NEW YORK COLLEGE
CAREER GUIDE

Find inside:

Tips for a successful career | CV/Cover letters | Identify your strengths
Job search strategies | Interview tips | Coping with rejection | Volunteering

Filitsa Arvaniti
Career Office Manager

Dear Students,

We would like to welcome you to New York College-Career Office.
Our mission is to help students and alumni with their career planning needs. More specifically, we assist students to make realistic and informed choices about their future and to manage the transition from college to employment, training or further education. Whether you are an undergraduate or a postgraduate student or an alumnus, the Career Office can provide guidance, support and advice for those of you who want to enter a field of employment or simply, progress your existing career.

Having completed a degree at NYC you have the knowledge, practical experience and skills that will empower you with confidence, self-awareness, and sound judgment to be highly employable. Statistics show, that more than 80% of our graduates actually enter the job market within the first six months after graduating. We are justifiably proud for many of our graduates who have gained recognition in large national and international enterprises, while a large number have been accepted to continue their studies at master's and/or PhD level by well-esteemed universities abroad.
During the years of our operation we are indebted to the support received by major companies and organizations in Greece, who consistently participate in our Career Office events and are always willing to meet and explore the possibility of employment with our students and graduates, always giving them the attention they deserve.
We are available to help you make good use of our careers information resources and for drop-in advice or in-depth careers consultation.

We would like to invite you to browse through this prospectus and become acquainted with the variety of activities, events and services we provide and to introduce you to the companies and organizations which continue to support and trust our graduates.

Eliza Avgoula
Career Office Administrator

Success Stories & Testimonials

Name: Gounaris Timotheos
Studies: Graduate 2002, BA in Communication for Business, State University of New York/Empire State College- New York College
Position: Medical Representative
Company: Bayer

"My opinion about the Career Office is that it plays an important role in finding a job for NYC graduates. It provides the graduate with a great variety of major companies and job openings from which to choose. Overall, I believe that the Career Office offers career opportunities in a very competitive work environment"

Name: Nikaki Ariadni
Studies: Graduate 2003, BA in Political Science, State University of New York/ Empire State College -New York College
Position: Public Relations Professional, Event Planner
Company: Ariadne Nikaki, PR & Events

"New York College and specifically the Career Office equipped me with the essential knowledge and experience for my career development in nowadays-competitive market"

Name: Pagiatis Tasos
Studies: Graduate 2004, BSc in Finance, State University of New York/Empire State College, USA-New York College
Graduate 2014, MBA, Ecole supérieure de Gestion, France-New York College
Position: Key Account Manager
Company: Diversey, a division of Sealed Air Corporation, Diversey Inc

"As the President of the Students' Union for many years through my studies at NYC and further as an active student & alumnus, I am impressed by the personalized service provided by the Career Office. I was guided and advised on how to proceed in my career, as well as, having the opportunity to be interviewed by well known companies and thus expand my links with professionals. Furthermore, now as an alumnus, I am still in contact with the Career Office with which I cooperate in multiple ways"

"Adecco and New York College have a very successful cooperation. The Career Office of New York College really cares about finding the suitable job for its students. In cooperation with Adecco, New York College successfully places its students in permanent or temporary positions "

Maria Mougaraki
Recruitment Manager
Adecco HR S.A

Career Office Services

The Career Office of the New York College Educational Group operates in the frame of the NYC support and services offered to its students and graduates.
The Career Office supports students and graduates during their studies and after their graduation by:

• Personal Advising on Job Related Issues & Career Management
All students and graduates have access to multiple up-to-date resources and recruitment and selection specialists, who guide them in getting familiar with the current trends in the job market and assist them in achieving their professional goals.

• CV, Cover Letter Writing & Interview Skills Guidance
The Career Office provides personal and group seminars on how to create a winning CV and a Cover Letter. The appropriate CV constitutes the passport to the first interview for any candidate. Moreover, in order to be successful in an interview, the student must have extensive practical experience and be very much aware of interview techniques. As such, we deliver workshops and practical tips which assist students in developing their interview skills.

• Work Related Seminars
During the academic year the Career Office organizes special seminars for students and graduates. Specialists from various professional fields are present at these sessions in order to provide related information through their extensive experience. Students have the chance to raise questions and anxieties and get straight answers, guidance and support.

• Annual Career Fair
The most important event organized by the Career Office is the Annual Career Fair. Prestigious companies from Greece and Europe are represented at the Career Fair, aiming at interviewing NYC students & graduates and exploring employment opportunities. Statistics show that the majority of the students participating in the Career Fair actually get employed by the companies which interviewed them.

• Links with Well Known Companies
Networking is a sine qua non tool for any professional. The Career Office, in addition to the Career Fair, encourages and helps students to communicate with companies, organizations and freelance professionals, making use of an extensive network of links which we have developed either through direct (strategic partnerships) or indirect (employment of other NYC graduates) co-operations

New York College Athens
38 Amalias Ave., Syntagma, 105 58, TEL.: (0030) 210 3225961, FAX: (0030) 210 3233337
E-MAIL: careeroffice@nyc.gr

New York College Thessaloniki
6 Katsimidi Str., Efklidis Area, 546 39, TEL.: (0030) 2310 889879, FAX: (0030) 2310 835211
E-MAIL: careeroffice@nyc.gr

Tips for New Yorkers:

Be open-minded about your subject choices. ALL fields of study and classes enhance your skills that will be valuable for your future career.

Take advantage and "use" people in NYC who are willing to help you find fulfillment in your academics, hobbies, friendships and career!

Achieving high grades is NOT what matters most! Employers are looking for experiences, volunteer positions, internships, part time work and hobbies!

How to build a successful career

The world has become so competitive and that's why you need to do your best to secure your success.

1. Set goals and prioritize
Make a list of your daily priorities and plan your day. Set short-term and long-term goals.

2. Stay focused
Try to block out all distractions so that you have the time to focus on your tasks. You need to be present mentally and physically when at work.

3. Broaden your skills
Update often your knowledge and skills. Improve frequently your know-hows! Go to seminars, workshops, conferences, read articles and books!

4. Socialize
Be open, meet new people, participate in social and corporate events. You will surely learn something new from every new person you meet …

5. Know your "pros and cons"
Be aware of your strengths and weaknesses. If you think you deserve a better position or promotion, go for it.

