

RUTGERS

STUDENT-ATHLETE
CAREER PLAYBOOK

A GUIDE TO PREPARING FOR LIFE AFTER SPORTS



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RESUME &
COVER LETTERS



SELECT YOUR FORMAT

<https://careers.rutgers.edu/students-alumni/pursue-your-goals/resume-correspondences/anatomy-resume>

- **Chronological:** This is the recommended format for most internship and job seekers, including undergraduate and graduate students as well as recent graduates. Educational and work experiences are presented in reverse chronological order.
- **Functional:** This format is most often used by experienced professionals, career changers, and individuals with employment gaps. It emphasizes marketable skill sets and areas of expertise while de-emphasizing chronology.
- **Combination:** This hybrid format merges the chronological and functional by highlighting marketable skill sets and providing a brief employment history. It can be used by all job seekers.

FORMAT YOUR RESUME

Follow these guidelines when writing the different sections of your resume. Many of the sections are optional depending on your background.

Contact information Name (bold, all caps)

- Email Address (keep it simple and professional)
- Mailing Address
- Telephone Number

Objective, Profile or Summary (optional)

- Undergraduate students and recent graduates: can include an objective, which indicates the type of position and/or industry desired.
- The objective should be brief/concise. It should not be too general.
- More experienced candidates: You might include a profile or summary that highlights several selling points.

Education

- Include university and location—Rutgers University, New Brunswick, NJ.
- Degree (B.S., B.A.), major and month/year of graduation (May 20XX).
- Can include minor, concentration, option, etc.
- List GPA if it is a 3.0 or above—can include major GPA.
- Study abroad information can be included in this section.
- Can include other colleges attended especially if you received another degree (such as an Associate's Degree from a community college).

Related/Relevant Courses (optional)

- List courses related to your major or the type of position to which you are applying.
- Include 6–10 courses—only course titles, you do not need to include course numbers, grades, or descriptions.
- Use two or three columns to save space.

Honors/Awards (optional)

- Can be academic, athletic, or work-related.
- Include dates.

Academic/Research Projects (optional)

- Include course/project title and dates.
- Describe your role, responsibilities, and accomplishments.

Experience

- Can use various titles for this section such as experience, work experience, related/relevant experience, internships, and/or employment
- Can include: part-time jobs, summer jobs, work-study jobs, internships, volunteer positions, class projects, etc.
- Include employer/organization name and location (city, state).
- List your position title and dates (month, year).
- Describe your duties and accomplishments highlighting key skills and qualities.
- Use action verbs when writing your descriptions.
- List experiences in reverse chronological order (most recent first).

Activities/Leadership/Volunteer (optional)

- Can include community service, student/professional organizations, and athletic participation.
- Include any past or present leadership positions (with dates)—can also include a brief description of your leadership role.
- Use caution if you choose to include political or religious organizations. You may want to discuss this with a career advisor

Skills (optional)

- Include computer/technical, laboratory, and languages.

***A RESUME IS YOUR OPPORTUNITY TO
EXPLAIN TO AN ORGANIZATION WHY
YOU ARE THE IDEAL CANDIDATE
FOR A POSITION.***

Management/

Leadership Skills

- appointed
- approved
- assigned
- attained
- authorized
- chaired
- considered
- consolidated
- contracted
- controlled
- converted
- coordinated
- decided
- delegated
- eliminated
- emphasized
- enforced
- enhanced
- established
- executed
- handled
- improved
- incorporated
- increased
- initiated
- inspected
- instituted
- managed
- merged
- originated
- overhauled
- oversaw
- planned
- presided
- prioritized
- produced
- recommended
- reorganized
- restored
- reviewed
- scheduled
- streamlined
- strengthened
- supervised
- terminated

Communication/

People Skills

- addressed
- advertised
- arbitrated
- articulated
- authored
- communicated
- composed
- condensed
- conferred
- consulted
- contacted
- conveyed
- convinced
- corresponded
- debated
- defined
- described
- discussed
- drafted
- elicited
- enlisted
- explained
- expressed
- formulated
- furnished
- incorporated
- influenced
- interacted
- involved
- judged
- lectured
- listened
- marketed
- mediated

