# MEIM CAREER GUIDE

## Table of Contents

INTRODUCTION TO HEINZ CAREER SERVICES .................................................................................. 3
  - Office Information .................................................................................................................. 3
  - Meet the Staff ......................................................................................................................... 3
  - Handshake ............................................................................................................................. 5

PREPARING FOR YOUR JOB SEARCH ..................................................................................... 6
  - Values & Skills Assessments ............................................................................................... 6
  - Doing Your Research ............................................................................................................ 6
  - Common Job Roles ................................................................................................................ 6
  - Common Employers ............................................................................................................... 9
  - Internship Information ......................................................................................................... 10
  - Internship Requirements ..................................................................................................... 10
  - Internship Resources .......................................................................................................... 11

APPLYING FOR JOBS .................................................................................................................. 13
  - Internship Search Timeline ............................................................................................... 13
  - Job Search Timeline ............................................................................................................ 14
  - Job Search Assistance Fund ............................................................................................... 15
  - Tips for Writing Resumes .................................................................................................... 15
  - Tips for Writing Cover Letters ........................................................................................... 19
    - The Goals of a Cover Letter ............................................................................................ 19
    - Style Guidelines .............................................................................................................. 19
    - Cover Letter Outline ....................................................................................................... 20
    - Cover Letter Language ................................................................................................... 21
  - Choosing Writing Samples .................................................................................................. 23
  - Preparing for an Interview ................................................................................................. 23
    - The Interview Structure .................................................................................................. 23
    - The Behavioral Interview ............................................................................................... 24
    - The Mock Interview ......................................................................................................... 24
    - Practice Interview Questions .......................................................................................... 25
    - Sample Questions to ask the Interviewer ....................................................................... 25
This guide was designed specifically to help you prepare for your job and internship search.

Unless otherwise noted, the information in this packet was developed by Heinz Career Services Staff.

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Consider the environment – please print double-sided when possible.
INTRODUCTION TO HEINZ CAREER SERVICES

Office Information

Office location: Suite A008 (on the lower level of Hamburg Hall)
Office email: cs77@andrew.cmu.edu
Office phone: 412-268-2166
Hours of operation: Monday through Friday, 8:30am – 5:00pm

After-hours appointments scheduled by request.

Meet the Staff

Ron Delfine, Director (rdelfine@andrew.cmu.edu)
Ron is responsible for providing a comprehensive range of services, programs, and materials focusing on career exploration, skill development and placement services to Heinz students. He is also responsible for expanding the base of organizations interested in offering employment opportunities to students graduating from Heinz. He previously worked as an executive recruiter for Crown Advisor Inc. based in Pittsburgh, and has also worked in the Carnegie Mellon Career Center as a Career Consultant for the College of Business Administration and the Mellon College of Science. Ron holds a Bachelor of Science in Secondary Education and a Master of Arts in Student Affairs in Higher Education, both from Indiana University of Pennsylvania.

Maureen May, Associate Director (mm@andrew.cmu.edu)
Advisor for MEIMs and All Heinz Employer Relations
Maureen worked for the CMU main Career Center as the Assistant Director for Employer Relations before coming to Heinz, where she specialized in campus events, sponsorship opportunities, connection with key campus contacts and student organizations. Before that, she worked for the University of Pittsburgh in Career Counseling and Employer Relations as well. She obtained her Bachelor’s degree from Saint Vincent College before attending Indiana University of Pennsylvania for her Masters in Student Affairs in Higher Education.

Anita Nichols, Associate Director (anitanichols@cmu.edu)
Advisor for MSPPMs and MPMs
Anita advises full-time MSPPM and part-time MPM students. She joined the Heinz College Career Services staff after serving as the Director of Programs for the Local Government Academy. At LGA she was responsible for program coordination, curriculum development, event planning, and the Municipal Intern Program. Anita has also worked as a Community and Economic Development Educator in a joint position with the Penn State Cooperation Extension and Smart Growth Partnership. She graduated from Shippensburg University with a degree in Geography, with a concentration in Regional Planning. While at Shippensburg, Anita worked in the Career Education Department advising students on career options. She completed the MPM degree from the Heinz College with a concentration in Higher Education Administration.

Jessica Bowser Acrie, Assistant Director (jabowser@andrew.cmu.edu)
Advisor for MAMs
Jessica assists MAM students with their internship and job searches including interview preparation, cover letter and resume review. She coordinates events for Heinz Career Services and oversees the Internship Opportunity Fund, which raises financial aid for students to complete their internships. Jessica received her Master of Arts Management from Carnegie Mellon University and her BFA in Theatre from Point Park University. She has over a decade of nonprofit arts
administration experience in both the performing and visual arts and has worked for Roundabout Theatre Company, Williamstown Theatre Festival, and the Children’s Museum of Pittsburgh.

**Terri Mohler, Associate Director** (terri@cmu.edu)

*Advisor for MISM, MSISPM, and MSITs*

Terri advises and provides career development resources for ISM students, focusing on the BIDA, MSISPM, and MSIT students. Prior to joining Heinz College, Terri advised international students participating in the cooperative education program at Drexel University in Philadelphia. In that role, she also developed international job opportunities and managed work abroad programs in various countries. Terri obtained her Bachelor of Arts at McGill University in Montreal, Canada, before completing her Master of Science in Higher Education Administration at Drexel University. In between, she spent a year teaching English as a second language in Barcelona, Spain.

**Christine Sundry, Career Advisor** (christine.sundry@cmu.edu)

*Advisor for MISM*

Christine assists the students with the various aspects that encompass the internship and job search such as resume and cover letter writing, interview preparation and counseling in all areas of professional etiquette and development. Christine began her career as a Career Services Director for a technical, proprietary school and later transitioned to CMU, as the MISM Career Advisor from 2003-2005. Before returning to Heinz and MISM, Christine served as a Career Counselor and Internship Coordinator for Saint Vincent College (also her alma mater) and assists CMU’s Engineering and Technology Innovation Management program in a similar capacity. She is happy to once again be serving the Heinz and the MISM population, bringing along her 13 years of experience in higher education.

**Alex Tambellini, Assistant Director** (tambellini@cmu.edu)

*Advisor for MISM*

Alex joined the Heinz College Career Services Staff in November 2016. She advises and provides career development support to Master of Information Systems Management (MISM) students, focusing specifically on Global MISM and 12-Month Summer Start MISM students. Alex is also the primary point of contact within Heinz College Career Services for students at the Adelaide, Australia campus. Prior to joining Heinz College, Alex managed student programs at the University of Pittsburgh Center for Global Health. In that role, Alex worked closely with graduate students pursuing global health education and international internship opportunities throughout the entirety of the student lifecycle. Alex obtained her Bachelor of Arts at Duquesne University in Pittsburgh, PA, and her Master of Education in Higher Education Management at the University of Pittsburgh.