6. Accept challenge
Through challenge you will attain areas of your personality you have never knew before. Step away from your comfort zone and explore new things. Avoid settling in a routine and play it safe all the time. *'If you always do what you've always done, you'll only get what you've already got'*

7. Communicate
Learn to communicate efficiently. Listen to what others have to say and focus on how to give and receive valuable feedback. Don't forget to ask for help when you need it.

8. Do not gossip and judge
Avoid office gossip and work for the benefit of the company.

9. Reward yourself often and relax
You are responsible for your own happiness! Relax and do something different. Even take time off. This will enhance your Productivity during working days.

CHOOSE A JOB
YOU LOVE
and
YOU WILL
NEVER HAVE
TO ~~WORK~~ A DAY
IN YOUR LIFE

NEW YORK COLLEGE

CV / RESUME WRITING

"Simple can be harder than complex: You have to work hard to get your thinking clean to make it simple. But it's worth it in the end because once you get there, you can move mountains".

Steve Jobs

Top tips for a successful CV

Be brief

- Keep it to one or two full pages (only academic CVs can be longer)
- Use bullet points to present information concisely
- Avoid too much context, unnecessary detail or material that will attenuate the impact of your most important messages

Remember the intention

- Your CV is to get you the interview or meeting, NOT the job itself – draw attention to what you have achieved so that the employer wants to learn more by meeting you.

Target your CV

- Target your CV to each position applied for – it should not be a list of everything that you have done. Make changes and stick to the point.

Be evidence based

- Provide evidence of your contribution
- Focus on “actions taken” rather than “responsibilities” to present your skills
- Use numbers and percentages to quantify your impact and give a sense of scale to your actions

Be understandable

- A well laid out CV is inviting to read and easy to scan quickly
- Use simple language – avoid jargon, acronyms and technical details which may not be clearly understood. Unless you have to use it make sure you explain what it means.
- CVs are mainly a record of what you have done, so all tasks and activities should be written in past tense

Your questions:

- **How long should my CV be?**
  No more than two sides. A one side CV is perfectly acceptable if you manage to fit everything
- **Do I always have to include references?**
  Not necessarily unless the employer has s asked for them. If you are running out of space, then you could include them on the covering letter or state that you are happy to supply references upon request.
- **Do I have to include all the jobs I have done, because sometimes employers are doubtful when they see long gaps in employment history?**
  Some employers are, but if you are a student this is unlikely. In any case you may wish to adopt a skills-based approach in which you will concentrate on your relevant work experience only. You decide.
- **Should I include my nationality?**
  Generally yes. And certainly if you may not be Greek, you have to state that you have a permit to work in Greece.
- **Do I always need a covering letter?**
  Yes! This should be no more than 1 side of A4. Research shows that applicants who included a covering letter with their CV were 10% more likely to get a reply.
- **Who do I send it to?**
  60% of CVs are mailed to the wrong person. Applicants who addressed their application to the correct named person were 15% more likely to get a letter of acknowledgement and 5% more likely to get an interview. Something very important! You must have a name, and that name should be repeated on the cover letter. It is often wise to phone or email the organization to clarify the name of the person (with correct spelling of their name and title) before you send your CV.
- **What if I don't have any hobbies?**
  It is not hobbies which make your CV good or bad, but the way you present all the various and relevant aspects of your achievement and experience.
- **Could you tell me if my CV is okay/ acceptable?**
  You can have your CV checked by the ***NYC CAREER OFFICE.***
- **All I've done is work in bars and restaurants. Employers will not like that are they?**
  Identify key transferable skills such as needing to be tactful when dealing with awkward customers or working under pressure, and emphasize these rather than simply saying you have worked in a bar and restaurant as a bartender or cashier. Avoid routine tasks - for example, if your job involved washing up or shelf filling, don't bother to mention these.
- **Should I include my age?**
  It depends on the job. You don't necessarily need to include your date of birth, but when you apply through NYC Career Office usually employers want to know your age.
- **What is the difference between an academic CV an the one I use to try and get a job?**
  One is trying to get you an interview for a job. The other is for obtaining a place on a course or getting funding for that place. An academic CV puts less emphasis on work experience, and more on subjects studied in your degree, and academic results, whereas the other one emphasizes on your related work experience.
- **Do I include my "salary expectations" on my CV?**
  You probably should not, unless asked to.
- **When emailing my CV, what format should I send it in?**
  Put your cover letter as the body of your email. PDF is the best as it guarantees that the CV will look the same, no matter what reader is used to view the document. It is always a good idea to email it back to yourself first to check how it appears!

New CV by Bradley CVs

David Johnson MBE

3 Rutland Road, Colchester,
Essex, CO11 5DY.
Mobile: (07700) 900123
Email: djohnson@tnzmail.co.uk

PROFILE:

A supremely motivated charity fundraising expert with strong vision, enthusiasm and an unquenchable thirst to achieve a successful outcome for the charity. This vision has included corporate strategy creation, devising innovative ideas and extensive personal fundraising activities. Demonstrated strong mastery of logistics planning, project management and team motivation. These unique capabilities would be a major asset to any charity seeking to increase fundraising penetration.

MAJOR ACHIEVEMENTS:

- Generated £400,000 for the National Autism Society from scratch in just 10 months by designing and implementing a dynamic new fundraising strategy.
- Spectacularly contributed to the raising of £1,800,000 for Children with Leukaemia by personally promoting the world's first underwater marathon in Loch Ness.
- Successfully raised £200,000 and achieved a very high-profile through a personal entry into the London Marathon in a deep-sea diving suit.
- Inspired over 130 runners to participate in the London Marathon to raise an unprecedented £250,000 for Cancer and Leukaemia in Childhood (CLIC).
- Raised £1,000,000 from scratch for the STRIVE Foundation.
- Awarded an MBE for 'Services to Cancer Charities' in the Queen's Birthday Honours List and Winner of Pride of Britain Fundraiser of the Year.

CAREER HISTORY:

Director of Fundraising, The National Autism Society, September 2007 – Date

- Devised all fundraising strategies and managed a team of three support staff, successfully raising an average of £40,000 per month in funds.
- Maximised income opportunities from high net worth individuals by initially approaching 30 personal contacts that included high-profile celebrities with an empathy for autism and a further 25 from a specialist database.
- Attracted new funding by personally approaching senior business leaders by telephone, including the Chairman of both Lloyds TSB and Coutts Bank.
- Designed an innovative Action for Autism fundraising pack for schools and despatched 750 personally designed mailshots from a specialist database.
- Spearheaded media coverage with personal TV interviews and press articles; designed and distributed a DVD promotional pack.