- moderated
- negotiated
- observed
- outlined
- participated
- persuaded
- presented
- promoted
- proposed
- publicized
- reconciled
- recruited
- referred
- reinforced
- reported
- responded
- solicited
- specified
- suggested
- synthesized
- translated

Research Skills

- clarified
- compared
- critiqued
- detected
- examined
- experimented
- explored
- extracted
- formulated
- gathered
- identified
- inspected
- interpreted
- interviewed
- investigated
- located
- measured
- organized
- researched
- searched
- solved
- summarized
- surveyed

Technical Skills

- adapted
- assembled
- conserved
- constructed
- converted
- debugged
- designed
- determined
- developed
- engineered
- fabricated
- fortified
- installed
- maintained
- operated
- overhauled
- printed
- rectified
- regulated
- remodeled
- repaired
- specialized
- standardized
- studied
- upgraded
- utilized

Teaching Skills

- adapted
- advised
- communicated
- conducted
- coordinated
- critiqued
- developed
- enabled
- encouraged
- facilitated
- focused

- guided
- individualized
- informed
- instilled
- instructed
- motivated
- persuaded
- set goals
- simulated
- stimulated
- taught
- trained
- transmitted
- tutored

Financial/

Data Skills

- administered
- adjusted
- allocated
- analyzed
- appraised
- assessed
- audited
- balanced
- computed
- conserved
- corrected
- determined
- developed
- estimated
- forecasted
- managed
- marketed
- measured
- planned
- programmed
- projected
- reconciled
- reduced
- researched
- retrieved
- skills
- acted
- adapted
- began
- combined
- conceptualized
- condensed
- created
- customized
- designed
- developed
- directed
- displayed
- drew
- entertained
- established
- fashioned
- formulated
- founded
- illustrated
- initiated
- instituted
- integrated
- introduced
- invented
- modeled
- modified
- originated
- performed
- photographed
- planned
- revised
- revitalized
- shaped
- solved

Helping skills

- adapted
- advocated
- aided
- answered
- arranged
- assessed
- assisted

- cared for
- clarified
- coached
- collaborated
- contributed
- cooperated
- counseled
- demonstrated
- educated
- encouraged
- ensured
- expedited
- facilitated
- familiarize
- furthered
- guided
- insured
- intervened
- motivated
- referred
- rehabilitated
- presented
- resolved
- simplified
- supported
- volunteered

Organization/

Detail Skills

- approved
- arranged
- cataloged
- categorized
- charted
- classified
- coded
- collected
- compiled
- corresponded
- distributed
- executed
- implemented
- incorporated
- inspected
- maintained
- monitored
- obtained
- operated
- ordered
- organized
- prepared
- processed
- provided
- purchased
- recorded
- registered
- reserved
- responded
- reviewed
- routed
- scheduled
- screened
- submitted
- supplied
- standardized
- systematized
- updated
- validated
- verified

More verbs for

Accomplishments

- achieved
- completed
- expanded
- exceeded
- improved
- pioneered
- reduced (losses)
- resolved (issues)
- restored
- spearheaded
- succeeded
- surpassed
- transformed

RU RAH RAH!





First Last

908-444-1298 | athlete@gmail.com

Education

RUTGERS UNIVERSITY | RUTGERS SCHOOL OF ARTS AND SCIENCES New Brunswick, NJ

Bachelor of Science in Exercise Science, Minors in Sociology and Psychology; May 2023

- GPA 3.6
- Dean's List Spring 2021, Fall 2021

Big Ten Student-Athlete

BASEBALL | Catcher | New Brunswick, NJ July 2019 - Present

- Commit to 20+ hours/week of team practices, training, competition, travel, and team activities while balancing a rigorous academic course load
- Participate in year-round service events on behalf of Rutgers University and Rutgers University Athletics
- Recruit and guide potential future teammates in their transition to college
- Student-Athlete Advisory Committee (SAAC) Member

Work Experience

LUXURY VALET SERVICES | Valet | Milburn, NJ Summer 2020

- Provided valet parking services for high-end clientele at private events throughout the state
- Communicated directly with event attendees and with team leader
- Managed complex schedule, paying close attention to call times and locations to ensure fulfillment of duties, including proper uniform

GRAND SLAM SPORTS CAMP | Coach | Wrightstown, NJ Summer 2019

- Supervised and coached youth ages 5-13 in skill-based circuits, including demonstration of skills
- Fostered communication and cohesiveness through team-building exercises and individual reflection
- Organized one-on-one instruction for children struggling to learn and excel at skills

