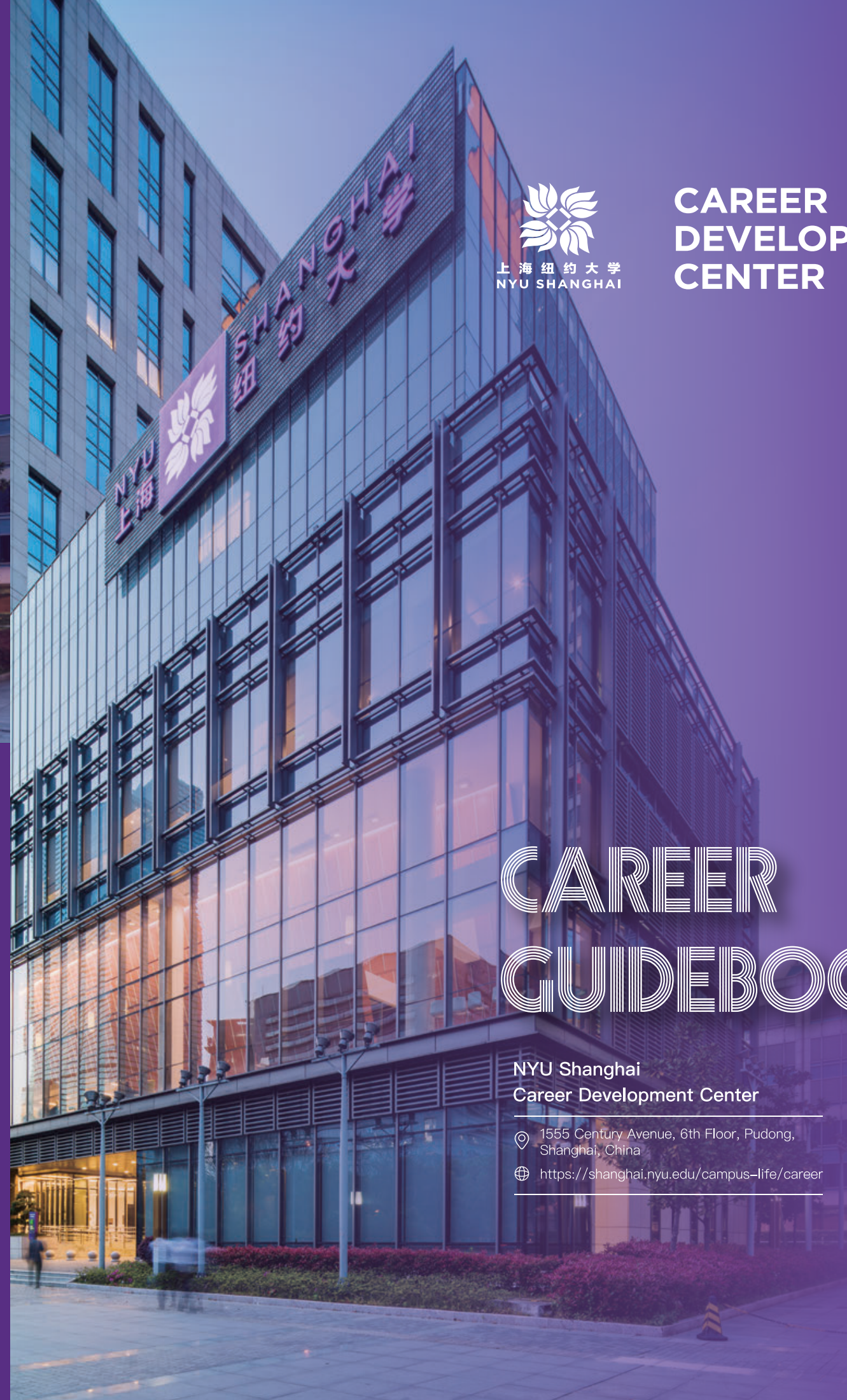




For general inquiries, please contact
shanghai.careerdevelopment@nyu.edu



Add us on Wechat: **NYUShanghaiCDC**
Or Scan WeChat QR code



**CAREER
DEVELOPMENT
CENTER**

CAREER GUIDEBOOK

NYU Shanghai
Career Development Center

1555 Century Avenue, 6th Floor, Pudong,
Shanghai, China

<https://shanghai.nyu.edu/campus-life/career>



NYU Shanghai Career Development Center (CDC) provides comprehensive career guidance to the NYU Shanghai student body. We collaborate with employers, alumni, and organizations to provide a range of resources, services and opportunities for students to achieve personal and professional success.

CONTACT US

General Inquiries: shanghai.careerdevelopment@nyu.edu
CDC WeChat Assistant: NYUShanghaiCDC



Note

Add us as your friend on WeChat! Please tell us your full name, class level, and branch campus when you send the request.

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HOW TO MAKE THE MOST OF THIS CAREER GUIDEBOOK

Dear NYU Shanghai Students,

The CDC Career Guidebook is a valuable resource during your career development journey both at NYU Shanghai and beyond. Whether you want to explore career paths, build employability skills, or simply want to find an internship or full time job, the CDC is here to support you.

We believe this guide can be the first step answering your career development questions. It contains the following sections:

- 01 Preface:**
Introduction to the guidebook as well as information about Handshake, our student careers platform.
- 02 Career Development Events:**
Find out about the various career readiness workshops that we offer. The CDC also offers career mentoring programs and other learning opportunities.
- 03 Explore Careers:**
Contains useful tools and CDC services which may help you discover yourself and set up long-term career development goals.
- 04 Research Careers:**
Useful resources to help you research your career options. It includes the CDC Career Skills Guides which cover many topics, ranging from resumes and cover letters, to using LinkedIn and preparing for interviews. This section also contains graduate school resources.
- 05 Search internships and jobs:**
Learn about job searching strategies and find out what job boards are useful for students. We also provide information about fellowships and scholarship programs after graduation.
- 06 Working in China: Policies and Guidelines:**
Policies regarding interning and working on campus and in China, for both international students and Chinese students.
- 07 Alumni Service & Engagement:**
Illustrates how you can stay connected with CDC after graduation.

NYU Shanghai students are motivated and ambitious, and this guide is designed to help you hit the ground running to build career expertise, explore career paths, and lay the foundation for your life beyond Century Avenue. If at any point you have career related questions or concerns, don't hesitate to come to the CDC. We will always do our best to support your career questions, decisions, and concerns.

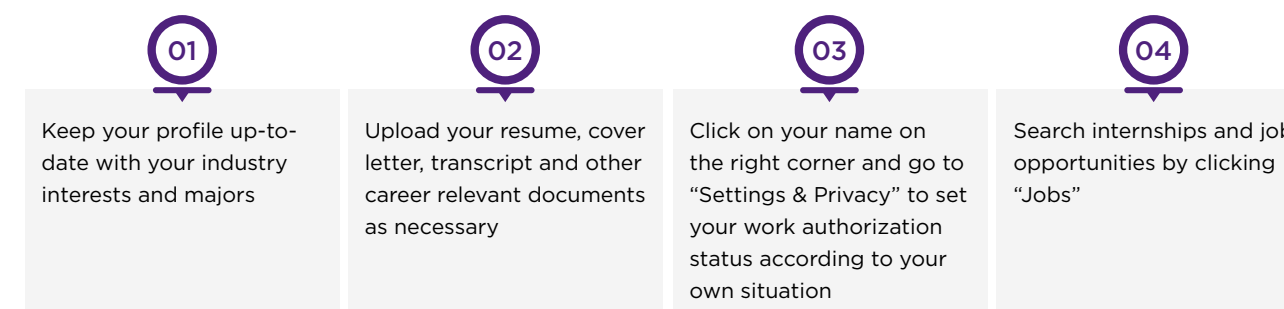
LET'S HANDSHAKE!

Handshake will become your one-stop-shop for building your career and launching your job and internship search. You can now build your career via both laptop and mobile device, with features such as:

- Single Sign-On through NYU Global Home
- One-stop connection with 300,000 employers around the globe
- All job opportunities are viewable to the three portal campuses (NY, SH & AD)
- Personalized job recommendations based on your major and interests
- Updated news feed containing the latest information from your favorite employers
- Resources specifically matching your career development needs
- Appointment scheduling with Career Development Center Coaches
- View and register for all our career events such as the Career Fair and other workshops

LOGIN AND JOB SEARCH

As a currently enrolled NYU student, you can log into Handshake with your NYU Net ID credentials from your NYU Global Homepage. Before the journey begins, please follow the steps below to set up your profile:



BOOK CAREER COACHING APPOINTMENTS

To book a career coaching appointment, follow these instructions in Handshake:

1. Please go to "Career Center" and choose "Appointment", then click "Schedule A New Appointment";
2. You may book an appointment at least one day in advance and select your preferred coach & time slots;
3. You will receive a confirmation email once your appointment is confirmed.