Proprietor, Johnson's Fundraising Consultancy, May 2006 – August 2007

- Skilfully provided fundraising advice and motivation to The Unicorn Theatre and First Step charities; managed and motivated teams in both organisations.
- Achieved all fund targets over both 6 and 12 months, managing and motivating a team of 5 internal staff; reported to the Chairman of Trustees and the Board.

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JOHN ANYBODY

10 The Street, Colchester, Essex, CO1 1AB
Telephone: (01234) 456 789 ~ Mobile: 07123 456 789 ~ Email: john.anybody@emailaddress.com

BILINGUAL (FRENCH / GERMAN) ADMINISTRATIVE PROFESSIONAL

STRONG TECHNICAL AND COMMERCIAL AWARENESS

Service-oriented Administration Manager, recognised amongst peers as a strong team builder who adopts a collaborative approach with staff at all levels to exceed customer expectations. Recently improved customer satisfaction within a renowned health company having also provided a focal point for all service and process issues. Gained an appreciation as to the importance of discretion and confidentiality, underpinned by the need for equal opportunities and anti-discriminatory practices during early career in recruitment, legal, retail and health care settings. Competencies include:

- ✓ Client Liaison
- ✓ Relationship Building
- ✓ Customer Service
- ✓ Workload Planning
- ✓ Translation
- ✓ Microsoft Office suite

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS

2007 – Present — ABC HEALTH, *Braintree*
Administration Manager

Leading and developing the Administration team; motivating and engaging staff to achieve Key Performance Indicators (KPIs) while ensuring consistency in all aspects of administrative controls.

Key achievements

- Improved efficiency through the creation and implementation of a new filing system.
- Increased customer satisfaction rating by 35% having built, maintained and nurtured key client relationships.
- Prepared and distributed customer correspondence within strict deadlines.
- Dealt tactfully and diplomatically in the resolution of any arising concerns and complaints.

2000 – 2007 — ABC RECRUITMENT, (HEALTH SERVICE) *Chelmsford*
Administrative Coordinator

- Coordinated office administration while promoting the consistent delivery of first class customer service.
- Organised and prioritised workloads to satisfy time constraints.

EARLY CAREER SUMMARY

1990 – 2000 — HEALTHY ABC LTD., *Colchester*
Administrator

1987 – 1990 — ABC SOLICITORS, *Chelmsford*
Clerical Assistant

1982 – 1987 — UK ABC RETAIL, *Chelmsford*
Customer Advisor

ACADEMIC ACHIEVEMENTS

1982 — UNIVERSITY OF ESSEX, *Essex*
BA (Hons) in Administration

REFERENCES AVAILABLE UPON REQUEST

CV Power Words

Writing Your Resume With Power Words That Show You Get RESULTS

Use These Resume Power Words with Confidence

A

accomplished advertised arranged
achieved advised assembled
acquired analyzed assisted
adapted appraised audited
adjusted approved augmented
administered arbitrated authored

B

budgeted built

C

calculated conceived coordinated
catalogued conceptualized copyrighted
charted conducted corrected
closed (a deal) consolidated corresponded
coached constructed counseled
compared consulted created
compiled contacted cultivated
completed controlled
composed convinced

D

debugged detected discovered
decreased determined dispatched
delegated developed distributed
delivered devised documented
designated diagnosed
designed directed

E

edited enhanced examined
elicited enlarged exceeded
eliminated established executed
empowered estimated expanded
engineered evaluated explained

F

fired flagged formulated
founded

G

gathered generated guided

H

headed hired

I

identified initiated interpreted
ignited innovated interviewed
implemented inspected invented
improved installed inventoried
increased instituted
influenced instructed

J

justified

L

lectured lobbied logged
led

M

maintained mediated motivated
managed modified
manufactured monitored

N

negotiated

O

obtained ordered overhauled
operated organized

P

patented prepared programmed
performed presented promoted
persuaded presided proposed
placed processed provided
planned produced purchased
posted proficient

Q

quantified qualified

R

recognized reorganized
researched
recommended repaired
restored
reconciled replaced
reviewed
reduced reported
revised
referred represented
regulated rescued

S

scheduled sold
suggested
screened solved
supervised
selected steered
supplied
served streamlined
systematized
simplified studied

T

taught tracked
transcribed
tested trained
translated
traced

U

updated utilized

V

vended

W

won wrote

Action Verb List for Resumes & Cover Letters

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Clerical or Detail Skills	Other Verbs
administered analyzed assigned attained chaired consolidated contracted coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored collaborated convinced corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved upgraded	adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created customized designed developed directed established fashioned founded illustrated initiated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided motivated referred rehabilitated represented	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	achieved expanded improved pioneered reduced (losses) resolved (problems) restored spearheaded transformed

~ From The Damn Good Resume Guide by Yana Parker, Berkeley: Ten Speed Press

NEW YORK COLLEGE

COVER LETTER

The cover letter should be emailed or submitted to an employer with your resume. The purpose is:

- To present your skills
- To sell yourself for the particular job you are applying
- To identify your experience and education that is most directly relevant to that job.
- Pass on your ability to communicate effectively in writing.
- Show your interest in their organization.

COVER LETTER FORMAT

Your Present Address
City, Zip Code
Date
Name of Individual
Job Title of Individual
Company or Organization Name
Street Address
City

Dear Mr./Ms./Dr._____:

The first paragraph should state the position you are seeking, indicate why you are writing, and tell how you learned of the position. State your top 2 - 4 selling points/ provide proof of your top selling points (education, experience, skills).

The middle paragraphs should present additional information about your experience or personal characteristics in some detail. In other words, it contains stories or examples from your education, experiences and activities.

Emphasize what you offer to the employer (not what the employer can do for you), *related to the position you are seeking*. You might provide specific examples of demonstrated skills and related experience. Highlight your job related skills, specialized training, course work, class projects, and significant accomplishments. Indicate resume is attached/ enclosed.

The last paragraph should have a *summary statement* of your qualifications and interest and why you want to work for the particular employer**.** Include information such as your telephone number and email. Always thank the employer for consideration of your application.

