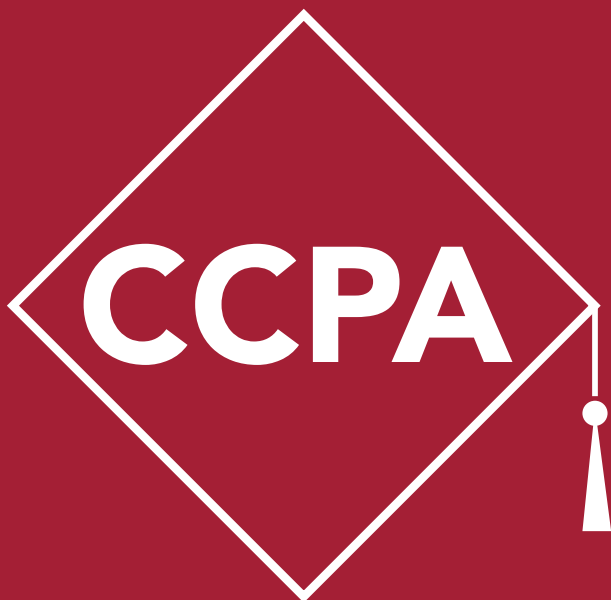


# HVERFORD

CENTER FOR CAREER AND PROFESSIONAL ADVISING



## HANDBOOK

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# Haverford

CENTER FOR CAREER AND PROFESSIONAL ADVISING

The Center for Career and Professional Advising (CCPA) empowers students and alumni to learn about and prepare for meaningful work as they translate their Haverford liberal arts education into a rewarding life. In short, we are here to help students explore, identify, and realize their career and professional goals.

## CONTACT INFORMATION

haverford.edu/ccpa  
Stokes Hall, Suite 300  
610-896-1181  
hc-ccpa@haverford.edu

## OFFICE HOURS

Monday–Friday, 9:00 a.m.–5:00 p.m.

## WALK-IN HOURS

Monday–Friday, 2:30 p.m.–4:30 p.m.

*15-minute appointments on a first-come, first-served basis*

## SCHEDULED APPOINTMENTS

Visit our website for information on how to schedule career advising, pre-law advising, pre-health advising, mock interviews, and assessments.

## CCPA & STUDENT GROUPS

### DID YOU KNOW?

The CCPA can partner with your student group for personalized workshops and events. We work with clubs, sports teams, and leadership groups on a variety of learning opportunities. Stop by Stokes 300 during walk-in hours to discuss ideas for partnering with one of our career advisors.

## RESUMES AND COVER LETTERS

[haverford.edu/ccpa/resumes\\_and\\_letters](http://haverford.edu/ccpa/resumes_and_letters)

The resume and cover letter are usually the first step in the internship or job search application process. A well-written, tailored resume and cover letter are essential to landing an interview. Here are some ways to get started:

1. Review our sample resumes and cover letters on the CCPA website for guidelines, format, and content ideas.
2. Resumes and cover letters should not be more than one page. Address the cover letter to an individual if possible.
3. Resumes: Possible headings may include Education, Experience or Related Experience, Activities, Leadership, Skills, and Honors. Be sure to list your senior thesis under Education. Describe what you have done using action verbs like **organized**, **tutored**, or **managed** and keywords from the position description.
4. Cover Letters: Tailor your cover letter for the job to which you are applying, and focus on only a couple of the most relevant experiences from your resume. Illustrate and show how you have used the skills the organization is seeking.
5. References: When requested, references should be sent on a separate page listing the reference name, job title, phone, and email address. Do not list them on a resume.

## FEEDBACK

We'd love to review your resume and cover letter. Submit your draft for feedback at the "Resume or Cover Letter Review" link ([www.haverford.edu/ccpa/resumes\\_and\\_letters](http://www.haverford.edu/ccpa/resumes_and_letters)). Make the recommended updates and proofread, proofread, proofread!

## JOB SEARCH

[haverford.edu/ccpa/jobs](http://haverford.edu/ccpa/jobs)

The path from Haverford to career is highly individualized given the broad array of interests found among our students. Whether you are just beginning to explore your career options or are facing your last round of interviews, the CCPA will partner with you to design the best search strategy.

