



NEW YORK INSTITUTE
OF TECHNOLOGY

Career Guide

Resources, tips, and tricks to
land the jobs and internships

[NYIT.EDU/CS](https://www.nyit.edu/cs)



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Long Island Campus

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 Old Westbury, NY 11568
 516.686.7527

New York City Campus

26 W. 61st St., Room 211
 New York, NY 10023
 212.261.1537

nyit.edu/cs

@NYITcareer



Career Services

Operation
 Monday – Friday 9 a.m. – 5 p.m.
 by appointment during off hours

hours: Wednesday 1-3 p.m.
 Thursday 2-4 p.m.

Along with your diploma, we want you to graduate with:

1. Real work experience: internships or part-time employment
2. Transferable skills you can use in the workplace
3. Confidence and great presentation skills

Here's how we can help:

- Career exploration and development
- Professional development opportunities
- Job and internship searches
- Graduate and professional school resources
- International student career resources
- Lifelong alumni career resources

What we provide:

- Personalized, one-on-one counseling/coaching
- Career assessment tools
- Workshops
- Employer engagement opportunities:
 - Career fairs
 - On-campus meet-ups
 - Employer visits
 - Handshake job and internship database
- Student Employment: On-campus federal work study and student aid jobs
- Online tip sheets, job search tools, self-assessment and more



Global connectivity, ever-changing technologies, and new media are just a few factors changing how we think about work and the skills we need to be marketable. Develop these highly desirable skills in class, at events/training, and in internships:

Critical Thinking

- Identify relevant information and analyze data
- Collaborate to develop and test possible solutions
- Develop multiple perspectives and distinguish between fact & perspective

Communication

- Create and edit written reports
- Adjust communication based on audience needs
- Listen well and read body language
- Articulate clearly and accurately

Teamwork

- Effectively communicate to define common goals
- Reach consensus on processes and solutions
- Work together to identify and utilize the strengths of each member

Technology

- Value continuous learning
- Use technology to solve problems and achieve goals
- Demonstrate the ability to adapt to new and emerging technologies

Leadership

- Manage projects from beginning to end
- Define and clarify roles, objectives and processes
- Motivate and coach others

Professionalism

- Work productively with others
- Manage time and workload
- Have a professional work image
- Use social media responsibly

Career Management

- Identify areas of professional growth
- Navigate and explore job options
- Take necessary steps to pursue and advocate for opportunities in the workplace

Global Fluency

- Value differences and implement strategies for inclusion
- Interact effectively with people from diverse backgrounds
- Understand one's own biases and use that awareness to work to eliminate them



Handshake is how you connect and interact with employers and the Career Services team. Build your profile, and highlight your academic achievements, work experience, and professional skills.

GET STARTED

- Go to the my.nyit.edu, click on the Career Services tile, and then click Handshake.
- Or visit nyit.joinhandshake.com and log in with your student credentials.

ADD FINISHING TOUCHES

Make your profile by adding an introduction, clubs and extracurricular activities, skills, and projects you do in class or on the job. Once complete, make your profile public, so it's visible to employers

USE HANDSHAKE TO:

Search for Jobs and Internships

- Click "Jobs" in the top menu.
- Refine your search using filters such as Keyword, Location, Major, Job Type.

Events & More

- Find out if an employer is coming to campus or if we're running a workshop.
- Order personalized business cards.
- Click "Resources" in the Career Center dropdown menu for information and links essential to your job search.

BUILD YOUR PROFILE

Build your profile manually or select "Documents" in the top menu to upload your résumé. Select "Build Profile from Résumé" and Handshake will transfer the information to your online profile.



CAREER FAIRS

Career Fairs give you access to employers seeking the talent of New York Tech students. Get valuable career information and learn about full-time, part-time, and internship positions.

EMPLOYER MEET-UPS

Each semester, employers meet with students so they can network and learn about employment opportunities.

Employers who have visited campus as part of a panel, workshop, or meetup: Google, Lend Lease, Estée Lauder, Bloomberg, Northwell Health, LinkedIn, Bank of America, GIPHY, Twitter, and more!

EMPLOYER VISITS

Each semester, Career Services connects you with premier companies looking to hire students. Virtual and in-person "field trips" give you an opportunity to learn how these companies work from the inside. Previous employer visits: Google, LinkedIn, Canon, Madison Square Garden, NBC Universal.

Job and Internship Resources

NETWORKING

Networking is the practice of building and developing professional relationships. In your job search, it helps you learn about unadvertised positions and secure interviews. You may also be able to get your résumé in front of the person hiring instead of human resources. Don't rely solely on internet job searches...get out there and network! Remember: Computers don't hire you, people do!

HOW CAN YOU MEET PEOPLE?

- Join professional organizations on and off campus
- Keep in touch with friends/family members in your field
- Talk to faculty and classmates
- Attend alumni networking events
- Make LinkedIn connections
- Attend career fairs
- Go on employer visits



ELEVATOR PITCH

Your elevator pitch is a 30- to 60-second "commercial" introducing yourself to a potential employer. However, there are many more uses: as the foundation for cover letters, email introductions, mentor requests, and introductions at career fairs. It is the first thing people hear about you. It sets the stage for why employers should spend time looking at your résumé. Follow these tips to build your pitch:

- Make it short (less than one minute to recite).
- Include:
 - Who you are and a credential
 - A specific objective
 - Why you are qualified
 - Demonstrated interest
 - How the person can assist you

Example:

My name is Oscar Brown. I am a junior at New York Institute of Technology looking for an internship opportunity in an advertising firm this summer. Advertising and design have been my passion even before enrolling in college. At New York Tech, I hit the ground running and joined the Public Relations Student Association, participated in several conferences, and took on the role of Communications Chair for my fraternity. I've maintained a 3.4 GPA. If your firm offers internships, would appreciate an introduction to the people who oversee that program.



INFORMATIONAL CONVERSATION

An *informational conversation* is a technique used to gather information from professionals in the field. Contact someone in your selected field to discuss careers. Emphasize you are not looking for a job, but for information to assist you in your career decisions and job search.

The Process

1. Identify people working in fields or companies of interest. (Alumni on LinkedIn contacts are great for informational interviews.)
2. Contact your leads and explain you are seeking personalized information about their field.
3. Ask for an informational interview of about 20 minutes.
4. Review your research on the field/industry and research the company you will be visiting.
5. Call the day before to confirm.
6. Arrive 10 minutes early.
7. Follow up
 - Ask for a business card.
 - Write a thank-you email.

Sample Questions

- What do you do on a typical day?
- What are the most important personal satisfactions connected with your work?
- What are the things you like most/least about your job?
- What are some daily challenges you encounter?
- What steps did you take to reach your present position?
- What changes are occurring in your field?
- What is the best way to find an entry-level position?
- What is your advice to students preparing to enter this field?
- How does a person progress in this field?
- Do you know of anyone else I might speak with in this field?

Sample Request for an Informational Conversation

I am a junior majoring in psychology at New York Institute of Technology. The alumni office gave me your name. I'm doing some career exploration in the mental health field, and I was wondering if you would have 20 minutes or so to talk to me. Thank you, and I look forward to hearing from you.

LinkedIn is an online networking tool that can connect you to thousands of alumni, recruiters, and other professionals.