Sincerely,
Full name typed
Enclosure: Resume

COVER LETTER SAMPLE

38 Amalias Av. Syntagma
Athens, 10558
November 5, 2015

Mr. Peter Georgiadis,
General Manager
…… Hotel
15 Michalakopoulou str.
Athens, 16587

Dear Mr. Georgiadis:
While researching the hospitality industry in Athens, I learned of the …… Hotel. I am currently a student at the …….. majoring in ……. I am very interested in exploring internship opportunities in international business where my bilingual Greek and English skills will be an asset in a full service hotel with an international clientele and staff.
I have experience as a bilingual receptionist assisting clients from Greece n and many other countries. I am very comfortable interacting with people and have strong oral communication skills. Because of my earlier work experiences and extensive travel to Europe and English speaking countries, I am familiar with a wide range of cultures and adapt quickly to new environments. As a bilingual receptionist at the ……., I assumed multiple responsibilities.
I look forward to talking with you. Please feel free to contact me by the phone number or email listed on my resume. Thank you for considering my application.

Sincerely,
E.P

IDENTIFY YOUR STRENGTHS

- Think carefully about some of the important experiences in your life and how you can utilize them to display your strengths. To express the best of yourself in life and work, you must identify and control your **unique strengths.**
- By using your strengths you will be able to improve interpersonal relationships, build your career, increase your job satisfaction, and reduce stress in your job.

4 Basic Steps…

1. Accept yourself as having a unique kind of excellence that is always growing within you.
2. Recognize that the elements of your excellence have been demonstrated from time to time throughout your life. These elements have most likely been demonstrated in experiences you identify as achievements: Good Experiences in which you did things well, you enjoyed doing them, and you are proud of what you did.
3. By carefully identifying and studying your Good Experiences, you will find the pattern of skills and talents you have repeatedly used to make those experiences happen.
4. Focus on using this pattern of skills and talents or strengths. They are the reliable elements of your special excellence. This pattern of strengths provides clues to the kinds of career activities that are likely to be part of your future achievements regardless of your job titles or job descriptions.

Identify your good experiences:

List 10 or more of your good life experiences that come to your mind . It doesn't matter when exactly they occurred, but rather what you did to make the good experiences occur. These experiences can come from any part of your life: school, jobs, personal relationships from your childhood until the today.

Make a list of:

- 1) Something you did well;
- 2) Enjoyed doing and
- 3) Feel proud of

EXAMPLE Helped a friend plan his Party
EXAMPLE Organized a group presentation or activity

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

LIST OF STRENGTHS

• Analyzing • Instructing • Artistic, Being • Investigating
• Budgeting • Leading • Calculating • Logical Thinking
• Clarifying • Managing • Collaborating • Mechanical Ability
• Communicating • Memorizing • Competing • Negotiating
• Compiling •Operating • Composing • Organizing
• Constructing • Performing • Coordinating • Persuading
• Decision-Making • Physical Ability • Designing
• Planning • Details, Handling • Problem Solving • Dexterity
• Promoting • Empathizing • Relationship- Building
• Encouraging • Researching • Evaluating • Risk-Taking
• Expressive, Being • Selling • Facts, Using • Serving
• Following Through • Strategizing • Guiding • Supervising
• Handcrafting • Teamwork • Imagining • Troubleshooting
• Innovating • Visualizing

STRENGTHS REALITY TEST

Select 5 strengths from the list above and give 3 examples For each one!

STRENGTH:_____(X5)

Examples:

1._____

2._____

3._____

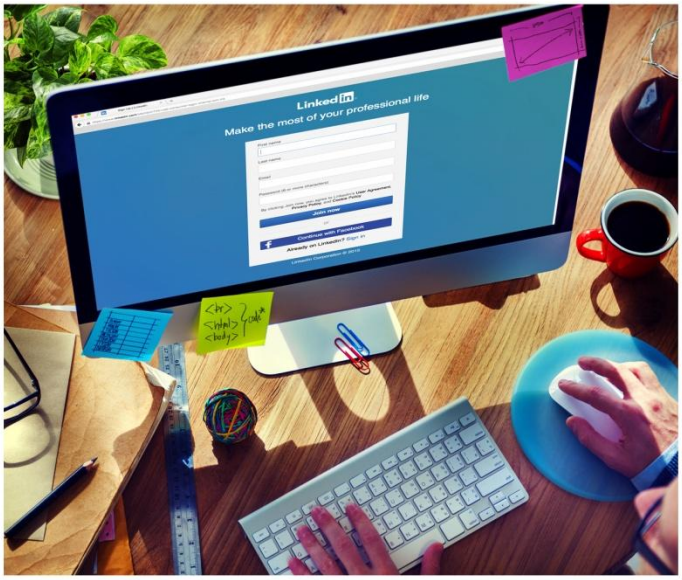
Remember!

Include your strengths in your resume, LinkedIn and always talk about them in your interviews.

When you are looking for employment the best opportunities will be the ones where the skills needed to do the job and your own strengths MATCH 100%!

JOB SEARCH STRATEGIES

LinkedIn - What's the big deal about it?



Want more information and coaching on how to effectively use Linkedin? Make sure you attend our Linkedin Workshop! Stay tuned!

LinkedIn®

94% of recruiters use LinkedIn to evaluate candidates – this is powerful information if you are job searching!

Linkedin is the world's largest professional network, which was launched in 2003 and had around 4,500 users the first month! In late 2015, LinkedIn had 380,000,000 members!

The fastest growing demographic using Linkedin is YOU – college students and recent college graduates. From October 2015, there were over 39 million students and recent college graduates using LinkedIn. (www.linkedin.com)

