The Career Center
Loyola University Maryland

COVER LETTERS AND PROFESSIONAL CORRESPONDENCE

thecareercenter@loyola.edu
(410) 617-2232
www.loyola.edu/thecareercenter

For a copy of this handout, click on Workshops/How-to Guides under News/Announcements on The Career Center homepage.

COVER LETTERS
or "Letters of Application"

PURPOSE OF THE COVER LETTER

- To get an employer to read your resume
- To acquaint the employer with your unique skills and experience
- To stimulate an interest in you as a possible interviewee and to get you an interview
- To enhance your resume

COVER LETTER BASICS

- **Always** goes with a resume
- One-page document
- Usually three to four paragraphs
- Clear, concise, and specific to position
- Addressed to a specific person- name and title, Not "To Whom It May Concern." You may need to call the human resources department of the company to get the name. If you cannot get the name, use "Dear Prospective Employer" or "Dear [Title of Person]."
- Error free
- Plan your letter before you write it. It is good to write a rough draft. Read your letter out loud. It should sound as if you were talking to the employer.
- Research the company -- know what they want; find out what their problems are or might be; tell them how you can fulfill their needs.
- Have your cover letter critiqued by The Career Center

INFORMATION TO INCLUDE IN A COVER LETTER

Cover letters convey three major points:

1) The job you are applying for, where you heard about the job, and your interest in the position.
   - If it is a job you heard about, state the source (e.g. newspaper, professor, online posting), the date of the advertisement, if applicable.

2) Your qualifications.
   - Emphasize the qualifications you possess that may have been specifically mentioned in the job lead or are necessary for the position to which you are applying (such as education, experience, and personal qualities). Highlight these qualifications by utilizing examples.

3.) Ways the employer can follow-up with you.
   - List your phone number (have a professional voicemail) and email in the final paragraph.

A FEW ADDITIONAL POINTS TO REMEMBER...

- Demonstrate your communication skills through the cover letter
- Always mention the name of your contact (a familiar name gets attention)
- Say something nice about the company you apply to and include your knowledge of the company and their practices
- Use appropriate industry terminology in your writing. You can learn this by researching the field and company you are considering
- Accent the positive
- Mention in the letter that you are enclosing your resume and refer them to its contents
- End by thanking them for their time and consideration of your application
- Sentences must be grammatically correct
- Bring your draft to The Career Center for a critique before sending
- Personally sign the cover letter (if sending in the mail)
- Keep copies of all correspondence and company information
- Make sure the quality and color of the paper match what you have used for your resume

FINAL COVER LETTER CHECKLIST

- ❑ Did you individualize your cover letter?
- ❑ Was it addressed to a particular person in the company? Did you spell the person's name and the company's name correctly? Are you sure? (Nothing is a bigger turnoff than having the employer's name or the company's name misspelled.)
- ❑ Did you put your name and address on the letter <u>and</u> on the envelope?
- ❑ Did you sign all letters?
- ❑ Did you include your telephone number and email in the cover letter?
- ❑ Did you have a professional in The Career Center or someone you trust look over your letter to point out any errors in spelling or in grammar?

NOTE: The follow-up to a cover letter is up to you. You are the one who is marketing your services. Do not wait around for the employer to call or write you. It is perfectly acceptable to contact the addressee of your cover letter and ask if he/she has received it. This may also be a good time to try to set up an interview appointment. **Wait 10 days to 2 weeks and then call.**

SAMPLE COVER LETTER FORMAT

Your Present Address
City, State Zip
Date

(4 SPACES)

Person's Name
Title
Company
Address

(2 SPACES)

Dear Mr. (or Ms.) Person's Last Name:

(2 SPACES)

First Paragraph In your initial paragraph, state the reason for the letter, name the specific position or type of work for which you are applying, and indicate from which resource (The Career Center, news media, friend, employment service) you learned of the opening. If ad is in the newspaper, include the date of the ad and the contact person's name.