**If you need to cancel this appointment, please do so through Handshake up to 24 hours before the scheduled appointment.*

PARTICIPATE IN CAREER EVENTS

Students can find information about various career events and fairs on Handshake. All upcoming events are listed under "Events" tab. Virtual events are available for all students in our three campuses. Make sure to go to "Event Search" and select NYU Shanghai Career Development Center at the bottom right side menu. This will show you all the career events that you can attend in Shanghai.



We've also created NYU Shanghai Handshake Student User Guide, feel free to send an email to CDC for a digital copy.

CAREER DEVELOPMENT EVENTS



CAREER DEVELOPMENT WORKSHOPS

Every semester, CDC offers a variety of professional development workshops to provide relevant career skills and knowledge to students. Students from all class levels and disciplines can benefit from our extensive range of interesting and interactive programs. These programs are designed to develop better self-understanding, industry knowledge and job search skills, as well as establish important connections and gain useful insights. We cover a range of topics such as resumes and cover letters, interview preparation, and internship searching. We also organize panels and Q&A sessions with alumni and professionals to help you explore and understand different careers.

I AM LIMITLESS STUDENT CONFERENCE

The I Am Limitless Conference is a one-day, annual, spring conference focused on advising students to tackle decisions such as choosing a major, where to study abroad, and how to pick a career path. The conference contains a series of workshops, panels and networking events. This conference is attended by over 150 students and 50 alumni and professionals every year.

SUMMER SERVICE GRANT

This grant aims to provide financial support to our students who are pursuing non-paying internships in not-for-profit organizations during the summer. CDC announces this program during every spring semester.

JUNE LIN INDUSTRY MENTOR PROGRAM

NYU Shanghai CDC launched the June Lin Industrial Mentor Program with the goal of pairing up an industry expert with students in a mentorship program. Through this program, NYU Shanghai students can broaden their perspective in the areas of finance, technology and behavioral economics. Mentees will be able to receive guidance from June Lin herself on their career plans. Mrs. June Lin was the Vice President and CMO of CITIC-Prudential Fund Management Co, Ltd. Being one of the few females in the competitive circle of stock market leaders, June was part of the first group of traders in the Chinese Stock Market in the 1990s.

NYU ALUMNI EXECUTIVE MENTOR PROGRAM

In 2014, NYU Global Alumni Office and the Career Development Center collaborated to establish the NYU Executive Alumni Mentor Program. This one-year program aims to offer NYU Shanghai sophomores and study away students an opportunity to build their professional network with executive level NYU alumni currently working in Asia. As of today, there are nearly 30 alumni mentors in this program, each of whom has more than a decade of professional experience. Throughout the year, mentors and mentees meet at least twice to exchange ideas and discuss the mentees' academic and professional goals.



To receive event alerts, check out the CDC's emails!

CAREER FAIRS & ON-CAMPUS RECRUITMENT

CAREER FAIRS

Every semester, CDC will hold at least one Career Fair and invite more than 60 companies at a time to the campus for recruitment. It gives students great opportunities to meet and network with representatives from various industries and apply for job positions of their interests. Many NYU Shanghai students found their first internships at a Career Fair and maintained a great relationship with our employers.



PREPARING FOR A CAREER FAIR

Students attending one of our career fairs must review the Career Fair Guide to prepare for the event. We strongly recommend that you review the Career Fair Page on Handshake to research the potential employers that you would like to meet with. All students must adhere to the dress code as well.

ON-CAMPUS RECRUITMENT (OCR)

OCRs are hour long information session held at NYU Shanghai by employers from various industries. Every OCR session provides you with:

- Detailed company introduction
- Great industry insights
- Face to face interactions with HR directors
- Recruitment opportunities

If you are underclassmen, OCR is a great chance to explore your career by gathering information and networking with professionals of different industries. If you are upperclassmen, OCR offers you the advantage to impress the HRs and skip the first-round of job application!

To view OCR schedule, please login to Handshake.

PREPARING FOR OCR

Students participating in OCR are encouraged to go through all the documents listed on the event page on Handshake and CDC industry guides for better preparation. It is also suggested to bring resumes in case employers have special requests.



FOUR — YEAR CAREER ACTION PLAN

Figuring out your ideal career can seem challenging but early planning can make a huge difference. Understanding yourself and your interests is the first and most important step to defining your career goals. During your four years at NYU Shanghai, we encourage you to investigate all your career options and take advantage of all the resources we offer to help you achieve your aspirations. This comprehensive four-year career plan will serve as a compass directing you towards your career goals.

FRESHMAN (FIRST YEAR): EXPLORE

- ☐ **Get involved!** Join school clubs and organizations, volunteer, and apply for on-campus jobs.
- ☐ **Meet** with an academic advisor or your faculty to learn more about the major(s) you are interested in.
- ☐ **Register** on Handshake and start exploring the resources and workshops at the CDC to develop career skills.
- ☐ **Connect** with the CDC via emails and WeChat channel and meet with a career coach to explore professional interests and aspirations.
- ☐ **Plan** your summer to explore your interests and gain relevant working/ volunteering experience.

SOPHOMORE (SECOND YEAR): AIM

- ☐ **Attain** positions of responsibility in various clubs or organizations to develop skills and experience.
- ☐ **Update** your resume and LinkedIn profile.
- ☐ **Continue** gaining professional and networking skills through various CDC workshops and fairs.
- ☐ **Conduct** informational interviews with professionals in your field(s) of interest.
- ☐ **Attend** career fairs and On-Campus Recruitment sessions to learn more about industries, companies, internship, and volunteer opportunities to apply for.
- ☐ **Prepare** for study abroad and research different study away sites.

JUNIOR (THIRD YEAR): REFINE

- ☐ **Immerse** yourself in the language and culture in your study away site(s).
- ☐ **Stay connected** with NYU Shanghai CDC via online communication.
- ☐ **Continue** to learn from experts and mentors in the area you are interested in.
- ☐ **Polish** your interviewing skills: participate in interview simulations using Interview Stream and practice with career coaches.
- ☐ **Gain** relevant experience and skills through global internships and volunteering activities.
- ☐ **Consider** your long-term career goals, and priorities.
- ☐ **Reflect** thoroughly on whether to pursue graduate studies.

SENIOR (FOURTH YEAR): ACHIEVE

- ☐ **Decide** if you will pursue graduate studies and your long-term goals and priorities.
- ☐ **Check** Handshake regularly.
- ☐ **Meet** with a career coach to discuss effective job search strategies and **participate** in the On-Campus Recruitment Program (OCR) for full-time opportunities.
- ☐ **Finalize** your resume and cover letters.
- ☐ **Prepare** for your transition to full-time employment and/or graduate school (e.g. visa, graduation requirements, diploma, relocating, etc.)

CAREER EXPLORATION

When it comes to deciding on a career path there can be a lot of pressure from your family, friends, and even yourself to land the perfect job. Choosing a career, let alone an appropriate first job can feel like one of the biggest decisions you will have to make, so it's important that you take the time to fully assess what career paths might be best for you. A CDC career coach is the first step to starting the career exploration process!

HOW DOES THE CDC HELP STUDENTS WITH CAREER EXPLORATION?

- Help students to reflect on their personality, interests, skills, values, and how these aspects affect your career choices
- Encourage students to identify and play to their natural strengths to increase their chances of success
- Help students to set career goals and make career decisions
- Show students how to effectively research career options



Tips to kickstart the career exploration journey

- Meet with a career coach to take inventory of who you are, identify your strengths, and set career goals
- Get involved in on-campus clubs, organizations, or community service activities
- Take a career related assessment test (such as MBTI or StrengthsFinder) and discuss the results with your career coach to identify career options
- Do your career research in person! Talking to people about your career exploration is very important, so attend CDC events and make an effort to connect with upperclassmen and alumni

CAREER EXPLORATION RESOURCES



Career Exploration Books:

- What color is your parachute? By Richard Bolles
- Do What You Are by Tieger, Barron, and Tieger
- Getting from College to Career by Lindsay Pollack
- StrengthsFinder by Tom Rath
- You can do anything: the surprising power of a "useless" liberal arts education by George Anders

Useful Websites:

- www.myplan.com (career database, major database, values assessment, etc.)
- www.16personalities.com (free career assessment test)
- www.mynextmove.org (career database, interests assessment, etc.)
- <http://www.bls.gov/ooh> (US government job database)
- <http://www2.isu.edu/career/majors/default.html> (academic major database)
- <http://www.lynda.com/> (skills training)

CAREER COACHING

Career coaches at CDC provide professional, individualized career guidance and support. They are here to help you explore career interests, strengths, and skills, set professional goals, and navigate the job recruitment process. Students may also meet with a career coach if they are considering graduate school options.

CDC is a safe place to talk about your career and academic concerns, and to consider the various factors that influence your career decisions. If you have any questions related to your career, schedule a 30-minute appointment with a career coach through NYU Handshake.



How can I best prepare for my appointment?

To make the most of your time with a career coach, take some time beforehand to think about your questions, what you already know, and your career story so far. Depending on your questions, it is also helpful to bring relevant background documents like information you found from career or grad school research, your resume and/or cover letter, or job/internship/company description.