LinkedIn Profile Checklist

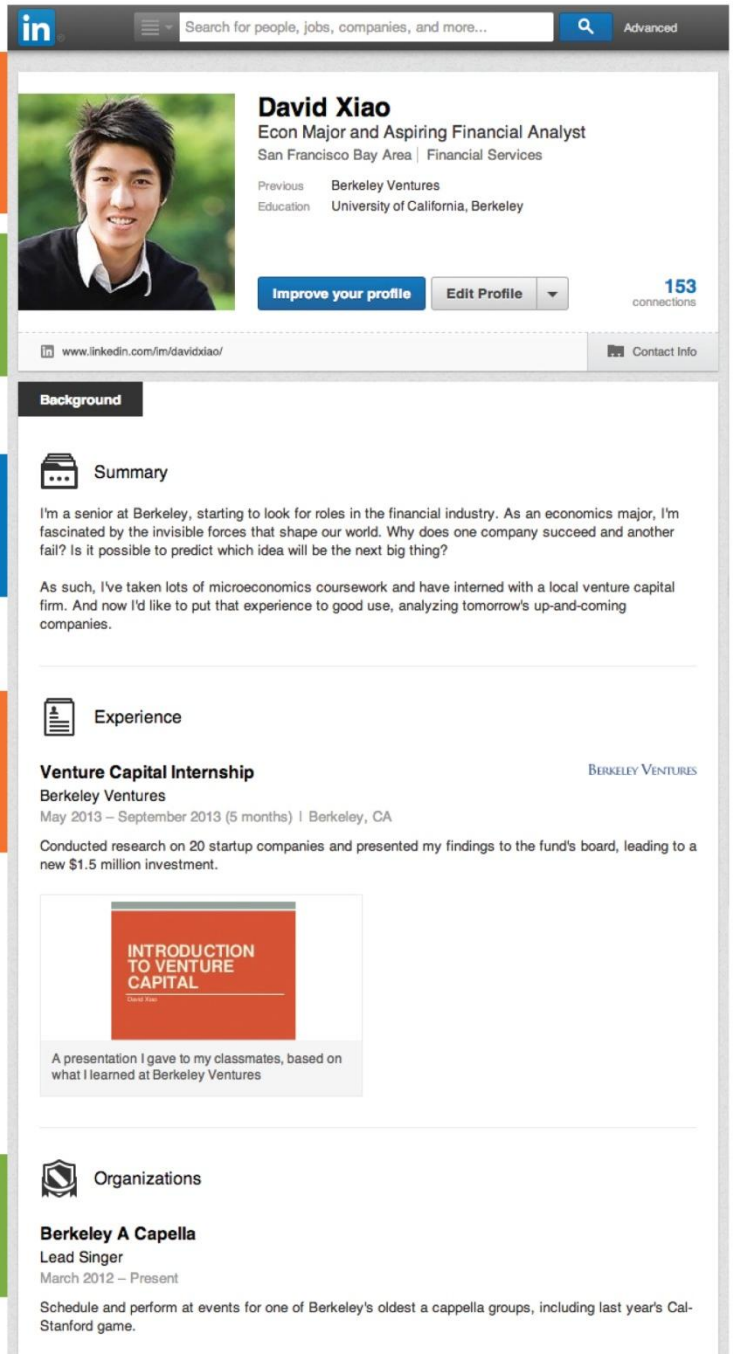
☐ **PHOTO:** It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

☐ **HEADLINE:** Tell people what you're excited about now and the cool things you want to do in the future.

☐ **SUMMARY:** Describe what motivates you, what you're skilled at, and what's next.

☐ **EXPERIENCE:** List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

☐ **ORGANIZATIONS:** Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.



☐ **EDUCATION:** Starting with college, list all the educational experiences you've had - including summer programs.

☐ **VOLUNTEER EXPERIENCE & CAUSES:** Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

☐ **SKILLS & EXPERTISE:** Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

☐ **HONORS & AWARDS:** If you earned a prize in or out of school, don't be shy. Let the world know about it!

☐ **COURSES:** List the classes that show off the skills and interests you're most excited about.

☐ **PROJECTS:** Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

☐ **RECOMMENDATIONS:** Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Education

University of California, Berkeley
Economics, B.A.
2010 – 2014 (expected)

Volunteer Experience & Causes

Big Buddy
Skyline High School
September 2012 – May 2013 (9 months) | Education

Mentored an Oakland high school student through the college application process, helping him get into his dream school.

Skills & Expertise

Most endorsed for...

- 12 Economics
- 11 Start-ups
- 10 Due Diligence
- 10 Venture Capital
- 10 Management

Honors & Awards

The Achievement Award Program
UC Berkeley

Four-year scholarship awarded to community-minded students with a proven track record of academic success.

Courses

University of California, Berkeley

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)

Projects

Venture Capital Financing in India
May 2013

For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members

David Xiao
Econ Major and Aspiring Financial Anal...

Paul Smith
Student at UC Berkeley

Recommendations

Received (2)

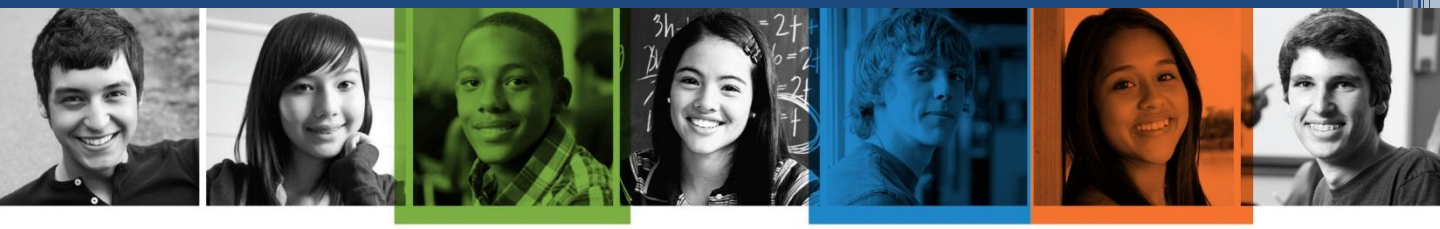
Venture Capital Internship
Berkeley Ventures

Tim Lee
Partner

"David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don't normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed



