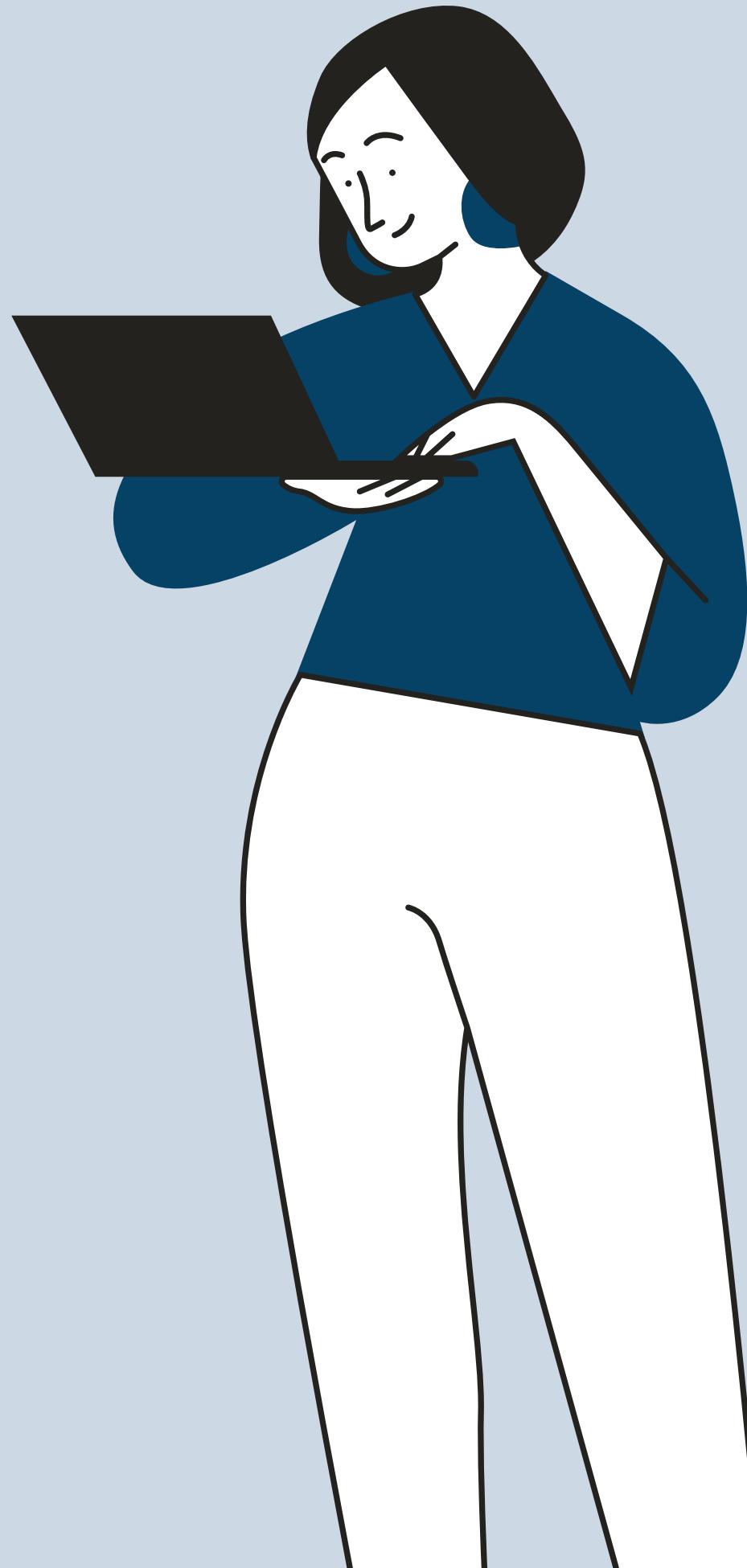


# CAREER RESOURCES FOR PEACE, JUSTICE, & CONFLICT STUDIES MAJORS



- Resume Tips & Tricks
- Cover Letter Outline
- Job Search Strategies



**The internship and job search as well as making a post-graduation plan is a process.**

**You have to tailor your documents to each role, and it's a good idea to apply for as many opportunities as possible to increase your chances of landing a position. Additionally, it is good to make a few plans.**

