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Rutgers

Business School

STUDENT-HANDBOOK

RUTGERS

Rutgers Business School
Newark and New Brunswick

STUDENT HANDBOOK

This Rutgers Business School Student Handbook is a vital tool that contains information about the school and other relevant resources throughout this academic year. Please note, some information may have changed after the publication of the handbook.

Special thanks to RBS Senior, Jenna Kott, for her cover design.

Name:

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History of RBS

In June 1984, the Board of Governors recommended the establishment of an upper-division School of Business at Rutgers on the New Brunswick campus, which was formally endorsed by the New Jersey Department of Higher Education effective September 1986. The school offers undergraduate programs in accounting, business analytics and information technology, finance, management, marketing, and supply chain management, leading to the degree of Bachelor of Science.

On July 1, 1996, the School of Business joined the Faculty of Management to form a single business school on Rutgers' northern campuses. The newly formed unit, renamed Rutgers Business School- Newark and New Brunswick, with its larger faculty and wide variety of centers, institutes, and programs, provides extensive new opportunities to students enrolled in the undergraduate unit of the Rutgers Business School- Newark and New Brunswick became a four-year program with the admission of the first freshman class.



In August 2013, the Rutgers Business School- New Brunswick moved to its new location, 100 Rockefeller Road, on the Livingston Campus. Known to many as 100 Rock, this building contains state-of-the-art computer and media classroom facilities, technology centers, and multiple team meeting rooms, all dedicated to the exclusive use of Rutgers Business School students. With a commitment to renewable energy, 100 Rock represents the cutting-edge nature of this growing institution.

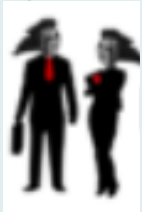


HOW TO SUCCEED AT RBS: *A Timeline For Success*

Rutgers Career Management Tools

As a Rutgers Business School Student, searching for employment opportunities is essential- and you have access to TWO career platforms: RBS BusinessKnight and Rutgers Handshake.

How can you effectively use both platforms to your advantage?



BusinessKnight

As a RBS student, your premier career exploration tool will be BusinessKnight, powered by Simplicity.

Why should you use it?

Exclusive registration for Rutgers Business School-related events like the Career Fair

Job postings are tailored for RBS students and RBS-specific majors

The platform hosts a smaller network of students, which means a smaller pool of candidates applying for positions

Business Forum requires the usage of this platform for class activities and assignments

Accessing BusinessKnight

1. Visit bitly.com/rbs_careers
2. Use your 9-digit RUID number for your username
3. Update your profile on the toolbar with your resume, education, experience, projects and skills
4. Explore events, workshops, and job postings
5. If you have any issues email:

RBSCareers@business.rutgers.edu



Handshake

Visit bitly.com/ruhandshake to set up your account

A career exploration platform offered to all Rutgers students that provides:

Machine learning to highlight relevant resources tailored to each user

A mobile app that allows students to access platform features on the go

Ability to follow employers of interest and receive alerts when opportunities are posted

Freshman: Explore Rutgers

FRESHMAN CHECKLIST:

- Sign-up and confirm your BusinessKnight and Handshake accounts** - These are the university's career portals where you should begin to build your profile, research potential internship programs, and sign-up for plenty of events!
- Write your resume** - Use the tips in this handbook. Sign up for your VMock account to create and improve your resume. Make an appointment in our office or stop by one of our professional prep sessions to learn how to write a perfect resume!
- Schedule a mock interview** - Our office provides practice interviews to prepare you for the real deal!
- Develop your elevator pitch** - Introduce yourself to employers in 60 seconds or less.
- Professional Attire** - Purchase a conservative dark suit.
- Case Competitions** - Participating in these activities allows you to work closely with your peers and professors, and provides great exposure to potential employers. They are usually by companies or academic departments.

List student organizations and on-campus activities that interest you:

Refer to the section on Student Organizations in this Handbook to view a list of RBS organizations. You may also visit www.getinvolved.rutgers.edu to learn about other groups.

1.

2.

3.

Identify companies that offer first-year opportunities:

1.

2.

3.



Sophomore: Leadership Development

SOPHOMORE CHECKLIST:

- Update your resume** to display your current academic and experiential achievements.
- Start to look into what **career opportunities** are offered in your major of interest.
- Make sure your suit is pressed and ready to go. **Attend at least one of the career fairs** each semester to network with employers.
- Attend at least 3 company presentations** of interest to learn more about what they have to offer.
- Study Abroad** - Investigate what study abroad options exist within your major.
- Actively participate in a minimum of 2 extracurricular activities:**
 - Case Competition
 - Cultural Organization
 - Professional Organization
 - Community Service/Volunteer
 - Fraternity or Sorority
 - Student Government

List organizations or activities where you can assume leadership roles or become passionately and actively involved:

- 1.
- 2.
- 3.

List any companies or industries that have piqued your interest:

- 1.
- 2.
- 3.



Junior: Build-Up Work Experience

JUNIOR CHECKLIST:

- Update your resume** to reflect your current level of involvement.
- Participate in as many career fairs as possible** to network with employers.
- Attend information sessions** for every company in which you have an interest.
- Hone and **refine your interviewing skills** through various mock interviews.
- Develop and execute your Internship/Co-Op search plan:**
 - Identify target companies
 - Discover the recruiters or hiring managers within these companies
 - Apply to various opportunities that are posted on BusinessKnight and Handshake
 - Use various job boards outside of your school to seek opportunities
- Secure an internship or co-op.**

List companies or industries you have a deep or passionate interest in:

1.

2.

Provide examples of how you can demonstrate your interest/passion:

1.

2.



Senior: Transition from Campus to Career

SENIOR CHECKLIST:

- Search for a full-time job** or apply for graduate programs.
- Review the Rutgers Offer Policy** in this handbook and posted on our website. To learn more, please turn to the section labelled RBS Student policies in this planner. ALL RBS-NB students will be held accountable to the university policy.
- If you have an offer(s), make sure to **advise all parties** involved about your decision, including RBS Office of Career Management and the Office of Career Exploration and Success.
- Maintain your academic standing** to end your collegiate career on a high note.
- Find a mentor** who can give you guidance during your first year after college.

Alumni: Enhance Your Skills and Network

As you begin your life as a professional, remember that learning has only just begun. In addition to acquiring skills through training both on and off the job, you should continue to network and develop relationships with professionals and organizations that can assist with your growth and career advancement.

LinkedIn is a great way to establish a professional online network and begin to create a presence for yourself. This social network allows you to join organizations related to your profession, explore different areas of interest and continue to keep abreast of trends within your industry.



@RBScareers



@RBScareers



@RBScareers



@rbscareers

To learn more about getting involved with Rutgers as an alum, check out the **Rutgers Young Alumni Association** on www.rutgersalumni.org/young_alumni.php and the **RBS Alumni Association** on www.rbsaa.org.