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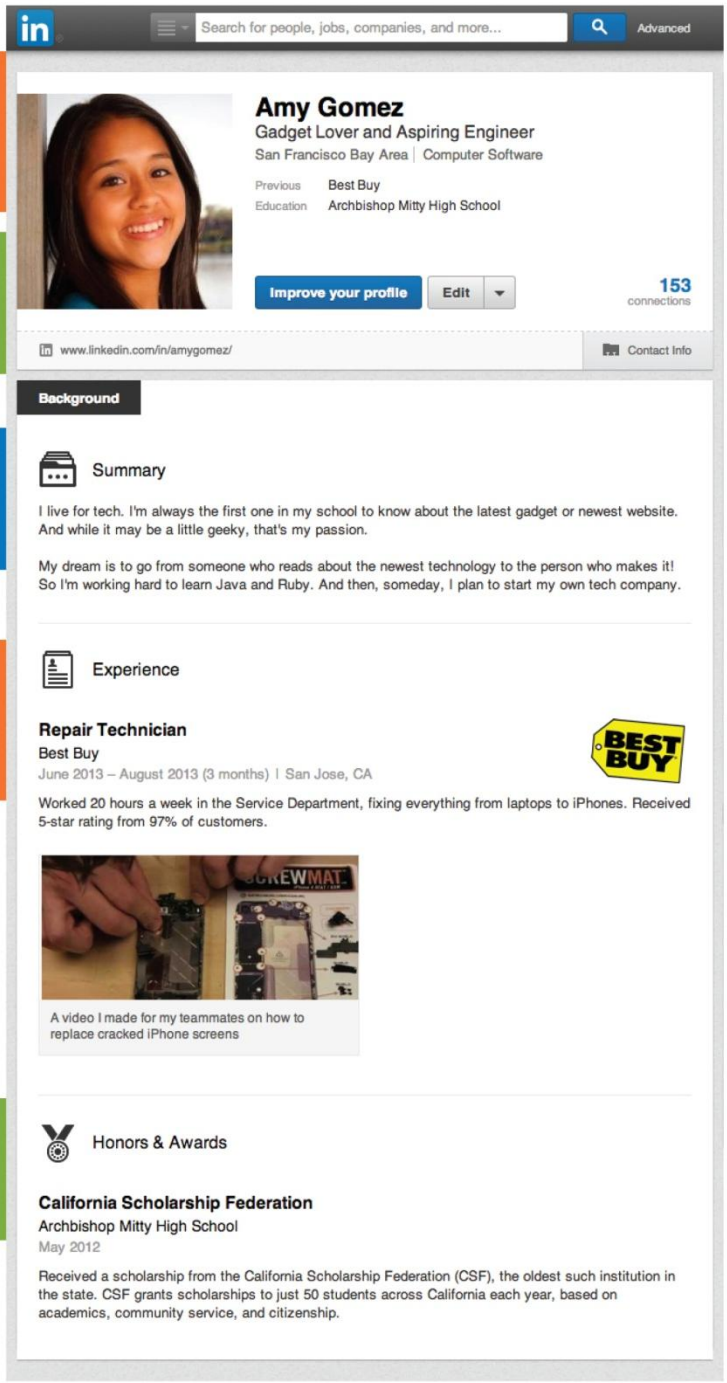
☐ **HEADLINE:** Tell people what you're excited about now and the cool things you want to do in the future.

☐ **SUMMARY:** Describe what motivates you, what you're skilled at, and what's next.

☐ **EXPERIENCE:** List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

☐ **HONORS & AWARDS:** If you earned a prize in or out of school, don't be shy. Let the world know about it!



Continued >>

☐ **PROJECTS:** Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

☐ **COURSES:** List the classes that show off the skills and interests you're most excited about.

☐ **SKILLS & EXPERTISE:** Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

☐ **ORGANIZATIONS:** Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

☐ **VOLUNTEER EXPERIENCE & CAUSES:** Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

☐ **EDUCATION:** Starting with high school, list all the educational experiences you've had - including summer programs.

☐ **RECOMMENDATIONS:** Ask managers, teachers, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Projects

FIRST Robotics Competition

April 2013

Worked with my fellow Robotics Club members to build a functioning robot for the world's largest high school competition. By using artificial intelligence, our robot was able to cross a playing field on its own and score goals!

▸ 8 team members, including:

Amy Gomez
Gadget Lover and Aspiring Engineer

Ashley Reese
Robotics Club VP

Courses

Archbishop Mitty High School

- AP English Literature and Composition
- Statistics
- AP Physics C Electricity & Magnetism

Skills & Expertise

Most endorsed for...

12	Laptops
11	Customer Service
10	Troubleshooting
10	Computer Hardware
10	Windows 7

Organizations

Robotics Club
President
April 2012 – Present

Helped found and lead my school's first robotics club, including a trip to the Sacramento Regional for the FIRST Robotics Competition.

Volunteer Experience & Causes

Volunteer
Habitat for Humanity International
January 2013 | Disaster and Humanitarian Relief

Helped to build a new home for a refugee family from Somalia.

Education

Archbishop Mitty High School
2010 – 2014 (expected)

Recommendations Received (1)

Repair Technician
Best Buy

David Lee
Manager, Service Department

"Amy was one of the best summer workers I've ever had. She came in and figured out how to fix just about anything, no matter how tricky. And she always made our customers feel good about their experience, even if they were nervous about using technology. Highly recommended!

October 30, 2013, David managed Amy at Best Buy

LinkedIn™

Building a Great Student Profile

Showcase your experience and professional interests on LinkedIn!

1

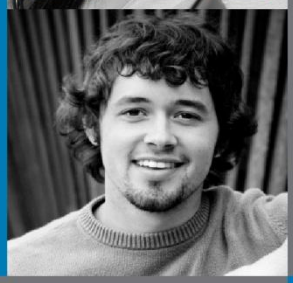
Write an informative profile headline.

Your headline is a short, memorable professional slogan. For example, "Honors student seeking marketing position." Check out the profiles of students and recent alumni you admire for ideas.

2

Pick an appropriate photo.

LinkedIn isn't Facebook. Upload a high-quality photo (your profile will be 7x more likely to be viewed) of you alone, professionally dressed. No party shots, cartoon avatars, or puppy pics!



3

Show off your education.

Include all your schools, major(s) and minor, courses, and study abroad or summer programs. Don't be shy – LinkedIn is an appropriate place to show off your GPA, test scores, and honors or awards.

4

Develop a professional Summary.

Your Summary statement is like the first few paragraphs of your best-written cover letter – concise and confident about your qualifications and goals. Include relevant work and extracurriculars.

5

Fill "Skills & Expertise" with keywords.

This section is the place to include keywords and phrases that recruiters search for. Find relevant ones in job listings that appeal to you and profiles of people who have the kinds of roles you want.

6

Update your status regularly.

Posting updates helps you stay on your network's radar and build your professional image. Mention your projects, professional books or articles, or events you're attending. Many recruiters read your feed!

7

Show your connectedness.

Groups you join appear at the bottom of your profile. Joining some shows that you want to engage in professional communities and learn the lingo. Start with your university and industry groups.

8

Collect diverse recommendations.

The best profiles have at least one recommendation for each position a person has held. Recruiters are most impressed by recommendations from people who have directly managed you.

9

Claim your unique LinkedIn URL.

