

# CAREER GUIDE

RÉSUMÉS

COVER LETTERS

NETWORKING

JOB & INTERNSHIP SEARCH

INTERVIEWING

CURRICULA VITAE

**BINGHAMTON**  
UNIVERSITY

FLEISHMAN CENTER FOR CAREER  
AND PROFESSIONAL DEVELOPMENT

# From Campus to Careers

## Build your future with Visions



*Every year, too many students graduate with minimal financial knowledge and ever-growing amounts of debt. We're here – on campus – to help you break the mold!*



### At the University Union

Since teaming up with the Fleishman Center in 2017, we've become the official financial partner for Binghamton University.

Here's what that means for students:

- Banking services in the Union
- Access to savings, checking, and loan products\*
- Visions ATMs all around campus
- Free financial education classes and resources
- Free one on one assistance with your financial concerns

Check out our Financial Wellness resources at [visionsfcu.org/walletwellness](https://visionsfcu.org/walletwellness).

To learn more and open an account, head to [visionsfcu.org/BU](https://visionsfcu.org/BU) or visit our office in the Union. **Hours of operation:** Monday–Friday, 9:00am–5:00pm.

If you commute or live off campus, feel free to visit one of our other offices in the area. Visit [visionsfcu.org/locations](https://visionsfcu.org/locations) to find the office near you.

\*Credit union membership is required with a \$1 minimum deposit. Certain restrictions apply; go to [visionsfcu.org/join](https://visionsfcu.org/join) for eligibility.

## Beyond the Halls of Harpur

Not only on campus, we're committed to community. You'll also see us throughout the Southern Tier supporting charities, hosting events, and helping people just like you to reach financial success.

Plus, alongside this university, we're still growing! Career opportunities and internships include positions in:

- Information technology
- Data analytics
- Human resources
- Member service
- Finance and investments
- Public relations and community outreach
- ...and more!

Explore our job listings and #ClaimYourSeat at [visionsfcu.org/careers](https://visionsfcu.org/careers).

Visions Federal Credit Union is an equal opportunity employer whose goal is to achieve a positive work atmosphere while encouraging a healthy work/life balance. M/F Disabled and Vet EEO/AA Employer. Federally insured by NCUA.

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## ABOUT THE FLEISHMAN CENTER

### OUR GOAL: SUPPORTING YOUR CAREER AND PERSONAL GROWTH

The Fleishman Center for Career and Professional Development creates pathways for undergraduate and graduate students to succeed through high-impact learning experiences, employer and alumni connections and one-on-one career support. We strive to support all Binghamton University students in developing career-readiness skills and pursuing meaningful career and personal growth. Through a dynamic network of opportunities and connections, we empower all students to explore, pursue and achieve fulfilled lives.

*The National Association of Colleges and Employers (NACE) has identified eight career readiness competencies associated with college student career success.*

## CAREER READINESS COMPETENCIES

### CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

### COMMUNICATION

Clearly and effectively exchange information, ideas, facts and perspectives with persons inside and outside of an organization.

### PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits and act in the interest of the larger community and workplace.

### LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.

### TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks and accomplish goals.

### TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

### CAREER AND SELF-DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

### EQUITY AND INCLUSION

Demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures and policies of racism.

# TRANSFERABLE SKILLS

Over the years, you have developed many skills from coursework, extracurricular activities, internships, jobs and your general life experiences. These skills are not limited to any one academic discipline or knowledge area but are **transferable** to many occupations. A prospective employer expects you to apply the skills you have learned through your studies, work and life experiences to the work environment.



## WHAT SKILLS AND QUALITIES ARE IMPORTANT TO EMPLOYERS?

According to the 2021 National Association of Colleges and Employers (NACE) Job Outlook Survey, the top 10 qualities/skills employers seek are transferable skills:

- Problem-solving*
- Leadership*
- Ability to work in a team*
- Verbal communication*
- Strong work ethic*
- Initiative*
- Analytical/quantitative skills*
- Detail-oriented*
- Written communication*
- Technical skills*

The table below provides examples of transferable skills that are developed from gaining experience within each of the five categories. To demonstrate how these skills can be marketed to an employer on a résumé, the bolded words are formed into résumé bullet points on the following page.

 <b>HUMAN RELATIONS</b>	 <b>CREATIVE THINKING</b>	 <b>COMMUNICATION</b>	 <b>ORGANIZATION/ MANAGEMENT</b>	 <b>RESEARCH/ PLANNING</b>
<ul style="list-style-type: none"> <li>Counseling</li> <li>Advocating</li> <li>Coaching</li> <li>Providing care</li> <li>Empathizing</li> <li><b>Providing customer service</b></li> <li>Facilitating group process</li> <li>Active listening</li> <li>Motivating</li> </ul>	<ul style="list-style-type: none"> <li>Anticipating problems</li> <li>Creating images</li> <li>Designing programs</li> <li>Displaying</li> <li><b>Brainstorming new ideas</b></li> <li>Improvising</li> <li>Composing</li> <li>Thinking visually</li> <li>Anticipating consequences of actions</li> </ul>	<ul style="list-style-type: none"> <li>Speaking effectively</li> <li>Listening attentively</li> <li>Expressing ideas</li> <li>Facilitating discussion</li> <li>Perceiving nonverbal messages</li> <li>Persuading</li> <li>Editing</li> <li><b>Promoting</b></li> <li><b>Working in a team</b></li> </ul>	<ul style="list-style-type: none"> <li>Making decisions</li> <li><b>Leading</b></li> <li>Solving problems</li> <li>Meeting deadlines</li> <li><b>Coordinating tasks</b></li> <li>Teaching</li> <li>Mediating</li> <li>Resolving conflict</li> <li>Organizing</li> </ul>	<ul style="list-style-type: none"> <li>Setting goals</li> <li>Critical thinking</li> <li><b>Analyzing data</b></li> <li>Defining needs</li> <li>Investigating</li> <li><b>Gathering information</b></li> <li>Formulating hypotheses</li> <li>Calculating and comparing</li> <li>Observing</li> </ul>

## DEVELOPING RÉSUMÉ BULLET POINTS



- **Transferable skill:** Providing customer service
- **Supporting experience:** Server
- **Résumé bullet point:** Engaged with patrons to provide an excellent customer experience while managing a 3-5 table section in a popular family restaurant.



- **Transferable skill:** Brainstorming new ideas
- **Supporting experience:** Event coordinator internship
- **Résumé bullet point:** Brainstormed innovative and cost-effective crafts for annual welcome week program and successfully implemented ideas in the following year.



- **Transferable skill:** Promoting and working in a team
- **Supporting experience:** Greek life
- **Résumé Bullet Point:** Collaborated with marketing committee of 5 members to promote fundraising events by creating eye-catching posters using Photoshop and tabling in high-traffic areas.



- **Transferable skill:** Leading and coordinating tasks
- **Supporting experience:** Group project
- **Résumé bullet point:** Led a team of 3 through semester-long project that required delegating weekly tasks, organizing and facilitating 8 meetings, and presenting completed product to faculty and students.



- **Transferable skill:** Analyzing data and gathering information
- **Supporting experience:** Student research assistant
- **Résumé bullet point:** Gathered information from 3 academic journals and analyzed outcomes data in each study to develop a research proposal.



See page 9 for more information on developing bullet points to market your experiences.

## REPRESENTING YOUR LEADERSHIP EXPERIENCE ON A RÉSUMÉ

Student leaders gain skills in teamwork, advising, event/program planning, public speaking, leadership development and assessment among many others. Before you can articulate your leadership experience to others, it is necessary to review your experiences and to identify the skills you have gained and/or used through your leadership positions.

**Step 1:** Brainstorm what you do.

**Step 2:** What aspects of your leadership position are most important to you?

**Step 3:** Describe what you do.



- **Leadership experience:** Lacrosse team captain
- **Highlighted skill:** Organization
- **Résumé bullet point:** Utilize Google calendar to manage time and to record all games, practices, study hours and community service events required throughout the season.
- **Leadership experience:** Residential hall council member
- **Highlighted skills:** Gathering information
- **Résumé bullet point:** Discuss and informally survey residents to determine program and event topics of interest and relay feedback during monthly program planning meetings.



# Join an organization where you can make a meaningful difference

Joining the Guthrie team allows you to become part of a tradition of excellence in health care. In all areas and at all levels of Guthrie, you'll find staff members who have committed themselves to serving the community.

Guthrie hires new graduates in the following positions:

**Nurse Residency Program:** Guthrie's year-long Nurse Residency Program educates and supports newly licensed registered nurses through the transition from student to professional RN.

**Medical Technologists:** For those who are graduating with a Bachelor of Science, consider a career as a Medical Technologist. As a Medical Technologist you will perform lab tests and analyze various biological samples to treat or diagnose different diseases.

**Finance/IT Roles:** Guthrie offers various roles for those interested in finance and IT services. These roles support the operations of the Guthrie health care system.

**Administrative Fellowship:** Guthrie's Administrative Fellowship Program is a two-year postgraduate program for recent graduates of an accredited MHA, MBA, or MSN program. The program is designed to provide fellows hands-on experience in health care management.



*"I chose Guthrie to be part of a team that prioritizes quality patient care, interdisciplinary collaboration, and employee advancement. There are endless opportunities within the Guthrie system for nurses to pave the career path that is right for them."*

Maria Scorzelli, RN  
Binghamton University Graduate

Find your reason to choose Guthrie. View careers at [careers.guthrie.org](https://careers.guthrie.org).

# RÉSUMÉS

A résumé is meant to market you to a potential employer by drawing attention to the skills and accomplishments the employer values. A résumé should be well-organized and emphasize your most marketable qualifications relevant to the position.

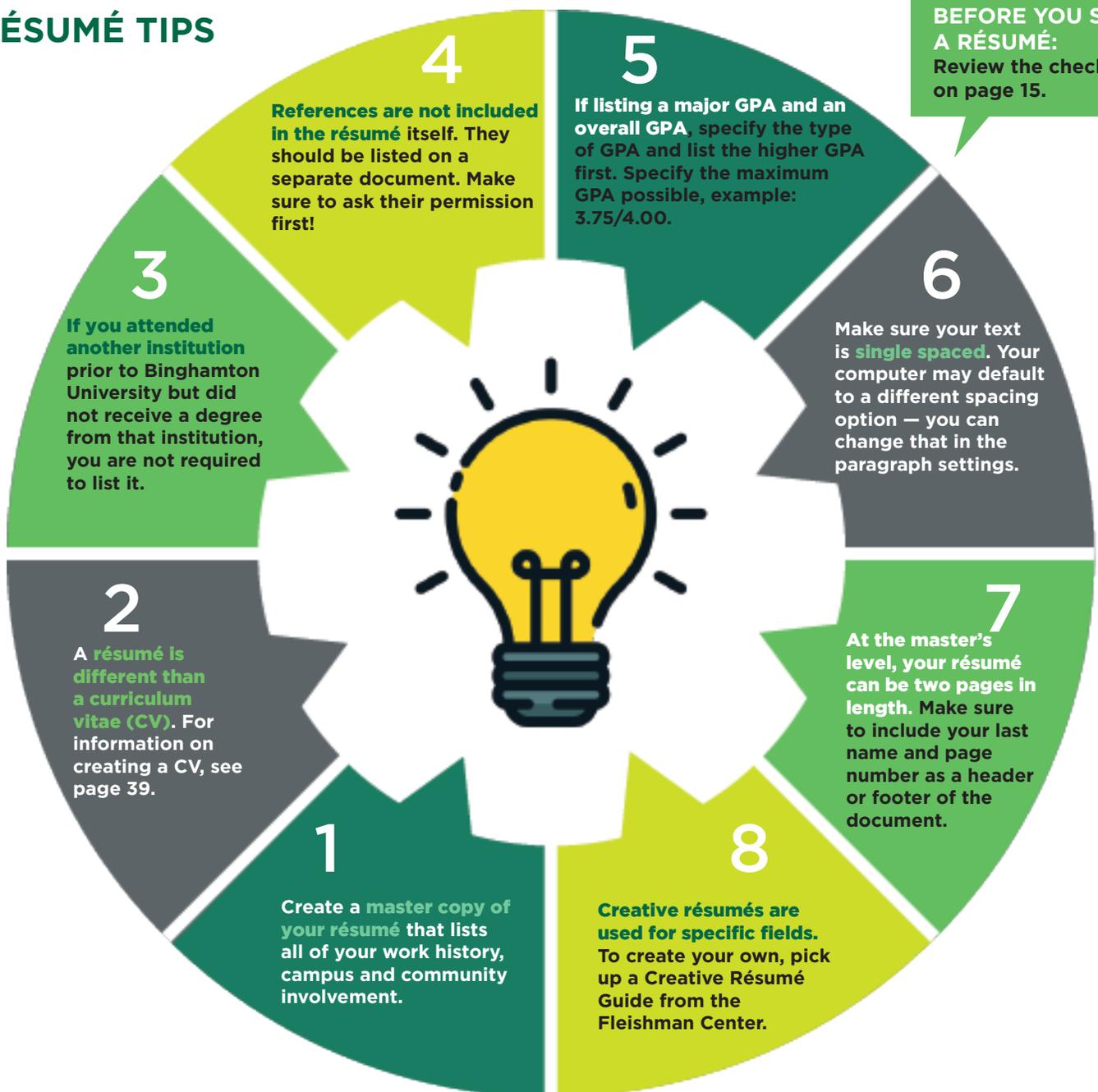
## THE BASICS

- Focus:** Tailor your résumé to the skills, experiences and qualities employers seek in a candidate
- Font:** Use a plain typeface and a font size between 10–12 pt.
- Margins:** Set margins between 0.5 and 1.0 inches.
- Length:** Create a one- to two-page document (may vary by career field).
- Layout:** Be consistent with spacing. Make important information easy to find.