10 COMMON QUESTIONS TO ASK A CAREER COACH

- 01 What's the best major for me given my career interests?
- 02 What can I do during the summer after my freshman year if I don't have much experience?
- 03 My parents really want me to major in A, but I'm interested in B. What should I do?
- 04 How can I find out more about this particular job or industry?
- 05 What kind of internship should I do?
- 06 What are my career options and prospects if I haven't done well in school?
- 07 Help! I have no idea what I'm interested in! How do I get started?
- 08 How can I connect with alumni?
- 09 Should I go to grad school or get a job?
- 10 Can you help me with my resume/cover letter/interview?

For quick questions or resume reviews, visit us during Walk-In Hours for a quick 10-minute feedback session: Tuesdays, Thursdays and Fridays, 12:00-1:30 pm at the CDC Career Hub (During Semester Time).



RESEARCHING CAREERS AND GRADUATE SCHOOLS

Alongside your career exploration, you should do your research! Utilize our resources to improve your understanding of the industry and job market of the fields you are interested in. This will make you more informed and therefore a more appealing candidate for the roles you apply to. This includes applying to graduate school as well as considering entrepreneurial activities, both of which are career choices that many students pursue after graduation.

GETTING STARTED

- Drop by our office or visit our website to have a look at our industry guides to get an introduction to various fields. We have industry guides about Business & Finance, Computing Technology, International Organizations and NGOs, and many other industries.
- Refer to our skills guides in this guidebook to help you improve your resumes, cover letters, interviewing and networking techniques, and other employability skills.
- If a Master's or PhD degree is in your future, then check out the graduate school resources section of this guidebook.
- Visit the NYU Shanghai library, which has many specific recommended databases and resources for job hunting.
- See the list of websites that other students have found helpful to research careers:

Vault

Career guides, employer profiles and rankings, discussion boards, industry blogs and news. NYU Shanghai students have special log in access.

GoinGlobal

Country and city guides, H1B information, job postings

Linkedin

Professional groups, companies, alumni, channels, influencers, student jobs. Check out the CDC LinkedIn Guide to get started.

Salary Research Websites

bls.gov/ooh, salary.com, glassdoor.com, kanzhun.com

RESUME GUIDE

A resume is a summary of your skills, accomplishments, and experiences. Employers generally spend 30 to 60 seconds scanning each resume, so it’s important to be concise and specific. When writing your resume, tailor it to what you want the organization to know about you. The main purpose of a resume is to catch potential employers’ positive interest and persuade them to interview you.

HOW TO BEGIN

To develop an effective resume you must first have a thorough knowledge of yourself. Reflect on the key skills, accomplishments, and experiences that you are bringing to the employer. If you do not have a lot of experience, highlight your extracurricular activities as well as relevant academic projects.

Once you have clarified what skills and knowledge you have to offer, the next step is learning what qualifications are valued by employers in your field. Be sure to emphasize the aspects of your experience which are most relevant to the job.

GENERAL GUIDELINES FOR ENGLISH RESUME

- Length:** One page is preferable in nearly all cases.
- Margins:** at least 1/2-inch and consistent on all sides.
- Font type and size:** 10-12 point font size, – a standard font type is preferred.
- Headings:** clear and consistent, utilizing bold, underlining, and italics to draw attention.
- Proofread:** Have others proofread your resume for clarity, grammar, and spelling.
- Appearance:** High quality paper in a neutral color.

RESUME FORMATS

Reverse Chronological

This is the most common format and preferred by most recruiters. It is particularly appropriate for students whose most recent work and educational experience match closely with their career/job objective. All sections are included in reverse chronological order, from most recent going backward in time.

Functional

This is less frequently used and is most appropriate for those who are changing careers or do not have experience in their chosen field. It is designed to highlight specific transferable skills that would be relevant to an employer, rather than focus on chronology or employment history.

KEY SECTIONS TO INCLUDE

Identifying Information	This includes your first and last name, address, phone number and email address (preferably nyu.edu).
Education	List in reverse chronology. Include institution, location, school division, degree, graduation date month and year (even if it is a future graduation date), all majors and minors, and GPA if above a 3.0. Mention high school if you are a freshman
Experience	Include paid employment, internships, volunteer work, and military service. List employer/organization, location (city, country), job title, dates of employment, and a brief job description. This can be divided into different sections to highlight relevant experience.
Skills	Include all computer, foreign language, and technical skills, even if you are less than proficient in them. Characterize your level of ability using phrases such as “familiar with,” “knowledge of,” or “experience in.” Computer skills and languages may be used as separate categories.

OPTIONAL SECTIONS TO INCLUDE

Relevant Coursework	List courses - even if outside your major - that are relevant to the position. Focus on electives and upper-level courses. This can also be included with Education.
Activities	Include NYU Shanghai club memberships, student government, community service, and participation on athletic teams. Emphasize leadership duties, if any.
Interests	This section adds a personal dimension to the resume. Be specific (see samples). Use this section only if you have room for it!

HOW TO DESCRIBE EXPERIENCE

- Provide a concise explanation of responsibilities and skills (not full sentences) that are relevant to your job objective.
- When possible, include numbers and other specific information to quantify your achievements and impacts. Two or three concise bullet points of information are enough.
 - Do not lead with “Duties” or “Responsibilities.” Omit pronouns.
 - For less relevant experience (e.g., babysitting, when you want a job in broadcasting), summarize the responsibilities in one or two lines.
- Use the Verb Statement structure: Action - Context - Specific Result. Use strong action verbs.
- Be concise and specific about what you did, providing contextual details that inform the reader about the purpose of your work, the scope of the project, and what you produced or accomplished.
 - Consider grouping related experiences under headings.
 - Ask yourself: What happened as a result of that action? How did it benefit the organization?

ACTION VERB LIST TO HIGHLIGHT YOUR SKILLS & ACCOMPLISHMENTS

Communication skills

address arrange author collaborate develop direct draft formulate enlist influence interpret

lecture mediate moderate recruit persuade promote publicize reconcile negotiate speak translate edit

Creative skills

create direct found integrate perform revamp

customize envision illustrate introduce plan revitalize conceptualize

design establish initiate institute invent originate shape

Helping skills

assess assist clarify coach counsel demonstrate expedite motivate

diagnose educate guide refer rehabilitate represent

Research skills

clarify evaluate inspect investigate summarize

collect examine interpret organize review survey

critique extract identify interview systematize

Management skills

administer consolidate develop increase prioritize schedule

analyze contract direct organize produce strengthen

assign coordinate evaluate plan recommend supervise

attain delegate improve oversee review

Detail-oriented skills

approve collect implement organize purchase tabulate

arrange compile inspect prepare record retrieve validate

catalogue execute monitor process screen

classify generate operate systematize specify

Technical skills

assemble build calculate compute configure design devise engineer fabricate install maintain operate

overhaul program remodel repair retrieve solve upgrade

Teaching skills

adapt develop evaluate inform persuade communicate

advise enable facilitate instruct stimulate coordinate

clarify encourage guide mentor train

中文简历写作指导及范例

简历一般用于总结个人能力、成就以及相关经历，是吸引潜在雇主为你提供面试机会的重要材料，建议尽早准备。本文将提及简历写作的技巧和规范。正式投递之前，可到职业发展中心请老师帮助指导与修改。

前期准备

- 为制作一份完美的简历，首先需要对自己要“推销”的“产品”了如指掌，也就是首先要对自己有充分的了解。
- 在着手准备之前，仔细想一想自己要向雇主展示的才艺、技能、成就、实习经历等。如果实习经历不足，则需强调自己参与的课外活动及修读的相关课程。
- 在清楚认识自己所能具备的技能之后，了解该领域的雇主所看重的资质。务必确保你简历中所突出的经历与该职位相关。

简历样式

时序型：将所有经历按照从近到远的时间顺序排列。时序型是最常见的简历类型，也是最受招聘人员欢迎的。尤其当求职者最近的工作、教育经历与其目标职位十分接近时，这种展示方法最为适用。

功能型：若求职者希望更换职业，或缺少其所选领域相关经历，则可以按照雇主所看重的技能来罗列经历，而不需要强调时间顺序。该类型使用较少。

综合型：时序型和功能型的结合。

设计与格式

尽管内容是简历中最为重要的，但简历能否引起注意，它的设计和排版也非常关键。你的简历要显得专业且引人注目，但不可过于浮夸。简历应使用单色，并用高质量的纸张打印。

长度：多数情况下一页最佳。个别行业允许两页简历。若相关经历非常丰富，也可以写两页简历。

页边距：各边边距至少 1/2 英寸，且各边边距须相同。

字体与字号：字号为 10–12 号，取决于实际行距与字体。字体建议选择保守和正式的风格类型。全文的字体与字号应保持一致。

标题：标题应始终保持清晰、醒目，可使用加粗、下划线或斜体来凸显。

校对：请别人校对你的简历，注意逻辑、语法和措辞。若简历中有错误可能会给雇主留下不好的印象。

简历主要内容

身份信息	包括你的姓名、地址、电话及电子邮箱（最好使用 NYU 邮箱）。
教育经历	按照逆时序排列，包括学校名称、地点、学位、毕业日期（包括未来的毕业日期），主修和辅修专业，以及 GPA（如果高于 3.0 的话）。
实习经历	包括有偿工作、实习、志愿服务及兵役，需列出就职位、地点（州、市），职位名称以及工作日期。描述具体职位时应力求简洁、具体，选择与期望职位相关的经历，多使用行为动词（参考范例）来描述岗位的职责及所需技能，尽量避免使用“负责……”这类开头。可以通过使用数字或具体细节信息来强调取得的结果和成就，避免使用形容词。每段经历的篇幅长度约二至五行。
技能	包括计算机、语言及专业技术等各种能力，可使用“熟练”、“了解”等不同的词语来表明各种技能的掌握程度。