**Diane Taylor, Assistant Director** (detaylor@andrew.cmu.edu)

*Advisor for HCPMs, MS-DCs, and MS-DAs*

Diane joined the Heinz Career Services team in February 2017. She provides support and innovative career strategies to students during their job/internship searches. Prior to her role at Heinz College, Diane was the Assistant Director of the Career & Professional Development Center. In this role, Diane acted as the liaison to Dietrich College of Humanities and Social Sciences, and advised both graduate and undergraduate students. Additionally, Diane worked at the University of Pittsburgh at the Katz Graduate School of Business, where she advised MBA students on academic and career-related matters. She also has an extensive background in K-12 education.

**Kelly George, Recruitment Coordinator** (kgeorge1@andrew.cmu.edu)

Kelly joined the Heinz Career Services staff in December 2016. She is responsible for coordinating the logistical details for on-site visits and events with employers for all programs. Before coming to the Heinz college, Kelly worked as an Administrative Assistant at MAYA Design. She obtained her Bachelor of Arts from the University of Pittsburgh in History of Art and Architecture.
Handshake

Getting started

Handshake is the online recruiting platform used by CMU and Heinz College. As a current student, you should have received an email inviting you to join Handshake. Please contact the Heinz Career Services office if you have not received information.

- Handshake log-in page.
- Helpful training videos and information for students and alumni can be accessed here.
PREPARING FOR YOUR JOB SEARCH

Values & Skills Assessments

Before you begin your job or internship search, it is important to identify what your strengths are and what you value in the workplace. One good way to do this is to conduct a personal value and skill assessment. This can be especially important if a) you don’t have much prior work experience or b) you aren’t sure what you are looking for in your next job move.

Know the answer to questions such as:

1. Do you like jobs that require logic rather than creativity?
2. Do you like jobs that involve travelling and the outdoors rather than an indoor office?
3. What news topics usually catch your attention?
4. Are you comfortable being the center of attention?
5. Would you prefer to work in a large corporate business rather than in a small business or alone?
6. Would you prefer a high paying stressful job over a lower paying less stressful job?
7. Would you like a job where you were held responsible for the overall success of a project?

Once you can articulate to yourself what it is you are looking for in a job or career, you will then be ready to conduct a meaningful job search. Knowing this information will also help you explain to employers why you are interested in a position, or why you would be a good fit with their organization.

Doing Your Research

The first step to a successful job hunt is to do your research. Research the employer, the nature of the work, the career paths available, and what kinds of skills and qualifications are desired.

The following two sections of this guide will break down common types of jobs and employers for people in your degree program. Obviously this is not a comprehensive list, but it will give you an idea of what is reasonable to expect after Heinz.

Additional publications with employer and job information are available in the Career Services library, as well as in the Document Library in Handshake. To learn more about a specific type of job or type of employer, see a career advisor and ask for a list of relevant alumni you can contact to ask specific questions.

Common Job Roles
Production Assistant

**Nature of Work:** A production assistant, also known as a PA, is a job title used in filmmaking and television for a person responsible for various aspects of a production. The job of a PA can vary greatly depending on the budget and specific requirements of a production as well as whether or not the production is unionized. Production assistants on films are sometimes attached to individual actors or filmmakers.

Production assistants are usually divided into two categories: "office PAs" or "set PAs". Duties may include handling production related secretarial duties; typing production notes and casting lists; typing, duplicating, and distributing script revisions, etc. Some PAs work for the production designer choosing fabrics and colors, some work for locations walking around putting up permit notices in a neighborhood prior to production shooting, some work in post-production and run tapes and DVD cuts back and forth between the production house and the set. There is a wide variety of tasks that PAs may be responsible for orchestrating. While working as a PA is an entry level position, it’s usually a good way to learn a variety of aspects of the industry.

*Office PAs* usually spend most hours in the respective show’s production office handling such tasks as phones, deliveries, script copies, lunch pick-ups, and related tasks in coordination with the production manager and production coordinator.

*Set PAs* work on the physical set of the production, whether on location or on a sound stage. They report to the assistant director (AD) department and key set PA if one is so designated. Duties include echoing (calling out) "rolls" and "cuts", locking up (making sure nothing interferes with a take), wrangling talent and background, facilitating communication between departments, distributing paperwork and radios, and related tasks as mandated by the ADs.

PAs usually work 12- to 16-hour days with the possibility at the end of a shoot to work more than 20 hours a single day and are regularly the "first to arrive and the last to leave".

**Qualifications:** People working in the entertainment industry have a wide variety of backgrounds. Some have only a high school education while you will also find people with a JD (Law Degree) willing to take a PA job. A high school diploma is a minimum, with a college background or additional education helpful for advancing in the field. Useful skills include: knowledge of the industry, industry language and terminology, an open, willing and enthusiastic attitude and strong secretarial skills. Dependability, reliability and a good memory are essential as a PA. The ability to handle a variety of constantly changing details is also critical.

**Locations:** The entertainment industry is primarily located in Los Angeles, CA. New York City is also a hub for entertainment. PA jobs could be found in any culturally active city.

**Earnings:** Pay varies widely depending on the type of television show or film production. Standard rates in film typically range from $150-$200 for 12 hours plus overtime. On a television show, pay ranges from $8 an hour with overtime, to flat fees of $500-$650 a week, including or excluding possible overtime. Benefits are conferred depending on where a PA is employed.

Executive Assistant/Secretary

**Nature of Work:** An Executive Assistant, sometimes called an Executive Secretary, relieves the executive he or she is working for of administrative type functions in order to increase the time an executive has available for executive level responsibilities. An Executive Assistant may handle a wide variety of situations and conflicts involving the clerical and administrative function of the office/studio etc. Some administrative assistants tend to focus on mundane tasks planning travel, meetings and expediting routine emails. Others act as project leaders or office managers and undertake complex tasks. Both positions can be a dead end or a stepping stone to a gratifying career.
Typically an executive assistant carries some authority to make crucial decisions affecting the direction of executive, and is therefore a sought-after resource in decision-making and policy setting. The executive assistant performs the usual roles of managing correspondence, preparing research, and communication while also acting as the "gatekeeper," understanding in varying degree the requirements of the executive, and with an ability through this understanding to decide which scheduled events or meetings are most appropriate for allocation of the executive’s time.

An executive assistant may from time to time act as proxy for the executives, representing him/her/them in meetings or communications. An executive assistant differs from a PA in that he or she is expected to possess a higher degree of business acumen, as well as the capacity to influence others on behalf of the executive. A certain amount of project management is commonly required of an executive assistant, as well as the ability to accept the delegation of less consequential executive tasks.

