-party site.** Scammers posing as police, Homeland Security, the IRS, and more attack students each year using data they found on LinkedIn.

**Beware of disreputable employers trying to take advantage of students.** If an employer contacts you about a job you did not apply for, promises visa sponsorship, performs no interview or a single interview, pressures you for a quick answer (24–48 hrs), requests money or other payments as part of your contract, contact a Luddy Career advisor! We can help you evaluate the offer for validity and strategize about a response.

### COMPLETE YOUR PROFILE

When building your LinkedIn profile, be sure to make it as complete as possible.

- **Headline:** A concise but descriptive statement that shows your current situation and goals. Customize it to reflect your aspirations.
- **Photo & Background Photo:** Your photo should be just you looking your best. Background photo should reflect personality, design philosophy, career goals, project examples, etc.
- **About:** Include information about your work passions, skills, qualifications, goals, and interests. Write in first-person and tell your story in a way that gives employers a quick glimpse of who you are and what you care about in your career.
- **Featured:** This is an optional section that you can add to your profile to highlight projects or other work-relevant links, such as your resume or portfolio. (Do not include direct contact or location information)
- **Experience:** Work history (paid/unpaid, full/part-time), volunteer roles, internships, etc. can all go here. This can be a great place to put experiences that were important to you but are not critical to have on your current resume. You can bullet point descriptions or provide a shorter description in sentence form. Consider work responsibilities, tasks performed, and key accomplishments and contributions. If attempting to attract recruiters, include strategic key words and phrases!
- **Skills and Endorsements:** Highlight the skills you have on your resume and any additional skills you feel you have. Your network—colleagues and friends who are familiar with your work—can “endorse” those skills, vouching for your professional abilities.
- **Projects:** Highlight projects that you are proud of to bring to the attention of an employer. Indicate context (class project, professional project, voluntary, etc.) and discuss your specific contributions. If you worked in a team, add the team members to the project listing!

### MAKE CONNECTIONS

When building your network, make connections with people you have met and interacted with—professors, supervisors, coworkers, peers, and others. Be sure to personalize the note when inviting someone to connect with you by reminding them where they met you or why you would like to connect.

### SEARCH FOR JOBS

Remember also that the LinkedIn platform is a useful tool for searching for jobs as well as for showcasing that you are open to work!



### FIND OPPORTUNITIES & JOIN GROUPS

Are there companies or industries (healthcare, education, business) that interest you? Follow their recruiters who will sometimes post first-look information about jobs, internships, workshops etc. You can also join group or associations based on your interests, connections, education, or industry, which give you an opportunity to interact directly with professionals through ongoing group discussions.

Also, you might consider reaching out to IU alumni. Often, they are open to conversations regarding their career paths and advice to break into certain career fields. If you reach out to IU Luddy alumni, ask about a short 10–15-minute informational interview. Do not ask for a referral to a position in their company! If you need guidance on how to reach out to alumni and how to prepare for informational interviews, please make an appointment with the Luddy Career Services advising staff.

### BUILD YOUR COMPETENCIES

IU HR has partnered with LinkedIn Learning to provide current students with access to an online library of expert-led video tutorials and courses. This is a great way to build your skillset and expand your knowledge on such topics as Diversity & Inclusion, Management, Organizational Leadership, People Management, Wellness, Customer Service, Communication, and so much more! See [general information about LinkedIn access via IU, FAQ](#), and a [quick start guide](#), for more information.

## Your Online Presence

Social media usage in career-related and recruiting activities has increased significantly in recent years. Being active in these spaces can keep you informed of trends and news, serve as a place to look for jobs and internships, and allow you to expand your personal and professional network. Employers are also known to use social media as part of their “background checks” to learn about an applicant before making interviewing and hiring decisions.

### Be sure your social media presence can't give prospective employers “red flags” about you as a candidate.

To incorporate social media as part of your job search, review our advice for some of the major platforms below. Remember that deactivating an account doesn't necessarily mean information identifying you has been removed from the Web. Wherever possible, utilize all possible privacy settings to limit public viewing of your information including tagged photos/comments, wall posts, etc.



#### LINKEDIN

##### Profile cannot be fully privatized, so use for professional, career-related purposes only.

The most commonly used career networking site, LinkedIn can be a useful resource for you to establish a professional online identity, learn more about particular companies, follow recruiters, Luddy Career Services, participate in industry-related conversations, and make connections with others in your career path.



#### INSTAGRAM

**Privatize your account to limit public viewing** and/or keep your activities professional. Use Instagram to follow Luddy Careers (@luddy\_careers) and other student groups, companies, or organizations to learn about upcoming events and job search information.



#### TWITTER

**Privatize your account to limit public viewing** and/or keep your activities professional. Companies are increasingly using Twitter's near-global reach to promote jobs and internships. Follow employers of interest, interest groups, and relevant professional organizations to find additional opportunities.



#### TIKTOK

**Privatize your account to limit public viewing** and/or keep your activities professional. TikTok has many career-specific influencers offering resume, interview, and other job-related advice. A “video resume” may also be a unique way to stand out from the crowd for those in creative industries pursuing jobs in marketing, social media management, or digital content creation. Know that video applications could have the power to influence an employer's opinion the way a traditional resume, cover letter, or interview may not, which could be positive or negative.



#### FACEBOOK

**Privatize your account to limit public viewing.** Be sure that if an employer can find and view your page, you have reviewed your photos, videos, comments, and wall posts for professionalism.



#### OTHER WEB PLATFORMS

There are a variety of other tools and sites that you can use to develop your personal brand and incorporate into your job search strategy, including personal websites, blogs, portfolio sites, and profiles on sharing networks like GitHub. But, like most career-related activities, you should initiate these as part of a larger strategy that emphasizes your personal skills and values.

## The Job & Internship Search

### HANDSHAKE

Handshake should be your first place to search for leadership programs, internships, and full-time positions. Employers who list jobs through this database have specifically expressed interest in Luddy students. For more information about how to utilize Handshake, please revisit page 9 or the [Luddy Handshake Guide](#).

### THE CAREER FAIR

Attending the Career Fair gives you the opportunity to enjoy interactions with employers from around the country. The next page has more information about Career Fairs.

### RECRUITING OUTSIDE OF THE CAREER FAIR

Keep in mind that not all companies choose to recruit solely at career fairs. Throughout the semester, some companies will choose to host information sessions, meet and greets, class visits, or student organization events in addition to or instead of attending the Career Fair. If a company you are interested in is participating in any of these sessions, you should plan to attend. Be sure to take advantage of an employer's events both on campus and virtually—they want to connect with you as they build their talent pipeline.

Additionally, both large and small companies are finding candidates through other means such as LinkedIn, social media, hackathons and case competitions, and networking events. If a company you are interested in is not attending the Career Fair, contact Luddy Career Services. We can help you develop a plan for reaching out to that company and learn more about their job and internship opportunities.

### ADDITIONAL RESOURCES

Outside of Handshake, we recommend looking for postings through **LinkedIn**, **Glassdoor**, and **Indeed**; however, note that postings through these organizations are open to the public and therefore are likely to have a large number of applicants. Due to this large applicant pool, you will most likely submit many more applications than you will receive calls for interviews.

If you are searching for local opportunities in Bloomington, visit the **Bloomington Technology Partnership** at [bloomingtontech.com](http://bloomingtontech.com).

There are more than 40 tech companies based in Bloomington ranging from small start-ups to large companies. Start with the Partnership's Jobs page, but you can also use the site as a resource to research and network with local companies.

Likewise, if you are searching for jobs or internships in Indiana, visit **Techpoint**, a partner organization that promotes opportunities throughout the state's growing tech community. At [www.techpoint.org](http://www.techpoint.org), you can find more information about their talent programs including **Xtern**, **Indy Tech Fellowship** for recent grads, and their jobs board. They also provide a “Jobs in Tech 101” resource as well as a tech exploration tool.

Finally, read the **Luddy Digest** from Luddy Career Services. New resources are always being promoted, and call-outs for specific positions and events are often directly in the Digest. Follow our [Instagram](#) and [LinkedIn](#) (@luddy\_careers) to learn about exciting opportunities.

If you are using tailored application materials and still not receiving calls, please meet with a Luddy Career Services advisor to discuss job search strategies.

# Career Fair

Career fairs are a great way to connect with potential employers. The Luddy School of Informatics, Computing, and Engineering hosts two career fairs each academic year—one during the fall semester and one during the spring semester. By attending the career fair, you can learn more about specific companies and organizations, investigate open positions and career possibilities, and discover the skills and qualifications you need to develop to become a more competitive candidate in the future.

## WHAT TO EXPECT AT AN IN-PERSON CAREER FAIR

- Most career fairs are held in one large room with rows of tables that are staffed by representatives from participating organizations and decorated with table displays and company swag.
- Student registration tables are usually located at the entrance to the career fair. You will be asked to wear a name badge to identify yourself, and there is typically a coat room for you to stow your belongings.
- Lists of attending organizations and maps identifying their locations may also be available.
- Be prepared to wait in line at check-in and have your student ID or ID number at hand.
- Depending on the time of day, the career fair is likely to be noisy and crowded. If you lose focus easily, try to attend midday when traffic has slowed.