NEW TO LINKEDIN?

Visit [linkedin.com](https://www.linkedin.com) and create your profile. Be sure to add a picture that looks professional. You can get a free headshot from Career Services. When writing your headline, be as descriptive as possible; instead of "NYIT Student" try "Aspiring Mechanical Engineer at New York Institute of Technology." For tips on building your profile visit: [university.linkedin.com](https://www.linkedin.com/edu/university) and download the LinkedIn Profile Checklist.

INCREASE YOUR NETWORK

Join groups associated with New York Institute of Technology as well as professional organizations in your field such as National Society of Black Engineers or American Institute for Architecture Students. Start discussions and look for job opportunities. In a group, you can search through the members and send direct messages.

Ask for advice. Say you're curious about how they got their first job. Never ask for a job outright.

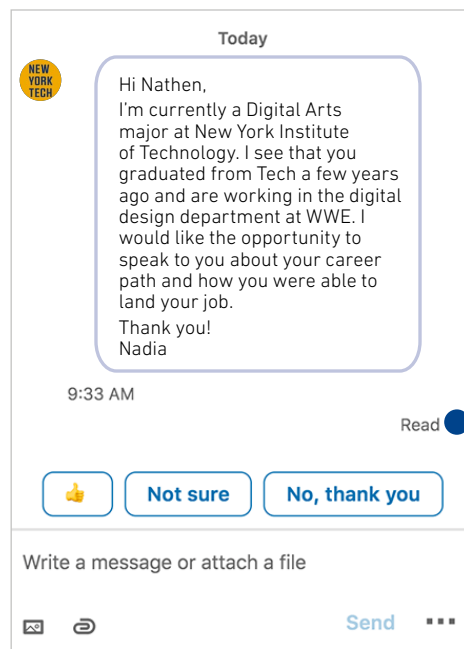
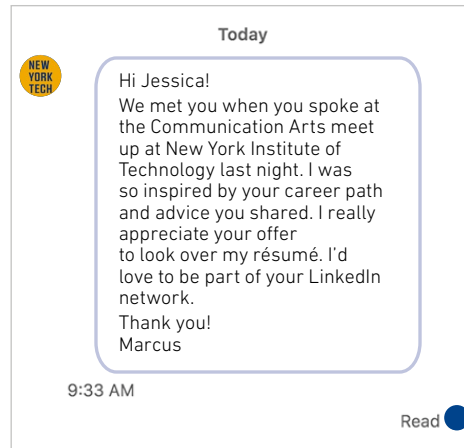
FIND ALUMNI

Locating alumni is easy. Just go to the New York Institute of Technology page on LinkedIn and select "Alumni" in the menu. You can filter your search to narrow the results by years attended, where they work, what they studied, and more. It's a powerful way to start building your network.

CONNECTION REQUESTS

NEVER send the generic "I'd like to add you to my professional network" when adding connections. It's too impersonal and you run a greater risk of not having the connection request accepted.

Here are samples of a personalized connection requests:



The internet has changed the way we approach the internship and job search. Having a strong social media presence can expand your network and ability to connect with employers

STAY PROFESSIONAL

Over 70% of employers use social media to screen candidates during the hiring process. Make sure that when your name is Googled, the content that pops up is professional.

Rule: If you wouldn't want your grandma to see it, don't post it!

DEVELOP YOUR BRAND

Your brand is your reputation; it's how you want to be known by others. Developing your brand is an ongoing process that combines who you are and what you do along with your passions, values, strengths, and skills.

Begin developing your brand by building an online presence. Start with a strong

LinkedIn profile and then build your presence on platforms popular in your field such as Twitter and Instagram.

REACH OUT

Social media gives you access to companies, professionals, and alumni, allowing you to reach out to people in an informal way yet still be professional.

Follow company and professionals on social media to keep abreast of industry/company updates and job openings.

Join online groups in your industry and engage in the discussions to connect and learn from professionals in the field.

STUDENT EMPLOYMENT

The Office of Student Employment provides a variety of on- and off-campus paid employment opportunities that foster and promote career, personal, and professional development and enhance necessary skills needed for success after graduation. Students have the ability to apply learned skills and theories in a practical setting while earning income.

- **Federal Work Study (FWS)** positions are fully funded by the U.S. government and awarded to students as part of their financial aid package. To receive funds, you must file the Free Application for Federal Student Aid (FAFSA) and indicate you would like to be considered for FWS. Once the FAFSA has been filed, the Office of Financial Aid will determine eligibility.
- **Federal Work Study–Community Service (FWS-CS)** Students who have FWS can use these funds to work off-campus at non-profit employers. These positions offer excellent résumé-building and networking opportunities.
- **Student Aid** positions are fully funded by New York Institute of Technology and are open to all matriculated students regardless of their financial aid package. Students are paid on an hourly basis.

INTERNSHIPS

What is an Internship?

An internship is a short-term job related to your major or career goals, designed to provide experience in and exposure to a typical workplace. It lasts at least one semester and typically requires a student to work a minimum accumulation of hours. To find an internship, log on to Handshake and start searching and networking. Attend an ICP orientation for more tips and techniques (nyit.edu/internships).

Why Should You Get an Internship?

- More than **60% of new college hires have paid internship experience**. You can get hired faster and at a higher salary if you have experience.
- **50% of companies' new hires come from their intern pool**. An internship increases your chances of being hired full-time.
- An internship shows you what it's like to work in that job in your field.

Internships Should Be:

- Related to your **major or career goals**.
- **Supervised**, so you can receive feedback and mentoring.
- **Arranged around your academic schedule**—no more than 20 hours a week during academic semesters and full-time during summer or holidays.
- **Similar to "real jobs"** in the company (although internships typically involve fewer responsibilities and some lower-level tasks).
- **Paid**. Some exceptions include non-profits, government agencies, and start-ups, but still offer excellent experience.

On average, a recruiter will spend 30 seconds or less reading a résumé. These tips will make your résumé stand out!

WHERE TO START

- Make a list of all your experiences—even that job at a concession stand shows you have skills (communications, customer service, etc.).
- Build your résumé from a blank page. Do NOT use a template since they are easily recognizable by recruiters and difficult to edit/personalize.
- Do not use tables and charts. While they may be common in other countries, they are not appropriate in the U.S.
- Do not use "I" statements. For example, use "Designed materials."
- Make your contact information easy to find and provide only one phone number and one email address.
- Keep your résumé to one single-sided page (rule of thumb for most undergrads).

WHAT TO INCLUDE

- Name, phone number, and professional email address.
- Key sections: Education, Skills, Work Experience, Projects, Research, Extracurricular Activities, Awards & Achievements, etc.
- A summary or objective is not necessary—include that information in your cover letter.
- Start bullet points with strong action verbs.
- Quantify whenever possible: numbers, results, and outcomes stand out on a résumé.
- For all experiences, include name of organization, location (city and state), your title, and dates worked.

MAKE IT POP!

- Customize your section headings. Instead of "Experience," use headings that emphasize what you have done and make the relevant experience stand out. Example: "Physical Therapy Experience."
- Bring the most relevant information to the top half of your résumé.
- Write clear, concise bullet points: What did you do? What were the outcomes? What skills did you use?
- Be consistent throughout with formatting, font, font size, and spacing.
- Proofread and have Career Services review.
- Categorize your skills section if you have many skills.