**Qualifications:** When thrust into the Executive Assistant position you need to realize that everything you do is for the benefit of the executive you are assisting. When you make him/her/the business look good, you will look good. A High understanding of industry, business practices, and relationship management is necessary. Able to perform efficiently, problem solve on the spot, and willingness to “do whatever it takes” when it comes to meeting the requests of the individual you are assisting. A wide degree of creativity and latitude is expected.

**Locations:** The entertainment industry is primarily located in Los Angeles, CA. New York City is also a hub for entertainment. Executive assistant jobs could be found in any culturally active city and are common at many large businesses.

**Earnings:** Salaries vary widely depending on the size of the organization and its budget, as well as by location.

**Marketing Assistant**

**Nature of Work:** Marketing managers, coordinators, or assistants usually assist the Executive Director, the Development Director, or the Marketing Director with researching, writing, designing, and creating outreach materials to promote the organization. Depending on the organization, this position could include print or online outreach, traditional media, social networking sites, or other outlets.

Duties vary greatly depending on the nature of the organization, its budget, and its target audience. Tasks could include maintaining and developing an organization’s website, maximizing the search engine optimization results, researching competitors or trends in the market place, writing and designing newsletters, flyers, or web pages, writing press releases, graphic design, data analysis, tracking feedback, or creating PowerPoint presentations. In addition, this position could also assist in strategic planning or be responsible to developing new marketing initiatives.

**Qualifications:** Marketing is often a combination of programming and projects, so individuals who are able to manage a lot of detail and work equally well on a team or by themselves are well suited to these positions. Strong writing, layout and design skills are extremely important, as well as an ability to think creatively within a strategic framework.

Knowledge of design software is often important for these positions, so Microsoft Office and Microsoft Publisher are the basics; while advanced programs such as Adobe InDesign, Illustrator, Photoshop and Acrobat, and knowledge of several online platforms such as basic html/css coding, Drupal, WordPress, and Dreamweaver or Macromedia Flash are definite advantages in this field.

**Locations/Industries:** More and more organizations are becoming aware of the need for consistent and strategic marketing outreach. It is especially common to find marketing positions with any mid-size or larger business within the entertainment industry. Most private firms have entire marketing departments, and are more likely to require additional experience or a marketing degree for new hires.
Earnings: Salaries vary widely depending on the size of the organization and its budget, as well as by location.
Common Employers

OVERVIEW: The entertainment industry (also informally known as show business or show biz) consists of a large number of sub-industries devoted to entertainment. Careers can be established in film, TV, music and more. Changes in technology have provided additional career paths in the industry such as video games, anti-piracy, etc. Film encompasses individual motion pictures, the field of film as an art form, and the motion picture industry. If you’re interested in film, take time to learn about the three phases of making a motion picture: pre-production, production and post-production. TV includes the creation, implementation, marketing and evaluating of programming for audiences.

Film: Review current film industry publications like Daily Variety, Hollywood Reporter, etc. These will assist you in learning the names of major studios, production companies and agencies. Also familiarize yourself with agents, directors, executives, producers and writers who are the leaders in today’s Hollywood. This data will provide the basic foundation for the motion picture industry. Each year, Premiere Magazine rates the 100 top Hollywood Power Players in the industry. Be familiar with and follow these ratings.

TV: Sounds obvious, but watch TV! Know the networks, who owns whom, writers, producers, and the latest Nielsen ratings. Nielsen ratings are audience measurement systems developed by Nielsen Media Research, in an effort to determine the audience size and composition of television programming in the United States.

When it comes to compensation, keep in mind your first few years in the business may be lean. If you’re committed to the industry, don’t let this deter you; many people work their way up the ladder and are in substantial positions in approximately 3-4 years. With hard work and the right network of contacts, growth after this can be unlimited.

POTENTIAL EMPLOYERS FOR HEINZ MEIM STUDENTS:

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<tr>
<th>Film:</th>
<th>TV:</th>
<th>Other:</th>
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<tr>
<td>Walt Disney Pictures</td>
<td>ABC Television</td>
<td>Columbia Records</td>
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<tr>
<td>Miramax Films</td>
<td>CBS</td>
<td>Maya Entertainment</td>
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<td>Universal Studios</td>
<td>NBC</td>
<td>ESPN</td>
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<tr>
<td>20th Century Fox Studios</td>
<td>Pie Town Productions</td>
<td>Jerry Bruckheimer Games</td>
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<td>Warner Bros.</td>
<td>Magical Elves</td>
<td>Ant Farm Productions</td>
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<td>Paramount Pictures</td>
<td>Dick Clark Productions</td>
<td>Creative Artists Agency</td>
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<tr>
<td>MGM</td>
<td>HBO</td>
<td>American Film Institute</td>
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<tr>
<td>Overture Films</td>
<td>Hearst Entertainment</td>
<td>Music Video Production Assoc.</td>
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OTHER RESOURCES: Read the trades weekly. The entertainment business is constantly changing. The trades will be a helpful tool on which organizations and firms will soon be on top or which ones to stay away from. It is hard to get a post on the UTA job list. Sometimes they do not provide the company name because sometimes the job is working as a personal assistant to a famous producer/director/writer. Just know that only legit organizations are able to post on this site. Also, employers now TWEET! Some now post their job postings to Twitter as well as various employer websites; for example @WBCareers.

LA411.com (Mostly smaller companies that deal with production.)
www.entertainmentcareers.com (The firms that post here are likely to be growing organizations.)
The Hollywood Temp Diaries: The Job List
www.mandy.com
www.entertainmentcareers.net
www.internqueen.com
Internship Information

A full-time internship, completed during the summer between the first and second years of the program, will provide you with the opportunity to apply the management and technical skills learned during the first year of the program, gain further professional experience and develop a strong context for the second-year concentration coursework.

You are encouraged to intern with an organization that corresponds to your individual area of interest and career goals. Students in the two-year MEIM program are expected to complete a summer internship. You will not receive academic credit for your internship, but it will be reflected on your transcript as a course with a Pass/Fail grade.

Internship Requirements

- Complete the Internship Reporting Form online.
- The summer, fall, and spring internships should be for a minimum of 300 hours each.
- The internship should allow you to apply skills you have acquired in your first year of study.

Students should view the Student Internship Guidelines for more information, and provide the employers with the Guidelines for Internship Supervisors so they're fully aware of their roles and responsibilities.

For International F1 Visa Students: You must apply for Curricular Practical Training (CPT) employment authorization for your summer internship. CPT authorization is required regardless of the internship being paid or unpaid. CPT is only available to F-1 students who have not graduated and who have been enrolled on a full-time basis for one full academic year (i.e. fall and spring.) If your degree program requires you to do a summer internship, you can qualify for CPT. Processing CPT may take up to 1 week and you cannot begin employment until you receive authorization. CPT guidelines, forms and instructions can be found at the CMU Office of International Education’s website.