## FORMAT OPTIONS

- Chronological:** Most common and recommended for current students and recent graduates. Present information in reverse-chronological order (most recent first) within each category.
- Functional:** Emphasizes skills, qualifications and accomplishments rather than position titles, employers and dates. Can be effective for career changers or those with limited work histories.
- Combination:** Combines the functional and chronological styles. Experience is organized chronologically with duties and responsibilities presented through skill clusters.

## RÉSUMÉ TIPS



# GETTING STARTED

Begin by creating a master list of all positions and activities in which you have been involved. Next, review the list to identify those that relate most to the employer’s needs — these are the positions on which you will focus. Choose appropriate categories based on what aspects of your background are most relevant to the position(s) you seek.

## CONTACT INFORMATION

Name, address, phone number, email address and URL for LinkedIn page or personal website/portfolio.

No personal information (gender, age, birth date, marital status, citizenship, social security number).

If you regularly use an English nickname, put it in parentheses between your first and last name.

Example: Mei-Ling (Molly) Wang

## Baxter BearCat

(607) 111-1111 | bbaxter@binghamton.edu  
PO Box 1234, Binghamton, NY 13902

## OBJECTIVE STATEMENT

(Optional)

Brief statement providing focus to your résumé and indicating the kind of position or field you are seeking.

## OBJECTIVE

Participation in the Liberal Arts to Careers Externship program.

## EDUCATION

Include institution(s) attended, degree(s) obtained or expected, major(s), graduation date, minors and concentrations.

Double majors receive only one degree. Students with majors from two different schools receive two degrees.

BS is listed before BA.

May include relevant courses, education abroad, honors or scholarships. Binghamton’s official school name is Binghamton University, State University of New York.

## EDUCATION

### Binghamton University, State University of New York

Bachelor of Science, Majors in Environmental Studies and German, Expected in May 20XX  
Cumulative GPA: 3.4/4.0, Dean’s List Spring 20XX

### S.T.A.R. Early College School, Brooklyn NY

High School Diploma, June 20XX

- Gold Honor Role Fall 20XX – Spring 20XX

## LEADERSHIP

### TRIO Student Support Services, Binghamton University

*Peer Mentor, June 20XX-Present*

- Organize and present college readiness workshops for 13 low-income, first-generation college freshmen
- Direct students to campus resources, programs and services
- Handle various administrative duties and serve as RA for the students for one week

### Dickinson Leadership Certificate Program, Binghamton University

*Participant, August-December 20XX*

- Attended multiple workshops, wrote journals and obtained a Leadership Certificate
- Strengthened leadership skills in listening, public speaking, prioritizing and group work

## EXPERIENCE

Group experiences in sections based on themes, keeping in mind the needs of the position/employer.

Category headings may change based on personal experience; e.g. relevant experience, supporting experience, research, leadership, etc.

List in reverse chronological order within each category (most recent first based on end date).

For each experience, include position title, organization name, city and state, dates of activity and description.

Use the job posting to help you decide what experiences to include on your résumé.

## VOLUNTEER

### Christa McAuliffe School, Brooklyn, NY

*Teacher’s Aid, February 20XX - May 20XX*

- Assisted 6<sup>th</sup>- and 7<sup>th</sup>-grade science teacher with students during classes; distributed materials, provided one-on-one support, took attendance

## SKILLS

Computer: Microsoft Word, PowerPoint

Language: Basic conversational Spanish

## SKILLS

Highlight skills relevant to the position/employer.

Can be grouped by functional area (ex: languages, software, laboratory, technical).

Limit to hard skills.

## WRITING BULLET POINTS

- Identify the skills you used/developed and compare them to the position description
- Answer questions in your bullet points: Who? What? When? Why? How? How many? How often? Results?
- Begin each bullet point with an action verb (use the list below to identify verbs that show your skills)
- Avoid “responsible for” and “duties include” and do not use personal pronouns (i.e. I, my, our, we)
- Be sure all descriptions focus on YOUR skills and contributions
- Include numbers (e.g. quantities, dollar amounts, percentages) when appropriate
- Use past tense verbs for positions you have completed, present tense verbs for current positions

# ACTION VERBS

### PLANNING

Administered	Determined	Evaluated	Planned	Prioritized	Strategized
Anticipated	Developed	Forecasted	Prepared	Researched	Studied
Commissioned	Devised	Identified	Formulated	Revised	Tailored

### ORGANIZATION

Acquired	Assessed	Coordinated	Facilitated	Obtained	Scheduled
Activated	Cataloged	Customized	Implemented	Ordered	Secured
Adjusted	Classified	Delegated	Incorporated	Procured	Selected
Allocated	Collected	Designated	Instituted	Programmed	Simplified
Arranged	Committed	Designed	Issued	Recruited	Suggested
Assembled	Confirmed	Established	Logged	Retrieved	Tracked

### EXECUTION

Acted	Conducted	Exercised	Installed	Processed	Shipped
Administered	Displayed	Forwarded	Operated	Produced	Sold
Completed	Distributed	Input	Performed	Proved	Transacted

### LEADERSHIP

Adjusted	Directed	Explored	Measured	Pioneered	Scrutinized
Analyzed	Discovered	Founded	Modified	Prohibited	Stimulated
Certified	Elected	Inspected	Monitored	Promoted	Strengthened
Chaired	Encouraged	Inspired	Officiated	Regulated	Supervised
Controlled	Established	Judged	Overhauled	Refined	Trained
Developed	Examined	Maintained	Oversaw	Reviewed	Updated

### PROBLEM SOLVING

Alleviated	Conceived	Diagnosed	Formulated	Remodeled	Satisfied
Analyzed	Created	Engineered	Found	Repaired	Solved
Brainstormed	Deciphered	Explained	Investigated	Revamped	Synthesized
Collaborated	Detected	Foresaw	Recommended	Revitalized	Theorized

### COMMUNICATION

Adapted	Dedicated	Highlighted	Marketed	Reported	Synthesized
Addressed	Defined	Illustrated	Mediated	Represented	Systematized
Clarified	Deliberated	Improvvised	Moderated	Shaped	Taught
Communicated	Demonstrated	Indicated	Negotiated	Specified	Tested
Composed	Drafted	Informed	Persuaded	Spoke	Translated
Concluded	Edited	Instructed	Presented	Submitted	Transmitted
Consulted	Educated	Interpreted	Publicized	Suggested	Verified
Convinced	Explained	Interviewed	Questioned	Summarized	Welcomed
Corresponded	Extracted	Justified	Referred	Supplemented	
Critiqued	Greeted	Lectured	Reinforced	Surveyed	

# RÉSUMÉ SAMPLES

Use these samples to guide the creation of your own résumé. You should not copy these samples, but use them to get ideas for how you might organize information on your own résumé. You will also see examples of effective bullet-point writing throughout the samples provided.



## FIRST-YEAR – SOPHOMORE RÉSUMÉ

### First Last

1234 Resume Road | Binghamton, NY 12345  
(123) 456-7890 | resume2@binghamton.edu

#### EDUCATION:

Binghamton University, State University of New York Expected Graduation: May 20XX  
Bachelor of Science in Psychology | GPA: **3.75/4.00** | Dean's List: Fall 20XX

Pulaski High School Graduation: June 20XX  
Advanced Regents Diploma | GPA: **92.00**

#### WORK EXPERIENCE:

**Summer Recreation Program** Central Square, NY  
Recreation Counselor July – August 20XX

- Supervised 5-15 teenagers at a time to promote engagement with activities, enforce conduct when needed, and ensure safety
- Developed crafting program by incorporating a basket weaving activity, which required training 3 staff members, budgeting for all the supplies, and leading the activity for 15 teenagers

**JCPenney** Watertown, NY  
Sales Associate September 20XX – Present

- Provide effective customer service in a fast-paced environment, resulting in promotion to lead trainer for all new hires transitioning into the same role
- Initiate engagement with customers to offer assistance and promote current sales in order to enhance customer satisfaction

#### VOLUNTEER EXPERIENCE:

**National Honor Society** Pulaski, NY  
Tutor/Member October 20XX – June 20XX

- Lead 9 tutoring sessions for 3 students to provide an individualized learning experience
- Served as host at the incoming inductees ceremony, greeting incoming audience members and providing pamphlets of the event

**Richland Park Clean-Up Project** Richland, NY  
Volunteer June 20XX

- Collaborated with 23 community members to perform various tasks in order to enhance the park's accessibility, appearance, and functions
- Requested donations from neighborhood with 2 other volunteers, raising a total of \$150.00

#### AWARDS & HONORS:

**Jordan Smith Scholarship** Binghamton, NY  
Recipient Fall 20XX

- Awarded to incoming freshman who demonstrated academic excellence and solid citizenship

**National Honors Society** Pulaski, NY  
Member September 20XX – June 20XX

- Inducted based on excellence in the areas of scholarship, character, leadership, and service

#### SKILLS:

**Language:** Basic conversational French

**Computer:** Microsoft Offices (Word, Excel, PowerPoint), Facebook, Twitter, Google Docs, Fluent Touch Typer, Photoshop (Basic)

*As a first-year or sophomore student, it is okay to include high school activities and work experience on your résumé until you become more involved on campus.*



## JUNIOR – SENIOR RÉSUMÉ

Include a skills category toward the top of the page; list laboratory skills as well as technical and language.

### First Last

429 Any Street, Anytown, New York 12345 | 555.555.2555 | anyone@binghamton.edu

### Education

#### **Binghamton University, State University of New York**

Bachelor of Arts in Biology, expected 5/XX

#### **Finger Lakes Community College (FLCC), Canandaigua, New York**

Associate of Science in Biotechnology, 5/XX

### Skills

**Laboratory:** calculations, unit conversion, notebook keeping, safety protocol, sterile technique

**Equipment:** light microscope, balances, spectrophotometer, pH meter, micropipettes

**Laboratory Techniques:** electrophoresis, cell/bacterial culture, Gram staining, genetic transformation, PCR

**Imaging:** Gel Doc XR unit, Adobe Creative Suite software, image processing & printing

**Computer:** HTML/CSS, Windows and Mac OS, data analysis, system building/repair

### Research

#### **Research Assistant, QUEST REU, 6/XX–8/XX**

Annis Water Resources Institute | Muskegon, Michigan

- Developed a research project that focused on differentiating between field vs. streambank erosion in the Lake Macatawa Watershed
- Recorded levels of sediment erosion using a system of horizontal staves in stream sites that displayed a valid representation of the entire watershed
- Created a minimally-invasive data collection protocol specific to extremely sensitive streambanks
- Participated in several NSF funded projects through Steinman Lab including Muskegon Lake long-term monitoring, Project Clarity: Macatawa restoration, and Bear Lake Restoration
- Gathered hydrologic data using a YSI 6600 and processed water samples in the lab

### Class Projects

#### **Genetic transformation of *Escherichia coli* with pGLO/GFP, 4/XX**

Binghamton University, Binghamton, NY

- Induced competence of *E. coli* cells, introduced pGLO plasmid
- Analyzed transformation efficiency

#### **Analysis of cytotoxicity of hydrogen peroxide**

Finger Lakes Community College, 2/XX

- Applied knowledge of cell culture techniques to separate and provide nutrients for a primary culture of CHO cells
- Prepared a control culture and two experimental cultures to subject to 100 mM and 200 mM hydrogen peroxide
- Determined degree of toxicity by counting cell populations in the experimental and control groups

#### **Demonstration of evolutionary divergence by SDS-PAGE**

Finger Lakes Community College, 11/XX

- Obtained samples of muscle tissue from a variety of freshwater fish
- Prepared myosin and actin protein samples for analysis by polyacrylamide gel electrophoresis
- Compared differences in muscle proteins to known phylogenetic information

### Work Experience

#### **Technical Support 10/XX–5/XX**

Help Desk, Binghamton University

- Answered support calls from faculty and students
- Documented problems to be interpreted and solved by technical staff
- Applied computer knowledge to solving issues not requiring technical staff

#### **Library Assistant 9/XX–5/XX**

Charles J. Meder Library, Finger Lakes Community College

- Assisted senior library staff with the daily operation of the circulation desk and library computers



## BUSINESS ADMINISTRATION/CONSULTING/ECONOMICS RÉSUMÉ

### First Last

340 Management Street | Upstate, NY 10999 | (914) 123-4567 | astudent@binghamton.edu

#### EDUCATION AND HONORS

##### **Binghamton University, State University of New York**

*Bachelor of Science in Business Administration*

May 2019

*Concentrations in Management Information Systems, and Consulting and Leadership*

Cumulative GPA: 3.98/4.00

**Binghamton University Scholars (Honors) program-** Binghamton's only undergraduate university-wide honors program, by invitation only to top 3% of students

##### **University of Sydney**

**Sydney, Australia**

Study Abroad: *Course in Cross Cultural Management*

May 2017 – July 2017

#### PROFESSIONAL EXPERIENCE

##### **Fleishman Center for Career and Professional Development**

**Binghamton, NY**

*Peer Assistant*

January 2017 – Present

- Advise undergraduate students by navigating website resources to help them successfully find information regarding internships, part time jobs, and career assessments
- Interview candidates for career consultant position by evaluating presentations and providing feedback in order to ensure their skill level and personality fit into the atmosphere of the campus career center

##### **Association for Chartered Certified Accountants**

**Sydney, Australia**

*Student Engagement and Education Intern*

May 2017 – July 2017

- Tracked 75+ ACCA members researching their current jobs to show impact of education and ACCA certification
- Processed data about competitors' collaboration with universities into charts and spreadsheets to improve communication with partners

#### LEADERSHIP EXPERIENCE

##### **Society for Human Resource Management (SHRM)**

**Binghamton, NY**

*President*

May 2017 – Present

- Organize HR guest speakers, restaurant fundraisers, and workshop events by collaborating with other executive board members in order to spread awareness of careers in HR and to grow the club
- Create the first University-wide HR case competition with other executive board members including additional case preparation workshops to help students develop the skills required for successful case completion

##### **Binghamton University Scholars Community Service Committee**

**Binghamton, NY**

*Active Member*

August 2015 – Present

- Participate in community service events, including Soup Kitchen Saturdays, school supplies collection drives, beautifying downtown Binghamton, and letter writing to veterans
- Collaborate in bi-weekly meetings focused on increasing involvement through new calendar updates and community service projects

##### **Binghamton University Scholars Program**

**Binghamton, NY**

*Teaching Assistant*

August 2017 – December 2017

- Led weekly class discussions on Thinking like Leonardo da Vinci, promoting critical thinking through conversation about nonfiction writings from noteworthy authors
- Built positive connections between first year students by organizing team-oriented activities such as vertical card towers, class nature walks, bowling competitions, team yoga classes, and ice breaker games

##### **Binghamton University Scholars Freshman Mentoring Program**

**Binghamton, NY**

*Student Mentor*

August 2016 – May 2017

- Planned events as one of ten selected leaders to help assimilate the incoming freshmen class by organizing group events of over 75 people such as a Thanksgiving Banquet and hikes to foster a sense of community between students in the program
- Arrange smaller-scale activities such as individualized classroom location tours, wellness activities, and smaller family style dinners in an effort to ensure new students are comfortable in a more personalized environment

##### **TechX Case Competition**

**Binghamton, NY**

*Finalist – 2<sup>nd</sup> Place*

October 2016

- Analyzed struggling technology firm's current products and financial standing to resolve their issues and provide solutions to implement 24-hour customer service and hire a new executive to oversee additional responsibilities
- Advanced to final round as one of three teams in a competition of over 250 participants to showcase PowerPoint presentation outlining our recommendation to panel of EY senior managers

#### ADDITIONAL INFORMATION

- **Skills and Certifications:** Proficient in Microsoft Office (Word, PowerPoint, Excel), Certified SHRM Student Member
- **Activities and Interests:** Aerial Arts, Volleyball (Intramural Team Captain), Traveling, Zumba and Cycling Fitness, Guitar



## TECHNICAL/ENGINEERING/COMPUTER SCIENCE RÉSUMÉ

Computer science résumés will likely need to break technical skills into functional areas such as languages, software, operating systems, etc.