RBS STUDENT POLICIES:
Know Before You Act

RBS Job Offer Guidelines

Students, as well as employers, have a responsibility to communicate effectively regarding any potential internship or job offers. The following guidelines and policies will be strictly **ENFORCED** for all RBS students. You will be held accountable for your actions. If you need guidance with regard to evaluating job offers, we strongly encourage you to schedule an appointment with RBS Office of Career Management or the Office of Career Exploration and Success. Please note, the offer extension guidelines are requests we make to employers. **The final decision on offer deadlines is up to the employer.**



Timing for Offers and Decisions

Students need time to make informed decisions when comparing and responding to offers. To facilitate this process, please provide students with a **MINIMUM of two weeks from the date of the written offer**, but preferably longer, to accept or decline.

Rutgers Business School Guidelines:

Type of Offer	Student Responds By
Full-time offer extended after summer internship	Minimum of 2 weeks or September 4 th whichever is later
Internship or Full-time offer extended during the Summer or Fall semester for a start date after the fall semester	Minimum of 2 weeks or October 2 nd whichever is later
All other offers	Minimum of 2 weeks

In some cases, students may ask for extensions beyond this deadline; we encourage you to accommodate their requests whenever possible.

RECEIVING AND ACCEPTING AN OFFER

If you **RECEIVE** an offer, you may continue to interview with other employers. However, be certain that you respond to the offering employer prior to their deadline. Once you have **ACCEPTED** an offer verbally or in writing for full-time position, internship or Co-op, it is ethically wrong to continue to interview, apply for jobs and conduct other job search activities for opportunities with similar or competing start dates as the accepted offer. For instance, if you accept an offer for an upcoming summer internship, you are no longer eligible to interview for other summer internships or co-ops.

For more details on our guidelines, please refer to the RBS Offer Guidelines section on [RBScareers.rutgers.edu](https://rbscarers.rutgers.edu)

Student Offer Guidelines

RENEGING POLICY

Rutgers Business School Undergraduate-New Brunswick prohibits the rejection of an offer of employment after having previously accepted the offer. This is known as renegeing and is a serious recruiting violation with serious repercussions such as losing access to RBS and Rutgers Career Management systems (i.e. RBS BusinessKnight and Rutgers Handshake), on-campus recruiting and networking activities, and access to career counselors. The Office of Career Management may also report this to the Dean of Students. You should not accept any offer with the intention of withdrawing your acceptance at a later date. This hurts the reputation of the student as well as that of Rutgers Business School.

Students are required to report an offer acceptance to the Rutgers Business School by emailing rbscareers@business.rutgers.edu. Additionally, we require students to cease interview participation once a full time offer has been accepted and that they notify all employers with whom they are actively in discussions on employment that they have accepted an offer and are formally withdrawing their application.



Rutgers On-Campus Interviewing

Interviewing Code of Ethics

As a participant in the Rutgers On-Campus Interviewing Program via RBS BusinessKnight or RU Handshake, you must adhere to the ethical standards established by the Office of Career Exploration and Success and the RBS Office of Career Management. Failure to act with these standards will jeopardize:

- a) your own job search and ability to interview on-campus;
- b) your ability to register for on-campus activities that includes info sessions and career fairs
- c) the relationship between Rutgers and the employer; and
- d) your candidacy for other opportunities with the respective employer and/or other employers within the same industry

Resume Submission Guidelines

- Only submit resumes to those employers in which you have a sincere interest and which you plan to interview with, if selected.
- If an employer selects you for an interview, you are expected to accept, schedule, prepare and be present for the interview or decline the opportunity to interview within the allotted time frame.

Interview Cancellation Guidelines

If you must cancel the interview please make sure to contact the career services office hosting the interview.

- Prior to the week of the interview, cancel online through BusinessKnight or Handshake.
- Week of the interview, please follow the instructions for the career services office hosting the interview:
 - **Busch:** Call **848-445-7287** between 8:30am and 5:00pm, Monday- Friday, at least 48 hours prior to your interview; otherwise you will be considered a **NO-SHOW**.
 - **RBS (100 Rock):** Call **848-445-3600** between 9:00am and 4:00pm, Monday-Friday, at least 2 business days prior to your interview; otherwise you will be considered a **NO-SHOW**.

After multiple cancellations, you will be blocked from RBS BusinessKnight and RU Handshake.

Interview No-Show Guidelines

Scheduling an interview is a formal commitment between you, the employer, and Rutgers University. You are committed to showing up for all scheduled interviews.

- You will be considered a “no show” if you do not appear for your interview and do not follow the cancellation policy above.
- If you are a no-show, you are required to send a letter of apology to the employer and provide a copy to Office of Career Exploration and Success Employer Relations team at **recruiting@echo.rutgers.edu** as well as to Rutgers Business School's Office of Career Management at **rbscareers@business.rutgers.edu**

After ONE no-show, you will be blocked from both Rutgers career portals.

RBS PROGRAMMING:
*Earning Internship Credit,
Mentorship & Student Groups*

Earning Credit For Internship & Co-Op Experience (Optional)

RBS students may apply to obtain credit for their internship and co-op positions at the completion of their sophomore year as long as they meet all eligibility requirements. Once students obtain an internship or co-op, they need to submit a Student Learning Contract (application) that will be reviewed for approval.

If the internship or co-op is approved for credit, students will be awarded three (3) general **elective** credits upon successful completion of their internship and the associated course, or six (6) general **elective** credits upon successful completion of their co-op and its associative course. These credits may **NOT** be used to meet RBS core or major requirements, unless approved by the Academic Department Chair, prior to submitting this application to the RBS Undergraduate Dean's Office.

For complete details, application, and updates on the RBS Internship/Cooperative Education Program, for credit, visit: <http://myrbs.business.rutgers.edu/undergraduate-new-brunswick/internships>

OTHER OPTIONS TO RECEIVE CREDIT

In case you do not qualify for the RBS credit program above, please refer to the links below for further details and requirements since these two programs are not governed by RBS.

1. **Rutgers Internship & Co-Op Program - RICP** (sponsored by Office of Career Exploration and Success): <http://bit.ly/icpRUcs>
2. **School of Arts & Sciences College Internship Program** (sponsored by Office of Academic Services): www.sasundergrad.rutgers.edu/forms/internship-application

STUDY ABROAD FOR BUSINESS STUDENTS

There are more than 45 approved universities abroad that offer business courses in a variety of countries ranging from Brazil to New Zealand. Interested students must complete an RBS Course Approval form and obtain written approval from the Undergraduate Office before studying abroad in order for any credits to transfer back. Please contact Helen Pensavalle at pensavalle@business.rutgers.edu for more info.



