



NEW YORK INSTITUTE  
OF TECHNOLOGY

# Career Success and Experiential Education Career Guide



NYIT.EDU/CS



7

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### Long Island Campus

Student Activity Center, 2R  
Old Westbury, NY 11568  
516.686.7527

### New York City Campus

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

[nyit.edu/cs](http://nyit.edu/cs)

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

1. Hands-on résumé-worthy experience
2. Transferable skills you can use in the workplace
3. Confidence and great presentation skills

**Here's how we can help:**

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

**What we provide:**

- Personalized, one-on-one career coaching
- Career assessment tools
- Workshops
- Employer engagement opportunities:
  - Career fairs
  - Networking events
  - On-campus meet-ups
  - Employer visits
  - Handshake job and internship database
- Student Employment: On-campus federal work study, student aid jobs and VA Work Study
- Fellowships
- Experiential education: Internships, service-learning, volunteering, micro-internships, and Consultants for the Public Good
- Online tip sheets, job search tools, self-assessment, and more



Global connectivity, ever-changing technologies, and new media are just a few of the factors that are changing the way we think about work and skills we will need to be marketable to future employers. Keep these 10 skills in mind as you attend classes, social events, and work at internships and jobs. Work on attaining and developing these desirable skills going forward.

- 1 **Sense-Making:** ability to determine the deeper meaning of what is being expressed
- 2 **Social Intelligence:** ability to connect with others in a deep, direct way and be able to sense and stimulate reactions and interactions from others
- 3 **Novel & Adaptive Thinking:** ability to come up with solutions and responses that are creative and “out-of-the-box”
- 4 **Cross-Cultural Competency:** ability to operate in different cultural settings and work with diverse groups of people
- 5 **Computational Thinking:** ability to understand data-based reasoning and translate large amounts of data into abstract concepts
- 6 **Virtual Collaboration:** ability to work productively and engage as a member of a virtual team
- 7 **Cognitive Load Management:** ability to differentiate and filter information using a variety of tools and techniques to prioritize and maximize efficiency
- 8 **Design Mindset:** ability to develop tasks and work processes that produce desired outcomes
- 9 **Transdisciplinarity:** ability to understand concepts across multiple disciplines
- 10 **New-Media Literacy:** ability to assess and develop content using videos, social media, podcasts and future media

**These are considered key employability skills and are essential to being an effective employee.**

Do you feel uncertain? Are you pursuing the right major? What careers are best for you? Do you have the skills needed for success? Should you pursue an advanced degree? Career assessments can help.

- **O\*Net:** O\*Net is an online database that describes careers in terms of the skills and knowledge required, how the work is performed, and typical work settings. Start the career you've dreamed about, or find one you never imagined. Discover your interests with the O\*NET Interest Profiler and find more exploration options at My Next Move.
- **New York Tech Plan:** While you're still a student, you should be thinking about what you'll do after graduation. Your degree will be a passport to career opportunities around the world. Plan for your future success today by visiting Career Success and Experiential Education and developing your New York Tech plan with a career advisor.
- **What Can I Do With This Major?:** Discover career areas and types of employers that hire people within each major. Whether you're exploring majors or searching for information about your chosen field, the website [whatcanidowiththismajor.com](http://whatcanidowiththismajor.com) will help you connect majors to careers. Learn about typical career areas and types of employers that hire people with each major, as well as strategies to make you a more marketable candidate.
- **Career Shift:** Find a job, research companies, explore the job market, and find contacts fast.

**COMPLETE  
THE INTEREST  
PROFILER  
AT MY NEXT MOVE  
[ONETONLINE.ORG](http://ONETONLINE.ORG)**





Handshake is how you connect and interact with employers and our New York Tech team. Build your profile, and highlight your academic achievements, work experience, and professional skills.

**GET STARTED**

- Go to [my.nyit.edu](http://my.nyit.edu), click on Resources and select Handshake.
- Or visit [nyit.joinhandshake.com](http://nyit.joinhandshake.com) and log in with your student credentials.

**BUILD YOUR PROFILE**

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

**ADD FINISHING TOUCHES**

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

**USE HANDSHAKE TO:**

**Search for Jobs and Internships**

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

**Events & More**

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



**CAREER FAIRS**

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

**EMPLOYER MEET-UPS**

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

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

**INFORMATION SESSIONS**

Throughout the school year, industry leading employers provide info sessions detailing skills needed for entry into each field, inside tips on how to prepare and land a job, internship, or apprenticeship, strategies on effective networking among employers, and much more!

**SITE VISITS**

Employers welcome New York Tech students and alumni into their offices to tour and experience what it is like to work in that field. Employees share their career experiences and give students the opportunity to network and build valuable connections.



**MAKE A GOOD FIRST IMPRESSION**

Meet with Career Success and Experiential Education before fairs, visits, and meet-ups to get advice.

### NETWORKING

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

#### HOW CAN YOU MEET PEOPLE?

- Join professional organizations on and off campus
- Ask friends and family if they know anyone in your field
- Talk to faculty and classmates
- Attend alumni networking events
- Make LinkedIn connections
- Attend career fairs
- Go on employer visits



### ELEVATOR PITCH

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

**What are the main elements of an elevator pitch?** Answer the following questions:

- Who am I? What value do I bring? Identify yourself in terms of a job function or value you can contribute.
- What benefits might you bring to an organization, based on your strengths, skills and proven accomplishments?
- End your pitch with a question that will stimulate further action and/or a referral

#### Example:

*My name is Stephanie Dent, and I am pursuing a Bachelor of Science degree in Biology at New York Tech. I have three years of lab experience; was the recipient of a medical career fellowship where I provided healthcare resources to rural communities in Nicaragua; and I am fluent in English, Spanish, and Mandarin. A unique passion of mine is exploring ways A.I. can be used in biological research and community development. Might you know anyone with similar interests that you could introduce me to?*



### INFORMATIONAL INTERVIEW

Informational interviewing is a process by which people who are making career decisions can gather information directly from experienced professionals and establish contacts in specific career fields.