### First Last

1234 Resume Road, Binghamton, NY 12345  
(123) 456-7890 | resume1@binghamton.edu

#### Education:

##### **Binghamton University, State University of New York, Watson School of Engineering**

*Bachelor of Science in Electrical Engineering*

May XXXX

Cumulative GPA: X.XX/4.00 | Dean's List: Fall 20XX, Spring 20XX

IBM Honors Scholarship 20XX

Tau Beta Pi Engineering Honor Society | Phi Eta Sigma Honor Society

Related Courses: Electromagnetics, Control Systems, Signals and Systems, Semiconductor Devices, Sustainability by Design, Computer Organization and Microprocessors, Programming for Engineers I and II

#### Technical Skills:

- LabWindows/CVI
- Visual C#
- Eagle PCB
- Soldering
- C/C++
- MATLAB
- OmniUpdate
- Basic UNIX

#### Professional Experience:

##### **National Institute of Standards and Technology (NIST) – Physical Measurement Laboratory (PML)**

**Maryland, MD**

*Summer Undergraduate Research Fellowship*

May XXXX – August XXXX

- Developed Smart Grid Test Facility prototype laboratory within Power Device Metrology Group of PML
- Configured the Home Area Energy Network (HAN) to incorporate Power Conditioning System (PCS), Energy Management System (EMS), battery storage, solar cell emulator, and programmable load interfaced to PC
- Implemented Graphical User Interface (GUI) in LabWindows/CVI to control programmable load parameters, show live output parameters, and log outputs to .csv file utilizing asynchronous timers and integrated device drivers

##### **Lawrence Aerospace – Liquids Dynamic Division**

**New York, NY**

*Software Intern*

May XXXX – August XXXX

- Utilized object-oriented programming and GUI concepts to develop an application in Visual C# that decodes 128KB of raw data from the Non-Volatile Memory into readable fault information, which resulted in discovery of code issues regarding packet data transmission and decoding
- Devised test procedures of both high and low level program requirements of Bombardier C-Series main fuel-gauging computer to validate software requirements to be used by quality assurance engineers and customer

#### Project Experience:

##### **Senior Design: Magnetic Field Mapper**

**Binghamton, NY**

*Team Member*

September XXXX – Present

- Collaborate in multidisciplinary team of four, to design, implement, and test a magnetic field mapper intended for biomedical applications

##### **Junior Design**

**Binghamton, NY**

*Team Member*

January XXXX – May XXXX

- Tested and successfully built robot that navigates board through line-tracking technology while communicating with nodes via infrared (IR) LED and compiled final design into professional report
- Designed and populated 2-layer PCB using Eagle software, which consisted of schmitt triggers for hysteretic line tracking, power management, and IR module

#### Leadership and Involvement:

##### **Watson Career and Alumni Connections**

**Binghamton, NY**

*Student Assistant*

October XXXX – Present

- Organize layout and content of career services website, in OmniUpdate, that will provide resources and opportunities for students and alumni of Watson School of Engineering
- Advise students on résumé, interviewing, and professionalism skills necessary for successful and rewarding career path
- Coordinate networking events and meetings for undergraduate and graduate students to meet and learn from professionals and faculty that have experience in engineering

##### **Binghamton Nicaragua Initiative (BNI)**

**Binghamton, NY**

*Member*

January XXXX – April XXXX

- Generated over \$1500 in donations to fund construction of house in Nicaragua through soliciting family, friends, as well as the student body at campus-wide events which resulted in enough money to fund an entire house
- Cultivated language and communication skills during alternative Spring break trip by contributing to construction of house and traveling around the cities of Managua, León, and Granada

Include class projects if they show technical skills relevant to the position; format like a job and highlight accomplishments.



## NURSING RÉSUMÉ

*Include your Quality Improvement, Community Health Assessment and Community Health Promotion projects.*

**First Last**

111 Main Street, Vestal, NY 10101 | 607-000-0000 | email@binghamton.edu

**Education****Binghamton University, State University of New York, Decker School of Nursing****Bachelor of Science, Nursing, May 20XX | GPA: 3.57/4.00**

Honors: Dean's List, Florence B. Decker Foundation Scholarship, Eckler Scholarship, Empire Diversity Honors Scholarship, induction into Sigma Alpha Pi: National Society of Leadership and Success

**Projects****Quality Improvement Project: Wilson Hospital, Johnson City, NY** January 20XX-Present

- Work with a cross-functional team to research and develop a standardized and efficient communication method for transitioning care between providers

**Community Health Promotion, Organization, Location** September-October 20XX

- Facilitated a six week workshop to educate individuals ages 50- 65 with chronic conditions on effective skills and strategies to manage their health

**Clinical Experience**

**Capstone Clinical – Cardiac:** Wilson Regional Medical Center, Johnson City, NY January 20XX-Present

**Pediatric:** Golisano Children's Hospital, Syracuse, NY Winter 20XX

**Community Health:** Barnes-Kasson Home Health, Susquehanna, PA Fall 20XX

**Orthopedic:** Lourdes Hospital, Binghamton, NY Fall 20XX

**Cardiac:** Lourdes Hospital, Binghamton, NY Fall 20XX

**Medical/Surgical:** Lourdes Hospital, Binghamton, NY

**Maternal and Newborn:** Wilson Hospital, Johnson City, NY

**Psychiatric:** Binghamton General Hospital, Binghamton, NY

**Geriatric:** Ideal Senior Living Center, Endicott, NY

*When describing nursing experience, include the type of facility and/or caseload and area of specialization.*

**Relevant Experience**

**Nursing Assistant, Float Pool** January 20XX-Present  
Binghamton General Hospital Binghamton, NY

- Assist nursing staff in providing quality care to patients on orthopedic and telemetry units
- Observe patient conditions, measure and record food and liquid intake/output and vital signs, and report changes to RN

**Student Intern** May-June 20XX

Southern New York Neurosurgical Group Johnson City, NY

- Filed medical records, answered phone calls, showed patients to their rooms for office visits
- Observed surgeries and follow-up appointments

**Emergency Department Volunteer** January 20XX-May 20XX

United Health Services Wilson Medical Center Johnson City, NY

**Certifications**

- BLS First Aid/CPR/AED Expires June 20XX
- Trained facilitator, Open Airways for Schools Expires June 20XX
- Certificate in Forensic Nursing, Decker School of Nursing Expires June 20XX
- NIP-IT completion (Nursing Initiative Promoting Immunization Training)

**Employment**

Old Navy, Vestal, NY May 20XX-May 20XX

Boscov's, Binghamton, NY June 20XX-April 20XX

*If you are starting a new résumé, you can download an editable template directly from our website.*

## Final Résumé Checklist

- Did you proofread ... and proofread again?
- Are your dates formatted consistently (e.g. 5/20XX, May 20XX)?
- Do you have the same type of information bolded/italicized in each position?
- Have you either written out the name of the state (New York) or abbreviated (NY) consistently?
- Is your font size consistent throughout your document?
- Have you used action verbs to begin each of your statements?
- Have you kept the experiences within each category in reverse-chronological order?
- Are your current experiences in present tense and your past positions in past tense?
- Did you check the verbs in your bullet points using the "I" test? (Insert an imaginary "I" in front of the verb. If the phrase makes sense, you are using the correct verb tense.)
- Are you following the résumé guidelines for the country to which you are applying?
- Did you tailor your content to the desired skills the employer has outlined in the job description?
- Did you have your résumé reviewed by a Fleishman Center staff member?

*Résumés can be reviewed by the Fleishman Center during walk-in hours or by appointment. Visit [binghamton.edu/ccpd](http://binghamton.edu/ccpd) for walk-in availability. Schedule an appointment in **hireBING**.*



### START HERE — PRE-FORMATTED RÉSUMÉ AND CV TEMPLATES

Use the Fleishman Center's library of résumé/CV templates to help you get started with creating your own! Download a perfectly formatted template that you can fill in and customize to your needs.



### SUBMITTING YOUR APPLICATION MATERIALS ELECTRONICALLY

Save all Word documents in PDF format before uploading them to an application. Name your document appropriately, indicating your name and the type of document you are submitting.

For example, "resume\_bearcat.pdf" or "cover letter\_deloitte\_smith.pdf". This will ensure you upload the appropriate materials.

# WE'RE HIRING

## CAREER OPPORTUNITIES

### MANUFACTURING

- + Welder
- + Painter
- + Facilities
- + Maintenance
- + Assembler
- + Machinist
- + Machine/Production Operator
- + Technician
- + Material Attendant
- + Inspection
- + Warehouse

### CORPORATE TALENT AREAS

- + Human Resources
- + Accounting/Finance
- + Administrative
- + Marketing/Communications
- + Legal
- + Data Analytics
- + IT
- + Procurement
- + Program Management
- + Product/Supply Chain
- + Energy Solutions

### CUSTOMER SUPPORT

- + Customer Service
- + Sales
- + Service Technicians
- + Telematics
- + Training

### ENGINEERING

- + Electrical
- + Mechanical
- + Software
- + Manufacturing/Industrial
- + Automation
- + Quality

## COMPETITIVE BENEFITS

- + Paid sick leave
- + Paid vacation time

- + Tuition reimbursement
- + Profit sharing

- + Medical/Dental/Vision
- + 401k with employer match

- + Regular salary review opportunities based on performance

# RAYMOND

A TOYOTA INDUSTRIES CORPORATION COMPANY



FOR MORE INFORMATION OR TO APPLY VISIT [CAREERS.RAYMONDCORP.COM](https://careers.raymondcorp.com)

# COVER LETTERS

Cover letters are used to create interest in you as a candidate for jobs and/or internships and are an important part of the application process. Each cover letter you write must be unique. The goal is to motivate the recipient to review your résumé and ultimately invite you for an interview. A good letter will clearly demonstrate how you fit with the particular organization and position to which you are applying.

## STEPS TO WRITING A STRONG COVER LETTER

Learn about the organization.

Review the position description.

Write down examples that showcase the skills and experiences you want to highlight.

Clearly write out why you are a good candidate.

STEP 1

What are the goals and mission?

Why are you interested in working for them?

STEP 2

Highlight key words, skills and required experiences.

How do your skills and experiences connect?

STEP 3

Connect your academics, involvement, work, etc. to the requirements of the position.

STEP 4

Provide 2-3 examples that demonstrate your qualifications.

Be specific. Highlight what you have to offer.

## SAMPLE INTERNSHIP POSTING

### Project Management Internship Empire Development

Manage projects to assist with business retention, growth and start up in the Southern Tier Region. Assist Regional Director with Regional Economic Development efforts and Consolidated Funding Application administration and processing.

#### RESPONSIBILITIES:

- Respond to inquiries, address concerns, and explain programs services and to stakeholders
- Prepare various administrative documents, reports, presentations, and budget materials
- Develop project analysis and review and coordinate financial analysis of projects with Finance team
- Monitor project compliance to ESD guidelines and regulatory requirements
- Perform all aspects of project management including grant disbursements and loan closings
- Monitor, prepare, and analyze Funding Applications and other program applications and proposals
- Perform outreach, manage relationships and maintain contact with IDA's, Chambers, municipalities, and other key economic development agents
- Other projects as assigned by Regional Director

#### REQUIREMENTS:

Knowledge of: Project development, financial analysis, data analysis, strong reading, writing, and verbal communication skills. Strong computer skills including MS Word, PowerPoint, Excel.

See page 19 to see how the highlighted related experience was used to create a cover letter for this project management internship posting.

