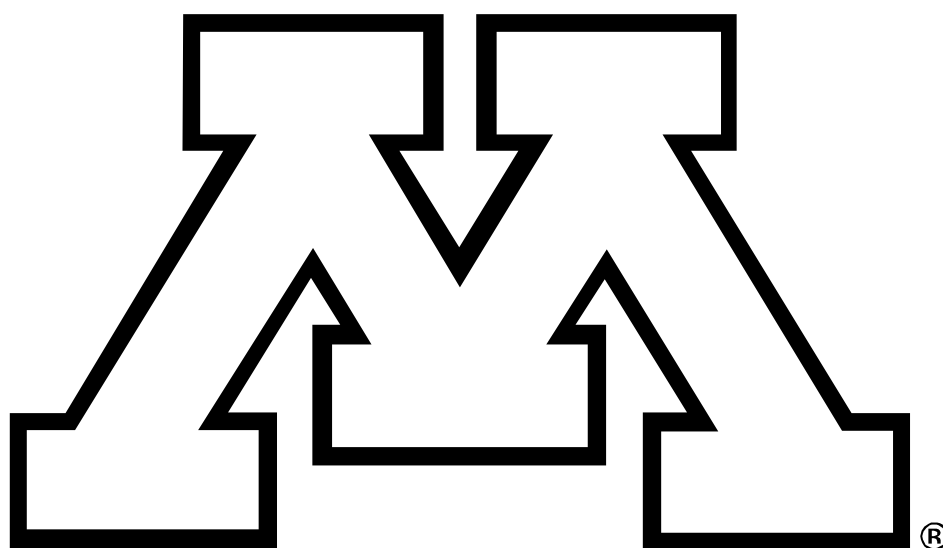


# Grad Career Guide:

The Career Resource Guide for  
Graduate and Professional Students



UNIVERSITY OF MINNESOTA

2003-2004

Developed by the Graduate Student Services Committee, Career Development Network  
(Twin Cities Campus) in Cooperation with the Graduate School

## Introduction

Whether you are in your first year as a graduate or professional school student, or you are a PhD candidate ready to defend, this guide will provide you with useful career-related information. Faculty and staff who work with graduate and professional students will also find valuable information and resources for use in advising students with career-related questions.

The information contained in this guide has been gathered from a variety of sources across the University of Minnesota campuses and was developed and edited by the Graduate Student Services Committee of the Career Development Network (Twin Cities Campus) in cooperation with the Graduate School.

Take a moment to look at the Table of Contents. You will find that you have access to an incredible variety of information and services, ranging from information about the job market in academic and non-academic settings to resources available on campus and on the internet. There are also four handouts and several bibliographies of resources that will help you as you write a resume or curriculum vita (CV), consider your career options, and develop a personalized job search strategy.

Additional career-related information (including the dates, times, and locations of workshops and career fairs) is available at [www.career.umn.edu](http://www.career.umn.edu). If you would like individual assistance, please consult your:

- Collegiate Career Services Center (page 1),
- Academic Department,
- Advisor, or the
- University Counseling and Consulting Services (UCCS, page 23).

*Thank you*

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*This guide to career resources for graduate and professional program students has been prepared at the request of the University of Minnesota Graduate School by the Graduate Student Services Committee of the Career Development Network - Twin Cities campus. Any omissions, errors, or inaccuracies are the responsibility of the committee. Since URLs change frequently, refer to the University of Minnesota home page, [www.umn.edu](http://www.umn.edu) for current links. 2003-2004 editing by Sue Cosley and the Graduate Student Services Committee. To make comments, corrections, or updates to the Grad Career Guide, please contact the Director of Student Services for the Graduate School at [starry@umn.edu](mailto:starry@umn.edu).*

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*Requests for the Grad Guide produced in alternate formats can be made to the Graduate School, University of Minnesota, 316 Johnston Hall, 101 Pleasant St. SE, Minneapolis, MN 55455.*

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# **Career Services Centers for Graduate and Professional Programs**

[www.career.umn.edu](http://www.career.umn.edu)

Professional career advice is available for graduate and professional students through several sources, depending on your particular needs or situation. The first stop should be the Career Services or Student Services Office that serves the college or professional program in which you are enrolled.

Each Career Services Center may provide:

- Individual student appointments to answer your career-related questions,
- Workshops on career-related topics including resume writing, interviewing skills, networking, and salary negotiation,
- Career fairs, events, and other programs to enhance your career development,
- A Career Resource Center (similar to a reference library),
- A website with information specific to each college, and
- Referrals to specific sources of information, courses, or student services.

Visit our web site ([www.career.umn.edu](http://www.career.umn.edu)) for more information and the locations of the following Career Services Centers on the Twin Cities campuses:

Carlson School of Management Business Career Center  
College of Agricultural, Food, and Environmental Sciences Career Services Office  
College of Architecture and Landscape Architecture Career Development Services  
College of Biological Sciences Career Center  
College of Continuing Education Career Lifework Center  
College of Education and Human Development Career and Professional Services  
College of Human Ecology Career Services Center  
College of Liberal Arts Career and Community Learning Center (CCLC)  
College of Natural Resources Career Opportunities Office  
Health Careers Center ([www.healthcareers.umn.edu](http://www.healthcareers.umn.edu))  
Humphrey Institute of Public Affairs Career Services  
Institute of Technology Career Services  
Law School Career Services  
School of Public Health Career Center

If your graduate or professional school is not included in this list, they may also offer career assistance and access to job postings. Please consult your advisor, visit your school's websites, or contact your school for more information.

**Additional Resources:** You may also find assistance and resources through the offices and programs listed in the "Career and Student Support Services across the Twin Cities Campus" section at the end of this handout and on [www.career.umn.edu](http://www.career.umn.edu) (click on "University Links"). These resources are not affiliated with specific collegiate units but assist all university community members.

**Dual degree students and students with cross-disciplinary interests:** More than one career services office might provide appropriate information and assistance. You should speak directly with the professional career services staff in each office to determine available services.

**Office of Post Doctorate Affairs (OPDA):** OPDA serves current post doctorates at the University of Minnesota and graduate students who would like more information about pursuing a post doctoral position after graduation. [www.grad.umn.edu/postdoctoral\\_affairs/](http://www.grad.umn.edu/postdoctoral_affairs/).

**University of Minnesota Duluth:** Students may contact Career Services at [careers.d.umn.edu](http://careers.d.umn.edu).

## **Finding Employment as a Graduate Assistant: Research Assistant, Teaching Assistant, or Administrative Fellow**

**UMN Graduate Assistant Office (GAO)** – Donhowe Building (2<sup>nd</sup> Floor), [www.umn.edu/ohr/gao](http://www.umn.edu/ohr/gao)

- Locate information regarding benefits, guidelines, and policies for graduate assistantships.
- Tuition remission is based on the percentage of time (i.e., 25%, 50%) of the assistantship.
- Follow the suggestions on this guide to help you secure an assistantship.

### **Terms:**

Graduate Assistantships (GA) – Includes Research Assistantships, Teaching Assistantships, and Administrative Fellowships.

Research Assistantships (RA) – Students typically perform research duties under a professor's direction.

Teaching Assistantships (TA) – Students typically instruct undergraduate students. More advanced graduate and professional students may instruct less advanced graduate level courses.

### **When to start looking for an assistantship:**

Begin looking for graduate assistantships soon after being admitted to a graduate program or a professional school, as the competition for available assistantships can be strong.

### **How to prepare yourself:**

- Update your resume. (See the handout on page 16 of this guide for assistance.) When applying for a Graduate Assistantship, emphasize your transferable skills and current educational program.
- Think about your research / teaching interests AND the type of skills you want to develop.
- Plan your search for an assistantship.
  - There is no “one-stop” website or other resource that lists all available assistantships, so you may need to explore a number of options listed under “Where to look for assistantships”.
  - Spend your time wisely – focus your efforts on networking. See “Job Search Strategies and Networking” (page 4) for advice.