To increase the professional results that appear when people search for you online, set your LinkedIn profile to "public" and create a unique URL (e.g., www.linkedin.com/in/JohnSmith).

10

Share your work.

You can also add actual examples of your writing, design work, or other accomplishments on your profile, where you can share rich media or documents. What better way to sell your skills than to show employers exactly what you can produce?

LinkedIn™

Get a Great Profile.

Get going at **www.linkedin.com**

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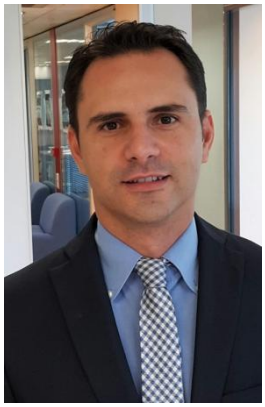
NEW YORK COLLEGE

CAREER FAIR



My recent experience at the Career Fair of New York College left me very good impressions. Proper organize of the event, along with the right place to be and all this wrapped in kindness and warm smile are the success ingredients of the college career office, namely Mrs Avgoula and Arvaniti. This has enabled students - prospective candidates to learn about the labor market and companies to learn about and choose suitable candidates.

Charalampos Kottis, Sales Consultant ManpowerGroup

The advantages of Career days were plenty. First of all it is a privilege to be in a place with 24 plus esteemed companies, that almost all of them want to work with you. At first it was a little bit scary I will say that, but the support from the Career office was over encouraging to keep going.
The Career Office helped me a lot and guided me not only to complete my personal task (to have an interview with all the companies), but also to create a strong well written resume that I can provide to these companies.
Really there are no words to describe the potentials that an individual will unlock in these two days.

Fagogenis Konstantinos,
NYC Student

Attend and Succeed in our Annual Career Fair

- Research the employers attending and be informed about their organization and the types of positions they're hiring for.
- Prioritize the employers you want to talk with, arrive early, and come prepared
- Be yourself!—make an exceptional first impression and talk confidently about your strengths and skills, and how you will add value to that organization.
- Briefly describe how your studies, activities, projects, strengths and interests fit the position –make sure you do a lot of practice.
- Bring more general versions of your CV for companies (approx 10-15 copies)
- Dress appropriately for an interview and act professionally
- Make sure to follow up with a thank you email.

NEW YORK COLLEGE

INFORMATIONAL INTERVIEWING

A great way to get your foot in the door of a company!

Why?

1. Can help confirm (or not) your interest in an occupation.
2. Receive “insider” info that could help you get a job.
3. Develop networking skills and contacts!

Steps on how to do it:

- Make primary contact
- Ask for information… NOT a job!
- Ask for an appointment
- Do research for the company
- Prepare your questions
- Ask “who else should I talk to” from inside the company (search your Linkedin network)
- Always send a thank you letter and keep in touch/follow up

Suggested questions:

- How did you get into this company/organization? What is your work like?
- Can you please describe a typical day in the office?
- What typical educational background is required for this job?
- What skills, abilities and personal qualities are most impor-tant to succeed in your work?
- What advice would you give to someone still in university, who wants a career in a company like yours?
- Is training provided?
- My strengths include the following: ____, ____, and _____. Do they match with any position? I have a CV with me now if you would like to see it and keep it.
- Are there any other people that would be good to talk to within the company? May I mention that you referred me to them?

<u>Tips:</u>

1. **Treat it like a real interview – But don’t Ask For A Job!**
2. **Let the interviewer know you much appreciate his/her time**

NEW YORK COLLEGE

JOB INTERVIEW

Interviews may come in many shapes and forms and usually last between 20 minutes to an hour long.

Types of interviews:

- Traditional one-to-one
- Group (multiple interviewers)
- Phone
- Skype

- ✓ Interviewing is a skill you can learn!
- ✓ Knowing your strengths and articulating them effectively is very important
- ✓ Interviewing is a "two way procedure". You are interviewing the employer and the employer is interviewing you to fill a position. Remember that "they" have to like you but "you" have to like them back too!

What are employers looking for:

1. Can you do a good job?
2. How will you add value to their company/organization?
3. Will you be a good colleague?

What are the top skills that employers want?

Based on a number of surveys on the skills required here is a summary of the skills which were most often considered important.

- **VERBAL COMMUNICATION**

Able to express your ideas clearly and confidently in speech

- **TEAMWORK**

Work confidently within a group

- **INITIATIVE/SELF MOTIVATION**

Able to act on initiative, identify opportunities & be proactive in putting forward ideas & solutions

- **DRIVE**

Determination to get things done. Make things happen & constantly looking for better ways of doing things.

- **WRITTEN COMMUNICATION**

Able to express yourself clearly in writing

- **PLANNING & ORGANIZING**

Able to plan activities & carry them through effectively

- **FLEXIBILITY**

Adapt successfully to changing situations & environments

- **TIME MANAGEMENT**

Manage time effectively, prioritizing tasks and able to work to deadlines.

- **NEGOTIATING & PERSUADING**

Able to influence and convince others, to discuss and reach agreement.

- **LEADERSHIP**

Able to motivate and direct others

- **COMPUTING SKILLS**

Word-processing, using databases, spreadsheets, the Internet & email, designing web pages etc.

- **SELF AWARENESS**

Awareness of achievements, abilities, values & weaknesses & what you want out of life.

- **STRESS TOLERANCE**

Maintains effective performance under pressure

- **INDEPENDENCE**

Accepts responsibility for views & actions and able to work under their own direction & initiative.

- **DEVELOPING PROFESSIONALISM**

Pays care & attention to quality in all their work. Supports & empowers others.

- **ACTION PLANNING**

Able to decide what steps are needed to achieve particular goals and then implement these.

- **DECISION-MAKING**

Determines the best course of action. Evaluates options based on logic & fact & presents solutions

- **INTERPERSONAL SENSITIVITY**

Recognizes & respects different perspectives. Open to the ideas & views of others

- **CREATIVITY**

Generates & applies new ideas & solutions

TIPS:

Job interviewing never seems to get any easier - even when you have gone on more interviews than you can count. You are meeting new people, selling yourself and your skills. Find below some job interview tips to help prepare you to interview effectively.

REMEMBER: Proper preparation helps alleviate some of the stress involved in job interviews.