## MY RELATED EXPERIENCE

### BAXTER BEARCAT

1234 Resume Road, Binghamton, NY 12345  
123.456.7899 - baxterbearcat@gmail.com

#### EDUCATION

Binghamton University, State University of New York Binghamton, NY  
Bachelor of Science in Psychology Expected May 20XX

#### EXPERIENCE

Office of Admissions, Binghamton University Binghamton, NY  
Campus Tour Guide August 20XX-Present

- Provide campus tours for prospective students and families to promote Binghamton University as a premier public university
- Answer student and parent questions, respond to concerns and provide information about the programs and services available to Binghamton University students
- Assist Admissions Staff at various campus events including: Open House, Preview Days, Orientation, and Homecoming
- Attended the NYC College Recruitment Fair in April speaking with 200+ high school students and various school administrators to promote Binghamton University

YMCA of Buffalo Buffalo, NY  
Activities Coordinator June 20XX-August 20XX

- Coordinated daily activities for 30+ children ages 5-8 during summer day camp sessions
- Led children in sports and games such as: soccer, capture the flag, and tennis
- Supervised groups of 10 children during camp trips to local museums and attractions
- Communicated with parents regarding children's behavior on a daily basis

#### CAMPUS INVOLVEMENT

Active Minds, Binghamton University Binghamton, NY  
Treasurer January 20XX-Present

- Manage a \$5,000 annual budget in accordance with the Binghamton University Student Association budgeting guidelines and requirements
- Write monthly expense reports for organization president and provide budget statements at all executive board member meetings
- Provide training for all members on the required documentation for disbursements
- Oversaw the spring 2018 fundraising campaign raising \$2,500 through bake sales, a can drive, and online donations

Relay for Life, Binghamton University Binghamton, NY  
Team Member April 20XX

- Raised \$500 in three weeks through outreach to friends and family on social media
- Participated in annual walk with a total of 10 team members

#### SKILLS

Computer: Microsoft Office Word, Excel, and PowerPoint

## COVER LETTER FORMAT

Confine your letter to one page, single spaced. Use the same 10-12 point simple font style you chose for your résumé.

Your Local Street Address  
City, State and Zip Code  
Date

Dr./Mr./Ms. First and Last Name  
Title  
Name of Company or Organization  
Street Address  
City, State and Zip Code

Dear Dr./Mr./Ms. Last Name:

Address the letter to an individual. Make a phone call if necessary to get the appropriate person's name and title.

Avoid using "to whom it may concern" when addressing a cover letter. If unable to find a name use Dear Hiring Manager or Dear Recruiter, Search Committee, etc.

**First paragraph:** Indicate your interest in the position and how you learned about it (i.e. website, hireBING, referral). Provide a brief overview of who you are. Optional: include why you want to work for the company or organization.

**Second paragraph:** Connect your skills, experiences and education to the desired qualities and experiences listed in the position description. In this paragraph you want to sell your qualifications for **this specific position**. Avoid repeating what's on your résumé and instead explain how your education, skills and interests, experience, and/or activities will contribute to **the position**.

**Third paragraph:** Provide another example from your education, skills and experiences that connects to the desired qualifications in the position description. Tell a story so that the employer understands how your skills and experience fit with what they are looking for.

**Final paragraph:** Restate your interest and communicate your enthusiasm for the position. It is optional to include more information about why you want to work for the company or organization in this paragraph as well. Be sure to provide any other necessary information to support your candidacy and include your contact information when requesting an interview. Thank the employer for their time and consideration.

Sincerely,  
(Written signature)  
Your name typed here

Including your written signature is not required when submitting documents electronically.

### General guidelines

- Write in a professional, confident and polite tone, but let your personality and enthusiasm for the employer and position come through.
- Avoid negative phrases such as, "Although I never . . ." and "While I don't . . ."
- Proofread carefully and check for grammar, spelling and typos. Do not rely on spell check alone!

### If you're interested in an organization but not a specific position, consider writing a LETTER OF INQUIRY:

Used to ask about vacancies, get your résumé read and network. It is similar to a cover letter, but begins with a statement such as "I am writing to inquire about employment."

## SAMPLE COVER LETTER

PO Box 6000  
Binghamton, NY 13902  
June 12, 20XX

Dr. Alex Smith  
Director  
Binghamton University, State University of New York  
PO Box 6000  
Binghamton, NY 13902

Dear Dr. Smith:

I am extremely interested in the Project Management Internship position with Empire State Development that was recently posted on hireBING. As a junior psychology major with experience in report writing and strong customer service skills, I am confident that I would be an ideal candidate for this position.

In my current role as an Admissions Tour Guide, I not only provide prospective students with tours of campus, but also answer students' questions, respond to parental concerns and explain the various services and opportunities available for Binghamton University students. Working as a tour guide has honed my communication and customer service skills as I promote Binghamton University as a premier school through various outreach efforts. This April, I was selected by my supervisor to attend a college recruitment fair for high school seniors in New York City. During this event I spoke with 200+ high school seniors and various administrators about the benefits of attending Binghamton University.

Additionally, for the last three semesters I have served as treasurer of Active Minds, a student organization that focuses on eliminating the stigma associated with mental health disorders. As treasurer, I manage a \$5,000 annual budget and provide the organization president with monthly expense reports. It has been imperative in this role that I follow Student Association guidelines and requirements with regard to budgeting, purchasing and reimbursements. Due to this, I schedule a training each semester during an all-members meeting to share updates and to walk members through the various required documentation for all funding disbursements. This spring I successfully oversaw the 20XX annual fundraising campaign resulting in a \$2,500 donation to Mental Health America. By effectively monitoring the organization's budget during the fall semester and allocating specific funds to host this event, I was able to provide members with a specific financial breakdown of how much money could be spent on the event to increase the number of donations.

With my experience in customer service and my proven track record in managing a budget, I feel that I would be an ideal candidate for the Project Management Internship. I would love the opportunity to further discuss my skills and qualifications and how I can be an asset to the Empire State Development team. Please feel free to contact me at 555.555.5555 or via e-mail at [baxterbearcat@binghamton.edu](mailto:baxterbearcat@binghamton.edu). Thank you for your time and consideration.

Sincerely,  
Baxter Bearcat

## SAMPLE COVER LETTER

**First Last**

340 Management Street | Upstate, NY 10999 | (914) 123-4567 | student@binghamton.edu  
linkedin.com/in/first-last

July 2, 20XX

Dear Hiring Committee:

I would like to express my interest in the Data Analyst position at XYZ Company. I learned of this position via hireBING and was immediately interested. As a soon-to-be graduate of Binghamton University's Master of Computer Science program, I feel that I have the skills and experience necessary to be successful in this role.

As both a graduate and undergraduate student, I gained extensive experience with SQL and R and have a broad understanding of data and statistical analysis as a whole. I have completed a number of data analysis and programming projects all of which I feel have prepared me for this role. For example, this spring I completed a web analysis project where I utilized Google Analytics to track data flow and views of the website I designed in the previous semester. I used Tableau as a tool to present the patterns and other findings in a visual way. Additionally, this past year I completed projects throughout my internship with ABC Company where I utilized data mining techniques to further analyze and understand the data I worked with. I developed insights by identifying key metrics and recommended business strategies to my supervisors based on that data. After presenting this information to my supervisors, I was asked to also present these results during an undergraduate internship information session as an example for future interns.

In addition to my proficiency with data analytics, I am team oriented and have developed strong communication skills through my experience as a student leader. Most recently, I served as president of the Computer Science Graduate Student Organization where I led monthly meetings for 100+ members and organized a research symposium for first-year master's students. By delegating tasks to the elected board members and seeking volunteers from the general membership, I gained valuable leadership and teamwork skills.

I am confident my education, skills, and experience working with and analyzing data make me a competitive applicant for the Data Analyst position. Attached you will find my résumé for additional information about my background. Please feel free to contact me with any questions or for additional information. Thank you for your time and consideration.

Sincerely,  
First Last

# JOB AND INTERNSHIP SEARCH

STEP

1

## CREATE A PLAN

### Know what you're looking for

Knowing what types of jobs or internships you're looking for is the first step to a successful search. Determine what is important to you, which could include location, compensation, organization size, work environment, culture, mission/vision.

*Review the transferable skills on page 4.*

- Do you have a specific career or internship goal?  
*If not, consider coming to the Fleishman Center to talk with a career consultant.*
- Take stock of your skills: Research the most common skills required of the field or industry of interest.

### Learn about the industry's job and internship search timeline

Most industries have unique timelines for hiring. Be mindful of these timeframes so that you can plan your search accordingly.

*Unsure of what employers are looking for in top candidates? Review page 4.*

### Meet with a career consultant to plan your search

STEP

2

## CONDUCT YOUR JOB OR INTERNSHIP SEARCH

### Set aside time

- Searching can quickly become a full-time job in itself. Set aside time each week to focus on your search.

### Tailor your documents

- As you are searching and applying for positions, you should be tailoring your résumé and cover letter based on the specific requirements of each position.
- Take note of the keywords used in a position description and consider incorporating some of these keywords into your documents.

*Review page 17 to see an example of a tailored résumé.*

### Network

- Networking is a constant part of job or internship searching and should be ongoing throughout and after your search.

*See page 25 for helpful tips about networking.*

### Apply

- Utilize a variety of job and internship boards to search for positions, including sources such as hireBING, LinkedIn and Firsthand.
- Connect with your network to identify job or internship boards specific to your field.

### Determine references

#### Selecting references

- Select people who can speak to your skills, abilities and work ethic in relation to your professional goals.
- Consider asking professors, supervisors and advisors or colleagues. References should not be related to you.

#### Reaching out to references

- Prior to searching, contact your references to ask if they would be willing to serve as a reference and let them know what types of opportunities you will be applying to.
- Contact your references again when you're being seriously considered for a position to let them know when they can expect to be contacted.

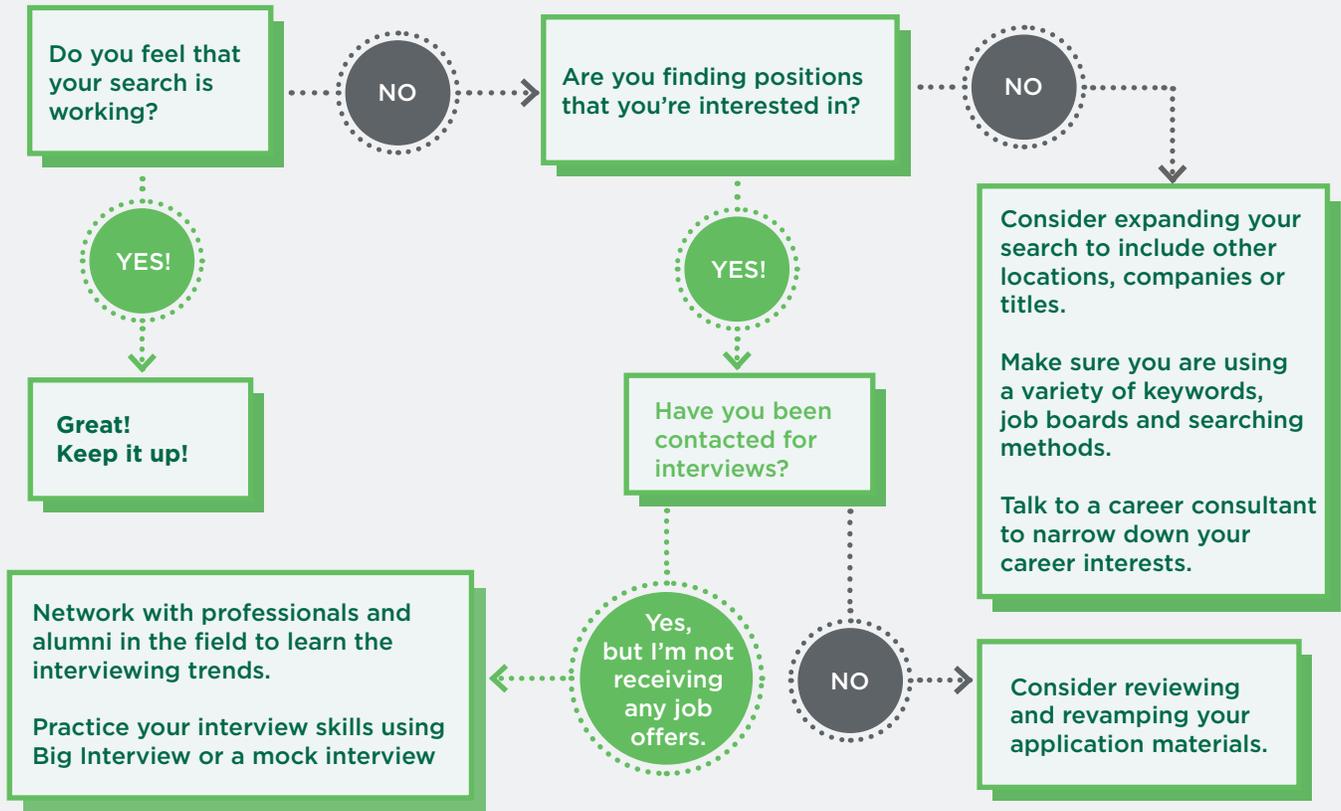
### Follow up on applications

- Keep a list of the positions you've applied to and when the application closes. Following up one to two weeks after an application closes can be an effective way to show your interest in the position.

**STEP  
3**

**EVALUATE YOUR JOB OR INTERNSHIP SEARCH**

**Start Here!**



*You can schedule an appointment with a career consultant at any point in your job search for assistance finding postings, tailoring your resume, networking, following up and more!*



**OTHER CONSIDERATIONS**

**Quality vs. quantity of applications; are you applying to too many or too few?**

**Do you need to dedicate more time to your search?**

**At any point reach out to a career consultant.**

## FINDING THE RIGHT ORGANIZATION



Ask if the organization has Employee Resource Groups (ERGs), also called affinity groups. These are groups of employees who join together in their workplace based on shared characteristics or life experiences.

Before undertaking a job/internship search, consider what qualities or values are important to you in a future employer. There are steps you can take to determine if an organization is a good fit for you.

- Check the “careers” or “human resources” page of the organization website. Look for information about diversity and inclusion policies and programs and other aspects of the organization’s culture that may be important to you.
- Research the organization through a Google search, relevant publications and social media to gain an outside perspective. This can help to determine an organization’s attitude toward diversity and inclusion.
- Speak to current employees. Learn how to find current employees on page 30.
- During the interview, ask questions about the organization’s culture and how it embraces diversity.