Heinz College Internship Funding

The Internship Opportunity Fund (IOF)

Students who accept internships that do not qualify for funding under the Federal Community Service Work Study (FCSWS) program, either because the student does not have federal financial aid eligibility or because the employer and/or the job does not meet federal regulations for FCSWS eligibility, may apply to the Heinz College Internship Opportunity Fund (IOF) for consideration of awards to help support non-paying and low paying internships. Students are never eligible to receive both IOF and FCSWS funds to subsidize the same position.

The IOF is a student-run group that holds various fundraising activities throughout the year to raise money that will be matched by the College if the predetermined fundraising goal is met. All funds are then redistributed to students taking low-paying or unpaid summer internships. Students that actively participate in the fundraising, and that have a demonstrated financial need, will receive preference when the funds are distributed. The IOF is open to students in all programs who do not qualify for FCSWS and that have a required summer internship component, regardless of the employer’s sector.

Federal Community Service Work Study

The Heinz College participates in the Federal Community Service Work Study (FCSWS) program during the academic year and summer work periods. For more information, visit the website.
Internship Resources

It is always a good idea to see where MEIM students have interned in the past, as that means the employer has knowledge of the curriculum in the MEIM program and there is already a relationship in place. Below is an abridged list of previous MEIM employers; for a more up to date list of recent internship placements, visit the Career Services website.

20th Century Fox
2929 Productions, Overture Films
Academy of Television Arts - Medium
Academy of Television Arts - TV Distribution and Syndication
Academy of Television Arts and Sciences
AEG Live, LA
Aftermath Entertainment, Concorde Music Group
APE Digital
Arenas Entertainment
Bruckheimer Productions/ NBC-Universal
Capitol Films, Grey's Anatomy
CBS Films, WB Pictures - Story Development
Dan Lin Pictures
Deluxe Studios
Dentsu America
Development -Cinepolus
Dreamworks
EMI Music Publishing, Digital Sales and Marketing
EMI Music Publishing, Zenden Music
ESPN Programming and Production Administration, Bristol, CT.
FBC Current Programming
Focus Features
Focus Features Publicity
Focus Features, Overture Films
Fox
Fox Broadcasting Co.
Fox Broadcasting, NBC/Universal, Alternative Programming
Fox Current Development/ Red Varden Productions
Fox Development
Fox International
Fox Searchlight Pictures
Fox Sports West
Grey's Anatomy (TV Show)
ICM
International Creative Management
JB Productions
Jerry Bruckheimer Productions/ Assist. to Exec. Producer - Fox: House TV Show
Jinks/Cohen Company Production/Development Focus Features
John Wells Productions
Legendary Entertainment
Lifetime Networks, Shoe Money Productions
Make It Happen Productions
Mandate Pictures
Mandate Pictures/ Marvel Studios
Mandate Pictures/ The Weinstein Company
Marc Platt Productions
Mosaic Media Group- Management
Mosaic-production
mPRm Public Relations
Mun2/NBC Universal/ Jewable.com
Mundos Universal
Myspace
NBC Universal
NBC Universal-Late night with Conan O'Brien
New Line/ Pistor Productions/ Principato Young
Nickelodeon
Overture Films - Intern in Acquisitions
Overture Films. ABC Studios/Grey's Anatomy- Post; CBS Films
Paula Wagner
Pending
Principato-Young Entertainment
Red Varden Productions
Research Warner Bros. Television
Reveille, Fox Reality, Red Varden Studios
Rogers & Cowan Public Relations
Rogers and Cowen
Scrubs (TV Show)
Scrubs/Doozer
Solstar Pictures/Kaliber Films
Sony - Red Wagon Production Co.
Sony Music Entertainment, RED, NY/ Allied Live, NY
Sony Pictures Entertainment
Sony Pictures TV International
Starlight, Starbright Foundation
Steiner Studios, NY
S suretone Records
Tami Media Factory, John Wells Productions
Telemundo-MUN2
Terra Firma Films
Thinkwell Design and Production
Troika
Universal Cable Productions
Universal Music Group - Island Def Jam
Universal Music Group - Marketing/ Universal Home Entertainment - Marketing
Universal Pictures, My Space Video
Ventanazul, Perlis Filits USA
Vision Films/Vision Music
Warner Bros. - Anti-Piracy and Digital Distribution
Warner Bros. Marketing
Warner Bros. Marketing and Publicity - Awards Dept.
Warner Bros. Pictures Worldwide Marketing
Warner Bros. Television
Warner Brothers Interactive
WB Entertainment Group DC Comics Development Paramount
WB Pictures – Music
WME
Writers Assistant BROTHERS AND SISTERS
Yahoo Music
APPLYING FOR JOBS

Internship Search Timeline

We strongly encourage you to begin your research and prepare for your internship search in the fall. By starting your search early, you won’t miss out on potential opportunities. Most students do not get their internships through on-campus recruiting, so your interviews are generally off-campus. Career Services will assist you with your internship search, but please remember we do not match students with employers; obtaining an internship is your responsibility. We encourage you to take the following steps to ensure a successful internship outcome.

AUGUST
- Update your resume
- Gather your interview clothes from home for the fall job fairs
- Research your chosen industry

SEPTEMBER - OCTOBER
- Order business cards. After meeting someone, they are the best way to guarantee that you will be remembered. You can order business cards through CMU Printing and Mailing Services here.
- Have your resume reviewed by your career services advisor.
- Attend the Public Service Fair to learn about local organizations and to secure an optional fall or spring part-time internship. Keep in mind, other internship opportunities may be available in Pittsburgh and are not limited to this fair.
- Upload your resume into Handshake.
- Sign up for on-line newsletters including those like Media Week and Hollywood Reporter. There are a host of others to choose from, please see your career advisor for assistance.
- Attend relevant workshops and information sessions which can be found in Handshake.
- Participate in Network New York.

NOVEMBER - DECEMBER
- Continue to attend relevant workshops and information sessions.
- Begin to research companies and organizations for opportunities – Look on-line and utilize entertainment job sites.

JANUARY – FEBRUARY - MARCH
- Reach out to alumni to set up informational interviews over the phone or in person. Determine specific interests for your summer internship: Finance, Marketing, Business Development, Creative Development, TV programming, production, etc.
- Create a top-ten list of organizations at which you would like to intern. This list can include organizations that have established internship programs as well as those that interest you without a formal internship program.
- Update your resume with relevant academic projects, coursework, etc.
- MEIM’s must attend mandatory internship workshop.
- Participate in a mock interview with career services.
- Research web sites for summer openings and start to make contact with specific companies.
- Start thinking of a back-up plan if your first-choice internships don’t work out.