## WHAT TO EXPECT AT A VIRTUAL CAREER FAIR

Typical career fairs involve standing in line to meet an employer, while a virtual fair is a series of pre-scheduled meetings.

Luddy virtual career fairs are usually hosted in Handshake. On this platform, you may sign up for two types of meetings: 10-minute, one-on-one slots with a recruiter and 30-minute group sessions hosted by an employer team. Employers are able to place filters on their schedules if they are looking to meet with certain students (program/major, graduation date, GPA, etc). Continue to check Handshake as new employers or sessions may be added.

Time slots are limited, and it is crucial to show up for your reserved meetings during the virtual career fair. Missing a meeting robs an opportunity from a fellow student and creates a negative impression with the employer.

## HOW TO PREPARE

- **Research:** Review the list of organizations that will be attending the fair. This information is available in Handshake. Research the employers that are of interest to you by visiting their websites. Come prepared with questions to ask the representatives.
- **Strategize:** Prepare a strategy for working the fair. Prioritize employers with whom you would like to speak, identify the information that you would like to get from them, and specify the goals you hope to achieve by attending the fair. Don't speak with your favorite employers first—take time to get used to navigating the fair before you talk with them. Please note that for virtual fairs, you will be required to register for a time slot in advance to meet with an employer instead of “standing in line.” Watch for communications from Luddy Career Services for more information.
- **Resumes:** For in-person fairs, print an adequate supply of resumes in advance. Bring at least 15 copies. There will not be printers available for use. For virtual career fairs, have your resume uploaded to Handshake at least one week prior to the fair to allow for maximum views by employers. You can also share your resume with employers in a link through the chat. We recommend having your resume easy to reference and send during the fair.
- **Attire:** Plan to dress in business casual or business professional attire—a full suit or suit alternative. Jeans, sweatpants, leggings, tennis shoes, flip flops, and other casual attire are not appropriate.
- **Practice:** Practice answering some general interview questions and prepare questions that you would like to ask the employers based on your research and your current career goals.

## AT THE FAIR

- Employers respond positively to a direct approach: make eye contact, share why you are interested in the organization, and tell them what you are looking for, including two or three possible interest areas.
- Prioritize your time to meet with all the employers on your list. Be sure to give your resume to each employer, but don't get frustrated if you are directed to apply on the company website. This is becoming standard procedure in hiring practices.
- If you are interested in interviewing with an employer, ask about their recruiting timelines.
- Write down information on the back of business cards to reference in thank you notes to employers. **Don't be shy about asking for a business card or contact information**—employers may not volunteer to give them out, and Luddy Career Services cannot share recruiter contact information.
- In a virtual fair, ask for contact information to be shared through the chat.

## Questions to Ask:

You will have a brief amount of time to ask the representatives questions about the position. Be sure to introduce yourself before jumping into your questions and thank them at the end of the conversation. Do not ask questions that could be easily answered by the company's website.

Sample questions include:

- (After you describe your academic and work experience) What are typical entry-level positions for someone with my major, skills, and experience?
- What type of previous work experience do you look for in candidates?
- Do you have a formal internship program?
- What skills do you look for in candidates?
- What is the best way to apply to your organization, and how long does the hiring process usually take?
- Will you be on campus to interview?
- What qualities do you think make your company stand out from the competition?

## Questions You May Be Asked:

Be sure to prepare responses to typical interview questions:

- What kind of position are you looking for?
- Why are you interested in working in the field you described?
- Why are you interested in this company?

## AFTER THE FAIR

- Be sure to apply for open positions via Handshake or the employer's website. Sharing your resume at the career fair is not an application. If employers are hosting interviews during the semester, applying through Handshake is the first step in the interview process. You must remember to apply by the resume submission deadline. Some deadlines will be the day of the fair.
- Write a thank you email and send it the next day. Be sure to thank the employer for his or her time and restate your interest in and qualifications for the position.
- Another option is to connect with the employer on LinkedIn or Handshake and send a message to thank them.
- Follow up. Within one week of the fair, contact the representatives you spoke to unless you have already discussed an alternative arrangement, such as an interview. Employers may leave the fair with hundreds of resumes, and fewer than five percent of students follow up after the fair. This simple step can give you a significant advantage.



# Interviewing

The interview is your opportunity to convince the employer that you are the right person for the job. Your resume gets you the interview, but the interview gets you the job. Therefore, it is important for you to be able to articulate your past work experiences, accomplishments, and future career goals, all while demonstrating your professionalism, communication skills, personality, and confidence. Therefore, you must be comfortable with the idea of marketing yourself to an interviewer.

Interviews are generally conducted over the phone, by video, or in person. Before your interview, be sure to carefully review all available information about the company, reread the job posting, and prepare to answer questions about your goals, values, education, and experience.

## PREPARING FOR THE INTERVIEW

For a successful interview experience, you must demonstrate both self-awareness (an understanding of your own skills, abilities, values, and qualifications) as well as awareness about the employer.

### Self-Awareness

Start by taking a personal inventory and assess your skills, education, experience, and personal qualities. By recognizing your own values, interests, and skills, you will be able to determine whether a company or organization is a good fit for you. By doing a thorough self-assessment, you should be able to answer the following questions:

- What are my career goals and objectives?
- What are my skills and abilities? How do they relate to the job for which I am interviewing?
- Where do I want to work and what types of positions interest me?
- What are my weaknesses? Am I prepared to address those weaknesses in an interview?
- What variables am I willing to negotiate (e.g., salary, geographic location)?

### Employer Awareness

You must research the potential employer to be considered a conscientious candidate. The research will help you understand what skills and qualities the employer is looking for, and you will be able to anticipate what kinds of questions may be asked during the interview. Your research should include:

- Type of organization, its function, and its industry
- Structure and size of the organization
- Company history, mission, vision, and goals
- Leading competitors
- Product lines and services
- Geographic locations
- New trends in the field
- Local or national news reports that affect the company

### Resources to Find this Information Include:

- Corporate websites and their social media sites (LinkedIn, Twitter, Facebook, etc.)
- [www.glassdoor.com](http://www.glassdoor.com)
- [firsthand.co](http://firsthand.co)
- Blogs
- Newspapers
- Current employees
- Past employees (with good standing)

Additionally, with Handshake Q&A (Question & Answer), students can ask career and employer related questions, and get answers from other students or alumni from any school on Handshake.

## INTERVIEW FORMAT

Most interviews fit a general pattern lasting approximately 30–45 minutes, and a typical structure is as follows:

- **Greeting, introduction, and small talk (5 minutes):** The interviewer will build rapport with you to create a more relaxed atmosphere for the interview.
- **Discussion of your background and credentials (15–30 minutes):** The interviewer will ask you questions about you, your skills, your personal qualities, and your credentials.
- **Candidate questions (5 minutes):** You will have the opportunity to ask questions of the interviewer about the position and the company. Your questions should allow you to clarify information not answered in the interview or through research, and they give the interviewer an opportunity to assess your interest in the position. Have at least 5–7 questions prepared; this way you will have more questions in case some were answered during the interview.
- **Wrap up (5 minutes):** The interviewer will explain the next steps in the decision-making and hiring process. You have the opportunity to restate your interest in the position, to thank the interviewer for his/her time, and to ask about what the next steps are or when you can expect to hear back from the organization. Be sure to ask for contact information so you can send a thank you note.

During the discussion of your background and credentials, the interviewer will ask questions about your past experiences both within the classroom and in professional settings. Types of questions include:

- **Behavioral:** In the past, how have you applied your skills in particular situations? (“Tell me about a time when...”)
- **Situational:** How would you behave in a hypothetical future situation? (“What would you do if...”)
- **Technical:** What is your technical knowledge? (“Design a code that does X...”)
- **Off-the-Wall:** How do you think outside the box? (“If you could be a superhero, what would you want your super power to be?”)

## STAR TECHNIQUE

In preparing for the interview, you should identify examples of situations where you have demonstrated the behaviors a given company seeks. During the interview, focus on a particular situation, not a general one, which relates to the question at hand. Describe the situation, explain what you did specifically, and articulate the positive result or outcome. Organize your response according to the **STAR technique** to answer the question effectively.

S	T	A	R
Situation	Task	Action	Result
Describe the situation you were in by briefly providing context for Your story.	Explain the task that you needed to accomplish.	Describe the various actions you took (and why) that led to accomplishing the task.	Explain the results that followed because of your actions. If you would do things differently in the future based on what you learned, tell them that.
<b>EXAMPLE</b>			
Last year, I served as the vice president for my student organization, and I was responsible for planning a charity fundraiser.	My goal for the event was to raise \$3,000 for a specific non-profit.	To maximize efficiency, I organized the volunteers into subcommittees and delegated assignments so that each group was responsible for reaching out to a different demographic of constituents (local businesses, alumni, faculty/staff, etc.).	Due to the targeted approach to fundraising, we raised \$3,750 and engaged the entire organization’s membership in participating in the fundraiser.