Middle Paragraph(s) Indicate why you are interested in the position, the company, its products or services. Above all, describe what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, illustrate your specific achievements or unique qualifications. You can also cite personal characteristics with ways you could use them on the job. Try not to repeat the same information the reader will find in the resume.

Final Paragraph In the closing paragraph, refer reader to the enclosed resume. (This could also be done in the first paragraph.) Indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your phone number and email in the letter. Finally, close your letter with a statement or questions that will encourage a response. For example, state that you will be in the city where their company is located on a certain date and would like to set up an interview. Or, ask if the company will be recruiting in your area, or if they desire additional information or references.

(2 SPACES)

Sincerely,

(4 SPACES) (Written Signature)

Your Name

(2 SPACES)

Enclosure

COVER LETTER -- INTERNSHIP

4501 North Charles Street
MS xxxx
Baltimore, MD 21210
March 7, 20xx

Do Something
Internship Coordinator
24-32 Union Square East
Fourth Floor
New York, NY 10003

Dear Internship Coordinator,

As a current junior of The Joseph A. Sellinger, S.J. School of Business and Management at Loyola University Maryland, I have a strong interest in aspects of non-profit organizations. After I saw the Challenge Internship position on Internships.com, I explored the company website and was very impressed by all the various causes promoted by Do Something. For this reason, I would like to be considered for this position for the summer of 20xx.

The enclosed resume describes my educational, work, and personal experience. I am very dedicated to my scholastic work, having maintained a 3.1 GPA throughout college. Through my course work and fund-raising activities, I have developed strong research skills. For example, I worked with a team of students on a Marketing project that required us to research the market plan for Whole Foods Market. In this project as well as in many others, I have learned that I can work in a team environment, while creatively and critically thinking as an individual.

In my volunteer work in Louisiana following Hurricane Katrina, I witnessed the issues of insufficient disaster relief, racism, and poverty in our own country. Following my experience studying and traveling in Thailand, I have become particularly interested in international studies, various cultures, and social justice issues around the world. I believe that the Challenge Internship would provide me with a great opportunity to learn and further my interest in important matters in the world today.

I would appreciate having the opportunity to discuss my qualifications with you and answer any questions you may have. I can be reached at 646-xxx-xxxx or mdoogood@loyola.edu. Thank you very much for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Matthew Doogood

Enclosure

COVER LETTER (EMAIL) -- INTERNSHIP

Dear Prospective Employer:

As a senior at Loyola University Maryland about to complete a Bachelor of Science Interdisciplinary degree in Biology/Psychology, I feel that I make an excellent candidate for the Fall 20xx internship program in London, England. After extensive research online, I became very excited about the prospect of participating in the field of psychology internationally through this internship program. I feel that my knowledge and skills, combined with my passion for travel and culture, will make me both an enthusiastic and valuable asset to an internship placement in the United Kingdom.

As stated on my resume, my education at Loyola University Maryland combined with my previous academic achievements at the University of Newcastle Upon Tyne, provides me with a great deal of knowledge and research experience in both biology and psychology from the USA and UK alike. My enrollment in a Physiology course at Newcastle allowed me to gain and exercise critical lab techniques in analyzing basic bodily functions, while the Research Methods and Animal Behavior courses at Loyola have provided me with proficiency in information analysis, organizational skills, and strong attentiveness to detail. My previous work experience at a fast-pace, family-oriented restaurant has also allowed me to become a highly receptive and attentive individual. In any placement I am assigned, I will not only contribute my acquired skills and strong work ethic, but also my unique ability to work and communicate effectively and compassionately with a variety people seeking psychological help.

As a final note, I have the aspirations of pursuing a graduate degree in clinical health psychology in London for the academic year of 20xx. My interests lie in areas that range from eating behaviors, stress management, coping with chronic and debilitating diseases, as well as to mental illnesses such as anxiety and depression. An internship placement will provide me with an important opportunity to experience the UK through my particular field of interest, while helping me to plan my graduate education. You will find me a dedicated, skilled, and highly motivated individual eager to gain and learn from this experience as much as possible.