### **Where to look for assistantships:**

In your department, college, or professional program:

- Contact faculty members with similar interests. Each faculty member has a web page with information about his / her academic background, courses taught, research projects, and recent publications. Check your department's web site or the University home page for lists of professors (sorted by field of expertise) and descriptions of research projects.
- Send resumes and letters of interest to a targeted list of a few professors whose interests match yours. Be selective and do not mass-mail your resume to every faculty member in your program.
- Watch for email messages, electronic newsletters, and announcements sent to you from your program.
- Read the bulletin boards in the hallway near your classes and department's main office.
- Speak to your advisor about your interests and possible opportunities. Some programs have other staff who disseminate information about assistantships. Speak with these employees also.
- Talk to current students with graduate assistantships. Many graduate assistants working as part of a team may know when other positions become available.
- Check with the career services office that serves your program for more ideas and information to help you locate an assistantship suitable to your career interests.

In other departments, colleges, or programs:

- Contact other departments who share your research and teaching interests, including the department that houses your undergraduate (or other) program that you have completed.
- Check out the University's Graduate Assistant Office (GAO) at [www.umn.edu/ohr/gao](http://www.umn.edu/ohr/gao). Some graduate assist positions throughout the University are posted here.

### **Other positions located on and off campus**

Job experiences outside the university can also be rewarding. Minnesota state and local government agencies, nonprofit organizations, and business and industry employers in the Twin Cities metro area may be interested in the skills and experience you have to offer. They can also provide experience helpful to your career planning and future employment goals.

- Check with the career services office that serves your program for more ideas and information to help you locate part-time employment suitable to your career interests. (Most University career services centers post part-time and internship employment opportunities relevant to the career fields their students most commonly enter.)
- UMN Office of Human Resources (OHR) ([www.umn.edu/ohr/employ.html](http://www.umn.edu/ohr/employ.html)) posts many types of jobs that may be located on campus or elsewhere in the State of Minnesota. These jobs may not have tuition benefits, but they may provide medical coverage and other benefits.

## **Job Search Strategies and Networking**

Whether you are graduating with a professional degree, master's degree, or a PhD, there is a common set of actions you can take to increase your career success. Think strategically, position yourself well, and research the market intelligently. Most importantly, know yourself and your own abilities and interests so that you understand where your gifts and the needs of the working world intersect. It is in that intersection that you will find your unique opportunities.

### **Preparation for the Job Search**

#### **Self Knowledge – Know yourself; inventory your skills.**

- Take a good, objective look at your own strengths, abilities, interests, and values. There are a variety of exercises and career-related inventories to help you do this. Consult with your college's career services office about helpful tools.
- Create an inventory of your D.A.T.A. (desires, abilities, temperament, and assets) so you can explain clearly to a potential employer what strengths you can bring to their organization. (For a full discussion of understanding your D.A.T.A., see William Bridges, *Creating You & Co.*, 1997.)
- Make an appointment with a career counselor in your college's career services office for help in creating a solid job search strategy and a career development plan. Some career services centers may offer workshops on this topic.

#### **Resource Knowledge – Check out job search resources.**

- When talking with your career counselor, ask about the many resources available through your college's career services office and other University offices.
- Talk to faculty in your department, especially if you are a PhD student planning an academic job search. Learn all of the ways your department can support your efforts.
- Alumni can be a great resource for any job search. Talk to your department and your college to obtain names of graduates who share your interests and are currently holding jobs you would enjoy. Join the University of Minnesota Alumni Association and make additional connections with alumni. ([www.alumni.umn.edu](http://www.alumni.umn.edu))
- Check out the University libraries and public libraries to locate different job-hunting resources (directories, career skills books, links to web sites, etc.) A helpful reference librarian can be a wonderful resource.
- Explore web sites to discover those most relevant to your interests.
- Locating employment opportunities through the Internet:
  - The internet is the single largest source of information on employment opportunities. (According to the Workforce Center, however, only 2% of jobs are found by this method.)
  - Many employers accept job applications online or utilize internet sources to find candidates for employment.
  - It is a good idea to learn about the new etiquette of online job searching.
  - See "Internet Job Search" in the Bibliography on page 9.

#### **Market Knowledge – Gather information about your field of interest.**

- Through conversations with alumni, other professionals in your field, faculty, and career counselors, gather information about the current labor market condition and future prospects of the field you hope to enter. (See the section on "Prepare to Present Yourself" on page 5.) Find out:
  - Important issues for this field,
  - Leading organizations in the field,
  - Skills and background that these organizations are seeking in employees, and
  - Average salaries and benefit packages.
- Understand where your abilities, interests, and values fit within your profession.
- Use libraries and the internet to research specific organizations in your targeted field of interest.

- Explore professional associations in your area of interest. Join the associations that seem most relevant. Attend meetings and conferences, and volunteer for association activities.
- Read professional publications for information about trends in the field. Note the names and organizations of the authors you find most interesting.

### **Prepare to Present Yourself**

Organize your marketing tools: elevator speech, resume / CV, cover letters, portfolio, references, etc.

- Introducing yourself by preparing an “elevator speech” – a key to networking
  - An elevator speech is a brief and very effective tool that can be used in a variety of situations. (The term “elevator speech” refers to a prepared speech that you can give to a person while the two of you travel together in an elevator.)
  - Use an “elevator speech” each time you meet a new person or are leaving a voicemail message:
    - Listeners receive a concise piece of information that he / she can process quickly.
    - Listeners know your purpose and may ask you more involved questions OR the listener may refer you to someone else who may be able to better address your purpose.
  - Before making a phone call or attending a conference, answer the following 6 statements. Your wording will vary according to the person and the situation, but your content should be consistent.
    1. Greet the other person:
    2. How did you learn about this person:
    3. Your name:
    4. Your current status / position:
    5. Your interest:
    6. Your purpose:
  - Speak clearly and deliberately. When leaving a voicemail, re-state your name and give the phone number twice.
  - An example of a voicemail may be:

*Hello, Dr. Smith. My advisor, Dr. Nelson, suggested that I should contact you.*

*My name is Ann Johnson. I am currently pursuing a master’s degree in Counseling Psychology from the University of Minnesota. I am particularly interested in the field of Career Development. I would like to speak with you about my interest and the possibility of working with you as an intern.*

*Again, my name is Ann Johnson. My phone number is 612-555-1212. Once again, 612-522-1212. Thank you.*
- Resume / CV
  - Create a smart, professional resume targeted at the types of organizations you will be contacting.
  - Use the information you gained as you prepared for the job search (see page 4) to know what skills, education, and experience you need to highlight.
  - Refer to the “Writing a Resume or Curriculum Vita (CV)” section of this handbook for tips. (page 15)
  - You may need two or more versions to present your skills to different audiences.
  - Spend time contacting specific organizations, not sending out cover letters and resumes / CVs to hundreds of organizations.
- Cover letters
  - Develop strong "model" cover letters for job applications and inquiries (for example: setting up an informational interview).
  - You will then tailor each letter to the specific organization before you send it out.
- Portfolio
  - A collection of examples illustrating your experience and education.
  - This can be used during interviews.
  - May include: writing samples, transcripts, and letters of reference.
  - University of Minnesota students are able to create an online

portfolio that enables you to save, organize, view, and selectively share personal educational records and other information with potential employers. <https://portfolio.umn.edu/portfolio/>.

- References
  - Decide whom you would like to have as references – choose at least 3 people who are able to discuss your quality of work. Ask each one if he / she will be a reference for you.
  - Make sure they have a current copy of your resume and understand the type of positions that interest you.
  - Contact them each time you have some news to convey, such as an offer of employment.
  - Prepare a reference sheet you can provide to employers on request. The reference sheet should include your name, in addition to the name, title, organization, and contact information for each reference, plus a brief description of how this person knows you and a few highlights of the work you have done with each reference. Only provide the required information to potential employers.
  - Do not put your references on your resume.
- Interviewing Skills
  - Polish your interviewing skills.
  - Take advantage of the services through your career office, such as interviewing workshops or videotaped mock interviews.
  - Networking and informational interviews can be ideal ways to practice these skills.
- Understand salary negotiation techniques and how to research salary information in your relevant market. Talk with a career counselor in your college career office to get information on negotiating techniques and information resources.
- Ask for feedback on your resume / CV, or portfolio from the professionals you are seeing as you explore possibilities, including your professors and advisor.
- Your career services office may offer workshops or individual assistance with resume / CV writing, cover letters, portfolios, and other career-related questions.