SUNRISE SENIOR LIVING | Kitchen Staff | Wayne, NJ January 2018-June 2019

- Served meals to residents in shared dining space
- Delivered meals to residents unable to leave private room
- Washed dishes and kept kitchen clean and sanitized

Service and Leadership

EMBRACE KIDS' FOUNDATION | Volunteer | New Brunswick, NJ September 2021-Present

- Participate in RU4Kids Program to provide friendship and support to a patient child along with other team members through regular communication, participation in foundation events, and hosting patient visits

STUDENT ATHLETE ADVISORY COMMITTEE | Team Rep | New Brunswick, NJ Fall 2020-Present

- Regularly communicate announcements and updates to teammates, gather feedback from team for SAAC initiatives, serve on the Community Service sub-committee
- Plan, market, and help manage community service initiatives for all student athletes including food and clothing/shoe drives, virtual and in person reading, blood drives, and other charity events

READ ACROSS AMERICA | Volunteer Reader | New Brunswick, NJ March 2022

- Visited Lord Sterling Elementary School as a guest reader, visiting multiple classrooms with teammates

Skills & Interests

Skills: CPR Certified, Fluent in Spanish; Proficient in Microsoft Office Suite and all Social Media Platforms

Interests: Motivational Authors, Podcasts, Cooking, Playing Guitar



Brittney Jones

143 Senior Street, New Brunswick, NJ 08901 | (551) 123 - 4567 | brittney.jones@rutgers.edu

Summary

- Detail-oriented accounting major seeking an internship in the financial industry to utilize both analytical and problem solving skills gained in previous experiences.

Education

RUTGERS UNIVERSITY, NEW BRUNSWICK, NEW JERSEY Expected May 20XX

- Major: Accounting
- GPA: 3.9

HONORS

- Dean's List (all semesters)
- Rutgers Business School, Academic Excellence Award Spring 20XX

Relevant Courses

Accounting Information Systems	Business Ethics	Financial Management
Concepts of Auditing	Business Law	Business Forum
Income Tax Accounting	Cost Accounting	Statistics Methods in Business

Internship Experience

ACCOUNTING INTERN | OPAL FINANCIAL GROUP, NEW YORK, NEW YORK June 20XX – August 20XX

- Resolved billing issues for clients
- Updated and entered sales information into accounting database
- Filed and distributed invoices and classified transactions for clients

Work Experience

SALES ASSISTANT | ADRIANNA PAPELL, NEW YORK, NEW YORK February 20XX – January 20XX

- Reached out to clients to follow up on deliveries for accounts to ensure goods were on time
- Prepared and sent picture packets for accounts
- Wrote customer orders to be processed by the Order Entry Department

Leadership Experience

TREASURER October 20XX – Present

Rutgers Accounting Society (RAS), New Brunswick, New Jersey

- Manage annual budget of \$3,000 for campus events

SECRETARY September 20XX – May 20XX

Phi Beta Lambda, New Brunswick, New Jersey

- Supervised and composed notes for monthly meetings

Skills

- Technical: Microsoft Office Suite, HTML, JAVA
- Language: Intermediate French (oral and written)

Kelly Morgan

kellys@morgan.com

Cell (555) 555-555 Home (919) 999-9999

Campus Address
3 Hamilton Street, #3B
New Brunswick, NJ 08901

Home Address
335 Windy Circle
Morristown, NJ 07707

OBJECTIVE

To contribute to the success of an organization by applying my talent for communications and my enthusiasm for making deadlines.

EDUCATION

Rutgers University, New Brunswick, New Jersey
School of Communication & Information
B.A., Journalism/Public Relations, Minor: French, May 20XX
GPA- 3.2

Study Abroad: Paris, France- Summer 20XX

HONORS

Dean's List (3 semesters)
Jacques Hardre Travel Grant, Study Abroad, France
National Society of Collegiate Scholars
Pi Delta Phi: National French Honor Society
Carol Reuss Award, School of Journalism and Mass Communication

RELATED EXPERIENCE

Ogilvy & Mather, New York, NY Jan. 20XX – May 20XX <http://www.ogilvy.com/>

Communications Coordinator, March 20XX - May 20XX (part time employee)

- Organized and delivered presentations regarding press releases to Account Executives in support of a major multinational client.
- Coordinated with Account Executives on materials and supplies needed for monthly conference meetings held in Paris.
- Spearheaded the design of a newsletter which was emailed to over 24,000 recipients. The newsletter was attributed for gaining 310 new customers for our client.
- Received praise for displaying initiative in proactively helping resolve customer logistics issues, and was named Employee of the Month for April.