#### The Process

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

#### Sample Questions

- *What do you do on a typical day?*
- *Are there any courses outside my major I should take to be successful in this industry?*
- *What do you like most/least about your job?*
- *What are daily challenges you encounter?*
- *What steps did you take to reach your present position?*
- *What changes are occurring in your field?*
- *What is the best way to find an entry-level position?*
- *What is your advice to students preparing to enter this field?*
- *How does a person progress in this field?*
- *Do you know of anyone else I might speak with in this field?*

#### Sample Request for an Informational Interview

*Greetings! I am a sophomore engineering student at New York Tech, and I am researching career options in cybersecurity. I found your profile on New York Tech's LinkedIn page, and I was wondering if you might speak with me about your career journey and your current job role? I am hoping we can connect by phone, Zoom, or in-person for 20 minutes so I can learn more about you and the field. I look forward to speaking with you.*

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

### NEW TO LINKEDIN?

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

### INCREASE YOUR NETWORK

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

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

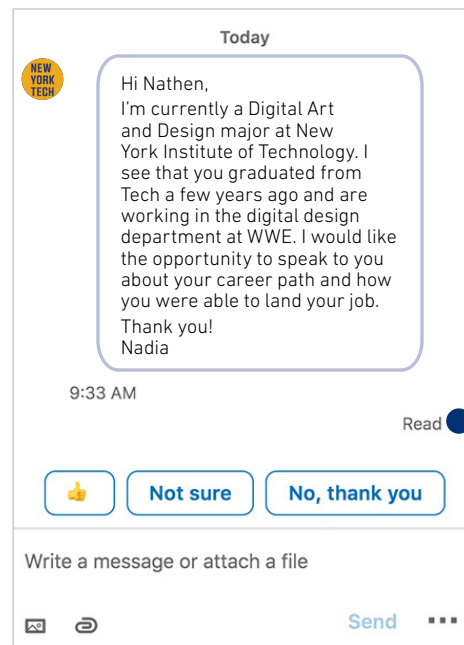
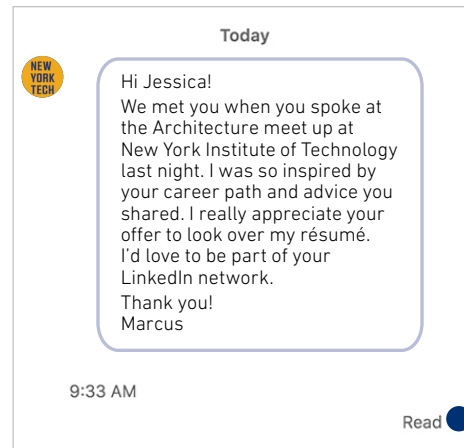
### FIND ALUMNI

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

### CONNECTION REQUESTS

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

Here are samples of a personalized connection requests:



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

### STAY PROFESSIONAL

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

**Rule:** If you wouldn't want it to appear on a billboard, don't post it!

### DEVELOP YOUR BRAND

Your brand is your reputation; it's how you want to be known by others. Developing your brand is an ongoing process that combines who you are and what you do along with your passions, values, strengths, and skills. Begin developing your brand by building an online presence. Start with a strong LinkedIn profile and then build your presence on platforms popular in your field such as X and Instagram.

### REACH OUT

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

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

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

### LOOK THE PART AUTHENTICALLY

If a picture is worth a thousand words, what does yours say? Career Success and Experiential Education offers free professional photography services. Book an appointment for professional headshots through Handshake.

## STUDENT EMPLOYMENT

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

- **Federal Work Study (FWS)** positions are fully funded by the U.S. government and awarded to students as part of their financial aid package. To receive funds, you must file the Free Application for Federal Student Aid (FAFSA). Once the FAFSA has been filed, the Office of Financial Aid will determine eligibility. F1 Visa students are not eligible.
- **Federal Work Study–Community Service (FWS-CS)** Students who have FWS can use these funds to work off-campus at non-profit employers. These positions offer excellent résumé-building and networking opportunities.
- **Student Aid** positions are fully funded by New York Institute of Technology and are open to all matriculated students regardless of their financial aid package. Students are paid on an hourly basis.
- **Veteran Federal Work-Study (VA-FWS)** is a VA education benefit that serves as an additional allowance paid to students for performing VA related activities. Students must be attending at a 3/4-time rate of pursuit to participate. Please feel free to contact the Office of Student Employment ([ose@nyit.edu](mailto:ose@nyit.edu)) for further information.
- **The International Student Employment Fund (ISEF)** provides additional on campus work for first and second semester international students who would otherwise not be able to obtain employment. Students are paid at an hourly rate and must apply and be selected in order to be eligible for ISEF roles in Handshake.

## EXPERIENTIAL EDUCATION

### Internships

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

### Why Should You Get an Internship?

- 70% of all interns are offered a position at the same company they interned for, and only 20% decline that offer.
- Paid internships are 32% more likely to result in a full-time job offer than unpaid internships. If your internship is unpaid, let us know at [career@nyit.edu](mailto:career@nyit.edu).

### Consultants for the Public Good (CFPG)

CFPG is New York Tech's skills- and project-based volunteer program, open to ALL faculty, staff, students and alumni. These pro bono consultants complete projects pitched by area nonprofits independently or as part of a team, utilizing their skills and experience to contribute to the public good. To learn more and to apply, visit [nyit.edu/cfpg](http://nyit.edu/cfpg).

### Edward Guiliano Global Fellowship Program (EGGF)

The EGGF Program provides students with the opportunity to broaden their perspectives by engaging with the world beyond New York Tech and their local communities. Students may use an award of up to \$5,000 for creative expression, research, and cultural activities for personal development outside of their comfort zone through travel, as projects must take place at least 200 miles from the student's home or the New York Tech campus.

These tips will make your résumé stand out!

### WHERE TO START

- Make a list of all your experiences—even that job at a concession stand shows you have skills (communications, customer service, etc.).
- Build your résumé from a blank page. Do NOT use a template since they are easily recognizable by recruiters and difficult to edit/personalize.
- Do not use tables or charts. These formats will not get past Applicant Tracking Systems.
- Do not use "I" statements. For example, use "Designed materials."
- Make your contact information easy to find and provide only one phone number and one email address.
- Keep your résumé to one single-sided page (rule of thumb for most undergrads).

### WHAT TO INCLUDE

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

### MAKE IT POP!

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

**Did you set up your voicemail for recruiter calls?**



**1. Make your name the largest item** on the résumé! (2–3 points larger than main font size and bold).

**2. Provide only one phone number** and ensure voicemail is set up. You do not need to include your mailing address.

**3. Include:**

- Name of College
- City, State
- Type of Degree
- Major
- Graduation Date
- Select Courses (if relevant)
- A GPA based on 4.0 scale (if 3.0 or higher)

**4. Be specific with subheadings** to highlight types of experiences.

**5. Position descriptions:**

- Company/organization name, city and state.
- Your title (be descriptive. Use “Marketing Intern” not “intern”).
- Dates (month and year or semester and year).
- Start all descriptions with action verbs in past tense.

**6. Emphasize different types of information** using bold and italics.

**7. Use a professional email address:** either nyit.edu or one that uses your name.

**8. Include social media links** to demonstrate your professional online presence.

**9. List all experiences in reverse chronological order** within sections, starting with the most recent first.

**10. Use a font that is easy to read,** such as Calibri or Times New Roman.

**11. Quantify impact** whenever possible.

**12. Separate sections** with **BOLD** CAPITALIZED headings that stand out.

**13. Résumés are typically one, single-sided page** for new professionals. Make margins no less than 0.5

**14. Include skills and accomplishments** related to the position you are seeking.

**TIP**

Provide only one phone number and use a professional email address.