中文简历特点

与英文简历相比，求职用的照片、性别、年龄、政治面貌等信息，根据不同职位说明的具体要求可以适当附上。

Alex Hamilton

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EDUCATION

New York University Shanghai- Shanghai, China Expected graduation date : Jun 2017
Bachelor of Science (Honors), Cumulative GPA: 3.6
Double major in Business Finance and Cumulative Science

Study Abroad: New York University in London, England Aug 2015 to Dec 2015

WORK EXPERIENCE

Finance Intern, KPMG, Shanghai, China Apr 2016 to Jun 2016
• Build models based on regression analysis to determine factors affecting treasury curve
• Communicated daily with trading desk to produce charts and graphs for weekly strategy meetings
• Created daily stock market watch reports for traders, sales staff and clients

Technical Assistant, I.T. Department, New York University, Shanghai, Shanghai, China Sep 2016 to Apr 2016
• Performed network administrative duties on Windows and iOS systems and conducted hardware upgrades
• Provided technical support and troubleshooting for over 40 staff members

Marketing/ Digital Intern, The Good Agency Asia, Shanghai, China Apr 2014 to Jun 2014
• Created and launched 2 targeted social media campaigns that increased client revenues by 20% over 4 months, working collaboratively with 6 other team members
• Created monthly summary plans and digital reports of ROI using Google Analytics and Microsoft Powerpoint

VOLUNTEER EXPERIENCE

Charity Volunteer, Community Center Shanghai Sep 2016 to Apr 2016
• Volunteer 4 hours once a week with 4 CCS-supported charities including logistics planning and volunteer coordination
• Worked with 2 other lead volunteers to strategize planning, delegate tasks, and monitor donation in-take and outflow to sponsor communities

Volunteer, Rotaract Club Shanghai Jan 2015
• Coordinated a team of 10 people to organize a run that raised 40,500 RMB for autism non-profits in Asia.

EXTRACURRICULAR/ LEADERSHIP ACTIVITIES

NYU Shanghai Undergraduate Business Association, Shanghai, China Aug 2016 to Apr 2017
Vice-President
• Co-lead the vision to include students from non-business disciplines to promote diversity with project ideas
• Initiated collaborations with 4 other student clubs to plan and run a 3-day long Sustainability in Business conference attended by 150 students

Treasurer Aug 2015 to Apr 2016
• Managed cash flows of the organization to maximize events being accessible to all students
• Solicited external sponsorship and speakers for the club events

Dean's Service Scholars, NYU Shanghai, Shanghai/ Beijing, China Dec 2015
Volunteer
• Selected as one of 20 students to participate in a service project (in collaboration with non-profit organization Hands on Shanghai) aimed at planning and implementing week long programs for kids, elderly people, and individuals with intellectual disabilities.

SKILLS

Computer Skills: Microsoft Office Applications, C++, Minitab, HTML
Languages: Fluency in English and Chinese, Intermediate proficiency in Spanish

INTERESTS

Black and white photography, basketball

可选内容

求职目标	若希望列出求职目标，则须写明你期望的具体职位，不要将其含糊地描述为“希望得到一份富有挑战性的工作”。
资历总结和个人评价	该部分为自己技能的小结，主要是与期望职位相关的技能。
所获荣誉	列举已取得的各种荣誉、奖学金及奖励等。该内容也可以包括在教育经历的部分中。
相关课业	在描述教育经历时，列举修读过的与该职位相关的课程（主修或选修均可）。
课外活动	包括学校社团、学生会、社区服务、体育运动等活动。若有相关的体现团队合作能力、领导力等经历，适当可进行强调。
兴趣爱好	该部分可为简历增添个人色彩，需要具体、明确（参考范例）。体育运动等兴趣爱好及旅行经历可包括在内。若简历空间不足，则无需添加该部分。

投递简历

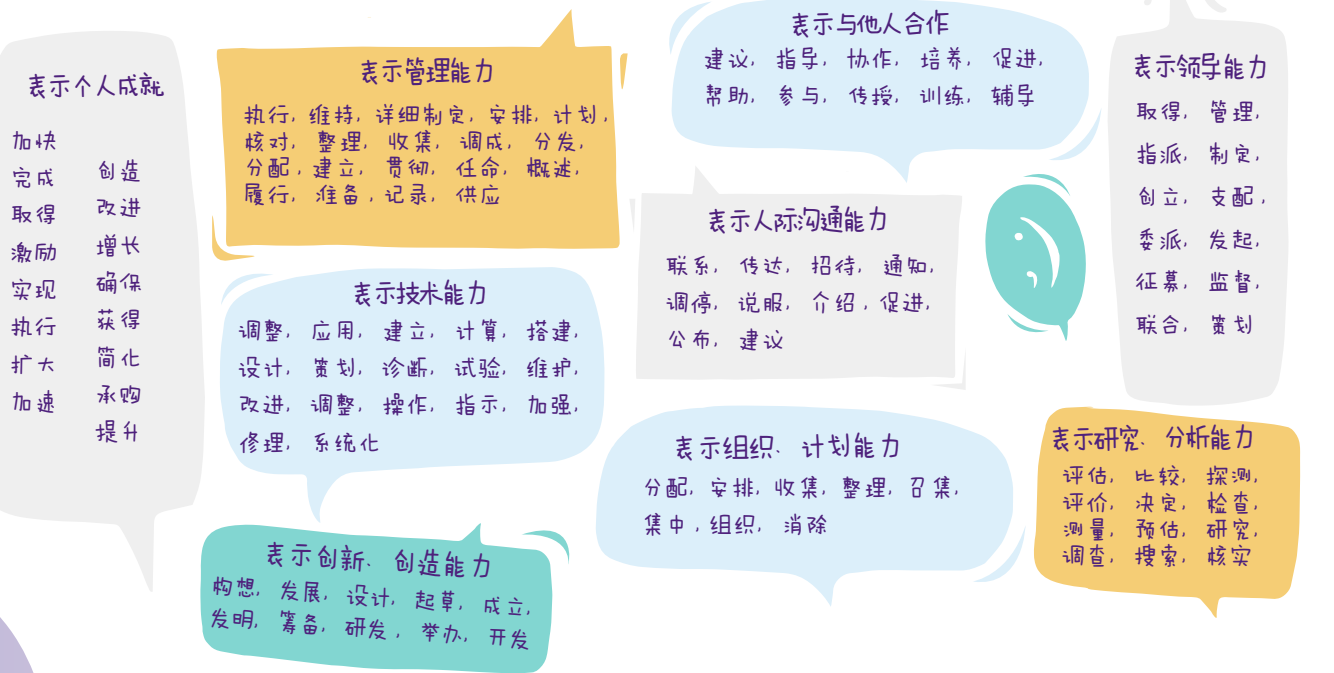
大多数简历都可以通过在线申请系统或发送电子邮件的方式进行投递。在投简历时，需要符合以下要求：

电子邮件 / 在线系统： 将你的简历及求职信分为两个文档附在邮件中，或者将你的求职信作为邮件的正文。将简历转换为 PDF 文档，以保证其格式稳定，方便阅读查看。可使用“姓名 – 职位”或按照要求的格式对文档进行命名。

发送邮件时使用合适的邮件主题并注意邮件书写格式。

打印： 将简历打印在白色、象牙色或浅米色的 A4 铜版纸上（办公用品商店中有“简历纸”出售）。若你的简历为两页，则须打印在两页纸上，用曲别针连接。

行为动词汇总



李麒麟

性别: 男 年龄: 20
政治面貌: 党员/团员/群众/民主党派
手机号码: +86 15555678909
电子邮箱: xy234@nyu.edu
求职意向: 网络营销部实习生



教育背景：	
上海纽约大学：	09/2017 – 05/2021
专业：金融学（商业和金融）	GPA：3.8/4.0
辅修专业：数字媒体（互动创意与技术）	

工作经历：	
市场部实习生，巴黎欧莱雅，上海	06/2018 – 08/2018
- 研究线上推广，通过搜集和研究数据，分析网友使用习惯、情感及体验感受，结合产品特点撰写传播，策划方案。 - 负责公司自媒体的信息发布及维护，撰写产品推广软文 20 余篇，每日更新推送内容，接手工作三周时间内公司微博账号流量增长 1 倍。 - 针对公司新产品设计了市场调查问卷，共收回 642 份问卷，统计并分析问卷数据，完成调查报告。 - 项目关键词的发掘及采集相应网站信息。	

