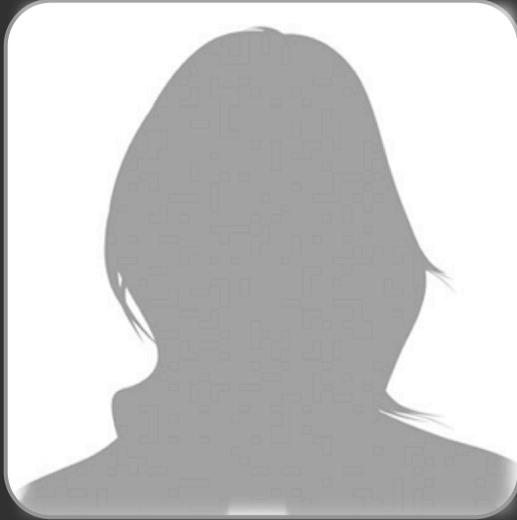




CAREER MANAGEMENT 101

The key is *always* you





Ying Ni

M.S.Ed, Human Development, University of Pennsylvania

M.S., Human Resource Management, Rutgers University

5+ years of international work experience in recruitment, training, student development and project management.

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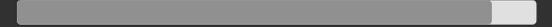


Work Experiences

Career Development 88%



Project Management 93%



Recruitment 90%



Entrepreneurship 85%





THE RESOURCES

There are many resources available for MFinA students! Check it out!



RESUME/COVER LETTER

What are the three golden rules to resume writing? How to understanding the resume from an employer's (HR/ hiring manager) perspective?



DESIGN YOUR PATH

What is your strength? What is your interest? What opportunities we have in the environment?



INTERVIEW

What are the most common interview questions? What should we do to prepare interviews?



NETWORKING

What are the key principles of networking? What should we talk when we meet with our mentors?



HEALTH AND HAPPINESS

How to manage the job hunting stress? How do balance our work and life? Will exercise and meditation help?



SECTION 2: RESUME AND COVER LETTER

The key is **always** you



RESUME

Anatomy of a Resume

Contact information

Name (bold, all caps)

- Email Address (keep it simple and professional)
- Mailing Address
- Telephone Number

Education

- Include university and location—Rutgers University, New Brunswick, NJ.
- Degree (B.S., B.A.), major and month/year of graduation (May 20XX).
- Can include minor, concentration, option, etc.
- List GPA if it is a 3.0 or above—can include major GPA.
- Study abroad information can be included in this section.

Experience

- Can use various titles for this section such as: EXPERIENCE, WORK EXPERIENCE, RELATED/ RELEVANT EXPERIENCE, INTERNSHIPS, and/or EMPLOYMENT.
- Can include: part-time jobs, summer jobs, work-study jobs, internships, volunteer positions, class projects, etc.
- Include employer/organization name and location (city, state).
- List your position title and dates (month, year).
- Describe your duties and accomplishments highlighting key skills and qualities.
- Use action verbs when writing your descriptions.
- List experiences in reverse chronological order (most recent first).

Skills

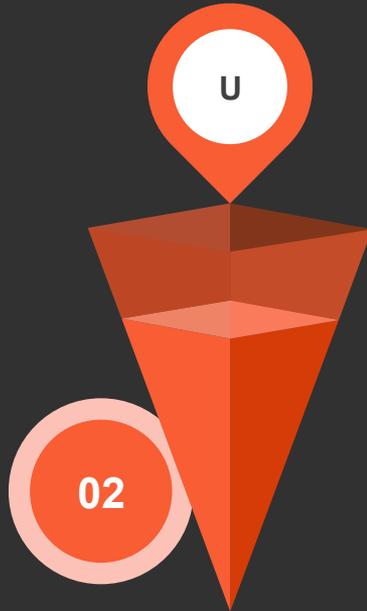
- Include computer/technical, laboratory, and languages.