Anatomy of a Résumé

77 Julbet Drive, Sayville, NY 11782 • 631.555.1015 • kogilvie@nyit.edu • linkedin.com/in/kogilvie

2. Kevin Ogilvie

EDUCATION:

5. New York Institute of Technology, Old Westbury, NY Expected: May 2021
Bachelor of Arts, Psychology
 • GPA: 3.7
 • Relevant Coursework: Industrial Organizational Psychology, Abnormal Psychology

Sayville High School, Sayville, NY June 2017
High School Diploma

WORK EXPERIENCE:

7. Wisser Memorial Library, New York Institute of Technology, Old Westbury, NY January 2018 - Present
Library Aide
 • Answer student, staff, and faculty questions in person and via phone
 • Check out, check in, and restock books throughout shift

Applebee's Neighborhood Grill, Bohemia, NY May 2015 – August 2017
Waitstaff
 • Provided quality customer service in a fast-paced environment (serving up to 160 guests per shift)
 • Selected by management to train new servers on corporate guidelines, operations and customer service
 • Demonstrated ability to interact with customers from diverse cultures and backgrounds

VOLUNTEER EXPERIENCE:

Long Island Maritime Museum, West Sayville, NY Summers 2015 - 2017
Volunteer
 • Interacted with museum visitors to explain cultural principles demonstrated in exhibits
 • Enriched the museum experience for visitors by answering questions, offering directions, and providing general information
 • Assisted in presenting tours, demonstrations, and hands-on activities

LEADERSHIP EXPERIENCE:

9. NYIT Residence Life, Old Westbury, NY September 2018 - Present
Resident Assistant (Marshall Hall),
 • Planned three community development programs per semester for 150 residents
 • Served as a liaison between residents and Residence Life administrators
 • Logged judiciary, maintenance and program evaluation paperwork during every shift

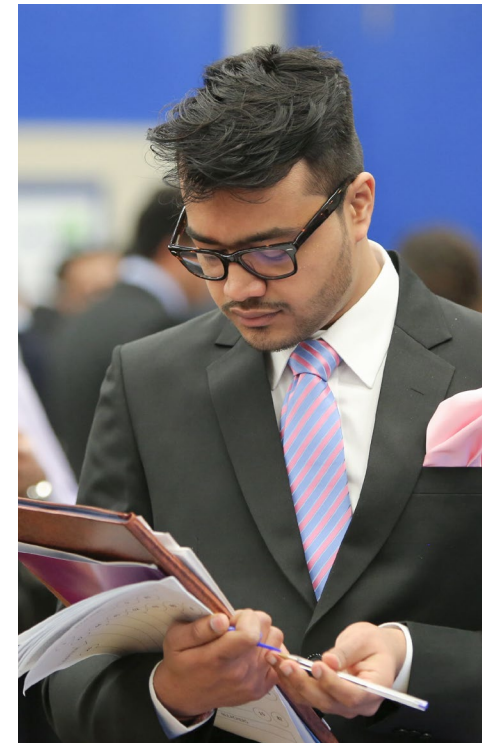
Student Government, Sayville High School, Sayville, NY September 2016 - June 2017
Secretary
 • Maintained accurate written-records of proceedings and made them available online to all members
 • Oversaw club and committee correspondence, including the agenda for meetings and reminders of events

SKILLS:
 Computer: Microsoft Office Suite, Adobe Photoshop
 Languages: Proficient in German, Conversational Greek

AWARDS AND HONORS
 Harold T. Smith Psychology Scholarship, 2016

Key

- Provide only one phone number and ensure voicemail is set up.
- You want your name to stand out. Make it the largest item on the résumé! (2–3 points larger than main font size and bold).
- Use a professional email address: either nyit.edu or one that uses your name.
- Include social media links to demonstrate your professional online presence.
- Include:
 - Name of College
 - City, State
 - Type of Degree
 - Major
 - Graduation Date
 - Select Courses (if relevant)
 - A GPA based on 4.0 scale (if 3.5 or higher)
- Position descriptions:
 - Company/organization name and location.
 - Your title (be descriptive. Use "Marketing Intern" not "intern").
 - Dates (month and year or semester and year).
 - Start all descriptions with action verbs in proper tense (If you are no longer at that job, use past tense).
- Be specific with subheadings to highlight types of experiences.
- List all experiences in reverse chronological order within sections, starting with the most recent first.
- Emphasize different types of information using bold and italics.
- Quantify impact whenever possible.
- Your résumé must be one, single-sided page. Make margins no less than 0.5".
- Use a font that is easy to read, such as Calibri or Times New Roman.
- Separate sections with **BOLD CAPITALIZED** headings that stand out.



How to Write Résumé Bullet Points

THE "WHAT, HOW, WHY" METHOD

WHAT did you do?

Think about your different experiences. Make a list of every task you completed in those positions.

- Answered telephones.
- Planned a large event.
- Worked with data in Excel.

HOW did you do it?

Review tasks or responsibilities and determine what skills you used.

Task / Responsibility	Skill(s) Used – How did I do it?
Answered telephones	Communication, Interpersonal Skills, Problem Solving
Planned a large event	Organization, Time Management, Teamwork
Worked with data in Excel	Computational, Analysis, Precision

Indicate with a strong action verb the message you want to send. Use data to quantify the work you did.

- Operated a multiline phone for five busy lawyers utilizing effective problem-solving and customer service skills.
- Coordinated an event for over 100 students by communicating with an onsite liaison.
- Executed financial analysis of department spending plans in Excel.

Look at the job description and highlight the skills most desired. Review skills in your résumé objective statement: were these skills developed or honed? Have these skills been demonstrated in the bulleted statement?

WHY did you do it?

Consider accomplishments that occurred because YOU did the work.

- Operated a multiline phone for five busy lawyers utilizing effective problem-solving and customer service skills to ensure customer satisfaction.
- Coordinated recognition event for over 100 students completing a certificate program by communicating with liaison.
- Executed financial analysis of department spending plans and provided comprehensive report to manager.

Sample on Résumé:

Big Time Events, Event Intern, Mineola, NY
Sept 2014 – present

- Manage 10+ vendor relationships by making and handling orders for promotional materials.
- Maintain a database of 1,500 records using Customer Relationship Management (CRM) software.
- Photograph events and post to social media outlets, including Facebook, Instagram, and Twitter to increase company awareness and promote event.



The STAR Method

This method can help you successfully communicate your skills, experiences, and accomplishments.

- **SITUATION:** The situation or setting; the background for context.
- **TASK:** The challenge presented.
- **ACTION:** Activities or actions you used to effect change. Choose strong action verbs that denote skills and accomplishments.
- **RESULT:** Summarize the outcome

Example of a Weak Résumé Bullet Point:

- Utilize social media platforms to gain a following.

STAR Method Applied:

- **SITUATION:** Public relations company
- **TASK:** Increase social media presence and following to attract potential clients.
- **ACTION:** Maintained company Facebook and Twitter pages by posting relevant articles and interacting with customers and outside organizations.
- **RESULT:** Obtained more than 200 new followers.