Intern, Jan. 20XX- Jan. 20XX (summers and winter breaks)

- Member of four person team that coordinated media coverage in support of our client's Tour de France sponsorship. One of the ads was nominated for an award.
- Aided in the writing and editing of news releases, media advisories and flyers.
- Was given a special assignment that helped the company gain a new client.

A Helping Hand Mission, Raleigh, NC

July 20XX - Sept. 20XX

<http://www.helpinghandmission.org/>

Volunteer

- Scheduled and delivered goods to needy families, and assisted in communicating the mission's needs to local companies.
- Produced a hand-out which was handed to over 1,000 Special Olympics attendees, leading to a record month of donations of can goods.

ACTIVITIES

Rutgers University Visitor's Center, Public Relations Assistant March 20XX - May 20XX **RU-TV**, Production Assistant, New Brunswick, Nov. 2010 - present
Public Relations Student Society of America, Member, Oct. 2009- present

SKILLS**Oral and Written Communication:**

Fluent in French; proficient in budget management, customer service, feature writing, news release and brochure development, copy-editing, persuasive speaking and presenting.

Computer Experience:

Macintosh and PC operating systems, Microsoft Office Suite, Optimal Resume, Lexis/Nexis database.

Online Resume: <http://unc.confidentialresume.com/kellymorgan>

The goal of the cover letter is to persuade the reader to review your resume by summarizing and combining experiences in one pack-it-with-a-punch-sentence which provides the qualifications that match the employer's requirements. When sending your resume via email, the body of your email message is your cover letter. Generally speaking, your cover letter can include three paragraphs.

Sample Email Subject Lines:

- Response to a job/internship posting: (Company Name) Ad for a Job Posting on Handshake
- Networking with employers or following up on referrals: Met You at the Rutgers Career & Internship Fair Referred by _____
- Canvassing employers to explore potential opportunities: Strong Applicant for Your _____ Department

Sample Lead in Sentence for 1st Paragraph:

- I am a _____ major in my _____ year at Rutgers University and am writing in response to your job posting on Hotjobs.com for a _____.
- I am very interested in the _____ position you have advertised in the New York Times and have attached my resume for your review. The position matches my background, experience, and career interests perfectly.

Sample Lead in Sentence for 2nd Paragraph:

(Follow with a comparison of your qualifications/selling points and their requirements)

- I possess many of the qualifications mentioned in your ad, including:
- Please allow me to draw your attention to a few of the ways my background meets your requirements:
- The attached resume provides a detailed outline of the skills I have acquired through my education and work experience. Those that may be of particular interest to you include:

Sample Final Paragraph Closing:

- I would like to meet personally to discuss the ways I can contribute to your organization's needs. I can be reached at _____. Thank you for your time and consideration.
- I look forward to meeting you to discuss the needs of your _____ department and how my background can accommodate them. I can be reached at _____ to arrange an interview at your earliest convenience.
- I welcome the opportunity to meet with you and discuss in more detail my qualifications for the position. I look forward to hearing from you soon to set up an interview. Thank you.



***JOB SEARCH
STRATEGIES &
NETWORKING***

RUTGERS RAH!





LinkedIn is an online network of over 450 million members. It's the go-to place to establish a professional online presence, engage with your network, and search for employment opportunities. Follow these tips to create a stellar LinkedIn presence!

Write a Catchy Profile Headline: Your headline is one of the first things people will see on LinkedIn. Keep it short, memorable, and professional. Try addressing your area of study and ambition. For example, "Human Resources Major and Aspiring Compensation Analyst," or some of your skill sets.

Pick an Appropriate Photo: Upload a high-quality headshot photo of yourself alone and professionally dressed and/or appropriately dressed based on the field you intend to work in. No party shots, family photos, or cuddly animal pictures!

