

NEW GRADUATE GUIDE

Getting Hired

*Graduate
School*

*Resume &
Cover Letter*

*Interview
Preparation*

Handshake

*Career
Exploration*

TABLE OF CONTENTS

Writing Your Resume and Cover Letter.....	Page 1
Preparing for an Interview	Page 2
Getting Hired	Page 3
Resources for Career Exploration	Page 4
Planning for Graduate School	Page 5
How To Use Handshake	Page 6

Schedule an Appointment on Handshake !

<https://caldwell.joinhandshake.com>

Career Center > Appointments > Schedule A New Appointment
Virtual or In Person

Career Planning & Development Office

Aquinas 109

careers@caldwell.edu

973-618-3290

[@Careers_CU](#)

<https://www.caldwell.edu/career/>

ONLINE RESOURCES

Trello

Sample resumes and cover letters, informational articles, tips, and more!

JobHero

Update your resume with sample job overviews and descriptions for various roles in different industries.



Writing your RESUME & COVER LETTER

RESUME

Brief document that summarizes you as a job candidate

Include:

- Educational history
- Applicable skills
- Work experience and qualifications
- Professional memberships

COVER LETTER

Detailed document that shows hiring managers your desire for a particular job

- Demonstrate your personality
- Discuss specific items listed in the job description and how your skills and experience match those requirements
- Includes: heading, greeting, how you found the job, how you will contribute to the organization, your goals for future contact

Handshake

- Upload your resume or cover letter to be reviewed and edited by a counselor
- Schedule an appointment with a counselor to review and edit your resume and cover letter



ONLINE RESOURCES

Trello

Interview Preparation Resources

The Muse

Your 2023 Guide to the Most Common Interview Questions and Answers



Preparing for an INTERVIEW

BEFORE THE INTERVIEW

- Schedule a mock interview with a counselor from Career Planning
- Research the interviewer and company
- Practice answers to common interview questions (i.e. "Why are you interested in this role in this company?")
- Prepare questions for your interviewer (e.g. can you explain some of the day to day responsibilities this job entails?)

DURING AND AFTER THE INTERVIEW

- Bring copies of your resume, a notebook, and pen
- Arrive 10-15 minutes early
- Practice good manners and body language
- Keep your answers concise and focus
- Tie your answers back to your skills and accomplishments

After the Interview

- Ask about next steps
- Send a personalized thank you letter after the interview
- Follow up
- Apply to other organizations and places to have back ups



SIMPLE STEPS

1. Have your resume and cover letter edited and ready to submit for applications
2. Make a LinkedIn profile
3. Identify what you are looking for in a job and must haves
4. Identify what you do not want in a job and non-negotiable factors



Getting Hired AFTER COLLEGE

LINKEDIN

- Connect with alumni
- Strengthen professional relationships
- Network
- Join professional groups
- Follow employers
- Learn about companies you might apply to
- Discover new career opportunities

O*NET

- Explore careers, relevant skills, work activities, educational requirements, and location specific wages
- See what careers have a Bright Outlook, or are expected to grow and have more job opportunities
- Identify your work related interests and values

Search Engines

[GoinGlobal](#)

[Indeed](#)

[Handshake](#)

[Glassdoor](#)

[LinkedIn](#)



Schedule an appointment with a counselor at Career Planning for additional assistance!

<https://www.caldwell.edu/career/>

IDENTIFY YOUR CAREER HIERARCHY OF NEEDS:

- Physical needs
- Relational needs
- Organizational needs
- Health and lifestyle needs
- Growth needs
- Learning and performance needs



Resources for CAREER EXPLORATION

ONLINE RESOURCES

What Can I Do with This Major?

<https://www.caldwell.edu/career/students/majors/>

Connect your major to common career areas, typical employers, and strategies to make you a more marketable candidate!

Focus-2 (For Caldwell students and Alumni)

<https://www.caldwell.edu/career/students/focus-2-assessment/>

Access Code: caldwell

Utilize career readiness and self assessments, compare different occupations, and explore careers for your major!

In-person or virtual appointments available through Handshake:

Schedule a meeting with a counselor from Career Planning to discuss your interests, strengths, and options!

Trello

Resources for careers in graphic design, communications, math, sociology, technology, and more!

[Visit Now!](#)



<https://www.caldwell.edu/career/>

THE RIGHT TIME TO GO TO GRADUATE SCHOOL

is when you know you can be a successful graduate student

ONLINE RESOURCES

Graduate Guide

Graduate program search engine, articles and advice!



Planning for GRADUATE SCHOOL

HOW TO APPLY:

- Check deadlines and plan accordingly
- Fill out and complete the application and pay the fee
- Request official transcripts from all undergraduate schools
- Register for, study for, and take the appropriate graduate school exam (i.e. GRE, MCAT for medical, LSAT for law, GMAT for business)
- Request letters of recommendation from professors, employers, and mentors
- Complete a resume or CV if required (and get it reviewed by Career Planning!)
- Write and edit your personal statement or statement of purpose

Materials you need will vary for each program - stay organized and plan ahead!

Meet with a counselor in Career Planning to explore your options!

Resources on Trello

- How to choose a graduate school
- How to secure a great letter of recommendation
- Should you go to grad school right after undergrad?
- And more!
- [Visit Now!](#)



WHAT IS HANDSHAKE?

Online recruiting platform for students and alumni for assistance with job and internship searches and career resources



How to use **HANDSHAKE**

WHY IT'S IMPORTANT

- Find and apply to open job and internship positions!
- Make an appointment to meet with a counselor from the Career Planning office for help with your resume, interviewing, finding a job or internship, and more!
- Upload your resume or cover letter to be reviewed!
- Learn about on and off campus hiring and informational events!

How to Get Started

- Login to <https://caldwell.joinhandshake.com>
- Complete your profile
- You can change your e-mail to a non-Caldwell e-mail address
- Explore recommendations, jobs, and events
- Click on Career Center in the left-hand column to make an appointment or upload documents



CONTACT US

Schedule an Appointment on Handshake !

<https://caldwell.joinhandshake.com>

Career Center > Appointments > Schedule A New Appointment
Virtual or In Person

Career Planning & Development Office

Aquinas 109

careers@caldwell.edu

973-618-3290

[@Careers CU](#)

<https://www.caldwell.edu/career/>

Complete List of Resources

[Trello](#)

[JobHero](#)

[Handshake](#)

[The Muse](#)

[LinkedIn](#)

[O*Net](#)

[Indeed](#)

[Glassdoor](#)

[GoinGlobal](#)

[What Can I Do With This Major?](#)

[Focus-2](#)

[Graduate Guide](#)