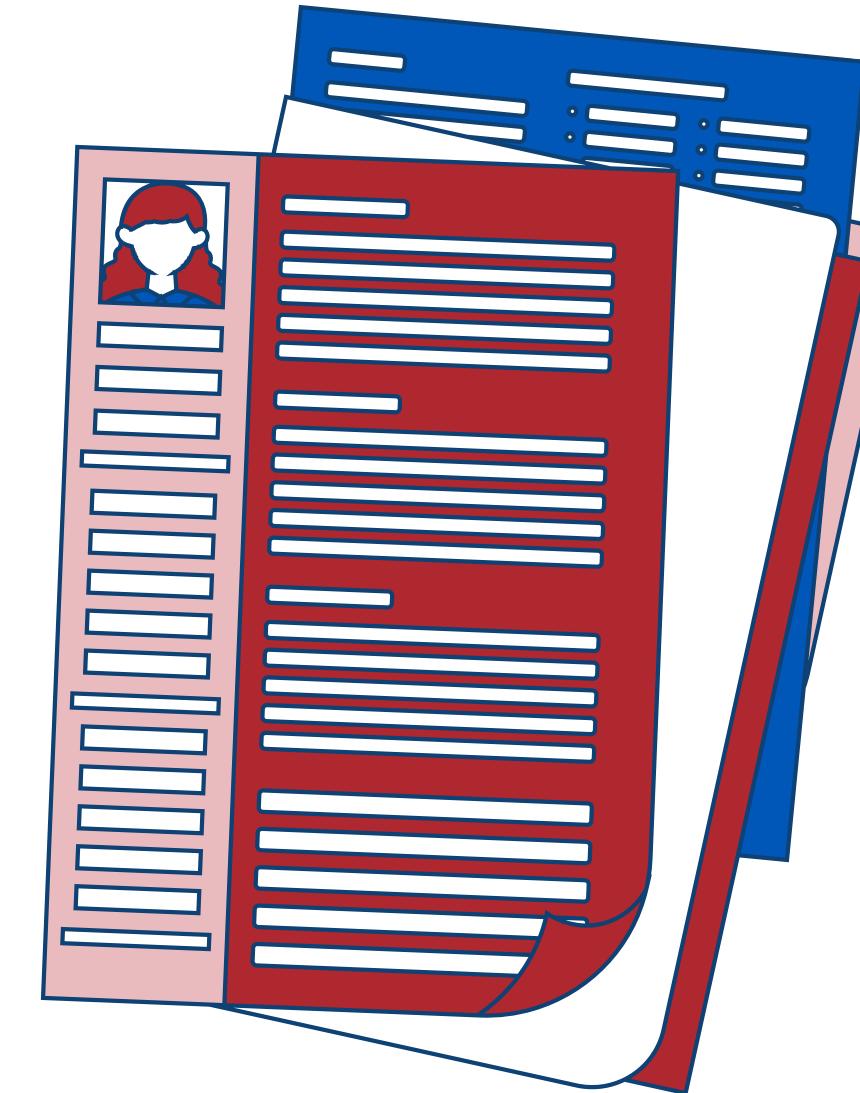
**Research and Networking are critical tools of the job search process, a step many job seekers forget.**

# AGENDA

- 1 **Resume Basics**
- 2 **Writing Achievement Statements**
- 3 **Cover Letters**
- 4 **Job Search**

# WHAT IS A RESUME?

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**A resume is a marketing tool.**

It doesn't have to include your entire work and educational history. Instead, use it to promote your most relevant strengths and experiences.

# YOUR RESUME DESIGN

Design your document to help your reader easily access the most important information.

**Employers are short on time. Stick to one, easily digestible page until you have 3-5 years of full-time, professional experience.**

**Consistent formatting across all experiences and smart use of white space help your reader skim for pertinent information.**

**Headings let your reader know what to expect in each section.**

**Highlight what you're proud of to stand out from the crowd.**

**Although your skills will be infused throughout the document, a stand-alone "Skills" section calls out your most relevant strengths. TIP: Avoid including soft skills - this section should focus on concrete tasks you can perform for the employer.**

## FREDDY FIRSTYEAR

334-227-9841

freddyfirstyear@gmail.com

freddyf  
in

June 202X

### EDUCATION

#### BA, Political Science | DePaul University

Minor in Economics | 3.75 G.P.A.

Relevant Coursework: Political Inquiry, Statistics for the Social Sciences, Writing in Political Science

### PROFESSIONAL EXPERIENCE

#### Education & Development Grant for Employability (EDGE)

Student | DePaul University Career Center

2019

- Collaborate with team members and the DePaul Alumni Sharing Knowledge (ASK) program to coordinate and host networking events for students and alumni mentors.
- Plan and participate in weekly project meetings in order to effectively organize events and reach project goals.
- Promote Career Center and ASK programs to students in order to encourage student use of professional development resources

### ACADEMIC PROJECTS

#### Press Release and Media Kit | Lola LPC.

2019

- Wrote and edited a press release announcing a new infant apparel product line directed at millennial parents.
- Produced media kit promoting launch event. Contents included product photos, bio of founders, and company profile.

### VOLUNTEER EXPERIENCE

#### Community Health in Pilsen | Active Citizens

2018

- Designed a health awareness survey and collected 200 responses from the Pilsen community.
- Surveyed data from the City of Chicago, collecting demographic and policy information
- Produced report that cataloged all Pilsen medical providers and their hours of availability.

### HONORS & AWARDS

#### National Honors Society Member

- National Resource Center James T. Fellowship Awardee
- First-Year Student Leadership Award Recipient
- Franklin N. and Lee L. Corbin Prize Recipient
- Phi Beta Kappa Centennial Prize Recipient

### SKILLS

#### Writing/Editing

- Photo Editing
- Proficient in Spanish
- Document Design
- Budget Planning
- Project Management

- Data Collection Software (Microsoft Excel, Google Sheets & Forms)
- Adobe Acrobat
- Social Media Tools (Snapchat, Twitter, Facebook, Instagram)

- SPSS

### TECHNOLOGY

# WAYS TO SHOW EXPERIENCE

## Related or Relevant Experience

Related or Relevant Experience can range anywhere from Leadership opportunities from extracurricular activities , research or project experience from relevant coursework, and volunteer experiences.

