Bard College Career Development Office (CDO)

Bard Basic Job Guide (BBJG)

Job? Internship? Career Path? Don’t know where to start?

Come and see us in the Career Development Office, CDO, Campus Center 201.

We can help! We look forward to working with you.

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twitter.com/BardCollegeCDO

First Steps

Reflect. Take inventory of what you like to do and what excites you. Talk with a CDO career adviser about your interests and passions, and how your liberal arts education relates to internships, jobs, and careers.

You don’t have to figure out your career direction for the rest of your life. Work with a CDO adviser to define a job or internship goal for the immediate future, next summer, or the first year following graduation.

Meet with a CDO adviser to get concrete information on how to accomplish your goals, research your field of interest, and use CDO resources.
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus 2 and Self-Assessments</td>
<td>3</td>
</tr>
<tr>
<td>Resume Writing and Sample Resumes</td>
<td>4</td>
</tr>
<tr>
<td>The Cover Letter and Samples</td>
<td>10</td>
</tr>
<tr>
<td>Networking 101</td>
<td>13</td>
</tr>
<tr>
<td>Networking Etiquette</td>
<td>14</td>
</tr>
<tr>
<td>Networking: Making Contacts and LinkedIn</td>
<td>15</td>
</tr>
<tr>
<td>Informational Interviewing</td>
<td>16</td>
</tr>
<tr>
<td>Interviewing</td>
<td>17</td>
</tr>
<tr>
<td>Phone and Skype/Virtual Interviews</td>
<td>19</td>
</tr>
<tr>
<td>Build Your Elevator Pitch</td>
<td>20</td>
</tr>
<tr>
<td>The Thank-You Letter</td>
<td>21</td>
</tr>
<tr>
<td>References</td>
<td>22</td>
</tr>
<tr>
<td>Salary: Resources and Tips</td>
<td>23</td>
</tr>
<tr>
<td>CDO Resources: Bard Subscription Sites and Top Free Online Job/Internship Sites</td>
<td>24</td>
</tr>
</tbody>
</table>
FOCUS 2 AND SELF-ASSESSMENTS

The job search process can be daunting, especially if you don’t know what you want to do or you aren’t sure what you can do with your major. To help start this process of sorting out options and researching career paths, CDO offers a resource to all Bard students called Focus 2.

Focus 2 is an online assessment-based tool that will guide you through a reliable career and education decision-making model to help you make informed decisions about your career.

- Assess your career-relevant personal qualities, including interests, values, and skills
- Explore career fields that are most compatible with your assessment results
- Narrow and refine your results to find your top career choices
- Schedule an appointment with the Career Development Office to discuss your Focus 2 results and start planning your job search (e-mail cdo@bard.edu)

WILL FOCUS 2 HELP YOU?
- Explore career fields that are most compatible with your assessment results
- Narrow and refine your results to find your top career choices
- Schedule an appointment with the Career Development Office to discuss your Focus 2 results and start planning your job search (e-mail cdo@bard.edu)

ASSESS, EXPLORE, PLAN!

Set Up a Focus 2 Account
To set up your Focus 2 account, copy and paste the following URL into your browser:

When creating your account, please note that the access code is cdo.

In the future, when you want to log back in after you have already created your account, copy and paste the following URL into your browser: https://www.focuscareer2.com/Portal/login.cfm?SID=862.

Complete Focus 2 Assessments
- Once you have finished your Focus 2 registration, go to the Self Assessment section and complete all five assessments. Each assessment consists of about 30 questions. You may stop and restart at a later time if you need to.
- Look at each individual assessment report; read through the results and each career title suggested.
- For each recommended career, you will see an Occupation Name, National Average Salary, and Major. Click on all of the Occupation Names that interest you.
- Use the menu at left to cycle through all of the information: Job Duties, Skills, Values, Outlook, Earnings, Interest Profile, Working Conditions, Professional Associations, and Areas of Study.
- Save any occupations that interest you after reading through the description.
- Return to the main menu and under Self Assessment, click on “Narrow and Refine Your Results—See Your Top Career Choices.” Combine two or more (up to all five) of the assessments to create different lists of careers—repeat the step of reading through all the occupation information and saving any careers that interest you.

Search Job Titles and Career Opportunities
Once you’ve completed your Focus 2 assessments and you’ve received your results, do further research on your top job titles by searching for opportunities using the websites below. This will help you achieve a better understanding of the types of jobs available, scope of work, required skills and qualifications, and basic responsibilities:
- www.indeed.com
- www.wetfeet.com
- www.onetonline.org

Other Assessments
CDO advisers are also certified to administer the Myers-Briggs Type Indicator (MBTI) assessment. If you are interested in taking this, please email cdo@bard.edu to schedule an appointment.
RESUME WRITING AND SAMPLE RESUMES

Use our CDO resume samples to guide you in writing a resume.

Your resume is a branding piece that reflects your skills and talents and the value and experience you can bring to any organization

Create a Resume That Stands Out From the Crowd

- Use dynamic keywords that appear in the job description that truly reflect your skills and accomplishments.
- Hiring managers use keywords to search resumes, so it’s important that you use keywords relevant to your industry throughout your resume.
- Use descriptive titles. For example, rather than Volunteer, give a fuller picture of your position by writing Educational Programs Volunteer or Events Planning Committee Volunteer.
- Prioritize and list your most important skills first in each work-experience entry.
- List your work history in reverse chronological order.

Top Attributes Employers Seek on a Resume

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Problem-Solving Skills</th>
<th>Written &amp; Verbal Communication Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative</td>
<td>Analytical/Quantitative Skills</td>
<td>Ability to Work in a Team</td>
</tr>
<tr>
<td>Computer Skills</td>
<td>Strong Work Ethic</td>
<td>Technical Skills</td>
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</table>

As you draft your resume, aim to highlight any of the above qualities and skills that relate to your experience, knowledge, and accomplishments.

Make Your Resume Readable

- Make your resume readable. Font should be from 10 to 12 point.
- Leave enough room in the margins: 1" on the top and bottom, 1.25" on the sides.
- Save and send your resume as a PDF. A PDF retains the original layout as you designed it.

Keep It to One Page

Employers want to read your resume quickly and may take less than 30 seconds to assess it. You do not need to include every job, honor, or experience you have had.

Eliminate Unimportant Details

- You do not need to include street addresses or phone numbers of previous employers. Only display City/Town and State.
- High school information is not usually included, although first-years and sophomores may include some accomplishments if they are relevant to the employer.
- Eliminate “References available upon request.” Employers will request them if desired.

Have Someone Else Proofread Your Resume

Even one typo on a resume may disqualify you for an interview. Do not rely entirely on spell-check.