Stronger Résumé Bullet:

- Attracted more than 200 new followers for company Facebook and Twitter accounts by posting relevant articles and interacting with outside organizations.

Action Verbs

When writing job descriptions, use action verbs to describe your duties/accomplishments. Each bullet point should begin with an action verb.

Management

administered
assigned
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
planned
prioritized
recommended
reviewed
strengthened
supervised

Communication

addressed
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
translated
wrote

Research Skills

clarified
collected
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

Helping

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
facilitated
guided
motivated
referred
represented

Financial

administered
allocated
analyzed
audited
balanced
budgeted
calculated
computed
developed
forecast
managed
marketed
planned
projected

Clerical

approved
arranged
catalogued
classified
collected
compiled
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

Technical

assembled
built
calculated
computed
configured
designed
devised
engineered
fabricated
installed
maintained
operated
overhauled
performed
troubleshooting
programmed
remodeled
repaired
retrieved
solved
upgraded

Teaching

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Creative

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped



For students with no experience in their major to apply for on-campus or part-time jobs.

John Smith
1112 Main Street Old Westbury, NY 12345 – (516)-123-4567 – johnsmith@nyit.edu

OBJECTIVE
To obtain a federal work-study or student aid position on campus

EDUCATION
New York Institute of Technology, Old Westbury, NY Expected: May 2021
Bachelor of Science in Electrical and Computer Engineering
 Relevant Coursework: Calculus, Chemistry I, Foundations of Scientific Process

Walt Whitman High School, Huntington, NY June 2018
 Honors: National Honor Society
 Clubs: Robotics Club, Yearbook Committee

EXPERIENCE
Cheesecake Factory, Huntington, NY April 2017 - Present
Food Server
 • Interact with customers in a friendly, professional manner
 • Meet customer needs by processing orders accurately and within limited time frame
 • Follow corporate guidelines to ensure sales goals and quotas are maintained and surpassed

Camp Alvernia, Centerport, NY Summer 2016
Camp Counselor
 • Planned and led educational, social and athletic activities for children ages 5-14

COMMUNITY SERVICE
Relay for Life, Walt Whitman High School 2016 - 2018
Participant
 • Solicited volunteers and helped coordinate annual event
 • Raised \$5,000 in collaboration with team

LEADERSHIP
Walt Whitman Robotics Club September 2017 – June 2018
President
 • Led weekly meetings of a group of 15 students on various robotics projects
 • Participated in county-wide robotics competition

ACTIVITIES
Men’s Soccer Team, Walt Whitman High School, Huntington, NY September 2015 – November 2017

SKILLS
 Computer: Proficient in Microsoft Word and PowerPoint; some experience with Microsoft Excel
 Language: Basic Spanish

TIP: You can include your high school information and activities up until your junior year of college.

For majors within the College of Engineering & Computing Sciences.

Jessica A. Tobias
215 Monterey Ave Apt 2F. Bronx, New York 10457
j.tobias1@nyit.edu • (646) 555-1225

EDUCATION:
New York Institute of Technology, New York, NY
Bachelor of Science in Computer Science December 2019
 • Honors: Phi Eta Sigma; Chi Alpha Epsilon ; President’s Honor List

SKILLS:
Programming Languages: Java (Proficient), C (Prior Experience)
Web: HTML5, JavaScript, CSS3, JQuery, XML, JSON, AJAX
Frameworks: Java Server Faces, Richfaces, Hibernate, Spring, PhoneGap (Cordova)
Patterns: MVC, J2EE Design Pattern, Web 2.0, Singleton, DAO, DTO
Databases: Postgres, MySQL
Tools: Netbeans, Eclips, Maven, Ant, Junit, Jira, Bugzilla, Glassfish Server, Jetty Server, Apache Tomcat Server
Applications: Eclipse, Microsoft Office, Adobe Suite, Browsers (IE/Firefox/Chrome/Safari)
Operating Systems: Microsoft Windows XP/Vista/7, Linux Ubuntu, Mac OS X
Certifications: Oracle Certified Professional, Java SE6 Programmer

EXPERIENCE:
NYIT, Academic Computing Lab, New York, NY March 2019 - Present
Student Technology Assistant
 Providing IT Helpdesk support to labs and library; housed 200+ Windows systems, 50+ Mac’s, 20 printers, and 20 plotters
 • Identify, analyze and resolve computer system, hardware and software malfunctions, and procedural issues
 • Perform printer services such as changing cartridge, filing paper trays and fixing paper jams problem

Team Healthfirst, New York, NY May 2018 - August 2018
IT Intern – Client Server
 • Created and redesigned internal applications
 • Assisted in implementing 4 projects with associated documentation (Functional Specification, Level of Effort, Unit Test Cases, Install Sheets, etc.)

Time Inc., New York, NY July 2017 - August 2017
Internet Content Support Intern
 • Self-Taught XHTML, CSS and PHP to develop and organize data tables, fix broken URL links, upload diagrams, and create wiki pages on Time Inc.’s CollabNet knowledgebase wiki
 • Worked within a team of 15 members to collect data, ideas, and suggestions for Savvis Vignette CMS Documentation
 • Shadowed and assisted front-end developers in the design and launch of the TIME For Kids web page

ACADEMIC PROJECTS:
New York Institute of Technology, New York, NY Fall 2016
Implementation of Recursion-Final Project
 • Designed two programs, written in Java, which implemented the recursive approach to Fibonacci sequence and finding the maximum number of a list

Automatic Teller Machine Simulation (ATM-S Project) Fall 2017
 • Designed a program using Java that simulated the actions of an actual ATM machine
 • Created a business analysis for ATM-S, that included UML diagrams, business rules, and the incorporation of the spiral methodology

TIP: For technical résumés, bring the skill section to the top and include detailed categories.

PEDRO PIPER

31-52 43rd Street, Astoria, NY 11103
(646) 555-7246 | ppiper.3@nyit.edu

EDUCATION:

New York Institute of Technology, Old Westbury, NY Expected: December 2020
Bachelor of Science, Business Administration, Accounting Concentration (GPA: 3.71)

EXPERIENCE:

Finance Analyst Intern, Global Real Estate Securities Summer 2019
Credit Suisse: New York, New York

- Supported team that managed \$3 billion in assets globally via an equity hedge fund and multiple long only vehicles
- Constructed a global valuation model using Excel and Bloomberg to provide the team with a real time snapshot of price to NAV multiples, relative dividend yields, and leverage metrics of all publicly traded global REITs
- Evaluated global REITs via country snapshots; highlighted investment views, market outlook, and largest stocks by market capitalization in U.S., Europe, Asia, and Australia

RELEVANT COURSEWORK:

The College Federal Reserve Challenge Fall 2017 & Fall 2018

- Intercollegiate competition sponsored by the Federal Reserve Bank of New York
- Objective: develop economic outlook for the U.S. and make monetary policy recommendations to Fed officials
- Team Captain 2013: Led NYIT to obtain its record score

FINC 325: Principles of Investments Fall 2018

- In-depth analysis of Chevron Corporation and Citigroup:
 - Computed and interpreted financial ratios for both companies based on most recent 10-K and 10-Q reports, and evaluated stock performance based on fundamentals
 - Made buy/sell recommendations considering a well-diversified portfolio, based on estimates of intrinsic value and value criteria of dividend yield and price to books

ACCT 315: Financial Statement Analysis Spring 2018

- Computation and interpretation of financial ratios for Chevron Corporation and its main competitors based on the most recent 10-k and 10-Q reports, requiring extensive use of Bloomberg Professional platform

ACTIVITIES:

Study Abroad: Südwestfalen University, Germany Summer 2018

- Participated in lectures at the European Commission Office in Berlin: EC Officer in Germany presented insights on the future threats to the maintenance of the European Union and the Euro

SKILLS:

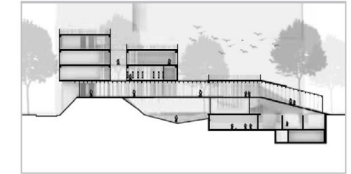
Proficient in Microsoft Word/Excel/PowerPoint and Bloomberg
Fluent Brazilian Portuguese, Intermediate Spanish

TIP: If you add your GPA, it should be 3.5 or higher and based on the 4 point scale.