## Work Experience

Work Experience on your resume can range from part-time jobs, student employment, and internships.

*If you are concerned about not having "relevant" work experience think about the skills you developed and focus your bullet points on those experiences rather than the minute tasks.*

## Other Categories to Consider

Think about adding these categories to your resume to create a more holistic picture of who you are:

- Summary Statement
- Study Abroad
- Honors and Awards
- Skills & Technology

# WRITING ACHIEVEMENT STATEMENTS

## Bullet Point Formula:

Action Verb + Example + Result

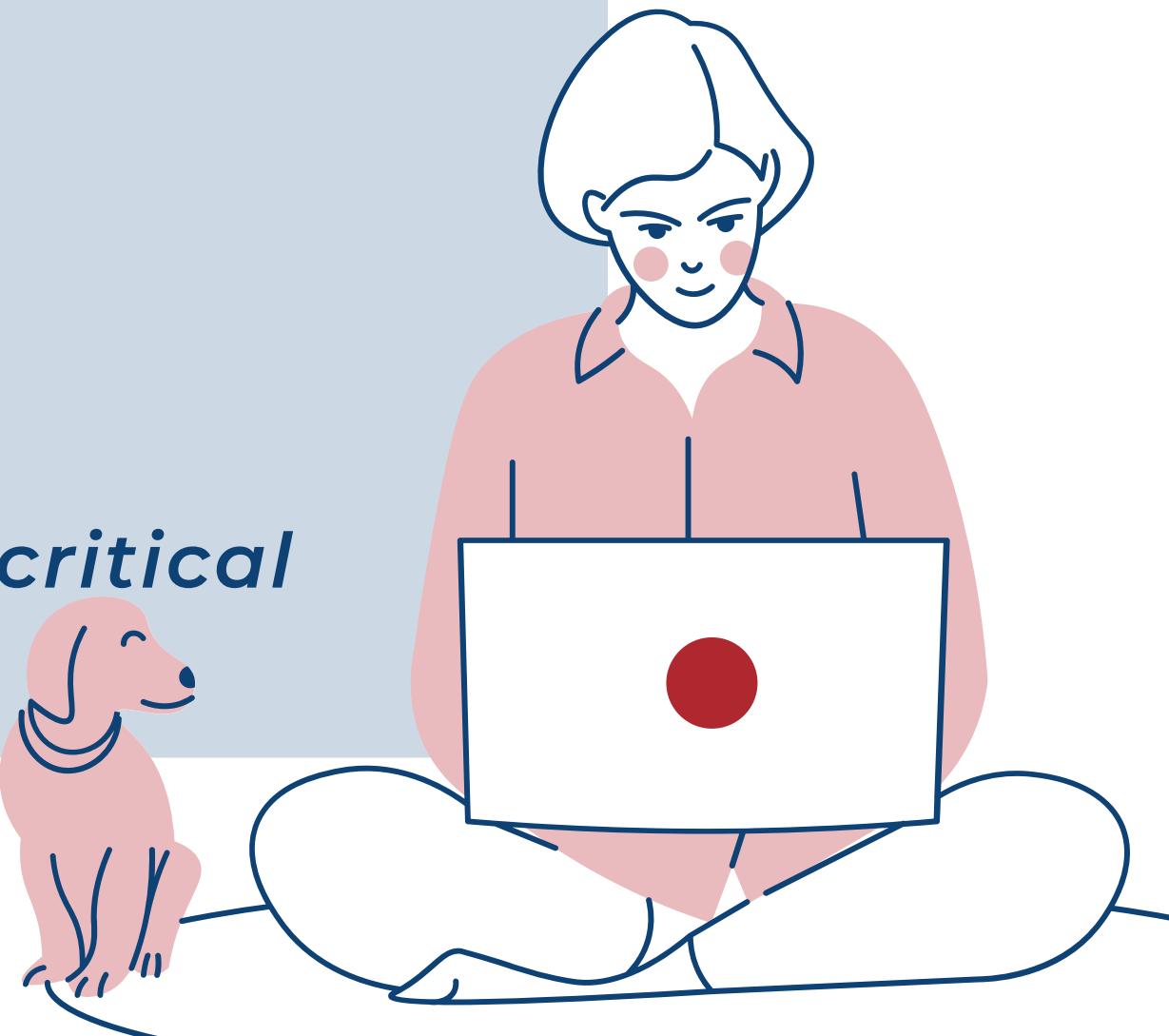
What was my role? (action verb) + who/what (example) + Why?  
(Result)

## Average Bullet Point with Action Verb

*Tutored an eighth grade student*

## Strong Achievement Statement

*Tutored an eighth grade student in Geography using contemporary stories to strengthen engagement and critical thinking skills*





# BULLET POINT EXAMPLES

- Planned (**verb**) recreational events for children of the Boys and Girls Club (**experience - what & who**), resulting in a fun and relaxed environment to help children participate in productive after school programs (**results - why**).

- Coordinated (verb) three fundraising events for local shelters (**experience - what & who**) which raised more than \$8,000 (20% over goal) and greatly improved community awareness (**results - how, why, & what changed**).

# INTRODUCE YOURSELF: RESUME SUMMARY

A resume summary, usually placed at the top of the document, introduces your major qualifications and alignment with the role.

While optional, the resume summary can help establish an immediate claim about your skills and help the reader see your experience in context.

