The Center for Career and Professional Advising (CCPA) empowers students and alumni to learn about and prepare for meaningful work, as they translate their Haverford liberal arts education into a rewarding life. In short, we are here to help students explore, identify, and realize their career and professional goals.

**CONTACT INFORMATION**

haverford.edu/ccpa  
Stokes Hall, Suite 300  
610-896-1181  
hc-ccpa@haverford.edu

**OFFICE HOURS**

Monday–Friday, 9:00 a.m.–5:00 p.m.

**WALK-IN HOURS**

Monday–Friday, 2:30 p.m.–4:30 p.m.

15-minute appointments on a first-come, first-serve basis

**SCHEDULED APPOINTMENTS**

Visit our website for information on how to schedule career counseling, pre-law advising, pre-health advising, mock interviews and assessments.

**CCPA & STUDENT GROUPS**

**DID YOU KNOW?**

The CCPA can partner with your student group for personalized workshops and events. We work with clubs, sports teams, and leadership groups on a variety of learning opportunities. Stop by Stokes 300 during walk-in hours to discuss ideas for partnering with one of our career advisors.
The resume and cover letter are usually the first step in the internship or job search application process. A well-written, tailored resume is essential to landing an interview. Here are some ways to get started:

**RESUMES**
1. Review our sample resumes on the CCPA website of former students for guidelines, format, and content ideas.
2. View the CareerSpots videos: *Make Your Resume POP* and *Stand Out Resumes*.
3. Keep the resume to one page.
4. Describe what you have done. Headings may include: Education, Experience, Related Experience, Activities, Leadership, Skills, Honors. Be sure to include your senior thesis under Education.

**COVER LETTERS**
1. Review sample cover letters from former students on the CCPA website for guidelines, format, and content ideas.
2. View the CareerSpots video: *The Cover Letter*.
3. Keep the cover letter to one page and address the letter to an individual.
4. Tailor your cover letter for the job to which you are applying.
5. Illustrate how you have used the skills the organization is seeking.

**FEEDBACK**
We’d love to read your resume and cover letter. Submit your draft for feedback at the “Resume and Cover Letter Review” link (www.haverford.edu/ccpa/resumes_and_letters). Make the updates and proofread, proofread, proofread!
The path from Haverford to career is highly individualized given the broad array of interests found among our students. Whether you are just beginning to explore your career options or are facing your last round of interviews, the CCPA will partner with you to craft the best search strategy.

1. **KNOW YOURSELF.** Assess your unique set of skills and interests both inside and outside the scope of your studies.

2. **EXPLORE YOUR CAREER OPTIONS.** Check out the many field-specific resources on the CCPA website. Remember, although your major is important, it does not have to limit your career path. Fords’ careers are diverse!

3. **MAKE AN APPOINTMENT OR COME TO WALK-IN HOURS** with a CCPA advisor to focus your career strategy and make it more effective.

4. **PREPARE THE BASICS.** Make sure your resume, cover letter, LinkedIn profile, and interview skills are ready to go.

5. **DEVELOP YOUR 30-SECOND “ELEVATOR PITCH”** to quickly communicate your background, talents, and interests to recruiters and alumni.

6. **APPLY TO CAREERCONNECT’S JOB POSTINGS** and check out the event calendar. Fill out the “Career Interests” section of your profile so that the CCPA can send you target emails based on your personal interests.

7. **ATTEND INFORMATION SESSIONS** to learn more about the employers who recruit at the Tri-Colleges, and network with campus recruiters.

8. **UTILIZE THE CCPA’S ONLINE SUBSCRIPTIONS** from arts and business to environment and policy, and much more.

9. **ATTEND CCPA WORKSHOPS** to hone your career search strategies.

10. **MOST IMPORTANTLY…. NETWORK, NETWORK, NETWORK!**

Remember, the best searches are organized and intentional. The CCPA is ready to assist you at every stage of the process.
SEARCH TIPS: As in any search, build a network of people who know you are interested in a summer internship. Seek information from faculty, family, extended family, alumni, other students, neighbors, etc. Research organizations that interest or inspire you, and develop a list to target.

COLLEGE SPONSORED INTERNSHIPS: There are multiple funds providing support for unpaid or low-paid internships. Take advantage of the many related CCPA workshops and info sessions, well in advance of deadlines. Most deadlines are in February.

HAVERFORD INTERNSHIP NETWORK: We maintain an invaluable peer-to-peer network of Haverford students sharing information about their internships in this searchable database. Use your HC password to access.

BEYOND NETWORKING, WHERE TO FIND INTERNSHIPS?

THE SUMMER INTERNSHIP CYCLE
SEPTEMBER: Update resume and LinkedIn profiles.

FALL SEMESTER: Early deadlines start in finance, consulting, large business, some major communication companies, and government agencies.

DECEMBER – JANUARY: More deadlines across fields, including Haverford sponsored opportunities. Winter break is a great time to network and dive into your search. CCPA is open after the new year to assist.