志愿经历：	
志愿者，铺路石青少年发展中心，上海	10/2017 – 04/2018
- 参与远程教学项目，独立完成课件制作及组织教学，每两周进行 3 课时远程视频教学，并定期参加项目讨论会，教授语言与文化系列课程共计 36 课时。 - 协助组织为社区内独居老人送温暖活动，与团队成员共同策划活动流程并编排话剧，协助策划并组织以物换物及其他爱心义卖活动，筹集善款总计 1000 余元，全部捐赠山区小学。	

课外及领导经历：	
社团组织部部长，上海纽约大学学生会，上海	09/2017 – 06/2018
- 协助建立上纽线上公开课平台，招募志愿教师 10 人，现已发布网络课程总计 50 余课时，目前全部课程浏览量累计达 1500 人次。 - 组织多场 TED X 走进上海纽约大学活动，带领 6 人团队统筹安排涵盖法律、艺术、人文和金融等领域的 10 场讲座，平均每场参与人数达 40 人。 - 与“文化交流”社团合作，组织不同背景外籍新生破冰活动，来自 30 多个不同国家近 200 名学生出席活动，并接受《晨报》对此次活动的相关报道。	

荣誉奖项：	
院长服务学者项目 杰出学者 （为项目做出突出贡献的学生获得此奖）	09/2018
上海纽约大学 2014 年度 优秀学生 （综合排名前 5% 学生获得此奖）	05/2018
首届上海市大学生决策仿真实践大赛 二等奖 （共 30 支队伍参赛）	02/2018
上海纽约大学全球典范奖学金（优秀的在校学生）	09/2017

技能：	
语言能力：校内全英文授课，可用英文顺利的交流，具备较强的英文写作和阅读能力	
计算机：熟练使用 Word, Excel, PowerPoint, SPSS 等软件，熟悉 C++ 语言	

COVER LETTER GUIDE

A cover letter is an opportunity to fill in the blanks from your resume, so you should always submit a cover letter with your resume unless told explicitly not to. Through a cover letter, you set yourself apart from other candidates by showing a potential employer how your interest and experiences match the organization.

PURPOSE OF A COVER LETTER

- Introduce yourself to the employer and state the position you are applying to.
- Express your enthusiasm for the position and organization.
- Convince the organization that you are a strong candidate by linking your qualifications and experiences to the organization's needs.
- Request an interview.

GENERAL GUIDELINE

Format: Business letter format

Paper size: A4 (standard size)

Font size: 10-12 pt.

Font style: Sans Serif (Times New Roman, Arial, etc)

Margin: 0.5-1 inch on all sides

Layout: All the paragraphs aligned to the left margin, single space

01

Do your research on the person to whom you will address the cover letter through the organization's website, Facebook, LinkedIn, or by phone or email, and use the person's name in the salutation. If you cannot find the information, you can use "Dear Hiring Manager", "Dear Selection Committee" or "Dear XXX Department" (the department you are applying to).

02

Read the job description carefully, underline the keywords in the job responsibilities and qualification parts, and make sure to show that you have the skills needed in your cover letter.

03

Use a variety of sentence structures instead of starting every sentence with an "I". Focus on the organization's needs rather than what you can benefit from this opportunity. Ask others to proofread the letter for clarity, grammar, and spelling.



COVER LETTER STRUCTURE

Your name
Your address
Date
Employer's name
Employer's title
Organization name
Address
Dear Mr./Ms. XXX:
(Note: use ":" rather than "," in a business letter format)
Opening Paragraph
Middle Paragraph(s)
Closing Paragraph
Sincerely,
Your signature
(Note: Not needed in a digital version of cover letter)
Your name typed

Opening Paragraph:

State the reason you are writing. Tell the employer which position you are applying to and how you found out about this position. Mention the person that referred you to this opportunity if applicable. Attract the employer's attention by showing your enthusiasm for the organization and summarizing your top selling points that directly speak to the job description. This paragraph should only be 3-4 sentences.

Middle Paragraph(s):

Elaborate on 2-4 selling points by using specific examples from your class projects, previous jobs and internships, volunteer work and extracurricular activities. The cover letter supplements your resume, so make sure not to simply repeat your resume. Rather, expand on a few items from your resume and expand on them, and elaborate on relevant information not included in your resume due to space limitation. Keep it oriented to the employer's needs! You can use 1-2 paragraphs to prove your qualities.

Closing Paragraph:

Reiterate your enthusiasm and unique qualifications in 1-2 sentences. Ask for an interview at the employer's convenience and provide contact information (NYU Shanghai email and phone number) where the employer can easily reach you. Thank the employer for his/her consideration.

SAMPLE ONE

Xiaoming Wang

277 HuaHuai Lu #4F Shanghai 200120 China
+86 (021) 5555-5555 student@nyu.edu

July 25, 2016

Moli Digital Technology Ltd.
No. 215 Yaohua Road, Pudong District
Shanghai, China 200126

Dear Hiring Manager:

As a senior pursuing a Bachelor of Arts in Interactive Media Arts from New York University Shanghai, I was very excited to come across the job posting on 51job website for a 3D Artist position at Moli Digital Technology Ltd. With the technical skills combined with communication and teamwork skills that you are seeking, I would be a strong candidate for the position.

Through my courses for Interactive Media Arts, I have gained thorough knowledge of Maya, 3D MAX, Photoshop as well as After Effects. I also had the opportunity to apply my knowledge of these techniques when I worked on an animated short film for the IMA End-of-Semester Show at NYU Shanghai that celebrates various student projects. Moreover, I was able to develop a creative idea and translate it into the art project. Not only do I master the technical skills, but I possess the soft skills including communication and teamwork skills. As an active member of my student club, The Artists' Guild, I have collaborated with 4 other peers to put together an educational workshop on Photoshop 101, where I also presented to a group of 30 students.

I am eager to contribute my technical, communication and teamwork skills to your company, and would like the opportunity to further discuss my qualifications. Please feel free to contact me at +86 (021) 5555-5555 or student@nyu.edu should you have any questions. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
Xiaoming Wang

Make sure to include the name of the organization in the first paragraph to ensure the employer knows that this cover letter is tailored to their organization.

Summarize your top selling points that directly speak to this position to attract the employer's attention.

Use a variety of sentence structure instead of starting every sentence with an "I".

End by politely asking to meet in person, and provide your contact information.

NYU 上海 SHANGHAI
上海 纽约 大学
CAREER DEVELOPMENT CENTER

SAMPLE TWO

Reggie Harris

200 HuaHuai Lu #3F Shanghai 200120 China
+86 (021) 5555-6666 student@nyu.edu

July 22, 2016

Stepping Stone China
No. 6, Lane 1279 Zhongshan Road West
Shanghai, China 200051

Dear Selection Committee:

I was thrilled to learn about the Fundraising Assistant position at Stepping Stone China from New York University Shanghai CareerNet. I will be graduating from NYU Shanghai in June with a major in Social Science, and am eager to apply my fundraising experience as well as strong communication and teamwork skills as I begin my career in the nonprofit sector.

- **Extensive experience in fundraising.** Through my role as the Fundraising Representative in my student club, Green Shanghai, I developed new fundraising strategies, planned and executed fundraising events at NYU Shanghai, resulting in a 50% increase in the student club's annual budget.
- **Refined communication and interpersonal skills.** I demonstrated my communication and interpersonal skills by conducting interviews with the elderly in a local elderly care home and their family members for my class project.
- **Strong teamwork and leadership skills.** During the GoGreen Week at NYU Shanghai, I had the opportunity to collaborate with other student clubs to put together a Trash Fashion Show. As the point person for this event, I coordinated weekly meetings with a team of 15 student club representatives to ensure a smooth planning process.

With a great passion for helping people improve their lives, I the mission of Stepping Stone China strongly resonates with me. I am very interested in the opportunity to use my skills in fundraising, teamwork and communication to contribute to your organization. I look forward to the possibility of meeting with you to discuss this position in further detail. In the meantime, I can be reached at +86 (021) 555-6666 or student@nyu.edu. Thank you for your time and consideration.

Sincerely,
Reggie Harris

Do your research on the person to whom you will address the cover letter! If you cannot find the name, you may use "Dear Selection Committee" or "Dear Hiring Manager".

Display concrete results of specific experiences and your ability to contribute effective support to the organization.

Use bullet points to highlight your skills. Make sure to use specific examples to show the employers how you have demonstrated them.

Restate your enthusiasm and unique qualifications in the first sentence of your closing paragraph.