**Name Name**

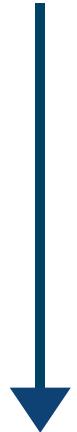
Email@gmail.com | 612-555-1212 | LinkedIn: namename

*Cinematographer, videographer, storyboard artist, producer, and editor with experience in feature film, documentary filmmaking, political media, and commercial advertising.*

Summaries highlight the most relevant skills for the job, and often feature a claim about your interests or passions.



*Emerging events and public relations professional with a passion for creating community and engaging diverse audiences in meaningful experiences.*



*Mental health professional passionate about impacting the lives of culturally-diverse communities via compassion and a commitment to high-impact professional development.*

# FEATURING PROJECTS (OR ASSIGNMENTS) ON YOUR RESUME

Research projects demonstrate your skills in data analysis, problem-solving, and attention-to-detail.

Volunteer projects are a great way to showcase skills and the social or community issues that are meaningful to you.

Creative projects demonstrate your ability to create design and content relevant to a wide variety of careers.

Technology and design projects showcase your knowledge of software and other tools.

## FORMATTING PROJECTS ON A RESUME



Many of your most valuable skills have been honed in a wide variety of non-job or internship experiences - including volunteer experiences, class assignments, service-learning, personal projects, student involvement, or even just as part of a hobby!

In order to fully capture your skills on a resume, you will want to feature these experiences in your resume in a way that shows their true value. Below are some samples that should help you:

### RESEARCH PROJECTS

Research projects demonstrate your skills in data analysis, problem-solving, and attention-to-detail.

"Alternatives to Incarceration" | policy paper January 2020

- Collected data regarding recidivism rates for incarcerated males and females in European and US state prisons, with a special focus on Belgium.
- Analyzed and compared average prison time - as it related to the rates of repeat offenders.
- Surveyed legal statutes regarding mandatory minimum sentencing.
- Profiled several new initiatives in the US focused on Prisoner Education and drafted summary.

*This is an actual DePaul course offered by Service-Learning.*

Community Health in Pilsen | Active Citizens

Spring 2020

- Designed a health awareness survey and collected 200 responses from the Pilsen community.
- Surveyed data from the City of Chicago, collecting demographic and policy information
- Created data visualization that illustrated the disparity between community health awareness and access to medical services

### VOLUNTEER PROJECTS

Volunteer projects are a great way to showcase skills and the social or community issues that are meaningful to you.

Fall 2019 Run-a-thon for Life | Make a Miracle Foundation Fall 2019

- Provided day-of event support for a community fundraiser that had 1,200 participants.
- Collaborated with events committee to create social media posts promoting the event and its five corporate sponsors.
- Designed flyer that was distributed to college campuses and local businesses.

# WRITING YOUR COVER LETTER

**The cover letter you include with your resume is incredibly important—it's your opportunity to make a strong case for yourself and demonstrate your super powers!**

Your cover letter is where you make your pitch—summarize the skills and experience that make you perfect for the job, and express your passion for the field and interest in the company.

Coke Foundation  
12 Washington Avenue  
Cleveland, OH 09887

January 12, 20XX

Dear Ms. Lacey,

I am writing in order to submit my application for a Marketing internship at the Coke Foundation. I am currently a Marketing major at DePaul University. My robust background in digital marketing, my passion for data visualization, my academic background in psychology, and my interest in social media marketing make me a great candidate for this position.

I am particularly excited about the opportunity to work with the Coke Foundation and assist with programming social media accounts. I am eager to research digital trends and analyze data to support the mission of promoting diversity and inclusion in the workplace. I am also interested in pursuing a career in healthcare marketing and would be excited to work with high need audiences and diverse communities.

As a Digital Marketing intern at the Coke Foundation, I managed the social media accounts for the foundation's various programs. I also maintained SEO keyword

# COVER LETTER OUTLINE

## INTRODUCTION

Position, Credentials, & Personal Brand Statement

## BODY PARAGRAPH ONE

Customized to Position & Organization

## BODY PARAGRAPH TWO (OPTIONAL THIRD)

Strengths & Experiences

## FINAL PARAGRAPH

Thank you & Contact Information

Coke Foundation  
12 Washington Avenue  
Cleveland, OH 09887

January 12, 20XX

Dear Ms. Lacey,

I am writing in order to submit my resume for consideration for the 2018 Digital Marketing internship at the Coke Foundation. I am an English and Economics major at DePaul University. **My robust experience in non-profit marketing and data visualization, my academic background in research design, and my passion for connecting diverse communities to health-focused resources make me a great candidate for this position.**

I am particularly excited about this position because of the opportunity to manage and assist with programming social content for the Coke Foundation. I am also eager to research digital trends and execute social plans that are dedicated to the mission of promoting diverse health initiatives. I am planning on pursuing a career in healthcare marketing and the Coke Foundation's focus on low-income and high-need audiences match my goal to contribute to the wellness of diverse communities.

As a Digital Marketing intern at the World Bank, I monitored partner institution's social media accounts for content that was shared via our four media channels. I also maintained SEO keyword benchmarking and assisted with content optimization. My experience contributing to targeted communications for thought leaders and potential partners helped me hone skills in research, writing, and editing. I enjoyed the fast-paced and issue-focused environment, and my work resulted in a 5% increase in subscribers to our opt-in email newsletter.