**Kevin Ogilvie**

631.555.1015 • kogilvie@nyit.edu • linkedin.com/in/kogilvie

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**EDUCATION:**  
**New York Institute of Technology**, Old Westbury, NY Expected: May 2027  
 Bachelor of Arts, Psychology

- GPA: 3.7
- Relevant Coursework: Industrial Organizational Psychology, Abnormal Psychology

**WORK EXPERIENCE:**  
**Wisser Memorial Library**, New York Institute of Technology, Old Westbury, NY January 2023 - Present  
*Library Aide*

- Answered student, staff, and faculty questions in person and via phone
- Checked out, check in, and restock books throughout shift

**Applebee’s Neighborhood Grill**, Bohemia, NY May 2020 – August 2022  
*Waitstaff*

- Provided quality customer service in a fast-paced environment (serving up to 160 guests per shift)
- Selected by management to train new servers on corporate guidelines, operations and customer service
- Demonstrated ability to interact with customers from diverse cultures and backgrounds

**VOLUNTEER EXPERIENCE:**  
**Long Island Maritime Museum**, West Sayville, NY Summers 2020 - 2022  
*Volunteer*

- Interacted with museum visitors to explain cultural principles demonstrated in exhibits
- Enriched the museum experience for visitors by offering directions, and providing general information
- Assisted in presenting tours, demonstrations, and hands-on activities

**LEADERSHIP EXPERIENCE:**  
**NYIT Residence Life**, Old Westbury, NY September 2023 - Present  
*Resident Assistant (Marshall Hall)*

- Planned three community development programs per semester for 150 residents
- Served as a liaison between residents and Residence Life administrators
- Logged judiciary, maintenance and program evaluation paperwork during every shift

**Student Government**, Sayville High School, Sayville, NY September 2021 - June 2022  
*Secretary*

- Maintained accurate written-records of proceedings and made them available online to all members
- Oversaw club and committee correspondence, including the agenda for meetings and reminders of events

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

**AWARDS AND HONORS**  
 Harold T. Smith Psychology Scholarship, 2021

## HOW TO WRITE RÉSUMÉ BULLET POINTS

### THE “WHAT, HOW, WHY” METHOD

#### WHAT did you do?

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

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

#### HOW did you do it?

Review tasks or responsibilities and determine what skills you used.

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

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

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

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

#### WHY did you do it?

Consider accomplishments that occurred because YOU did the work.

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

#### Sample on Résumé:

Big Time Events, Event Intern, Mineola, NY  
Sept 2023 – present

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



### THE STAR METHOD

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

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

#### Example of a Weak Résumé Bullet Point:

- Utilize social media platforms to gain a following.

#### STAR Method Applied:

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

#### Stronger Résumé Bullet:

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

## THE STAR METHOD

**SITUATION**  
**TASK**  
**ACTION**  
**RESULT**

## ACTION VERBS

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

### Management

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

### Communication

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

### Research Skills

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

### Helping

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

### Financial

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

### Clerical

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

### Technical

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

### Teaching

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

### Creative

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



# Martin Johnson

<https://www.linkedin.com/in/martinejo>  
555-613-5309  
[martindjohnson@gmail.com](mailto:martindjohnson@gmail.com)

## EXPERIENCE

**Rockwell Automation** Milwaukee, WI  
Firmware Engineer Intern June 2024 – August 2024

- Developed a PCB circuit schematic and layout to interface communication between Rockwell Test Fixture and NI DAQ to reduce noise and prevent loading which required extensive schematic reviews and hardware testing of the self-soldered PCB.
- Developed a Graphic User Interface (GUI) in 3 weeks using Python and multithreading concepts to optimize the testing methodologies of Rockwell Product
- Introduced the capability to run an unlimited number of tests in an automated fashion while maximizing time and space efficiency.
- Designed a communication network between a DC Power Supply, NI Measurement Cards, and Rockwell products using Python to improve the UX/UI of the previous implementation of hard integration testing using Putty
- Provided extensive and thorough visual and written documentation to supplement future development by firmware engineers.
- Retrieved Agile methodologies using the Scrum Framework and implemented them with the firmware team.
- Analyzed a firmware repository alongside a Senior Firmware engineer using the integration and implementation of C/C++ on various microcontrollers such as STM32G081 and their features such as DAC, I2C, SPI, USART, UART, DMA, GPIO.

**New York Institute of Technology** Manhattan, NY  
Academic Technology Services Intern March 2023-Present

- Assisted the Office of Academic Technology Services to support, use and integrate teaching and learning tools into course development projects by creating responsive and functional course designs that follow Disability and Academic Standards using HTML and CSS
- Collaborated and corresponded with professors to gain insight and direction for desired course design and implemented action plan
- Mentored and guided co-workers on effective front-end development by implementing code design that encourages repeatability

Autonomous Acoustic Deterrence System for Agricultural Use (A.A.D.S) September 2022-May 2023

- Communicated with advisor to delegate responsibilities to team and efficiently execute IEEE standard research paper.
- Researched and implemented Convolutional Neural Network algorithm into Raspberry Pi 4 using Python and TensorFlow Lite to accurately detect and differentiate between base dataset of squirrel, bird, and raccoon.
- Collaborated and organized the presentation of project to lead the explanation of software design and implementation
- Improved the deep learning algorithm through extensive testing of system using variety of test cases and data analytics

## EDUCATION

**New York Institute of Technology, Manhattan, NY** May 2025  
Bachelor of Science in Electrical and Computer Engineering Cumulative GPA: 3.93/4.0

**Relevant Coursework:** Digital Logic, Computer Organization and Architecture, Data Structures, Electronics II, Electrical Circuits II, Control Systems, Microprocessors and Embedded Systems, Operating Systems, Random Signals and Statistics

**Professional Organizations:** *Member*, National Society of Black Engineers (NSBE) | *Member*, Institute of Electrical and Electronics Engineering (IEEE) | *Member*, National Society of Leadership and Success (NSLS)

**Awards:** Presidential Honor Roll (December 2021- 2024) | Senator of the Year (Fall 2023-Spring 2024) | Outstanding Club/Organization of the Year [BSU] (Fall 2023-Spring 2024) | The Valliant Member Award 2024 (Fall 2023-Spring 2024)

## SKILLS

**Programming Languages:** Python | C/C++ | Java | Html5 | CSS | MATLAB

**Software:** Microsoft Office | JetBrains IDE | PSpice | Multisim | Logisim | ExpressSCH | Jira | Pytest | qTest | SourceTree

**Tools / Equipment:** Oscilloscope | Function Generator | Arduino | Microcontroller | DC Power Supply | Soldering | PCB | Raspberry Pi 4

## Leadership

*President*, Black Student Union

- Led team and general student body in efforts to implement volunteering opportunities in the college and local community while embedding into BSU's annual operations to ensure a measurable and positive impact over time
- Coordinated with NYIT departments and external organizations / personnel to collaborate and enhance BSU events and initiatives, with increased production during Black History Month to unite and recognize the NYIT black community
- Mentored and tutored freshmen and upcoming black student leaders to succeed and prepare them for future success
- Delegated team to execute BSU initiatives and events while empowering them to meet their leadership potential

## TIP

Use numbers and data to quantify results.