Create Your Unique LinkedIn URL: By creating a unique URL (i.e. www.linkedin.com/in/JohnPeters) and setting your LinkedIn profile to "public" you're increasing the professional results that appear when people search for you online. This is also a more appealing URL to add to your resume!

Develop a Professional Summary: The professional summary is one of the most important sections on the profile. It's your opportunity to present exactly what you have to offer on your own terms. The summary statement should be clear, and concise about your qualifications and goals. Include relevant work, extracurricular, and skill information.

Show Off Your Education: Include major, minor, and study abroad or summer programs. No need to be modest. LinkedIn is the right place to show off honors and awards as well!

Include Other Experiential Education: Internship and work experience is great, but don't forget related activities including clubs and organizations, community service, and research experience.

Don't Go Overboard: Once you get started it's tempting to include everything, but be selective. Keep in mind, "What's your goal?" It's important to modify your LinkedIn content based on objective, just like your resume.

Grow Your Network: Begin connecting once you have created your profile. You recognize a co-worker from your part-time job, connect. Your parent's friend you've known since you were little, connect. Use the "Advanced People Search" feature to find potential contacts who attended Rutgers University.

Connect with Personalized Invitations: LinkedIn will provide you with a generic connection request e-mail. Customize as many connection requests as possible. Address something that resonates with you from when you met or on their profile, why you're connecting, and thank them for the opportunity to do so.

Collect Diverse Recommendations: Ask internship or work supervisors, professors, and others who have worked with you for recommendations. Strive for at least one recommendation for each position you've had.

Engage with Your Network: Stay in touch. Send interesting articles, congratulate for work anniversaries, and update individuals on your internship or job search. Finally, remember it is always better to occasionally take on-line to off-line. To nurture a relationship, suggest catching up over a cup of coffee purchased (or at least attempted to) by you, of course.

Networking is building and maintaining mutually beneficial relationships to develop career prospects, whether it is in-person, online, or both. It is one of the most important attributes of career success. Many great job opportunities never make it to the pages of a recruitment website or job board; they get filled by word of mouth. Even if the position is posted, it helps to know someone inside the organization who can give you the inside line. Try these smart moves to excel at networking:

- **Start Early:** Don't wait until graduation, and then think "I have no connections." Build your network throughout your time at Rutgers. Every day is a new opportunity to meet someone.
- **Practice That Elevator Pitch:** Be ready to introduce yourself wherever and whenever with a basic elevator pitch introduction.
- **Actively Engage in Your Classes:** Professors have many connections – from professionals in the field to former students. If you establish a positive relationship with teachers they can become valuable resources in your job search later on.
- **Reach Out to Other Faculty and Staff:** If there's someone else at Rutgers who you think may be able to provide you with career advice or guidance you have nothing to lose by reaching out and asking, do it!
- **Take Advantage of Networking Events:** At Rutgers, there are countless opportunities to network. Student organizations often host alumni and employers. University Career Services conducts events including career and internship fairs, employer panels, and field trips. Visit our website for the most up-to-date events calendar.
- **Network Beyond Campus:** Networking on-campus is great, but also consider beyond. Attend young professional and interest groups through MeetUp to talk with people that recently went through the job search process. Also, professional associations are a great way to meet professionals working in your areas of interest, network, and learn more about what is happening in the field. As a bonus, these associations often have discounted student membership and conference rates. You will look pretty motivated and forward-thinking as a student attending these type of events.
- **Manage Your Reputation:** Whether you're working part-time at a restaurant or interning in a large company, take it seriously and do your best. You never know who could help you in your career by serving as a reference or connecting you to someone.
- **Ask for an Informational Interview:** Want to connect with individuals that you admire at your internship, at Rutgers, or even in your field? Request an informational interview (learn more) to find out how they got to where they are and ask for any advice they may have for you. This can take place via e-mail or on the phone.
- **Offer to Give Back:** Networking isn't a one-way street. As a student you may wonder, "What in the world can I offer?" but you will never know unless you ask. Make it clear to your connections that you're willing to help as well. You may be able to lend a hand in surprising ways.
- **Connect through LinkedIn:** Once you've made new contacts, connect and touch base with them through LinkedIn. LinkedIn is the perfect place to communicate with contacts while maintaining your professional online presence.