1. **KNOW YOURSELF.** Assess your unique set of skills and interests both inside and outside the scope of your studies.
2. **EXPLORE YOUR CAREER OPTIONS.** Check out the many field-specific resources on the CCPA website. Remember, although your major is important, it does not have to limit your career path. Fords' careers are diverse!
3. **COME TO WALK-IN HOURS OR MAKE AN APPOINTMENT** with a CCPA advisor to focus your career strategy and make it more effective.
4. **ATTEND CCPA WORKSHOPS** to hone your career search strategies.
5. **PREPARE THE BASICS.** Make sure your resume, cover letter, LinkedIn profile, and interview skills are ready to go.
- 2** 6. **APPLY TO HANDSHAKE'S JOB POSTINGS** and check out the event calendar. Fill out the "Career Interests" section of your profile so the CCPA can send you target emails based on your personal interests.
7. **DEVELOP YOUR 30-SECOND "ELEVATOR PITCH"** to quickly communicate your background, talents, interests, and goals to recruiters and alumni.
8. **ATTEND INFORMATION SESSIONS** to learn more about the employers who recruit at the Tri-Colleges, and network with campus recruiters.
9. **UTILIZE THE CCPA'S ONLINE SUBSCRIPTIONS** from arts and business to environment and policy, and much more.
10. **MOST IMPORTANTLY.... NETWORK, NETWORK, NETWORK!**

Remember, the best searches are organized, proactive, and intentional. The CCPA is ready to assist you at every stage of the process.

## INTERNSHIPS AND FUNDING

[haverford.edu/ccpa/jobs](http://haverford.edu/ccpa/jobs)

**SEARCH TIPS:** As in any search, build a network of people who know you are interested in a summer internship. Seek information from staff, faculty, family, extended family, alumni, other students, neighbors, etc. Research organizations that interest or inspire you, and develop a list to target.

**COLLEGE SPONSORED INTERNSHIPS:** There are multiple funds providing support for unpaid or low-paid internships. Take advantage of the many related CCPA workshops and info sessions, well in advance of deadlines. Most deadlines are in February.

**HAVERFORD INTERNSHIP NETWORK:** We maintain an invaluable peer-to-peer network of Haverford students sharing information about their internships in this searchable database. Use your HC password to access.

### BEYOND NETWORKING, WHERE TO FIND INTERNSHIPS?

Handshake, Liberal Arts Career Network database, CCPA Online Subscription Resources, Philadelphia Career Connection Recruiting Day, STEM Recruiting Day, SLAC Recruiting Events, Not-For-Profit Career Fair, Campus Philly, resources by industry and more.

### THE SUMMER INTERNSHIP CYCLE

**SEPTEMBER:** Update resume and LinkedIn profile.

**FALL SEMESTER:** Early deadlines start in finance, consulting, large business, some major communication companies, and government agencies.

**DECEMBER – JANUARY:** More deadlines across fields, including Haverford sponsored opportunities. Winter break is a great time to network and dive into your search. CCPA is open after the new year to assist.

**SPRING SEMESTER:** Deadlines for internships across fields, especially in not-for-profits and smaller business.

**EARLY SUMMER:** Read *Making the Most of Your Internship Experience* on the CCPA blog.

## NETWORKING ADVICE

[haverford.edu/ccpa/networking](http://haverford.edu/ccpa/networking)

Networking can be the single most effective tool for success in career exploration and the job search. In essence, networking is researching career interests, building from one contact to another, and maintaining relationships with them all throughout your career. Here are some tips to begin networking:

1. Before reaching out for an informational interview, **read the CCPA Networking Guide**.
2. **Connect with people for information and advice**—this is a key part of your career search and exploration.
3. **Begin to develop relationships** with advocates for your future through **informational interviews, networking events, and social media** like **Twitter** and **LinkedIn**.
4. Look through the **Haverford Networking Resources** on the CCPA website to uncover potential contacts. Use the **Fords Alumni Directory** to search for alumni by location and industry.
5. **Research, explore, and connect on LinkedIn**, where you can see the entire career path of an individual. You can also join and participate in Haverford groups and other groups related to your potential career interests.
6. **Participate in CCPA events featuring alumni** such as the Extern Program, Fords on Friday, Career Conferences, Alumni Networking Events, and more.
7. After you connect and interact with an alumnus/a or other contact, **always follow up by sending a thank you**.