Sample questions:

*Tell me about the ways your company promotes inclusion in the workplace.  
Are there any programs you offer to employees to develop a sense of community?*

## HIGHLIGHT YOUR EXPERIENCES

Your background makes you a unique candidate and has given you a set of experiences that could be valuable to prospective employers. Think about how your experiences will support the organization’s mission and goals and the position to which you are applying.

Gain professional and classroom management experience

Enjoy 90% employer paid benefits package

Join the AmeriCorps network!

# SERVE WITH SAGA EDUCATION

Our Math Fellow application for the 2022-2023 school year is now open!

Scan the QR code to apply today!

Serve in one of our six cities- or at home!

Earn a competitive stipend & education award

Support 9th and 10th grade students

Contribute to a more equitable education system

## BUILD A COMMUNITY THROUGH NETWORKING

There is no question that networking plays a valuable role in the job search process. There are opportunities for you to learn more and be more culturally aware through diverse networking. For students with diverse backgrounds and experiences, networking has added benefits. Some of them include:

- Hearing first-hand about someone's own career path can offer insight and guidance. How did they overcome adversity and navigate challenges along the way? What can they tell you about an organization's culture?
- Get validation from hearing someone's shared experience. They have gone through what you are about to go through and can offer advice and support.

For networking strategies, see pages 25-33.

## HOW TO HANDLE DISCRIMINATION IN THE WORKPLACE

Know your rights and resources

- Check local and state laws. Do research on the organization. Familiarize yourself with human resources at your organization. Consider online resources like the Equal Employment Opportunity Commission, the Human Rights Campaign's Corporate Equality Index and the N.Y. State Attorney General's Office.
- **On-campus:** Connect with resources like the Division of Diversity, Equity and Inclusion, the Multicultural Resource Center (MRC), Q Center or Human Resources.



Federal law prohibits discrimination in the workplace, and this law is enforced by the **Equal Employment Opportunity Commission (EEOC)**. The EEOC is primarily focused on discrimination based on the following:

<b>AGE</b>	<i>Employers cannot treat an applicant or employee less favorably because of their age.</i>
<b>DISABILITY</b>	<i>Employers cannot treat a qualified individual with a disability who is an employee or applicant unfavorably because they have a disability. For more information, review the Americans with Disabilities Act.</i>
<b>EQUAL COMPENSATION</b>	<i>The Equal Pay Act requires that men and women in the same workplace be given equal pay for equal work. The jobs need not be identical, but they must be substantially equal.</i>
<b>GENETIC INFORMATION</b>	<i>Employers may not discriminate against applicants or employees based on genetic information, such as genetic tests, diseases or disorders within a person's family.</i>
<b>HARASSMENT</b>	<i>Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.</i>
<b>NATIONAL ORIGIN</b>	<i>Employers cannot treat applicants or employees unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background.</i>
<b>PREGNANCY</b>	<i>Employers cannot treat applicants or employees unfavorably because of pregnancy, childbirth or a medical condition related to pregnancy or childbirth.</i>
<b>RACE/COLOR</b>	<i>Employers cannot discriminate against applicants or employees based on race, skin color or because of physical features associated with a particular race.</i>
<b>RELIGION</b>	<i>Religious discrimination involves treating an applicant or employee unfavorably because of his or her religious beliefs.</i>
<b>RETALIATION</b>	<i>Employers are prohibited from punishing job applicants or employees for asserting their rights to be free from employment discrimination, including harassment.</i>
<b>SEX</b>	<i>Employers cannot treat an applicant or employee unfavorably because of that person's sex.</i>
<b>SEXUAL HARASSMENT</b>	<i>Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical harassment of a sexual nature.</i>

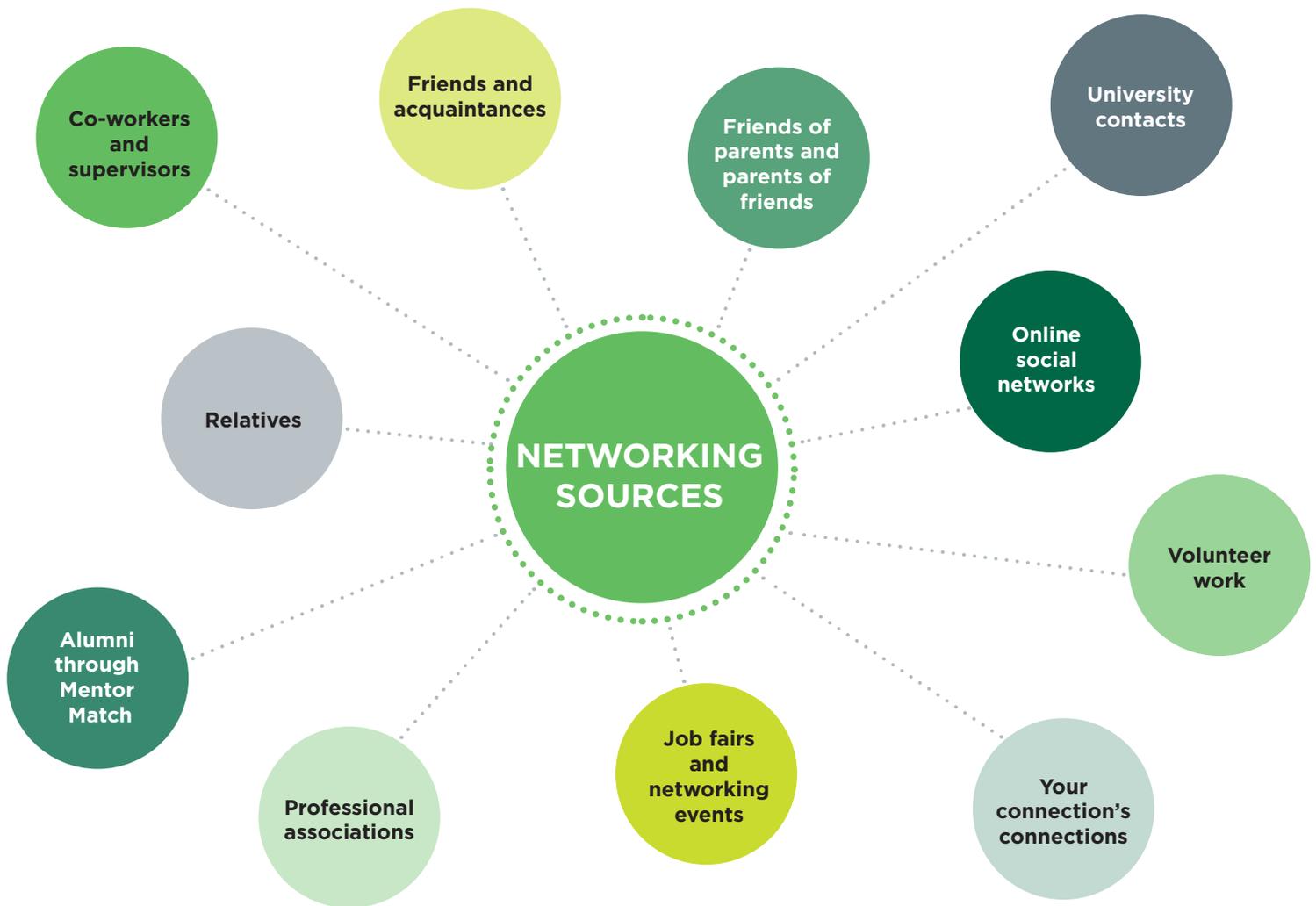
**You should also review the employment discrimination laws for your state.**

# NETWORKING

## What is networking?

Networking is the process of building relationships and alliances. It includes systematically seeking out and connecting with individuals who can support your career endeavors. This can be in the form of information about career fields, referrals to other professionals, advice on a particular career path, or in finding job or internship leads.

Many career experts emphasize **“networking”** as the **#1 way that people find jobs and internships**, therefore you should **begin to tap into your networking sources long before you are looking**.



## EFFECTIVELY EXPANDING YOUR NETWORK

**How do you effectively utilize networking contacts for career and/or job or internship advice?**

- Ask individuals in your network if they know anyone who works in your field or industry of interest. Each person has their own network(s) and will generally be happy to assist you by making referrals to other contacts.
- Utilize the **people search tool** and **alumni tool** on LinkedIn. See page 32.
- Conduct informational interviews. See page 28.

## 30-SECOND COMMERCIAL

### What is a “30-second commercial”?

Your 30-second commercial is a brief, persuasive speech that you use to spark interest in yourself. It serves as an overview of your experience, skills, strengths, accomplishments and goals — your own personal “commercial!”

Since networking can happen anywhere, you should always be prepared to introduce yourself and be able to speak about who you are and what you want to do.

### When will I use It?

- At a career fair when introducing yourself to a potential employer
- At professional networking events and conferences
- During an interview
- In a cover letter — to highlight your background and key abilities
- When cold calling employers for an internship or job

### Before creating your 30-second commercial, ask yourself:

- What is your career goal? What do you do or what do you want to do?
- What skills, strengths or experiences do you have that would help you realize that goal?
- What accomplishment proves you have that skill, strength or experience?
- What are you searching for in a job or internship?
- How can you immediately benefit the organization?
- What should the listener do as a result of hearing this?

## CREATING YOUR 30-SECOND COMMERCIAL

### Your 30-second commercial should include:

- ✓ Who you are, plus a credential
- ✓ A specific objective
- ✓ How you have demonstrated your interest in the career field/position
- ✓ Why you are qualified
- ✓ A specific question about their organization/available position(s), **based on your research**

### A commercial might look something like this:

*Insert specific opportunity, e.g. public relations internship.*



My name is \_\_\_\_\_ .

I am a \_\_\_\_\_ major at Binghamton University and I am looking for \_\_\_\_\_ .

I have experience/interest/skills in \_\_\_\_\_ , for example \_\_\_\_\_ .

I feel I could apply these same skills/abilities to your \_\_\_\_\_ opportunity.

Can you tell me more about this opportunity?



*You will need to do some research into what employers are looking for to be able to comment on this.*

### Tips for describing your strengths:

- Complete the FOCUS 2 assessment and review the “skills, values and work interests” results.
- Ask your friends what qualities they most admire about you.
- Ask supervisors what they think your greatest strengths are.

# NETWORKING IN PERSON



## Preparation

Take time to prepare for an upcoming networking event to increase your success at achieving your networking goals. Ask yourself the following questions:

### Do I know who is going to be attending this event?

- Identify a few individuals you would like to network with and research them ahead of time through methods like reviewing their LinkedIn profile, so you can have content for conversation.

### Are any of your current contacts also attending the networking event?

- The network you already have established may know other key players going to the event and may be able to introduce you.

### Do you have key talking points about yourself and a set of questions to ask other individuals that will help facilitate conversation?



## During the event

**Remembering names:** To help with remembering names of new connections, immediately attempt to use their name in your conversations after the initial greeting; the repetition will help with memorization.

**Body language:** Make sure your body language reflects you are genuinely interested in connecting by maintaining eye contact, avoiding closed off body posture and using body/facial expressions.

### GOOD TOPICS FOR CONVERSATION

- |         |                 |
|---------|-----------------|
| Travel  | Success stories |
| Weather | Food            |
| Music   | Education       |
| Books   | Projects        |

### TOPICS FOR CONVERSATION TO AVOID

- |               |                 |
|---------------|-----------------|
| Money/salary  | Health problems |
| Relationships | Family issues   |
| Politics      | Disaster        |
| Religion      | War             |



## Finishing each conversation

Wrap up each new interaction by highlighting something positive about your conversation. Ask if they have a business card and/or if they have a LinkedIn profile. Aim to send a LinkedIn request within 48 hours after your meeting. (See an example on page 33.)



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# INFORMATIONAL INTERVIEWS

## What is informational interviewing?

An informational interview is a conversation you schedule with a professional to gain information about a career field and/or learn about resources. While the purpose of networking may ultimately be employment, “Can you give me a job?” should not be the first question. Instead, your mission is to gather information and in the process establish relationships. Your contacts will be more likely to make referrals to other individuals to help you expand your network as well as keep you in mind for openings if you have established a positive relationship.

## 1 Making Contact

- Make an initial contact through email, by phone or with LinkedIn. Whatever your method of contact, introduce yourself and explain why you are contacting this person.
- Request a time to speak with the contact in person or by phone (be mindful of time zone differences). Ask for between 20–30 minutes of their time. If your initial contact is by phone, ask to schedule a time to talk. Be prepared to conduct the interview immediately — you may have called at a time when they are available to talk!

### Sample initial email / LinkedIn message:

Dear \_\_\_\_\_,

I am a Binghamton University sophomore majoring in English and considering a career in marketing. I have been researching different roles within the industry in hopes of helping me identify what experiences I should focus on applying to.

I came across your profile on LinkedIn when I was searching for alumni who also studied English and are currently marketing professionals. I noticed you work at a university, focusing in on the marketing for the career services department. I would greatly appreciate an opportunity to learn more about your role and your path. Therefore I'm wondering if you would be willing to do an informational interview in the next two weeks? I look forward from hearing from you and appreciate any help you could offer!

Sincerely,  
Jordan Wisner

*And remember, most professionals can recall what it was like to be a young professional and are happy to help!*

## 2 Preparing for the Informational Interview

- Research the industry and review your contact's LinkedIn profile. Develop questions that help you assess your compatibility with the career/work environment and that test the accuracy of your knowledge and assumptions about the career. The focus of your questions can include learning about the person, position, field and the job/internship search process.

### Questions related to information about the interviewee

- How did you get into this kind of work?
- Please describe a typical workday.
- What do you find most rewarding about your work?
- What are the toughest problems that you encounter?
- What do you wish someone had told you about this field when you were in school?

### Questions related to information about the field of work

- What can I do to best prepare myself for this work?
- What skills or talents are essential for effectiveness in this job?
- What are the major challenges facing your profession today?
- Is there a great deal of upward mobility in this field?
- How would you describe work-life balance in this type of work?