NYU 纽约大学
上海 纽约大学
CAREER DEVELOPMENT CENTER

求职信写作指导及范例

求职信是简历的补充，通常应与简历一同作为申请材料提交。写求职信的主要目的是让潜在雇主更加了解自己，证明你与该公司 / 机构及招聘职位的要求十分契合，并由此得到面试的机会。每封求职信的内容应为具体投递简历而定，篇幅一般为一页，包含三至四段文字。

重要提醒

- 在撰写求职信之前，可以通过浏览官方网站、与校友交谈等途径了解公司情况。
- 确定求职信的收件人姓名，在求职信中写清楚具体名字；若无法获知具体姓名，则可写“尊敬的招聘主管”或“致 XX 部门”。
- 仔细阅读招聘简介中关于工作职责的描述，力求在求职信中有针对性地体现自己的胜任资格。
- 注意句式的多样性，避免每一句都以“我”开头。必要的时候，请他人代为审阅，如有措辞或语法错误及时修正。

格式要求

采用商业信函格式

纸张大小：A4（标准大小）

字号：五号或者小四均可，依据篇幅大小而定

字体：宋体或其他正式字体

布局：四边空 1.5–2.54 厘米，内容左对齐，单倍行距

正文内容

日期

收信人名字

机构 / 单位名称

收信人地址

尊敬的 XXX:

开头段：本段建议简洁，最好只写三至四句话。解释你写信的目的，陈述你申请的职位名称及获取该招聘信息的渠道。如该求职机会为他人引荐的，可提到其名字。为了向雇主展示你对该职位的强烈兴趣，可总结你背景和能力中的主要“卖点”，吸引读者继续看下文。

中间段：根据雇主的招聘需求，挑选你的两到三个“卖点”展开描述，用你过去的课堂项目、实习、志愿者活动、课外活动等经历中的具体例子进行证明。谨记切勿重复简历中已有的内容。

结尾段：用一至两句话总结你独特的竞争力，附上联系方式并诚邀招聘人员在方便的时候进行面试，最后感谢对方的时间。落款

Here is an example

上海市浦东新区张杨路 3680 弄

2016 年 8 月 5 日

易简安

XX 银行上海分行

上海市浦东新区陆家嘴西路 XX 号

尊敬的易女士：

您好！我叫周舒，将于 2017 年 5 月从上海纽约大学毕业，届时将获得金融与商业理科学士学位。我有幸从我校职业发展中心资源网站得知贵司正在招聘信贷分析员，我很欣赏贵公司积极向上的工作氛围，认真阅读职位要求后，我认为自己的知识储备和专业能力均达到了该职位的相关要求，非常希望有机会加入贵司，成为其中一员。

在上海纽约大学的学习经历中，我对自己严格要求，取得了加权平均分为 3.94/4.0 的成绩，除了统计学、会计学、金融学等基础课程，还选修了风险管理、期货与期权等课程来进一步提高量化分析能力。2015 年秋季学期，我在纽约大学交换期间，选修了斯特恩商学院的课程，对国际资本市场有了更深入的了解。课余时间，我积极参加实践和实习活动，在普华永道及银河证券的实习经历使我领悟到各行业之间存在着密切联系，以及如何观察与预测企业发展走势，学会了理论联系实际，增强应对和解决实际问题的能力。此外，我曾担任校学生会宣传部部长，具备较好的组织能力及团队协作能力。

如果有幸加入贵公司，我相信也会努力为贵司带来积极的贡献。感谢您在百忙之中抽空阅读我的求职信，期待能够与您面谈更多细节。我的邮箱是 SZ328@NYU.EDU，盼望收到您的回复。

顺颂商祺！

周舒

INTERVIEW GUIDE

The purposes of interviewing are to help employers confirm the skills and experience you cited on your resume, and to gain additional information about your fit with the work and their organization. Meanwhile, interviews provide you the opportunity to present yourself in the best light, and learn more about the position applied and the organization to make sure it's a right fit.

BEFORE THE INTERVIEW

Research	Utilize tools like LinkedIn, Vault or the organization’s website to familiarize yourself with the position, the industry and the company. What you need to know: The industry: trends, culture, values, vision, etc. The organization: size, structure, products/services, key people, competitors, recent news The job: key skills and responsibilities required, tasks and projects, work environment, professional training, career path
Reflect	Be prepared to tell your stories and connect them to the position and the organization. Think back on your previous experiences (academic, extracurricular, work): Develop a checklist of your strongest skills with specific examples: Review your resume carefully: Be prepared to discuss specific experiences in greater detail.
Rehearse	Practice makes perfect! You will learn to convey your ideas in a clear, concise manner. Utilize InterviewStream (available through Handshake): Practice and record videos of how you look and sound, to increase confidence and get rid of verbal tics such as “um” and “like”. Practice with friends: Ask for feedback on the speed and tone of your voice, the logic of your explanations, and the frequency of your eye contact. Meet a career coach: Take advantage of the CDC by scheduling a mock interview.
Attire	Besides “what you say”, “how you look” also counts. Dress business formal and stick to neutral colors.
Etiquette	First impressions can make a big difference – so make them count! Punctuality: Be on time! Arrive 10 minutes early . Placement of your Belongings: Turn off your phone and leave it in your bag. Place your coat and bag out of the way. Bring extra copies of your resume, presented nicely in a portfolio and easily accessible. Body Language: Maintain good posture and be careful to eliminate nervous tics (pen tapping, coughing, knuckle cracking, etc.). Offer a firm handshake, and always maintain good eye contact!

DURING THE INTERVIEW

Answering Interview Questions

Types of questions vary somewhat by organization and area of work, and can be typically categorized as

- General Introduction Questions
- Competency/Behavior Based
- Motivation based
- Situation based
- Case based
- Commercial and technical

When answering interview questions, there are three critical things to remember:

- 1. Be Relevant:** Get to the point. Avoid overly personal or irrelevant information.
- 2. Be Specific:** Use examples and detailed description to strengthen your answers.
- 3. Be Authentic:** Do not exaggerate in any way and don't be afraid to talk about challenging experiences or your areas of improvement. The employers want to see your self-awareness and willingness to grow.

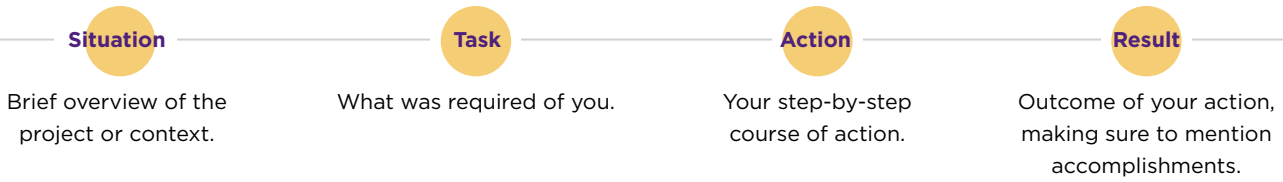
Most Common Questions (And How To Answer Them)

- **Tell me about yourself:** Have a short pitch prepared, focusing on relevant information about yourself, what has led you to where you are now, and why you are interested in this particular opportunity.
- **Strengths and Weaknesses:** Be honest. Be prepared with at least three strengths and one or two weaknesses. Have specific examples to back up your claims. For the weakness question, be able to explain what you are doing or have done to improve upon the weakness. Always be positive.
- **Behavioral Questions:** (e.g., Describe a time when you demonstrated leadership / Tell me about a conflict you have dealt with and how you handled it) Use the STAR method below to ensure that you include only necessary and relevant details while remaining on topic.

Additional Interview Questions

- Tell me about a time when you had to use your persuasive skills to influence someone’s opinion.
- Describe a time you have adapted to new/difficult situations and devised ways to overcome obstacles.
- What are your short and long-range goals? How are you preparing yourself to achieve them?
- What unique qualifications do you have that make you feel you will be successful in the position? What can you contribute?

In order to stay on track (especially while answering behavioral questions), use the **STAR** method:



Closing The Interview

At the end of the interview, the interviewer will usually ask if you have any questions. This is a good opportunity to ask informed and relevant questions and to learn more about the employer. Ask questions that focus on the job, its responsibilities and its opportunities. This is a good time to ask about the next steps in the applicant process and when you may expect to hear back from the company.

Important - Questions about salary, vacation leave and other benefits should not be asked until you receive an offer.

Here are some examples of questions you might ask

- Can you tell me more about the team I'll be working with?
- How would you describe your organization’s style of management?
- What changes would you like to see implemented over the coming year by the person who takes this job? (Shows your genuine interest in the company)
- I noticed XXXX on your website. Can you tell me more about that? (Shows that you’ve done your research)

AFTER THE INTERVIEW

Thank You Notes

Always send a thank you note within 24-48 hours following the interview. Help the interviewer to remember you and distinguish you from the other candidates.

Further Follow-Up

While it is important to follow up, do not harass the employer. Follow-up only once it is past the response time-frame indicated by the interviewer.

VIRTUAL INTERVIEW GUIDE

While you should prepare for virtual interviews in the same way as you would for an in person conversation (e.g. research the company, practice potential questions, take notes), pay attention to and prepare for the nuances of having a conversation when you're not actually face-to-face.

SET THE SCENE

01

Technology

Ensure you have stable, high speed internet connection, and test your equipment ahead of time.

02

Noise Level

Select a quiet room with a door. Survey the room in advance for any extraneous noises.