Thank you for your time and consideration. If you need any additional information I can be reached by email lbbound@loyola.edu or phone (516) xxx-xxxx. I look forward to hearing from you and to the prospect of this terrific experience.

Sincerely,

London Bound

Attachment

COVER LETTER -- INTERNSHIP

4501 North Charles Street
MS 2675
Baltimore, MD 21210
February 19, 2008

Jerry Bruckheimer
Producer
Universal Studios
100 Universal Way
Orlando, FL 10000

Dear Mr. Bruckheimer,

I am a junior at Loyola University Maryland majoring in Global Studies along with a minor in Spanish, and I am interested in becoming a summer intern at Universal Studios. I am very excited and eager to learn more about the process of making a film and having an inside look at how the film industry operates. This internship would serve as a stepping stone toward my goal of attending graduate school for film production and furthering a career in the film industry.

I have used my academic career to further my knowledge of this industry and believe that my academic experience and work history have prepared me well for this position. I have taken Experience of Theatre, which allowed me to become familiar with all facets encompassed in making a theatrical show and cinematic feature. This class enabled me to step into the minds of actors, directors, set designers, critics, and audience members. Throughout the semester we read several plays and screenplays. From this class I was able to analyze the language and message the author wanted to convey and learn ways to approach each script through a production mindset as how each character would be casted, what the set would look like, type of music and how it would add to each scene, and camera angles. During the semester I also had the opportunity to attend different plays and saw first hand the transition from what I was learning in class to the performance on stage. As a culmination of our studies in Experience of Theatre I was given the opportunity to write a one-act play and direct a fellow classmates' work. Throughout this process I was challenged into stepping into the role of director, producer, and set designer – making decisions that would enhance the storyline. The experience of directing this play is when I truly had the awakening that a career in film production is the path I want to take.

As my resume indicates, I have been involved in numerous activities which have further developed and strengthened my leadership qualities, eagerness to learn, and my desire to serve, all of which I hope to apply to this internship position. Being a Resident Assistant and serving on the Executive Cabinet for the Black Student Association, I have been in charge of creating, publicizing, and running activities and programs, which have allowed me to hone my leadership skills. I believe that my work in the Dean of Students Office has prepared me for the administrative tasks that the internship requires. Being a recipient of the Magis Scholar Award, which celebrates great leadership on campus coupled with academic achievement, highlights my ability to manage numerous tasks and responsibilities while still achieving academic success.

Please see my attached resume for further information. I can be reached via cell at (443) xxx-xxxx or email at eswan@loyola.edu. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Elizabeth Swan

Enclosure

COVER LETTER -- FULL-TIME EMPLOYMENT

171 Skyview Drive
Cromwell, CT 06416

January 23, 20xx

Human Resources
Oakland Athletics Baseball Company
7000 Coliseum Way
Oakland, CA 94621

To Human Resources Manager:

I am writing to express my interest in the Advertising Assistant position with the Oakland Athletics. In May 20xx, I graduated from Loyola University Maryland with a degree in Communication. I have a wide array of past experiences in the sports industry as well as in sales and marketing that I believe have greatly benefited my growth. I believe my knowledge and passion for baseball, as well as my past work and classroom experiences have thoroughly prepared me for such a position with the Athletics.

The position with the Athletics interests me because of the great opportunity to work for a professional sports franchise. The Athletics have had great success over the history of their existence, and the possibility of being a part of this organization is an exciting one. My professional experiences in sales and marketing over the past three years have allowed me to acquire several of the skills necessary for the position. I presently work for Big Fish Promotions, the largest promoter for Dunkin' Donuts in the United States. As an event manager, I am responsible for efficiently managing crews of 4-6 people at a wide range of events, including sporting, concert, and charity events in the promotion of new Dunkin' Donuts products. I am responsible for all facets of the event from supervision and logistics to successfully convey the marketing message.