CDO Can Help

Make an appointment with CDO (cdo@bard.edu) and we’ll give you feedback on your resume!
Action Verbs for Resume Writing

Achieved  Constructed  Followed  Moderated  Reinforced
Acted  Controlled  Forecasted  Monitored  Remodeled
Adapted  Copied  Formulated  Motivated  Rendered
Administered  Coordinated  Founded  Negotiated  Reorganized
Advanced  Corresponded  Gathered  Observed  Repaired
Advised  Counseled  Generated  Operated  Reported
Analyzed  Created  Graduated  Organized  Researched
Anticipated  Decided  Guided  Originated  Resolved
Appraised  Defined  Headed  Participated  Reviewed
Approved  Delivered  Helped  Perceived  Revised
Arranged  Demonstrated  Identified  Persuaded  Scheduled
Assembled  Designed  Illustrated  Planned  Set up
Assessed  Determined  Implemented  Prepared  Simplified
Assisted  Developed  Improved  Presented  Sketched
Attended  Devised  Improved  Printed  Started
Budgeted  Diagnosed  Inaugurated  Processed  Steered
Built  Displayed  Increased  Produced  Streamlined
Calculated  Disproved  Influenced  Programmed  Strengthened
Charted  Distributed  Initiated  Propelled  Studied
Checked  Drafted  Installed  Proposed  Summarized
Classified  Edited  Instructed  Protected  Supervised
Coached  Enabled  Interacted  Proved  Supported
Collected  Encouraged  Interpreted  Provided  Systemized
Communicated  Enhanced  Interviewed  Publicized  Targeted
Compared  Established  Investigated  Published  Taught
Compiled  Estimated  Launched  Purchased  Traveled
Completed  Evaluated  Led  Raised  Updated
Composed  Executed  Listened  Read  Upgraded
Computed  Expanded  Located  Reasoned  Utilized
Conceived  Expedited  Maintained  Recommended  Volunteered
Conceptualized  Explained  Managed  Recorded  Worked
Conducted  Fabricated  Measured  Recruited  Wrote
Consolidated  Facilitated  Mediated  Reduced

Useful Adjectives and Phrases

Ability to delegate  Critical thinking skills  Present information
Ability to train  Customer oriented  Problem solver
Ability to implement  Extensive experience with  Public speaker skills
Ability to work well  Fluent in  Results oriented
Ability to plan  Flexible with  Risk taker
Accurate  Follow-through  Self-management
Adaptable  Follow-up  Self-starter
Assertive  Good sense of  Setting priorities
Assertive worker  Handle multiple tasks  Strong design experience
Analytical ability  High energy  Supervisory abilities
Competitive  Industrious  Supportive
Communication skills  Innovative  Takes initiative
Conceptual ability  Leadership qualities  Team player
Conversant with  Organizational skills  Willing to travel
Creative  Persuasive  Working knowledge of
EDUCATION
Bard College, Annandale-on-Hudson, NY
B.A. expected, May 2021. Intended Major: Written Arts

Bronx High School, Bronx, NY
NYS Regents Diploma with Honors, June 2017

AWARDS
Bard Opportunity Scholarship Recipient, 2017 – Present
National Honor Society 2016 and 2017

EXPERIENCE
92nd Street Y New York, NY
Counselor Summer 2016 and 2017
Supervised and mentored at-risk youth ages eight to eleven during summer program aimed at helping participants explore topics in science, math and technology. Encouraged group participation with enthusiastic leadership and positive reinforcement. Utilized active listening skills to build meaningful relationships and provide needed support to all participants.

Applebee’s Restaurant Bronx, NY
Waiter Summer 2014 and 2015
Practiced strong communication and customer service skills, including taking orders, making accurate change, and providing helpful information to customers for busy restaurant. Proven ability to successfully perform in fast-paced, high-volume work environment.

Catholic Charities of New York New York, NY
Meal Preparation Volunteer Fall 2013 – Spring 2015
Worked with group of soup kitchen volunteers to prepare Sunday meals for over 100 homeless and hungry community members. Followed proper protocol to ensure all meals were prepared equally and on time.

LEADERSHIP
Bronx HS Varsity Basketball Team Bronx NY
Captain Fall 2015 – Spring 2017
Created practice schedules and off-season workouts, served as line of communication between team and athletic department. Assisted coach with game plans and practice drills.

EXTRACURRICULAR EXPERIENCE
Bronx HS Debate Club, Member Spring 2015 – Spring 2017
• Participated in debate events with competing high schools throughout metropolitan region
Bronx HS Environmental Group, Member Fall 2014 – Spring 2016
• Helped coordinate cleanup days in neighborhoods with local environmental organizations

SKILLS
Computer: Experienced with Microsoft Word; Familiar with Excel and PowerPoint
Language: Fluent in Spanish
COLLEGE ADDRESS: 
Bard College 
Annandale-on-Hudson, NY  12504 
845-758-8603

PERMANENT ADDRESS: 
55 Houston Street 
New York, NY  10010 
212-865-9901

SUMMARY
- Motivated individual with proven experience working with art community
- Strong organizational skills with attention to detail
- Passionate about learning; able to communicate effectively to general public

EDUCATION
Bard College, Annandale-on-Hudson, NY
B.A. expected May 2020, Art History
Lorenzo de Medici, Florence, Italy, Study Abroad, Summer 2017

WORK EXPERIENCE
Art History Department, Bard College, Annandale-on-Hudson, NY
Slide Library Student Assistant, September 2016 to Present
Photograph art images for slide usage. Handle internet research for art slide purchases and order from vendors. Organize slides and make duplicates for faculty. Utilized attention to detail to provide clerical assistance and type and file documents.

Jane Gold, New York, NY
Artist’s Assistant, Summer 2017
Developed rapport and effective communication with artist which resulted in being able to effectively organize art supplies, coordinate mailing list for opening reception, and carefully pack and unwrap artwork. Accurately proofread artist’s statement, biography, and exhibition catalogue.

Alexander Gallery, New York, NY
Gallery Intern, Summer 2016 and Winter 2017
Researched gallery artists and managed artists’ files. Crafted concise public relations briefs under tight deadlines and assembled information for press kits. Used customer service skills and knowledge of artwork while working at reception desk; able to effectively answer questions about artists’ work and art prices.

EXTRACURRICULAR ACTIVITIES
Member, Bard College Swim Team, 2016 to Present
Member, Bard College Art Collective Club, 2016 - 2017

SKILLS
Computer: P.C. and Mac literate, Word, Excel, PowerPoint, and Photoshop
Language: Intermediate Italian and conversational French
SUMMARY: College senior with solid science foundation and strong lab skills. Exhibited consistent organizational and analytic skills in coursework and research.

EDUCATION: Bard College, Annandale-on-Hudson, NY
B.A. expected May 2019, Biology, GPA 3.73

RELEVANT COURSEWORK:
- Subcellular Biology
- Biochemistry
- Bioinformatics
- Advanced Topics in Cell Biology
- Ecology
- Cancer Biology
- Organismal Biology
- Statistics and Research Design
- Neuroscience
- Biology of Infectious Disease
- Calculus

LAB EXPERIENCE:
- Bard College, Annandale-on-Hudson, NY, Fall 2016 - present
  - Biology Laboratory Assistant
    - Work independently to prepare accurate reagents and supplies for lab sessions.
    - Communicate effectively with laboratory students to answer technical questions.

University of Minnesota, St. Paul, MN
Laboratory for Human Neurogenetics, Maria Corn, M.D.
Undergraduate Research Fellow, Summer 2017
- Studied genetic factors of schizophrenia and obsessive-compulsive disorder as part of five-member student team.
- Executed behavioral studies of transgenic mice and handled molecular bench work. Analyzed data and suggested conclusions.