## POSSIBLE INTERVIEW QUESTIONS

- Tell me about yourself.
- What do you know about us? Why do you want to work for us?
- What technical skills do you have that fit our position?
- What strengths do you offer?
- What is your greatest weakness?
- What idea have you developed and implemented that was particularly creative or innovative?
- Tell me about a team project contribution of which you are particularly proud.
- Describe a leadership role you have held, and tell me why you committed your time to it.
- What is your greatest accomplishment?
- What three trends do you see in the future of our industry?
- What characteristics do you think are important for this position?
- Where do you see yourself five years from now? What are your future goals?
- What has been one of your greatest disappointments, and how did you respond to it?
- What challenges are you looking for in a position?
- What work experience has been most valuable to you and why?
- Describe your ideal supervisor.
- Tell me about a problem you solved.

## THE MEANING BEHIND THE QUESTION

It is important to know that some employers ask questions that seem very simple. However, the meaning behind the questions may not be simple at all. (Adapted from the book *Money Jobs*.)

### When Interviewers Ask You...

Tell me about yourself. How does your background qualify you for this job?

What are your greatest strengths and weaknesses?

Where do you want to be in five years?

Why this job? Why this organization?

How would your peers describe you?

What makes you think you will succeed in this organization?

Why should we hire you? What do you bring to this job?

### What They Really Want to Know Is...

Can you take an incredible amount of information, organize it quickly in your head, and present it in a concise and articulate fashion?

Are my perceptions of your strengths and weaknesses the same as yours? How mature are you in dealing with your weaknesses? Can you identify methods for self-improvement?

Have you done your homework? Are you analytical?

What motivates you and what do you want out of life? Is this job merely a stepping stone to something better?

How do you see yourself? Are you a leader or a follower?

Have you accurately identified the skills and expertise needed to succeed? Can you prove you have them?

How are your promotion and persuasion skills? Are you believable? If you can't sell yourself, how will you be able to sell our products/company/ideas?

## QUESTIONS TO ASK THE INTERVIEWER

- What are the specific duties or specific projects assigned to a person in this position?
- How often are performance reviews given?
- How is job performance evaluated?
- Who would I report to? What kind of supervision would I receive?
- What is the supervisor's management style?
- What are some short- and long-term goals of the organization?
- How would you describe the culture of the organization?
- What types of opportunities are available for professional growth?
- What is the skill set that the company is looking for in the person who fills this position?
- What do certain individuals like about working for the organization?
- What is the next step in the hiring process?

Salary should not be discussed during the early stages of the interview process unless the employer introduces the topic. Before you interview, you should decide what your financial expectations and financial needs are and find out what the general salary range is for a similar position.

## LEGAL AND ILLEGAL QUESTIONS

According to the U.S. Equal Employment Opportunity Act, certain questions cannot be asked if the answers will disqualify a significantly larger percentage of members of a certain group than others. Before you go into an interview, be aware of what kinds of information you cannot be required to provide. The questions must be job-related and necessary to judge an applicant's competence for the job.

Although most individuals will not encounter these questions at larger companies and organizations, you should be prepared with a response should you be asked inappropriate question. Practice your response with a friend or a career advisor. It is your choice whether or not to answer an illegal question. Your response can range from: Answer the question directly (it is not illegal for you to answer).

- Answer the perceived underlying question without answering the question directly (if asked "Do you have kids?" you might respond, "If you are concerned about my willingness to travel, I know that travel is an important aspect of this position, and it is something I look forward to.").
- Ask how the question is relevant to your qualifications for the position.
- State that you do not think the information is relevant to your qualifications for the position.
- State that the question is an illegal question and/or you would prefer not to answer.
- Terminate the interview if you are uncomfortable and illegal questions continue.



ILLEGAL QUESTION	LEGAL QUESTION
<b>National Origin/Citizenship</b> <ul style="list-style-type: none"> <li>• Are you a U.S. citizen?</li> <li>• What is your “native tongue”?</li> <li>• What is your (or your parents’) nationality, birthplace, etc.?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you authorized to work in the U.S.?</li> <li>• What languages can you read, speak, or write?</li> <li>• Will you now or in the future require sponsorship for an employment visa (e.g., H-1B)?</li> </ul>
<b>Age*</b> (*These questions can be asked after you are hired.) <ul style="list-style-type: none"> <li>• How old are you?</li> <li>• When did you graduate?</li> <li>• What is your birth date?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you over the age of 18?</li> </ul>
<b>Marital/Family Record</b> <ul style="list-style-type: none"> <li>• What is your marital status?</li> <li>• Do you plan to have a family? When?</li> <li>• What are your child-care arrangements?</li> </ul>	<ul style="list-style-type: none"> <li>• Would you be able and willing to travel for this job?</li> <li>• Would you be willing and able to work overtime if necessary?</li> </ul>
<b>Arrest Record</b> <ul style="list-style-type: none"> <li>• Have you ever been arrested?</li> </ul>	<ul style="list-style-type: none"> <li>• Have you ever been convicted of a crime? (Asking for details is permissible, if the crime could be related to the job.)</li> </ul>
<b>Military</b> <ul style="list-style-type: none"> <li>• If you have been in the military, were you honorably discharged?</li> </ul>	<ul style="list-style-type: none"> <li>• In what branch of the Armed Forces did you serve?</li> <li>• What type of training or education did you receive in the military?</li> </ul>
<b>Affiliations and Memberships</b> <ul style="list-style-type: none"> <li>• What clubs or social organizations do you belong to?</li> </ul>	<ul style="list-style-type: none"> <li>• List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job.</li> </ul>
<b>Disability</b> <ul style="list-style-type: none"> <li>• Do you have any disabilities?</li> <li>• Complete the following medical history.</li> <li>• How is your family’s health?</li> <li>• When and how did you lose your eyesight?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you able to perform the essential functions of this job?</li> </ul>
<b>Physical Description</b> <ul style="list-style-type: none"> <li>• How tall are you?</li> <li>• How much do you weigh?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you able to lift 50 lbs and carry it 100 yards as part of the job?</li> </ul>



## TIPS FOR A SUCCESSFUL INTERVIEW

- Confirm the time and format of your interview. If you have an in-person interview and are unfamiliar with where the company is located, check it out ahead of time.
- For virtual interviews, it is important to test your technology and know how to navigate the virtual interview platform prior to the scheduled interview time.
- Arrive 10–15 minutes early.
- Have copies of your resume and work samples ready for all interview formats.
- Have a pen and pad of paper to take notes if needed.
- Greet the interviewer with a firm handshake for in-person interviews. Make good eye contact, maintain good posture, and smile in all interview formats.
- Be ready to answer common and specific interview questions and draft a list of questions to ask.
- Avoid talking negatively about former employers or coworkers.
- For in-person interviews, carry a portfolio, professional bag, or simple purse.
- Show your genuine interest and excitement for the position.
- Don’t be afraid to talk openly and honestly about your full range of strengths and abilities.
- If you are unsure about your English-speaking skills, practice by speaking in class, making presentations, or expanding your circle of native English-speaking friends.
- Frame your cultural background, your international experience, and your multilingual abilities as an asset.
- Ask the interviewer for contact information so you can send a thank you.
- Avoid carrying too much with you. Bring only your keys and a portfolio if you can. Confirm your phone is either turned off or in silent mode.

## DRESS FOR SUCCESS

Your appearance during an interview is very important. You never have a second chance to make a first impression. You should dress according to your own style and budget, but your clothes should be professional for in-person and virtual interviews.

Jeans, shorts, sundresses, or athletic wear are never appropriate. In general, clothes should be tailored, in good condition, and wrinkle and lint free.

- **Suits—Jacket and Pants/Skirt:** A solid dark or neutral color pantsuit or skirt is recommended. Colors should be matching and solid, invisible plaid, or subtle weave. Business dresses are acceptable in less formal or less conservative fields. A skirt should be knee-length and should cover your thighs when you are seated. Nice pants/slacks, blazers, and cardigans are appropriate for a business casual environment.
- **Shirts:** Wear light colors underneath. No stripes or bright prints/colors.
- **Ties:** Choose a good quality silk tie that coordinates with the suit (solid color or understated pattern). Be sure the knot is neat and centered on your neck, and the bottom of the tie should just reach your belt.
- **Socks and Hosiery:** Dark, mid-calf so that no skin is visible when you sit down. Sock color should match your pant color. DO NOT wear white athletic socks. Hosiery should be plain, non-patterned.
- **Shoes:** Choose dress shoes (can be lace-up or slip-on) with low to medium heels and a closed toe. Avoid strappy, multicolored shoes. Color should complement the color of the interview suit.
- **Belt:** Wear a black or brown belt, with no large buckles, that matches your shoes.
- **Makeup and Nails:** Clean, neat, and well groomed. Minimal or natural-looking makeup. Beards and mustaches should be neat and trimmed. Fingernails should be clean and trimmed short.
- **Hair:** Should be freshly cleaned and neatly styled. If you are worried that your hair will fall in your face or eyes, be sure to pull it back securely and neatly before you interview.
- **Jewelry and Fragrance:** Minimize jewelry and other accessories and mild fragrance. Be absolutely certain to shower and apply deodorant before the interview. Personal hygiene is important, and body odor is unacceptable.