## HANDSHAKE AND RECRUITING

The CCPA offers many ways to connect with recruiters looking to hire talented liberal arts students on-campus, off-campus, and online.

**HANDSHAKE** is our online job and internship recruiting platform. Upload your resume and cover letter to apply to 3000+ postings including those referred by Ford alumni. **Tips: Look for on-campus interview opportunities here. Update your career interests in your profile to receive target emails from the CCPA.**

**TRI-COLLEGE JOBS in HANDSHAKE** allows access to Tri-College on-campus opportunities for jobs and internships. **Tip: Search by Labels under “advanced options.”**

**INTERVIEWS:** The CCPA sponsors on-campus interviews at the Tri-College schools, and interviews with employers nationwide.

**INFORMATION SESSIONS AND TABLES:** Learn directly from employers about their opportunities, and network with recruiters and alumni.

**PHILADELPHIA CAREER CONNECTION (PCC):** Interview and network with regional and national employers at the late January event.

**STEM RECRUITING EVENT:** Interview and network with regional and national employers in the STEM fields in late January.

**SELECTIVE LIBERAL ARTS CONSORTIUM (SLAC) INTERVIEW DAYS:** Offers recruiting days for in-person interviews in DC and NYC in January, and video interview days in September and March.

**WORKFORCE RECRUITMENT PROGRAM (WRP)** connects federal and private sector employers nationwide with college students and recent graduates with disabilities. Interview online in October and November.

### ADDITIONAL RELATED EVENTS AND NOTES

- **Not-For-Profit Career Fair** featuring 60+ organizations.
- Check **Handshake** calendar for many more events throughout the year.
- **Campus Philly Online Internship Fair and Job Search Database**
- Many business, consulting, finance, government, and technology organizations have early Fall semester deadlines.

## INTERVIEWING

[haverford.edu/ccpa/interviewing](http://haverford.edu/ccpa/interviewing)

The interview is your chance to show an employer that you have the skills and qualifications to be the best person for the job, and that you would be a great fit for the organization. Preparation is the key to successful interviewing.

### PREPARING FOR THE INTERVIEW

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1. Read the CCPA *Interview Guide* for tips and advice.
2. Review common interview questions and the job description, and compile a list of examples and stories to demonstrate your qualifications and fit.
3. Develop and practice a strong, professional, and tailored answer to "Tell me about yourself."
4. Research the organization, the industry, and, if possible, the people who will be interviewing you. Have a convincing answer to, "Why do you want this job?" and "Why do you want to work here?"
5. Use **CareerBeam's interactive interview tool** to record, view, and request feedback on your interview skills. CareerBeam is linked from CCPA's Online Subscriptions sites page.
6. Practice your interview skills with alumni in *Haverford's Mock Interview Volunteers – Fords Helping Fords*. Request to be matched with an Alumni Mock Interview coach.
7. If you are applying to consulting positions, learn about and practice case interviews by reading the *Vault Guide to Case Interviews* and *Case in Point*, and requesting access to CG Interactive online and PrepLounge interactive training available through the CCPA.

### DAY OF THE INTERVIEW

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- Arrive on time, look sharp, smile often, and be polite and friendly to everyone you meet.
- Come prepared with 2-3 questions to ask the interviewers.
- Bring extra copies of your resume.

### AFTER THE INTERVIEW

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- Send a thank you note within 24 hours of the interview to emphasize your interest and qualifications. Notes are generally emailed, but many employers also appreciate receiving a hand-written note.
- If you receive and accept an offer, take the time to thank and inform those who helped you in the process.

## GRADUATE SCHOOL

About 15-20% of Haverford graduates go directly to graduate school, and that number rises significantly with young alumni. To learn if graduate school is the right course of action for you, discuss your interest with your professors or advisors, other students, and alumni, and schedule an appointment with the CCPA.

To learn more about trends in a field and specialty graduate programs, read academic journals in your field of interest, visit industry-specific association pages, and attend graduate school fairs to talk with schools directly. Most importantly, make sure you are going to graduate school for the right reasons, and that it's the right direction for your intended field of interest. The CCPA can work with students and alumni on the application process including personal statements, CVs, school selection, and decisions.