WORK EXPERIENCE:
- Bard Learning Commons, Bard College, Fall 2016 – Spring 2017
  - Academic Peer Tutor in Biology
    - Used strong science background and communication skills to provide one-on-one tutoring and present review sessions; able to effectively explain complex concepts to students.
    - Organized student study space; independently ensured tables were clean and tidy.

LEADERSHIP:
- Captain, Bard Soccer Team, Fall 2016
  - Led team to semifinals; effective motivator and organizer for team.

SKILLS:
- GC/MS and SPSS, experience with lab equipment.
- Proficient in Microsoft Office.
EDUCATION
Bard College, Annandale-on-Hudson, NY
B.A. expected, May 2018, Political Studies & Global International Studies Program, GPA: 3.73
Senior Thesis: Rwanda: Never Again? An Examination of Humanitarian Military Intervention in the Global Information Age
Bard College Globalization and International Affairs Program, New York, NY, Fall 2016
Related Coursework: Introduction to Political Thinking; Economic Dimensions of World Issues; Chinese Politics; International Relations; U.S.-East Asian Relations; Introduction to Microeconomics; Introduction to Macroeconomics; Politics of Economic Development; Theories of Political and Social Change; Humanitarian Action; Realism Reconsidered: Ethics and International Relations

WORK EXPERIENCE
Amnesty International USA San Francisco, CA
Human Rights Film Festival Coordinator Summer 2016 and Summer 2017
- Served as liaison to filmmakers and distributors for film festivals; used strong communication skills to effectively relay schedule and details to participants
- Utilized attention to detail to create databases, such as mailing lists, survey responses, and catalogues
- Researched potential festival entries and helped review festival submissions; clearly organized and rated submissions via Excel document allowing organizers to quickly review list

The World Policy Institute New York, NY
Research and Development Operations Intern Fall 2016
- Assisted Senior Fellows with research and writing
- Exhibited proofreading skills to edit newsletters and update website; supported media outreach and event coordination, and managed mailing lists
- Collaborated with staff on fundraising initiatives enabling team to coordinate efforts

LEADERSHIP EXPERIENCE
Bard College Democrats Annandale-on-Hudson, NY
Special Events Director Spring 2017
- Planned "Progressive Students Symposium," featuring panel of seven leftist and liberal politicians, labor organizers, and professional activists; attended by over 50 students and supporters from Hudson Valley Area

Bard Film Committee Annandale-on-Hudson, NY
Chairperson Fall 2015–Spring 2016
- Wrote budget proposals and effectively advocated for increased budget, managed weekly expenses
- Conducted club meetings, increased membership by 25%
- Established contacts with film distributors and researched print availability

EXTRACURRICULAR ACTIVITIES
Delegate, Bard Model United Nations Team 2016–2017
- Traveled and competed in collegiate conferences at McGill University and Yale University
Member, Bard Debate Team 2015–2016
- Participated in parliamentary debate events with universities in the tri-state area

SKILLS
Languages: Proficient in French and Hindi
Computer: HTML, Microsoft Programs (Word, PowerPoint, Excel, Access, Outlook), and Photoshop
THE COVER LETTER

Your cover letter informs the reader what you are applying for, why you are interested in the position, and why you have the skills and experience to be successful in the position.

Convince the Reader to Consider You

- The main purpose of the cover letter is to convince the reader to consider you for their position.
- The cover letter gives you the opportunity to introduce yourself in your own voice and to highlight your skills and experience as appropriate for a particular position.

Write an Effective Cover Letter

- The cover letter can be written in a tone that is appropriate for what and where you are applying. You should still use professional language, but it can be written in a narrative format.
- You do not need to explain every position that’s listed in your resume. Instead, elaborate on your experiences that have similar skills or responsibilities to the position you are applying to. Focus on relevancy.
- The cover letter should be no more than one page in length. Three to four short paragraphs maximum:

First paragraph:
Tell why you are writing, state the title of the position you are applying for, where and how you learned of the opening; express some excitement about the opportunity and address your interest in it.

Second paragraph:
Describe your qualifications for the job, including your knowledge, skills, and experience. Reflect what you know about the company and describe how you would contribute to their mission or goals.

The focus of this paragraph should be on what you can offer them, not what you will gain from the job, internship, or organization. Only if an employer asks the applicant to address career goals and how the position supports this, would you write about the benefits to gain from a particular opportunity.

Third paragraph:
Express your enthusiasm for the position and organization once more and thank the reader for their time.

Formatting Matters

- The cover letter is an official business document, so you should always include a formal address header (see samples). If you do not know who will be reading your cover letter, do some research to find a contact name.
- Pay attention to the appearance and layout of your letter. Your resume and cover letter should have matching letterheads at the top (name and contact information all in the same type and font size).
- Use a font size from 10 to 12 point. You can minimize your top/bottom margins, but keep left/right at 1”.

Proofread Carefully

- Spell every word completely. Do not use abbreviations or the word etcetera or its abbreviation of etc.
- Proofread the letter several times or ask a friend to help correct any mistakes that might cost you an interview. The cover letter is an example of your writing skills and also shows your attention to detail.

CDO Can Help

- Make an appointment with CDO (cdo@bard.edu) and we’ll give you feedback on your cover letter!
May 14, 2017

Ms. Debra Jones  
Director, Human Resources  
Cold Spring Harbor Laboratory  
222 Sky Highway  
Cold Spring Harbor, NY 14509  

Dear Ms. Jones:

I am applying for the position of Lab Technician I - II, Requisition Number 00379-R, as listed on your website May 12, 2017. I have been impressed with the work done at CSHL and am particularly interested in your recent collaboration with Pfizer to develop a next-generation human short hairpin RNA (shRNA) library.

I have two years of lab experience as a lab assistant and have also studied genetic factors of mental illness during an REU at the University of Minnesota. My lab assistant work has required strong organizational skills: I am independently responsible for setting up 20 lab sites, insuring that all equipment is clean and available in a timely manner. I utilized my analytical skills in my summer REU in looking for consistencies and outliers in our data and drawing conclusions. I have also worked with small laboratory animals and tissue culture as part of my REU and have successfully completed research in a team of five student researchers.

I aspire to become part of your renowned research team and would enjoy the opportunity to speak with you about my qualifications. Thank you for taking the time to review my materials and I hope to hear from you soon.

Sincerely,

Sample Student
May 14, 2017

Mr. John Smith  
Director, Human Resources  
Metropolitan Council on Jewish Poverty  
1459 Caton Avenue  
Brooklyn, NY 13485

Dear Mr. Smith:

I wish to be considered for the position of Community Social Worker Program Coordinator as listed on your website May 12, 2017. The Metropolitan Council on Jewish Poverty’s commitment to providing food, career guidance, health care, and housing services to New York’s vulnerable families has a personal resonance with me. My grandparents were able to survive as Russian immigrants in New York because they were given food, translators, and access to housing through social services. I would like to become part of MCJP so that I can give back to other poor Jewish families, like mine, who need assistance.