Thank you for your time and consideration. I would appreciate the opportunity to speak to you further regarding my qualifications. Please let me know if you have any questions or would like any more information.

Sincerely,  
Gina Letters

## INTRODUCE YOURSELF

Include your brand statement!  
Indicate who you are, the position you're applying for and summarize your case.

## SHOW SOME PASSION

Express enthusiasm for the position and relate it to your interests.

## PROVIDE EVIDENCE

Support your brand statement!  
Summarize your education- and job-based experience relevant to the position.

## CLOSE WITH THANKS

Thank the reader for taking the time to consider you for the position.

## **Advocacy, Philanthropy, & NGOs**

Professions in *Advocacy, Foundations, & NGOs* are for those passionate about humanitarian causes and building equity. Related roles can be found at Foundations, Charitable Organizations, and issue-based Nonprofits as well as Non-governmental organizations. If you are intrigued about making a difference primarily on a local or community-based level, you might consider exploring this area.

## **International Relations**

International Relations is focused on global perspectives and relationships. You might explore this area if you have an interest in cultural awareness and the interconnectedness of people all over the world. You might enjoy learning about language and be diplomatic when you communicate with others.

## **Research, Policy, & Civil Service**

You might be interested in a public facing role, acting as a spokesperson for a cause. You might also be prone to leadership, persistence, and delegation to get tasks and efforts completed. If you are more interested in a private facing role, be confident in knowing your work influences strategy and decisions.

# JOB SEARCH RESOURCES

## Advocacy, Philanthropy, & NGOs

- Handshake
- Idealist.org
- Indeed.com
- Greatnonprofits.org

- LinkedIn
- NPO.net
- Careers.associationforum.org/jobs/

## International Relations/ Foreign Service

- Careers.state.gov
- Globaljobs.org
- USAJobs.gov

- Indeed.com
- LinkedIn

## Research, Policy, & Civil (Domestic) Service

- USAJobs.gov
- RCJobc.com
- GovernmentJobs.com
- CareersinGovernment.com

# WHY NETWORKING IS IMPORTANT

**It's easy to forget the importance of networking...**

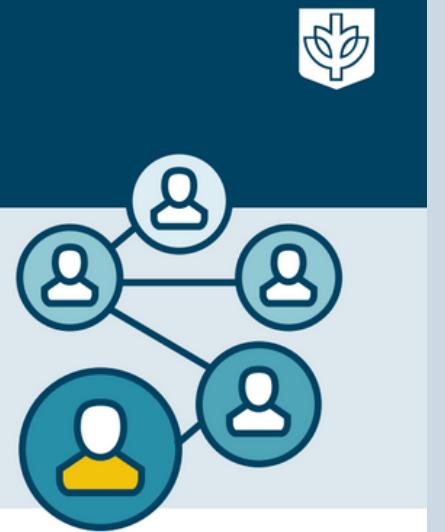
An astounding 85% of jobs are filled by networking of some sort, according to a survey (pre-pandemic) of 3,000 people by consultant Lou Adler and LinkedIn.

- Learn more about different professional roles and the skills you'll need to be successful
- Identify new or unknown career pathways
- Find out about job opportunities
- Gain valuable insight and career advice

## NETWORKING 101

Have you heard the old saying, "It's not what you know, it's who you know?" It's as true as ever.

Developing and continuously expanding your professional network is a crucial aspect of exploring, launching and advancing your career.



### TAP INTO DEPAUL'S ASK NETWORK

DePaul created the Alumni Sharing Knowledge (ASK) Network to help students connect with university alumni for career advice and insight. Here, you can search for and connect with alumni, set up conversations with alumni mentors, join discussion forums, and participate in group chats. It's easy to join—visit [depaulasknetwork.com](http://depaulasknetwork.com) to learn more.

### SETUP A LINKEDIN ACCOUNT

LinkedIn is the premier professional networking site, with nearly 600 million members and counting, including over 130,000 DePaul alumni! It's a perfect place to tell your brand story, connect with others and research career pathways and employers. In addition, hiring managers and recruiters are increasingly using this platform to source talent.

### SCHEDULE INFORMATIONAL INTERVIEWS

Informational interviews can be an incredibly productive, no-pressure way to learn about a field, explore career paths and build your network of contacts.

### JOIN PROFESSIONAL ORGANIZATIONS

Virtually every field has one or more professional associations formed to facilitate networking, support knowledge sharing and advance industry interests.

### REV UP YOUR SOCIAL MEDIA

Social media is another venue for building your brand and professional network. Join industry conversations, develop industry contacts, connect with employers and get the word out about your job search.

#### *Networking for Introverts*

For some people, the idea of reaching out to a stranger for a career conversation sounds painful or impossible. If this describes you, don't worry! Successful networking does not require you to pretend to be someone other than yourself. If you're authentic and move out of your comfort zone in baby steps, you'll build confidence and comfort in networking environments.