APRIL - MAY
- At this point you should be interviewing with various organizations.
- Submit your internship reporting form once your internship is secured.
- Connect with other interns relocating to your new city to share housing.
- If you are an F-1 Visa student, you must apply for CPT.
AUGUST
- Schedule an exit interview with your supervisor so to get feedback about your performance.

Job Search Timeline

The entertainment industry is very socially driven, so you must network, network, network! It’s not uncommon to find that contacts and direct experience, not education, drive job placement. Be sure to connect with alumni from the program to conduct informational interviews and grow your network of working professionals. Utilize any contact you already have currently working in the industry. Maintain a professional web presence that employers and contacts can find easily.

Career Services strongly encourages you to begin your job search in the fall of your second year. Although you typically won’t start interviewing for jobs until spring, advanced preparation will make the search that much easier. Most students do not get entertainment industry jobs through campus recruiting; most firms wait for prospective employees to come to them. Career Services will assist you with your job search, but please remember, we do not match students with employers.

AUGUST
- Update your resume including GPA, new relevant courses and experiences
- Upload your revised resume in Handshake
- Start to look closely in Handshake for postings and begin applying
- Begin utilizing your personal network for leads as well as checking company websites
- Gather your interview clothes from home for the fall job fairs
- Continue to research your chosen industry

SEPTEMBER – OCTOBER
- Make sure your updated resume is uploaded in Handshake.
- Meet with your program director to discuss your interests and to organize your job search. Set up a phone meeting with your career advisor.
- Reach out to alumni to set up informational interviews over the phone or in person.
- Join relevant professional organizations (e.g. Academy of Television Arts & Sciences)

NOVEMBER – DECEMBER
- Get your resume cleaned up and reviewed by your career advisor. Don’t forget to add all of your internships.
- Determine specific interests for your job search: Production, Business Development, Finance, TV Programming, etc.

JANUARY – FEBRUARY
- Attend relevant networking events and site visits.
- Talk to alumni. They’re an excellent resource for learning more about a particular organization, career field or employment opportunity. You can find alumni in the Alumni Directory, Alumni Career Advisor Network and Carnegie Mellon Alumni LinkedIn Network.

MARCH – APRIL
- Update your resume with relevant academic projects, coursework, internships etc.
- Networking is very important and helpful. At this point you should begin making contact with employers, sending resumes and applications, and initiating interviews in person or by phone.
MAY – JUNE
· At this point you should be interviewing with various organizations and securing your job.
· Report your job offer in here.

Job Search Assistance Fund

The Heinz College will provide each master’s student with up to $300 in assistance for reasonable costs of travel associated with job interviews and/or conference attendance with public sector or non-profit organizations. The fund is also available to Second-Year MEIM students for interviews within the for-profit entertainment industry.

This fund is to assist you with your job search and receipts must be submitted within 21 days of the interview. In order to qualify, you must first inquire with the interviewing organization to see if they have funds available to assist you with interview-related travel expenses and document their response. Please view the guidelines and application on the website or in the Handshake Document Library for details and instructions.

Tips for Writing Resumes

Get the interview
A resume is a tool which highlights your past experience to demonstrate your ability to perform a job. A resume’s function is not to get you the job; it is to get you the interview. It does this by structuring the reader’s thinking, communicating your strengths and abilities, and grabbing the attention and motivating the reader to take action.

Make it easy to read
A prospective employer will scan your resume for no longer than 30 seconds on average. In order for this to work in your favor, your resume must deliver job-relevant information quickly by being easy to skim and extract interesting information.

Make it relevant to the employer
To gain a competitive edge in the job market, your resume must be well written, error-free, and as quantitative and objective as possible in order to convey a clear and concise image of yourself.

Many of the skills and characteristics listed below relate to how employees work, indicating the importance employers place on work style. Your ability to demonstrate to an employer that you have these qualities and skills is just as important as actually possessing them. When you can, point to specific activities or course work that demonstrate these qualities:

- Communication skills, verbal and written
- Teamwork skills
- Interpersonal skills/works well with others
- Motivation/initiative
- Strong work ethic
- Analytical skills
- Flexibility/adaptability
- Computer/technical skills
- Organizational skills
- Leadership

Source: Job Outlook 2006, National Association of Colleges and Employers

DO:
✓ Make sure everything on your resume supports your job objective.
✓ Focus on the employer’s needs for the position.
✓ Emphasize what you got done, do not simply list your job duties.
✓ Show results, and quantify. When possible, use numbers, percentages, frequency, volume, etc.
✓ Be relevant – mention the specific skills you have to do the job.
✓ Use action verbs to describe your work. (See the list that follows).
✓ Limit length to one page. After you have a couple of years of experience, then go to two.
✓ Be visually appealing and easy to read.
✓ Use consistent formatting.

DO NOT:
✗ Lie on your resume. The truth will be found out and many employers will terminate an employee if false information was provided during the hiring process.
✗ Have any misspellings, bad grammar, or poor punctuation.
✗ Include your birth date, marital status, religious affiliation, and personal philosophies.
✗ Include salary information; save it for the interview. If you are required to give that information, reveal it in the cover letter.
✗ Include a photograph of yourself.
✗ List exact dates (months and years are sufficient).
✗ List your high school information.
✗ List references on the resume – those will be asked for later if needed.
✗ Use pronouns, abbreviations, conjunctions, jargon or buzzwords unless terms are widely known and accepted (as in the case of AFL-CIO or UNICEF).
✗ Be too repetitive with your action words.
✗ Have someone else write your resume. You can ask for advice, but you know yourself best and will have to defend the contents in the interview.

415 Action Words for Describing Your Experience

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 Expedited | Inspected | Offered | Related | Stimulated
Expelled | Inspired | Operated | Rejected | Stood
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Firmed | Invented | Perfected | Represented | Supplied
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Formulated | Invoked | Persuaded | Resigned | Surveyed
Fortified | Involved | Pledged | Resolved | Sustained
Fought | Isolated | Pleased | Resumptions | Swept
Found | Issued | Possessed | Revitalized | Systematized
Framed | Joined | Predicted | Risked | Talked
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Gained | Jumped | Presented | Reviewed | Tested
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Grouped | Levelled | Promoted | Sanctioned | Uncovered
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Guided | Limited | Proposed | Screened | Unearthed
Halted | Linked | Proposed | Scrutinized | Unraveled
Handled | Liquidated | Proposed | Searched | Upgraded
Harmonized | Localized | Proposed | Secured | Upheld
Fastened | Located | Proposed | Selected | Urged
Headed | Locked | Provided | Settled | Used
Healed | Maintained | Pruned | Serviced | Utilized
Heightened | Managed | Published | Set Up | Warned
Held | Mapped | Publicized | Serviced | Won
Helped | Marketed | Purchased | Settled | Wrote
Hired | Matched | Pursued | Shaped | Split
Identified | Measured | Quelled | Shaved
Ignored | Merged | Questioned | Sifted
Ignited | Met | Quickened | Simplified
Imparted | Mitigated | Quieted | Slowed
Impelled | Mobilized | Raided | Sold
Implemented | Moderated | Rallied | Sold
Imposed | Modernized | Reacted | Sought
Improved | Modified | Received | Sparked
Improvised | Monitored | Recommended | Specified
Inaugurated | Motivated | Recruited | Spelled
Increased | Mounted | Recorded | Split
Indicated | Named | Revoked

