



Rowan College of  
South Jersey  
Internship and  
Career Planning



# CAREER RESOURCE WORKSHOP!





# Introduction

Who is Internship and Career Planning (ICP)?

How can we help you?



# Where do I begin?

Let's get started.

## **Be prepared.**

Professional Email

Professional Voicemail

Get Organized

Resume

Elevator Pitch

## **Online tips, tricks and available tools.**

Use popular job search sites and resources available to you.

Clean up your social media and be careful what you post.

## **Employers notice professionalism.**



# PREPARE

## Preparing your life for the workforce.

### Professional Email

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Create an email for a professional lifestyle.  
Make an email that represents you in a formal way.

No – candylovR490@site.org  
Yes – john.smith@gmail.net

Make sure your voicemail sounds professional if you cannot answer a call.

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Avoid using music, slang, or language you would use with your friends on your voicemail.  
Try something like:  
Hello, this is John, please leave a message and I'll get back to you at my earliest convenience.

### Get Organized

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Create a Virtual Calendar (Google, Outlook, etc.) and keep it up to date with upcoming appointments and reminders.



# Resume

## What is a resume?

- Summary of who you are
- Demonstrates why you are the best candidate
- Highlights your education, experience & achievements



# Resume Formatting

The appearance, design and layout, keep to one page.  
Use readable type 10 or 12 - Times New Roman or Arial Font.

When listing education and experience on a resume, it's important to list items in chronological order (most recent date to oldest date):

Example:

2017-Present

2015-2017

2010-2015



# 1

## Summary

Write a summary about yourself that catches the reader's attention. Why should they consider you? What can you do for them?

Example:

Highly motivated student at Rowan College of South Jersey, seeking part-time employment. I have a passion for office work, and I am trained in Microsoft Office 365.



2

## Job Experience

Where did you work?

What was your job position/title?

When did you work there?

What tasks were you responsible for?

3

## Education

Include:

Name of School

Years you attended

What you studied

Any diplomas, degrees, certificates or  
achievements you earned





# 4

## Skills

For your cover letter, DO:

Create a list of skills you are proficient in.  
Examples:

Active listening

Communication

Computer skills

Customer service

Leadership



# Cover Letter

## GETS THE EMPLOYER TO READ YOUR RESUME

- Most employers will not read a resume without a cover letter
- Explains why you believe you are a good fit for the position
- A well-written cover letter will separate you from the competition
- Showcases your skills



# What to include in your Cover Letter

## WHAT DOES IT SAY:

- States how you heard about the job and the position you are interested in
- Tell them what makes you the best candidate and how your values and work ethics align with the company's vision and mission statement
- States you are looking forward to meeting them and discussing this further in the interview
- Thank them for their time



# Cover Letter

## In your Cover Letter, **DO**:

### Personalize

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Personalize for every company and position by doing homework on company.

Find out the hiring managers name and use proper greeting.

Identify position including job code.

Connect yourself to the specific job and state your qualifications.

### Be Professional

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Be confident, enthusiastic and highlight impressive accomplishments.

Focus on what you can offer.

Be direct, relevant, and brief.

### Wrap-Up

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Proof, proof, proof for typos and accuracy, always have someone else read your cover letter before you send it.

Finish the letter with the expectation of an interview.

Make sure you thank them.



# Cover Letter

## In your Cover Letter, **DO NOT**:

### Length & Information

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Go beyond one page.

Restate your resume.

### Style

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Try to be cute, humor is subjective.

Resort to slang, embellish or exaggerate.

### Be General

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Forget to change the recipient's name and company for each cover letter you write.

Address the letter as: "To Whom this May Concern".



# Example Cover Letter

Your name and information  
Company and date

Name of HR Manager or Contact person:  
Dear Mr. Jones,

I am responding to your advertisement for a medical assistant on monster.com job number 12345 at Kennedy Health System Stratford Division. I meet all the requirements of the position and have a true interest in working for Kennedy Health System. Kennedy Health System has set a standard of excellence as an Academic Medical Center that provides the finest healthcare services with excellent outcomes to people living in our communities. I aspire to work for a health care provider with these high standards as they align with my work ethic and desire to help others. I know I can become a vital part of an exceptional organization with my education, experience and desire to make a difference in the lives of people needing medical care.

I look forward to meeting with you to further discuss my qualifications.  
Thank you for your time,  
John Smith



# After the Interview

Send a thank you letter to the person(s) who interviewed you within twenty-four hours after the interview. This will reinforce your interest in the position, and it can serve as an additional opportunity to separate you from the other candidates by recalling a certain topic you discussed in your interview.

The letter should be brief and include the following:

1. Thank the interviewer for his/her time.
2. State the position for which you are applying.
3. Mention something from your interview to remind the interviewer who you are.
4. Describe in one or two sentences why you are the best applicant.





Job Fair Video Link:

<https://youtu.be/TdDgn3lWYbM>





# Plan for Success at the Job Fair

Find out which businesses are attending, check off the businesses you are interested in meeting, then research these companies.

Bring your resumes and keep them neatly in a folder.

Bring a pen and a water bottle.

Be prepared to say your “elevator pitch”.



# We are here for any assistance you need.

THANK YOU

## Contact Information:

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