**PEDRO PIPER**  
(646) 555-7246 | ppiiper.3@nyit.edu

## EDUCATION:

**New York Institute of Technology, Old Westbury, NY** December 2025  
Bachelor of Science, Business Administration, Accounting Concentration (GPA: 3.71)

## EXPERIENCE:

Finance Analyst Intern, Global Real Estate Securities Summer 2024

### Credit Suisse: New York, New York

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

## RELEVANT COURSEWORK:

The College Federal Reserve Challenge - Fall 2023 & 2024

Intercollegiate competition sponsored by the Federal Reserve Bank of New York

Objective: develop economic outlook for the U.S. and make monetary policy recommendations to Fed officials

- Team Captain 2023: Led New York Tech to obtain its record score

FINC 325: Principles of Investments - Fall 2023

In-depth analysis of Chevron Corporation and Citigroup:

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

ACCT 315: Financial Statement Analysis - Spring 2023

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

## ACTIVITIES:

Study Abroad: Südwestfalen University, Germany - Summer 2023

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

## SKILLS:

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

## TIP

If you add your GPA, it should be 3.0 or higher and based on the 4 point scale.

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

**Stuart Dent**

212-261-1537 | cs@nyit.edu

**EDUCATION****New York Institute of Technology, New York, NY***Bachelor of Science in Biology; GPA: 3.8/4.0*

Expected: May 2025

**SKILLS****Lab:** Gel electrophoresis, cell culture and transfection, electron microscopy, ultra-centrifugation, bacterial transformation, genetic mapping, polymerase chain reaction**Software:** SPSS, Aspen, MatLab, Stata, Microsoft Office**Foreign Language:** Fluent in Mandarin and Spanish**RESEARCH & LABORATORY EXPERIENCE****Cold Spring Harbor Laboratory, Undergraduate Research Program, Cold Spring Harbor, NY***Research Assistant* June 2023 – October 2024

- Investigated bacterial growth using metabolic activity assays and R statistical analysis to create a protocol for growing reproducible, microscopic biofilms to emulate the human oral environment
- Created and presented weekly data reports on the survival and maintenance of thousands of genetic strains of *Drosophila* for the clinical trials of an influenza virus vaccine
- Collaborated with government researchers in writing MatLab software to examine the movement of under-studied microbes sensitive to magnetic fields

**NYIT Biology Department, New York, NY***Laboratory Assistant* January 2023 – May 2023

- Guide sections of 25-35 students in problem solving and correctly analyzing results during lab assignments
- Instructed approximately 150 students on standard laboratory procedures and appropriate use of equipment
- Prepared materials and maintained efficient operations for 3 laboratory sections each week by restocking inventory, calibrating instruments and cleaning equipment

**LEADERSHIP EXPERIENCE****American Medical Student Association (AMSA)****Nicaragua***Medical Career Fellow* July 2024 – September 2024

- Selected as one of 150 fellows from a nationwide pool of candidates for a 2-month, intensive community development program
- Served rural Nicaragua communities, providing immediate and restorative medical care services and conducting disease prevention workshops
- Trained local community leaders in developing and implementing initiatives to create sustainable healthcare services

**Office of Student Engagement, New York, NY***Student Assistant* October 2023 – July 2024

- Plan and coordinate at least 2 monthly campus-side cultural programs attended by 35-50 students
- Create marketing materials and publicize events through social media, increasing attendance at monthly programs by 50% in one semester
- Developed spreadsheets, applications, and informational packets for OSE programs for both incoming and current New York Tech students

**HOLLI JOHNSON**

Instagram: @hollikjohnson

hhelbig@nyit.edu

631.123.4567

**EDUCATION**

New York Institute of Technology, Old Westbury, NY

Bachelor of Science in Nursing, Magna Cum Laude

May 2024

**CERTIFICATIONS/SPECIALIZED TRAINING**

- BLS/CPR/AED: Adult, Child, Infant
- ACLS: Advanced Cardiac Life Support
- Reversing Opioid Overdose: Narcan/Naloxone Intranasal Certified
- Identifying and Reporting Child Abuse and Maltreatment in New York
- NY Mandated Infection Control for Healthcare Professional
- HIPAA Training – Health Insurance Portability and Accountability Act

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

**CLINICAL EXPERIENCE****Northwell Health Southside Hospital**

Senior Preceptorship: 120 hours on Medical-Surgical Unit

Spring 2024

- Transition into full responsibility of care for patients under supervision of RN including documentation, full patient care, medication administration, and interdisciplinary communication.

Psychiatric Mental Health and Wellness

Spring 2024

- Participated in care and treatment through therapeutic communication

**Nassau University Medical Center, NU Health**

Labor and Delivery, Pre &amp; Postpartum Unit, Newborn Nursery

Fall 2023

- Participated in laboring with patient's, observing vaginal and cesarean births, postpartum assessments
- Performed neonatal feedings, assessments, vital signs
- Observed in NICU

Pediatrics

- Administered medications and cared for a pediatric population according to their developmental stage.

**Good Samaritan Hospital, West Islip, NY**

Medical- Surgical Unit rotations

Spring 2023

- Coordinated shift with patient care, assessments, vital signs and medication administration

**WORK EXPERIENCE**

Tai Sho East Restaurant, Greenlawn, NY

2020 - Present

*Waitress/Runner/Hostess*

- Team player providing professional friendly service with excellent communication skills
- Great attention to detail and quick thinker

Camp Edey, Bayport, NY

Summer 2023

*Emergency Medical Technician*

- Served as staff EMT for summer camp overseeing children 3-15 years old
- Administered prescribed medications and provided medical assistance for a variety of camp related injuries (bee stings, sports injuries, children with special diabetic emergencies/food allergies)

**Professional Membership**

New York Tech Student Nurses Association Member

Fall 2020-Present

- Participated and implemented interdisciplinary annual Student Health Fair including educational tables and screening services aimed at health and wellness needs of college community

**Christina McNally**  
 555-777-1234  
 christinamcnally@nyit.edu

**SKILLS**

- User Experience Design · Wireframes · Mockups · User Journey · User Research · Usability Testing · Interaction Design · Interactive Prototyping · Figma
- Accessibility · WCAG Guidelines, ADA Compliance, Caption Design
- Web · HTML · CSS · PHP · JS · Responsive Web Development · Mobile (iOS/Android) and Desktop Design

**EXPERIENCE**

**UX Designer** Jun 2024 - Present  
 Reality Hack, Inc., XR hackathons at MIT | Cambridge, MA

- Introduced **lean and agile UX** workflows by conducting internal surveys and feedback loops on user and hardware management features, resulting in a 50% efficiency improvement in processing live requests.
- Streamlined cross-functional communication by organizing information architecture of assets, historical data, and live information, resulting in 20% time-savings and improved collaboration among design, development, and PR teams.