MEIM CAREER GUIDE
Jane Media
1000 Bluffside Drive • Studio City, CA 91604 • 412-555-7183 • jane.media@gmail.com

EDUCATION

Carnegie Mellon University Pittsburgh, PA/Los Angeles, CA
Master of Entertainment Industry Management, GPA: 3.85  May 2014

University of Oklahoma, Norman, OK
Bachelor of Business Administration, GPA: 3.62, Magna Cum Laude  May 2012

WORK EXPERIENCE

- Cover heavy phones and coordinate meetings for the SVP of A&R
- Scout potential talent to add to the Columbia Records roster
- Attend brainstorming meetings with SVP and EVP of A&R to pitch artists and evaluate their fit within the label brand
- Coordinate CD burns and show calendars for talent recruiting opportunities

SYCO Entertainment, Sony Music Entertainment  A&R/TV&Film Development Intern, August 2013- May 2014
- Cover heavy desks for executives including answering phones and organizing schedules
- Coordinate various film development projects and help to create pitches for new film ideas
- Recruit talent and pitch performances for X-Factor and America’s Got Talent, as well as support television show development for pitches to various networks
- Create branding strategies and market placement ideas for Simon Cowell’s new artists

AEG Live  Digital Marketing Intern, August-December 2013
- Contributed creative marketing strategies for North American tours such as Bon Jovi, Kanye, and Hunter Hayes
- Tracked social media popularity statistics of AEG venues across the country, inputting reports to regional representatives
- Corresponded with venue managers and tour managers in the US regarding promotional digital content

Troika Design Group, Los Angeles, CA  Marketing Intern, June-August 2013
- Delivered training to leading entertainment companies such as ESPN, Disney, and The CW on ways to tackle digital branding
- Researched and developed “white paper” projects, analyzing and summarizing most recent marketing strategies
- Developed and presented competitive digital strategies to teams and top entertainment brands via Keynote Presentations

Warner Bros Records, Los Angeles, CA  Creative Sync Licensing Intern, June-August 2013
- Pitched WBR artist content for upcoming film and TV projects
- Designed and created music licensing blasts of artist material via Microsoft Publisher
- Created and maintained database of potential projects and clients via Microsoft Excel

LD Entertainment, Oklahoma City, OK  Web Design/Social Media Intern, Spring 2012
- Designed company website including business objectives, company branches, executive biographies, and current projects
- Created public relations and marketing objectives to promote upcoming projects such as fan contests and sweepstakes

American Airlines Center, Dallas, TX  Interactive Marketing Intern, Summer 2011
- Developed marketing strategies and interacted with fan bases of 8,000 to 25,000 for events such as the 2011 NBA Finals, New Kids on the Block, Britney Spears, Rihanna, The Backstreet Boys, X-Factor Auditions, Sade & John Legend

Walt Disney World Resort, Orlando, FL  Character Attendant, Spring 2011
- Served as liaison between performers and managers to ensure consistent communication between large park departments
- Coordinated character meet-and-greets with park guests

Oklahoma Athletic Department, The University of Oklahoma  Marketing Intern, 2009-2010
- Implemented games and promotions in a fast-paced environment to increase crowd interaction
- Oversaw promotions and conducted award presentations to alumni and athletes during half time events

LEADERSHIP/VOLUNTEER EXPERIENCE

Integrated Business Core Program, The University of Oklahoma  Marketing Chairman, Fall 2010
- Created a student run company, along with 20 students, to create, market, and sell OU logo BBQ Skewers that raised over $10,000 in company profits to JDRF and 500 community service hours to Norman, OK

Campus Activities Council, Concert Series, The University of Oklahoma  Executive Team, 2011-2012
- Created numerous marketing strategies to book and promote upcoming concerts to the students of OU and Norman, OK

Gamma Phi Beta Sorority, PSI Chapter  Vice President, 2010-2011
- Served as liaison between Gamma Phi Beta International Headquarters and Gamma Phi Beta PSI Chapter
- Helped to increase Gamma Phi Beta membership by 15%
- Facilitated standards initiatives to maintain Gamma Phi Beta’s positive reputation on campus and with headquarters
Joe Media
joemedia@gmail.com
201.412.4444
Los Angeles, CA

EDUCATION

Masters in Entertainment Industry Management, May 2014
Heinz College of Management
Carnegie Mellon University (CMU)
Los Angeles, CA and Pittsburgh, PA
QPA: 3.53

B.A. Psychology, May 2010
Tufts University
Medford, MA

RELEVANT COURSEWORK

Business Affairs
CMU Spring 2014
- Budgeting; Contract deal structure; Contingent compensation

Film Economics, Marketing, and Distribution
CMU Fall 2013
- Marketing budget; Investment structure; Demographic/psychographic positioning

Multiplatform Production & Marketing
CMU Fall 2013
- Digital, traditional, and physical promotional Strategy

Principles of Marketing and Interactive Marketing
CMU Fall 2012
- Customer differentiation; promotion in digital markets

Project Management
CMU Fall 2012
- Stakeholder analysis; Risk response strategy; Quality management; Activity-Based Costing; Resource allocation

Strategic Management and Implementation
CMU Fall 2012
- Proposals; Market overview; Customer and service segmentation

Additional Courses
Creative Enterprises: For-Profit Systems & Structures; Digital Content and Delivery; Film Acquisition; Film Exhibition; Intellectual Property; Production Management; Organizational Design and Implementation

SKILLS

Script coverage & notes; Staffing lists; Experience in fast-paced deadline-driven environment; Financial statement literacy; Project Management; Research; Scheduling

Software
Adobe InDesign, Illustrator, Photoshop; Microsoft Excel, Outlook, PowerPoint, Project, Word

INDUSTRY EXPERIENCE

HBO | Series Development Intern
Los Angeles, CA [Fall 2013 – May 2014]
- Conducted Analysis, Quick Reviews, Draft Comparisons for pilot submissions & staffing of current/new series writing
- Coordinated pitch meeting scheduling, general calls

Sony Pictures | Strategic Research and Marketing Intern
Los Angeles, LA [Fall 2013]
- Created strategic film positioning documents; Conducted case study on competing marketing campaign;
  Assembled comparison titles and box office cumes for film slates