While at Loyola University Maryland, I gained various skills from positions that I have held on campus. As a member of the Loyola Marketing Association, I was able to lead a creative marketing campaign for the monthly speaker series program. I was allocated a budget to purchase various forms of advertising to market the program. In addition, it was my job to develop with new and innovative ideas to promote the program across campus. My internship with the New Britain Rockcats also provided me with valuable experience related to the advertising assistant position. Also, I assisted both the marketing department and ticket office with my primary responsibility being in the box office. I developed several skills including leadership, communication, and organizational skills, from talking with clients on a daily basis, searching for potential sponsors for the club, and in the designing of several promotional flyers for the upcoming season. My role was to sell season, group, and individual ticket packages to customers through email requests, postal mail requests, as well as through the Rockcats online ticketing system, Choice Ticketing. I was also required to maintain a database including information of all those who purchased tickets, as well as renewing season tickets and recruiting new customers.

I am extremely excited about the potential of working for the Oakland Athletics and would be happy to follow up with more information if necessary, and would be very willing to discuss my abilities with you at any time. I can be contacted at home at (860) xxx-xxxx and by cell at (860) xxx-xxxx. I would also like you to know that while I presently reside in Connecticut, I will be relocating to the bay area in the near future, and will be in town February 1-7.

Thank you very much for your time and consideration, and I look forward to hearing from you in the near future.

Sincerely,

Heavy Hitter

Enclosure

COVER LETTER (EMAIL) -- FULL-TIME EMPLOYMENT

Dear Prospective Employer,

I am sending this cover letter and my resume in response to an ad posted on Craigslist on March 31 for a Special Events and Corporate Relations Coordinator. I am confident that I would be an asset to the Development Department of the Phillips Collection. I am an organized, dedicated individual with experience in special events and public relations, and a passion for the visual arts.

My professional experience thus far has equipped me with valuable knowledge in planning special events, recruiting donors, writing grants, and communicating with the press. Having worked in development at a museum, I have co-written extensive grant proposals and I know what it takes to capture the attention of new donors. I have also been in contact with the media through press releases and phone calls, and have experience dealing with outside benefactors interested in a museum.

Also, I have notable experience working in special events. Just this past weekend at Fondo del Sol Visual Arts Center, I supervised a Capitol Page School Reunion museum tour, reception, and dinner – a very successful event I helped plan. Currently I am co-planning Fondo del Sol's 35th Anniversary Gala, and in 20xx I assisted in the planning of the Smithsonian Latino Center's Annual Gala. From creating invitations to researching invitees to serving at the galas, my experience gained from working on these three major events has built my skills in organization and attention to detail, and I am well-prepared to effectively assist in the coordination of special events.

I would be thrilled to work in America's first museum of modern art. I have always had a passion for art, a passion that has led me to internships in the Smithsonian Latino Center and two of Washington's well-loved museums (The National Portrait Gallery and Fondo del Sol). I truly believe I would be a good fit as the Special Events and Corporate Relations Coordinator, and would appreciate the opportunity for a personal interview. You may contact me at (703) xxx-xxxx or at monaalisa@gmail.com. Thank you and I look forward to hearing from you.

Sincerely,

Mona Lisa

Attachment

COVER LETTER --FULL-TIME EMPLOYMENT

4501 North Charles Street, MS xxxx
Baltimore, MD 21210
January 16, 20xx

Ms. Kayla Nation
U.S. Recruiting
Lehman Brothers
1301 Avenue of the Americas, 4th Floor
New York, NY 10019

Dear Ms. Nation:

I recently discovered information regarding the Lehman Brothers Investment Banking Analyst Program on the company website. I was initially intrigued with the idea of working for Lehman Brothers after their company presentation at Loyola University Maryland in December. After speaking with Tom Green, Vice President of Securities Lending, I was assured that I would be a great fit at Lehman Brothers. I am currently a senior at Loyola University Maryland enrolled in the Sellinger Business School in the Business Honors Program.