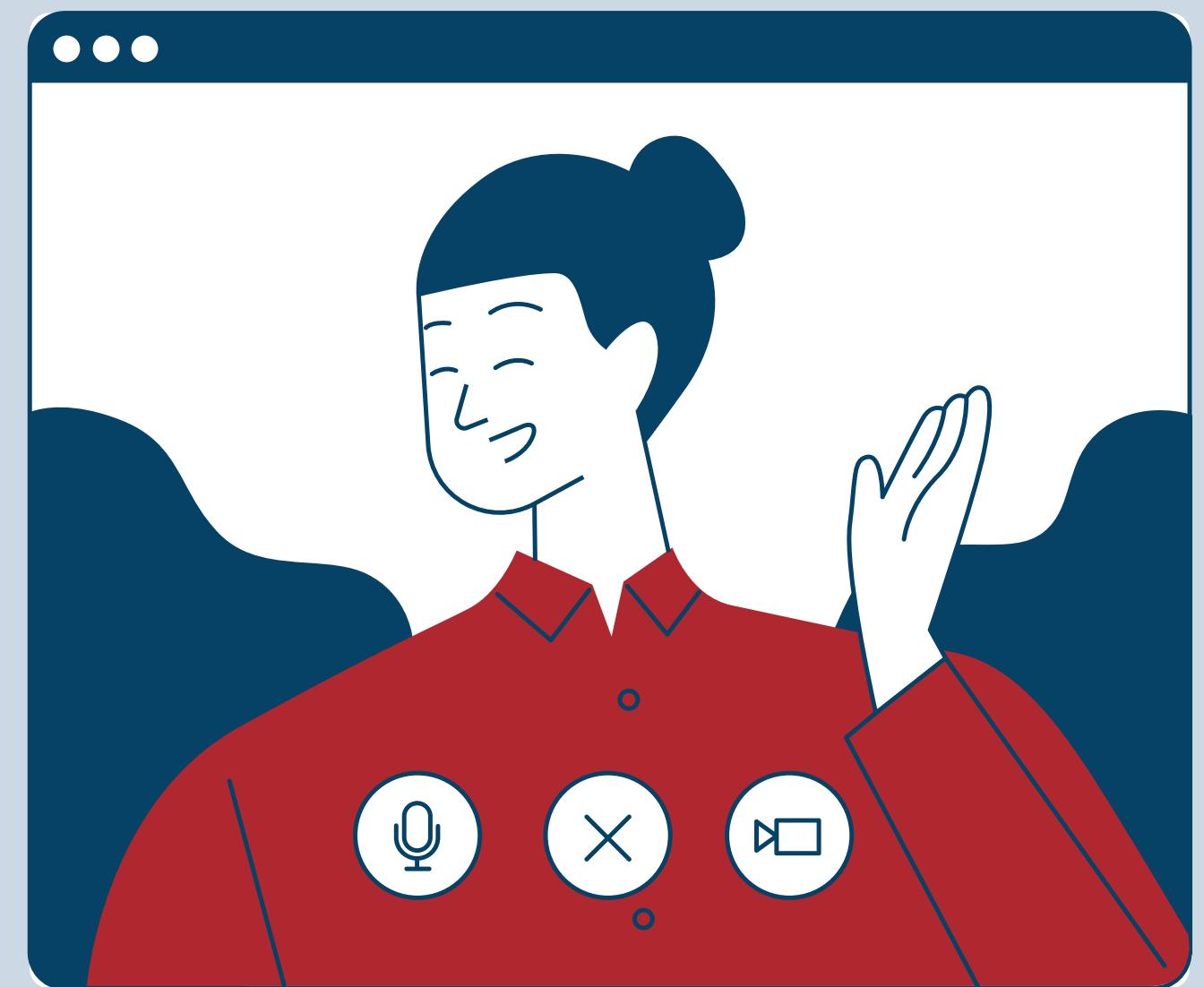
# NETWORKING DURING THE SEARCH

## **Have a specific goal for any connection -**

An informational interview, seeking a mentor, learning more about trends, etc.

## **Start with people you know!**

You might be surprised who your aunt knows from her first year in college - or what the neighbor's son does now!



## **Don't be afraid to reach out to someone you don't know!**

Search LinkedIn and ASK (the Alumni Sharing Knowledge platform) to find alumni who are working in fields you're interested in!

# Informational Interview Tips



**INFORMATIONAL  
INTERVIEWS**

Informational interviews are a low-pressure, highly productive way to learn about a field, get career advice, build your network and hone your interviewing skills. Reach out! It's easy and fun.

Informational interviews are an opportunity for you to talk with professionals about their career path, profession, organization and industry. These conversations can take place via phone or email, but it's much more fruitful when conducted in person.

Follow these simple steps to get started:

**Step 1**

**LOCATE THE PEOPLE YOU WANT TO MEET**

Search for emerging, mid-career and established professionals in roles or organizations that interest you. Recent graduates that are emerging in their careers have first hand knowledge about existing pathways. Mid-level and advanced professionals have large networks and can share their views about how industries are changing.

Definitely consider targeting DePaul alumni. They are often the most open to speaking with students and recent graduates of their alma mater.

If you're still in school, DePaul faculty are an excellent place to start—ask your professors if they know of any contacts in your field of interest.

DePaul's ASK (Alumni Sharing Knowledge) network and LinkedIn are excellent places to find professionals whose pathways align with your passions.

Don't be afraid to be bold—is there a well-known person in your field of interest whose perspective would be helpful, interesting or inspiring? Reach out to them! You have nothing to lose and much to gain—the worst that could happen is you get a "no."