I have illustrated strong research and writing skills in my senior thesis, spending nine months working with my team of advisers to craft an 80-page paper. I have over two years of experience in direct work with clients, engaging emotionally challenged children and supporting campers with developmental disabilities. I have a history of building rapport and providing effective services to my clients. Moreover, my supervisor at the Astor Home said that my work created a safe space for the children to finally start expressing themselves, and that after working with me, children in the program laughed for the first time. I am also comfortable creating marketing materials, as I was the primary poster maker for the Bard Tango Club where 50 people from the Bard community consistently attended our events.

Thank you for taking the time to review my application. I am enthusiastic about the opportunity to assist low-income New Yorkers as my family was helped so many years ago. I look forward to speaking with you about my qualifications and hope to hear from you soon.

Sincerely,

Sample Student
Networking is one of those strange words that tend to make people uncomfortable, but it’s really not as difficult as you may think. In fact, just by attending Bard, you are already part of an expansive network.

What Does Networking Mean?
Chances are you’ve already engaged in some type of networking. Have you ever asked for a restaurant recommendation, or sought out opinions on a professor before registering for a class? These are informal types of networking!

- Networking is about being friendly, connecting with other people, and creating a group that shares your interests and can connect you to other people.
- When you engage in networking for professional purposes, you can:
  - Develop a list of contacts from whom you can seek career-relevant advice
  - Establish firm knowledge about different career fields and job titles
  - Gain important insights about applying for jobs, such as specific skills employers in your field of interest are looking for
  - Discover job openings and make connections to hiring managers

Why Is Networking So Important?
Networking is the most effective way to find a job. Nearly 75 to 80 percent of all jobs today are found through networking. To become an effective networker, you should first formulate an action plan. Here’s how:

Step 1: List Your Contacts
These are individuals who are already part of your network:

- **Educational and professional**—Bard faculty; career office staff; chairs; administration; classmates, lab partners, and alumni/ae; contacts from other programs; former employers and colleagues; contacts made at career fairs, recruiting events, workshops, and seminars.
- **Personal**—Family, including extended family and distant relatives; friends, friends of your parents, friends of your friends; people you’ve met while traveling; acquaintances from special interest groups, such as health, sports, hobbies.
- **Community**—Fellow organization members (religious, political, professional, or service); neighbors and acquaintances, including neighborhood organizations.

Step 2: Identify Your Goals
What are you interested in learning about? This is what you need to decide before you start to network. Many resources are available to help you target your professional interests and find job titles you are interested in learning about, such as Focus 2 (see page 3). Create a list of the career paths/job titles you want to learn about and practice articulating these interests (see page 16 on Informational Interviewing for help on what types of questions to ask).

Step 3: Make an Outreach
Take a look at your list of contacts and determine the best people to talk to about your interest areas. Once you’ve determined this, make an outreach. Pick up the phone, send an e-mail, or make a connection request on LinkedIn (see page 15 on LinkedIn). Remember, you are simply having casual conversations with people in your field of interest (review page 14 on how to meet and converse with contacts). Keep in mind that networking can happen anywhere and at any time. Networking won’t always be prompted by your outreach—you could be at an event at Bard, a family gathering, a lecture in New York City and apply these networking practices to anyone with whom you converse.

Step 4: Thank Your Contacts and Stay in Touch
If anyone took the time to talk to you over the phone or in person, always send a thank-you note or e-mail. This establishes that you are someone who values that person’s time, and that trait will make people more likely to want to help you in the future. Every three to four months, send a brief e-mail or note, or make a call, letting your professional contacts know what you are up to. This correspondence keeps you on their radar and may remind them that you are a good candidate when a position opens up. For example:

“It was a pleasure meeting you for coffee yesterday afternoon. Thank you for taking the time to speak with me about the field of marketing and for sharing helpful advice on my internship search. I will be sure to keep you updated on my progress, and I look forward to speaking with you again in the future.”
NETWORKING ETIQUETTE

In order for you to build rapport and establish a common ground when networking, people need to like and trust you. This happens in the first 10 seconds they meet you, so in those first 10 seconds you want to smile, make eye contact, stand up straight with excellent posture, shake hands firmly, and be able to introduce yourself and convey purposefulness and confidence. Please consider the following when meeting new people:

- **Be Prepared:** Prepare a self-introduction that clearly states that you are a student at Bard College, will soon start your job search, and are very interested in career opportunities in your field of interest. For example:

  “I’m a sophomore at Bard College studying art history, and I’m looking for internship opportunities this summer in a museum in New York City. Would you be willing to speak with me or is there someone you could introduce me to?”

  This also gives the person you are speaking with a choice—they are less likely to turn down your request if they are given two ways they can help you.

- **Consider Your Attire:** Dress in a way that encourages people to trust you. Don’t be too trendy or flashy. For networking opportunities and interviews, always err on the side of being too formal, rather than informal. In fact, Bard alumni/ae have expressed dissatisfaction to CDO about students who met with them for networking opportunities (coffee, lunch) and dressed too casually for the meeting.

- **Mind and Body Attitude:** Smile, stand up straight, project confidence, be friendly, and show enthusiasm. Think positively, visualize confidence, and be aware of your posture and language. Remember that the tone of your voice has an impact on people. This is also true over the phone! Always smile and sit up straight when talking to contacts on the phone—it really does make a difference.

- **The Handshake:** Smile and always extend your hand when introducing yourself. Make eye contact and give a brief, firm handshake.

- **Listen and Ask Questions:** Become an outstanding listener. Develop the art of small talk, in order to build rapport when you first meet a contact. Prepare some questions about the organization, your contact’s career path, and general advice about the field. Never ask for a job—this puts people on the spot. You want to build a relationship over time in a casual but focused way.

- **Take Risks:** Initiate conversations with people, including people you don’t know. Set a goal of the number of people you plan to introduce yourself to at a networking opportunity. Even setting a goal of meeting one person could lead to positive results.

When engaging in online/social networking, it is also important to follow certain etiquette. When making initial contact via LinkedIn or through e-mail:

- **Craft Thoughtful Introductions:** Remember, networking is not asking for a job. It is building connections that lead to useful information about your field of interest. When you are writing an introduction on LinkedIn or via e-mail, it is important to draft a thoughtful message—to give a brief overview of who you are and why you’d like to connect, explain how you know each other, or what it is you have in common. For example *(please note that LinkedIn limits the amount you can write in your connection request)*:

  “Dear Ms. Jones,

  As a junior at Bard studying written arts I am very interested in pursuing a career in book publishing. I see that you work at Simon & Schuster, and I am hoping that you, a Bard alumna, would be willing to connect with me on LinkedIn.”

  Kind regards,

  John Smith
NETWORKING: MAKING CONTACTS and LinkedIn

Although you already have an existing list of contacts (see page 13 on your network), the art of networking is in continually making new connections with individuals with whom you share a common interest. Of the many acceptable ways to make new connections, one of the most effective is through LinkedIn:

- LinkedIn ([www.linkedin.com](http://www.linkedin.com)) is a social media site specifically for professionals to make connections with other professionals. It is the most commonly used tool for online/social networking, and recent surveys have shown that 87 percent of employers use LinkedIn to conduct online recruiting.