## **Putting Your Plans into Action**

### **Positioning Yourself**

Place yourself in a position where your work and your personality can be observed by people with whom you may want to be employed.

- **Networking:** This is the natural outgrowth of the contacts you already made as you researched your field of interest. As you talk with faculty, alumni, or other professionals, make sure they know you are looking for a job and what type of job you are seeking. Ask them for leads to organizations that might be hiring and leads to key individuals you should contact.
- **Informational Interviewing:** This is a more formal, structured type of networking. These are interviews you initiate and schedule to gather information, advice, and referrals – and to be remembered. In informational interviews, you are seeking advice on your job search approach and your resume and referrals for further professional contacts. You are asking for information, not for a job (although jobs or job leads often emerge from this process). To get further information on effective informational interviewing, consult your college career services office.
- **Obtaining a mentor: Mentor Programs** enable you to develop a one-to-one relationship with a professional who shares your interests. This is a great way to start networking. Your relationship may help you to locate internships / field experiences and conduct research projects. For information on the University of Minnesota Alumni Association (UMAA)'s Mentor Program, please visit <http://www.alumni.umn.edu/index.asp?SEC={C2DF8C8C-F61A-11D4-85D9-005004AD2AC8}&type=NONE>. As a student or later as a practicing professional, you may also develop mentoring relationships outside of the UMAA Mentor Program.
- **Volunteering:** Develop professional relationships through volunteer activities – this can be a great way to demonstrate your abilities and knowledge as you get to know

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and Networking*

fellow professionals. Become active in professional associations, work for nonprofits, or volunteer on a nonprofit board of directors.

- **Taking an internship with an interesting organization to get your foot in the door:** When a job is not available, the organization might consider hiring you as an intern for a special project.
- **Doing contract project work with the types of organizations you would like to work for:** Market your skills for specific projects and demonstrate your value to the organization in tangible ways.
- **Creating your own small business in a field related to your career goals:** Develop an independent reputation as a writer, researcher, trainer, public speaker, or content expert that will give you value in the eyes of a larger organization.
- **Joining a job search support group:** Seek out or organize a group of fellow job seekers in your college or department or join one of the many job clubs that meet around the Twin Cities area. (Job support groups, topics, and meeting times are listed in the Sunday newspaper.) If you are relocating to another city or state, they may also have job search support groups. (Consult the local newspaper, chamber of commerce, or state employment service for information.) This is a great way to obtain moral support and networking leads. The job search process is stressful – support from others helps you deal with that stress.

### **Finding Available Openings and Employment Opportunities**

- **Networking:** Use your career conversations and various professional contacts to find positions that might never be advertised – you will be locating “the hidden job market”. In the hidden job market, you are selling your skills one-on-one through a network of contacts. (According to the Minnesota Workforce Center, the hidden job market is where 80% of all jobs are found.)
- **On-campus interviews:** If your college career center schedules on-campus interviews, sign up for all opportunities for which you are qualified. These are great opportunities to practice your self-presentation skills, and they may lead to a job offer.
- **Use all available resources to find the jobs that are posted:** Check job listings at the college career services office, on helpful web sites, on bulletin boards in your department, and in newspapers and professional publications. Looking for posted jobs is important – you don't want to miss a good opportunity. This is not a substitute for personal networking, since only 20% of jobs are advertised.
- **Post your resume on databases:** A passive strategy that should only be a small part of your job search.
  - Increasingly, large corporations and government agencies are creating databases of resumes that they can draw upon for positions they hope to fill. There are also large commercial resume databases.
  - This is a low cost way for you to be part of the pool of possible candidates, though the chances of being chosen in a given search may be very small.
  - Be sure your resume is well designed for electronic transmission and has many relevant keywords to maximize the chances of being found in a search. (See the section on Scanner Friendly Resumes / CVs on page 17 for more information.)
- **Use career fairs to find positions and contacts:**
  - Attend the career fairs sponsored by your college and those that are open to you in other colleges at the University of Minnesota.
  - Additionally, there is a university-wide career fair each spring and a number of community-wide career fairs that are sponsored by various organizations.
  - Use these opportunities to learn about organizations, meet professionals, and gather information about employment opportunities.
  - If you contact an organization that interests you, but it does not have any current openings, follow up your initial contact with a letter requesting an informational interview. Opportunities (with that employer or with related organizations) may emerge from further contacts.

## **Following Up on Opportunities**

- **Thank you letters:** Say "thank you" promptly for job interviews or informational interviews and other times when people help you during your job search. A thank you letter is especially important to follow up on an interview for a job that really interests you. Thank you letters can take several forms:
  - **Card:** A small, relatively plain "thank you" card is appropriate. The content should be brief, informal, and personal. Plan to handwrite approximately 3 sentences.
  - **Letter:** In addition to setting a good tone for future relationships, a thank you letter allows you to re-emphasize your interest in the position and provide additional relevant information you might not have mentioned in the interview. Write this formal business-letter style thank you letter on resume paper.
  - **Email:** Email is convenient and acceptable in many fields. It enables you to say "thank you" when the hiring process is time-critical. (i.e. They are making the hiring decision or deciding who to invite for a second interview within two days.)
- **Follow-up phone calls:**
  - Use this scripted question, and modify it for each situation: "What is the status of the hiring process for the \_\_\_ position?" (Using the word "status" is important.)
  - The interview went well, but the organization has not gotten back to you within the time they said they would. Once the deadline has passed, it is perfectly appropriate to call to check on the status of your application.
  - If no deadline is specified (though you should always ask about their timeline in the interview if they do not tell you), you should call back in 7-10 days to ask about the status of your application and obtain more accurate information about their expected hiring timeline.
- **Letter of acceptance:**
  - You should always request a written job offer as a confirmation of a verbal offer.
  - When you have received the written offer, respond in writing, verifying your acceptance of the specific terms, clarifying any terms that seem ambiguous, and expressing your pleasure in working with this organization.
- **Salary Negotiation:**
  - Salary issues should be discussed at the end of the interview process when a mutual fit has been established. (Salary and benefits are often negotiated after the company makes an offer of employment and before you accept the offer. You should always ask the company if you can give your response and discuss the salary and benefits the next day or after a few days.)
  - Once agreed upon, this amount should be stated in the offer letter and confirmed in your letter of acceptance.
  - For more information, check with your career services office and the list of recommended readings (below).

## ***Bibliography and Related Web Resources: Job Search Strategies***

Check with your career services office to find out more about the career information available for use through each office and recommended reading for your discipline.