## VIDEO INTERVIEWS

In addition to phone and in-person interviews, an increasing number of employers are utilizing online communication tools, such as Skype, Zoom, Microsoft Teams, or Google Hangouts, to conduct “face-to-face” video interviews along with prerecorded interviews in which students record interview answers within a prescribed time frame. Although the medium is different, you should prepare for a video interview in the same way you prepare for an in-person interview—do your research, know the job description, prepare responses to interview questions, and have questions to ask the interviewer.

Follow these other tips to ensure you have a successful video interview.

### Before the Interview

- **Make sure you have a professional username and picture:** Just as your email address should be professional, your online usernames should be as well. Make sure your username and picture are interview appropriate. Be careful about including personal information such as your birthday or year (e.g., IU\_Student1998, HoosierGuy122596)
- **Schedule your interview room:** Luddy Career Services has a limited number of rooms available for students to reserve for phone and video interviews. Rooms can be requested on Handshake through “Appointments.”
- **Prepare your surroundings:** Find a quiet place to interview, and make sure that your background and surroundings are clear and distraction free. You, not the piles of laundry behind you, should be the focal point of the video. Check the lighting to ensure that you do not show up as a shadow on video.
- **Test your technology:** Allow plenty of time to test your internet connection, camera, and microphone to ensure they are all working properly. Ensure that your laptop is fully charged and plugged in so that the battery does not die in the middle of the interview.
- **Dress professionally:** Treat your video interview like an in-person interview, and dress professionally from head-to-toe, not just head to waist. Blues, blacks, and grays look best on video and they do not create any distractions. Stripes or plaids can look overly busy on a screen, and flashy jewelry can also look distracting.
- Place your camera at eye level: Keeping your camera at eye level will create a more flattering shot of you.

### During the Interview

- **Look at the camera:** It is tempting to look at the screen or at yourself during a video call. Looking directly into the camera is the best way to maintain eye contact with the interviewer.
- **Speak clearly:** You do not need to shout, but you should speak clearly and loudly enough to be heard.
- **Be aware of non-verbal cues:** Even over video, non-verbal cues and body language make an impression on interviewers. Be sure to smile and sit up straight—slouching can make you seem disengaged. Avoid the temptation to fidget, look bored, or allow yourself to be distracted. Act as if you are sitting in the interviewer’s office.
- **Stay focused:** Close all other programs on your computer and avoid typing or clicking during the interview.
- **Have notes:** Although it is important to be familiar with your materials and your talking points, you can have copies of your resume in front of you, and sticky notes or note cards can be to the side of the screen to remind you of important things you want to cover.
- **Address technical problems immediately:** If you are having persistent problems with your connection, you can bring it to the interviewer’s attention, suggest stopping the call, and try to reconnect.



## INTERVIEW FOLLOW-UP

### Thank You Note

Following the interview, always send a thank you letter or email to the employer. Many candidates overlook this thoughtful step in the job search process.

- Send thank you letters within 24–48 hours of the interview.
- Thank everyone who interviewed you. Ask for contact information during the interview.
- Be professional and make sure there are no errors.
- Use the letter to reiterate your interest in the position and mention something specific you learned during the interview.
- An email is an appropriate form of professional communication. If you choose to send by mail, use a block or modified block business letter format.
- If you opt to email a thank you to an interviewer, be sure that your email signature is up-to-date and professional (see below)

Generally speaking, the items that should be included in an email signature are:

- **First line:** Your Name
- **Second line:** Indiana University and your specific college (i.e. Luddy School of Informatics, Computing, and Engineering)
- **Third line:** A notable group membership or workshop, and your class (what year you anticipate graduating)
- **Fourth line:** Your contact info (linking your email, cell phone number, and LinkedIn—if you have a polished profile)

An example of a proper email signature would be:

#### Name

Indiana University | Luddy School of Informatics, Computing, and Engineering  
Cybersecurity Workshop | Class of 2026  
name@iu.edu | phone# | LinkedIn

- Please note the name should be in bold, and your email and LinkedIn information should be links. For those with any further questions about email signatures, feel free to reach out to Luddy Career Services.

- A handwritten note is a good way to add a personal touch, but not if you have poor handwriting.

### Example:

September 24, 2023

Mr. John McGarry  
Senior IT Director  
ACME Technologies  
1140 Maine Street  
TechTown, IN 47520

Dear Mr. McGarry:

Thank you for interviewing me for the software developer position yesterday. I enjoyed meeting you and learning more about ACME Technologies.

The position offers an incredible opportunity to learn more about the software development process which aligns well with my internship experiences with Dot, Inc., and IT, Inc.

Please feel free to contact me at [jmatics@indiana.edu](mailto:jmatics@indiana.edu) or (812) 855-5555 if I can provide additional information.

Sincerely,

John Matics

# Technical Interviewing

You may be asked to participate in a technical interview if the employer would like to evaluate your technical skills as a part of the job application process. Typically, a phone or first-round interview will take place as part of the initial screening, and there will not be many technical questions. Advanced technical questioning will instead take place during the second round of interviews. Some employers may have behavioral and technical interviews.

## Candidates should prep the following before an interview:

- Review core algorithms and computer science skills.
- Know what technical skills are on your resume.
- Practice writing code with sample questions and focus on your strongest language.
  - Practice on a white board or paper.
  - Do not use pseudo code. Employers will want to see you use actual code.
  - Write in the language in which you feel the most comfortable. If you feel comfortable with a few languages, use the one your interviewer also knows. During the interview, you can ask what your interviewer prefers.

### HOT TIP

**Practice.** Schedule an appointment with Luddy Career Services specifically for technical interviewing. If time is short, practice with a friend.

- If an interviewer asks you if you are familiar with a sorting algorithm, do not say yes unless you can demonstrate it on the whiteboard or on paper before him or her.

## How to solve any technical interview coding question:

1. Clarify the question
2. Determine inputs and outputs
3. Determine edge cases
4. Determine the brute force solution
5. Optimize your solution BUD
  - Bottle necks?
  - Unnecessary work?
  - Duplicate work?
6. Test your solution
7. Code your solution
8. Walk through and explain your solution

## Typical technical interviews will cover:

- **Object orientation:** Do you know what an object is and how to use them?
- **Data structures:** This consists largely of string manipulations and array problems.
- **Algorithmic structure:** These include linked lists, bit manipulation, sorting, and searching.
- **Testing:** How would you test a website? A car?
- **Databases:** Think SQL. What is a relational database?

## Interviewers expect you to:

- Be familiar with a language so you can talk about it and solve a coding problem during the interview.
- Explain your thought process and how you are solving the problem, (e.g. talk it out). Expect to have a conversation with the interviewer (especially if it is a phone interview). Do not remain quiet when trying to solve the problem. You should talk through the problems and have a conversation with the interviewer about both the benefits and disadvantages of different solutions to the problem.
- Spend as long as you need before moving to the “whiteboard,” and be very sure of what you are about to write. Remember: Until you know your input and your output, you are not ready to write code.
- If you are stuck, start with a simple solution and then upgrade to a more complex solution. A great engineer is someone who knows a little about a lot, and a lot about a little: Be comfortable in the computer science industry but know that you are not expected to be an expert. Bring the conversation back to what you know as often as you can.
- Go beyond giving the interviewer what he or she asked. A top-tier candidate talks about subtleties in design, data structures, and algorithms. You should also be able to offer a variety of alternatives in different situations.

## How to handle a 30–45 minute technical interview:

- **Short introduction:** Be ready to talk about the technical skills with which you are most comfortable. This is not a time to exaggerate, but be confident in sharing your skills.
- **Assessment question:** Answer these questions the best you can. Remember that it is more important to get the high-level correct answer than to write code perfectly, but perfect code is a plus.
- **Test your code:** Stand back and make sure that what you wrote is correct. Show the interviewer that the performance and accuracy of your code is important to you.

## Additional tips:

- Realize that the interviewer is not out to trick you.
- Be relaxed, and be calm as you work through the technical problems.
- Be polite and sociable. The interviewer wants to know if they can work with you.

## Sample questions:

- Can you describe your technical contributions to a project on your resume?
- How would you sort a two-dimensional array of integers on the 0th element?
- Write a method to replace all the spaces in a string with “%20”.
- How would you test a car?

## RESOURCES FOR INTERVIEW PREP

### Websites

- **HackerRank** (entry level website): [hackerrank.com](https://www.hackerrank.com)
- **LeetCode** (some of these actual questions could be used in interviews): [leetcode.com](https://leetcode.com)
- **GeeksforGeeks** (well-developed explanations of complicated topics): [geeksforgeeks.org](https://www.geeksforgeeks.org)
- **Pramp** (gives practice phone interviews with real people): [pramp.com](https://www.pramp.com)

### Books

- **Cracking the Coding Interview** by Gayle Laakmann McDowell
- **Introduction to Algorithms** by Charles E. Leiserson, Clifford Stein, Ronald Rivest, and Thomas H. Cormen

### Additional Resources

- **Hangout on Air:** Candidate coaching session—tech interviewing. [careers.google.com/how-we-hire/](https://careers.google.com/how-we-hire/)



# Case Interviewing

A case interview is a job interview with business content. You will interact with an interviewer to analyze and, hopefully, solve case studies of business problems. In about 30 minutes (depending on firms and interviewers), you will be asked to replicate the work consultants do on real projects to solve the same business problem.