Understanding Resume From An Employer's Perspective

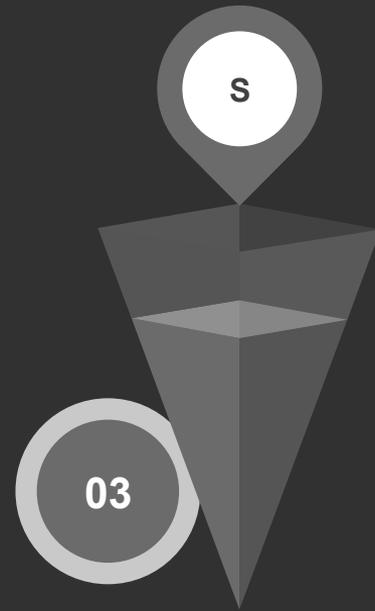
The Golden Rule Of Resume Writing



Match



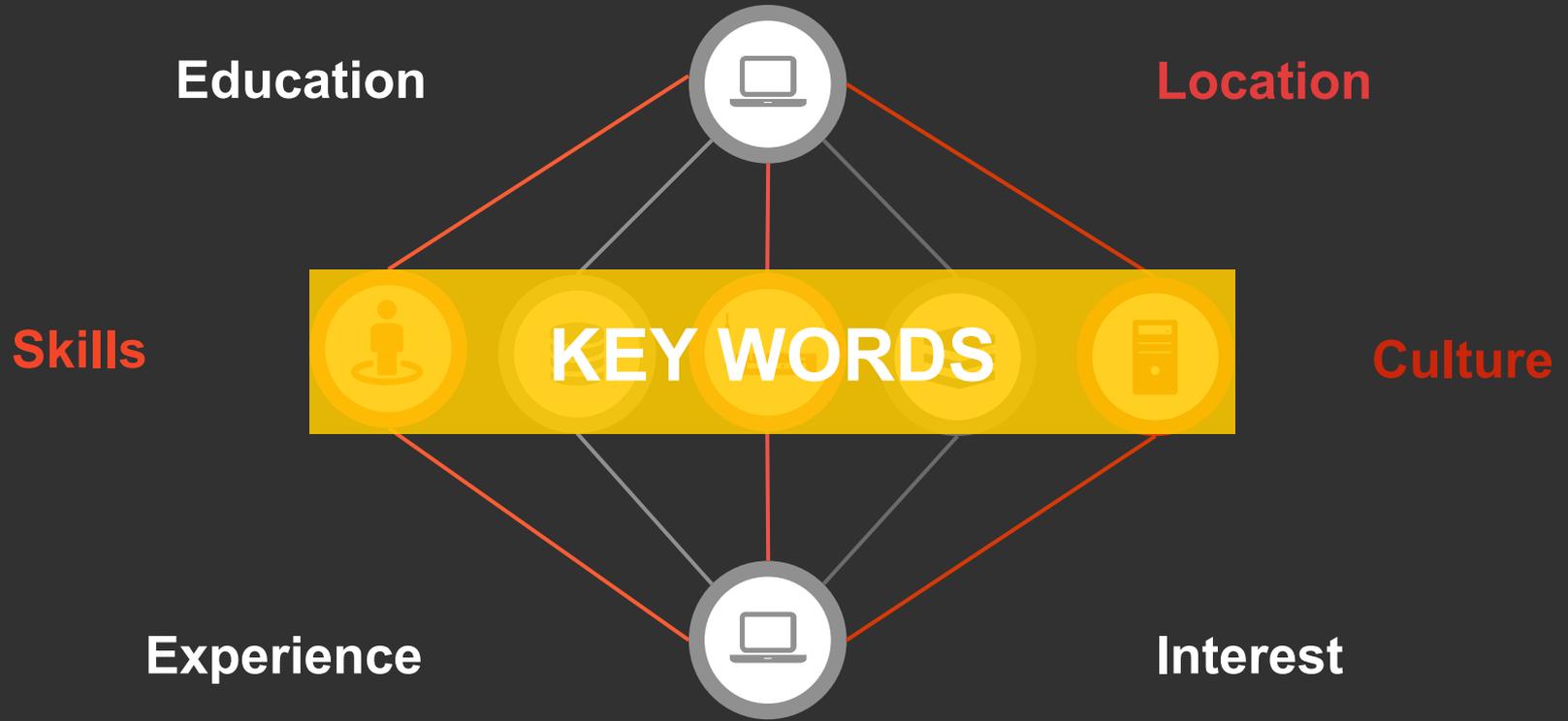
User Friendly



Selling Yourself

Match

The Golden Rule Of Resume Writing One



STEP 1: PASTE OR **UPLOAD RESUME**

Paste your resume

[Clear resume](#)