## 3 Conducting the interview

### If you are using technology:

- Make sure to add their phone number or Skype account ahead of time.
- Have a quiet space reserved for your conversation and ensure that the technology you are using works.

### If you are meeting in person:

- Make sure you have the time, place and directions. Just like a job interview, plan to arrive about 10 minutes ahead of the actual scheduled time.
- Dress for success in professional clothes and take notes during the interview.
- Bring your résumé or have a copy ready to email afterward in case the professional asks for it.
- Make sure you ask for the names and contact information of at least two other people before you leave.

*Reserve a private space equipped with technology in the Fleishman Center's Employer Suite.*

## 4 Following up after the interview

- Send a thank you letter, email or a personalized LinkedIn note. See page 33 for an example.
- Ask your connection what their preferred way to stay connected is. Refer to page 32 for maintaining LinkedIn connections.

## JOB AND INTERNSHIP FAIR TIPS



### Preparation

- Use your hireBING account to identify employers who will be attending and research the organizations.
- Prioritize your list of organizations to ensure you make the most of your time.
- Give yourself enough time to get your résumé reviewed and apply those edits before printing several copies to be given at the fairs (keep résumés in a folder).
- Prepare to have a strong introduction by creating and practicing a tailored 30-second commercial. Review page 26.
- Plan to dress professionally.
  - *Ask: "What image am I trying to present?"*
  - *Clothes should be tailored, in good condition and free of wrinkles and lint.*
  - *Your culture, religion or gender identity might influence your definition of business attire. We encourage you to incorporate these elements into your wardrobe.*



### During the event

- Make sure to greet the recruiter first before handing over your résumé.
- Be mindful of your body language throughout the fair.
- Ask the employer questions you prepared in advance based on your research:
  - *How would you describe your work environment?*
  - *What skills are you really looking for this candidate to have?*
  - *What is your favorite part about working for this organization?*
- There are often great opportunities with organizations with which you are not familiar — don't just focus on the "big names."
- Ask for the contact information of employers that you are particularly interested in.



### Follow up

- Review the information materials you may have received and make notes about the important details you learned from the organizations you met with.
- Evaluate the experiences with each employer and consider if they align with your career goals.
- Send follow-up emails/LinkedIn connection requests.



# Make an Impact On Your Future

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Office for People With  
Developmental Disabilities

# LINKEDIN PROFILES

LinkedIn is utilized by over 750 million users and supports you through all stages of your career. It acts as a source to collect and cultivate your networking connections, provides a job search engine that identifies alumni related to the employer and allows users to create customizable professional profiles. When used properly, LinkedIn is a powerful tool for your career success.



Profiles with a photo receive 21x more views!

## PROFILE PICTURE

Choose a professional photo for your profile.

## HEADLINE

Your headline is set up to be highly visible. Choose something that aligns with your online brand and/or indicates what you are seeking.

**When sending a connection request,** add a note to personalize requests to help build authentic connections.

## ABOUT

(2,000 characters)

**Introduction paragraph:** Focus on creative ways to entice your viewers into clicking "show more."

**Body:** Consider your current purpose for using LinkedIn to guide you in determining how to complete this section. Different areas to consider might include: strengths, relevant experiences, work philosophy, hobbies, current goals.

**Media:** Add or link relevant external documents, photos, sites, videos, and presentations. E.g. résumé, elevator pitch video, website and e-portfolio

When it comes to marketing, I have never been a "one size fits all" kind of bearcat! Therefore, as a student striving to make an impact in the marketing industry, I continue to equip myself with a variety of tools to reach every future clients' preferences for receiving information. For instance, I have working proficiency with:

- ✔ Social Media (Twitter, Facebook, Instagram, Hootsuite, Canva)
- ✔ Custom Graphic Designs (Photoshop, Illustrator, InDesign)
- ✔ Video Technologies (Panopto, iMovie)

Marketing Experience Highlights:

- ✔ Increased student attendance at annual RA program by 30% after utilizing social media strategies
- ✔ Collaborated with marketing interns to produce a video advertising fundraising event that was posted to company's social media accounts for over 2,000 potential viewers

★ View marketing portfolio in the "Project Section" of my LinkedIn ★

## Experience



## Campus Tour Guide

Binghamton University

Jan 20XX – Present • 7 mos

Binghamton, New York

- Develop public speaking skills from facilitating 9 campus tours, ranging from crowds of 12-55
- Participate in setting up and coordinating Open Houses that includes creating and organizing advertisements, welcoming guests, providing tours, and answering a variety of questions pertaining to Binghamton University
- Perform office-related work tasks including filing, answering phone calls, mailing and directing students to campus services

## Marketing Intern

BuroHappold Engineering

May 20XX – Aug 20XX • 4 mos

Greater New York City Area

- Utilized Hootsuite to manage 3 social media accounts in order to continuously post marketing material in a timely and consistent manner
- Produced 3 office posters and collaborated with a team of 6 to develop graphic materials for proposals
- Collaborated with marketing interns to produce a video advertising fundraising event that was posted to company's social media accounts for over 2,000 potential viewers

## Education



Binghamton University

Bachelor of Arts - BA, English Concentration in Creative Writing | Psychology,

3.67/4.0

20XX – 20XX

Activities and Societies: Pipe Dream; Delta Sigma Phi; Bowling Club Member; Emerging Leaders Program



State University of New York College of Agriculture and Technology at Morrisville

Associate in Applied Science, Individual Studies, 3.8/4.0

20XX – 20XX

Activities and Societies: Resident Assistant Association; Phi Theta Kappa; Technology Club

## Skills and Endorsements

Public Speaking

Analytical Skills

Facebook

Accomplishments

[Show more](#)

## EXPERIENCE

List all the experiences you want marketed, along with bullets describing your responsibilities.

Optional: Attach marketable media or documents to each relevant experience.

*To learn more about how to best utilize LinkedIn, attend a Fleishman Center workshop or meet with a Fleishman Center career consultant during walk-in hours or by scheduling an appointment.*

## EDUCATION

List the degree(s) you earned in reverse chronological order and provide any activities and societies you participated in while working toward your education.

## SKILLS

List your individual skills to further market yourself to profile viewers and set your settings to allow your first-degree connections to endorse the skills.

## ACCOMPLISHMENTS AND ADDITIONAL INFORMATION

**Request a recommendation:** Identify connections to request a recommendation that will appear on your profile for viewers to review.

**Accomplishments:** Review and choose the options that are relevant to further market yourself and enhance the rate at which your profile is viewed.

# 3 THINGS TO DO ON LINKEDIN TO BE MORE CAREER READY

Nearly 80% of employers reported that they use social media in their recruiting efforts and over 91% use LinkedIn (NACE 2017).

## 1 Expanding your network

### Alumni tool: view over 90,000 Binghamton University alumni profiles

- Step 1 - Go to the search bar and type in your University
- Step 2 - Click the option that is labeled "School"
- Step 3 - Choose "Alumni"
- Step 4 - Filter alumni by title, keyword, major or company

### People search tool

- Step 1 - Click on the search bar at the top of the page and type in content
- Step 2 - Hit enter and choose the "People" filter at the top of the page
- Step 3 - Utilize the extra filters to help you tailor your people search

### Join groups: gain access to discussion boards and outside networking sources

- Step 1 - Click on the search bar at the top of the page
- Step 2 - Type in keywords related to the groups you are seeking and hit enter
- Step 3 - Choose the "Groups" filter

*Note: Review the "rules" of each group to ensure you will be accepted.*

### Sending requests

Before asking someone to connect on LinkedIn, add a note to personalize the request. To get this option, go to the individual's profile and request to connect. See a sample message on page 28. A text box will appear asking if you want to include a note.

## 2 Maintaining and developing connections

### Posts

Allow your connections to interact with you by posting to the homepage. Furthermore, consider liking, commenting and/or sharing others' posts to create engagement.

### Notifications

LinkedIn will indicate when your connections have a work anniversary, promotion or job change. This is an opportunity to like or comment to support your contacts.

### Messaging

Once connected, LinkedIn gives you the option to directly message your connections. Use this tool to check in or to start discussions.

### Endorsements/recommendations

Review the skills your connections have listed and consider endorsing those that you've experienced firsthand, and/or writing them a recommendation to be displayed on their profile.

*The following applies to the FREE LinkedIn membership!*

*Both the "Alumni Tool" and "People Search Tool" are great at identifying professionals to informational interview (Review page 28.)*

*Consider posting articles that relate to your career interests, professional accomplishments, recognition posts and other material that other professionals can connect to.*

## 3 Job and internship search strategies

### JOB SEARCH FILTERS INCLUDE:

- Date posted
- Company
- Job type
- Remote
- Easy apply
- Location
- Industry
- Job function
- Under 10 applicants
- Title
- Salary
- In your network
- And more!

*There's an option to search entry-level jobs and internships!*

### Job search tool

LinkedIn provides several unique filters:

- **SCHOOL ALUMNI:** Identify alumni currently working or who have previously worked at the organization associated with the position.
- **EASY APPLY:** Instantly submit your résumé and a link to your profile to the recruiter of the position. Make sure your résumé is tailored before submitting.
- **UNDER 10 APPLICANTS:** Be one of the first to apply!
- **IN YOUR NETWORK:** Leverage your connections!

### Show recruiters you are open to work

Click on the "Open to" button on your profile (located below your headline) and customize your job or internship search.

### Posts

Consider posting a blurb that indicates you are in your job/internship search process and are appreciative of any help your network can provide.

- Remember that any likes, comments, or shares your post receives increases exposure.
- Take your posting to the next level by marketing relevant media (pictures, videos, publications, etc.)

## THANK-YOU NOTES

The thank-you note is an important part of the networking and job/internship search process that is frequently skipped. The letter should briefly thank the individual for their time, recap part of your conversation, and restate interest in the position and/or connection. It is best to send a thank-you letter within 48 hours of your interview or professional interaction.

### Send a thank-you letter after:

- An interview
- A networking event
- The Job and Internship Fair
- An information session
- An informational interview
- An accepted LinkedIn connection

### Sample thank-you note/email

Dear Ms. Edmonds,

Thank you for taking the time to interview me for the Associate Engineer position on November 1. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for Atlantic Engineering Systems were strengthened as a result of our conversation. I was pleased to learn how well my senior design project relates to current initiatives of AES. I am confident that I would make meaningful contributions to the position and the company.

I would like to reiterate my strong interest in the position and in working with you and your staff. Please contact me at 555-555-5555 if I can provide any additional information.

Again, thank you for the interview and continued consideration.

Sincerely,  
Baxter Bearcat

### LinkedIn thank-you and request for connection

Hi Jordan, It was great to meet you at the [Organization] information session yesterday. I truly enjoyed learning more about the projects that you are working on at [Organization] and how you've utilized the skills you gained at Binghamton. I would love to connect with you on LinkedIn and continue our conversation.

Best,  
Baxter Bearcat

### Job and Internship Fair thank-you

Dear Dr. Perry,

Thank you for taking the time to speak with me during the Job and Internship Fair at Binghamton University yesterday. I enjoyed learning about the summer internships you are recruiting for and am especially interested in the Program Outreach Internship.

I have attached an updated copy of the résumé that I provided you during the Job and Internship Fair. I look forward to speaking with you further about a possible internship at Success Academy Charter Schools.

Sincerely,  
Baxter Bearcat

# INTERVIEWING

The interview explores a candidate's interests and qualifications beyond what is provided in a résumé, application, vitae or cover letter. The interview is a two-way process. While the interviewer's goal is to find the best candidate, the interview is also an opportunity for the candidate to gain insight into the position and organization to determine if it is, in fact, a good fit. Approach your interviews as a two-way conversation and you will be more successful.



## PREPARING FOR THE INTERVIEW

**Research:** Learn about the internship, scholarship, graduate program or job for which you are interviewing and make every effort to familiarize yourself with the field.

- Identify the skills, abilities and attributes that are expected of candidates, which are outlined in the position description and on the organization's website.
- Research current trends and news in the field/industry.
- Speak with alumni, current employees and/or past interns.

**Know why you're a strong candidate:** Interviewers expect candidates to know what they can offer. Identify your skills, abilities and personal qualities and how you can apply them to the position. Be prepared to offer examples of when you acquired or demonstrated your skills through previous experiences.

When preparing for a specific interview, compare the job description to your résumé and note the skills, abilities and attributes that support your candidacy.

*Remember, always keep your answers in the context of the position for which you are interviewing.*

# ANSWERING INTERVIEW QUESTIONS

Through an interview, employers are trying to learn the following:

1. Why are you interested in the position?
2. How can you contribute to our organization?
3. How will your character/values fit into our organization?
4. What distinguishes you from other people who have the same skills as you?