### **Networking and Job Search Strategy**

Richard Beatty's Job Search Networking, Beatty, Richard, 1994

What Color Is Your Parachute?, Bolles, Richard N., updated annually

Change Your Job, Change Your Life, Krannich, Ronald L., 1997

Dynamite Networking for Dynamite Jobs, Krannich, Ronald L. and Krannich, Caryl Rae, 1996

Educator's Guide to Alternative Jobs and Careers, Krannich, Ronald L., 1991

Wishcraft: How To Get What You Really Want, Sher, Barbara, 1983

Do What You Are, Tieger, Paul and Barron-Tieger, Barbara, 1995

Power Networking, Fisher, Donna and Vilas, Sandy, 1992

Power Etiquette: What You Don't Know Can Kill Your Career, Casperson, Dana May, 1999

## **Interviews**

- 201 Best Questions to Ask on Your Interview, Kador, John, 2002
- Best Answers to the 201 Most Frequently Asked Interview Questions, DeLuca, Matthew, 1997
- Interview for Success: A practical guide to increasing job interviews, offers, and salaries, Krannich, Ronald and Krannich, Caryl, 1998
- Power Interviews—Job Winning Tactics, Yaeger, Neil and Hough, Lee, 1998
- Knock 'em Dead, 200 Tough Questions, Yate, Martin John, 2002
- Sweaty Palms, Medley, H. Anthony, 1991
- The 250 Job Interview Questions You'll Most Likely Be Asked, Veruki, Peter, 1999
- The Complete Q and A Job Interview Book, 3<sup>rd</sup> Ed., Allen, Jeffrey G., 2000

## **Salary Negotiation**

- 101 Salary Secrets: How to negotiate like a pro, Porot, Daniel and Haynes, Frances Bolles, 2000
- Dynamite Salary Negotiations, Know What You're Worth, 4<sup>th</sup> Ed, Krannich Ronald and Krannich, Caryl, 2001
- How to Make \$1000 a Minute, Chapman, Jack, 2001

## **Internet Job Search**

- Guide to Internet Job Searching, 2000-2001 Edition, Dikel, Margaret
- Cyberspace Job Search Kit, 2001-2002 Edition, Jandt, Fred and Nemnich, Mary, 2001
- Using the Internet and the World Wide Web in Your Job Search, Jandt, Fred E. and Nemnich, Mary B., 1997
- Career X Roads: The Directory to job, resume, and career management on the web, Crispin, Gerry and Mehler, Mark, 2002.

## **International**

- A Directory of Third World and U.S. Volunteer Opportunities, 9<sup>th</sup> Ed., Alternatives to the Peace Corps, Powell, J., 2000
- Finding Work in Global Health, Osborn, Garth and Ohmans, Patricia, 1999
- International Job Finder: Where Jobs are Worldwide, Lauber, Daniel and Rice, Kraig, 2002

## **Academic**

- The Chronicle of Higher Education. Available in some career centers and online at <http://chronicle.com>

## Entering the Job Market:

### Academia, Government, Nonprofit, Business and Industry, and International Opportunities

As you earn a graduate or professional degree, you are preparing to enter a job market that contains new and changing opportunities every year. Tremendous growth in the global economy over the past few decades has created more employment opportunities for graduate and professional degree holders outside of academic institutions. Opportunities exist locally, nationally, and internationally in government, nonprofit organizations, and business and industry. The following sections highlight information that will help you explore these employment options.

Check with your career services center for internships, field experiences, and other career-related employment. Since most opportunities are not advertised, please consult the “Job Search Strategies and Networking” guide on page 4 of this handbook to help you locate more employment opportunities.

#### **Academia**

The Carnegie Classification System categorizes all colleges and universities in the United States (that are degree-granting and accredited) according to their level of emphasis on research and teaching. If you are pursuing employment in higher education, it is important to know which type of institution you prefer. See <http://www.carnegiefoundation.org/Classification/> for more information about this system and individual colleges and universities.

Typically, doctorate-granting institutions hire faculty with terminal degrees (MBA, MFA, EdD, or PhD) for tenure and non-tenure track teaching, research, and administrative positions. Masters and baccalaureate colleges typically hire master’s level, ABD, or PhD faculty. Individual departments’ requirements within each college or university may vary considerably. Consult your advisor, departmental office (which often lists faculty job opportunities), and career services center for more information about educational institutions.

**Resources** – Check with your career services center for access to these and other resources.

- **Center for Teaching and Learning** – <http://www1.umn.edu/ohr/teachlearn/>  
Numerous services for graduate teaching assistants, including communication skills for international faculty and teaching assistants. Special programs include:
  - **Preparing Future Faculty (PFF)** – a two-semester course designed to examine a range of issues on teaching and learning, and to engage in an exploration of the academic life, both in class and with a faculty mentor.
  - **Teaching Enrichment Series** – an on-going series of workshops intended for teaching assistants and others seeking to improve their skills in the classroom.
- **Chronicle of Higher Education**, [www.chronicle.com/jobs/](http://www.chronicle.com/jobs/)  
Teaching and academic administrative positions nationwide, plus articles related to higher education.
- **Ed Jobs U Seek**, <http://education.umn.edu/jobs/Search.asp>  
Free service for new graduates or seasoned professionals in education and human development seeking available positions in schools, institutions, and a variety of education-related organizations, including business, government, and community agencies. Postings are organized in five main job categories on the electronic database created and maintained by the University's College of Education and Human Development.
- **Higher Education Jobs**, [www.higheredjobs.com/](http://www.higheredjobs.com/) Search for jobs in higher education, post your resume online, and manage your job search online.
- **Publications:** Many disciplines and professional organizations have their own monthly or quarterly publications which may contain academic job listings specific to that discipline. Locate these publications by contacting professional organizations and speaking with your career services center (page 1), advisor, or academic department.

## **Government**

**Career-related Employment:** Within the next five to ten years, it is predicted that 50% of current federal, state, and local government employees will reach retirement age. This "graying" of government employees will create employment opportunities in all 50 states. Additionally, federal government and military jobs will become available in hundreds of countries around the world where the federal government currently employs civilians. These positions will include opportunities for professional degree candidates as well as master's and PhD degree holders.

**Internships:** If you are interested in an internship opportunity, many federal agencies offer management intern programs.

**Fellowship:** There is also a competitive Presidential Management Fellowship (formerly: Presidential Management Intern Program or PMI <http://www.pmi.opm.gov/>).

**Advice:** Check with your college or professional program career services office for internship and employment information specific to your discipline.

Many federal agencies (US government) usually require US citizenship. If you are an international student, you should contact the government department(s) where you would like to work to find out if you are eligible within that department. Also consult ISSS for work authorization.

The web sites listed below can help you locate government opportunities. Local, state, and federal governments may also recruit students through career fairs and other career-related events.

### **Resources: Federal Government**

- **USAJOBS – U. S. Office of Personnel Management (OPM)**, [www.usajobs.opm.gov/](http://www.usajobs.opm.gov/)  
Apply for jobs, build your resume, find your ideal job, and explore thousands of Federal career options that match your interests.
- **Partnership for Public Service**, [www.ourpublicservice.org](http://www.ourpublicservice.org)  
The Partnership works to make the government an employer of choice for talented, dedicated Americans through educational outreach, research, legislative advocacy, and hands-on partnerships with agencies on workforce management issues.
- Every federal department and agency has a website. For example:
  - **Centers for Disease Control (CDC)**, [www.cdc.gov/hrmo/hrmo.htm](http://www.cdc.gov/hrmo/hrmo.htm)  
Job opportunities with the CDC, online application for Federal Employment, and profiles of several current CDC employees. Student, intern, and fellowship opportunities have very early application deadlines.
  - **National Institutes of Health (NIH)**, [www.nih.gov](http://www.nih.gov) and [www.jobs.nih.gov/](http://www.jobs.nih.gov/)  
General website has information about the research, programs, and departments within the NIH. NIH jobs website has job vacancies and research and training opportunities. Special programs include: summer internships (organized on 2 different charts), Management Intern Program, Management Cadre Program, and Health and Human Services (HHS) Emerging Leaders Program.
  - **U.S. Department of Agriculture**, [www.ars.usda.gov/careers/](http://www.ars.usda.gov/careers/)  
Career and employment information from the USDA's Agricultural Research Service.
  - **U.S. Department of Health and Human Services**, [www.hhs.gov/jobs/](http://www.hhs.gov/jobs/)  
Vacancy announcements, Presidential Management Fellow, and volunteer and paid student intern positions.

### **Resources: State of Minnesota**

- **ISEEK – Internet System for Education and Employment Knowledge**, [www.iseek.org](http://www.iseek.org)  
Minnesota's one-stop gateway to education, employment, and career resources focused on career and job opportunities in the State of Minnesota.

- **Minnesota WorkForce Centers**, [www.mnworkforcecenter.org](http://www.mnworkforcecenter.org)  
Connect to several job posting sites, attend career fairs, post your resume online, and explore career-related information. Visit the Minnesota Job Bank at [www.mnworks.org/jsli.cfm](http://www.mnworks.org/jsli.cfm).
- **North Star – Minnesota Government Online**, <http://www.state.mn.us/cgi-bin/portal/mn/jsp/home.do?agency=NorthStar>  
Minnesota State government services, including employment and career-related resources. This is a good resource for those who are new to the State of Minnesota.
- **State of Minnesota – Department of Employee Relations**, [www.doer.state.mn.us](http://www.doer.state.mn.us)  
Apply online for employment opportunities with the State of Minnesota.