TIP: Use numbers and data to quantify results.

Edward D. Stone

1400 Washington Avenue, Albany, NY 12222
518.555.7496 | edstone01@nyit.edu | edstone.edu/potfolio



EDUCATION:

New York Institute of Technology, Old Westbury, NY Expected: May 2020
Bachelor of Architecture

Related Coursework: Architectural Physics, Architectural History, City Planning, Environmental Site Planning, Structural Steel, Building Construction, BIM Analysis

SKILLS:

AutoCAD	SketchUp	Revit
Rhino	Adobe Photoshop	Adobe Illustrator
Adobe InDesign	Fabrication: 3D printing/fabrication	Microsoft Office

RELEVANT EXPERIENCE:

Et Al. Collaborative, Brooklyn, NY Summer 2019
Intern/Collaborator

- Built 3D Revit model of 1855 Broadway loft design including materials and custom furniture
- Created InDesign templates for presenting designs to clients
- Worked on conceptual research for lead architects
- Created diagrams in Illustrator based on client requests

Education Hall Gallery (NYIT), Old Westbury, NY December 2018 – May 2019
Exhibition Assistant

- Assisted with the design layouts for the senior thesis exhibition
- Worked on the arrangement, plotting and installation of student work

LEADERSHIP EXPERIENCE:

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS (AIAS) May 2019 – Present
President

- Served as head of the executive board and delegated tasks to members
- Created AIAS NYIT chapter Instagram to inform members and other students of events
- Coordinated and created events with other clubs and organizations on campus

TIP: Add a sample of your work to the header. You can create a second page to showcase highlights of your work.

Stuart Dent	
1855 Broadway, New York, NY 10023 212-261-1537 sdent@nyit.edu	
EDUCATION	
New York Institute of Technology, New York, NY <i>Bachelor of Science in Biology; GPA: 3.8/4.0</i>	Expected: May 2020
SKILLS	
Lab: Gel electrophoresis, cell culture and transfection, electron microscopy, ultra-centrifugation, bacterial transformation, genetic mapping, polymerase chain reaction	
Software: SPSS, Aspen, MatLab, Stata, Microsoft Office	
Foreign Language: Fluent in Mandarin and Spanish	
RESEARCH & LABORATORY EXPERIENCE	
Cold Spring Harbor Laboratory, Undergraduate Research Program, Cold Spring Harbor, NY <i>Research Assistant</i>	June 2018 – October 2019
<ul style="list-style-type: none"> Investigated bacterial growth using metabolic activity assays and R statistical analysis to create a protocol for growing reproducible, microscopic biofilms to emulate the human oral environment Created and presented weekly data reports on the survival and maintenance of thousands of genetic strains of <i>Drosophila</i> for the clinical trials of an influenza virus vaccine Collaborated with government researchers in writing MatLab software to examine the movement of under-studied microbes sensitive to magnetic fields 	
NYIT Biology Department, New York, NY <i>Laboratory Assistant</i>	January 2018 – May 2018
<ul style="list-style-type: none"> Guide sections of 25-35 students in problem solving and correctly analyzing results during lab assignments Instructed approximately 150 students on standard laboratory procedures and appropriate use of equipment Prepared materials and maintained efficient operations for 3 laboratory sections each week by restocking inventory, calibrating instruments and cleaning equipment 	
LEADERSHIP EXPERIENCE	
American Medical Student Association (AMSA) Nicaragua <i>Medical Career Fellow</i>	July 2019 – September 2019
<ul style="list-style-type: none"> Selected as one of 150 fellows from a nationwide pool of candidates for a 2-month, intensive community development program Served rural Nicaragua communities, providing immediate and restorative medical care services and conducting disease prevention workshops Trained local community leaders in developing and implementing initiatives to create sustainable healthcare services 	
Office of Student Engagement, New York, NY <i>Student Assistant</i>	October 2017 – July 2019
<ul style="list-style-type: none"> Plan and coordinate at least 2 monthly campus-side cultural programs attended by 35-50 students Create marketing materials and publicize events through social media, increasing attendance at monthly programs by 50% in one semester Developed spreadsheets, applications, and informational packets for OSE programs for both incoming and current NYIT students 	

TIP: Highlight laboratory skills you have acquired in a separate skills section.

HOLLI HELBIG	
31 Lawn Road, Oakdale, NY 11743	
hhelbig@nyit.edu 631.123.4567	
EDUCATION	
New York Institute of Technology, Old Westbury, NY Bachelor of Science in Nursing, Magna Cum Laude	May 2019
CERTIFICATIONS/SPECIALIZED TRAINING	
<ul style="list-style-type: none"> BLS/CPR/AED: Adult, Child, Infant ACLS: Advanced Cardiac Life Support Reversing Opioid Overdose: Narcan/Naloxone Intranasal Certified Identifying and Reporting Child Abuse and Maltreatment in New York NY Mandated Infection Control for Healthcare Professional HIPAA Training – Health Insurance Portability and Accountability Act 	
CLINICAL EXPERIENCE	
Northwell Health Southside Hospital Senior Preceptorship: 120 hours on Medical-Surgical Unit	Spring 2019
<ul style="list-style-type: none"> Transition into full responsibility of care for patients under supervision of RN including documentation, full patient care, medication administration, and interdisciplinary communication. 	
Psychiatric Mental Health and Wellness	Spring 2019
<ul style="list-style-type: none"> Participated in care and treatment through therapeutic communication 	
Nassau University Medical Center, NU Health	
Labor and Delivery, Pre & Postpartum Unit, Newborn Nursery	Fall 2018
<ul style="list-style-type: none"> Participated in laboring with patients, observing vaginal and cesarean births, postpartum assessments Performed neonatal feedings, assessments, vital signs Observed in NICU 	
Pediatrics	
<ul style="list-style-type: none"> Administered medications and cared for a pediatric population according to their developmental stage. 	
Good Samaritan Hospital, West Islip, NY	
Medical- Surgical Unit rotations	Spring 2018
<ul style="list-style-type: none"> Coordinated shift with patient care, assessments, vital signs and medication administration 	
WORK EXPERIENCE	
Tai Sho East Restaurant, Greenlawn, NY <i>Waitress/Runner/Hostess</i>	2015 - Present
<ul style="list-style-type: none"> Team player providing professional friendly service with excellent communication skills Great attention to detail and quick thinker 	
Camp Edey, Bayport, NY <i>Emergency Medical Technician</i>	Summer 2017
<ul style="list-style-type: none"> Served as staff EMT for summer camp overseeing children 3-15 years old Administered prescribed medications and provided medical assistance for a variety of camp related injuries (bee stings, sports injuries, children with special diabetic emergencies/food allergies) 	
Professional Membership	
National Student Nurses Association; Member NYIT Student Nurses Association; Member	Fall 2015-present
<ul style="list-style-type: none"> Participated and implemented interdisciplinary annual Student Health Fair including educational tables and screening services aimed at health and wellness needs of college community 	

TIP: Be sure to list any certifications and specialized trainings.