Create or update your LinkedIn profile. Once you've done this, you can search people, companies, associations, and more, and ask to make connections. As in traditional networking, there are rules to keep in mind when using LinkedIn. See below for best practices when building your profile and connecting with others. You can also contact CDO for advice.

*All Bardians should be sure to join the Bard College Alumni/ae Association Group and connect with The Career Development Office’s Page*

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How to Network on LinkedIn

Follow these easy steps to get connected now.

1. **100% complete = 40x more opportunities**
   
   You can't build connections if people don't know who you are or see what you have to offer. Your LinkedIn profile is your online business card, resume, and letters of rec all in one. Users with complete profiles are 40x more likely to receive opportunities through LinkedIn.

2. **You're more experienced than you think**
   
   The more information you provide, the more people will find reasons to connect with you. Think really broadly about all your experience, including summer jobs, unpaid internships, volunteer work, and student organizations. You never know what might catch someone's eye.

3. **Use your Inbox**
   
   Contrary to popular belief, networking doesn't mean reaching out to strangers. The best networks begin with those you know and trust, and then grow based on personal referrals. Start building your LinkedIn network by uploading your online address book and connecting to friends, relatives, internship colleagues, and professionals you know in the “real world.”

4. **Get Personal**
   
   As you build your connections on LinkedIn, always customize your connection requests with a friendly note and, if necessary, a reminder of where you met or what organization you have in common. If you're being referred by a mutual friend, write a brief intro of who you are and why you'd like to connect. You'll impress people with your personal touch.

5. **Join the “In” Crowd**
   
   Another way to form new online relationships is to join LinkedIn Groups. Start with your university group—alums love to connect with students—and then find volunteer organizations or professional associations you already belong to. As a member, you can comment on discussions, find exclusive job listings, and meet people who share common interests.

6. **Lend a (virtual) hand**
   
   As you build connections and group memberships, think about what you can do to support others. Comment on a classmate’s status update or forward a job listing to a friend—you’ll find that your generosity is always rewarded (and you’ll feel good about it!)

7. **Update your status #early and #often**
   
   Networking is not just about who you know; it’s about who knows you. Stay on other people’s radar screens by updating your LinkedIn status at least once a week—you can do this directly on LinkedIn or by linking your Twitter account and marking tweets with #LinkedIn. Mention events you're attending, projects you've completed, and other professional news.

8. **Question (and answer) everything**
   
   LinkedIn’s Answers feature is a great place to seek advice from a wide variety of people all around the world. You can also show the world what you have to offer by answering people’s questions about a topic where you have some expertise. The more active you are in Answers, the more people will view your profile and want to connect with you.

9. **Do your homework**
   
   Before an informational interview, a job interview, or a networking get-together, use LinkedIn to learn about the background and interests of the people you’re scheduled to meet. Access Company Pages to research organizations and their employees, and use Advanced Search to find things you have in common with people you’re meeting.

10. **Now step away from the computer…**
    
    Be sure to support your online networking with real human contact. Set up phone calls, attend live events, and send snail mail notes to people you interact with on LinkedIn. Remember that online methods should supplement, not replace, in-person relationship-building.

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*Bardians should also get connected to:*

- **Bard Office of Alumni/ae Affairs** ([www.annandaleonline.org](http://www.annandaleonline.org)): Get plugged into the Office of Alumni/ae Affairs while you’re a student to learn about opportunities to meet and network with Bard alumni/ae. During your senior year you’ll be invited to join Annandale Online, a networking site just for Bardians.

- **Professional Associations** ([www.asaecenter.org](http://www.asaecenter.org)): Joining a professional association is a great way to connect with like-minded professionals and learn about other networking opportunities.
INFORMATIONAL INTERVIEWING

What Are the Benefits of Informational Interviewing?
- Help in researching career paths and/or specific job titles and work environments.
- Providing an excellent way of meeting professionals in career fields that interest you.

What Is an Informational Interview?
- An interview in which you direct the conversation and ask questions to gain information about a particular field.
- An important means of networking and excellent way to develop a list of contacts in your field of interest for the future.
- Never ask for a job during an informational interview! Make it clear that you are not asking the interviewee to provide you with job leads, but rather, leads to meeting people in their field and information about the field.

How to Request an Informational Interview
- Identify alumni/ae and organizations that are in your field of interest.
- Prepare your notes and questions and then send an e-mail or call the contact.
- Address what you are looking for and why, and how you are connected to that person or organization.

SAMPLE: REACHING OUT TO A BARDIAN
Dear Ms. Stevens:
I am a junior art history major at Bard, and I got your contact information from the Office of Alumni/ae Affairs. Last summer, I was an intern with 201 Gallery; I helped hang shows, publicize events, and manage the front desk. After this exciting experience, I am certain I want to continue working in the gallery world. I was hoping you would have 15 to 20 minutes to speak with me about the art world, your best suggestions for next steps, and any advice or experience you would like to share with me.

Sincerely,
Ellie Chen

SAMPLE: CONTACTING SOMEONE YOU DO NOT KNOW (i.e. A COLD CALL)
Dear Mr. Park:
I found your organization on Idealist.org as I searched for human rights organizations in Indiana. I am a senior at Bard College and have completed an internship with Amnesty International. I’m looking for similar organizations near my hometown of Fort Wayne. I was hoping you might have 15 to 20 minutes to speak with me about Global Horizons, and I would enjoy hearing your thoughts about the human rights field and any other agencies that might be a good fit for me in the area. Thank you for your time.

Sincerely,
Patrick Simon

STRUCTURING AN INFORMATIONAL INTERVIEW
Usually an informational interview is around 15 to 30 minutes, but if your contact extends the time, it can be longer. You will set the agenda because it is your interview, so be sure to go prepared with questions.

Possible Questions:
- Please describe the major responsibilities of your job.
- What was your preparation and career path to get to this job?
- Can you describe an average day? Describe what you like and dislike about your job.
- Are there other organizations that are similar to yours that I should be aware of?
- Would you be kind enough to look at my resume and offer your suggestions?
- What are some of the trends in this field? Are there any issues that I should be aware of?
- What skills should I be developing now? What are the top skills this organization looks for in employees?
- What preparation, education, and experience would best prepare me for a job like yours?
- What is the potential for growth and advancement in your job?
- Can you think of anyone else I should be talking to about entering this field?

What To Come Away With:
- Contact’s business card and a referral to another person in the field, should you want an additional informational interview.
- A deeper understanding about a particular industry and career area.

How To Follow Up:
- Send a thank-you note (see page 13, step 4 for guidelines).
- If you promise to send something, deliver what you promised to send.
- Keep your contact posted on your activities two to four times a year—a brief e-mail is enough to keep in touch.
INTERVIEWING

Successful interviews are the result of preparation and practice. After reading this tip sheet, feel free to reach out to Bard CDO to schedule a Mock Interview appointment to practice your interviewing skills.

CDO also subscribes to an online Interview Preparation tool called The Big Interview. Students and alumni/ae can utilize this resource by going to https://bard.biginterview.com/.