SPRING SEMESTER: Deadlines for internships across fields, especially in not-for-profits and smaller business.

EARLY SUMMER: Read Making the Most of Your Internship Experience on the CCPA website. Continue to build your network for future searches.
Networking can be the single most effective tool for success in career exploration and the job search. In essence, networking is researching career interests, building from one contact to another, and maintaining relationships with them all throughout your career. Here are some tips to begin networking:

1. Before reaching out for an informational interview, read the CCPA Networking Guide.

2. View the CareerSpots videos on Networking & Your Personal Brand on the CCPA website.

3. Connect with people for information and advice – this is a key part of your career search and exploration.

4. Through informational interviews and networking events, begin to develop a relationships with advocates for your future.

5. To uncover potential contacts, look at the Haverford Networking Resources on the CCPA website. Use the Fords Alumni Directory to search for alumni by location and industry.

6. Utilize LinkedIn, where you can see the entire career path of an individual. You can also join and participate in Haverford groups and other groups related to your potential career interests.

7. Participate in CCPA events featuring alumni such as the Extern Program, Fords on Friday, Career Conferences, Alumni Networking Events, and more.

8. After you connect and interact with an alumnus/a or other contact, always follow up by sending a thank you.

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**NETWORKING ADVICE**

haverford.edu/ccpa/networking
CAREERCONECT AND RECRUITING

The CCPA offers many ways to connect with recruiters looking to hire talented liberal arts students on-campus, off-campus, and online.

CAREERCONECT is our online job and internship recruiting platform. Upload your resume and cover letter to apply to 1000+ postings including those referred by Ford alumni. Tips: Look for Bi-College on-campus interview opportunities here. Update your career interests to receive target emails from the CCPA.

TRI-COLLEGE RECRUITING SYSTEM allows access to Tri-College on-campus interview opportunities for jobs and internships. Tip: To access, jump from your home page in CareerConnect.

INTERVIEWS: The CCPA sponsors on-campus interviews at the Tri-College schools, and interviews with recruiters nationwide.

INFORMATION SESSIONS AND TABLES: Learn directly from employers about their opportunities, and network with recruiters and alumni.

PHILADELPHIA CAREER CONNECTION (PCC): Interview and network with regional and national employers.

SELECTIVE LIBERAL ARTS CONSORTIUM (SLAC) WINTER INTERVIEW DAY IN DC: Offers recruiting days for in-person interviews (Washington DC in January) and video interview days where employers and students can meet online (four virtual interviews days in Sept., Nov., Feb., and April.)

ADDITIONAL RELATED EVENTS

• Engineering & Technical Career and Internship Connection (ETCIC)

• Not-For-Profit Career Fair

• Fords in Science Recruiting Event

• Check CareerConnect calendar for many more throughout the year.
INTERVIEWING

The interview is your chance to show an employer that you have the skills and qualifications to be the best person for the job, and that you would be a great fit for the organization. Preparation is the key to successful interviewing.

PREPARING FOR THE INTERVIEW
1. Read the CCPA Interview Guide for tips and advice.
2. Review common interview questions and the job description, and compile a list of examples and stories to demonstrate your qualifications and fit.
3. Develop and practice a strong, professional, and tailored answer to “Tell me about yourself.”
4. Research the organization, the industry, and, if possible, the people who will be interviewing you. Have a convincing answer to, “Why do you want this job?” and “Why do you want to work here?”
5. View CareerSpots videos on interviewing: BEFORE, DURING, and AFTER and Interview Dress.
6. Use CareerBeam’s interactive interview tool to record, view, and request feedback on your interview skills. CareerBeam is linked from CCPA’s Online Subscriptions page.
7. Practice your interview skills with alumni in Haverford’s Mock Interview Volunteers – Fords Helping Fords subgroup of Haverford’s Official Career Connections group in LinkedIn and/or participate in CCPA’s Mock Interview Days.
8. If you are applying to consulting positions, learn about and practice case interviews by reading the Vault Guide to Case Interviews and Case in Point, and requesting access to CG Interactive online, interactive training available through the CCPA.

DAY OF THE INTERVIEW
• Arrive on time, look sharp, smile often, and be polite and friendly to everyone you meet.
• Come prepared with 2-3 questions to ask the interviewers

AFTER THE INTERVIEW
• Send a thank you note within 24 hours of the interview to emphasize your interest and qualifications. Notes are generally emailed, but many employers also appreciate receiving a hand-written note.
• If you receive and accept an offer, take the time to thank those who helped you in the process.
The CCPA holds several events each week to support students in the career exploration process. Check our events tab on the CCPA homepage or in CareerConnect. Below are a few highlights:

**EXTERN JOB SHADOW PROGRAM**
The Extern Program enables students to explore different career options by giving them a firsthand glimpse into a field of interest. By shadowing professionals in their workplace, students begin to explore career interests and learn about various opportunities. From two days to two weeks during Winter or Spring Break, externs observe and talk with alumni sponsors and their colleagues. In most cases, students participate in the normal routines of the sponsors, following hosts throughout their workday or working on special projects. **Sign Up: mid-Fall Semester for Winter Break and late January for Spring Break.**

**FORDS ON FRIDAY**
Fords on Friday is an opportunity for students to chat with alumni about their career paths and industry trends. Alumni offer career advice and field questions from students. **Events generally take place on Fridays at noon in the CCPA.**

**PHILADELPHIA CAREER CONNECTION (PCC)**
Philadelphia Career Connection is an on-campus recruiting day. Employers from Greater Philadelphia (and beyond) will have the opportunity to meet with students from the Tri-College community of Bryn Mawr, Haverford, and Swarthmore Colleges at the career fair and one-on-one pre-selected interviews for internship and full-time opportunities. **PCC is held in the beginning of the Spring Semester.**

**NOT-FOR-PROFIT CAREER FAIR**
The annual Philadelphia Not-for-Profit and Public Service Career Fair provides a forum for employers to connect with students interested in nonprofit and public service sectors, and to discuss careers, internships, fellowships, and full-time opportunities. **Look for our fair in February.**

**CCPA BLOG**
The CCPA blog features alumni career advice, event summaries, student perspectives, and general trends for students who are exploring careers and looking for opportunities. Updated 2-3 times per week. **Subscribe for CCPA blog alerts:** blogs.haverford.edu/ccpa/

**HAVERFORD ALUMNI CAREER COACH PROGRAM**
This program is designed to help students prepare for competitive interviews by matching them with alumni “coaches” who have volunteered in specific fields by doing two mock interviews (phone, skype, or in person), and providing feedback. **Log into CareerConnect to apply.**
About 16% of Haverford graduates go directly to graduate school, and that number rises significantly with young alumni. To learn if graduate school is the right course of action for you, discuss your interest with your professors or advisors, other students, and alumni, and schedule an appointment with the CCPA.

To learn more about trends in a field and specialty graduate programs, read academic journals in your field of interest, visit industry-specific association pages, and visit graduate school fairs to talk with schools directly. Most importantly, make sure you are going to graduate school for the right reasons, and that it’s the right direction for your intended field of interest.

**PRE-HEALTH ADVISING**

[link]

The Health Professions Advising Office at Haverford College provides advising and support to students and alumni who are interested in exploring careers in the health professions including medicine, dentistry, public health, and other related fields.

The process of applying to medical school is often considered exciting but long and complicated. The Health Professions Advising Office is here to support you through that process.

**PRE-LAW ADVISING**

[link]

Law school can be an incredible, significant, and defining experience that will take you to the next stage of your intended career. The Pre-Law Office can help you make this decision and answer the important question: *Why do you want to attend law school?* Before you jump into the application process we encourage you to talk with alumni, friends, and family in the law profession who can answer your questions and give you a first-hand account of law school.

When you are ready to decide, the Pre-Law Advisor can assist (current students or alumni) with every step of the process, from letters of recommendation to the personal statement. Look for events throughout the year, and connect with the Pre-Law Society to get involved.
HIGHLIGHTS: ONLINE RESOURCES
HAVERFORD.EDU/CCPA

The CCPA website is a valuable resource for all of your career exploration, job, and internship search needs! Below are some highlights. To see the full list, visit the website today.

**CAREERCONNECT:** Allows students and alumni to search and apply for jobs and internships, and view upcoming events online.

**LINKEDIN: HAVERTFORD’S OFFICIAL CAREER CONNECTIONS GROUP:** An online community for current Haverford students and alumni to connect with one another to gather and share advice and information about career-related events, resources, and opportunities, and to serve as a forum for career-related discussion.

**LACN:** A database housing internships submitted directly to CCPA and to 39 highly selective liberal arts college members nationwide in the Liberal Arts Career NetWORK.

**CAREERBEAM:** A self-paced career exploration tool to help you clarify your career goals, an interactive interview prep, and more. Contains an extensive searchable database of five million employers from all employment sectors.

**GOINGGLOBAL:** A leading provider of both country-specific and USA city-specific career and employment information.

**GAP YEAR PROGRAMS:** A list of over 70 one-to-two year opportunities following graduation from Haverford.

**SPOTLIGHT ON CAREERS:** Comprehensive site with detailed descriptions of selected careers, industry trends, internet resources, job profiles, and more.

**VAULT CAREER INSIDER:** An extensive career and industry information library and a national recruiting network and suite of web based recruiting and career services tools for jobs and internships.

**FOCUS 2:** A self-paced, online career assessment and education planning tool for college students.

**WHAT CAN I DO WITH THIS MAJOR?:** Learn about the typical career areas and types of employers that hire people with each major.

**PART TIME JOB BOARD:** The job board includes academic year and summer off-campus part-time jobs.