### Communicating your message:

*It's important to speak clearly and confidently, enunciate your words and speak at a slower rate. Avoid "yes" and "no" responses. Provide examples. Avoid using too many filler words, such as "umm," "ah" and "like".*

## 5 COMMON INTERVIEW QUESTIONS

QUESTION:	YOUR ANSWER SHOULD:
<b>Tell me about yourself</b>	<ul style="list-style-type: none"> <li>• Outline your professional background, accomplishments and future goals.</li> <li>• Connect your skills and experience to the position.</li> </ul>
<b>Why are you interested in this position?</b>	<ul style="list-style-type: none"> <li>• Describe your fit for the position, including your skills and previous experiences</li> <li>• Connect to the company's mission and values.</li> <li>• Explain how the position fits into your future goals and your passions</li> </ul>
<b>What are your strengths? Weaknesses?</b>	<ul style="list-style-type: none"> <li>• <b>For strengths</b>, provide evidence by sharing examples from your experience of when you have used your strengths.</li> <li>• <b>For weaknesses</b>, describe an area you would like to improve and explain how you are working toward addressing/improving this area <i>Do not highlight a weakness that is essential to the position.</i></li> </ul>
<b>Where do you see yourself in 5 years?</b>	<ul style="list-style-type: none"> <li>• Describe your goals for the future and how this position fits your goals</li> <li>• Demonstrate your knowledge of the industry and your future in it</li> </ul>
<b>Why should we hire you?</b>	<ul style="list-style-type: none"> <li>• Highlight your skills and experiences in relation to the position</li> <li>• Explain the value you bring to the organization, your unique experiences and what sets you apart</li> </ul>

## BEHAVIORAL INTERVIEW QUESTIONS

Behavioral interviewing is widely used by employers and is based on the premise that past behavior predicts future performance. Behavioral questions invite you to talk about an experience. These questions may begin with the prompts: "Describe a situation when ..." or "Tell me about a time when ...". The interviewer expects you to talk about a specific situation. One strategy to use when answering behavioral question is to use the C-A-R method:

**CIRCUMSTANCE**.....*What was the situation? Provide a context. Briefly describe it.*

**ACTION**.....*What were your tasks? Explain what skills you used.*

**RESULT**.....*What was the result of your action? Share what you learned.*

QUESTION:	CIRCUMSTANCE	ACTION	RESULT
<b>Tell me about a time you took on a leadership role.</b>			
<i>Led a team of four interns at my advertising internship</i>	<i>Served as project lead on a new advertising campaign with four fellow interns</i>	<i>Delegated tasks that utilized team members' strengths</i>	<i>Successfully presented fully developed advertising campaign to account managers</i>

## Behavioral question examples

- Tell me about a specific problem you solved for your employer or professor. How did you approach the problem?
- Tell me about a time you made a mistake. What did you learn from it?
- Give me an example of a time you managed numerous responsibilities. How did you handle that?
- Describe a time when you successfully worked on a team. Why was it successful? What was your role?

## QUESTIONS FOR THE EMPLOYER

Interviewers expect you to ask questions as part of the interview. Be prepared with questions that demonstrate your interest in the position. Research the organization and review the job description in order to prepare three to four questions. Your questions should be specific and try to get at information about the organization that is important to you. Questions should enable you to dig deeper into the position, organization culture, values and work environment.



### DON'T ASK ABOUT ...

- Salary/benefits
- Interviewer's personal background (education, marital status, etc.)
- Questions that have already been answered
- Questions that you could have found through a simple search on the employer's website



### DO ASK ABOUT ...

- Timeline for the hiring process
- Organization culture, values and work environment
- Questions that expand on the responsibilities of the position
- Professional development and growth opportunities

## REMOTE/VIRTUAL INTERVIEWS

Many employers choose to interview candidates remotely prior to inviting them for a face-to-face interview. Remote interviews include video interviews, phone interviews, as well as pre-recorded interviews (self-paced or timed). For the most part, you would prepare as you would for any interview, following the steps above. However, there are things that make these interviews unique. Here are a few tips:

- Practice! Complete a practice interview using Big Interview.
- Be ready 10 minutes before the phone/video interview appointment.
- Have a pen and paper ready to take brief notes.
- Keep your résumé/CV and the job description in view; avoid shuffling papers.
- Conduct the interview in a space free from distractions.
- Enunciate and speak slowly, clearly and directly into the phone/microphone.
- Smile so your friendliness can be heard and seen.
- Address the interviewer(s) by name. Know who asked the question and address that person.
- Sit at a desk or table or consider standing.
- Respond as you would in person. If something sounds interesting to you, say it!
- Don't be afraid to ask for a question to be repeated.

*The Fleishman Center has interview rooms available for you to reserve if you would like to conduct your interview in a professional setting. Complete the form on our website to reserve a space.*

### A note about virtual/video interviews

- Do a test run of the video platform with a friend the day before to make sure audio and video are working and appropriate.
- Try your best to make the background professional and not distracting.
- Dress in appropriate professional attire.
- Have the interviewer's contact information (phone number) ready just in case the audio drops, screen freezes or other technical hiccups occur. Stay calm and act professionally and quickly if this happens.

## Lawful employment interviewing

Various federal, state and local laws regulate the questions a potential employer can ask a job candidate (See Page 24 for more information). If asked an illegal question, there are three things you can do.

1. Answer the question, but keep in mind that you may hurt your candidacy in some way.
2. Refuse to answer the question, which is well within your rights.
3. You can examine the question for its intent and answer it in a way that applies to the position. For example, if you are asked "Do you have children?" you can respond by saying, "I can meet the travel and work hour requirements of the position."

If you're not sure how to respond, consider asking a follow-up question to clarify the question and gauge their intent before you respond.

# NEGOTIATING AN OFFER

Many employers expect that you will negotiate your salary or other aspects of your employment package upon receiving your job offer. Negotiating your offer is important because:

- This is a chance for you to advocate for yourself to ensure that you are not leaving money or benefits on the table, both now and in the future.
- Negotiating a salary shows the employer that you know your value.
- Your current salary will follow you to the next job.

The conversation can be difficult and uncomfortable, and certain groups, including women and women of color, are less likely to ask for a salary increase. Here are some steps to guide you through this process.

## STEP

### 1

## RESPONDING TO THE OFFER

After receiving a job offer it is typical to thank the employer and to ask for time to evaluate the offer. Ask the employer for written confirmation that outlines the details of the employment package and includes a decision deadline.

## STEP

### 2

## EVALUATING A JOB OFFER

It is important to evaluate a job offer based on a variety of factors and to determine which are most important to you and which you may want to negotiate. An employment package could include:

- salary
- benefits
- culture
- advancement opportunities
- location (lifestyle/commute/cost of living)
- overall fit
- nature of the work

*When researching salary information, consider using: O\*Net, NerdWallet, Salary.com or NACE Salary Calculator*

## STEP

### 3

## INITIATING NEGOTIATIONS

After evaluating an offer, you may decide to negotiate aspects of the offer. Make a list of the items you wish to negotiate and research trends related to the field/item you are negotiating.

Initiating a negotiation should happen via phone or in person.

Conversation starters:

*"Thank you for the offer. I am very interested in this position and in \_\_\_\_\_ organization. I would like to know if the salary is negotiable."*

*"Thank you for the offer. Based on my research it seems that the salary range is closer to \$\_\_\_\_-\$\_\_\_\_ for someone with my degree and experience. Is the salary for this position negotiable?"*

*"I understand that the salary is nonnegotiable. However, I would like to discuss the other benefits included with this position such as ..."*

STEP  
4

DECISION MAKING

*Consider meeting with a career consultant or talking with a trusted mentor, family member or friend when evaluating a job offer and making a final decision.*

When negotiating with an employer there will come a point when the negotiation ends. The next step is to evaluate the updated offer and then to make a decision if you will accept or reject the offer.

Negotiations conclude when you accept or reject an offer.

**Accepting the offer**

To accept an offer, it is most common to call the employer.

- Thank the employer for the offer
- Indicate that you will accept the offer — if you've negotiated, reiterate the negotiated benefits
- Ask about next steps
- Follow up via email
- **Withdraw from other ongoing searches**

**Rejecting the offer**

Turning down an offer can feel uncomfortable but it's important to do if the job isn't the right fit.

It is most common to call an employer to reject a job offer.

- Thank the employer for the offer
- Clearly indicate that you will not be accepting the offer
- Be prepared to respond to questions (Why? Did you accept another offer? Etc.)
- Follow up the phone conversation with a formal email.

*If you have competing offers, or have received an offer while you're waiting to hear from another, or have accepted an offer but have ongoing interviews, speak to a career consultant about managing negotiations and accepting and declining offers.*



# Join our team!

When you become an MMC Growth Partner, you join a 100% virtual workforce that gives you the tools and resources to grow your career from anywhere. We offer flexible hours, Medical/Dental/Vision, Competitive PTO, 401k Plan, Continuing Ed, Training, Work-life balance, and more.



DIGITAL MARKETING



DATA & ANALYTICS



TECHNOLOGY



CREATIVE



ACCOUNT RELATIONSHIP MANAGEMENT



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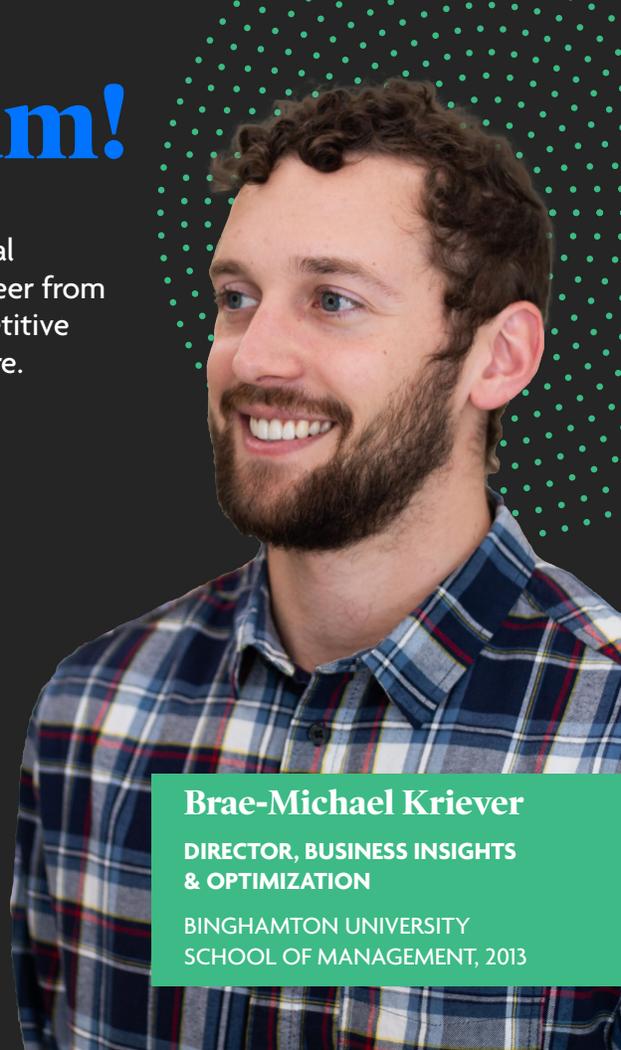


SALES



MARKETING STRATEGY

See our open positions at [mmcgrowth.com/careers](http://mmcgrowth.com/careers)  
OR SCAN TO APPLY >



**Brae-Michael Kriever**

DIRECTOR, BUSINESS INSIGHTS & OPTIMIZATION

BINGHAMTON UNIVERSITY  
SCHOOL OF MANAGEMENT, 2013

# CURRICULA VITAE (CV)

A curriculum vitae (CV) is an overview of your educational and scholarly background and accomplishments as they relate to your academic career goals. In academia, the CV is the foundation of applications for employment, funding, honors/awards and/or fellowships. PhDs, MFAs and master's degree holders pursuing teaching or research positions in university or college settings submit a CV.

*A CV is different than a résumé.*

## DIFFERENTIATING A CV

	RÉSUMÉ	CURRICULUM VITAE (CV)
<b>PURPOSE</b>	Outlines your personal, educational and world-related experiences in relation to a position	Comprehensive summary of your educational and professional experiences, including publications, presentations, professional activities, honors and additional information
<b>POSITION TYPE</b>	Business, non-profit, technical fields, other non-academic positions	Faculty, research, clinical, scientific positions, graduate school applications or when requested
<b>LENGTH</b>	One- or two-page document	Two or more pages in length, depending on your qualifications and level of experience
<b>FOCUS</b>	Strengths and qualifications for a specific position	Comprehensive biographical statement

### UNDERGRADUATE CV

At the undergraduate level, the CV is typically more of a hybrid of a résumé and a CV, as you likely will not have content for many of the suggested CV categories. Work with what you have and don't worry about page length. Wondering which document you should use? Go with a résumé for industry jobs/internships, or a CV for research and many graduate school applications.

## KEYS TO A WELL-CONSTRUCTED CV



### Organized

Organize your sections according to categories that are relevant to your specific qualifications.



### Clear

Use concise and unambiguous language.



### Consistent

Use consistent spacing and margins, and appropriate font (use 10-12 pt); include name and page number on a multi-page document.



### Accurate

Everything on your CV should be accurately presented.

Don't rely on spell check; ask others to review it before finalizing.



### Tailored

There are general standards for an academic CV but no prescribed format, and there are different conventions for every discipline.

Consult with members of your department about unique or particularly important features for your field.

## CV SECTIONS

A CV can include many different sections depending on your experience, publications, etc. Use the sections that suit your field and experience.

### Contact information

- Name, address, phone number, email, web address (if you have one). Include both personal and department addresses and phone numbers.
- **Do not include** personal information such as age, gender, marital status, race, ethnic background or religion.

### Education

- Begin with your degree in progress and list all institutions, city and state, degrees and completion dates (month/year) in reverse chronological order. Include dissertation title and committee chair.

### Research

- May include dissertation and possibly undergraduate or internship research or independent study.
- Include your position title, department, university, city and state, dates (month/year–month/year).
- Describe the project, your role and any particular outcomes, accomplishments or skills developed.

### Teaching

- Include all full-time, part-time, adjunct or teaching assistant positions in reverse chronological order.
- List title, dates, institution, city and state.
- Include relevant information about course title (not number), level, number of students and your responsibilities (lectured, created syllabus, held office hours, graded exams, etc.).
- Highlight courses introduced or innovative teaching methods.

### Publications

- Journal articles, books, chapters, magazine articles, papers presented, workshops, work currently under submission and work in progress. Poems, recitals and exhibits may also be included.

### Presentations

- List all talks you have **given** including the names/dates and locations where presented.

### Professional experience or related/relevant experience

- Full-time or part-time professional work, including graduate and research assistantships, related to your field of study.
- Any experiences related to teaching, research, administration (e.g. conference organizing, tutoring, volunteer work, committee work).

### Honors/awards

- Include all relevant academic awards/recognition and dates received in reverse chronological order.
- Only include relevant or exceptional undergraduate honors.

### Grants and fellowships

- List research related grants, as well as dissertation supported grants, fellowships, awards and patents.

### Certification(s)

- List all areas of certification relevant to the position, including type and year.