As a finance and economics double major, I have already taken many courses essential to an analyst in the Investment Banking Analyst Program. These courses include Intermediate Microeconomics, Macroeconomics, Fixed Income Markets, Equity Markets, Econometrics, and both Managerial and Financial Accounting. My cumulative GPA of 3.80 exemplifies my work ethic and personal commitment to excellence.

This summer I interned at T. Rowe Price in the Trade Support Division, and am continuing my internship this fall. My main function within Trade Support is to confirm and affirm Fixed Income trades. This role requires considerable attention to detail, as there are often small trade discrepancies between the T. Rowe trading desks and our brokerage counterparties. I relied upon my problem solving skills and my ability to communicate complex details to efficiently liaise these issues with our counterparts. The communicative and problem solving skills that I developed through my internship at T. Rowe Price are skills that are necessary for success at Lehman Brothers. I am very active in the Student Government Association (SGA) at Loyola, having served as a student leader in several different roles over the past four years. The SGA has given me the opportunity to develop my collaborative skills as a successful team member. As Director of Finance, the budget allocation process has taught me the value of setting explicit goals and deadlines for my peers. I have learned to rely on my teammates who all have different areas of expertise. My commitment to SGA illustrates my continual desire to be a part of a successful team.

I have been in contact with Loyola University Maryland alumni working at Lehman Brothers, and based on our conversations, I believe that the collegial atmosphere at Lehman is a perfect match for my team-oriented personality. I am impressed with the extensive training program and personal development opportunities provided by the analyst program. My main goal is to continue to grow and develop the necessary skills for a long-term career in the financial services industry. I believe that my experience working in the fast-paced Trade Support environment, my role as a successful team player on SGA, and my academic performance as a business honors student make me uniquely qualified for this position. I know that given the opportunity, I could enhance the Lehman Brothers team.

My résumé is attached for your review. An interview would grant me the opportunity to further demonstrate my abilities. Please feel free to contact me at 410-xxx-xxxx or via e-mail at greenspan_alan@hotmail.com. Thank you in advance for your time and consideration. I hope to hear from you soon.

Sincerely,

Alan Greenspan

Enclosure

OTHER PROFESSIONAL CORRESPONDENCE

THANK YOU LETTERS -- Points to Consider

- Maintain a warm, personal style – this should not be a form letter and typed specifically for each interview
- Send the next day or two after the interview
- Express appreciation for the interview
- Reemphasize skills and qualifications and how they relate to the job
- Reiterate interest in position and company
- If interviewing with more than one person the thank you letter can be sent to each individual or the main interviewer with a statement asking them to kindly forward the letter on to the others

ACCEPTANCE LETTERS -- Points to Consider

- Confirm acceptance of an offer and the terms of your employment (salary, start date, etc.)
- Express appreciation for the opportunity
- Positively reinforce employer's decision to hire you
- Can follow a telephone conversation during which the details of the offer and terms of employment are discussed

WITHDRAWAL LETTERS -- Points to Consider

- Satisfies your ethical obligation to inform all other employers of your decision (once you have accepted a position) and to withdraw your employment application from consideration
- Express appreciation for the employer's consideration and courtesy

REJECTION LETTERS -- Points to Consider

- Used to decline employment offers that do not fit your career objectives and interests
- Indicate that you have carefully considered the offer and have decided not to accept it
- Thank the employer for the offer and for consideration of you as a candidate

SAMPLE THANK YOU LETTER FORMAT

Address
City, State, Zip Code
Date

(4 SPACES)

Name
Title
Company
Street Address
City, State, Zip Code

(2 SPACES)

Dear Mr. Doe: (Dear Ms. Doe:)

(2 SPACES)

1st Paragraph - Express appreciation for the opportunity to be interviewed. Refer to the date, time and position or field to which you applied.