## Case interviews test four key skills:

- **Communication:** Are you someone that an employer can put in front of a difficult client or their boss? Essentially, are you able to engage in conversation with another individual? Connect the pieces, and be concise with your answers.
- **Structure:**
  - Can you break down problems in a logical way?
  - Interviewers want to see that you can not only face new problems but detect patterns as well.
  - Show your ability to take initiative, assert your point of view, and don't become flustered with ambiguity.
- **Analysis:**
  - Do you have a good feel for numbers?
  - Cases test your gut instincts, thinking, and logic, so you want be sure to showcase these skills.
- **Integration:**
  - What are the implications of your solution? Try to pull out the "so-what's" of your answer.

## Qualities sought by employers:

Companies use case interviews to test whether the candidate is someone who can hit the ground running, think on their feet, and not be flustered by ambiguity. They are looking for candidates with good interpersonal, communication, organizational, and problem-solving skills who also are creative and analytical. Those include the following traits:

- **Interpersonal:** Relaxed, confident, poised, and can defend themselves without being defensive
- **Communication:** Good listener, engaging, and asks insightful questions
- **Organizational:** Organize information effectively and can decipher relevant data
- **Problem solving:** Comfortable with complex and ambiguous problems, can think logically, and can break problems into smaller segments
- **Creativity:** Think creatively under pressure and are flexible
- **Analytical:** Can state assumptions clearly and quantify the response

## How to solve any case interview problem:

Cases can help assess a candidate across multiple dimensions, and your answers should project clear thinking, practical judgment, and a professional demeanor. Apply this five-step approach while working through the case interview:

1. **Listen to the case:** gather all the facts from the description, and take notes
2. **Clarify the problem:** restate the problem and ask questions
3. **Decompose the problem:** break down a problem into logical parts in a structured manner
4. **State hypotheses:** develop one or more hypotheses and choose an appropriate framework
5. **Test hypotheses and summarize findings:**
  - Apply framework to test hypotheses
  - Present solutions and alternative scenarios

## To help you demonstrate your thought process during the case interview:

- Take notes throughout the case exercise—use a blank sheet of paper
- Be sure you understand the case question
- Ask questions, but don't use them as a crutch
- Develop and articulate a framework and the initial hypothesis that you intend to explore
- Take time to compose your thoughts—don't just start talking
- Structure your analysis into a clear, logical story
- Walk the interviewer through your thinking and explain your assumptions
- Engage the interviewer in a business conversation and remember that this is a partnership
- Exude enthusiasm and a positive attitude

## Case types and sample questions (Source: Yale Office of Career Strategy):

- **Market sizing:** These test your ability to be resourceful and work with broad numbers. You should know general numbers, such as U.S. population or number of households (+/- 300 million and 100 million), and be prepared to make a "best guess" estimate for an answer based on your projections. **EXAMPLE:** How many contact lenses are sold in the U.S.?
- **Industry-based cases:** Questions can be strategy- or operations-based and will test your knowledge of general business terms and concepts, as well as your ability to apply them to a given situation. **EXAMPLE:** Disney is considering buying Netflix. Should they?
- **Quantitative questions and brain teasers:** These serve to see how well you think on your feet and may or may not have a definite answer. **EXAMPLES:** Twelve is what percentage of 144? How much money does the Tooth Fairy leave per tooth? Why are manhole covers round?

## Sample issues and frameworks:

- **Profitability**
  - Profitability: Revenues (quantity x price) – Costs (fixed vs. variable costs)
- **Market Expansion**
- **Competitive Analysis**
  - 3 C's: Customer, Company, and Competition
  - SWOT: Strengths, Weaknesses, Opportunities, and Threats
- **Opportunity Assessment**
  - Porter's Five Forces: Power of suppliers, Power of buyers, Substitutes, Industry competition, and Potential entrants/barriers to entry
- **Market Strategy**
  - 4 P's: Product, Price, Promotion, and Place
- **Others**
  - Cost vs. Benefit: Costs (physical, reputation and brand, etc.) vs. Benefits (efficiency, revenues, strengthening of brand, building relationships, etc.)

## RESOURCES FOR CASE INTERVIEW PREP

### Websites

- **Deloitte** (case interview prep and practice questions): [caseinterviewprep.deloitte.com](http://caseinterviewprep.deloitte.com)
- **Boston Consulting Group** (practice cases and tips for navigating interviews): [careers.bcg.com](http://careers.bcg.com)
- **MBACASE** (case interview training, videos, and more): [www.mbacase.com/ctcs-case-lib](http://www.mbacase.com/ctcs-case-lib)

### Books

- **Crack the Case System: How to Conquer Your Case Interviews** by David Ohrvall
- **Case in Point** by Marc P. Cosentino

# The Offer Process

The key to receiving an offer is understanding the stages of the interview and offer process, and preparing for each stage appropriately. The following is an example of a typical interview and offer process and what you can expect from each stage.

## FIRST-ROUND INTERVIEW

The first interview is often the shortest in length and lacks in-depth questions. Employers are looking for a positive first impression and for a measure of “fit” with their organization. The employer’s questions are often behavioral in nature, and you should come prepared with several questions to ask the employer.

## SECOND-ROUND INTERVIEW

This interview is often more in-depth. You may travel on-site to the company and meet with multiple people during the interview. Tours, meals, and networking events may also be included along with a more traditional interview. Employers with virtual interviews may also schedule multiple people. Some employers will also incorporate a technical or case component into this stage of the interview process. Before the interview is over, ask for next steps, and be prepared to wait two weeks or more for an answer.

## RECEIVE AN OFFER

Employers will often call with an offer rather than email. Be ready for the phone call and make sure to return a missed call immediately. If you receive an offer and you accept immediately over the phone, you are accepting the initial terms of the offer and may not negotiate. You may NOT negotiate after you have accepted an offer. If you would like to negotiate, do so before you provide a final answer to the employer. See the next page for a detailed breakdown of the negotiation process. If you would like some time to evaluate the offer, which is perfectly acceptable, be sure to express your appreciation and ask for a date by which you need to provide them with your final answer. Be sure to ask for a copy of a formal written offer so you can evaluate all the components of the offer, including salary, benefits, 401k, vacation policy, etc. Feel free to schedule an appointment with a career advisor if you would like to talk through your offer.

As a general rule, employers are expected to give students a reasonable amount of time to make a decision. Exploding offers (offers that require students to accept an offer within a very short time frame, such as 48 hours) are unacceptable, and you should notify Luddy Career Services if an employer makes an exploding offer or exerts undue pressure on you to make a quick decision.

## ACCEPT OR DECLINE OFFER

Be sure to accept or decline the offer in the requested time frame. Once you have accepted an offer verbally or in writing for a full-time position or internship, it is ethically wrong to continue to interview, send letters of application, and conduct other job search activities for opportunities with similar or competing start dates as the accepted offer. If you do continue job or internship searching, you will be in violation of the Luddy Recruiting Guidelines and will face consequences.

## RENEGING ON JOB OFFERS

**Reneging is a serious offense.** Accepting a job or internship offer after you have already accepted an offer with a different employer or internship is defined as “reneging” and is considered dishonest, unprofessional, and unethical. By accepting a job offer verbally or in writing, you are making a formal commitment to the employer. Reneging on an offer is unacceptable and not only damages your personal credibility and professional reputation, but also reflects badly on the Luddy School of Informatics, Computing, and Engineering. In addition, the employer may decide to discontinue recruiting at Luddy, thus jeopardizing opportunities for future Luddy students.

# The Negotiation Process

Negotiation is very common in the hiring process. It is an opportunity for you to have a dialogue with your employer about the components of your offer. Below is a breakdown of the negotiation process and the important steps you should take to ensure a successful negotiation.

## WHEN DO YOU NEGOTIATE?

Timing is very important. You must be sure to begin the negotiation process after you have received an offer from the employer and before you have accepted it. If you attempt to negotiate after providing the employer with a verbal acceptance, you may risk losing your offer.

## WHAT DO YOU NEED TO KNOW TO NEGOTIATE?

Before you negotiate, research and come prepared with information to justify what you are asking for. Want to increase your salary? Refer to the Luddy School’s hiring statistics and average salaries for our graduates. Know the average salary for employees in that company in similar positions. Helpful resources include salary.com, the Bureau of Labor Statistics, and NACE salary. Be specific and knowledgeable. If you need help finding this information, contact Luddy Career Services.

## WHAT DO YOU NEGOTIATE?

Almost everything is negotiable. Common negotiable aspects of an offer include: salary, start date, moving expenses, early reviews, vacation time, professional development money, performance bonuses, geographic location, parking, stock options, company car, retention bonuses, and remote/hybrid work arrangements.

## HOW DO YOU NEGOTIATE?

First, you must show appreciation for the offer as it stands. Ask questions and make sure you know all facets of the offer before you begin the negotiation process. When you begin the negotiation process, begin by reiterating your interest in the position and appreciation for the offer, and ask for time to make your decision.