03

Background

Conduct your interview in front of a blank wall or in an office-like setting. Remove all personal items that are not relevant to the interview.

04

Situate Yourself

Select a well-lit area so the interviewer can see you.

DRESS FORMALLY

Treat a virtual interview just like a face-to-face interview and dress from head-to-toe. It is important to wear a full outfit even if you expect the interviewer will only see your chest and above. You need to be prepared to move around.



- Take advantage of the fact that your interviewer can't see you by preparing materials that are easy to read and help to prompt key points, such as: company values, points/experiences you want to highlight, questions to ask, etc.
- have a copy of your resume and the cover letter you submitted as well as the job description printed out for reference.

BOOK AN INTERVIEW ROOM @ CDC

CDC provides 5 interview rooms for students to have remote interviews. CDC interview rooms are available 24 hours a day 7 days a week. To book an interview room, you need to go to the EMS system (<https://kimmelonestop.nyu.edu/>) or scan the QR code on the right at least 48 hours BEFORE the interview.



EMS System

We take urgent interview room booking requests with whom the employer arranged an interview within 2 business days. For this case, please fill the form by scan the QR code on the right as soon as you receive the interview invitation. However, please note that we can not guarantee the availability of interview rooms with less than 48 hours notice.



Urgent Interview Room Request Form

NETWORKING GUIDE

As you engage in career exploration and professional development, the ability to network is an asset worth developing. At its simplest, networking is speaking with people in your field of interest to explore career options and gather information. Networking is considered the most effective way of finding a job. Although there are many ways to find information about careers, jobs, and internships, networking puts you in touch with individuals who can give you "insider information" about an industry or organizational culture, required skills, possible openings, and more. You will enhance your ability to make informed career decisions and even tap into unadvertised internship and job vacancies.

NETWORKING SITUATIONS

At NYU Shanghai

On-campus recruitment sessions (OCR)
Career Development Center events
NYU Executive Alumni Mentor Program

Outside OF NYU Shanghai

Professional associations/conferences
Global network of NYU alumni
External career meetups and events
Online groups (such as LinkedIn)

PREPARE YOURSELF

Research Industries and Companies

By conducting industry research, you're able to determine which sector(s) you might be interested in, which companies in those sectors you'd like to work for, and, ultimately, the plan for your career.

Also, conduct research on the individuals with whom you will be networking to better understand their context and background, and to better rene what information or advice you are seeking.

Create Your Elevator Pitch

An elevator pitch is a 30-60 seconds, persuasive, and well-practiced message that expresses your goal and makes you memorable. It should include basic information about yourself, academics (school, major, degree, etc), achievements (working experience, expertise, skills, strength), and your goals, motivations and interests.

Clear

Use coherent and articulate language.

Intentional

Your content should be concise and designed with a the idea of leaving a good and lasting impression on the person.

Targeted

A great elevator pitch is tailor-made for a specific audience.

Here is an example

Hi, my name is Lin Qi. I'm completing my studies at NYU Shanghai, majoring in Interactive Media Arts. My friends and coworkers often tell me I have a knack for making complicated concepts easy to understand and dull information interesting. I'm passionate about creating interactive systems that bridge language and cultural diversity, and want to continue expanding in this area. I'm looking for opportunities to connect with established individuals in the field of interactive media arts to better understand the demands of the industry.

NETWORKING SITUATIONS

DON'T ask questions that:

You can easily find answers to
Are not relevant to their position and experience
They are not in the position to comment

DO ask questions that:

Allow them to share from their own experiences
Show that you have done your homework
Show your genuine interest in learning more from others

Here are some examples

I noticed on your website that professional development is something your organization values.
Can you tell me more about the opportunities provided?
What kinds of interactions do you have with individuals or groups outside the office?
What do you wish you had known about your position/the field before you started?

INFORMATIONAL INTERVIEW GUIDE

An informational interview is an informal conversation with someone working in an area that interests you who will provide insight about an industry, an organization, a specific role and/or job searching strategies. Whether talking in person, online, or over the phone, informational interviews are a great tool to network and help you to make informed career choices. These interviews are particularly useful when you have little awareness about a career field and limited work experience or are considering a career transition.

HOW TO CONDUCT AN INFORMATIONAL INTERVIEW

1 Step One: IDENTIFY PEOPLE TO CONTACT

Start with your existing network of family, friends, and acquaintances, or from referrals. Be aware of the different types of potential contacts:

Hot Contacts you know directly such as professors, friends, relatives, former coworkers or supervisors, etc.

Warm Contacts that are referred to you by hot contacts, or people you meet once at events, classes, etc.

Cold Contacts who are secondary referrals or names you get from databases, lists, or websites.

It may be easier to first start with your hot contacts and then work your way to colder contacts.

As your network, it is smart to keep track of all the contacts. Below is a sample of spreadsheet to stay organized as you work on building your list of contacts.

Name	Phone Number	Email Address	Job Title	Field of Work	Preferred Contact Method	Contact Data	Advice	Next Steps

2 Step Two: PREPARE FOR THE INTERVIEW

Search your contacts:

Demonstrate you have done your homework. Use LinkedIn/Google to get a sense of the target contact's employment history, professional memberships or affiliations, and interests. Blogs and employer websites are also helpful resources that can provide you with additional insight about the contact.

Develop a list of meaningful questions:

Use information gathered during research to develop open-ended questions that have essential factors in the other person's work. Consider topics related to the position or career path, work environment, professional development opportunities, etc. Avoid asking basic questions – infusing some personalization into questions will definitely work in your favor.

Sample questions

How did you choose this career path? How did your degree prepare you?

Can you describe a typical day/project in your current position?

What is the general work environment/corporate culture like?

What would success look like to you? What outcomes do you use to measure performance?

What is the most important personal satisfaction connected with your job? What parts do you find challenging?

Which skills, experiences, backgrounds, or personality types have you found to be most successful in your role?

What new initiatives or opportunities is your organization currently developing or would happen in the future?

What kinds of resources you would recommend for new professionals entering this field?

3 Step Three: MAKE THE REQUEST

INSTRUCTION:

You can contact a mentor by placing a call (to “hot” contacts) but writing an email is generally a more preferred method, especially if you do not have an established relationship.

- Before sending an email, ensure your message is well-written, professional, and error free.
- Be sure to:
1. Give a mini-introduction of yourself
 2. Briefly state why you are reaching out to them
 3. Explain how you received their information (mention a mutual connection if you have one)
 4. Emphasize you are seeking information to help you make better career decisions
 5. Ask for a convenient time and location to have a 20-30 minute conversation

Sample email

Dear Mr. Wang,

I hope this email finds you well. I received your name from the NYU Alumni Association on LinkedIn. I am a junior student at NYU Shanghai majoring in Business and Finance. As I will be exploring opportunities working for an investment bank in the future, I would greatly appreciate a few minutes of your time to discuss your experiences, and gain any insight you may have to offer. Please kindly let me know if there is a good time in the next few weeks to get together for coffee or to schedule a phone appointment.

Thank your consideration and I look forward to hearing from you.

Sincerely,
Jane Lee
NYU Shanghai, Class of 2018

4 Step Four: CONDUCT THE INTERVIEW

Because you requested the interview, be prepared to initiate the conversation. Start with your introduction and thank them for spending time with you. Let the conversation begin and be sure to stick to the established time limit (20-30 minutes).



- Dress professionally.
- Arrive 5-10 minutes early.
- Be attentive and use good listening skills; take notes in due course (but pay attention to the contact).
- Never ask for a job, but ask for referrals of other people who may be good contacts for informational interviews.

THANK YOU NOTE AND FOLLOW UP GUIDE

After any kind of interview, it is advised to send a thank-you note to the interviewer within 24-48 hours expressing your gratitude for their valuable time. This is an opportunity to leave a lasting impression on your interviewer and reiterate your strengths and skills. In case of a networking situation, this is a good time to request for an informational interview or informal coffee chat.

THANK YOU AFTER JOB INTERVIEW

Take this email as an opportunity to thank the interviewer for his time and consideration and to reiterate your skills and interest in the position. It is also a good chance to discuss important things that were not discussed in the interview.

Sample email

Hi Brian,

Thank you very much for taking time out of your busy schedule to talk with me today. I greatly appreciated your insights regarding how to improve leadership skills in a university setting, and it inspired me to maximize my time as a student to prepare for a banking career. I am also grateful for the networking approach you suggested to me. Thank you again for your help and valuable information. I look forward to talking with you again in the future.

Regards,
xxxxxx

THANK YOU AFTER NETWORKING/ INFORMATIONAL INTERVIEW

After a networking chat and Informational interview, it is always good to send a thank you email not only to extend your courtesy but also to build relationships that might be helpful later on in your career. Remember to acknowledge something you learned in your conversation. This is also a good opportunity to ask for other references that you can contact for further information.

Reflect on the following information

- What did you learn from the interview?
- What are your impressions?
- What else do you want to know?
- How did this help you in your career exploration?