**Lead UI/UX Designer** Oct 2023 - Present  
 New York Institute of Technology | New York, NY

- As a researcher, analyzer, designer, engineer, and project manager, I designed and developed accessible solutions leveraging AR and VR for interactive learning.
- Developed innovative educational solutions using **user research** with Qualitative usability testing, A/B testing, surveys, interviews, and applied findings to design user flows, mental models, and prototypes for 60% increased focus in learning.
- Iterated on low to high-fidelity designs in collaboration with designers and stakeholders with interactive **rapid prototyping** to reduce project turnaround time by 40%, significantly improve decision making with respect to content and visuals.

**Lead UI/UX Designer** May 2022 - May 2023  
 Apli.ai | Mumbai, IN

- Led the redesign of the brand image, mobile apps, website, and forms using rapid prototyping in Figma to improve the user experience for job seekers on the platform. Resulted in a 25% increase in website traffic, an 8% increase in conversion rate, and a 2x efficiency improvement in iterative development cycles.

**ADDITIONAL EXPERIENCE and PROJECTS**

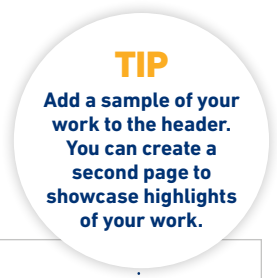
**Grocer Redesign** | <https://uiuxprofessional.com> Feb 2025  
 Transformed the online grocery experience by analyzing cart abandonment and retention, and redesigning the navigation, product pages, and cart, resulting in up to a 40% increase in successful sales.

**Number Reduction** | <https://uiuxprofessional.com> Jan 2024 - May 2024  
 An expedited emergency medical care system for EMTs that automates health records and provides seamless access to patient information and live support, featuring hands-free, contextual information. The system reduces the number of steps of traditional healthcare by 50% and is preferred by 90% of EMTs according to guerilla user testing.

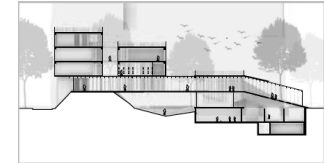
**SoundWalk** | <https://uiuxprofessional.com> Dec 2023  
 Designed an app for the visually impaired to safely navigate around NYC and learn about historical sites and scenery, aimed at increasing inclusion and accessibility for 25% of city residents.

**EDUCATION**

- **M.A. in UX/UI Design and Development [GPA 4.0]**  
 New York Institute of Technology | New York, NY | Dec 2024
- **B.E. in Computer Engineering** University of Mumbai | Mumbai, IN | Aug 2023



**Edward D. Stone**  
 518.555.7496 | edstone01@nyit.edu | edstone.edu/portfolio



**EDUCATION:**

**New York Institute of Technology**, Old Westbury, NY  
*Bachelor of Architecture* Expected: May 2025

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

**SKILLS:**

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

**RELEVANT EXPERIENCE:**

**Et Ai. Collaborative**, Brooklyn, NY Summer 2024  
*Intern/Collaborator*

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

**Education Hall Gallery (NYIT)**, Old Westbury, NY December 2023 – May 2024  
*Exhibition Assistant*

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

**LEADERSHIP EXPERIENCE:**

**AMERICAN INSTITUTE of ARCHITECTURE STUDENTS (AIAS)** May 2024 – Present  
*President*

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

## Creating Your Civilian Résumé: An Enhanced Guide

Transitioning from a military role to a civilian job can be challenging, especially when it comes to effectively conveying your skills and experiences in a civilian context. Your military career has been marked by a multitude of notable accomplishments, and it's time to translate these into a professional, civilian-friendly résumé. Follow the updated steps below for an effective résumé conversion.

### 1 Define Your Objective

Before delving into the creation of your résumé, it's crucial to pinpoint your career goals. A résumé that is too generic may not yield the desired results. Identifying your job or industry of interest will help you tailor your résumé to these specifics, improving your chances of landing an interview.

### 2 Translate Your Military Experience

Your military background equips you with unique skills and experiences that can set you apart in the civilian job market. However, it's important to "demilitarize" your résumé—meaning you should present your skills and accomplishments in a manner that's easily understood by potential civilian employers. One strategy to accomplish this is to use the O\*NET OnLine website ([onetonline.org/crosswalk/MOC](https://onetonline.org/crosswalk/MOC)).

Follow these steps:

- Choose your military branch from the dropdown menu.
- Enter your Military Occupational Specialty (MOS) or Military Occupational Code (MOC) in the designated box and click "Go".
- Select the correct job from the list that appears on the next page.
- Use the descriptions provided in the tasks section as a guide to construct a civilian-friendly job description of your military role. Remember not to copy verbatim—make the descriptions your own!

### 3 Use Your Skills and Experiences

Your military background has imbued you with a wealth of relevant skills that are highly desirable to civilian employers—such as dedication, leadership, and teamwork. It's your job to effectively communicate these transferable skills and how they would benefit a potential employer. To do this:

- Prioritize military experiences, skills, and accomplishments that align with the job you're seeking.
- Familiarize yourself with the job description and other sources to understand what skills and experiences the job requires.
- Reflect on your background and decide which aspects of your skills, experiences, accomplishments, and awards are most relevant to the position.
- Including deployments is optional, but if you decide to include them, focus on the relevant work and achievements during that period.
- If you were involved in active combat, it's admirable but not necessary or recommended to include detailed descriptions of these experiences.

### 4 Explore These Resources

To further aid you in your transition from a military role to a civilian career, explore the following resources for résumé samples and additional insights:

- FourBlock [fourblock.org](https://fourblock.org)
- Bradley-Morris, LLC [bradley-morris.com](https://bradley-morris.com)
- Edge4Vets [edge4vets.org](https://edge4vets.org)
- LinkedIn (1-year Free Premium Membership) [socialimpact.linkedin.com/programs/veterans/premiumform](https://socialimpact.linkedin.com/programs/veterans/premiumform)
- Recruit Military [recruitmilitary.com](https://recruitmilitary.com)

These resources provide industry-specific résumé examples and tips that can guide you in creating a compelling and effective civilian résumé.