RBS Mentoring Programs

TeamUP

TeamUP is a mentoring program that helps in the transformation of Rutgers Business School undergraduates into responsible business professionals. Those students accepted into the program will consult one-on-one with a business professional to obtain insights about the nature of their profession as well as guidance on how to grow and prosper within the profession. More information on the program, as well as the online application can be found at:

<http://myrbs.business.rutgers.edu/mentoring/teamup> Questions about the program should be directed to Sangeeta Rao, Assistant Dean for Mentoring Program at (973) 353-5709 or srao@business.rutgers.edu

Women BUILD

Women BUILD (Business Undergraduates in Leadership Development) is a leadership program designed to provide high achieving, motivated and talented women undergraduates at RBS the opportunity to reach their full leadership potential and empower them to work towards their future as the next generation of female business leaders committed to excellence in business, ethical judgment and global perspective. To learn more about this program visit:

<http://myrbs.business.rutgers.edu/mentoring/women-build>



Get Involved On-Campus

RBS-New Brunswick has many opportunities for students to engage in activities which allow you to focus your creative efforts, meet with others with similar interests, network with employers, interact with faculty and develop skills or experiences for your resume. For additional information on these organizations: <http://myrbs.business.rutgers.edu/undergraduate-new-brunswick/student-organizations>.

Official RBS Student Organizations

- Alpha Kappa Psi (Business Fraternity)
- ASCEND - Pan-Asian Leaders in Finance & Accounting (Finance & Accounting)
- Association of Latino Professionals in Finance & Accounting (Finance & Accounting)
- Beta Alpha Psi (Accounting, Finance, and Information Systems Honor Society)
- Beta Gamma Sigma Honor Society (Honor Society)
- Business Association of Supply Expertise (Supply Chain)
- Business Information Technology Society (Business Analytics & Information Technology)
- Delta Sigma Pi (Business Fraternity)
- DECA (Entrepreneurship & Leadership)
- Enactus (Business Community Service) Fashion Organization of Retail and Marketing (Marketing)
- Little Investment Bankers of Rutgers (Finance)
- Phi Beta Lambda (Future Business Leaders of America)
- Phi Chi Theta (Business Fraternity)
- RU Accounting Association (Accounting)
- Rutgers Association of Marketing & Strategy (Marketing)
- Rutgers Consulting (Finance)
- Rutgers Entrepreneurial Society (Entrepreneurship)
- Rutgers Personal Finance Club (Finance)
- Rutgers Undergraduate Women in Business (Women in Business)
- Rutgers University Business for Youth (Community Outreach)
- Rutgers University Supply Chain Association (Supply Chain)
- RuValuating (Stock Market Analysis)
- Venture Capital Club (Business Innovation)

Rutgers Business School Governing Association

The Rutgers Business School Governing Association (RBGA) represents the interests of the Business School New Brunswick student body in matters pertaining to the school and the University. The board is composed of a president, vice-president, treasurer, secretary and senator and one representative from each of the six academic disciplines at RBS. The RBGA also holds various school-wide functions such as the annual semi-formal, involvement fairs, BBQs and senior cruise.

Rutgers Business School Innovation Committee

RBSIC is the student volunteer component to the Office of Career Management. These students assist the office with event management and provide insight on how to better support the RBS undergraduate community. If interested in learning more about how to get involved with RBSIC, please contact rbs.rbsic@gmail.com.

To explore close to 400 student organizations outside of the Rutgers Business School on the New Brunswick campus, visit www.getinvolved.rutgers.edu

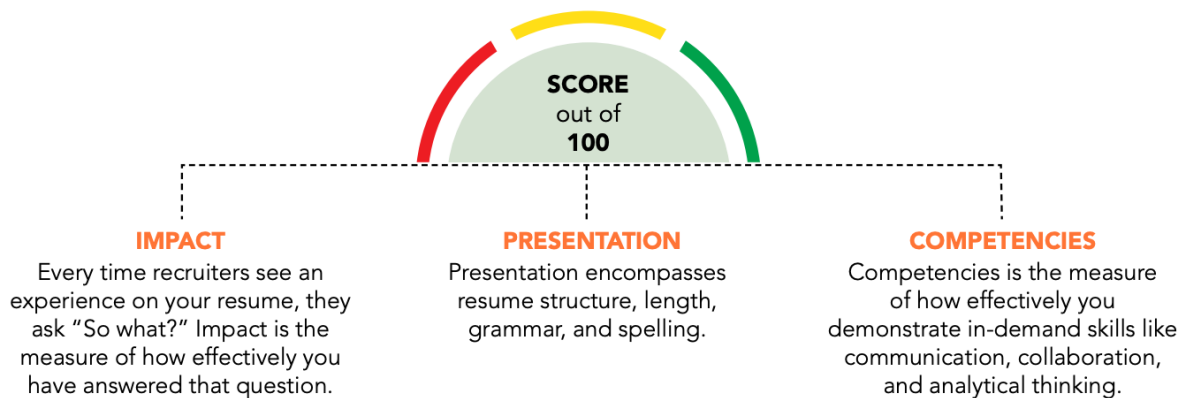
**PROFESSIONAL BRANDING
ESSENTIALS:**

*Resumes, Business Cards, Cover
Letters & More!*

Submit your resume for review on VMock - a software that reviews your resume and provides instant feedback using artificial intelligence.

VMOCK SYSTEM LEVEL FEEDBACK

System Feedback has three main modules: impact, presentation and competencies.



Creating and Building your Resume

- Upload your existing resume to VMock.
- Don't have a resume? Don't worry. Create one from scratch by clicking the "create new" button on your home dashboard.
- Improve your resume with smart suggestions and live feedback via the SMART Editor Feature.

SMART Editor Feature

- The SMART Editor Feature scans your resume and offers instant and targeted sample suggestions for each bullet point.
- SMART Editor converts resumes to the RBS community template.
- Download your resume in PDF or Word format.

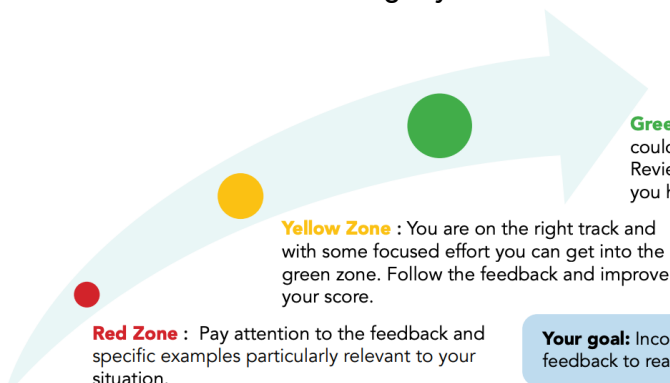
UNDERSTANDING VMOCK SCORING AND FEEDBACK

What is VMock Resume Score?

Provided on a scale of 0-100, VMock Resume Score is computed based on 3 core modules. It appears automatically in your Student Dashboard after completion of the review process.

What does the score mean for you?

It indicates the level of danger your resume currently stands in and can belong to either Red,



Your goal: Incorporate VMock feedback to reach the green zone!

Each student is allowed 10 resume uploads per year. Each re-score counts as an upload.

To Access VMock visit

<https://www.vmock.com/rutgers>.

Resume Writing 101

A resume is a professional document that serves to entice the reader into wanting to speak with and/or interview you. Like you, it is an ever-evolving document that will be consistently updated as you grow at Rutgers. In most cases the resume is the first impression you will set for an employer, making it crucial that it reflects the best you!