Make sure your request is specific and actionable. So, say “I’d like to discuss the salary and the possibility of increasing the starting salary to \$60,000” instead of, “I’d like to make more money than \$55,000.”

You must give the employer an appropriate amount of time to answer. If your answer has been requested by Friday, don’t call and begin the negotiation process on Thursday at 3 p.m. Give them enough time to listen to your requests and come up with a counteroffer.

## WHAT ARE SOME COMMON MISTAKES?

Candidates make mistakes when they start the negotiation process too soon (e.g. before receiving the offer) or negotiate with the wrong person. You should always negotiate with your specific recruiting contact or the person who has been organizing your interview process. Additionally, if you do not adequately prepare your argument and appear greedy as a result, you risk creating a negative impression of yourself during the process and starting your new career off on the wrong foot.

### FIVE INGREDIENTS FOR A SUCCESSFUL NEGOTIATION:

1. Express appreciation.
2. Explain reasons for your counteroffer such as experience, education, transferable skills, market research, etc.
3. Be realistic in what you ask for and avoid having an inflated notion of your worth.
4. Describe your counteroffer—be specific.
5. WAIT—be patient. It will take them some time to respond.

# Tips for Compiling a Portfolio

A portfolio is an online collection of your work examples. During the hiring process, corporate recruiters might ask for a portfolio as part of the hiring process. It may be extremely useful during salary negotiations, as well as for performance reviews once hired.

It is important therefore to seek out samplings of your best works which highlight your professional competencies, technical creativity, and professional growth.

So, you may be asking yourself what belongs in a portfolio, how should it be organized, and how should it be presented. Do not fear, we are here to help!

## COMPONENTS OF A PORTFOLIO

### Projects

- Past and current projects are the best examples of your work. Be sure to include your most notable projects. Include specific context on the assignment or task, a quick summary of the process or steps involved in completing the project (identifying main skills used), and how long the project took.
- Include skills (technical and others) that you grew or learned as a result of the project or task.
- Limit use of links to other websites. Instead, screenshot anything that already exists online if it is not easily transferrable.
- And lastly, remember to specify if the project was a team project or a solo effort. If you worked on this as a team, include your role specifically.

### Certificate or Degrees

- Ensure your portfolio includes items which indicate professional and personal development. If you have earned a certificate or degree, include it!
- If you have received unofficial training in a noteworthy area, and are competent in that skill or knowledge, include it as well. In this case, you could write a short paragraph indicating what competency was learned, how it was taught, and how you have utilized that skill in your work.

### Awards

- Awards are important to include in a portfolio as long as they are fairly recent, and work related. Use your discretion in this area. Depending on the situation, an attendance award could be beneficial. An award for creativity in a project also could be worth showcasing. A high school Math-A-Thon award would not likely be relevant in most instances.

## ORGANIZATION OF A PORTFOLIO

- Organization of a portfolio is key. Similar to a resume or curriculum vitae (CV), you want the order to flow from section to section. But many options exist! Some may prefer to organize your work chronologically but consider other ways that make sense to you. Be creative! A portfolio is an extension of you and should tell the story of your professional growth.

## PRESENTATION OF A PORTFOLIO

- If you are needing a portfolio, and chances are in the informatics, computing, and engineering fields you do, the presentation of a portfolio is critical in showcasing your creativity. Be intentional in how you choose to present your work. Remember – this is a direct visual representation of your competencies and personality.
- You must first consider how to present your portfolio. While some students might upload their portfolio onto a USB flash drive, consider creating a website which you can reference or link off of your resume or CV. This ensures instant shareability and access.
- Dropbox, Google Drive and Microsoft OneDrive are easy options. Common platforms also include PortfolioBox, Wix, WordPress or Weebly. These are all free to users as well.
- Squarespace is another common portfolio tool although there are costs associated with using this tool.
- No matter what platform you choose, ensure that your information is password protected and safe. Your portfolio should only be accessed by those you give permission to view. Also do a confidentiality check to ensure that you are sensitive to school or work-related proprieties. If necessary, generalize or black-out corporate/client names and information.

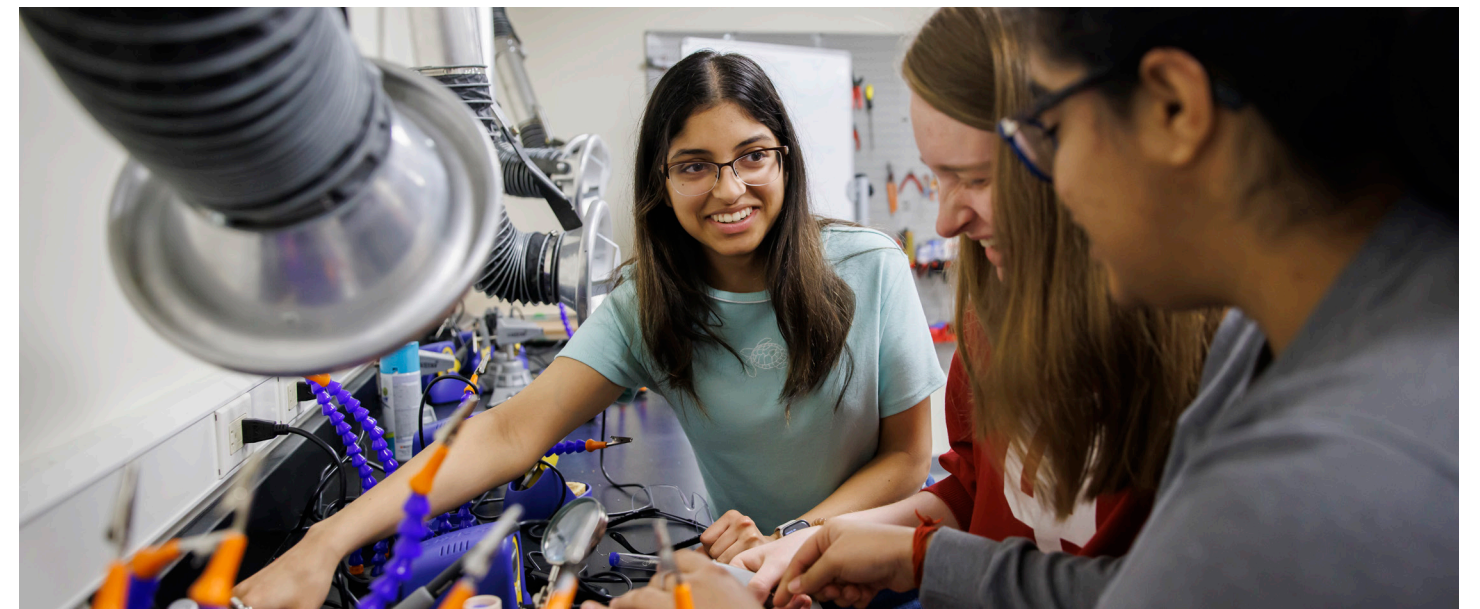
## ADDITIONAL CONSIDERATIONS

In addition to the documents listed above, consider saving and including in your portfolio, written correspondence (i.e., emails or course community boards) that highlight professional relationships you have built and speak to your work performance. For instance, perhaps a professor complemented your research methodology on your capstone project, or a peer gave you a shout out for leading the team effectively over the 8-week project. Clip those remarks and compile a reference section to include in your portfolio. Be sure to include a short paragraph on the context of the compliment. It might seem trivial but to a prospective employer or current boss, these are character indicators which emphasize that you are respected and valued, and that you are capable of building rapport with others. These are prime examples of your reputation and work ethic so showcase them!

## TIPS AND REMINDERS:

- Portfolios must continuously be updated. Often, this is easier to accomplish if you routinely set aside time, once per month for example, to do this. Put it in your calendar and set an automatic reminder!
- Check your emails, work calendar, social media, etc. for committee work, projects, certificates or awards, performance reviews, or compliments that could be used as resume and/or portfolio material. Remember, your portfolio should highlight your work and your character!

## 4-STEP PORTFOLIO PLAN



# Understanding the Benefits Package

If you have just received your first full-time job offer, you are likely feeling excited as well as potentially nervous and unsure of what to make of the offer itself. Listed below is a breakdown of your benefits, many of which can be subject to negotiation (Source: AAUW Start Smart Workshop).

## HEALTH BENEFITS

- **Dental insurance:** This is not included in most medical plans. It is gaining in popularity and is often cheaper through employers than purchasing on your own.
- **Vision insurance:** Eye exams, glasses or contact lenses, and other eye-related issues are not covered by most medical plans, so some employers offer a separate plan.

## INSURANCE (OTHER)

- **Accidental death insurance:** This is especially important for dangerous or hazardous jobs.
- **Disability insurance:** There are two kinds of disability insurance: short-term (up to six months) and long-term (beyond six months). Employers occasionally use short-term disability insurance as a proxy for paid parental leave.
- **Life insurance:** Many organizations provide basic term coverage, which you can supplement to provide additional protection.