### PRE-HEALTH ADVISING

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[haverford.edu/pre-health-advising](http://haverford.edu/pre-health-advising)

The Health Professions Advising Office provides advising and support to students and alumni who are interested in exploring careers in the health professions including medicine, dentistry, public health, and other related fields. Students can decide to pursue a career in the health professions at any time in their undergraduate career or beyond; it just requires some careful planning once the decision is made.

The Coordinator of Health Professions Advising looks forward to working with you as you explore your interests and to help you through the medical school (or other schools of the health professions) application process.

### PRE-LAW ADVISING

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[haverford.edu/prelaw](http://haverford.edu/prelaw)

Law school can be an incredible, significant, and defining experience that will take you to the next stage of your intended career. The Pre-Law Advising Office can help you make this decision and answer the important question: *Why do you want to attend law school?* Before you jump into the application process, we encourage you to talk with alumni, friends, and family in the law profession who can answer your questions and give you a first-hand account of law school.

When you are ready to decide, the Pre-Law Advisor can assist (current students or alumni) with every step of the process, from letters of recommendation to the personal statement. Look for events throughout the year, and connect with the Pre-Law Society, Law Review, and Mock Trial Team to get involved.

## CCPA SIGNATURE PROGRAMS

The CCPA holds several events each week to support students in the career exploration process. Check our events tab on the CCPA homepage or in Handshake. Below are a few highlights:

### **EXTERN JOB SHADOW PROGRAM**

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The Extern Program enables students to explore different career options by giving them a firsthand glimpse into a field of interest. By shadowing professionals in their workplace, students begin to explore career interests and learn about various opportunities. From two days to two weeks during Winter or Spring Break, externs observe and talk with alumni sponsors and their colleagues. In most cases, students participate in the normal routines of the sponsors, following hosts throughout their workday or working on special projects. **Sign Up: mid-Fall Semester for Winter Break and late January for Spring Break.**

### **FORDS ON FRIDAY**

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Fords on Friday is an opportunity for students to chat with alumni about their career paths and industry trends. Alumni offer career advice and field questions from students. **Events generally take place on Fridays at noon in the CCPA.**

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### **PHILADELPHIA CAREER CONNECTION (PCC)**

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Philadelphia Career Connection is an on-campus recruiting day. Employers from Greater Philadelphia (and beyond) have the opportunity to meet with students from the Tri-College community of Bryn Mawr, Haverford, and Swarthmore Colleges at the career fair and one-on-one pre-selected interviews for internship and full-time opportunities. **PCC is held in the beginning of the Spring Semester.**

### **NOT-FOR-PROFIT CAREER FAIR**

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The annual On-Campus Not-For-Profit and Government Career Fair provides a forum for employers to connect with students interested in nonprofit and public service sectors, and to discuss careers, internships, fellowships, and full-time opportunities. **Look for our fair in February.**

### **CCPA BLOG**

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The CCPA blog features alumni career advice, event summaries, student perspectives, and general trends for students who are exploring careers and looking for opportunities. Updated 1-2 times per week. **Subscribe for CCPA blog alerts: [blogs.haverford.edu/ccpa/](https://blogs.haverford.edu/ccpa/)**

### **HAVERFORD'S INTERVIEW COACH PROGRAM**

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This program is designed to help students prepare for competitive interviews by matching them with alumni "coaches" who have volunteered in specific fields by doing two mock interviews (phone, skype, or in person), and providing feedback.

### **STEM RECRUITING DAY**

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Haverford College hosts a Tri-College recruiting event for STEM majors seeking jobs and summer internships. STEM recruiters and alumni participate in this hybrid event featuring a career fair and interviews.

### **SOPHOMORE SUCCESS SERIES: MAKING CAREER CONNECTIONS**

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This program is a four-session seminar that will help sophomores build on their interests and talents to explore, develop, and focus career directions as they prepare to choose a major and apply for summer opportunities. This series provides a structured framework to explore your career interests and to put a plan of action into place to successfully investigate and secure professional experiences advancing you along your career path.