ACCOMPLISHMENT STATEMENTS

On average, a recruiter takes 6-10 seconds to review a resume. Adding accomplishment statements and achievements when describing your experience on the resume, helps convey your value to the reader. Consider the following factors when crafting your statements:

- **Quantify** – Try to add value to the statement by mentioning how much money or how many people you worked with.
For example: Directed and organized financial reports regarding **\$500,000** budget for weekly breakdown meetings with over **50** staff members.
- **Frequency** – Mention how often you perform a certain task. Using words such as daily, weekly or monthly to describe recurrence of the achievement.
For example: Directed and organized reports for **weekly** breakdown meetings with staff.
- **Scope/Range** – What was the overall outreach that your work impact? How widespread were your duties in relation to the organization/your peers?
For example: Supervised 30 entry-level interns at 5 state-wide locations **by hosting weekly meetings and providing hands-on training.**
- **Outcome/Benefit** - What was the final result of your contribution to a particular project? Mention increased efficiencies or corrected errors that may have resulted from your work.
For example: Created and implemented new inventory checking system **resulting in 15% decrease in shrinkage.**

COMMON WEAK VERBS

WEAK VERBS	SAMPLE POWER VERBS
Handled	Coordinated, Managed, Organized, Oversaw, Processed
Responsible for	Lead, Manage, Oversee, Supervise
Worked with	Analyzed, Collaborated, Partnered
Assist/Help	Enhanced, advised

Power Verbs

Achieve
Acquire
Activate
Administer
Advise
Allocate
Analyze
Approve
Arrange
Assemble
Author
Authorize
Balance
Budget
Calculate
Collaborate
Communicate
Compare
Consolidate
Coordinate
Create

Deliver
Design
Detect
Develop
Edit
Eliminate
Enhance
Establish
Estimate
Evaluate
Examine
Expand
Extract
Facilitate
Forecast
Formulate
Further
Generate
Guide
Identify
Implement
Increase

Initiate
Innovate
Inspect
Integrate
Launch
Manage
Maximize
Measure
Minimize
Monitor
Negotiate
Operate
Organize
Oversee
Partner
Present
Process
Procure
Produce
Project
Provide

Reconcile
Reduce
Report
Research
Resolve
Revamp
Review
Secure
Solicit
Spearhead
Streamline
Supervise
Supply
Survey
Tabulate
Test
Track
Train
Transform
Utilize
Validate
Verify

Resume Anatomy

- **Contact Info** - Consists of your name, professional email and phone number. You may also choose to include a physical address. Should you choose to do so it is best to use a permanent home address to avoid frequent changes.
- **Education** - List the school(s) you attend(ed), city, state, type of degree, major and year of graduation.
- **GPA** - Mention GPA of 3.0 or higher. Should be included if it meets the employer's desired GPA requirement. You may include your major GPA if it is higher than your overall GPA.
- **Awards/Honors** - Indicate special recognition you may have received: scholarships, honor society, club affiliations, Dean's List, etc.
- **Relevant Courses/Projects** - Highlight a particular assignment, group project or report within one or two courses that are relatable to the position you are applying for, or major. Make sure to describe the topic, what you did, end result and the skills you developed.
- **Case Competitions/Challenges** - Show off your competitive edge and presentation skills. Make sure to describe the topic, what you did, end result and the skills you developed.
- **Work Experience** - Work should be mentioned if it is directly relevant to the position, industry or career you are interested in pursuing. As you grow, you will need to decide what experiences should remain on the résumé. List your accomplishments and achievements, highlighting the transferrable skills sets that are useful in supporting the position you are applying for.
- **Related Internships/Experience** - Similar to work experience, it is best to mention internships that directly related to your target job. You can choose to prioritize these positions and list them prior to work experience if the job function is more aligned to the desired position or industry.
- **Community Service/Volunteer** - Highlight a particular activity that gives back to the community to establish a well-rounded background to employers.
- **Activities** - List both on and off campus activities. Prioritize to those where you worked with a particular skillset that employers find desirable. Again, remember to highlight those that related to your major and position you are applying for.
- **Leadership** - Indicate leadership roles within a particular organization for example: President, Treasurer, Class Representative, Committee Member, etc. This will aid you in building up your management capabilities.
- **Language** - Mention any foreign language fluencies/proficiencies.
- **Technical** - List any technical skills where you have gained some level of proficiency. This may include any Microsoft software, programming languages, and more.

Resume Headings/Sections

PROFESSIONAL EXPERIENCE: (ESSENTIAL SECTION)

List work experience from a part-time or full-time job, an internship, co-op, experiential learning or other work experience you have. Professional experience is highly recommended to put on your resume but not all students have work experience so some of the other options can be used instead.

SPECIAL PROJECTS: (OPTIONAL SECTION)

List projects that are relevant to your job search or showcase a certain set of skills that you have utilized. Special Projects can refer to a class project or project with a professor that you might have worked on during the semester. It should be relevant experience that can help to market you as a strong candidate.

COMMUNITY SERVICE: (OPTIONAL SECTION)

List work that is done without pay and intended to give back to people in the community. Examples of community service or volunteer work include volunteering in an animal shelter, donating blood, tutoring students, working in a soup kitchen, hosting a book drive, etc. Community service helps students gain real-world experience and important skills like leadership, problem-solving and time management.

SKILLS: (ESSENTIAL SECTION)

List your skills and the level of skill that you have. It is recommended that you list your technical skills and other value adding skills that you have (e.g., Fluent in Spanish). You can also list certifications here too.

EDUCATION: (ESSENTIAL SECTION)

This section should include your degree, major, expected graduation date and GPA. List colleges in reverse chronological order with most recent (Rutgers) first. If you are a transfer student, you can list your previous school below Rutgers information in this section. If you are a first semester freshmen you can list your high school, but after your first semester it is recommended that you remove it. Accounting students pursuing the 150 credits for the CPA must add that they are pursuing their 150 credits as bullet item under education and put the expected date (e.g., 150 credits expected May 2022).

RELEVANT COURSEWORK: (OPTIONAL SECTION)

List completed courses that are relevant to your major and the job in which you are pursuing.

LEADERSHIP: (OPTIONAL SECTION)

List roles in which you held a title with responsibilities either leading people or projects. Examples of leadership would be a President or another leadership position in a student organization where you can list your responsibilities and accomplishments in that role.

CAMPUS INVOLVEMENT: (OPTIONAL SECTION)

List campus involvement where you did not have a specific role but still want to show campus engagement. For example, you are a member of a student organization, participated in fundraisers, participated in any important events that are relevant to your career development and/or job search.