### Professional affiliations/service

- Names of organizations, dates and any positions held.

### References

- List full name, title, institutional address, telephone number and email.

## POSSIBLE CV SECTIONS

- |                           |                             |                         |
|---------------------------|-----------------------------|-------------------------|
| • Education               | • Fellowships               | • Foreign study/service |
| • Grants received         | • Certifications/licensures | • Committees            |
| • Professional service    | • Research interests        | • Works in progress     |
| • Research experience     | • Honors and awards         | • Service               |
| • Publications            | • Programs and workshops    | • Skills                |
| • Presentations           | • Teaching interests        | • References            |
| • Teaching experience     | • Professional affiliations | • Professional training |
| • Internships             | • Creative works            |                         |
| • Professional experience | • Languages                 |                         |



## CV SAMPLE

## First Last

111 W. Main Street, Binghamton, NY 13902  
(607) 777-7777 – student@binghamton.edu

### EDUCATION

#### PhD in English

Binghamton University, State University of New York  
Dissertation: Southern Writers and the American Revolution  
Committee: Dr. Andrea Stone, Dr. Martin Jackson, Dr. Cynthia Holt, Dr. Jay Jones (Chair)  
Expected May 20XX

#### MA in English

Binghamton University, State University of New York  
May 20XX

#### BA in Mass Communications and Theatre

University of Scranton, Scranton, PA  
May 20XX

### TEACHING EXPERIENCE

#### Composition Instructor

Research & Writing Program, Binghamton University  

- Facilitate seven sections of English composition for first-year, undergraduate students.
- Plan and teach a writing-intensive course with topics based on current events.
- Use instructional technology to enhance pedagogical technique.
- Teach in part with an innovative, interdisciplinary team-teaching program design.

#### Literature Instructor

English Department, Binghamton University  

- Instructed two sections of literature, including *Irish Authors of the Twentieth Century* and *Introduction to American Poetry*
- Integrated multimedia and humanities approaches to teaching literature using film and instructions technology.

### RESEARCH EXPERIENCE

#### Doctoral Research Assistant

English Department, Binghamton University  

- Conducted primary source research at numerous archives, examining publication history through multiple sources.
- Examined the writings of Arthur Millers, Eugene O'Neill, and Edward Albee, exploring their publication records, construction of literary identity, and personal narratives.

#### Research Assistant

English Department, Binghamton University  

- Assisted Dr. Andrea Stone with research, primarily conducting primary and secondary source research.

- Organized information and scheduled sessions for the 20XX Annual Literary Scholars Research Symposium.

### PUBLICATIONS

Smith, J., Scott, K., & Moore, T. "Title". *Journal*, Vol. 6, pp 12-28.  
Robinson, L., Smith, J., Arnold, L. K., & Wilson, M. "New Insights into American Poetry of the late 1980s". Campus Press, 20XX.

### PRESENTATIONS

"American Gothic: The new millennium," New York Graduate College Seminar, Albany, NY, March 20XX.  
 "Writing Under Pressure: Creating Writing and the Graduate Student Experience," 20XX Annual Literary Scholars Research Symposium, Binghamton, NY, April 20XX.  
 "The Cinematic Representations of American Playwrights of the 1940s," American Literature Association, Boston, MA., August 20XX.

### HONORS AND AWARDS

Dissertation Award, American Literature Association  
April 20XX  
 Harpur College Dissertation Award, Binghamton University  
March 20XX  
 Summer Research Grant, American Writers Conference  
May 20XX – August 20XX  
 Outstanding Senior Scholar, University of Scranton  
May 20XX

### PROFESSIONAL EXPERIENCE

#### Managing Editor

New England Journal of Literature, Newport, RI  

- Processed approximately 20 manuscripts submitted for publication each quarter.
- Oversew productions and publication process for quarterly publication.
- Maintained editorial correspondence with prospective contributors.
- Conducted business transactions including publicity, subscription services, and journal advertising.

### UNIVERSITY SERVICE

#### President

Graduate Student Organization, Binghamton University  

- Serve as president of student senate comprised of graduate student organizations across academic departments and schools.

### PROFESSIONAL MEMBERSHIPS

Modern Language Association (MLA)  
 American Literature Association (ALA)

### REFERENCES

Dr. Jay Jones, Assoc. Professor of English  
 Binghamton University  
 (607) 777-XXXX, jemail@binghamton.edu

#### Dr. Andrea Stone, Assoc. Professor of History

Binghamton University  
 (607) 777-XXXX, aemail@binghamton.edu

Dr. Cynthia Holt, Assoc. Professor of English  
 Binghamton University  
 (607) 777-XXXX, cemail@binghamton.edu

May 20XX – July 20XX

May 20XX – July 20XX

May 20XX – July 20XX



# CV SAMPLE - HEALTH SCIENCES (Ideal for Pharmacy and Nursing Students)

## First Last

1234 Vestal Parkway East  
Binghamton, New York 13905  
Cpharmal@binghamton.edu  
(123) 555-1212

## EDUCATION

- Binghamton University, State University of New York**  
School of Pharmacy and Pharmaceutical Sciences  
Pharm.D. Candidate 20XX **August 20XX-Present**
- Binghamton University, State University of New York**  
Harpur College of Arts and Sciences  
Bachelor of Science in Biological Sciences  
3.75/4.00 GPA **August 20XX-May 20XX**

## CERTIFICATIONS

- Cardiopulmonary Resuscitation/ BLS **20XX- Present**
- HIPPA Certified Binghamton University **20XX- Present**
- Alpha Pharmacy-Based Immunization Delivery **20XX- Present**
- New York State Board of Pharmacy Intern Licensure Expires June 20XX **20XX- Present**

## PROFESSIONAL EXPERIENCE

- Kia Drug**  
Pharmacy Intern  
Vestal, NY **January 20XX-Present**  
Preceptor: A.B. Jones, Pharm.D., Pharmacy Manager
- New Health Hospital- West**  
Pharmacy Intern  
Endicott, New York **April 20XX- January 20XX**  
Preceptor: J.P. Dorgan, Pharm.D., BCPS, Director of Pharmacy

First Last  
Curriculum Vitae  
Page 1 of 4

## RESEARCH EXPERIENCE

- National Research Institute of Infectious Disease**  
Research Assistant **June 20XX-August 20XX**  
Advisor: Ewan Haddock, M.D., Ph.D.  
  - Researched means of inhibiting several biological toxins, maintained cell cultures, performed cell assays

- Binghamton University School of Pharmacy**  
Research Assistant **September 20XX-April 20XX**  
Preceptor: Adrian Medley, Pharm.D., Ph.D.  
  - Studied the permeability of the blood-brain barrier to chemotherapeutic agents in bovine brain model

- REU Program in Pharmaceutics Laboratory**  
Research Assistant **June 20XX- August 20XX**  
Auburn University, AL  
  - Designed a lung-relevant *Pseudomonas aeruginosa* bacteria biofilm in *vitro* model, optimizing formulation and processing parameters for co-delivery dry powder aerosols.

## CLERKSHIP EXPERIENCE

- Veterans' Affairs Outpatient Clinic**  
Ambulatory Care **September 20XX**  
Binghamton, New York  
Preceptor: Aurora Long, Pharm.D., BCPS
- New Health Hospital**  
Oncology/Hematology **August 20XX**  
Endicott, NY  
Preceptor: Abigail Medley, Pharm.D., BCOP
- New Health Cardiac Rehabilitation Hospital**  
Cardiology **July 20XX**  
Endicott, New York  
Preceptor: William Winkle, Pharm.D., Ph.D.
- New Health Hospital-West and Satellite Clinics**  
Internal Medicine **June 20XX**  
Endicott, New York  
Preceptor: John Sample, Pharm.D., BCPS
- Veteran's Affairs Hospital**  
Hospital Pharmacy Practice **April 20XX**  
Binghamton, New York  
Preceptor: Marcus Dayton, R.Ph, M.Ph.

First Last  
Curriculum Vitae  
Page 2 of 4

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## PUBLICATIONS

**C. Pharmacy, I. Scriptt, B. Canc.** Treating lung biofilm infections: dispersion and eradication via dry powder aerosols. *Respir. Drug Deliv.* 20XX. In press.

**C. Pharmacy, L. Smith, H. Shaw.** Co-Delivery of antibiotic and dispersion compounds to eradicate *Pseudomonas aeruginosa* biofilms in cystic fibrotic lung. *Respir. Drug Deliv.* 20XX. In press.

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## PRESENTATIONS

**“Implementing a pharmacist-managed dyslipidemia clinic”** September 20XX  
Pharmacy Grand Rounds  
Veteran’s Affairs Outpatient Clinic  
Binghamton, New York

**“Novel chemotherapeutic agent permeability of the blood-brain barrier in a bovine brain model”** August 20XX  
Student Research Forum  
Binghamton University  
Binghamton, New York

**“Medications for the Treatment and Prevention of Stroke”** July 20XX  
Southern Tier Chapter, American Heart Association  
Binghamton, New York

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## AWARDS/HONORS

Rho Chi Honor Society 20XX- Present  
Runner-Up Binghamton University Patient Counseling Competition 20XX  
Student Research Forum: Best Presentation by a Pharmacy Student 20XX  
Dean’s List with Distinction 20XX-Present

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## PROFESSIONAL ORGANIZATIONS

American College of Clinical Pharmacy (ACCP)  
American Society of Health Systems Pharmacists (ASHP)  
American Pharmacists Association (APhA)  
ASP - Binghamton University Chapter  
Pharmacists Society of the State of New York (PSSNY)

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## PROFESSIONAL MEETINGS ATTENDED

American College of Clinical Pharmacy Annual Meeting 20XX  
ASHP Mid-Year Clinical Meeting 20XX  
APhA National Convention 20XX  
PSSNY Annual Meeting 20XX-20XX

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## PROFESSIONAL LEADERSHIP & ENGAGEMENT

PSSNY Student Ambassador 20XX-Present  
Graduate Student Organization member 20XX-Present  
ASP - Binghamton University Chapter President, 20XX-20XX  
Chair- Minority Veterans’ Health Screening Fair 20XX  
ASP - Binghamton University Chapter Programs Committee Chair 20XX-20XX  
Student Association- Binghamton University 20XX-20XX

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## COMMUNITY SERVICE

White Lakes Mall Brown Bag Medication Review 20XX  
Binghamton Food Drive Committee 20XX  
Big Brothers-Big Sisters Volunteer 20XX-Present

**Describe Your experiences:** Describe your research, teaching and professional experiences using action-oriented, bullet-point statements to describe accomplishments and the results of your work. For more help writing bullet points, see pages 5 and 9.

**Seek feedback:** Obtain input from your dissertation chair and/or committee members. They often sit on hiring committees and can provide valuable feedback on an effective CV for your field. Fleishman Center staff will also provide feedback to you during Fleishman Center walk-in hours.

**Keep your CV current:** Create new categories, add accomplishments and re-organize as appropriate.



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Mental Health and Substance Use Supported Housing**

**Caring for Our Community One Person at a Time**

*www.ccocc.org ~ (607)756-5992 ~ info@ccooc.org*



# RESOURCES

In addition to the premium resources listed below, the Fleishman Center has sourced an online library with hundreds of recommended tools, guides, websites and more. Filter and browse through resources at [careertools.binghamton.edu](https://careertools.binghamton.edu) to find resources based on:

## Category

Internships, volunteering, exploring careers, considering further education, gap year, etc.

## Topic

Application essays, cover letters, résumés, CV's, salary information, networking, etc.

## Career Cluster

Arts & Communication; Business & Entrepreneurship; Education & Human Services; Engineering & IT; Exploring; Government, Policy & Law; Science & Healthcare

## Affinity Groups

International students, LGBTQ, students with disabilities, first generation, etc.

*Joining a **career cluster** will connect you to information, resources, events and career opportunities based on your interests! Join as many career clusters you'd like!*



## FIND THE BEST RESOURCES BASED ON YOUR NEEDS

- Exploring possible careers/interests
- Job/internship search
- International students/international searches

- Job/internship application
- Interview preparation
- Graduate, PhD students and postdoctoral scholars

### RESOURCE BEST FOR:

### EASILY ACCESS THESE PREMIUM RESOURCES AT [CAREERTOOLS.BINGHAMTON.EDU](https://careertools.binghamton.edu)

**Candid Career:** Videos and informational interviews about careers in a variety of fields and industries

**Firsthand:** Company profiles, industry and profession overviews, career advice and internship search

**Self-Assessment Tests:** The Fleishman Center offers various career assessment options to assist you with your career planning and exploring career options based on your interests.

**Mentor Match:** Connect with alumni mentors in your field of interest

**Bing Career Destinations:** Salary and career data for Binghamton University graduates by major

**hireBING:** Binghamton University's job and internship database. Use hireBING to apply to internships and jobs, participate in Fleishman Center events and more.

**Interstride:** Country-specific employment information, H1-B database, job and internship listings

**Big Interview:** Record yourself answering interview questions and replay videos to gauge responses

**Mock interviews:** Practice interviewing with Fleishman Center staff

**Appointments and walk-ins:** Check our online calendar for availability

**MyIDP:** Planning resource for graduate students in the sciences that helps you develop an individual development plan (IDP)

**Imagine PHD:** Career exploration and planning tool for PhD students and postdoctoral scholars in humanities and social sciences

**CareerShift:** Search, store and organize your job and internship searches and contacts. Organize day-to-day communication with professional contacts by scheduling reminders for follow-ups.



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-  DIVERSE INDIVIDUALS SEEKING MISSIONS THAT MATTER

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# Career Paths

Software Development • Technical Support • Accounting • Customer Service  
Data Entry • Dealer Support • Human Resources • Legal, Compliance & Licensing  
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AND PROFESSIONAL DEVELOPMENT

University Union 133  
[binghamton.edu/ccpd](http://binghamton.edu/ccpd)  
607-777-2400  
[careers@binghamton.edu](mailto:careers@binghamton.edu)