2nd Paragraph - Mention one or two areas that were discussed in the interview and were of prime interest regarding the position or information that was enlightening and beneficial.

3rd Paragraph - Mention briefly the strong qualifications or background that you have which will enable you to perform the necessary duties entailed in the job description. If there were qualifications or areas that may have appeared weak during the interview, try to dispel them by pointing out the specific area and the way your strong points or additional effort may compensate.

4th Paragraph - Close by making a specific statement that you would like the position and why you feel that you would be an asset to the organization. Indicate that you will be looking forward to the results of the interview and that you will call in a week or two to check your status.

Sincerely,

(Written Signature)
(4 SPACES)

Your name

SAMPLE THANK YOU LETTER

1868 Blue February Way
Columbia, MD 21044
June 1, 20xx

Ms. Janet Flagle
Vice President of Finance & Administration
Londontowne Corporation
1200 Londontowne Road
Salisbury, MD 21078

Dear Ms. Flagle:

It was a pleasure meeting with you about the Controller position in the Four Star Sportswear Division last Thursday. I know you have been very busy, and I would like to take this opportunity to thank you for taking the time to meet with me and reiterate my interest in this position.

The Four Star Sportswear Division seems to be a very dynamic and aggressive part of the Londontowne Corporation. I am interested in learning more about your company and how my talents and abilities might fit into your long range plans. I was particularly impressed by the division's expansion through acquisitions and your commitment to growth in sales and profits.

My educational background, my experience in public accounting, and most importantly, my industry experience make me a viable candidate for the position of controller in your division. I feel I have a solid background in the areas of budgeting, financial reporting, accounts payable, and cost accounting. I have the ability to learn quickly, work well with people at all levels, and make effective decisions.

Thank you again for giving me the opportunity to talk with you concerning this position. Please feel free to contact me at (410) 617-xxxx or at pmanning@loyola.edu if I can provide you with any further information. I look forward to hearing from you soon so that we might further investigate how my abilities might fulfill the needs of your organization.

Sincerely,

(Written Signature)

Peyton Manning

SAMPLE ACCEPTANCE LETTER

507 Shore Drive
Hampton, VA 23501
April 20, 20xx

Mr. Jack Krebs
Division Manager
Data International Corporation
1212 Corporation Lane
Richmond, VA 23312

Dear Mr. Krebs:

I am writing to confirm my acceptance of your employment offer of April 16 and to tell you how delighted I am to be joining Data International in Richmond. The work is exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 a.m. on May 21 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation on May 22.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

(Written Signature)

Rosa Parks

SAMPLE WITHDRAWAL LETTER

4621 Chester Lane
Virginia Beach, VA 23466
April 20, 20xx

Ms. Melissa Bliss
Executive Director
The Virginia School of Performing Arts
8989 Princess Anne Road
Virginia Beach, VA 23456

Dear Ms. Bliss:

I am writing to inform you that I am withdrawing my application for the Program Coordinator position with the school. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered an administrative position with a local city government and, after careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you very much for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative community programs you are planning. You have a fine school, and I wish you and your staff well.

Sincerely,

(Written Signature)

Samuel Davis

SAMPLE REJECTION LETTER

351 Kempsville Road
Chesapeake, VA 23455
March 25, 20xx

Mr. George Duvall
Manager
Sales and Marketing Division
Colonial Properties, Ltd.
1700 Colonial Parkway
Williamsburg, VA 23176

Dear Mr. Duvall:

Thank you very much for offering me the position of Commercial Leasing Agent with Colonial Properties. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a fine organization and there are many aspects of the position that are very appealing to me. However, I believe it is in our mutual best interest that I decline your generous offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your staff.

Sincerely,

(Written Signature)

Frank Stearns

Your Online Image—Make it Professional!

How is your online image?

- Having a professional online image is vital in today's competitive environment. Employers search potential candidates for both INTERNSHIPS and JOBS to make initial interviewing decisions.

- Use caution when posting information on the Internet. Do not post anything online that you would not want a prospective boss to see.