Resume Guidelines

- **Page Length:** 1 page
- **Margin Range:** 0.5 inch to 1 inch. Use the same margin size for top, bottom, left, and right margins
- **Font Size:** 10 pt to 12 pt font; except your full name which can be 14 pt to 18 pt font
- **Font Style:** Use the same legible style throughout your resume. Ex: Arial, Calibri, and Times New Roman
- **School Name:**
 - Rutgers University, Rutgers Business School
 - Include city and abbreviated state (ex: New Brunswick, NJ)
- **Major:**
 - List degree as "B.S." or "Bachelor of Science"
 - Include graduation month and year (ex: May 2020)
 - Do not include "Anticipated Graduation" or "Expected Graduation"
- **Study Abroad:** Include if applicable
- **Honors & Awards:** Include if applicable
- **Work, Internships, Leadership, Community Service/Volunteer Sections:**
 - Use action verbs to start every bullet
 - Choose strong action verbs like reconcile, manage, evaluate, analyze, and design
 - Include city, abbreviated state, or country (if you worked internationally)
 - Include job title
 - Include dates (ex: June 2014 - Present, June 2014 - June 2017, or 6/14 - Present)
- **Activities:**
 - List name of organization
 - List title (ex: President, Member, Finance Committee Member)
 - Include participation dates (ex: March 2016 - Present, December 2016 - May 2017, or 6/14 - Present)
 - List major achievements within your role
- **Qualifications:** Include technology/computer and language skills



Common Employment Examples

- **Babysitter/Child Care Provider**

- Provide child care services to 3 children weekly, ages 3 to 10, using effective behavior management strategies while maintaining a safe, child-friendly environment.
- Supervised 5 children in a variety of scheduled extracurricular activities and tutoring.

- **Senior Camp Counselor**

- Supervised up to 30 students ages 10-15 in daily activities for 10 week program.
- Plan and organize logistics for weekly educational and recreational day trips for 75-100 campers.
- Developed new counselor training procedures for 25 incoming staff members.

- **Cashier**

- Balance register ranging up to \$1000 daily and process various forms of payment.

- **Customer Service Representative**

- Resolve customer inquiries by possessing a strong product knowledge of 1,200 items.
- Achieve a 98% customer satisfaction rating resulting in the receipt of a customer service award

- **Hostess**

- Provided seating and delivery assistance to patrons on an average of 32 per hour while ensuring a positive customer service experience.
- Coordinated restaurant procedures and seating flow for over 50 wait and kitchen staff based on real-time demand

- **Instructor (Sport, Academic, etc.)**

- Instructed group and individual lessons to students ranging from 6 to 17 years of age regarding (topic).
- Prepared drills and routines to strengthen students' techniques and create strong team dynamic, for up to 20 students.

- **Lifeguard**

- Oversee 250+ guests daily while managing snack bar inventory and training new hires.
- Monitor beach activities, respond to patrons' requests and ensure proper policies are followed.

- **Retail Sales Associate**

- Consult with customers to assess their needs in selecting the appropriate merchandise that meets their electronic needs.
- Meet and exceed weekly sales goals of 85% by using consultative approach with clients and acquiring extensive knowledge of the product line-up.

- **Tutor**

- Created and administered lesson plans and projects to strengthen students' understanding based on evaluation of subject gap areas.
- Provide supplemental academic support in Algebra and Calculus for a group of 10 students.

Sample Resume

FIRST LASTNAME

1 Washington Place, Newark, NJ 07102

(555) 555-1111

name@rutgers.edu, [linkedin.com/in/firstnamelastname](https://www.linkedin.com/in/firstnamelastname)

EDUCATION:

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

Rutgers Business School

Newark, NJ

Bachelor of Science, Supply Chain Management

May 2022

- GPA: 3.5
- Dean's List

ESSEX COMMUNITY COLLEGE

Newark, NJ

Associate of Arts, Liberal Arts

May 2020

- GPA: 3.7

RELEVANT COURSEWORK: (OPTIONAL SECTION)

- Global Procurement and Sourcing Strategies, Business Logistics and Transportation, Introduction to Six Sigma and Lean Manufacturing

LEADERSHIP: (OPTIONAL SECTION)

American Production and Inventory Control Society – APICS

Rutgers Chapter President

Sep 2019 – May 2020

- Led 40-person organization in development and execution of fundraising activities for members

CAMPUS INVOLVEMENT: (OPTIONAL SECTION)

- Member, Business Association of Supply Expertise - BASE

PROFESSIONAL EXPERIENCE:

Dunkin', Madison, NJ

Aug 2019 – Present

Customer Service Officer (Part time Job)

- Greet customers, process payments, and deliver orders

BASF, Florham Park, NJ

Jun 2019 – Aug 2019

Procurement Intern

- Maintained contract data for 40+ vendors providing supporting documentation for negotiations
- Attended RFP meetings to understand bidding process and selection criteria for new vendors

SPECIAL PROJECTS: (OPTIONAL SECTION)

Industry Client Project, Supply Chain Consulting Project

Feb 2020 – May 2020

- Identified existing problem in procurement department using root-cause analysis
- Presented findings of research to management and provided recommendations for improvement

COMMUNITY SERVICE: (OPTIONAL SECTION)

SKILLS:

- Proficient in Microsoft Office (Access, Excel, PowerPoint, and Word)
- Knowledge of basic QuickBooks
- Fluent in Spanish; conversational French

Cover Letters 101

1. **Heading:** It should contain your name, address, phone number and email address.
2. **Greeting:** Address the letter to your hiring manager. If this information not available, you can use a general greeting like “Dear Recruiter” or “Dear Hiring Manager.”
3. **1st Paragraph (Introduction):** Briefly describe how you heard about the job and how you will add value to the organization.
4. **2nd Paragraph (Body):** Explain why you are the best fit for the position based off the job description and company knowledge. Highlight your skills and accomplishments that align with the position at hand.
5. **Final Paragraph:** Mention how you will follow up. Thank the reader for their time and attention.
6. **Closing:**
 - Sincerely,
 - With warm regards,
 - Respectfully,
 - With great enthusiasm,
 - Cordially,
 - Best regards,



Cover Letter Template

DO NOT COPY WORD FOR WORD- THIS IS CONSIDERED PLAGIARISM!!

JANE SMITH

1 Washington Park

Newark, NJ 07102

Cell: (555) 555-1111

Email: jsmith@business.rutgers.edu

LinkedIn Profile: [linkedin.com/in/jane-smith](https://www.linkedin.com/in/jane-smith)

DATE

ABC Company
111 Broad Street
Newark, NJ 07102

Dear Hiring Manager: **(If you know the person's name write it! Do not write 'To Whom it May Concern')**

For the first paragraph include the following: internship or job position/title, company and where you found the posting/opportunity. Include your major, your class (i.e. freshman, sophomore, etc.) your school, and your month and year of graduation.

For the second paragraph, describe some of the skills the company is looking for and give examples of how you have these skills. Use academic projects, club leadership roles, and voluntary experience to showcase your skills. Match these skills to the skills the company is seeking for this role. It helps to look at numerous job descriptions of companies that you are interested in working for. Use common business terminology to let the employer know that you understand what the role requires.

You can include a third paragraph where you can expand more on the company and the reason why you want to work for them. You can also expand on something that you feel you need to explain that wasn't captured on your resume. For example, explaining a change in career, lack of experience, connections you have in the company, etc.

For the final paragraph, thank the person for their time and express that you are available for further discussion. Provide the best way to contact you either through phone, email or both, and if you have limited or constricted availability, include that here.