### **Nonprofit Agencies and Organizations**

Nonprofit organizations provide many challenging and meaningful employment opportunities for professional school, master's, and PhD graduates. Many top-level management, research, writing, public policy, technology, and legal employment opportunities exist in nonprofit organizations.

To increase your awareness of nonprofits, explore the websites listed below. You may also attend the university-wide nonprofit career fair held each spring semester. (For more information about this career fair, please visit [www.idealists.org](http://www.idealists.org). For information about other UMN career fairs, please visit [www.career.umn.edu](http://www.career.umn.edu).)

**Resources** – Check with your career services center for additional resources.

- **Associations on the Net – Internet Library**, [www.ipl.org/div/aon/](http://www.ipl.org/div/aon/)  
Collection of internet sites providing information about a wide variety of professional associations, organizations, academic societies, and research institutions. Start networking with other professionals who share your career interests.
- **Charities Database – State of Minnesota**, [www.ag.state.mn.us/charities/Char\\_srch.asp](http://www.ag.state.mn.us/charities/Char_srch.asp)  
The organizations in this database are registered with the Charities Division of the Minnesota Attorney General's Office.
- **Directory of Minnesota Business & Professional Associations**, (published annually).
- **Idealist (Action Without Borders)**, [www.idealists.com](http://www.idealists.com) or [www.idealists.org](http://www.idealists.org)  
Connecting people, organizations, and resources to help build a world where all people can live free and dignified lives.
- **Management Assistance Program for Nonprofits (MAP)**, [www.mapfornonprofits.org/](http://www.mapfornonprofits.org/)  
Providing consulting, training, and board recruitment services to more than 800 nonprofits annually. Free management library for nonprofit agencies and boards, list of classes and workshops, and links to helpful sites for nonprofit organizations.
- **Metronet: Minnesota Web Directory**, [www.metronet.lib.mn.us/mn/mn-assn.html](http://www.metronet.lib.mn.us/mn/mn-assn.html)  
Lists of Minnesota-based associations and organizations, professional organizations, chambers of commerce, and more.
- **Minnesota Council of Nonprofits**, [www.mncn.org](http://www.mncn.org)  
Minnesota's professional association of nonprofit organizations. Job postings: [www.mncn.org/jobs](http://www.mncn.org/jobs).
- **National Trade and Professional Associations**, (published annually) Columbia Books
- **State and Regional Trade and Professional Associations**, (published annually) Columbia Books
- **United Way of Minneapolis**, [www.unitedwaytwincities.org](http://www.unitedwaytwincities.org)  
Greater Twin Cities United Way is the only charity that brings together government, business, and nonprofits to improve individual lives and strengthen the whole community simultaneously. Online job site for United Way funded agencies: [www.unitedwaytwincities.org/services/jobline.cfm](http://www.unitedwaytwincities.org/services/jobline.cfm)

### **Business and Industry**

Business and industry is a broad category comprised of for-profit organizations. Opportunities for graduate and professional degree graduates are available in a variety of service sectors and industries including:

Agriculture  
Advertising  
Banking  
Biotechnology  
Computer Hardware and Software  
Defense  
Engineering Consulting

Financial Services  
Healthcare Hospitality and  
Travel  
Insurance  
Management Consulting  
Manufacturing  
Marketing

<i>Entering the Job Market</i>
Pharmaceuticals
Publishing
Research and Development
Telecommunications
Urban Planning Consulting

Many larger business and industry employers recruit professional school, master's, and PhD graduates or candidates directly from universities. Check with your collegiate or professional school career services office to learn about up-coming career fairs, career events, and possible on-campus recruiting visits by business and industry employers during the fall and spring semesters. [www.career.umn.edu](http://www.career.umn.edu) lists many of the career-related events that may interest students in several colleges.

Your career center may also provide you with access to job postings (local, regional, national, and international opportunities), corporate recruitment information on specific employers (annual reports, job descriptions, and contact information), and other useful information. You may schedule an appointment to meet with a career counselor to learn how persons with your degree(s) and interests are commonly employed in business and industry. You can also learn about your profession by conducting informational interviews and completing internships.

### Resources

- **Business Reference Wilson Library** <http://busref.lib.umn.edu/>  
Identify potential employers and find a wide range information on companies (including company profiles, rankings, histories, annual reports, and articles from business magazines or newspapers). Explore various industries to determine their size, leading companies, products or services, geographic presence, overall structure and performance. Compile lists of companies within industries, by geographic location, or other criteria such as business size. Some popular resources include:
  - **Business and Company Resource Center** <http://www.lib.umn.edu/cgi-bin/bcrc.cgi>  
Includes company overviews, history, market share, and rankings, plus industry analysis and news articles for public and large private firms.
  - **Lexis Nexis** <http://www.lib.umn.edu/cgi-bin/lex.cgi>  
Includes Hoover's Company Directory (profiles large public and private companies) and many other business publications (including trade magazines, newspapers).
  - **Mergents Online** <http://www.lib.umn.edu/cgi-bin/fis.cgi>  
Public company database with detailed company financials, business properties, history of acquisitions and mergers, and fully imaged annual reports. Annual reports are important sources of strategic direction and key divisions.
  - **ReferenceUSA** <http://www.lib.umn.edu/cgi-bin/rusa.cgi>  
Listing of 12 million US businesses' contacts, industry, sales, employees, and locations.
  - **Kompass Worldwide** <http://www.lib.umn.edu/cgi-bin/komp.cgi>  
International company and product directory for researching 1.6 million companies and 23 million products in over 70 countries.
  - **Directory of Corporate Affiliations**  
Comprehensive directory of public and private companies. Useful for learning about divisions, subsidiaries, locations and overall structure of large firms.
  - **Corporate Yellow Book: Who's Who at the Leading Listed U.S. Companies**
  - **Corporate Report Fact Book**  
Minnesota public and private company directory. Cross reference sections by industry, location, and ownership.
  - **Directory of American Firms Operating in Foreign Countries**

- **Directory of Foreign Firms Operating in the United States**
  - **Guide to Business Periodicals and Indexes** <http://busref.lib.umn.edu/tools/busper.html>
  - **Minnesota Business and Economic News** <http://busref.lib.umn.edu/tools/lgmnws.html>
  - **Trade Associations** <http://busref.lib.umn.edu/tools/tradassn.html>
- **Annual publications** – Check with your career services center or the Business Section of public and university libraries for these basic references covering all sectors of business and industry, in addition to other resources:
    - Directory of Corporate Affiliations, vols. I-V, (published annually) National Register Publishing
    - Fact Book: The Directory of Business in the Upper Midwest, (published annually) CityBusiness
    - Hoover's Handbook of American Business, (published annually) Hoover's Business Press
    - Hoover's Handbook of Emerging Companies, (published annually) Hoover's Business Press
    - Hoover's Handbook of Private Companies, (published annually) Hoover's Business Press
    - Hoover's Handbook of World Business, (published annually) Hoover's Business Press
    - Regional Manufacturers' Directories, (published annually) Harris InfoSource
    - State Manufacturers' Directories, (published annually) Manufacturers' News, Inc.

### **International Opportunities**

International study and work abroad can be career and life enhancing. International career-related opportunities exist for both US citizens and non-US citizens. Opportunities include:

- International internships, practicums, and field experiences,
- International employment / study-abroad opportunities,
- Scholarships for study abroad and research abroad opportunities (UMN Scholarship information is available through the Office of International Programs at [www.international.umn.edu](http://www.international.umn.edu). MacArthur Program information is available at [www.icgc.umn.edu](http://www.icgc.umn.edu).), and
- Non-governmental organizations ("NGOs") hire employees who are willing to live and work internationally.