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

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

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

#### BEFORE YOU START WRITING

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



#### THE FRAMEWORK OF A COVER LETTER

##### The Introduction (1 paragraph)

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

##### The Body (1–2 Paragraphs)

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

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

##### The Conclusion (1 paragraph)

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



**1** **ARYA STARK**  
 1855 Broadway, New York, NY 10023 | 212.261.1537 | a.stark13@nyit.edu

September 4, 2019

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

Dear Ms. Smith, **3**

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

As a Data Analyst Intern at King's Landing Hospital (KLH), I researched a wide range of healthcare companies utilizing Qlikview and Maptitude to build financial models and projections for leveraged buyouts and revenue reviews, often working under tight deadlines. I also collaborated cross-functionally with other interns to create and deliver presentations advising KLH leadership on healthcare finance policy matters that affect Medicaid and other KLH programs. At the end of the summer, my own and the contributions of my teammates were recognized by the Chief Financial Officer and Budget Director, who selected us as winners of our company's Summer Intern Competition. **5**

Currently, as Treasurer of NYIT's Student Government Association, I administer financial transactions for over 25 student organizations with a \$50,000 budget. This role not only draws on my attention to detail, but also demonstrates my mental stamina to address the needs of various stakeholders while balancing multiple priorities. As someone who is involved in a number of volunteer activities, I am excited by NY Healthcare's commitment to community projects such as mentoring low-income students and serving food in homeless shelters. **6**

NY Healthcare's patient-centered approach and global market position make this a great opportunity and I am confident I will be a strong asset to your team. I look forward to the opportunity to further discuss this position and my qualifications further. Please feel free to contact me at a.stark13@nyit.edu or 212.261.1537. Thank you for your time and consideration. **7**

Best Regards,

**8**  


Arya Stark

**9**



## Key

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

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

**THE INTERVIEW**

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

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

**Types of Interview Questions**

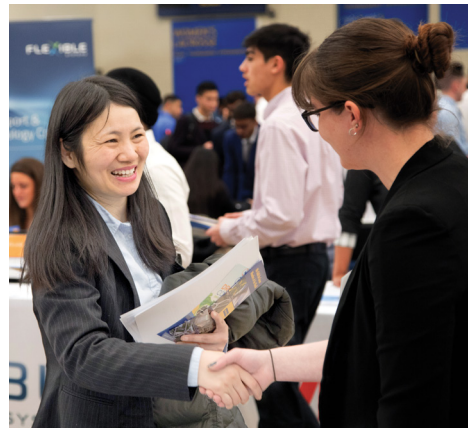
- **Behavioral interviewing** attempts to predict your future behavior by asking about your past behavior. Behavioral questions usually start with “Describe a situation in which you ...” or “Tell me about a time when you ...” The interviewer wants you to tell a brief and specific story about the situation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

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

**A Two-Way Street**

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

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



**Prepping for the Interview**

- Research the company you will be interviewing with and be familiar with its major projects, its competitors, and the industry in which it operates. Use the company website, LinkedIn, and industry publications to do your research.
- Know yourself and why you want the job. Be ready to identify your skills, abilities, strengths, and weaknesses as well as be able to articulate why you want the job.
- Planning for an important interview takes practice. Use our **Big Interview** platform to confidently answer questions and practice strategies to help you ace the interview. Then meet with a career advisor to review your results and put the finishing touches on your prep for the big day (explore Resources at [nyit.edu/cs](http://nyit.edu/cs)).

**The Day Before the Big Interview**

- Confirm the time and place of the interview and determine your best route, taking into consideration the time of day and traffic/transportation issues that may arise.
- Prepare an appropriate outfit to make a positive first impression. Make sure it’s clean and free of wrinkles. Avoid colognes/perfumes and flashy jewelry.
- Print multiple copies of your résumé and a list of 3–4 professional references. Bring a notepad, pen, and other materials as needed (portfolio, writing samples).

**Day of the Interview**

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

**After the Interview**

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

### BEHAVIORAL INTERVIEWS

Behavioral interviews ask questions related to your past behavior to help inform the organization of your potential future behavior. Behavioral interviews are very common across all industries.

#### Question Content: General Questions & Past Experiences

- “Tell me about yourself.”
- “Tell me about a time when ...”
- “Give me an example of ...”
- “What is your greatest strength and weakness?”

#### Strategies for Success

- **Think about your stories that you anticipate will come up in an interview.** Stories involving examples when you (1) went above and beyond what was asked of you, (2) have handled difficult situations, (3) were most proud of yourself and your achievements, (4) were seen as a leader amongst your peers, and more.
- **Use the STAR method (see page 17) when providing responses to the interviewer’s question to provide them with a concise and detailed story.**

### TECHNICAL INTERVIEWS

Technical interviews ask candidates to solve equations on the spot and/or coding questions to demonstrate your technical skills, critical-thinking and problem-solving skills.

#### Question Structure: Skill-Based Questions

- What are some benefits of working in an Agile environment?
- Why are doors rectangular instead of round or square?
- What’s the probability of rolling a two on a die the first time?
- What is the role of continuous integration systems in the automated-build process?

### TECHNICAL INTERVIEWS (CONT)

#### Strategies for Success:

- Practice solving technical problems. You can use online resources to practice coding, building frameworks or using your data analysis skills to practice solving problems that might be presented to you during a technical interview.
- Review the basic applications of your field. Ensure you have a solid understanding of your technical principles and methodologies that can help you succeed during the interview.

### CASE INTERVIEWS

An interviewer presents a detailed situation, problem or challenge (“case”) and asks you to analyze it and come up with a solution that you must talk through by asking the interviewer clarifying questions.

#### Question Structure: Example Business Case

- Your niece wants to open a lemonade stand to buy her mother a birthday present. What do you think of this plan?
- What is the market capitalization of Amazon today?
- A company that produces various flavors of soda has found that it is operating at a loss despite its revenues being high. What are the possible reasons for this situation?

#### Strategies for Success:

- Practice cases in live scenarios and read multiple cases prior to your first interview.
- Cases vary in the amount of details that an interviewer provides. For some cases you are given very little information and the interviewer wants you to probe for additional details. In other cases, you may be given too many facts and the interviewer wants to see how you can separate the critical information from the unnecessary details for your analysis.



### CASE INTERVIEWS (CONT.)

- Consider these six steps when responding to a case problem (Accenture):

- |                         |                            |
|-------------------------|----------------------------|
| 1 Listen to the case    | 4 State a hypothesis       |
| 2 Clarify the problem   | 5 Test the hypothesis      |
| 3 Decompose the problem | 6 Summarize your findings. |

**ILLEGAL INTERVIEW QUESTIONS**

In the United States, it is illegal for an employer to discriminate against a job applicant because of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), age, national origin, or disability. There are federal and state laws in place to prevent discriminatory employment practices. The following are some illegal interview questions along with related questions that are legal, and a discussion of how to respond to them. Any student who feels an interviewer or employer has acted inappropriately should contact CSEE.