Sincerely,

Your Name

Sample Cover Letter: Student with Only Coursework Experience

Thomas Williams
100 Rockefeller Road
Piscataway, NJ, 08854

[Date]

If you do not know who you should be addressing, you may put something like Dear Hiring Manager or Dear HR Recruiter.

Dear Mr./Ms./Mrs. [Hiring Manager's name]:

I am writing to express my interest in being considered for the Supply Chain Management Intern position at [Company's Name]. I am currently a Sophomore at the Rutgers Business School-New Brunswick, completing my Bachelor of Science degree in Supply Chain Management. I believe that my education along with my technical skills make me a good candidate for this opening.

1st Paragraph: Introduce yourself and state the position applying for.

I have taken relevant coursework such as Fundamentals of Supply Chain Management with SAP, Introduction to Six Sigma and Lean Manufacturing, as well as Supply Chain Environmental Management/Green Purchasing. Through these courses, I have had hands-on experience with SAP, the fundamentals of six sigma and lean manufacturing, and participated in a project focused on designing green supply chain. In addition, my involvement in various campus organizations has allowed me to develop my interpersonal and leadership skills.

2nd Paragraph: Give specific examples related to the position that show why you should be hired.

I strongly believe that with my academic, technical and project management experience I will make an immediate impact at [Company's Name]. I look forward to the possibility of discussing my candidacy in person. Do you have time next week for a conversation? For your convenience, I have enclosed my resume. If you have any questions, I may be reached at 123-456-7890 or thomas.williams@ymail.com. Thank you for your time, and I look forward to learning more about this opportunity.

Conclusion: Recap strengths from the examples you provided, include contact information. Provide a proactive approach, if possible. Make sure to follow-up on your commitment. Thank the reader.

Sincerely,



Thomas Williams

Sample Cover Letter: Response to a Request for Resume

Michelle Blanco
100 Rockafeller Road
Piscataway, NJ, 08854
(848) 445-3600 | blanco.m@ymail.com

Recruiter or Hiring Manager
ABC Company
123 Company Way
Job Town, NY 02045

[Date]

Dear [Recruiter/Hiring Manager],

As per your request, I have attached my resume. I believe that the skills and experiences highlighted in my resume make me an ideal candidate for the Digital Marketing Co-op at ABC Company.

As a student enrolled in the Rutgers Business School, I have successfully completed a range of courses that have provided a foundation in business management while developing my analytical and critical thinking ability. For example, in my Marketing Consulting course, my team and I worked with a local business to analyze and implement an effective marketing strategy to help grow their customer base. In addition, my involvement on-campus as the Marketing Lead for the Rutgers Association of Marketing & Strategy has improved my communication and leadership skills. With my course work and extracurricular activities, I have been able to learn how to manage my time efficiently.

Based on my experiences, I exceed the minimum qualifications for this position and feel I will be able to hit the ground running if hired. I will follow-up with you next week on Tuesday to confirm receipt of my application packet. Should you have any questions in the meantime, I can be reached any time via phone or email. Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

With great enthusiasm,



Michelle Blanco

Thank You Note/Email

Within **24 HOURS** follow up with a note thanking the interviewers for their time and consideration. You can do it via email and/or a handwritten note. If you are only doing one option, send an email as it will arrive sooner. If you opt to send both, make sure the content is not identical. Thank you notes are a way to leave a positive impression on an employer.

Dear Ms./Mrs./Mr. [Interviewer's Last Name],

I enjoyed meeting you and the team while learning more about your Sales Analyst opportunity. Our conversation has furthered my excitement in being a prospect for this position. In particular, I enjoyed our discussion of how industry trends are impacting sales at ABC Company. I am confident that my experience in both the classroom and workplace would enable me to execute this job position effectively.

Should there be any additional questions, please feel free to contact me via phone and/or email. I look forward to hearing from you soon.

Warm Regards,



Angela Martin

Dear Ms./Mrs./Mr. [Interviewer's Last Name],

Thank you for taking time to meet with me on June 3rd with regards to your Accounting Co-Op. After learning more about the impact this position has within the organization, I feel enthusiastic about the possibility of using my strong analytical background and presentation skills to contribute on your team.

It was a pleasure meeting with you and I hope to hear from you soon. If you have any additional questions, you may contact me via email and/or phone.

Sincerely,



Mindy Kapoor

RBS Business Cards

Want to stand out from the competition during a networking opportunity? Then you need your very own RBS business card! There will be times when your resume will not be on hand. The business card is an overall snapshot of who you are; in this case, less is more.

Ordering Instructions

1. Go to: <https://www.duplionline.com/dupli-online-login/>
2. In the top right corner, click on “Log In.”
3. Fill in the following account info:
 - a) Account Name: rutstu
 - b) User Name: rutstu
 - c) Password: rutstu
 - d) Click on “Sign In.”
4. Under Home in the left corner, click on “Business Cards.”
5. Click on “Select.”
6. Fill out the online form where appropriate. The content on the card is your prerogative. We suggest the following setup:
 - Quantity: Select your desired amount. Pricing is listed on the bottom of the card design web-page.
 - Choose logo/signature: Schools/Colleges
 - Campus/School/Unit: Rutgers Business School Newark and New Brunswick
 - Name: Student’s Full Name
 - Title: Enter brief objective statement
 - Department: Leave blank
 - Appropriate Rutgers Name: Rutgers University - New Brunswick
 - Address 1: Major, Minor, Graduation Month & Year
 - Address 2: List 1-2 leadership roles and/or achievements on one line (space permitting)
 - City, State & Zip Code: Leave blank
 - Phone: List the best phone number to reach you and indicate it on the drop-down menu (i.e. phone, cell)
 - Email: List your preferred email address where you can best be reached
 - URL: List link to LinkedIn account (if you have one)
7. Proofread your card carefully (you may not get a proof of your card once the order is placed).
8. Go to “Check Out.,” enter payment info, and click “Submit Order.”
9. NOTE: If you click on “Save Order” your order will not be submitted to Dupli.
10. Make sure you receive a confirmation order number.



MARKETING YOURSELF:
*Career Fair Survival, Job Search
Tips & Interview Basics*

Career Fair Strategies

Before the Fair:

1. Create your 30-60 second elevator pitch. Practice it, but don't try to memorize it like a movie script. It should be used to guide you during your conversation.
2. Develop your resume and have it critiqued at the RBS Office of Career Management or during the Professional Prep Sessions.
3. Make extra copies of your resume on quality resume paper.
4. Research companies through their website, social media and Vault.com.
5. Review the list of attending companies and identify your "target" employers.
6. Develop a few questions to ask:
 - What kinds of skills, experience, and personal qualities do you look for in the students you hire?
 - What are typical career paths within your organization?
 - What type of training program do you offer to new employees?
 - What is your organization's culture like?

Day of the Fair:

1. Dress for success. Wear business professional suit attire.
2. Bring your padfolio, resumes, and a pen.
3. Introduce yourself to target employers:
 - a. Smile, have a firm handshake, and maintain eye contact.
 - b. Use your elevator pitch. Ask informed questions based on your employer research.
4. Request employers' business cards/contact information and offer your resume.
5. Thank them for their time.
6. Jot down notes immediately after talking to each employer in padfolio.