INTERVIEW
TIPS

Virtual/Telephone Interviews—Some employers screen candidates using video conferencing or telephone before a face-to-face interview. Some tips include:

VIRTUAL:

- **Set the Stage:** Find an appropriate place to be seen, with a clean background, proper lighting, and minimal distractions/noise.
- **Internet Connection:** Ensure you have a stable connection. Consider wired over wireless.
- **Install & Test:** Set up and practice with the software (i.e., Skype) beforehand, especially if it's your first time using that tool to avoid technical glitches during the interview.
- **Focus Your Attention:** Keep all other programs/windows closed to maintain eye contact with your interviewer. Look at the webcam and not at yourself.

TELEPHONE

- **Dress the Part:** Dress the same way you would for an in-person interview to achieve the right state of mind needed for the opportunity.
- **Be Prepared:** Have a copy of your resume, cover letter, job description, and other important information with you for easy access.
- **Listen then Talk:** Without visual cues to avoid talking over each other, be patient and let the interviewer speak before answering.

BEHAVIORAL INTERVIEWS

- These types of interviews are based on the concept of using past behavior as a way of predicting future performance.
- The interviewer will ask for specific examples of how a skill has been demonstrated in the past. See the next section for more details on Behavioral Interviewing.

GROUP INTERVIEWS

- Designed to see how you relate to different personalities. Be sure to communicate with each interviewer during the process.

CASE INTERVIEWS

- A common interview format with consulting firms, this type of interview involves describing the steps to take in solving a specific problem.



- Research the employer to obtain as much information as possible including the organization's mission statement, values, products and services, structure and competitors. Use various resources such as the employer's website, glassdoor.com, Vault's Career Insider, and LinkedIn.
- Research the position and be able to discuss the skills and qualities you possess that make you a good candidate for the job.
- Review your background including coursework, academic/research projects, activities, internship and work experience. Provide examples of skills and qualities you have developed that are relevant to the position. Employers are seeking candidates who can communicate effectively, have the ability to work in a team, and possess analytical and problem-solving skills.
- Research the individual or individuals you will be interviewing with if possible - understand their backgrounds, how much time they have spent at the company, etc.
- Practice interviewing. Attend a University Career Services interview seminar or schedule an appointment with a career advisor for a mock interview. Also, use InterviewStream, an online resource in Rutgers Handshake.

INTERVIEW KNOCKOUT FACTORS

- ✗ Being late.
- ✗ Unprepared for the interview. Lack of knowledge about the employer.
- ✗ Inability to express ideas clearly; poor communication skills.
- ✗ Poorly defined career goals; little or no career direction.
- ✗ Limited interest in the employer.
- ✗ Negative attitude toward former jobs, supervisors, or colleagues.
- ✗ Not answering the interview questions directly; making excuses during the interview.
- ✗ Not asking questions about the job or employer or asking inappropriate questions.
- ✗ Lack of confidence/poise; poor body language/eye contact; weak handshake.
- ✗ Only interested in salary and benefits.
- ✗ Not being properly dressed

TYPICAL INTERVIEW QUESTIONS

College and Academic Experiences

- Why did you select Rutgers?
- Why did you choose your major?
- Which campus activities did you participate in and what did you learn or gain from these involvements?
- Which college classes did you like the best/least? Why?
- How would you evaluate your education at Rutgers?
- Do your grades accurately reflect your abilities?
- Were you financially responsible for your education?
- How many classes did you miss because of illness, personal business, or other reasons?

Work Experience and Accomplishments

- What did you enjoy most/least about your last job?
- Have you ever quit a job? Why?
- Which three accomplishments are you most proud of?
- What problems have you solved on the job?
- What work experience did you have during college?

Skills and Personal Qualities

- Tell me about yourself. (Be prepared for this one. It may be the first question asked. Briefly highlight your career interests, academic background, work experiences, and strengths.)
- What are your greatest strengths?
- Can you describe any weaknesses? (Make sure you cite something that you are actively improving upon. Turn it into a positive. Do not mention a weakness, which would directly and negatively impact your ability to do the job.)
- What skills have you developed?
- Do you have any computer experience?
- Why should we hire you rather than another candidate?
- Is there anything that is not on your resume you would like to share? (Your answer may include any volunteer work, activities, or community service).
- Define success and failure.