Key Components to Successful Interviewing

Know thyself – Realize your potential for the position, be mindful of your strengths, skills and talents and be able to express them confidently.

Conduct research – Performing research on the organization and position ahead of time is key. Research the company’s culture, history, mission and services by reading through the company website, mentions in the media, speaking to professionals in the field and accessing resources like www.glassdoor.com and www.linkedin.com

Practice interview question responses – Practice your answers to the typical interview questions below to fine-tune your responses and build confidence over the interview process. Always be positive in your responses and prepare and practice your “Elevator Pitch” for the answer to the “Tell me about yourself” question. (See page 18 for sample questions and page 20 for Elevator Pitch Exercise)

Bring your questions – Remember that you are interviewing the organization to determine if this position is a good fit for you just as they are interviewing you, so come prepared with specific questions. Your questions will also show the interviewer that you have done your homework and researched the organization, industry and position.

Be mindful of your physical presence – Throughout the interview try to be mindful of your body language. Use direct eye contact when answering questions and smile. Greet and leave with a firm handshake.

Mentally prepare – Relax and breathe. Utilize relaxation techniques if needed in order to keep you centered throughout the interview. Enjoy the experience and getting to know more about the position and the interviewer.

Dress professionally – Make a strong first impression by dressing in business attire for the interview. Please wear professional attire, which includes: clean, polished shoes; a blazer with slacks/skirt or a suit; button down shirt with a tie or a blouse.

What to bring with you – Bring 3-5 copies of your resume to share and a pen and pad of paper to jot down questions or discussion points during your interview. Turn off your cell phone once you arrive at the location, as you will want to be fully focused on the process and the interviewer.

Follow-up – Thank the interviewer for their time and ask for a business card. Follow-up with a thank you note/e-mail within 24-48 hours. In your thank you, reference why you would be a good fit for the role and what you enjoyed learning about in the interview. It is ok to follow-up by phone and/or e-mail after two weeks of the interview to touch base and let the interviewer know that you continue to be interested in the position.

Always bring at least three copies of your resume and a list of references (see sample Reference Sheet on page 21) to each interview on good-quality stationery.
**Typical Interview Questions:**

Practice your responses to these typical interview questions. You can practice in front of a mirror or with a friend or CDO adviser. “Expect the unexpected” - there are always a few questions that you may not be prepared for. It’s ok to take a moment to think about those responses before answering.

**General Interview Questions** - These are questions designed to help the interviewer get to know you and your interest in their position. Where you can, give brief examples of how you demonstrated a skill, strength or talent.

- Tell me about yourself and why are you interested in this position?
- What do you know about our company?
- Why did you choose to attend Bard College? What do/did you enjoy about your experience?
- How does your degree, coursework or work experience prepare you for this position?
- What is your biggest strength?
- What do you consider to be your weakness or an area for improvement?
- What do you like to do in your free time? What are your future goals?
- Do you have any questions for us?

**Behavioral Competency Based Interview Questions** - Interviewers want to get a sense of how you’ve performed in the past in order to determine if you would be a good fit for their position. Give specific and concise examples focused on experiences related to: Teamwork, Leadership, Handling Conflict, Problem Solving, and Time Management. When responding to questions think **S.T.A. R. (Situation, Task, Action, and Result)**. Briefly describe each component in your answers to the following questions.

- Tell me about a team project you worked on. What role did you play in the team?
- Tell me about a time when you demonstrated leadership skills.
- Give an example of a time you had to work with a difficult person.
- Tell me about a time when you came up with a new approach to a problem.
- Tell me about a time that you made a mistake and how you handled it.
- Tell me about a time you set a goal for yourself. How did you go about ensuring that you would meet your objective?
- Give me an example of a time you managed numerous responsibilities. How did you handle that?

For more practice, utilize CDO’s online Interview Preparation tool called The Big Interview [https://bard.biginterview.com/](https://bard.biginterview.com/)

**Types of Interviews:**

**Phone and Skype/Other Video Platforms** - Used by employers as first round interviews to qualify potential candidates or if the employer is located at a distance from the candidate. Create a professional username for the interview, as the employer will see your logon name. Remember to smile, project strong voice quality and have a quiet place to conduct interviews. Dress professionally for Skype interviews and test your technology prior to the appointment.

**In Person Interviews** – Arrive 10 minutes before your interview. The interview begins when you walk in the door and all individuals you meet may have a say in the hiring process. Introduce yourself, be polite and attentive and always dress professionally.

**Informational Interviews** – Learn more about a specific field, role or organization. These interviews are initiated by you and not for application to a specific position, but for you to gain more knowledge of a field of interest. *(see page 16 for more information)*

For all interviews, send thank you note/ e-mail within 24-48 hours.
TIPS FOR PHONE AND SKYPE/VIRTUAL INTERVIEWS

Although you will almost always go through a formal in-person interview at some point during the application process, many employers use the phone and/or Skype (or another online video-chat platform) to conduct earlier rounds of interviewing, sometimes referred to as a phone screen or a virtual interview. How you perform during these interviews is critical to making it to the in-person round.

For a phone and/or virtual interview, be sure to follow traditional interview preparation guidelines (see page 17). Prepare just as you would for an in-person interview. Just because you are communicating over the phone or Internet doesn’t mean the questions or overall tone of the interview will be any less difficult. Here are some additional guidelines:

**PHONE INTERVIEW**

- **Find a quiet location.** Make sure you won’t be interrupted or distracted. Find a place that is private and be sure you turn off anything that could create background noise.
- **Dress up.** Yes, you should dress professionally for a phone interview. It will help boost your confidence and encourage your professionalism. Part of preparing for an interview is getting into a professional mindset and dressing up to help do this.
- **Smile and pay attention to your composure.** Similar to an in-person interview, paying attention to your composure is important. Make sure you smile, sit up straight, communicate enthusiasm, and project confidence. Paying attention to your body language even though the interviewer can’t see you will have an affect on your interview—it will help you focus and engage, and it will make a difference in how the interviewer perceives you.
- **Take notes.** One benefit of a phone interview is that you can have your resume, paper, and a pen in front of you. To help stay focused, feel free to jot down notes during your phone interview. These may be things that you want to bring up or ask about later on, or that might help refresh your mind when answering specific questions.