## FLEX-TIME, HOLIDAYS, AND TIME OFF

- **Flexibility in-office hours and in-office time:** Organizations that are open to employees setting their own schedules can be flexible when it comes to on-site time in the office. This is highly dependent on the type of work and office culture.
- **Overtime, travel premiums, and comp time:** Many organizations offer some compensation for employees who work past normal hours, whether at the office or while traveling on business.
- **Paid holidays:** Most organizations are closed for business on certain holidays (such as Thanksgiving, New Year's, or Labor Day) and pay their employees for the day off.
- **Sick or personal days:** The majority of organizations give employees a certain number of paid sick or personal days per year. Sometimes they are lumped in with vacation time as "paid time off," or PTO.
- **Vacation days:** Most organizations utilize a system based on level in the organization and tenure when it comes to paid vacation. Entry-level workers often start with a week or two of paid vacation.

## RETIREMENT

- **Pension plans:** Employers contribute to plans that accumulate over time but may also require you to be employed for several years to be fully vested.
- **Retirement plans:** Many employers offer a 401(k) or 403(b) retirement account and will sometimes match a portion of your contribution.

## PERFORMANCE

- **Bonus:** You can request additional pay as a reward for strong performance.
- **Profit sharing:** If you are working for a growing organization, profit-sharing programs can offer you great year-end bonuses based on the success of the organization or your division.
- **Salary progression:** What kind of increases can be expected in the first three to five years? What is the average range of raises? Are there performance-based raises and bonuses?
- **Stock or employee stock-ownership plans:** These plans allow employees to purchase company stock options at below market prices.

## PROFESSIONAL DEVELOPMENT AND TRAINING

- **Professional development:** To improve in your field, you may want to attend specific conferences, training, or continuing education courses, which are often paid for by the employer.
- **Tuition reimbursement:** Organizations that want to encourage their employees to gain further education and training may offer partial or complete tuition reimbursement.

## TRAVEL-RELATED EXPENSES

- **Business travel insurance:** If you travel a lot for the job, it is wise to have this extra coverage.
- **Parking and commuting reimbursement:** Not many companies offer these perks, but some companies do provide benefits related to commuting.
- **Travel assignments:** If jet-setting appeals to you, you can negotiate to have a specific number of travel opportunities to fulfill your work duties.

## OTHER

- **Dependent care:** Some employers offer a plan for employees to deduct pre-tax income for care of dependents. Others subsidize child care or even offer it on site.
- **Employee-assistance programs:** Some employers offer free or low-cost counseling for employees dealing with situations such as substance abuse or family problems.
- **Health and wellness:** Some organizations provide a group discount to health clubs and country clubs for their employees.
- **Remote office equipment:** Employers should provide equipment for working remotely. Ask what items will be included to ensure they work with your position and preferences.
- **Cell phone:** Some companies provide a cell phone or a stipend/reimbursement if the phone is used for work purposes.

### HOT TIP

Be mindful to set healthy work-life balance boundaries from the onset of your employment. **Self-care is important!**

For more information on self-care visit <https://healthcenter.indiana.edu/wellness/year-of-wellness/occupational-wellness.html>



# Preparing for Graduate School

## DECIDE IF GRADUATE SCHOOL IS RIGHT FOR YOU

Graduate school is a commitment, so it is important to give careful thought and consideration to whether to attend, and if so, when the time is right. The testing and application process can be pricey, so the more forethought you can give your decision, the better. Ask yourself the following questions before making the decision to pursue an advanced degree:

- Have you spent some time really thinking about your vision for your future?
- Are your career goals well defined?
- Are you sure that attending a particular program is the correct path to that particular career?
- Do you need an advanced degree for the career to which you aspire?
- Have you done some “hands-on” work in your field of choice that has exposed you to the field?
- Do you have enough experience to make a graduate degree helpful to obtaining employment after graduate school?
- Are you prepared for the rigor of graduate study?
- Are you excited about the prospect of being a student for several more years?
- Can you manage the expense of a graduate education, including the year(s) of income you will lose?

## IDENTIFY AND RESEARCH GRADUATE OR PROFESSIONAL PROGRAMS

As a student in the Luddy School of Informatics, Computing, and Engineering, you are likely looking at graduate school opportunities in related fields. You might even be looking into graduate programs offered at Indiana University. The most common graduate degrees pursued by bachelor’s degree graduates from Luddy are: Information Systems, Human-Computer Interaction Design, Computer Science, and Information Systems Technology. Other students pursue programs that include Mathematics, Statistical Science, Biomedical Science, Sports Marketing, etc. Whether the program you are considering is on this list or not, Luddy Career Services can help you learn more. As you consider a graduate degree, take the following into account:

### Degree Type

Do you plan to pursue a master degree or a Ph.D? Luddy offers an opportunity to participate in accelerated master degree programs which shorten your time to obtain a master degree. However, remember that the length of your program should always be considered.

### Program of Study

What do you specifically want to study? Talking to alumni or other people in your network who have obtained the degree you are considering or who have the type of career you would like can be very helpful.

### Geographic Area

Do you have limitations and/or preferences on where you want to be geographically? Where is it most important for you to attend graduate school? Do you have a personal reason for wanting to be in a particular area, or is there a part of the country that is most beneficial to your research interests?

### Admissions Criteria

Are your current GPA and admissions scores between the 25th and 75th percentile for that particular school or program? Many programs require at least a minimum GPA of 3.00. Below are some helpful links for researching graduate schools, but current faculty members can also be a great resource.

- **GradSchools.com:** [www.gradschools.com](http://www.gradschools.com)
- **Peterson’s:** [www.petersons.com/graduate-schools](http://www.petersons.com/graduate-schools)
- **U.S. News & World Report:** [www.usnews.com/best-graduate-schools](http://www.usnews.com/best-graduate-schools)

## TAKE ADMISSIONS TESTS AND COMPLETE APPLICATIONS

This part of the process requires a high attention to detail. Keep all your application materials organized, read them carefully, and develop a system to track what is needed for each program application and when you sent your materials.

### Test Information and Registration

The first part of this step includes registering for your standardized test, studying for the exam, and, finally, taking the test. Although the test you take depends on the type of graduate program you choose, it is most likely that you would be required to take one or more of the following:

- **GRE online** (admissions test used for most graduate programs): [www.ets.org/gre](http://www.ets.org/gre)
- **GRE Computer Science Major Field Test:** [www.ets.org/mft/about/content/computer\\_science](http://www.ets.org/mft/about/content/computer_science)
- **Graduate Management Admission Test (GMAT)** (admissions test used for business programs): [www.mba.com/exams/gmat](http://www.mba.com/exams/gmat)

### Test Preparation

Preparing for your admissions test is critical. Being familiar with the format and style of the tests and refreshing your skills in writing as well as analytical and quantitative reasoning will lead to a better score. The sites below will also offer information on test preparation courses and programs.

- **Peterson’s Test Prep:** [www.petersons.com/testprep](http://www.petersons.com/testprep)
- **Princeton Review:** [www.princetonreview.com](http://www.princetonreview.com)

### Applications

There are two main rules when it comes to applications: follow instructions and adhere to deadlines. In some cases, the earlier you complete your application, the better your chances for admittance. Although each application is different, they typically feature four key sections: Applications for graduate study are usually due between December 1 and March 1 prior to the fall of admission, however this will vary by program.

- **Application Form and Resume:** The application form is straightforward and will ask you information similar to that of college applications. Most graduate school applications will be found on the individual university sites, and a resume is often required as part of the application. Applications for graduate study are usually due between December 1 and March 1 prior to the fall of admission.
- **Personal Statement:** Personal statements vary widely from application to application. Some ask you to respond to a series of questions, while others provide a list of questions to cover in a single essay. It is important that you answer all questions and adhere to the length guidelines provided. Plan to write several drafts of your personal statement and receive feedback from others before submitting it. You can make an appointment with a Luddy Career Advisor to have a review of your personal statement.
- **Recommendation Letters:** Make sure you carefully check the instructions for each application and select the correct mix of recommenders, including faculty members, staff advisors or supervisors, or internship or employment supervisors who know you well and will speak highly of you. You should ask your recommenders as soon as possible, preferably in the summer prior to your senior year or in the first month of classes, giving them at least one-month notice for each recommendation. You will also want to provide each of your recommenders with any necessary information ahead of time, including your resume and personal statement.
- **Transcript Report:** To complete your graduate school application, you will need to request official transcripts from the registrar’s office and allow enough time for your transcripts to be processed.

Once you have completed and mailed your applications or submitted them online, it is important to contact the graduate admissions office and, in many cases, the graduate program itself to make sure that your materials have been received and your application is on file.

## CHOOSE THE BEST PROGRAM FOR YOU

After you have navigated the application process and received your acceptances, it is time to decide which program is the best fit for you. Before beginning the application process, you should have narrowed your choices to only those schools you would be willing to attend, so now your analysis should get more specific. Consider the following criteria in making your decision.

### Program Features

- How flexible is the program? Are there opportunities to take elective courses?
- Can you minor in an area of key importance to you?
- Does the program offer opportunities for practical experience?

### Faculty

- What is the student-faculty ratio?
- What is the background/reputation of the faculty who teach in the program?
- Are there faculty members with research areas similar to your interests?
- Is the faculty diverse both socially and academically?
- How accessible and available are the faculty to students?