Check with your career services center for information and programs specific to your discipline or interest.

### **Learning Abroad Center (LAC)**, 230 Heller, [www.Umabroad.umn.edu](http://www.Umabroad.umn.edu)

Students from all programs and colleges are encouraged to use the Center. The Center's web site includes a section specific to information for graduate and professional students.

- **Work or travel abroad** – Information and resources on travel insurance, vaccinations, health, safety, and general travel products and information.
- **Advising on international opportunities** including internships, research, temporary work, professional opportunities, full-degree programs, and funding sources. LAC advises students on international internship opportunities and funding resources, both those sponsored by the University of Minnesota and those that can be arranged independently.
- **Resources and books** relating to interning, teaching, working, and volunteering abroad. (Some examples are listed below and are available for use in the LAC, 230 Heller.)
  - Global Resume and CV Guide by Mary Anne Thompson: Provides information and samples on preparing a culture-specific resume or CV.
  - Directory of Jobs and Careers Abroad by Jonathan Packer: A resource for information on companies, agencies, and organizations that provide opportunities for international employment.
  - International Jobs Directory by Ronald and Caryl Krannich, Ph.Ds: Directory that provides resources on jobs abroad.
  - International Jobs: Where They Are, How to Get Them by Eric Kocker and Nina Segal: Designed to give information on careers and positions that have an international component.
  - CARLA Maximizing Study Abroad: A Program Professional's Guide to Strategies for Language and Culture Learning and Use by R. Michael Paige, Andrew D. Cohen, Barbara Kappler, Julie C. Chi, and James P. Lassegard.

## Writing a Resume or Curriculum Vita (CV)

### Do I need a Resume or a CV?

These terms are frequently interchanged, and often confused. To determine the appropriate usage, consider the employment situation. It is possible that you need to create both a resume and a CV if you are applying for employment, for example in a nonprofit and in academia.

### **Resume** – *From the French, "resumer", to summarize or describe briefly*

- This document is required of most professions and is used to secure an interview, most commonly in government, nonprofit, or business and industry.
- This is your personal marketing tool. It introduces you to employers, and each resume must focus on your specific career objective at this stage in your career.
- Length: 1 or 2 pages.
- Summary statements or an objective lets an employer know what you want and what you have to offer in the first 6-30 seconds. (See "The Main Parts of Resumes / CVs on page 16 for more information.)
- The body of the resume gives the reader a mental image of the applicant and how the applicant can benefit the employer.
- Choose the format that best represents you at this time:
  - Reverse chronological – traditional resume format that lists your last five employers or last 10 years of employment, starting with the current or most recent position.
  - Functional – an outline of your skills. Many employers may find this format confusing. Consider using a combination style.
  - Combination – a functional-style outline of skills, accompanied by a brief reverse chronology of your work history. This style works well if you are changing professions and need to emphasize transferable skills.

### **Curriculum Vita (CV)** – *From the Latin, "the course of one's life or career"*

- Remember the acronym SAM – If you are applying for a position in a scientific, academic, or medical profession, then you need a CV. This may also include research positions and applications to graduate programs.
- Length: at least 2 pages.
  - The extra length comes from your publications, presentations, and academic or other professional experience, in addition to details not included on a resume.
  - Items are continuously added and occasionally re-arranged to showcase work history and accomplishments. The length of your CV increases as your career matures.
  - See the section on page 17 for additional categories you may include.
- Summary statements or objectives are optional. Including summary statements or objectives may strengthen your CV and make it more appealing to the reader.
- There are a number of possible categories and headings for a CV. Not all of them must be used, and some of them overlap. The categories will depend on the focus of the CV.
- The CV generally uses a reverse chronological order format, similar to that of a traditional resume.

### Writing an effective Resume / CV, based on what the employers look for

- Know what you want... What type of employment are you seeking? Where? For what purpose?
  - Employers notice interest, motivation, and enthusiasm.
- Keep your audience in mind. (See "The Main Parts of Resumes / CVs" for more information about resume writing, based on what employers look for.)
  - Can the reader locate what he / she needs in 6-30 seconds?
  - Target the employer's needs and the position the employer has to offer.
- Make every word count.
  - Start each phrase with an action verb.
  - Each phrase should give the reader a mental image of the thought you are

- conveying. They learn more about you and the skills you have to offer.
- Make the resume visually appealing to the reader.
  - Hold your resume / CV out at arms' length. Does it look attractive? Is there enough white space?
  - Did you choose one style and maintain that style throughout the entire document?
  - See "Scanner Friendly Resumes and CVs" for additional guidelines. (page 17)
- **PROOFREAD!** Have several people proofread your resume / CV.
  - They should check for the accuracy of the statements, terminology, verb tense, spelling, punctuation, and parallel construction.
  - A career counselor can assist you with the formatting and wording of your resume / CV.
  - Your advisor, mentor, or a professor in your program can help you with industry-specific terminology and may suggest that you emphasize additional skills.
  - A few days after you work on your resume / CV, look at it again. You may notice errors or awkward wording that you did not notice when you were first writing it.

## **The Main Parts of Resumes / CVs, based on what the employers look for**

**Objective Statement or Summary of Qualifications**– required for a resume; optional for a CV

### **Objective Statement**

- The objective acts like the "topic or thesis" statement of a research paper.
- A good objective shows an employer what you can do for them – not what they can do for you.
- Information you include in the rest of your resume / CV should support this particular objective.
- Your cover letter must also support your objective and the rest of the resume / CV.
- Different career interests require different objective statements and consequently different resumes / CVs.

### **Summary of Qualifications**

A summary of qualifications can be used in place of an objective statement for certain employment situations, especially if a candidate has considerable work experience. The summary of qualifications should highlight accomplishments and indicate how you are qualified for your target job. Choose either style: a brief paragraph or 3-5 bulleted statements.

- For the paragraph style, you could include your occupational title and summarize your experiences, achievements, and skills in 1-4 sentences that read like a short paragraph.
- For the bulleted style, use brief statements, phrases, or adjectives – not sentences.

### **Education and Special Skills - What makes you unique?**

- List your degrees, educational credentials, training, and skills that demonstrate to an employer that you have the necessary qualifications, or that you have a background that is "well-rounded".
- Include relevant course work, project experience, foreign languages, computer skills, or other skills that support the objective.

### **Experience**

This is not your autobiography, so your resume / CV should not list every aspect of your past life. However, DO list jobs and experiences that:

- Demonstrate **relevant skills**.
- Have helped you develop **transferable skills**, which may include:
  - Interpersonal skills and team-work,
  - Communication and writing skills,
  - Time management and organizational skills,
  - Supervisory skills, and
  - Computer / technical skills (not directly relevant to your degree; i.e. Excel spread sheets).

- Demonstrate your **work ethic**.
  - List jobs you have held over a long period of time.
  - Include assignment of additional responsibilities or promotions.

### **Additional Activities**

Employers are interested in your ability to balance the work, professional, and social aspects of your life, which can be demonstrated through outside activities. Describe the skills and abilities developed as a result of these experiences:

- Participation in professional organizations,
- Volunteer activities, and
- Opportunities for leadership positions.

### **Basic Sections to Include in Resumes / CVs (Listed in the usual order of appearance)**

<b>Resume</b>	<b>CV</b>
Name, Address, Phone, and Email	Name, Address, Phone, and Email
Summary of Qualifications or Objective	Education (with thesis description)
Education	Research Interests and Experience
Honors and Awards	Teaching Experience
Projects, Thesis, etc.	Other Experience (committee membership, etc.)
Skills (languages, computer programs, or technical)	Honors, Awards, Grants Received
Experience (paid and unpaid)	Publications
Professional Affiliations	Presentations
Activities (including Volunteer Activities)	Professional Affiliations
	Special Skills

### **Additional Sections that may be included in Resumes / CVs**

The section headings below are given as suggestions, based on those typically used on resumes and CVs. The variation of section order, or the use of other category headings is acceptable, as long as the alternative choices are appropriately professional and clearly understandable.