TV Land | Program Planning and Scheduling Intern
New York, NY [Summer 2013]
- Strategized and assembled daily logs for program segments, promos, navigations, and tune-in
- Organized episode scheduling for stunts/marathons
- Compiled weekly competitive data on network landscape

INDEPENDENT SHORT FILMS

"The Encounter," Carnegie Mellon University Short Film
Pittsburgh, PA [2012-2013]
- Financing Team – Fundraising; Overseeing $12,000 budget
- Accepted into 2014 Cannes Court Métrage

"Occupy 50th Street," New York University Short Film
New York, NY [Aug 2012]
- Producer - Supervised casting, production design, catering, equipment transport
- Responsible for maintaining $500 budget

THESIS

"The Role of Social Media in Television Audience Engagement" [2012-2013]
- Advised social analytics client Networked Insights on entry strategy for television market

EMPLOYMENT

Division of Sleep Medicine, Harvard Medical School
Primary recruiter at Brigham and Women's Hospital
Boston, MA [Oct. 2010-March 2012]
- Organized and implemented research protocol; Managed meetings between patients, clinicians
- Recruited patients; Coordinated scheduling for clinical
Tips for Writing Cover Letters

The Goals of a Cover Letter

a. Identifies the position for which you are applying and how you learned of it.
b. Indicates why you are applying.
c. Describes how your skills match the position requirements.
d. Provides an attractive self-portrait and subliminal reasons why they should interview you.
e. Requests information on next steps and repeats your availability, phone, and email.

Style Guidelines

· **Be Targeted:** Be specific. If possible, indicate a special reason for wanting to work for that particular employer. Discuss your interest and skills for the industry or career field.

· **Be Persuasive:** The letter should be problem-solving oriented and refer to how you can meet the employer or job needs rather than simply listing accomplishments or your desires.

· **Tone:** Be clear and concise. The letter should expand upon the resume and add personal flavor. Give the impression of confidence, but not conceit. It is best not to be clever or cute, but you may choose to be creative, depending on the type of employer to whom you wish to appeal.

· **Be Accurate:** Use correct grammar, punctuation and spelling. Make certain there are no mistakes. Have career counselors and/or individuals you know critique your letters.

· **Be Specific:** Address the letter to an individual rather than to Dear Sir/Madam whenever possible.

· **Paragraphs:** Be brief; keep them short enough to encourage reading.

· **Paper:** Use high quality bond paper with matching envelopes.

· **Print:** Type or laser-print your letter using block or semi-block basic letter styles. The page should be well-balanced.

· **Signature:** Remember to sign your letter by hand after it is printed out, preferably in blue pen.

**Note:** There has been a dramatic increase of letters and resumes sent through email and web application sites. Whenever possible, electronic letters and resumes should be sent as a PDF to decrease the likelihood of formatting issues when it is received by a potential employer. Regardless of the communication mode being used, strong letters will produce a positive first impression. The students who send exceptional letters, on paper or electronically, are noticed and will strongly be considered for job opportunities.
Cover Letter Outline

Your Name
Your Address
City, State, Zip
Your Phone
Your Email

Contact Person
Title
Department
Employer
Address
City State Zip

Date

Dear Mr./Ms./Mrs./Dr. etc (Contact Person)

*Paragraph One: Introduction*
  - Brief
  - Mention exact source of job information
  - Upbeat and confident tone

*Paragraph Two: The Why Paragraph*
  - Mention three reasons why you are qualified for the job (cross-reference with your resume)
  - All three points must awaken the employer’s curiosity
  - Prioritize three points strategically ( weakest point should go second)
  - Keep temp of the sentence fast and smooth – read it aloud to see if it flows

*Paragraph Three: The Descriptive Paragraph*
  - Choose the strongest point from the previous paragraph and provide an in-depth description
  - Use quantifiables
  - Add information of interest NOT on your resume
  - Note a few interesting things about yourself – paint yourself as interesting, likeable, etc.

*Paragraph Four: The Closing*
  - Include next steps – your contact information and plans for follow-up
  - Closing – one-sentence recap of the why (don’t repeat yourself) with a emphatic, confident tone without making any demands of the employer outright

Sincerely/Regards,

Your Name Typed

Sample cover letters can be found in the Heinz Career Services document Cover Letter Guide (PDF).
Cover Letter Language

**Self-Descriptive Words**

*Use words like those below to add descriptive personal qualities to your letter.*

<table>
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<th>Detail-Oriented</th>
<th>Independent</th>
<th>Proficient</th>
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<td>Diplomatic</td>
<td>Loyal</td>
<td>Reliable</td>
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<td>Alert</td>
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<td>Mature</td>
<td>Resilient</td>
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<tr>
<td>Ambitious</td>
<td>Discrete</td>
<td>Objective</td>
<td>Resourceful</td>
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<tr>
<td>Analytical</td>
<td>Economical</td>
<td>Optimistic</td>
<td>Respective</td>
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<tr>
<td>Attentive</td>
<td>Efficient</td>
<td>Perceptive</td>
<td>Self-reliant</td>
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<tr>
<td>Broad-minded</td>
<td>Energetic</td>
<td>Personable</td>
<td>Sense of Humor</td>
</tr>
<tr>
<td>Consistent</td>
<td>Enterprising</td>
<td>Pleasant</td>
<td>Sincere</td>
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<tr>
<td>Constructive</td>
<td>Enthusiastic</td>
<td>Positive</td>
<td>Sophisticated</td>
</tr>
<tr>
<td>Creative</td>
<td>Extroverted</td>
<td>Practical</td>
<td>Systematic</td>
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<tr>
<td>Dependable</td>
<td>Honest</td>
<td>Productive</td>
<td>Thorough</td>
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**Action Words**

*Use words like those below to connote a “spirited personality” and a “productive work ethic.”*

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<td>Influenced</td>
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<td>Supervised</td>
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Choosing Writing Samples

Potential employers may occasionally ask for a writing sample to be included with the cover letter and resume, typically for jobs in research, the media, or advertising and public relations.

Unless otherwise specified by the employer, choose a writing sample that is at least two and no longer than five pages in length. If you wish to use a longer piece of writing, extract a two to five page section of the larger work and introduce it with a paragraph or abstract which puts the selection in context (i.e. that explains what the larger work is about and how the section you’ve provided fits in to that larger work).

Your first consideration in selecting a writing sample is quality. Choose a piece that you feel is well-written over a piece that covers a topic related to the job but about which you have reservations.

This is almost as important as the quality of the writing. For virtually any job, choose a piece which reflects the elements of good business writing. It should be based in reality and concrete terminology (versus abstractions), be concise, convey meaning in as few words as possible, and it should not require the reader to have any special knowledge of your topic.