EXAMPLES	ILLEGAL	LEGAL
<b>Work/Visa Status and Citizenship</b>	<ul style="list-style-type: none"> <li>• Are you a U.S. citizen?</li> <li>• You sound like you have an accent, where are you from?</li> <li>• Where were your parents born?</li> <li>• What is your native language?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you authorized to work in the U.S.?</li> <li>• What languages do you speak (if relevant to the position)?</li> </ul>
<b>Disability Status</b>	<ul style="list-style-type: none"> <li>• Do you have any disabilities or medical conditions?</li> <li>• How is your health?</li> <li>• Do you take any prescription drugs?</li> <li>• Have you been diagnosed with a mental illness?</li> <li>• Have you ever been an alcoholic?</li> <li>• Have you ever been in rehab?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you able to perform this job with or without reasonable accommodation?</li> <li>• Do you have any conditions that would keep you from performing this job?</li> </ul>
<b>Marital/Family Status</b>	<ul style="list-style-type: none"> <li>• Are you married?</li> <li>• Do you have children? If so, what do you do for child care?</li> <li>• Are you planning to have children soon?</li> <li>• Have you ever been divorced?</li> <li>• Where is your spouse employed?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you willing and able to put in the amount of overtime and/or travel the position requires?</li> <li>• Are you willing to relocate?</li> </ul>
<b>Age</b>	<ul style="list-style-type: none"> <li>• How old are you?</li> <li>• When were you born?</li> <li>• How long have you been working?</li> </ul>	<ul style="list-style-type: none"> <li>• Do you have any concerns about handling the long hours and extensive travel that this job entails?</li> <li>• Are you at least 18 years of age?</li> </ul>
<b>Religion</b>	<ul style="list-style-type: none"> <li>• What is your religion?</li> <li>• Are you practicing?</li> </ul>	<ul style="list-style-type: none"> <li>• Can you work on weekends? (should only be asked if the position requires working on weekends)</li> </ul>
<b>Arrest Record</b>	<ul style="list-style-type: none"> <li>• Have you ever been arrested?</li> </ul>	<ul style="list-style-type: none"> <li>• Have you ever been convicted of any crime other than a traffic violation?</li> </ul>



For certain positions, employers may require that a job candidate pass a medical exam relevant to the responsibilities of the job, and to pass a drug test.

Questions about an applicant's **religious affiliation or beliefs** (unless the religion is a bona fide occupational qualification) are generally viewed as non-job-related and problematic under federal law. Religious corporations, associations, educational institutions, or societies are exempt from the federal laws that the U.S. Equal Employment Opportunity Commission enforces when it comes to the employment of individuals based on their particular religion. In other words, an employer whose purpose and character is primarily religious is permitted to lean towards hiring persons of the same religion.

There is no Federal law that clearly prohibits an employer from asking about **arrest and conviction records**, however, several state laws limit the use of arrest and conviction records by prospective employers. In New York state, your criminal record is off-limits until an employer offers you a job. Employers cannot place job ads that mention arrests, convictions, or having a clean record, such as "no felons," "background check required," or "must have clean record." Job applications cannot have questions about criminal records and cannot ask you to authorize a background check. Employers cannot ask you questions about your criminal record. If you are asked about your record, your answer cannot be used against you. Employers cannot run a background check on you until after a conditional offer of employment.

**THREE OPTIONS FOR ANSWERING ILLEGAL QUESTIONS**

**Answer it.**

If you think the interviewer was simply trying to get to know you, and naively asked the question, you can choose to answer. Consider the intent of the question. For example, was the interviewer asking about your birthplace because he or she grew up in the same area and is trying to get to know you? If you are comfortable answering, then it's fine to do so.

**Side-step it.**

You could discreetly refuse to answer the question but address the concerns that they raise. For example, if your interviewer asks you whether or not you have children, he or she might really be getting at whether your family responsibilities would interfere with the frequent travel that the job requires. You could respond by saying something like "I can assure you that my personal life will not interfere with my professional responsibilities."

**Question the relevance.**

You can ask your interviewer how the question relates to the position you're interviewing for. This may alert them to the inappropriate nature of their question. If you feel that they are asking an inappropriate or discriminatory question, you can refuse to answer their question and either try changing the subject, or you could choose to excuse yourself from the interview.

More information on federal laws regarding prohibited employment policies/practices can be found on the U.S. Equal Employment Opportunities Commission website.

## THANK YOU NOTES

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

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

Thank you notes are also appropriate after:

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

### WRITING A THANK YOU NOTE

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

### SENDING THE THANK YOU NOTE

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

### Thank You Note Sample

**Subject Line:** Thank you for the interview

Dear Mr. Smith,

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

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

Thanks again for inviting me to the office and showing me around campus. Attached is my reference list. If you need any further information, please do not hesitate to reach me by email at [ssstapleton93@nyit.edu](mailto:ssstapleton93@nyit.edu) or by phone at 212.261.1537. I look forward to hearing from you in the near future.

Best Regards,  
Stephen Stapleton  
B.S.B.A. student  
New York Institute of Technology  
[ssstapleton93@nyit.edu](mailto:ssstapleton93@nyit.edu)  
212.261.1537

### TIP

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



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

**CONSIDER THE FOLLOWING FACTORS AND ASK YOURSELF:**

**Offered Salary**

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

**Your Value Proposition**

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

**Job Responsibilities & Organization**

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

**The Industry**

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

**Benefits**

- What am I receiving beyond my salary? Does the compensation package fit my needs?
- Do benefits (e.g. health insurance) start immediately or is there a waiting period?
- Will I need to commute a long distance or relocate? If so, how much will it cost and will I be reimbursed?
- How many paid vacation and sick days am I offered each year?

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

**RESPONDING TO THE OFFER**

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

**NEGOTIATING**

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

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



**ACCEPTING THE OFFER**

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

**REJECTING THE OFFER**

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

**SHOULD I GO TO GRADUATE SCHOOL?**

Graduate school is a big investment of time and money. Going to graduate school does not necessarily mean you will earn more money or be a better applicant to positions you're applying for, even in a poor job market.

- What jobs are you trying to get? Do they require a graduate degree?
- If you enjoy reading, problem-solving, discovering new facts, and exploring new ideas, you should consider going to graduate school.
- In graduate school, you will go in-depth in a specific area of your undergraduate major or area of interest. Be sure you have the stamina and passion for studying this area.
- A graduate degree may influence how fast and how far you can advance in your career. It may also increase your personal worth both financially and intellectually.
- Graduate school can enhance your leadership skills. Higher-level positions and decision-making power most often go to people who have gone beyond their undergraduate education because graduate studies require more personal initiative than an undergraduate degree.
- If financing a graduate degree is a problem, consider applying for grants, fellowships, and research positions.