- Google your name to determine your online presence. What kind of personal information do you have on the Internet? Have you posted something recently on Amazon? Facebook? Youtube? A blog? MySpace?

- Do you have negative content posted online, also called "digital dirt?" Examples of this could include: inappropriate photographs, content about drinking or doing drugs, a negative post about a professor or a previous boss, radical political views, and discriminatory comments.

- If you have negative "digital dirt," and you cannot delete it, enhance it by creating new, positive, smart content. Employers are less likely to find your digital dirt if it is on page 10 of their Google search for you.

Take the following steps to create professional online content:

- Set up a LinkedIn Profile by following this guide: http://grads.linkedin.com.

- Visit http://learn.linkedin.com/students/ to learn more about using LinkedIn.

- Join LinkedIn groups such as The Career Center at Loyola University Group, Loyola Univ Maryland Alumni Group, or The Sellinger School. These are beneficial because you can join group discussions, monitor job postings, and have access to more networking contacts.

- Have a clean Facebook profile and set your privacy settings by following this guide: http://www.allfacebook.com/2009/02/facebook-privacy.

- Comment on a blog or forum in a positive, non-controversial way.

- Write product or book reviews on sites like Amazon.com or Overstock.com. Make sure they sound intelligent and well-communicated.

- Consider purchasing your own URL ($1.99 per year) at GoDaddy.com.

- Set up a Twitter account and tweet intelligently. Visit our website for more information on Twitter.

THE CAREER CENTER AT LOYOLA UNIVERSITY MARYLAND

On-Campus Recruitment Program – Participation Guidelines

1. Participants activate their account and update their profile on Hounds4Hire.

2. It is expected that participants meet all company requirements (i.e. abide by company stipulated GPA cut-offs and major requirements) before signing up for an interview. Interviews are open to all Loyola University undergraduate and graduate students who meet the requirements set forth by the employing organization. Alumni/ae are able to participate in the On-Campus Recruitment Program. However, priority is given to current students.

3. All participants must attend the *Effective Resumes and Employment Correspondence*, *Interviewing for Success Part I*, and *Interviewing for Success Part II* workshops before the date of their first on-campus interview appointment.

4. An **Open** interview schedule indicates that any student that meets the requirements listed by the employer is invited to select an interview time.
   A **Pre-Select** interview schedule indicates that the employer would like to review the resumes and select the candidates that they would like to interview on campus. Once the employer selects the candidates and notifies The Career Center the interview time slots will be released.

5. Sign-ups are on a first-come, first-served basis. **Students can sign up on Hounds4Hire on designated sign-up days.** Be sure to confirm your time by looking at the interview schedule before you exit the system. **BE CAREFUL -** use the "edit" feature to change your time, once you use the "cancel" key you will be blocked out of that schedule.

6. Once a participant schedules an interview with a company, he/she is automatically obligated to attend that appointment. In the event that participants are unable to keep an on-campus interview appointment, **that individual must notify The Career Center at least 2 class days in advance. One (1) no-show** constitutes **suspension** from the recruitment program. Students can only cancel interview appointments in person or by phone, **NOT** through other students.

7. Additions and/or corrections will be posted on Hounds4Hire and the bulletin board inside The Career Center. **You are responsible for keeping up-to-date with these announcements.**

8. All employers participating in the On-Campus Recruitment Program are expected to comply with equal opportunity employment laws.

9. Snow Policy: When classes are cancelled for the entire day, on-campus interviews are also cancelled for that day and all attempts will be made to reschedule.
   If classes are delayed due to bad weather, contact The Career Center for information regarding interview appointments.

THE CAREER CENTER RESERVES THE RIGHT TO REPLACE ANY STUDENT ON A COMPANY SCHEDULE IF THAT STUDENT DOES NOT FOLLOW THE ABOVE ON-CAMPUS RECRUITMENT PROGRAM PARTICIPATION GUIDELINES.