STEP 2: PASTE JOB DESCRIPTION

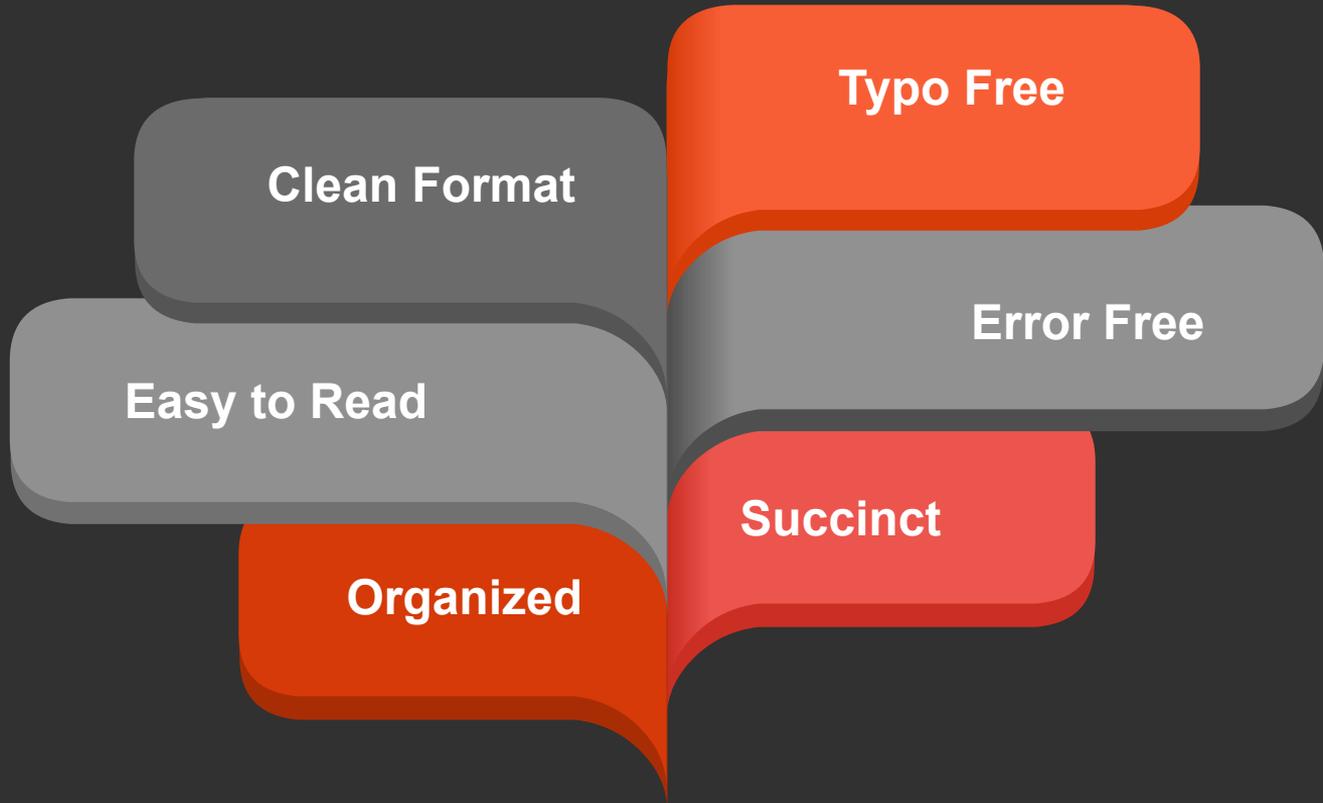
Paste the entire job description text - Exclude the 'About company' section, but include the job title.