For students majoring in Digital Arts, Interior Design, etc.

Courtney McCook, DPT
516.123.4567 • Cmccook03@nyit.edu

EDUCATION
New York Institute of Technology, Doctorate of Physical Therapy May 2018
Bachelor of Science, Health Sciences May 2015

EMPLOYMENT
Physical Therapy Aide, Professional Orthopedic and Sports Physical Therapy 2015 - Present

- Maintain a sanitized environment in therapy room; arrange necessary inventory and equipment before every training session.
- Assisting the therapist during therapy sessions
- Administering post therapy activities and exercises and monitoring patients progress

Professional Soccer Coach, North Shore Soccer Club, Manhasset, NY 2012 - Present

- Coaching soccer to children between 3-18 years old.
- Responsive to the children's wellbeing and parental needs.
- Teach children soccer, sportsmanship and life lessons.

CLINICAL EXPERIENCE
New York Sports and Physical Therapy, East Meadow, NY October - December 2017

- Treated and conditioned athletes for maintenance of strength and balance

Physical Therapy Student, Nassau University Medical Center, East Meadow, NY March - May 2016

- Treated and evaluated patients with neurological, orthopedic, geriatric and pediatric presentations

Physical Therapy Student, Northwell Health; Bay Shore, NY March - May 2016

- Gained experience on a cardiovascular intensive care unit
- Observed total knee replacement surgery, stent placements and several coronary calcium CT scans

Physical Therapist Intern, Island Nursing & Rehab; Holtsville, NY 2014 - 2015

- Maintained a caseload of geriatric patients with various diagnoses
- Assisted high-level patients with self-care, transfer training and gait training

CERTIFICATIONS

- CPR and AED certified for infant, children and adult.
- NSCAA Advance National Soccer Coaching License

PROFESSIONAL MEMBERSHIPS

- American Physical Therapy Association 2015 - Present

ACTIVITIES
NYIT Women's Soccer Team Captain Fall 2011 – Fall 2014


- Represented Women's Soccer Team at Student-Athlete Advisory Committee meetings
- Created unity among teammates through positive motivation and exhibiting positive energy
- Acted as a strong role model and mentor for younger teammates

SKILLS

- Computer: Microsoft PowerPoint, Excel, Outlook, Word, Access, WordPerfect

TIP: In some professions, such as those in the medical field, it's important to highlight your credentials after your name.

TIP: Highlight college athletic experience on your résumé. Employers like to hire athletes due to the teamwork, time management and other skills learned on the field.



Lewis Prescott

PROFESSIONAL EXPERIENCE

World Wrestling Entertainment, Stamford, CT
Intern • May 2019 – August 2019
 Assisted with the creation of on-air motion graphics for live shows, pay-per-view events and on-demand network
 .
 Edited segments for various internet recap shows and Assisted in the field with live shoots and producing talent
 .
 Completed dub sheets and labels to send tapes to clients

CBS Television Studios, New York, NY
Intern (Video on Demand) • May 2018 – August 2018
 Assisted with the editing, re-packaging, and quality control of daytime news shows for internet streaming services
 .
 Created storyboard visuals for internet recap shows

EXTRACURRICULARS	EXPERTISE
Tau Kappa Epsilon President • 2018 - 2019	Avid Media Composer ●●●●
Served as TKE representative on the NYIT Interfraternity-Sorority Council	Adobe Premiere ●●●●
Increased membership numbers by 15% in first 3 months	Adobe Photoshop ●●●●○
Implemented new rules and regulations aimed at increasing member retention	Adobe InDesign ●●●●○
	Adobe Illustrator ●●●●○
	Microsoft Office ●●●○

CONTACT
 ☎ 914.555.1212
 ✉ pres1@nyit.edu
 ↗ pres1.co/portfolio

EDUCATION
 New York Institute of Technology
 BFA, Digital Arts
 Expected: May 2020

LANGUAGES
 Spanish
 German

TIP: Showcase your design skills by creating your résumé in Adobe InDesign or a similar program.

TIP: List a link to your portfolio so potential employers can view your work.

TIP: You can show your proficiency in software in a number of visual ways.

Cover Letters

A cover letter accompanies your résumé, introducing you as a qualified applicant and highlighting skills and experiences relevant to the job.

A cover letter gives you an opportunity to infuse your unique voice and style! Since each organization is different, you cannot write one template letter for all your applications. Each cover letter should target the position to which you're applying and written with the employer's interest in mind by addressing 3 main questions:

1. Who are you?
2. Why are you interested in the position and working for that particular organization?
3. Why would you be a valuable fit for the position?

BEFORE YOU START WRITING

- **Research the employer:** Learn about the organization's mission, values, language and culture to articulate how you could add value to the employer's needs. Review the website, read news articles, chat with current or previous employees, and use social media to understand the latest trends and updates at the organization.
- **Analyze and dissect the job description:** Take note of skills, qualifications, and experience the employer is looking for. These features will help you make connections and determine what the employer is looking for. Keep in mind that the job responsibilities and qualifications are often listed in order of priority.
- **Reflect on your story:** Ask yourself what you bring to the position. Consider work experience, internships, projects, volunteer work and activities to bridge 3–4 transferable skills with the required duties of the job.



THE FRAMEWORK OF A COVER LETTER

The Introduction (1 paragraph)

- State the position to which you are applying and why you are interested in/qualified for this specific job and company. Let the employer know you are a New York Tech student/alum and the degree you will receive or received. Describe how you learned of the opening, particularly if you spoke with someone in the organization or were referred by a connection. Feel free to "name drop"; however, make sure to ask if you can include that individual's name and mention your conversation. Your name at the top of the page so never start your letter with "My name is..."

The Body (1–2 Paragraphs)

- Demonstrate you have done your research and highlight your qualifications most relevant to the position and to the organization. Expand, do not reiterate, upon your résumé. Use 2–3 concrete examples of your experience to tell a story of your accomplishments (not

duties) and the skills you have gained. Most importantly, communicate your motivation and explain how you will be valuable to the employer. Make connections between what you have done and what you can do for the organization you hope to join.

The Conclusion (1 paragraph)

- Reaffirm your interest, summing up 2–3 of your skills that relate to the position and how the organization will benefit from these skills. Use this space as your call to action – mention your interest in an interview and availability for questions about your background. Keep your tone positive and enthusiastic. Thank the reader for their time and consideration.