Practice
Practice answering interview questions and practice your responses to the typical job interview questions Think of examples you can use to describe your skills. Providing evidence of your successes is a great way to promote yourself.
Research and Show what you know
"What do you know about our company?" Know the interviewer's name and position and use it during the interview. Try to relate what you know about the company when answering questions.
Be On Time
Be on time for the interview. On time means five to ten minutes early. If need be, take some time to drive to the office ahead of time so you know exactly where you are going and how long it will take to get there.
Stay Calm
During the job interview try to be relaxed and as calm as possible. Take a moment to regroup. Maintain eye contact with the interviewer. Listen to the entire question before you answer and pay close attention.
Follow Up
Always follow-up with a thank you note restating your interest in the position. If you interview with multiple people send each one a thank you note.
Good Luck!!

During the Interview:

- Be friendly, smile, maintain good eye contact
- Use a firm (but not crushing) handshake
- It's okay (and natural) to be nervous
- Be positive and emphasize on your strengths
- Show enthusiasm and interest
- Listen carefully and ask for clarification if necessary. Keep your answers short and to the point
- Pause and think before answering
- Never say anything negative about anyone

How to present your skills well

- How you present your skills during a job interview is as important as having the skills.

- **Be polite and honest** – Your people skills are being judged the second you enter the room. It is important to have a balance between confident and polite, and the best way to do this is to be honest. You never want to give the impression you've done something you really didn't, or you already know something that you don't. Having integrity is important not just as an employee but as a person.

- **Dress appropriately** – Make sure all clothing is clean. Don't overdress or appear too casual.

- **Ask follow-up questions** – Having researched the company, you should have a list of questions to ask. Avoid asking about salary or what your hours would be, and focus on what you can do for them.

Common interview questions

- Tell me a little bit about yourself
- How you choose your university degree?
- Why do you want to work for our organization?
- Why do you want to work in the job you have applied for?
- What qualities are important to work in the role you are applying for?
- What evidence can you give to show you possess these qualities?
- Tell me a time you have demonstrated teamwork/communication.
- Tell me about a time when you have had to cope with pressure
- Tell me about a challenge you have faced. How did you conduct the challenge? What were the advantages and disadvantages of your method? The steps you took? The results?
- Describe a time when you had to deal with a difficult customer/client?
- Can you mention a time when you have used your leadership skills?
- When have you set yourself a goal? What challenges did you face?
- Describe when you had to motivate others?
- What do you think is important when communicating with people?
- What skills do you have to offer to a team?
- What is your greatest strength?
- Why shouldn't we hire you?
- Where do you see yourself in 5 years time?
- How do you spend your free time / what do you do for fun?
- What is the last book you have read? (!)
- If you could be a superhero, what would you want your superpowers to be? (!)
- Do you have any questions for us?

YOUR TURN!

- What is a typical day like for the person in this position?
- What results do you expect to get from the person in this position?
- What opportunities exist for advancement and growth?
- What are the next steps in the job application/hiring process?

PREPARE YOURSELF! Arrange an appointment with our career advisors.

Interview Report Form

If you have been to an interview and would like to give feedback on your experiences please email your feedback to careeroffice@nyc.gr
You don't have to add your name or personal details.

Interview Report Form

- Job or course you were interviewed for:
- Employer or Company:
- How long did the interview last?
- How many interviewers were there?
- What questions were you asked?
- Any tips for future candidates or other comments?
- Were you made an offer?
  Yes/ No/ Don't know yet
- If so did you accept it?
  Yes/ No

FOLLOW UP LETTERS

Follow-Up & Thank-You letters

Following an interview (within 2 working days) write the interviewer a letter expressing appreciation and thanks for the interview. If you interviewed with more than one person, you may send one letter to the person who appears to be "most in charge" of hiring and say you appreciated meeting with "you and your staff."

The purpose of this letter is to:

Show appreciation for the employer's interest in you.

Review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.

Demonstrate that you have good manners and know to write a thank-you letter.

Sample:

Your address
Date

Interviewer name
Address

Dear Mr Papadopoulos,
Thank you for taking the time to speak with me yesterday about the staff writer position within your company. It was a pleasure meeting with you, and I truly enjoyed learning more about the role and the company.
After our conversation, I am confident that my skills and experiences are a great match for this opportunity.
I am very enthusiastic about the possibility of joining your team and would greatly appreciate a follow up as you move forward with the hiring process. If you need any further information, please do not hesitate to contact me by email or phone.
Thanks again, and I hope to hear from you in the near future.

Best regards,
P.K

NEW YORK COLLEGE

COPING WITH REJECTION

"When one door closes, another opens; but we often look so long and so regretfully upon the closed door that we do not see the one which has opened for us".

Alexander Graham Bell

Bear in mind that job hunting involves a lot of rejection! You might lose your confidence and feel down but there are some strategies which will help you to regain control and help you feel happier and more confident.

- **Stay positive! Job hunting is a series of NO's followed by one final YES!**
- **Make your CV, cover letter and interview skills top quality**
- **Set yourself goals and develop an action plan**
- **Try to be flexible about job type and location**
- **Develop further your skills e.g. languages, driving, computing**
- **Do voluntary work to build your CV!**
- **You have lots of free time. Take up a new hobby!**
- **Develop a support network of friends and family.**
- **Eat healthy, exercise often and sleep more!**

It's an excellent chance to re-evaluate what you really want out of life!

Coping with change

Our world isn't still. We're continuously challenged by uncertainty and new things that come up. So when we are faced with a major change in our life which is outside our control such as unemployment or under-employment after university, we all tend to have negative feelings and go through a number of stages in order to reach….ACCEPTANCE!

- **Anger.** When change happens that we can't control we are often angry and feel a sense of injustice.
- **Denial.** Next we may enter a stage of denial. We stick our heads in the sand and ignore the problem, hoping it will go away.
- **Experimentation.** When we finally accept that the situation is here to stay, we explore new approaches, try to do things differently, find better ways of doing things.
- **Acceptance.** Finally we feel more in control and ready to grip the change

Watch your thoughts; they become words.
Watch your words; they become actions.
Watch your actions; they become habits.
Watch your habits; they become character.
Watch your character; it becomes your destiny.

Lao Tse

NEW YORK COLLEGE

NEWYORKERS GO VOLUNTEERING!

- make a difference to your local community
- increase your social and relationship skills
- find a sense of purpose
- increase your self- confidence
- gain experience
- make informed career choices
- have fun
- meet new people and make new friends

GET INVOLVED!