**SKYPE (VIRTUAL INTERVIEW)**

- **Create a professional username.** Whether your interviewer has designated Skype or another video-chat system as the platform for your interview, you will most likely need to create an account. Remember, the interviewer will see your username, so create a professional one. A combination of your first and last names is highly recommended: marymichaels123, mmichaels, michaelsm, and so on.
- **Find a clean, quiet location.** Your location will make a big difference in your interview performance and will also influence how the interviewer perceives you. Find a place with no background noise and a clean backdrop that won’t distract the interviewer from focusing on you. Remember to turn off your phone and unplug other devices that could make noise. Make sure you are in a location where others can’t interrupt.
- **Practice.** Do a test run to ensure that the camera, sound, and volume on your computer are all functioning properly. It is advisable to set up a session with a friend or family member to practice answering questions and composing your appearance over a Skype/virtual connection.
- **Dress up.** Yes, even though this is a virtual interview you must dress professionally. Follow the same interview attire guidelines as if you were meeting in person (see page 18). Interviewers will take note of how you present yourself, and it is imperative that you dress the part completely—head to toe. Do not wear professional attire only from the waist up.
- **Smile and pay attention to your composure.** Practice prior to your virtual interview is strongly suggested so that you can work on your composure. Just as during an in-person interview you want to smile, sit up straight, show enthusiasm, and be mindful of your facial expressions and body language, always maintaining professional poise.
- **Make eye contact.** Do not focus on the screen. You want to be sure you are making direct eye contact and engaging the interviewer, just as you would in an in-person interview. You should focus on your computer’s camera. This will require some practice; take time to work on this prior to your interview.
Build Your Elevator Pitch:
*Structure a 30-second introductory pitch following the pattern below.

1. Introduce yourself, if appropriate. Offer a firm handshake and make eye contact.
2. State your goal to the person with whom you are talking.
3. State an upcoming graduation date, degree, strength, or skill that relates to your career goal.
4. Follow that with an accomplishment that proves you have that skill or foundation of knowledge.
5. State the field that you want to enter or what you are looking for in a job.

Craft a short introductory or “elevator” pitch which can be used anywhere to let people know the kind of job or internship you are seeking. You only need a few sentences to get the conversation going.

Hello, my name is ____________________________________________
and I am pursuing/completing a BA degree in ____________________________ at Bard College.
I am interested in a career in (or internship as a) ____________________________ in
the ____________________________ area (city, state).
I have been involved (during college) in ____________________________.
I have also had internship, work or volunteer experience doing ____________________________
___________________________.
I discovered that I really enjoy (highlight a skill/strength that you have developed and enjoy using that relates to the career that you are seeking) ____________________________.
I have utilized this strength when I (alternately, you can mention another skill or interest) _________
___________________________________________.

Attributes needed for any industry include: strong written and verbal communication skills, analytical and critical thinking skills, technology skills, the ability to make decisions and take initiative, leadership and teamwork skills, and being able to persevere during difficult tasks.

Example:
Hi I’m Sondra Jones and I’m a sophomore at Bard College planning to major in Studio Arts. I am interested in an internship with an arts education organization in Boston this summer. I’ve been involved in the Expressive Arts program during college in which we help children who have experienced trauma express their voice through their artwork.
THE THANK-YOU LETTER

The thank-you letter should be written immediately following the interview and e-mailed within 24 hours of the interview. If you also send a handwritten note, you will really stand out from the other candidates. The thank-you letter should be formal and should accomplish the following:

First paragraph: Thank the employer for the interview.

Second paragraph: Remind the interviewer of the value you will bring to the organization. You may want to mention something that was discussed during the interview or add more detail to an answer.

Third paragraph: Reiterate that your skills and experience will make you a valuable asset to the organization. Thank the prospective employer once again and state that you look forward to hearing from him or her soon.

SAMPLE THANK-YOU LETTER:

Mary Michaels
55 Houston Street
New York, NY 10010
212-865-9901

February 21, 2012

Deborah Penson
Museum of Modern Art
New York, NY 10019

Dear Ms. Penson:

Thank you for meeting with me on Tuesday to discuss my interest in the assistant curator position at the Museum of Modern Art.

As I shared with you during the interview, I currently work as an intern at the Elisabeth Harris Gallery in Chelsea, where I have gained a lot of experience working with artists and collectors, handling art, and assisting in promoting exhibitions. I would like to mention also that while studying at Bard College, I curated and installed exhibitions in the Student Gallery. I am sure that this experience would enable me to skillfully assist you in managing the exhibits you curate. With my strong art history background and hands-on experience as an intern, I am confident that I can professionally execute all of the assistant curator projects that you would assign to me.

I am very interested and excited about all aspects of your open position. Thank you again for taking the time to meet with me and giving me such a broad understanding of your department’s present needs. I believe my attention to detail and recent marketing experience would add value to MoMA’s services. I look forward to hearing from you.

Sincerely,

Mary Michaels
REFERENCES

Some employers will ask for references when you apply for a job, but most employers check references only after they have interviewed you. Bring a reference sheet to an interview, and/or be prepared to give one to a potential employer when requested. Each reference entry should include all of the person’s contact information so that the prospective employer can choose whether to call, e-mail, or write to your references.

What Is a Reference?
A reference is a professional, academic, or personal contact that can speak to your skills for a position. When you are asking for references, you are requesting permission from someone to be contacted by your prospective employer. References may never be contacted or they may receive a call, e-mail, or letter from your prospective employer. A reference is different from a letter of recommendation or letter of reference, which is an actual letter a reference writes detailing why you are a good fit for a position or a program.

Whom To Ask for a Reference
- Ask relevant supervisors from internships or work experience; have at least two people who can speak about your professional skills.
- You can also ask one professor from whom you have taken at least one course and could speak to your work ethic, curiosity, leadership, teamwork, and/or research skills.
- A personal reference that knows you well could act as a character reference.
- Ask your contacts if they are willing to be a reference for you and let them know the job you are applying to. If anyone hesitates, thank them for their time and let them know you have other people you can ask. You want references only from people who speak enthusiastically on your behalf!
- Always thank your references for their time and keep them posted on your job search.

General Letter of Reference/Recommendation
- A general letter is usually not useful. If an employer specifically requests a letter of reference or recommendation, it should be customized to that job and speak to your qualifications for it. Give your contacts at least a week in advance to write a well thought-out letter of reference, and send them your resume and the description of the position for which you are applying.
- If someone offers to write you a general letter of reference, thank them and ask if you may instead list them as a reference when you apply for jobs.

SAMPLE REFERENCE SHEET

SARAH SMITH
999@bard.edu

500 Oak Lane
Cedar Rapids, IA 57896
265-647-3647

REFERENCES
Julia King, Director (former internship supervisor)
Art Center of Woodstock
4421 Main Street
Woodstock, NY 12498
845-222-2222
jking@artcen.org

Jonathan Purchase, Professor (Senior Project advisor)
Art History Program
Bard College
PO Box 5000
Annandale-on-Hudson, NY 12504
845-758-9999
jpurch@bard.edu

Simon Glen, Curator (former internship supervisor)
Glen Studio Space
4210 River Road
Beacon, NY 12984
845-888-8888
Simon.glen@yahoo.com
SALARY: RESOURCES AND TIPS

Many employers ask entry-level applicants to include their salary range in the cover letter or application. You will want to research and understand the salary ranges for particular fields and positions. Listed below are websites that provide a wide spectrum of salary information.

If a salary range is not requested in the initial application, the protocol is to let the employer initiate the salary conversation. You should not start this discussion nor ask about the salary before the interview or during the interview. Let the employer bring up the topic. Salary discussions often begin when the employer makes the job offer or is about to make the offer and wants to know your salary range first.