Anatomy of a Cover Letter



1. **ARYA STARK**

1855 Broadway, New York, NY 10023 | 212.261.1537 | a.stark13@nyit.edu

September 4, 2019

Ms. Jane Smith 2.
Senior Director of Strategic Planning and Development
NY Healthcare
200 Lexington Avenue
New York, NY 10023

Dear Ms. Smith, 3.

As a graduating senior majoring in Finance at New York Institute of Technology, I am excited to apply for the Data Analyst position at NY Healthcare. I was referred to this position by Michael Scott, an analyst in your company with whom I spoke with at a Business and Information Technology Meetup at NY Tech. One thing that draws me to the company is its unique focus on sustainability and helping healthcare programs formulate strategic plans to compete against large insurance firms. I believe that my quantitative research and leadership experience, coupled with my healthcare background, have prepared me with the expertise needed to drive innovative results. 4.

As a Data Analyst Intern at King's Landing Hospital (KLH), I researched a wide range of healthcare companies utilizing Qlikview and Maptitude to build financial models and projections for leveraged buyouts and revenue reviews, often working under tight deadlines. I also collaborated cross-functionally with other interns to create and deliver presentations advising KLH leadership on healthcare finance policy matters that affect Medicaid and other KLH programs. At the end of the summer, my own and the contributions of my teammates were recognized by the Chief Financial Officer and Budget Director, who selected us as winners of our company's Summer Intern Competition.

5. Currently, as Treasurer of NYIT's Student Government Association, I administer financial transactions for over 25 student organizations with a \$50,000 budget. This role not only draws on my attention to detail, but also demonstrates my mental stamina to address the needs of various stakeholders while balancing multiple priorities. As someone who is involved in a number of volunteer activities, I am excited by NY Healthcare's commitment to community projects such as mentoring low-income students and serving food in homeless shelters.

NY Healthcare's patient-centered approach and global market position make this a great opportunity and I am confident I will be a strong asset to your team. I look forward to the opportunity to further discuss this position and my qualifications further. Please feel free to contact me at a.stark13@nyit.edu or 212.261.1537. Thank you for your time and consideration. 6.

Best Regards,

A Stark 7.

Arya Stark

8.

Key

1. Your cover letter is a complementary piece to your résumé. Format your contact information the same way it is on your résumé.
2. Address your cover letter to the specific person listed in the job description. If that information is not available, search the company's website or call and ask for the individual's name and title.
3. Open your letter by addressing the individual doing the hiring. If you cannot get that information, open with "Dear Hiring Manager". Never address your letter with "Dear Sir or Madam"
4. Introduce yourself and the position you are applying for in the introduction.
5. The body of your cover letter can be up to 2 paragraphs and you can discuss your experience and skills you have built as well as demonstrate your knowledge of the company.
6. In the conclusion reiterate your interest in working for the organization and your willingness to speak further during an interview.
7. Optional: Provide a physical signature between the closing and your typed name. You can scan a copy of your signature into the computer and insert it into the document for letters that will be sent electronically.
8. The cover letter is structured like a standard business letter and should not exceed one page.

KEISHA TAYLOR

10017 Brookstone Drive, Melville, NY 14458 | 631.555.1234 | k.tay01@nyit.edu

October 15, 2017

Mary Larson
CA Technologies
1 Computer Associates Plaza
Islandia, NY 11749

Dear Ms. Larson:

I am writing to express my interest in the Technical Intern position at CA Technologies as posted on Handshake. As a junior Computer Science student, I know that I would be an asset to your organization. In particular, the following characteristics and abilities may be of interest to you:

- **Programming.** As my resume indicates, I have completed courses in C/C++ and JAVA programming and have worked with platforms such as UNIX and Windows. In addition, as a Control Systems Intern, I assisted in the design and implementation of a control emergency shutdown and process visualization system with a team of 3 engineers. The project included extensive hardware design of digital and analog control boards and implementation of control algorithms, and programming in C/C++ and X86 Assembly.
- **Communication & Analytical Skills.** My experience from previous jobs and group projects has sharpened my communication skills and taught me valuable lessons in collaboration and initiation. In my most recent digital postal scale group project, I needed to take five opinions and establish a compromise that would satisfy the entire team. Our successful team effort gave us the honor of being one of the four groups to compete in a final design competition.

I am confident that my skills and qualifications will enable me to make a positive contribution to the summer intern program. Please feel free to call me if you have any questions at (301) 555-1234. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
Keisha Taylor

Keisha Taylor

TIP: In a technical cover letter, pick out two key skills from the job description and demonstrate how you have obtained and exhibited those skills in a bullet format.



After reviewing your application and seeing potential in you, an employer will invite you in for an interview to determine whether you are a good fit and will mesh with the organizational culture.

THE INTERVIEW

The employer is evaluating you on three factors during the interview:

Can you do the job?	Your knowledge, skills, qualifications and "value added" extras
What are you like to work with?	Your personality, work style and way of doing things
Do you want the job?	Your attitude, motivation and enthusiasm

Types of Interview Questions

- **Behavioral interviewing** attempts to predict your future behavior by asking about your past behavior. Behavioral questions usually start with "Describe a situation in which you..." or "Tell me about a time when you..." The interviewer wants you to tell a brief and specific story about the situation you faced, what actions you took, and what the (positive) results were.
- **Stressor questions** indicate your ability to handle pressure. Employers may ask questions that are designed to make you uncomfortable, to see how you react. For technical majors, interviewers may present you with a technical problem and ask you to solve it. Depending on their difficulty, these questions are usually more about how you handle the stress of answering them vs. if you get it right or wrong.

- **Brainteasers** are questions that seem nonsensical, or involve puzzles and riddles, such as "why is a manhole round?" These questions do not always have a correct answer! Instead, the goal is to assess your ability to think creatively, quickly, and logically.

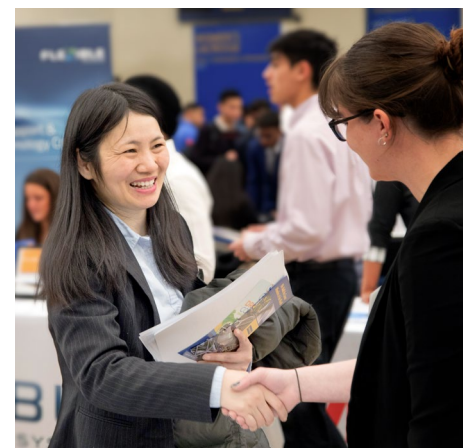
A Two-Way Street

An interview is a crucial opportunity for you to evaluate the employer. Be sure to listen while the employer tells you about the role and company. At the end of the interview, you are often given time to ask questions. Be sure to prepare a list of 3–5 questions. You don't have to ask all of them, but it's better to have more prepared in the case that your questions are answered over the course of the interview. Here are a few you can ask:

- What is your timeline for making a decision?
- Can you describe your typical workday?
- What are the possibilities for professional growth?
- What do employees like most/least about working here?