[Clear job description](#)

SCAN

User Friendly

The Golden Rule Of Resume Writing Two

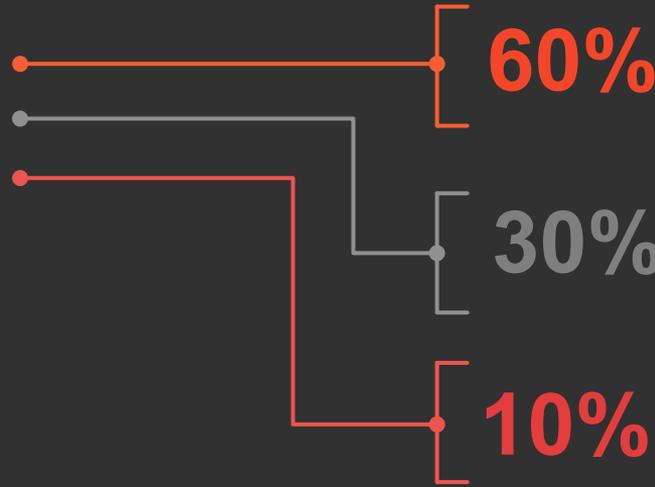


Career Guide:

<https://indd.adobe.com/view/736f00c3-ae97-4c9c-8ca0-67aa5a10dc66>

Selling Yourself

The Golden Rule Of Resume Writing Three



Provided customer support and conducted product demonstrations for clients

Conducted 10 customer support and product demonstration programs for 20 client organizations

Reduced customer complaints by 20% in a six-month period by conducting 10 customer support and product demonstration programs for 20 client organizations

01 Results

02 Numbers

03 POWER VERBS

STAR Approach

SITUATION

What is a situation, issue, or problem that you or the organization faced?



RESULT

What was the positive result/benefit of your action for the organization?

TASK

What was your tasks?

ACTION

What action did you take? How did you do it?

What if I don't have any experiences?

- 01 **Volunteer Opportunity**
- 02 Research Opportunity
- 03 **Personal Project**
- 04 Procrastination?



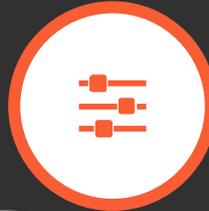
COVER LETTER

3 Cs Rules

You must state very clearly who you are and why you are writing

Your message must be concise and get to the point

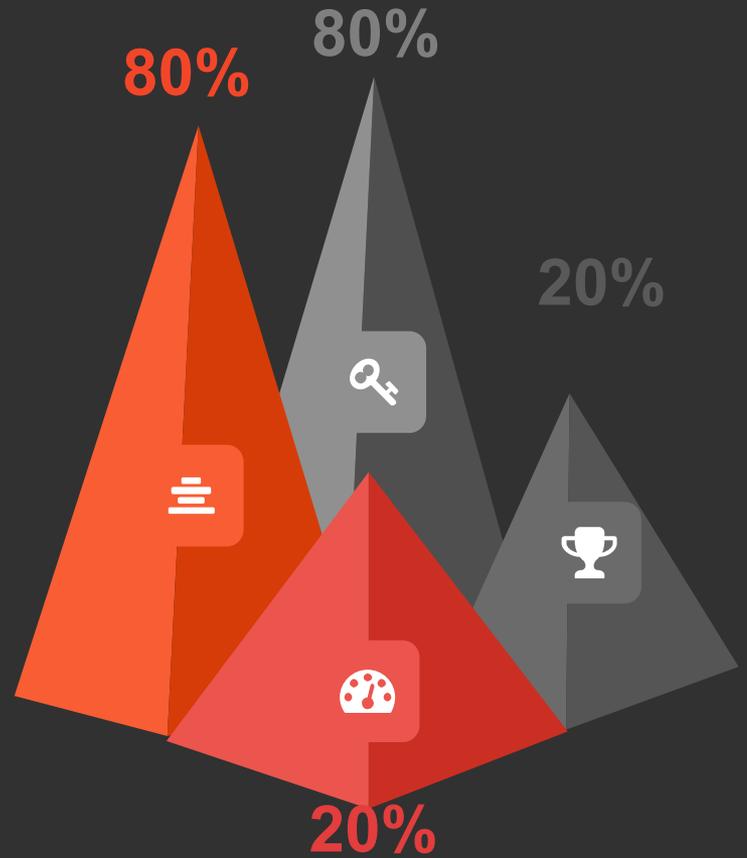
Your goal is to compel your reader to take further action, such as arranging an interview



Clear

Concise

Compelling







CAREER MANAGEMENT 101

THANK YOU

The key is *always* you