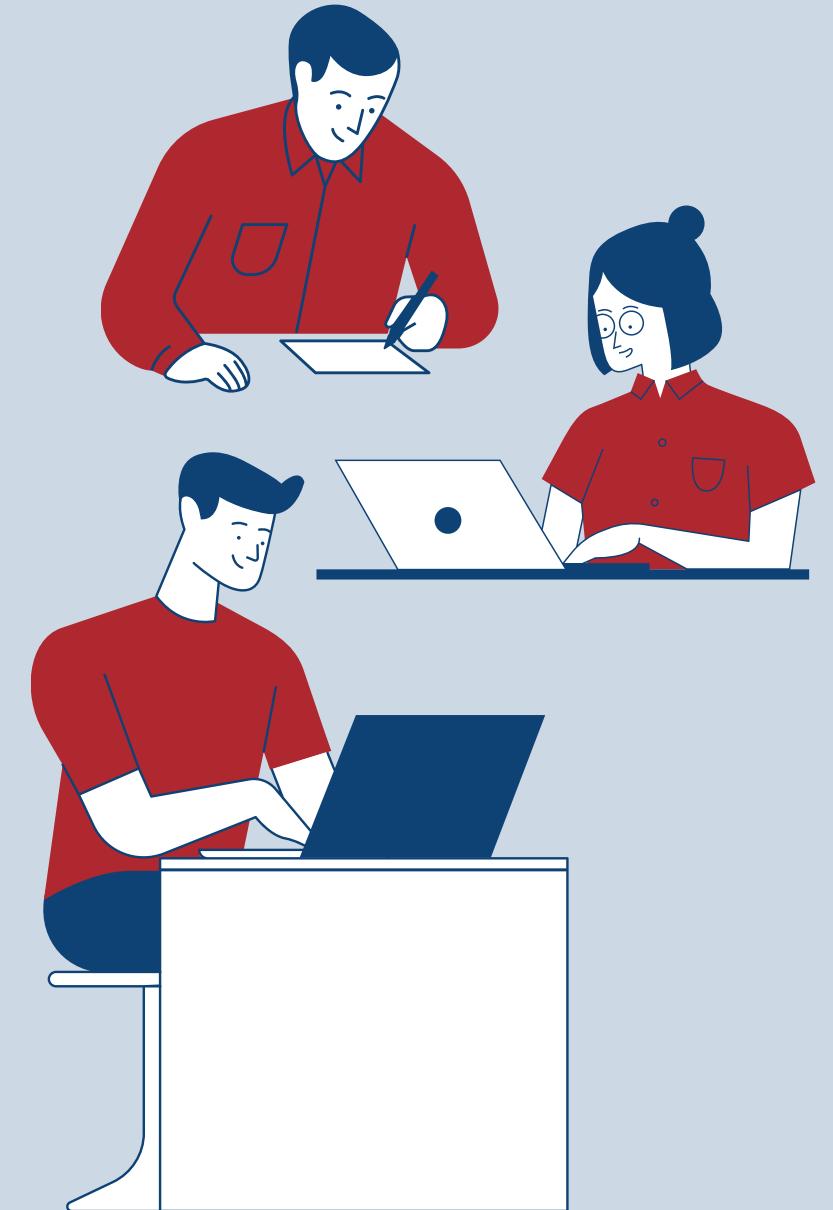
See our "Informational Interviews" handout!

Informational interviews can be an incredibly productive, no-pressure way to learn about a field, explore career paths, and build your network of contacts.

They offer the opportunity for you to talk with professionals about their career path, profession, organization, and industry. These conversations can take place in-person, via phone, Zoom, or Google Hangout.

## Places to Look

- LinkedIn
- Alumni Sharing Knowledge (ASK)
- Family/Friends
- Professional Orgs



# LinkedIn

**While both the resume and your LinkedIn profile share your experience, skills, and accomplishments, they have different functions and different conventions.**

**Your LinkedIn profile allows you unique opportunities to showcase your brand and to be active in the world's largest professional social networking platform.**

## LINKEDIN BASICS



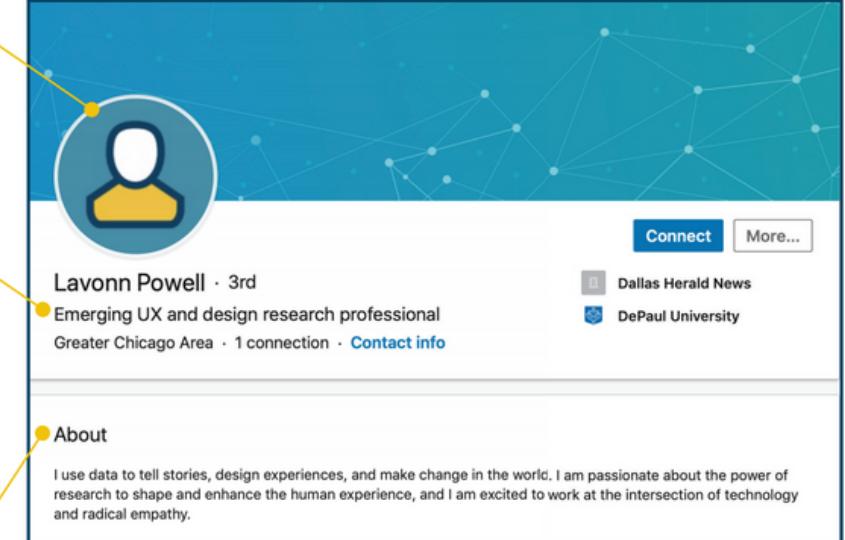
LinkedIn is one of the most effective places to create and manage your online brand. There's no better forum for presenting a summary of your background and building your professional network.