**GRADUATE SCHOOL RESEARCH**

There are more than 1,800 institutions in the United States that offer graduate degrees and a variety of programs. Do not make the mistake of choosing a school based on your ability to get accepted. Your fit in the program is the most important factor. You need to talk with your professors, career coaches, advisors, and alumni to help identify the graduate program and a university/college that best suits you.

Consider a college's:

- reputation
- geography
- cost/funding
- faculty research expertise
- placement rates
- fit with respect to your interest, abilities, values
- size overall and the size of the program you are interested in
- research materials, like access to electronic journals and databases in your field
- research facilities and labs
- location (make plans to visit the school and community)
- meet with faculty, staff, and current students

**DEVELOPING RELATIONSHIPS FOR REFERENCE LETTERS**

- Begin developing a relationship with your recommenders as soon as possible. It is important that they know several facts about you: your character, your course work, your initiative, and your communication skills. Keep them up to date on your achievements, either verbally or in writing.
- Determine who will be your best advocates. If you hear resistance such as complaints about not having enough time to write the recommendations or not knowing you well enough or long enough, be ready to back off. If someone feels forced into writing you a recommendation, it will not help your application.
- Discuss the references with your recommenders. Remind them of anything you would particularly like to be mentioned in your letters like a project you worked on, your good grades in their courses, or great performance and initiative. Ask them to use as many specific examples as possible.
- Consider using the recommendation to explain away a negative that you didn't address in the main essay (e.g., a bad grade). The recommendation also could be a place to highlight a smaller

- accomplishment that you didn't include elsewhere in your applications.
- Provide your recommenders' telephone numbers and email addresses on applications. Admissions officers may call or email your references.
- Don't use references from friends or relatives or recommendations from people who do not know you well.
- Give your recommenders all of the necessary forms, plus addressed, stamped envelopes if the recommendations must come by paper instead of online.
- Give your recommenders at least a month in which to write the reference and ask them to meet a deadline.
- Let the recommender know when you will submit your applications. This way, they can send the reference letters at the same time.
- Reference letters can be confidential or non-confidential. Admissions officers may give more weight to a reference if you've waived your right to read it; you will need to decide the advantages or disadvantages of either choice.

**GRADUATE SCHOOL CHECKLIST**

**Summer After Junior Year**

- Write a draft statement of purpose/personal statement.
- Start browsing through guides to graduate programs online

**August/September**

- Meet with faculty members you know to discuss your personal statement and to learn about possible programs.
- Ask for letters of recommendation.
- Begin to develop your personal timeline for the application process.
- Sign up for required standardized graduate admissions tests (GRE, LSAT, MCAT).

**October**

- Take standardized tests.
- Determine the schools to which you plan to apply and identify application materials they require.
- Finish your timeline based on each institution's application and financial aid deadlines.
- Complete your personal statement, adjusting it to meet each application's specific needs. Have it reviewed by a faculty member, the writing center, and/or CSEE.
- Order transcripts from colleges you've attended. If a program you apply to requires Fall grades, talk to the Registrar's Office to see when you can get a transcript with Fall grades.

**November**

- Complete applications.
- Provide the individuals who are writing your recommendations with all the information they will need, including the schools and programs you're applying to, your résumé, transcripts, and why you've selected them to write the letter.

**December/January**

- Complete applications. Even if deadlines are later, it is good to submit applications early—there may be scholarships, Fellowships, and financial aid available on a first come, first served basis.
- Complete your FAFSA. You may be eligible for financial aid.

**February**

- Contact academic admissions departments about the possibility of an on-site visit. It is helpful to visit the campus when it comes to making your decision on where to attend.





## ADDITIONAL RESOURCES TO ENSURE YOUR SUCCESS

### Learn More

- LinkedIn Learning  
[nyit.edu/academic\\_affairs/linkedin\\_learning](https://nyit.edu/academic_affairs/linkedin_learning)
- Writing Center  
[nyit.edu/student\\_resources/writing\\_center](https://nyit.edu/student_resources/writing_center)
- Tutoring  
[nyit.edu/student\\_resources/tutoring](https://nyit.edu/student_resources/tutoring)
- Fair Labor Standards Act: Wage Requirements for Interns at For Profit Businesses  
<http://dol.ny.gov/system/files/documents/2023/09/p725-6-22-23.pdf>

### Share Your Professional Successes

- Career Chronicles: Blogs New York Tech  
[blogs.nyit.edu/career\\_chronicles](https://blogs.nyit.edu/career_chronicles)
- New York Tech News  
[nyit.edu/news/features](https://nyit.edu/news/features)
- New York Tech and CSEE Social Media  
[nyit.edu/scea/follow\\_nyit](https://nyit.edu/scea/follow_nyit)
- Merit Pages  
[nyit.edu/student\\_resources/merit\\_pages](https://nyit.edu/student_resources/merit_pages)

### I Need Help

- Career Guidance: Career Success and Experiential Education  
[nyit.edu/career\\_services](https://nyit.edu/career_services)
- Academic Resources: Academic Success  
[nyit.edu/student\\_resources/academic\\_success](https://nyit.edu/student_resources/academic_success)
- Financial Aid  
[nyit.edu/admissions/financial\\_aid](https://nyit.edu/admissions/financial_aid)
- Bear Bytes: Healthy Eating and Student Support Program  
[nyit.edu/campus\\_life/bear\\_bytes](https://nyit.edu/campus_life/bear_bytes)
- Counseling and Wellness and Accessibility Services  
[nyit.edu/campus\\_life/counseling\\_wellness](https://nyit.edu/campus_life/counseling_wellness)
- The Student Government Association and the Graduate Student Association  
[nyit.edu/campus\\_life/student\\_leadership](https://nyit.edu/campus_life/student_leadership)
- Dean of Students: Felipe Henao  
[nyit.edu/bio/fhenao](https://nyit.edu/bio/fhenao)
- First Gen Students  
[nyit.edu/campus\\_life/first\\_gen](https://nyit.edu/campus_life/first_gen)
- International Student Support  
[nyit.edu/campus\\_life/international\\_student\\_support](https://nyit.edu/campus_life/international_student_support)
- New York Tech Student Emergency Fund  
[nyit.edu/campus\\_life/new\\_york\\_tech\\_student\\_emergency\\_fund](https://nyit.edu/campus_life/new_york_tech_student_emergency_fund)
- Student Veteran Support  
[nyit.edu/campus\\_life/student\\_veteran\\_resources](https://nyit.edu/campus_life/student_veteran_resources)



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