Lastly, if it happens that you have written something which relates to the job in some way (be it content or the manner of analysis) and it is of good quality, choose that piece as your sample. For example, a case study from a business-related course would serve as a good writing sample for most management or business analyst positions. A research paper would be a good choice for virtually any research-oriented position.

Special cases: Using "creative" samples, when conveying your ability to think creatively can be important in certain fields. But even in "creative" fields, such as advertising or television, employers want to know that you can convey your ideas clearly and succinctly. Seek advice from a career counselor before submitting a creative piece as a sample.

The writing sample instructions above were developed by the Boston College Career Center.

Preparing for an Interview

The first thing to remember in an interview is that the interviewer does not hold all the power; you need to be interviewing the employer as they are interviewing you. Both you and the employer have to decide if you meet each other’s goals, values and culture. Make sure you know what you are looking for in a company and position.

Plan for the interview questions in advance. Think about your strengths and weaknesses, and how you have developed your skills and characteristics during your classroom experiences, activities, internships, volunteerism, etc. Prepare examples from your experiences to support your answers to questions about your skills or work style. Mock interviews are helpful and can be scheduled with career advisors at any time.

Next, you need to research the employer. Employers are looking for candidates who have done their homework and have a general understanding of the company’s products and/or services. Most companies will have a web site that is a wealth of information. In addition, alumni contacts can be helpful as well as company-sponsored information sessions. Talk to a career advisor to obtain alumni contacts.

The Interview Structure

1. Most interviews will start out with an introduction to establish a relationship between you and the interviewer. Often they will try to help you relax by asking simple questions such as how your year is going or if you had trouble finding parking. Even though this may be a time for you to settle in and try to relax, keep in mind that the interviewer is forming
his/her first impression of you. You want to make sure you have good eye contact, wait to ask to be seated, and give the interviewer a solid handshake. Remember to have good posture, since the way you carry yourself tells about your self-confidence. In a 30-minute interview, this part of the interview will last for about 3-5 minutes.

2. The second part is the interviewer’s specific questions. The interviewer will ask a variety of topics that will range from your education, work and internship experiences, activities, career plans and self-assessment. The interviewer will use open-ended questions that will let you describe your background. The interviewer may probe into certain areas to evaluate your knowledge and background.

Your goal is to communicate clearly how your experiences lend themselves to the position. This is your chance to sell yourself. Certainly one of the goals of the interview is to determine if you have the skills and knowledge needed to do the job. In addition, the interviewer is trying to determine if you are a “fit” for the company and position. They are evaluating how you handle yourself in a stressful situation, and looking at your communication skills, self-confidence, ability to relate to others, and interest in the position. There is a lot going on in this 15-20 minute stage of the interview.

3. The third phase of the interview is time for your questions. This will give you an opportunity to show you did your homework and to clarify any information that has already been provided. Carefully plan your questions beforehand. Do not ask questions which could be answered from the company website or literature, but rather are a result of what you have read. When developing questions, consider what you need to know to make an informed decision about employment with this company. Remember that you are interviewing them as well as they are interviewing you. This phase of the interview will last about 5-10 minutes.

4. The fourth stage of the interview is the close. The interviewer should inform you of the next step in the process. If he/she does not, you may ask in a professional manner. Express your appreciation for the opportunity to speak with him/her and “ask for the position” by making a final statement summing up your good fit and strong interest.

Note: Phone interviews generally follow the same structure as in-person interviews. You should be just as prepared for a phone interview as an in-person interview as they are often used to screen applicants at the beginning of the hiring process. Even though the interviewer cannot see you, it is wise to conduct yourself as though he/she could. Plan to conduct the phone interview in a quiet area so you can hear, and be heard, clearly.

The Behavioral Interview

Behavioral interviewing is a popular interviewing style where the interviewer will ask open-ended questions about your past experience and how you handled them to gauge how you will handle future situations. Your response should be based on the STAR system:

**Situation:** Identify the problem.

**Task:** Define your objective.

**Action:** Describe the steps you took to achieve your objective.

**Results:** Measure your effectiveness.

The Mock Interview

Mock interviews can be scheduled with your career advisor as a way to prepare for an upcoming interview. A mock interview should be treated like a real interview so it creates an authentic environment for practice. Be prepared with questions just like a real interview. Your career advisor will give you feedback after the mock interview that you will be able to integrate into your upcoming interview. If you are able to schedule a mock interview with a professional in the field, treat is just like a real interview but remember that it is also a networking opportunity.
Practice Interview Questions

1. Tell me about yourself?
2. What are you motivations for applying to this position/company?
3. How are you going about your job search?
4. Why do you want to work in this industry?
5. What is your career plan?
6. What are your strengths?
7. What are your areas for improvement?
8. Why did you choose this master’s program?
9. Tell me about a time you failed?
10. Tell me about a time you encountered people of different backgrounds?
11. Tell me about a difficult challenge you had to overcome?
12. Tell me about a time when you had multiple things to do at the same time, how did you handle it?
13. Tell me about a time when you didn’t get along with a teammate or co-worker?
14. Tell me about a time when your ethics were challenged?
15. Tell me about a time when you learned a new technology quickly?
16. Tell me about a time when you were unable to meet a deadline?
17. Tell me about a time when you had the opportunity to lead a team?
18. Describe a time when you felt it was necessary to modify or change your actions in order to respond to the needs of another person.
19. Give me an example of a problem you faced on the job or in the classroom, and tell me how you solved it.
20. Tell me about a situation in which you had to deal with a very upset customer, coworker or peer.
21. Describe your most recent group effort.
22. Describe your dream job/career.
23. Describe the most creative project you have completed.
24. Give me an example of when you felt you were able to build motivation in your coworkers or peers.
25. Give an example of a time when you had to be relatively quick in coming to an important decision.

Sample Questions to ask the Interviewer

1. Can you tell me in detail about the duties of this position?
2. Why did this position become available?
3. What will the training program be like?
4. How long do people typically stay in the position?
5. Where do people go after they leave the position?
6. What characteristics are you looking for?
7. What major challenges is this organization facing?
8. What are the challenges, negative aspects or positive aspects of this position?
9. What advanced training programs are available for those who demonstrate outstanding ability?
10. What are the organization’s growth plans?
11. What is the next step in the selection process?
12. Where do you see me in five years if I join and succeed with your organization?
13. How will my performance be evaluated?
14. How are employees rewarded for excellent performance?
15. What is the attrition rate of new hires within one/three/five years?
16. How does this position and department fit into the organization as a whole?
17. How would you describe the work atmosphere in the organization?
18. What would I be expected to accomplish in the first six months on the job? In the first year?
19. Does the job require much travel?
20. What are the chances of being relocated after starting the job?

More interview tips and questions can be found in the Heinz Career Services Interview Skills Guide (PDF).