### **ONLINE SUBSCRIPTION SITES**

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CCPA has identified resources to help you with your search and to research potential employers. We subscribe to numerous resources to help you in your career exploration and job/internship search. They range from detailed information about career fields to job listings.

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### **PUBLIC POLICY FORUM**

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This event aims to acquaint students and alumni with current issues in public policy and alert them to potential career opportunities in this area. Highlights of the day will include panel discussions on current topic issues. Co-sponsored by CCPA, CPGC, and KINSC.

## TRANSFERABLE SKILLS

The National Association of Colleges and Employers (NACE) annually conducts a national survey to learn more about the skills employers look for in recent college graduates. The top skills employers sought according to the NACE survey include the ability to:

- Work in a team situation
- Make decisions and solve problems
- Plan, organize, and prioritize work
- Verbally communicate with persons inside/outside the organization
- Obtain and process information
- Analyze quantitative data
- Technical knowledge related to the job
- Proficiency with computer software programs
- Create and/or edit written reports
- Sell or influence others

### **OTHER LIBERAL ARTS EDUCATION RELATED SKILLS:**

- Leadership skills
- Design and Planning skills
- Research and Investigation skills
- Building Relationships and Interpersonal skills
- Management and Administration skills
- Personal/Career Development and Learning skills
- Intercultural Knowledge and Competence
- Civic Knowledge and Engagement: local and global

## CREATING YOUR LIBERAL ARTS STORY

### **ARTICULATING YOUR SKILLS**

It is important to remember employers do not expect candidates to possess all of these skills, and much of what you learned at Haverford will contribute to helping you acquire these skills on the job. However, it is important to consider how your experiences and skills contribute to any one of these areas. This will help you effectively articulate your qualifications to employers.

### **BUILDING ON YOUR SKILLS**

There is always time to acquire more skills! Think about the kinds of jobs you are interested in pursuing. What is required of professionals in those fields? If you do not know, use online resources like CCPA's FOCUS 2 Online Career Assessment and What Can I Do With This Major?

Consider how you can continue to improve on your already solid foundation. Brainstorm the skills you would like to continue to develop or improve upon and the ways in which you can do this. If you are unsure, consider talking with someone in the CCPA, or a trusted mentor.

**Deciding what major or career to pursue can be difficult, so we encourage you to take a deep breath, ponder these questions, and focus on what will ultimately make you happy.**

1. What courses (at Haverford or in high school) and topics spark your interest?
2. What social causes and activities are you passionate about?
3. What talents and skills come naturally to you?
4. What three adjectives would your friends use to describe your personality?
5. What can you see yourself doing in five or ten years?

### **TELLING YOUR STORY**

Imagine you are on an elevator with someone and that person asks you what you want to do after college. You quickly learn that person has a network aligned with your post-college plans. The person asks you about what it is that makes you uniquely qualified for the position and you have the remainder of the 30-second ride to explain. You quickly consider the unique skills, knowledge and experiences you highlighted above, and craft your elevator speech! \*Note: You can write this based on the present or you can imagine how you'd respond two or three years from now after you've chosen a major.

## CHOOSING & USING YOUR MAJOR

Not sure how to pick a major? If it helps remove the pressure, know that your major need not determine your career prospects. Any major will provide you with a set of skills that can translate into a variety of different industries. Therefore, **when selecting a major, it's best to pick something that you enjoy and in which you know you will do well.**

### What You Might and *Might Not* Expect to Do with Your Major: Snapshots of A Few Recent Haverford Grads

Undergraduate Major	Where They Work	What They Do
Anthropology	Center for Hunger Free Communities	Haverford House Fellow
Anthropology	iCrossing	Market Research Analyst
Astronomy / Physics	Institut d'Astrophysique de Paris	Fulbright Fellow
Biology	Memorial Sloan Kettering Cancer Ctr	Research Technician
Biology	NYC Dept. of Health AIDS Institute	Program Assistant
Chemistry	DuPont	Associate Investigator
Chemistry	Clean Energy States Alliance	Project Researcher
Chemistry	MATCH Charter Public Schools	Teacher
Cities	The Calibre Group, Inc.	Associate
Comparative Literature	Green America	Membership Assistant
Computer Science	Serenity Forge	Game Programmer/Developer
East Asian Studies	Vancouver Canadians	Minor League Video Assistant
East Asian Studies	Aetna	Customer Support Representative
Economics	JP Morgan	Analyst
Economics	Houston Rockets	Basketball Operations Intern
Economics	Cornerstone Research	Analyst
English	BrandLinkDC	Public Relations Assistant
English	Indiana Geological Survey	Technical Assistant
English	Galapagos Charter School	Tutor Corps Fellow
Fine Arts	Ban Shigeru Architects	Architectural Drafting
French	Wells Fargo Securities	Financial Analyst
French	Sidley Austin LLP	Paralegal
History	LEK Consulting	Associate
History	Warby Parker	Customer Experience Associate