Prepping for the Interview

- Research the company you will be interviewing with and be familiar with the industry they operate in, major projects and their competitors. Use the company website, LinkedIn and industry publications to do your research.
- Know yourself and why you want the job. Be ready to identify your skills, abilities, strengths and weaknesses as well as be able to articulate why you want the job.
- Practice interviewing with friends and schedule a mock interview with Career Services.
- Confirm the time and place of the interview and determine your best route, taking into consideration the time of day and traffic/transportation issues that may arise.
- Prepare an appropriate outfit to make a positive first impression. Make sure it's clean and free of wrinkles. Avoid colognes/perfumes and flashy jewelry.
- Print multiple copies of your résumé and a list of 3–4 professional references. Bring a notepad, pen and other materials as needed (portfolio, writing samples).



Day of the Interview

- Arrive 10–15 minutes early.
- Be polite and considerate to everyone you meet. The interview starts the moment you walk in the door, and you don't know who will provide input on the hiring decision.
- Be positive and enthusiastic. This is not the place to speak negatively and criticize past employers and experiences.
- Listen carefully and be sure to answer all questions asked.
- Be aware of your body language: sit up straight and maintain eye contact with everyone in the room.
- Request a business card or contact information from the interviewer.

After the Interview

- Send a thank-you note within 24 hours of the interview.
- Reflect on questions that stumped you and improve responses for the next interview!
- Let references know to expect a call or email.
- Follow up professionally and only once, if you do not hear from the employer within the timeframe they indicated.
- Interview processes vary by employer and you may be called back for follow-up interviews.

Thank You Notes

Sending a thank you note is not just a polite formality; your follow-up message is “the last word” after your interview and can be a powerful way to set yourself apart.

It is your final opportunity to not only demonstrate a sincere interest, but also remind employers of why you are the best person for the job.

Thank you notes are also appropriate after:

- Informational conversations
- Someone has assisted you with the job search (e.g., provided contact information, made an introduction, relayed your résumé to someone else, served as a reference).

WRITING A THANK YOU NOTE

- Keep it short and to the point—no more than 2–3 brief paragraphs.
- Express gratitude for the opportunity for the search guidance.
- Reference specific points from the conversation and speak to the needs of the organization.
- Reemphasize key skills relevant to the role and excitement to contribute to the team.
- If you met with more than one interviewer, write a thank-you note for each person and tailor each message.
- If necessary, clarify an answer or add something you may not have mentioned during the interview that is pertinent to your application or job search.
- Proofread! Make sure your note is free of grammatical error and addresses the correct name of the interviewer.

SENDING THE THANK YOU NOTE

- Send the note within 24 hours via email. Timeliness is key to moving employers from interview to decision mindset.
- You can also send a more personalized, handwritten card via postal mail (after the email) for an extra boost.

Thank You Note Sample

Subject Line: Thank you for the interview

Dear Mr. Smith,

Thank you for taking the time to further discuss the Assistant Director position at NWW University. I truly enjoyed meeting you, and your team as well as learning more about the changes in your organization overall. In particular, I really appreciated gaining insight into the communal dynamic of the team and your own personal experiences with supporting students. Your amount of care and holistic approach has strengthened my enthusiasm for the position and connection with the culture of the organization.

Based on the team’s vision for future growth, I understand the need for a colleague who can be hands-on, flexible and meet students on their own terms. I am confident my relationship-building tactics, project management skills and ability to learn quickly will make working with students and various stakeholders not only seamless, but enjoyable.

Thanks again for inviting me to the office and letting me indulge the lovely campus. Attached is my reference list. If you need any further information, please do not hesitate to reach me by email at ssapleton93@nyit.edu or by phone at 212-261-1537. I look forward to hearing from you in the near future.

Best Regards,

Stephen Stapleton

TIP: Set up a professional email signature that includes Name, Major, School/College, Institution, Email Address and Phone Number.



Evaluating Job Offers

Congratulations on being offered the position! Reward yourself but do not accept the offer just yet. Determine if this is the offer you want to accept.

CONSIDER THE FOLLOWING FACTORS AND ASK YOURSELF:

Offered Salary

- What is the cost of living for the location of the company?
- Are there any hidden costs (e.g. commuting, lunch, etc.)?

Your Value Proposition

- What background, experience and skills do I bring?
- Does the offered salary reflect the value of these skills?

Job Responsibilities & Organization

- Do the responsibilities allow me to apply my skills and fit my career goals?
- What does the average workday look like? Do the expectations fit my lifestyle (e.g. overtime, amount of travel, etc.)?
- How is the company structure? Is the work environment right for me (e.g. heavy supervision vs. flexible, independent work)?

The Industry

- Is this industry currently growing or declining?
- What is the average salary for my type of role within this industry?

Benefits

- What am I receiving beyond my salary? Does the compensation package fit my needs?
- Do benefits (e.g. health insurance) start immediately or is there a waiting period?

- Will I need to commute a long distance or relocate? If so, how much will it cost and will I be reimbursed?
- How many paid vacation and sick days am I offered each year?

These considerations can be difficult to understand and navigate, especially if it's your first full-time position. Discuss the offer with family, mentors or with a career advisor so you can make an informed decision. Utilize resources such as [Glassdoor.com](https://www.glassdoor.com) or [Salary.com](https://www.salary.com) to assist you explore current industry trends, average salaries, etc.

RESPONDING TO THE OFFER

Do not feel pressured to provide the employer a final answer immediately. Give yourself time but also acknowledge the offer. Reaffirm your enthusiasm, and establish a deadline for your decision. Make sure you have all details in writing: job description, salary, benefits, start date, etc.

NEGOTIATING

If you are interested in the position but are not satisfied with the terms of the offer, you may choose to negotiate. Contact the hiring manager, reemphasize your interest, and express your desire to negotiate. Be prepared to explain your reasoning on the spot, or schedule a time to speak/meet. Use the tips below to better navigate the negotiation process.



- Understand what your priorities and deal breakers are before you negotiate. Research salary norms for the type and level of position, geographical location and industry.
- Consider the complete package – it is not always about money. Think about other factors that might help improve your work experience (Benefits, Work schedule, etc.)
- Know what you want and is important to you, but frame your request in a way that emphasizes joint goals for you and the employer.

ACCEPTING THE OFFER

When you are satisfied with the offer, accept both verbally and in writing. Withdraw your application from any other positions you are being considered for and do not continue to interview.

REJECTING THE OFFER

Call the employer by phone to let them know that you are not accepting the offer. Express appreciation for the offer and maintain a positive tone. You do not need to indicate why you have accepted another position but in case they ask, have a basic response as to why you're declining their position. Be sure to not burn any bridges, as you may work with the organization or seek employment with them again in the future.



Statement on Non-Discrimination

New York Institute of Technology does not discriminate in admissions, access to, operation of, treatment or employment in its programs and activities on the basis of race, color, national origin, religion, creed, ethnicity, disability, age, marital status, sex, gender, sexual orientation, gender identity, veteran status, or any other legally protected status. The following person has been designated to handle inquiries regarding this non-discrimination statement or inquiries regarding Section 504 of the Rehabilitation Act of 1973 or Title IX of the Education Act of 1972: Cheryl Monticciolo, Director of Compliance and Title IX and 504 Coordinator, New York Institute of Technology, Tower House, Room 106, Old Westbury, NY 11568; 516.686.1080, cheryl.monticciolo@nyit.edu



NYIT.EDU/CS