Academic Preparation	Areas of Knowledge/Expertise	Books/Reviews
Educational Background	Area(s) of Concentration	Academic Service
Thesis	Professional Experience	Conference Participation
Dissertation	Research Experience	Memberships/Affiliations
Summary of Qualifications	Internships	Scholarships
Emphasis Courses	TA/RA Assistantships	Fellowships
Computer Skills	Graduate Fieldwork	Language Competencies
Laboratory Skills	Educational Highlights	Citizenship Status
Proficiencies	Articles/Monographs	Availability

### **Scanner Friendly Resumes / CVs**

Computerized resume-scanning software (used by many large companies, educational institutions, and the government) may not read or interpret fancy fonts or formatting, and it cannot search for meaning.

Here are some basic guidelines to produce a scanner friendly document:

- Read the job description carefully. Match the terminology of your experience and skills with each job description. This software searches for employment qualifications based on required skills or "key words" for a particular position.
- List skills and accomplishments using phrases or short paragraphs. Start each phrase or short paragraph with an action verb. (Do not use: "responsible for..." or "responsibilities include...")
- Use plenty of white space. The computer uses it to recognize when one section has ended and another has begun.

- Provide at least 1" margins (top, bottom, left, and right margins) for optimal scanning.
- Use professional fonts (Times New Roman or Arial; font size 10-12).
- Avoid excessive use of italic fonts, bolding, or underlining.
- Separate any slash marks with spaces (for example, "Sales / Marketing" not "Sales/Marketing").
- Be sure to proofread your resume for content, spelling, and punctuation.

An applicant should consider submitting two versions of the resume / CV. Prepare an eye-appealing resume for the academic search committee, human resource professional or hiring manager, and a second scanner friendly version.

### **Cover Letters**

- Always include a cover letter when you mail or email a resume / CV.
- Each cover letter should tell the reader how you fit the requirements of the job posting.

### **Additional Assistance**

Check with your career services office. Assistance may include:

- Resume / CV Writing Workshops,
- Individual resume / CV writing consultation appointments,
- Drop-off resume / CV critique services, and
- Placing your resume / CV in a web-based database that is accessible to employers.

### ***Bibliography and Related Web Resources***

#### **Resumes, CVs, and Portfolios**

- The Curriculum Vitae Handbook, Anthony, Rebecca and Roe, Gerald, 1994
- The Academic Job Search Handbook, Heiberger, Mary and Vick, Julia, 1996
- Job Search in Academe, Formo, Dawn M. and Reed, Cheryl, 1999
- How to Prepare your Curriculum Vitae, Jackson, Acy L., 1997
- The Savvy Resume Writer, Krannich, Ronald and Krannich, Caryl, 2000
- Proof of Performance: How to Build a Career Portfolio, Nelles, Rick, 2001
- The Resume Catalog, 200 Damn Good Examples, Parker, Yana, 1996  
This book is filled with phrases that are easy to modify as you are writing your own resume / CV.
- Perfect Personal Statements—Successful Application Essays for Graduate & Professional Schools, Stewart, M. A., 1996
- The Global Resume & CV Guide, Thompson, Mary Anne, 2000
- e-Resumes, Whitcomb, Susan Britton and Kendall, Pat, 2002
- Resume Magic, Whitcomb, Susan Britton, 1999

#### **Cover Letters**

- 175 High-Impact Cover Letters, Beatty, Richard, 1996
- Cover Letter Magic, Enelow, Wendy S., 2000
- 201 Dynamite Job Search Letters, 4<sup>th</sup> Ed., Krannich, Ronald and Krannich, Caryl, 2001
- Gallery of Best Cover Letters, Noble, David, 1999
- Cover Letters That Knock 'em Dead, Yate, Martin John, 2001
- Best Cover Letters for \$100,000+ Jobs, Enelow, Wendy, 2001  
This book has many samples that are useful for all job seekers – not just those with salary expectations exceeding \$100,000.

## **Career and Student Support Services on the Twin Cities Campus**

**In alphabetical order (details are listed below):**

Career and Lifework Center

Community of Scholars

Disability Services

Gay, Lesbian, Bisexual, Transgender (GLBT) Programs Office

Human Resources – Graduate Assistant Office and Employee Career Enrichment Program

International Student and Scholars Services (ISSS)

Learning Abroad Center (LAC) – formerly Global Campus and International Service and Travel Center

Minnesota English Center (MEC)

The Minnesota Women’s Center – ORACLES program

University Counseling and Consulting Services (UCCS)

University Libraries

University of Minnesota Alumni Association (UMAA)

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### **Career and Lifework Center - Twin Cities Campus**

<http://www.lifework.umn.edu/>

U of M Career and Lifework Center’s mission is to help adults discover and maintain meaningful lifework through resources, workshops, and individual consultations. Services are available to the general public, and significant discounts are available for University of Minnesota Alumni Association members. (Information about the UMAA is listed at the end of this section of the handbook.)

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### **Community of Scholars Program (COSP) – a Graduate School program**

<http://www.grad.umn.edu/outreach/cosp/>

Funded by the Bush Foundation, the Community of Scholars Program (COSP) works towards creating the institutional environment required for the academic achievement of graduate students. COSP assists under-represented students (U.S. Citizens and permanent residents) to more fully participate in the University, gain a range of competencies, optimize the quality of their experience as graduate and professional students, and improve their future career success.

The purpose of the COSP is to focus on community building and the professional development of graduate and professional students by offering Travel Grants, Summer Institute, Mentoring & Networking, Forums and Workshops, Symposia, Preparing Future Faculty and Community Service Opportunities. To participate in COSP or to view a schedule of seminars and workshops, visit: <http://www.grad.umn.edu/outreach/cosp/>, or call 626-4546.

## Disability Services

<http://ds.umn.edu>

At this time, Disability Services is not offering any specific career resource programs for students. If you have documented disabilities or suspect that you have a disability, you may contact Disability Services for assistance with questions pertaining to career-related issues.

Disability Services  
Suite 180 McNamara Alumni Center, 200 Oak Street SE, Minneapolis, MN 55455  
Phone v/tty: 612-626-1333, FAX: 612-626-9654

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## Gay, Lesbian, Bisexual, Transgender (GLBT) Programs Office

<http://www.umn.edu/glbtl>

### Mission:

- To improve campus climate for gay, lesbian, bisexual, and transgender people at the University of Minnesota.
- To address the harmful effects of discrimination based on sexual orientation and gender identifications.

### Audience:

The GLBT Programs Office serves the entire University of Minnesota community and is committed to diversity and equity in operations and programming. GLBT Programs Office recognizes differences within lesbian, bisexual, transgender, and gay communities along lines of race, age, ethnicity, religion, economic status, language, health status, national origin, gender and disability.

The GLBT Programs Office mission focuses on helping the University to better understand and meet the needs of GLBT people. This is accomplished by providing the following services:

- Information & Referral
  - Advocacy
  - Education
  - Consultation & Program Development
  - Community Building
  - Support Services
- 

## Human Resources / Office of Human Resources (OHR)

<http://www1.umn.edu/ohr>

- **Graduate Assistant Employment (GAO)** [www.umn.edu/ohr/gao](http://www.umn.edu/ohr/gao)
    - Graduate assistantships may be available as teaching or research assistants or administrative fellows. This can be helpful in providing experience in your field while providing you with an income and, if you qualify, some benefits such as insurance and tuition benefits.
  - **Employee Career Enrichment Program (ECEP)** <http://www1.umn.edu/ohr/ecep>
    - The Employee Career Enrichment Program provides information, workshops and counseling on a wide array of career issues to employees at the University of Minnesota.
    - *Resume Tutor!* is a resume writing tutorial developed by ECEP  
<http://www1.umn.edu/ohr/ecep/resume>
-

## International Student and Scholar Services (ISSS)

<http://www.iss.umn.edu/>

### Work Authorization:

- Please consult the International Student Handbook for work options. This is distributed during the ISSS orientation sessions.
- Prior to beginning off-campus work, your work authorization must be entered in Sevis by ISSS.
- For more information for F and J visas, please see the following websites
  - Forms: <http://www.iss.umn.edu/forms/default.html>
  - Service: <http://www.iss.umn.edu/onestopservices/default.html>

### Career Workshops:

Every semester, ISSS offers a series of career workshops for international students on campus. These sessions focus on job search in the U.S. They provide practical information and materials on how to find a job, how to write a resume and cover letter, how to prepare for a job interview, and visa options after graduation. Some semesters, additional topics are offered such as the academic job search, finding an internship, Canadian Immigration Information, and the home country job search.