If you get a salary offer that you believe is too low for an entry-level position and you have thoroughly researched comparable organizations and jobs, you might consider negotiating the offer. This is a conversation that requires diplomacy and professionalism; you do not want to say anything that might jeopardize the offer. Keep in mind that a negotiated salary usually does not exceed 20 percent of the original offer and is often a compromise between the offer and your objective. If you have any questions about an offer or negotiating the salary and/or benefits package, contact your CDO career adviser for coaching and assistance. The websites below also have salary negotiation information.

Regardless of whether the employer asks before or during an interview about your salary requirements, be prepared; research salaries as part of informing yourself about the field you want to enter.

SALARY INFORMATION

- Want to know how much administrative assistants make in Chicago? Go to: [www.salary.com](http://www.salary.com), type in job titles and location and see the range of salaries. For your first job, expect to be on the low end of the range.
- Want general information on salaries and jobs? Go to: [www.glassdoor.com](http://www.glassdoor.com)
- Want in-depth information on thousands of job titles and find out about salary and hiring projections? Go to: [www.onetonline.org](http://www.onetonline.org)

COST-OF-LIVING INFORMATION

- Bard College offers SALT, a new membership program for students and alumni/ae. SALT helps you take charge of your finances, track student loans, look for scholarships, jobs, and internships, and it also offers access to discounts. It will always be free to all Bardians. To sign up go to: [www.saltmoney.org](http://www.saltmoney.org)
- Want to know more about a city including rent, wages, weather, and more? Go to: [http://www.city-data.com](http://www.city-data.com)
- Want to create a budget and track your spending? Go to: [www.mint.com/how-it-works/budgeting/](http://www.mint.com/how-it-works/budgeting/)
CDO RESOURCES: TOP WEBSITES

Students — Online job boards can be valuable sources of information, however please be aware that they may contain fraudulent postings. We recommend that you do not post your resume to a general online job board but go directly to the company website to confirm the position and apply. Do not share personal information such as social security numbers or banking information on the phone or online.

Please note that the college is not responsible for the job postings on these websites, and is not liable for any outcomes resulting from applying to jobs/internships on these websites. For additional job search safety tips go to: https://www.consumer.ftc.gov/articles/0243-job-scams

CDO subscribes to and recommends a variety of websites for your job search. The following sites offer access to outcomes resulting from applying to jobs/internships on these websites. For additional job search safe

Please note that the college is not responsible for the job postings on these websites, and is not liable for any security numbers or banking information. You can access Bard’s GoinGlobal account through your Handshake account. Log in at https://bard.joinhandshake.com and under “Career Center” in the top toolbar, choose to view “Resources.”

Internships USA: www.internships-usa.com Has internships in 14 career fields and a resource for identifying organizations at which you may want to work. Select “The Internship Series on line” and log in.

Email cdo@bard.edu for username and password.

New England Conservatory’s Career Services Center: http://necmusic.edu/bridge Is a database of opportunities in music and arts administration. Select “Login to Bridge” under the heading “Bridge: Worldwide Music Connection” and log in.

Email cdo@bard.edu for username and password.

The Big Interview: https://bard.biginterview.com/ Big Interview is a free online system that combines training and practice to help improve your interview technique and build your confidence. Register at https://bard.biginterview.com/ and use “cdo” as your organization code.

Organization Code: cdo

CDO PUBLISHED RESOURCE GUIDES

- Bard Basic Job Guide: http://www.bard.edu/cdo/students/advising/ Download CDO’s comprehensive guide that provides tips on writing resumes and cover letters, networking, interviewing, and more.

- Bard Career Guide for the Arts: http://www.bard.edu/cdo/students/advising/ Download CDO’s comprehensive guide for artists that provides tips on managing a career in the arts, including dance, film, music, studio arts, written arts, theater and photography. Includes links to top internship and job sites for each area.

CDO SUBSCRIPTION SITES

- Handshake: https://bard.joinhandshake.com The job and internship board hosted by the Career Development Office. It features job and internship opportunities posted by employers seeking candidates from Bard as well as on-campus and work-study employment.

- GoinGlobal: GoinGlobal is a resource for Bard students to learn about internship and job opportunities abroad. It offers country career guides, international job postings and internship listings, international employer directory and a US H1B database. You can access Bard’s GoinGlobal account through your Handshake account. Log in at https://bard.joinhandshake.com and under “Career Center” in the top toolbar, choose to view “Resources.”

- Internships USA: www.internships-usa.com Has internships in 14 career fields and a resource for identifying organizations at which you may want to work. Select “The Internship Series on line” and log in.

Email cdo@bard.edu for username and password.
TOP FREE ONLINE JOB/INTERNSHIP SITES

- **Indeed**: [http://www.indeed.com/](http://www.indeed.com/) Search anywhere in the U.S.
- **Idealist**: [www.idealist.org](http://www.idealist.org) Jobs, internships, and volunteer opportunities in public and community service throughout the United States and internationally. Also useful for identifying organizations of interest.
- **Student Conservation Association**: [www.theSCA.org](http://www.theSCA.org) Internships, service opportunities, and leadership training in resource conservation at locations throughout the United States. Housing provided.
- **National Association for Independent Schools**: [www.nais.org](http://www.nais.org) Teaching and staff jobs at private schools.
- **Go Government**: [http://gogovernment.org/](http://gogovernment.org/) One-stop shopping for how to find and apply for federal jobs.
- **NYFA—New York Foundation for the Arts**: [www.nyfa.org](http://www.nyfa.org) Internships and jobs in dance, design, media arts, music, performance, theater, and visual arts in New York City and beyond.
- **Media Bistro**: [www.mediabistro.com](http://www.mediabistro.com) Jobs in all things media-related: public relations, marketing, social media, publishing, photography, TV, sales, advertising, and more.
- **BookJobs**: [www.bookjobs.com](http://www.bookjobs.com) Jobs in publishing in a variety of functions, from marketing to editing to design.
- **Internships.com**: [www.internships.com](http://www.internships.com) Internships and entry level jobs.
- **One Wire**: [http://www.onewire.com](http://www.onewire.com) Jobs in finance, technology, human resources, marketing jobs—a great recruiting resource. Be sure to identify yourself as a Bardian in case an employer is doing a search for Bard College alumni/ae.

TOP WEBSITES FOR CAREER RESEARCH

- **Focus 2**: Explore your interests, skills, values, major, and possible career paths. You can access Focus 2 through your Handshake account. Log in at [https://bard.joinhandshake.com](https://bard.joinhandshake.com) and under “Career Center” in the top toolbar, choose to view “Resources.”
- **Human Rights Campaign**: Publishes an annual Corporate Equality Employer Index that rates American companies and organizations on LGBTQ equality [http://www.hrc.org/campaigns/corporate-equality-index](http://www.hrc.org/campaigns/corporate-equality-index)
- **Vault**: [http://www.vault.com/](http://www.vault.com/) Offers information about companies as well as great articles, such as “7 Interview Tips for New Job Candidates” and Career Advice Videos.
- **O*NET Online**: [www.onetonline.org](http://www.onetonline.org) Research thousands of job titles, see related jobs, and find salary and hiring projections.
- **Glassdoor**: [www.glassdoor.com/index.htm](http://www.glassdoor.com/index.htm) Provides information on companies from current and past employees, including company reviews, salaries, interview tips, and more.