After the Fair:

1. Send a brief thank you note via email to each employer you spoke to within 24 hours.

Career Fair Strategies

30-60 Second Elevator Pitch

5 Steps to Success:

1. Introduce Yourself— Talk about who you are and what you want from your "ideal" employer.
2. Grab Their Attention—Describe something special about you to captivate the employer and ensure they remember you.
3. Sell Your Skills—Emphasize what you can bring to the company and your past experiences.
4. Make a Positive Impression—Generate enthusiasm and interest about you as a potential candidate.
5. Wrap up the Conversation—Let the employer know you would like to learn more about their opportunities and how you will follow-up after this chat.

Create Your "Own" Pitch:

Hi. My name is (name). I am currently a (year in school), majoring in (major). I have had a strong interest in (career field/industry) since (work/personal experience). I held an internship with (company name) where I (list major accomplishments).

In addition, I work part-time at (company name) as a (job title). I am also involved with (list any student clubs/organizations, volunteering, leadership experience, sports, etc.). These experiences have enhanced my (list skills, qualities and abilities a company would find appealing).

I am interested in learning more about the (name of job/internship) with your company.

Business Professional Dress Guidelines - MEN

YOUR FIRST IMPRESSION IS YOUR LAST IMPRESSION!

- Dark gray, dark navy blue, or black professional business suit; pants and jacket must match color and fabric
- White dress shirt
- Conservative, professional tie with a solid or simple pattern. No bright colors or graphics
- Dark socks that match shoes or pants; no patterned or white socks
- Clean, polished dark dress shoes; Black is preferred; no sneakers or boots
- No facial jewelry; minimal accessories (dark belt, watch, ring); Cover any tattoos if possible
- Hair well groomed; clean shaven or well-groomed facial hair
- Clean, trimmed nails; minimal fragrance, if any
- Bring padfolio for resumes and note taking



The dress attire guidelines for OCM sponsored events are subject to change. Please check with the specific event listing online for more details or contact the Office of Career Management - NB for further assistance.

Business Professional Dress Guidelines - WOMEN

YOUR FIRST IMPRESSION IS YOUR LAST IMPRESSION!

- Dark gray, dark navy blue. or black professional business suit: long sleeved jacket with lapels and matching color and fabric; knee length skirt OR full length dress pants
- Solid light colored blouse or shirt: avoid plunging necklines
- Clean, polished close toed dark pumps (low heel), no stilettos or ballet flats
- Neutral colored plain hosiery if wearing a skirt suit: no pattern
- Minimal jewelry; watch, ring, small earrings
- Minimal makeup, if any
- Hair well groomed: Cover any tattoos if possible
- Nude or light colored nail polish, if any. Clean, trimmed nails
- Minimal fragrance, if any
- Small purse, if any
- Bring padfolio for resumes for note taking



The dress attire guidelines for OCM sponsored events are subject to change. Please check with the specific event listing online for more details or contact the Office of Career Management - NB for further assistance.

Business "Casual" Dress Code

Business casual attire is neat and classic rather than trendy. It should not portray cocktail or party attire, nor look tight or baggy. When in doubt, dress it up!

Guidelines for Men

- Pants: Khaki or dark colors, neatly pressed.
- Shirts: Long-sleeve, buttoned solid shirt. Avoid bold colors like oranges, blues etc.
- Accessories: Wear a belt and minimal jewelry like a watch.
- Ties: Not necessary for business casual. Use solid and conservative colors.
- Socks: Wear dark socks, mid-calf length. No skin should be visible when you sit down.
- Shoes: Wear appropriate shoes. No sandals, athletic shoes or hiking boots.
- Grooming: Clean shaven and well-groomed hair. Clean fingernails. Minimal fragrance.



Guidelines for Women

- Pants: Dark colors, neatly pressed.
- Skirts: Knee length, neatly pressed. Avoid form-fitting skirts.
- Shirts/Blouses: Long-sleeve, solid color. Avoid the plunging necklines.
- Accessories: Minimal jewelry like a watch or earrings.
- Hosiery: Skin colored.
- Shoes: Wear appropriate shoes. No sandals, athletic shoes or stilettos.
- Grooming: Hair well-groomed. Subtle makeup. Nude nail polish. Minimal fragrance.

Internship/Job Search

COMPETITIVE JOB MARKET

Finding an internship or full-time job requires time and dedication. Preparation and an early start in the job search process is key to obtaining the results you want. You only get out what you put into it.

To seek out multiple job opportunities, you must be proactive and have a tiered approach. Not only should you apply to job postings on BusinessKnight and Handshake but also utilize different avenues when job searching such as networking, career fairs, and company career websites.

BRAND YOURSELF

As a job-seeker, make sure you are representing your brand correctly. Anytime you are in the presence of a working professional, is a possible networking opportunity.

In addition, you want to showcase the desirable attributes that meet the needs of the job you are applying for. Therefore, be sure to research the job description and company thoroughly. Demonstrate your strengths that make you a uniquely qualified candidate and be sure you are able to support your claims (i.e. resume, LinkedIn, transcripts, cover letter).

Use multiple approaches simultaneously to find employment, including but not limited to:

- a) BusinessKnight/Handshake (aka Rutgers career portal)
- b) Career fairs, information sessions and on-campus interviews
- c) RBS Office of Career Management and Office of Career Exploration and Success
- d) Social networks (i.e. LinkedIn, Facebook, Glassdoor)
- e) Various internet job boards (i.e. Indeed, LinkedIn, WayUp, TheMuse)
- f) Business News (i.e. Wall Street Journal, Business Insider)
- g) Networking/Word of Mouth
- h) Contacting the company directly

QUICK TIPS

- Do not apply to jobs aimlessly; ask yourself what types of companies and/or industries interest you.
- Assess that all your marketing materials are organized and formatted correctly.
- Dress the part whenever you meet with working professionals and watch your nonverbal communication.

The Interview

COMMON INTERVIEW QUESTIONS:

- Tell me about yourself.
- What are your weaknesses? What are your strengths?
- Why do you want to work for our company?
- What are your long term and short term goals?
- Give me an example of a time when...
- What would your previous boss or peers say about you?

SAMPLE QUESTIONS TO ASK YOUR INTERVIEWER:

- What do you enjoy most about the work you do?
- If you could change one thing about your organization what would it be?
- What kind of management style is encouraged at this firm?
- How would you describe the culture of this organization?
- Are there advancement opportunities in this role?

The most important thing to remember about an interview: there are no wrong or right answers (in most cases). Employers wish to assess your ability to think on the spot. Many employers are observing how you approach the problem and your ability to develop a solution.