### Weekly Curricular/Optional Practical Training Workshops:

Offered each week, this workshop informs students how to get application forms; learn basic rules, eligibility requirements, and application procedures; ask questions; and receive assistance filling out forms.

Workshops are free. Registration is not required. For more information on any ISSS workshop go to:

<http://www.iss.umn.edu/onestopservices/career/workshops.html>.

### Individual Career Counseling:

If you are a University of Minnesota - Twin Cities campus international student or scholar, you may make an appointment with an ISSS career counselor to discuss career-related issues such as:

- Job search strategies and resources for the U.S.
- How to choose a major
- How to choose a career
- How to write a resume
- Resume critique / review
- How to prepare for an interview
- Participation in a mock or practice job interview
- Work authorization

To make an appointment, call ISSS at 612-626-7100 and ask for an appointment for career counseling. Appointments are confidential and private.

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### Learning Abroad Center (LAC)

Formerly the Global Campus and the International Service and Travel Center

<http://www.UMabroad.umn.edu/>

The Learning Abroad Center offers a number of international opportunities for graduate and professional students. These opportunities range from enrolling in graduate courses at foreign universities to professional internships in a large variety of fields. Go to [www.UMabroad.umn.edu](http://www.UMabroad.umn.edu) to learn more about studying and internships abroad.

The **Office of International Programs** offers assistance with funding resources for study and research abroad. Go to [www.international.umn.edu](http://www.international.umn.edu) to find out what is available for you.

The Learning Abroad Center's **Global Experience Program** combines quality professional experience with academic merit in an international internship designed for graduate and professional students. Internships are designed to combine the practical knowledge gained from experience in an overseas work environment

with study of other countries and cultures. Internships are available in a variety of private-sector companies, nonprofit organizations and educational institutions around the world. Possibilities could include: AIDS education in Swaziland, population research in Hong Kong, reforestation in Ecuador, or community outreach initiatives in Mexico. Internship placements are primarily over the summer but a few are available at other times throughout the year. Participants earn academic credit for the internship or are asked to demonstrate that the experience is linked to a research project or degree requirement. All internships are full-time, ensuring a minimum of 30-40 hours of accountable, on-the-job involvement per week.

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### **Minnesota English Center (MEC)**

<http://www.cla.umn.edu/mec/>

Improving your communication skills in English will help you gain confidence in yourself and make studying, writing, speaking, and collaborating with professors and other students much easier.

The MEC offers a course tailored specifically for international members of the University of Minnesota community who want to further develop specific English skills for professional advancement but may not be able to fit a regularly-scheduled class into their busy schedules.

The course is called **Semi-Private Tutoring**, and it involves students working with an MEC instructor in groups of three, focusing only and exactly on the English skills that they all need to develop. Students avoid the fatigue associated with working one-on-one with a tutor and at the same time that they receive extensive individual attention and can practice their developing skills with two other group mates.

Groups meet at locations and at times convenient for the three group members and for the instructor.

The MEC also offers a **wide variety of other courses** that focus on academic preparation for university-level study. These courses are taught by experienced instructors and are offered throughout the academic year and the summer. For more information on courses and other services offered by the MEC, please visit the website.

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### **The Minnesota Women's Center: ORACLES Program**

<http://www.umn.edu/mnwomen>

The **ORACLES** (Offering, Referrals, Answers, Commitment, Listening, Encouragement, and Support) Program is an information and problem-solving hotline (612-626-8248) housed and supported by the Minnesota Women's Center. It is designed to assist the University community by answering questions and offering referrals to helpful services.

ORACLES's student staff members are familiar with both University and community resources. They work with callers to find a satisfactory answer to each question. All questions are addressed – callers' questions are never turned away. Questions may include: "Who could help me find a summer job?" or "How do I apply for a work study position?"

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## University Counseling and Consulting Services (UCCS)

<http://www.ucs.umn.edu/>, 109 Eddy Hall, East Bank and 199 Coffey Hall, St. Paul: (612) 624-3323

University Counseling and Consulting Services provides **Free individual counseling** to graduate and professional students for personal, career, and academic concerns. **Free group counseling** is offered year-round.

**Dissertation thesis support groups** are especially designed for graduate students.

**Graduate Student Success Seminars** (one-time workshops that focus on helping graduate students successfully complete their programs of study):

- **Writing for Good Scholarship** – An all day workshop for graduate students of color. Co-sponsored by the Graduate School and UCCS.
- **Preparing for Preliminary Exams** – Addresses psychological skills and attitudes to help you prepare and perform as effectively as possible during preliminary exams. Preparation strategies, stress and anxiety management, techniques to keep tasks in perspective, and public speaking tips. *Does not address content of exams, since that varies by graduate program.*
- **Managing Graduate Student Stress** – Explores the multiple “pulls” that graduate students experience. Presents a variety of skills and coping strategies to maintain a balanced life without sacrificing academics.
- **Your Relationship with Your Faculty Advisor** – Discusses the diverse styles of advisers and advisees and some possible pitfalls in this key relationship in graduate education.
- **Thesis and Dissertation Writing** – Open to graduate students starting or working toward completing their thesis or dissertation. Provides an overview of skills, strategies, and resources for writing a successful paper.
- **Managing Time Effectively and Overcoming Procrastination** – Fewer things in life are more frustrating than feeling like you are always behind schedule or not making good use of your time. Learn the fundamentals of effective time management as well as new perspectives and skills to overcome procrastination.
- **Balancing Committed Relationships and Graduate School** – Examines the challenges of trying to fill multiple roles (student, spouse/partner, parent, etc.). Presents strategies for coping with the demands of responsibilities that can sometimes feel incompatible and conflictual. Focuses on communication, negotiating boundaries and limits, and improving the quality of life together with the quality of your student experience.

To inquire for specific information on the dates and times or to register online go to: [www.ucs.umn.edu](http://www.ucs.umn.edu), or call (612) 624-3323. Please register early, as space is limited. These seminars are available each semester (year-round) and may be scheduled for a particular faculty or student sponsored event. Please provide adequate notice in requesting a seminar to be scheduled.

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## University Libraries

<http://www.lib.umn.edu/>

Use the collections at the University Libraries to find career information on the web and in books, journals, magazines, and newspapers. Locate books and reference sources listed in below by using MNCAT or the statewide catalog MNLINK. E-books at the University Libraries are available from Netlibrary and some public libraries.

- **MNCAT** <http://mncat.lib.umn.edu/>
- **MNLINK** <http://www.mnlink.org/>
- **NetLibrary** <http://www.lib.umn.edu/books/netlibrary.phtml>

Reference links for encyclopedias, dictionaries, maps, directories and other useful web sites are available at <http://www.lib.umn.edu/reference/>. This includes pages for **Careers and Jobs** and for **Colleges and Universities** (including rankings).

Please see page 13 for more information.

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## University of Minnesota Alumni Association (UMAA)

[www.alumni.umn.edu](http://www.alumni.umn.edu)

The University of Minnesota Alumni Association (UMAA) offers an expanding list of career assistance benefits for alumni and friends of the University. Two of the most exciting new programs are:

- **U of M Alumni Employment Expo** – The Employment Expo is a spring job fair that targets alumni of all ages, experience levels, and industries. Watch the website for the date, time, and other details.
- **Online Career Networking Database** – The online networking database is part of a new, comprehensive alumni directory and will be launched this winter. Any UMAA member can log onto this career database and search for fellow alumni who are willing to be contacted with questions about their industry, career path, or geographic location.

Other ongoing services provided by the UMAA can be found on the website.