Undergraduate Major	Where They Work	What They Do
Linguistics	Language Services Provider	Production Assistant
Linguistics	Teach for America	English Teacher
Mathematics	AppNexus	Engineering Quality Analyst
Mathematics	Corporate Executive Board	Analyst
Philosophy	Children's Scholarship Fund	Development Associate
Political Science	Congressional Hunger Center	Emerson National Hunger Fellow
Political Science	McMaster Carr	Management Trainee
Psychology	Children's Hospital of Philadelphia	Clinical Research Assistant
Psychology	Fox Soccer Channel	Editing Production Assistant
Psychology	Vanguard (finance)	Accelerated Development Program
Religion	Friends Comm. on National Legislation	Quaker Outreach Intern
Religion	Congress Bundestag Youth Exchange	Fellow in Germany
Sociology	ProCore Sports	Public Relations & Social Media
Sociology	City Year	Corps Member

**Surprised?** The point here is not that your major doesn't matter, but rather that a broad education allows you to develop a variety of transferable skills and competencies that you can offer potential employers. Some of you will want positions that require the specific content skills you developed through your majors or concentrations. Many of you, however, will take an alternative path in which you apply the broad range of both specific and general skills (i.e. writing, public speaking, analysis) that you refined during your undergraduate career.

**What Can I Do With This Major:** Learn about the typical career areas and types of employers that hire people with each major. This resources can be found on our website in our Online Subscriptions Site.

**Beyond Haverford:** To get an idea of the types of jobs new Haverford graduates pursue, view the Beyond Haverford report and graphics under the Exploration link on our website.





# HIGHLIGHTS: ONLINE RESOURCES

## HAVERFORD.EDU/CCPA

The CCPA website is a valuable resource for all of your career exploration, job, and internship search needs! Below are some highlights. To see the full list, visit the website today.

**HANDSHAKE:** Haverford's all-in-one career management system allows students and alumni to search and apply for jobs and internships, make appointments with CCPA advisors, and view upcoming events online.

**LINKEDIN: HAVERFORD COLLEGE WORLDWIDE ALUMNI:** An online community for current Haverford students and alumni to connect with one another to gather and share advice and information about career-related events, resources, and opportunities, and to serve as a forum for career-related discussion.

**LACN:** A database housing internships submitted directly to CCPA and to 39 highly selective liberal arts college members nationwide in the Liberal Arts Career NetWORK.

**CAREERBEAM:** A self-paced career exploration tool to help you clarify your career goals, an interactive interview prep, and more. Contains an extensive searchable database of five million employers from all employment sectors.

**GOINGGLOBAL:** A leading provider of both country-specific and USA city-specific career and employment information.

**GAP YEAR PROGRAMS:** A list of over 70 one-to-two year opportunities following graduation from Haverford.

**SPOTLIGHT ON CAREERS:** Comprehensive site with detailed descriptions of selected careers, industry trends, internet resources and job profiles.

**VAULT CAREER INSIDER:** An extensive career and industry information library, and a national recruiting network and suite of web based recruiting and career services tools for jobs and internships.

**FOCUS 2:** A self-paced, online career assessment and education planning tool for college students.

### **PREPLOUNGE CONSULTING CASE INTERVIEW PREP PLATFORM**

A comprehensive interview prep platform dedicated to the consulting sector where candidates with similar career goals get connected, practice cases, and sharpen their consulting skills.

**PART TIME JOB BOARD:** The job board includes academic year and summer off-campus part-time jobs.