What can you do on LinkedIn?

- ✓ TELL YOUR STORY
- ✓ CONNECT TO OTHERS
- ✓ RESEARCH INFORMATION

### YOUR LINKEDIN PROFILE IS NOT A RESUME.

While both the resume and your LinkedIn profile share your experience, skills, and accomplishments, they have different functions and different conventions. Your LinkedIn profile allows you unique opportunities to showcase your brand and to be active in the world's largest professional social networking platform.



**Photo**  
Choose a clear, friendly and appropriately professional image.

**Headline**  
Your headline doesn't have to be your name, job title and company. You can use that space to succinctly (5-6 words max) showcase your value proposition and goals.

**About**  
I use data to tell stories, design experiences, and make change in the world. I am passionate about the power of research to shape and enhance the human experience, and I am excited to work at the intersection of technology and radical empathy.

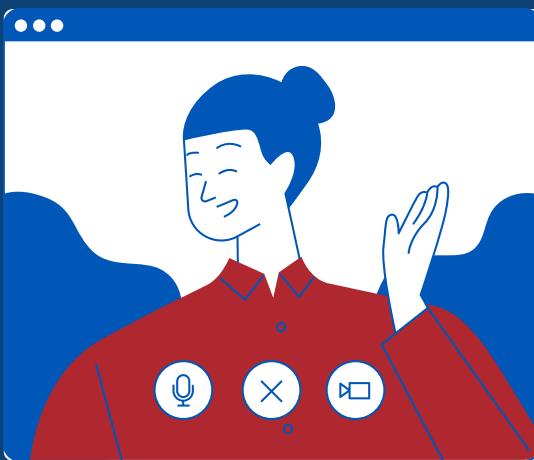
**Summary**  
This is your opportunity to share who you are, what motivates you, what you're skilled at, and what your goals are.

# WHAT CAN I DO WITH LINKEDIN?



## EXPLORE

- **Pathways**
- **Employers**
- **Opportunities**



## CONNECT

- **Peers**
- **Alumni**
- **Network**



## BUILD A BRAND

- **Past**
- **Present**
- **Future**



## DePaul PAX

Peace Justice & Conflict Studies at DePaul University

Greater Chicago Area · [Contact info](#)

1 follower

[✓ Following](#)

[More](#)



DePaul University



## Highlights



You both worked at DePaul University

You both worked at DePaul University from July 2019 to June 2021

## Activity

1 followers

DePaul PAX posted this · 2w

Greetings of peace! FYI – PAX major Ally Filicicchia graduated earlier this year. She wrote a paper for the Capstone course entitled, "On Crime, Abolition, and Punishment: Lessons from Our Friendly Neighborhood Spider-Man" ...[show more](#)



[On Crime, Abolition, and Punishment: Lessons from Our Friendly Neighborhood Spider-Man — Pace ...](#)

paceebene.org · 3 min read

[✓ Following](#)

[Show all activity →](#)

# ALUMNI SHARING KNOWLEDGE (ASK)

The DePaul ASK Network makes it easy for students and alumni to connect and share experiences. Log in today to make connections, build relationships and engage in industry and college-specific conversations

[depaulasknetwork.com](http://depaulasknetwork.com)

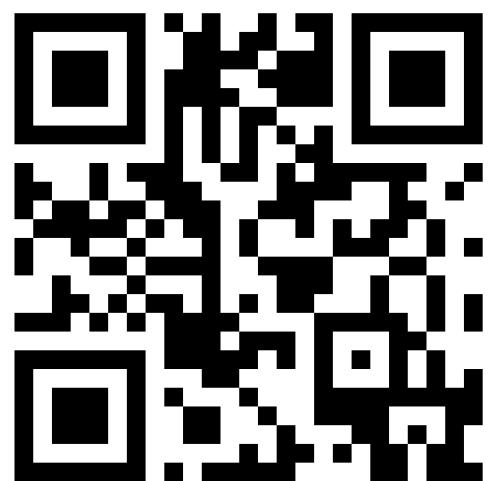
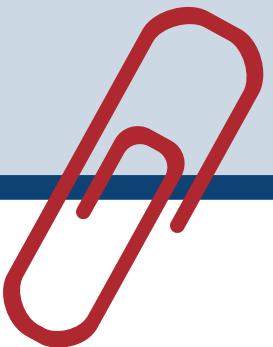
# How do I connect with the Career Center?



## Handshake

The Handshake platform helps connect students to their dream careers. Handshake is a robust career platform exclusively for the DePaul community. The platform offers access to jobs and internships, career planning resources, career-related event information, and scheduling capabilities with a career advisor or for an on-campus interview.

[dePaul.joinhandshake.com](https://dePaul.joinhandshake.com)



# CONNECT WITH ME!

esantona@depaul.edu | depaul.joinhandshake.com

Office: Schmitt Academic Center, Room 192