For more tools on interviewing, check out our Resources listed on our website:

<http://myrbs.business.rutgers.edu/undergraduate-new-brunswick/career-management-resources>



Navigating a Virtual Environment

TYPES OF VIRTUAL INTERVIEWS

Live

- Job applicants speak directly with interviewers in real-time over a virtual platform

Pre-Recorded

- Unlike a live virtual interview, there is no human interaction
- A question appears on your computer screen. You are given approximately 30-60 seconds to review it. You are then given one to two minutes to answer the question while the camera records your response. The next question appears and the process is repeated.

PREPARATION TIPS

- Do your research! Whether you are being interviewed, attending an information session, or going to a career fair, prepare the same way you would as though it was in person
- Check and test your technology
- Set up a professional background
- Dress for success, following business professional dress guidelines
- Turn off your phone and minimize distractions
- Close other applications and windows on your device to avoid clicking around

WHILE EXPERIENCING THE VIRTUAL WORLD:

INTERVIEWS, INFO SESSIONS, CAREER FAIRS, AND MORE

- Make eye contact with the camera on your computer or phone
- If needed, wear headphones to eliminate background noise
- Be conscious of your verbal and non-verbal presentation
 - This includes your: Appearance, Facial Expressions, Eye Contact, Gestures, Posture, Tone/Volume/Rate of Speaking, Energy and Enthusiasm

PRACTICE WITH A MOCK INTERVIEW

- BusinessKnight offers a Mock Interview feature students can use to practice and improve upon their virtual communication skills



Webex Meetings



Student Resources

FREE SUBSCRIPTIONS AND RESOURCES FOR RBS STUDENTS

Grammarly Premium

- An online writing assistant that scans written documents for correctness, clarity, engagement, and delivery. Use your institutional email when signing up.
- www.grammarly.com/edu/signup

LinkedIn Learning

- Unlimited access to thousands of free instructional videos on business, software, and creative skills.
- <https://it.rutgers.edu/linkedin-learning/>

VMock

- A software that provides resume critique and instant feedback using artificial intelligence.
- <https://www.vmock.com/rutgers>

Wall Street Journal Subscription

- <https://www.libraries.rutgers.edu/indexes/wsj-current>

New York Times Subscription

- <https://www.libraries.rutgers.edu/indexes/nyt-digital>



Career Resources

ONLINE

Rutgers Business School Office of Career Management - Resources

- <http://myrbs.business.rutgers.edu/undergraduate-new-brunswick/career-management-resources>

Rutgers Office of Career Exploration and Success - Resources

- <http://careers.rutgers.edu/about-us/resources-services>

Career Services

- **Career Shift:** Job hunting tool, <https://www.careershift.com/?sc=rutgers>
- **ForteFoundation:** Networking and job hunting tool for women in business, <http://www.fortefoundation.org>
- **GoinGlobal:** Job hunting tool, <http://www.goinglobal.com/>
- **ParkerDewey:** Micro-Internship platform, <http://info.parkerdewey.com/business.rutgers>
- **Vault Career Exploration Guides:** Inside information on careers and jobs, <https://careers.rutgers.edu/about-us/resources-services/online-career-tools/vault-career-exploration-guides>

LinkedIn

- Professional networking database, www.students.linkedin.com

Rutgers University Library Research Guides

- **All Guides:** <https://libguides.rutgers.edu/?b=g&d=a>
- **Course Guides:** <https://libguides.rutgers.edu/courseguides>

Suggested Reading

SUGGESTED READING

- The WORK Book: How to Build Your Personal Brand and Get Hired - By Bill Hobbs
- How to Win Friends and Influence People - By Dale Carnegie
- Getting from College to Career - By Lindsey Pollak
- Great on the Job - By Jodi Glickman
- Lean In For Graduates - By Sheryl Sandberg
- The 7 Habits of Highly Effective People - By Stephen Covey

Frequently Used Rutgers Websites

Office of Career Management	https://myrbs.business.rutgers.edu/undergraduate-new-brunswick/career-management
RBS BusinessKnight	biz-rutgers-csm.symplicity.com/students
Rutgers Business School	business.rutgers.edu
Athletics	scarletknights.com
Bus Tracking	www.nextbus.com
Center for Global Service.....	global.rutgers.edu
Daily Targum	dailytargum.com
Dining Services	food.rutgers.edu
Financial Aid	studentaid.rutgers.edu
Learning Centers	rlc.rutgers.edu
Libraries	libraries.rutgers.edu
My Rutgers Portal	my.rutgers.edu
Online Registration System	webreg.rutgers.edu
Parking; Transportation	parktran.rutgers.edu
Registrar	registrar.rutgers.edu
Office of Career Exploration and Success.....	careers.rutgers.edu
Handshake.....	bitly.com/ruhandshake

BusinessKnight



handshake

R
BUSINESS



RUTGERS

University Libraries

Rutgers Business School
Office of Career Management
New Brunswick

Concentrated. Targeted. Focused.

myRUTGERS



nextbusTM



Important RBS Contacts

ACADEMIC DEPARTMENTS

Accounting	848-445-3540
Business Analytics and Information Technology	848-445-9244
Finance	848-445-3907
Management and Global Business.....	848-445-3560
Marketing	973-353-1327
Supply Chain Management	848-445-3516

Academic Advising Services for the Undergraduate Office is located in the Rutgers Business School building at 100 Rockefeller Road, first floor in the North Tower. The Undergraduate Office of Career Management is located in Suite 5005E, 100 Rockefeller Road (Fifth Floor).

RBS UNDERGRADUATE - DEAN'S OFFICE (848-445-3600)

Martin Markowitz --- Senior Associate Dean

Debra Toti --- Administrative Assistant to Dean Markowitz

Ronald Richter --- Director of Academic Advising & Student Counseling – Undergraduate

Kerstin Schnatter --- Assistant Dean for Freshmen, Sophomores and Honors

Felicia Norott --- Assistant Dean for Juniors, Seniors and School to School Transfers

Melba Blanco --- First Year Advisor

Nicole Martinez --- First Year Advisor

John Muth --- Sophomore Advisor

Leidy Garcia-Cosbert --- Sophomore Advisor

Nadia Khokhar --- Junior Advisor (A through L)

Thomas Moore --- Junior (M through Z) and External Transfer Advisor

Linessa Williams -- Senior Advisor

Dijha Allen --- Senior Advisor

KerriAnn Mattaliano --- Administrative Assistant, Academic Advising

Christine Yannuzzi --- Enrollment Manager

Donna Brancato --- Program Coordinator

Helen Pensavalle --- Department Administrator, Special Programs Office

Important RBS Contacts

RBS OFFICE OF CAREER MANAGEMENT

Eugene Gentile

Director egentile@business.rutgers.edu 848-445-8543

Leigh-Anne Cobb

Senior Program Coordinator lcobb@business.rutgers.edu 848-445-5412

Florence Herman

Career Management Specialist fherman@business.rutgers.edu 848-445-3583

Valbona Koxha

Career Management Specialist koxha@business.rutgers.edu 848-445-5631

OFFICE OF CAREER MANAGEMENT INTERNS

General Email: RBS.OCM.intern@gmail.com

- Ankita Kodali
- Arianna Lapp
- Connie Huang
- Dana Skerker
- Jenna Kott
- Nicholas Guenther