### Students

- Will you have a good-sized cohort?
- Is the student body diverse socially, geographically, and/or economically?

- Is the retention rate good? Do most students who begin the program finish completely?
- Are there organizations for students and opportunities to socialize outside of class?

### Facilities

- How up-to-date is the technology? How comprehensive are the labs and other learning facilities?
- Are there specialized research facilities available for graduate student use?

### Outcomes

- What types of positions do graduates of the program secure after graduation, and where?
- What percentage of new graduates have secured employment within the first year after graduation?
- How will the school and/or program help you with securing employment? What services are available?

## FIND WAYS TO FUND YOUR FUTURE EDUCATION

Funding for graduate or professional school can come from many different sources, including graduate assistantships, fellowships and scholarships, resident assistantships, loans, and college work-study.

- **Graduate Assistantships:** Graduate assistantships usually take the form of teaching or research assistantships. They are typically salaried and half-time (20 hours per week) positions in your graduate department.
- **Fellowships and Scholarships:** These really come in two types – institutional and private. Check with your graduate program for fellowships or scholarships for which you might be qualified.
- **Resident Assistantships:** Many larger universities hire graduate or professional students to be residential coordinators. This position typically pays a salary and room and board.
- **Loans:** This is one of the most common paths chosen by graduate and professional students to fund their education. The government does allow graduate students to take larger loans than undergraduate students, so be cautious.
- **College Work-Study:** Even graduate and professional students qualify for work-study. The pay is hourly and similar to what you make as an undergrad, but if you have the time, it is a better alternative to larger loans.

It is important to fully research all issues related to financing your graduate or professional education prior to entering. Contact the financial aid administrators at any program you are considering to gain a complete understanding of the process at each school. Following are some links to more information on funding:

- **FinAid:** The Smart Guide to Financial Aid (free site): [www.finaid.org](http://www.finaid.org)
- **Free Application for Federal Student Aid (FAFSA):** [studentaid.ed.gov/sa/fafsa](http://studentaid.ed.gov/sa/fafsa)
- **E-Student Loan** (compare private loans): [www.estudentloan.com](http://www.estudentloan.com)
- **Nationally Coveted College Scholarships, Graduate Fellowships, and Postdoctoral Awards:** [scholarships.fatomei.com](http://scholarships.fatomei.com)
- **U.S. News & World Report:** [www.usnews.com/education/best-graduate-schools/top-graduate-schools/paying](http://www.usnews.com/education/best-graduate-schools/top-graduate-schools/paying)

# Personal Statements for Grad School Applications

Also known as “statements of purpose” or “application essay,” personal statements are a common requirement for graduate or professional school applications. It serves a similar function to writing a cover letter for an employer. Graduate programs want to know why you are applying to their program. Personal statements are used to determine several criteria including your writing style, motivation for applying, program fit, and clarity of career goals.

## QUESTIONS TO CONSIDER

Personal statements tend to vary by schools and programs. There isn't one standard formula for writing an essay; however, it is always a good rule of thumb to respond to any questions or prompts provided. As you are writing your essay, consider the following:

- What makes you unique, or different from other applicants?
- What attracts you to your chosen career? What do you expect to get out of it?
- When did you become interested in this career, and how did that interest develop? What solidified your choice?
- What are your intellectual influences (such as writers, books, professors, or concepts)?
- How has your undergraduate academic experience prepared you for graduate/professional school?
- What are two or three of the academic accomplishments which have most prepared you for postgraduate work?
- What research have you conducted? What did you learn from it?
- What non-academic experiences (work, volunteer, or family) contributed to your choice of career?
- Do you have specific career plans? How does graduate or professional school pertain to them?
- How much more education are you interested in?
- What's the most important thing the admissions committee should know about you?
- Think of a professor in your field with whom you already have a relationship and that you like and respect. If this person were reading your application essay, what would most impress him or her?

## SAMPLE PERSONAL STATEMENT OUTLINE

PART I	Identify yourself and why you are writing. Include your career and academic interests, as well as your motivations for applying to the particular graduate program.
PART II	Summarize your academic background, including research projects, important papers, or academic projects you have been involved in.
PART III	Discuss relevant aspects of your recent involvements (whether they are work or school-related). This is also a good time to describe what you have been doing if you worked prior to returning to school.
PART IV	Elaborate on your academic interests, and indicate any faculty you have a desire to work with or areas of research that are of interest.

### Personal Statement Tips

Adhere to directions, including those pertaining to page length. Statement requirements vary widely and can range from a few hundred words to several pages. Stay within those limits whenever possible.

- Write several drafts, customize them to each school and program, and ask for multiple reviews.
- Think critically about the culture and mission of the school and/or program to which you are applying.
- Don't disclose too much personal information, which can come across as professionally inappropriate.

# Curriculum Vitae

Loosely translated, curriculum vitae, or CV, means “the course of my life.” These terms are often used interchangeably outside of the U.S., where resumes are often referred to as curriculum vitae. However, it is important to note that there are some differences between the two. One of the biggest distinctions is that compared to the brevity of a resume, curriculum vitae stress completeness and are typically two or more pages in length. Additionally, CVs primarily summarize educational and academic history, whereas resumes might provide a quick snapshot of one’s work and employment experiences. The types of positions for which CVs are most commonly required include teaching, research, or fellowship opportunities, academic training or education, and certain international positions.

## POSSIBLE SECTIONS TO INCLUDE

Since curriculum vitae tend to be rather lengthy and include many different sections, structuring can sometimes be challenging and is dependent on the types of positions you are interested in. For example, if you choose to apply for roles that are more lecture- or teaching-based, then you may choose to focus more on prior teaching experiences and less so on publications or conference presentations. Listed below are possible sections to include on a CV:

- Contact Information
- Professional or Research Objectives (this is similar to a general objective on a resume)
- Education
- Dissertation/Thesis
- Fellowships and Awards/Honors/Scholarships
- Principal Research and Teaching Interests/Prepared to Teach/Areas of Research Interest/Areas of Specialization
- Teaching Experience
- Research Experience
- Publications and Presentations
- Works in Progress
- Academic Service
- Memberships or Professional Affiliations
- Related Professional Experience
- Special Training
- Languages
- References
- Dissertation Abstract

Writing a strong CV is similar to writing a good resume and will often require some customization to fit a particular role. When you first begin writing your CV, it may be helpful to refer to the CVs of others in the field. Luddy Career Services is here to help and provide individualized guidance on how to write your curriculum vitae as well.



# NACE Eight Career Ready Competencies

## WHAT IS CAREER READINESS?

According to the **National Association of Colleges and Employers (NACE)**, career readiness is a foundation of core competencies that prepare college students for success in the workplace and lifelong career management.

## WHAT ARE THE NACE CAREER READINESS COMPETENCIES?

- 1 Career and Self-Development:** Developing professional and personal confidence as you work to become aware of your strengths and weaknesses, navigate career opportunities, and network to build relationships.
- 2 Professionalism:** Presenting yourself ethically and morally in various work situations and acting in the interest of the larger organization to achieve team goals while supporting the overall mission.
- 3 Equity and Inclusion:** Demonstrating the knowledge, awareness, and skills required to equitably engage and include people from various cultures.
- 4 Technology:** Understanding and leveraging technologies ethically to accomplish goals, complete tasks, and enhance efficiencies in work.
- 5 Leadership:** Recognition and capitalization of personal and team strengths to achieve organizational goals.
- 6 Critical Thinking:** Ability to identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- 7 Teamwork:** Building and maintaining collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
- 8 Communication:** Clearly and effectively exchanging information, ideas, facts, and perspectives.

## LUDDY CAREER SERVICES CAN HELP!

- Attend our events! Register in Handshake to participate in Luddy Career Events. We offer many opportunities throughout the school year to gain insights and skills, as well as network with career professionals and employers!
- Make a one-on-one advising appointment via Handshake.
- Get quick assistance through our drop-in services. Stop by our office between 9 am and 4 pm to speak with our Career Peers or a Career Advisor! We are located on the first floor of Luddy Hall. Or virtual drop-in services available M–F 4 to 5 pm EST on a first-come, first-served basis.

Adapted from NACE Career Readiness Competencies 2023  
[www.naceweb.org/career-readiness-competencies](http://www.naceweb.org/career-readiness-competencies)

# SAVE THE DATE

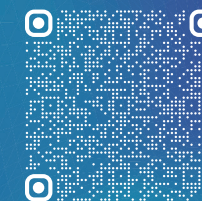
## Spring Career Fair

THURSDAY, JANUARY 25, 2024 • 11AM – 4PM  
MONROE CONVENTION CENTER



## Fall Career Fair

THURSDAY, SEPTEMBER 19, 2024 • 11AM – 4PM  
MONROE CONVENTION CENTER



**YOUR LUDDY CAREER SERVICES TEAM** is here to help you with all your career-related needs!

**REMINDER:** To schedule a Career Advising Appointment, visit **Handshake**



[luddy.indiana.edu/career](https://luddy.indiana.edu/career)



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Reviews**

**LinkedIn  
Reviews**

**Career  
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**Mock Case  
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