The Job and Employer

- Why did you choose to interview with us?
- How does your college education or work experience relate to this job?
- What do you know about us (products or services)?
- What are your salary requirements?
- Why are you a good candidate for this position?

Work Environment

- Do you prefer to be supervised or work on your own?
- Would you be successful working on a team?
- Have you worked under deadline pressure? When?
- Are you able to work on several assignments at once?
- Do you prefer large or small organizations? Why?

The Future

- Describe your ideal job.
- Where do you want to be in five years? Ten years?
- Do you plan to further your education?

Typical "Behavioral Interview" Questions

- Give an example of a situation when you dealt with a difficult customer.
- Provide an example that demonstrates your ability to work effectively as part of a team.
- Describe a time when you successfully managed multiple responsibilities.
- Describe a project or situation which demonstrates your ability to analyze and solve problems.
- Give an example that demonstrates your organization skills and attention to detail.
- Describe a time when you had a conflict or difference of opinion with a co-worker.

Sports Related Questions

- How did you balance participating in your sport with academics?
- How did participating in your sport contribute positively or negatively to your collegiate experience?
- What skills did you learn that you can apply in the workforce?
- How did you deal with difficult situations with teammates?
- What did you like most about participating in a sport at the Division I level?
- What did you like least about participating in your sport?
- How did you deal with feedback from your coaches?
- How did you approach difficult conversations with your coaches?

What Should I Wear?



CASUAL

BUSINESS CASUAL

PROFESSIONAL



**Recommended minimum standard of dress for career fairs and interviews*

Prepare for the
Internship/Job Search

What is "Professional Dress"?

The definitions of "business casual" and "professional" vary by industry and organization as well as position. Be sure to check for the dress code where you will work. In general, professional dress starts with a neutral color suit in a solid or very subtle stripe pattern.

For Women:

- Pants or skirt (knee-length or longer with hose)
- Blouse or shell
- Simple jewelry and make-up
- Dark or neutral professional heels or flats
- Professional bag or small purse

For Men:

- Long-sleeved collared shirt
- Conservative tie
- Polished leather shoes with socks matching pant color
- Neutral color belt
- Professional portfolio

How Casual is Too Casual?

Your daily attire for classes, working out, or just running errands is too casual for a professional environment, even if it is a "business casual" one. While business casual allows for greater flexibility and creativity, you should always strive for neat, clean, and well put together.

Stock Up On:

- Leather shoes and belts
- Dark jeans, trousers, and knee length skirts (women)
- Sweater vests (men) and sweater sets (women)
- Sports coats (men) and fitted jackets (women)
- Button down shirts and blouses

Message Regarding Attire at UCS Events:

University Career Services works with all students regardless of academic major or career interests. While we do coach students to "dress to impress" at our events, we do not bar entrance to any of our recruiting events based on the attire.

WHAT IS IT?

- Handshake is the official career management platform for Rutgers University-New Brunswick. It is managed by the Office of Career Exploration and Success.

WHY DO I NEED IT?

- Rutgers Handshake provides students access to employment opportunities, career-related events, and appointment scheduling with a career advisor. There are some career fairs and related events that exclusively use Handshake for sign ups.

WHO CAN USE IT?

- Students already have access to Handshake via their NetID and password; staff and faculty will need to request access to use the system.

HANDSHAKE APP/PLATFORM

- **BENEFIT:** Students can utilize Rutgers Handshake to access thousands of job and internship listings in the system, plus schedule appointments with career advisers, read employer reviews from other students, network with employers, register for career events, access exclusive online resources, and much more.
- **TECHNOLOGY:** Handshake app is available for Apple and Android users through the App Store and Google Play
- **PHONE APP:** You can request appointments with Career Explorations and Success, register for fairs, workshops, and programs, search and apply for positions, access additional online resources and network with employment organization.

SIMPLE STEPS TO ACCESS THE MOBILE APP:

Visit the App Store or Google Play on your mobile device.

- Search for 'Handshake' within the store, and download the app. (This is a free application.)
- Open the application and on the welcome screen, enter 'Rutgers University' in the search bar, then select 'Rutgers University-New Brunswick' from the results.
- Then select school login
- From the next screen, enter your NetID and password and tap go. From here, follow the onboarding wizard to access your account.