Sample email

Dear Mr. Wang,

Thank you for giving me the opportunity to speak with you about the analyst position at ABC Incorporated. It was a pleasure meeting with you today. I believe my skills and interests align with what your team is looking for. As we discussed, while interning at XYZ Company, I completed a project that is similar in nature to the work you described at ABC. I believe that I will be a positive addition to your company.

Thank you again for your time and consideration. If you require any additional information, please do not hesitate to contact me at xxxxx. I look forward to hearing from you.

Sincerely,
xxxxxx



- Use a professional subject line.
- Be concise and to the point.
- Reflect on your meeting and note your key takeaways.

LINKEDIN GUIDE

LinkedIn is the world's largest professional and social network used by recruiters, hiring managers and professionals in various industries both to develop themselves professionally and to find qualified candidates for open positions.

GET STARTED WITH BUILDING A STRONG PROFILE

Your LinkedIn profile is a professional profile that enables you to showcase your qualifications, skills, and experiences to recruiters, potential employers and colleagues to learn more about you. It is also a great platform to research industries, connect with acquaintances and school alumni to expand your professional network.

PROFILE CHECKLIST:

Photo	Post a professional headshot.
Headline	LinkedIn will automatically populate this area with either your most recent position title listed in the "Experience" section or "Student at NYU Shanghai". But it is important to customize the headline to reflect your "now and future". Try to elaborate how you can be useful for others rather than just stating your skills, and allow this to become your professional slogan. For example, "Direct marketing guaranteed to get you more business".
URL	Personalize your URL to leave a professional impression about your profile.
Summary	Make the summary a short version of your cover letter, including what motivates you, what you're skilled at, and what's next. It is one of the first things that a viewer sees in your profile. You should engage your viewers here and increase the possibility for them to look further into your profile.
Education	This section can shed more light on your educational background, including summer programs and study away semesters. Be sure to include your GPA if it strengthens your profile. List the classes that show off the skills and interests you're most excited about. Honors, awards, activities, and societies can also be included in this section.
Experience	Your experiences include internships, part-time jobs, student clubs, other organizational involvement, and volunteer experiences inside and outside the school, along with what you have accomplished at each. You can also include some of your class assignments, academic projects or extracurricular activities to demonstrate your relevant abilities and potential, especially if you have not been able to gain relevant work experience yet. Also, photos and videos of your can serve as evidence of your accomplishments.
Skills & Endorsement	You can add your skills to the skill section of your profile and they will be ranked according to the number of endorsements that you receive for them. The top three skills that receive most endorsements will be displayed by LinkedIn by default.
Recommendation	Politely ask managers, professors, or classmates who've worked with you closely to write a recommendation which can accentuate your unique skills and achievements as well as your soft skills such as leadership qualities, time management skills.
Additional Sections	Add more sections to your profile to make it more rich in content.
Profile in Another Language	Having profiles in different languages can better promote you to potential employers.

DO MORE WITH LINKEDIN

Congratulations! You have hopefully created a strong profile on LinkedIn. However, this is only the first step. To do more with this platform, start connecting and communicating with others about professional interests, managing your relationships, and searching for job opportunities.

Find Alumni

This useful tool enables you to connect with alumni around the world who share common career interests. If you want to find NYU Shanghai alumni, you can follow these steps:

- Type in the school name in the LinkedIn search bar (e.g. NYU Shanghai)
- Click on Alumni to see all the NYU Shanghai alumni, where they live, work, their major, etc.
- You may connect with or send a message to alums that share your career interests or studied the same major. Be targeted and thoughtful in your approach!
- If you would like to connect with alumni who work for a specific organization, you can go to that organization's LinkedIn page and click "People" tab and type in NYU. This will show how many alumni work in that organization and you can further drill into their profiles from there.

Sample email

Dear Erin Holt,

I'm a college senior interested in working in marketing. For the last year, I've been following your work for Bryan & Associates, and it has really impressed me. I particularly loved your recent campaign in The Atlantic-that multimedia component was totally unexpected and really effective. If you ever have 20 or so minutes, I'd love to hear more about how you started working in the field and what skills you believe are most relevant to the profession.

Thank you so much,
Fina Beauchamp

Search Groups and Organizations

One of LinkedIn's greatest assets for a job seeker is the ability to view employment specific information about an organization on its page. Pay attention to the following areas:

- Follow: receive updates from the organization on your home screen.
- See all employees on LinkedIn: see all employees and who in your network works at this organization. It will show you both first and second degree connections
- Job Ad: see job opportunities from this organization that are open right now. Pay attention to this type of announcement as it may indicate areas of growth within the company or organization.

Search For Jobs

Use LinkedIn to search for jobs and internships by clicking the "Jobs" tab at the top of your LinkedIn homepage. If this is your first time using this tool, it is strongly recommended to begin with setting your "Career Interests", such as industry, location, company size and experience level, to discover opportunities that are relevant to you.



LinkedIn has created a "Student Page" (students.linkedin.com). Enter the link and scroll down to the bottom of the page, then you will find the "see all the student jobs" link. Clicking on the link will show you job listings, company information and which alumni work there or have worked there in the past.

CAREER FAIR GUIDE

A career fair can be a great opportunity for you to learn industry information, make connections, market your skills, practice networking, and, of course look for jobs and internships! To make the most of the opportunity, consider the following tips on what you can do before, during and after the fair.

PREPARATION: BEFORE THE FAIR

Set a goal! Take time to reflect and think your objective before going to the fair, whether to get a job or an internship, to learn about a specific industry or employer, or to practice networking skills, etc. Then make a list of specific and achievable actions.

Research

1. Review the career fair company guide.
2. Create your target list. Search for their latest news and trends, roles they are looking for, etc.
3. Detailed research: Pay attention to the competencies required for specific positions, corporate culture, colleagues' profiles (use LinkedIn).
4. Look up the fair map and make a route plan.

Prepare Meeting Employers

Prepare your resume

1. Update your resume.
2. Print multiple copies and keep them in a folder.
3. Know your resume and think about how to talk about your experience and your achievements in it.

Develop your elevator pitch

Please refer to Networking Guide for how to create an elevator pitch.

Prepare your questions

Employers will often ask you interview type questions during career fairs, so be prepared to speak about your skills, experience, and achievements. DO ask intelligent questions that show you've done your research and know about the organization. DON'T ask basic question that can easily be found on their website.

Sample questions

- What are some of the key skills your hiring managers look for?
- What's your experience been like working in this organization?
- What is the best way to follow up with you?
- How long have you been with the company? What do you do?

PERFORMANCE: DURING THE FAIR

It is a rare opportunity to meet with so many different employers, so here are some tips to make the most of this experience.

First of all, make a good first impression by greeting employers with a firm handshake, making eye contact when you talk, paying attention to time constraints, and don't interrupt one-on-one conversations. Also, employers expect you to approach them and introduce yourself, so don't be shy.

Second, ask for a business cards from the organization representatives with whom you speak.

Third, take any available brochures and employer literature.

FOLLOW UP: AFTER THE FAIR

Please remember to follow up with a short thank you email to anyone you had a meaningful conversation with, and send materials that have been requested of you within 24 hours.



Please dress professionally!

THINKING ABOUT GRADUATE SCHOOL

IS GRAD SCHOOL RIGHT FOR YOU?

Before making the decision to go to graduate school, you should consider the following factors.

- How will a graduate degree help you achieve your personal and professional goals?
- What type of skills and knowledge are these programs seeking in applicants? Do I have them?
- In what ways might you benefit from a year or two of work experience before graduate school?
- What advice do those working in this field have for you?

Resources to help you with these questions

Graduate Programs

- graduateguide.com
- princetonreview.com/graduate-school.aspx
- usnews.com/rankings
- gradschools.com - gradsource.com
- petersons.com
- bbs.gter.net

Fellowships

- nsf.gov
- 11e.org
- ssrc.org
- pivot.cos.com
- professional association search
- Office of Global Awards at NYU Shanghai (shanghai.global.awards@nyu.edu)

Reasons NOT to go to graduate school

- The job market is a source of anxiety.
- I don't know what career path to follow and this will buy me some time.
- I think I will earn more money with a graduate degree (this may be true but not necessarily).
- My parents (or other people) expect me to go to graduate school.

To evaluate certain programs, here are some factors to consider



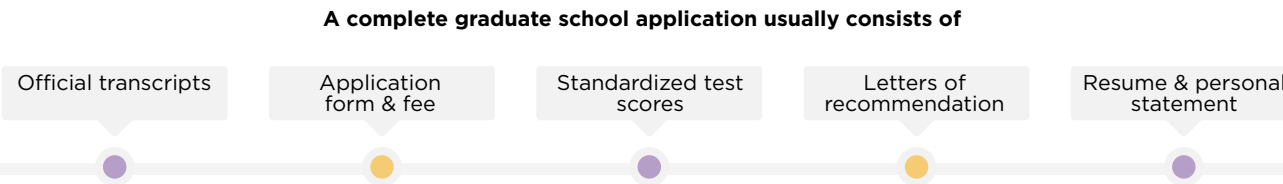
WHEN SHOULD YOU APPLY TO GRADUATE SCHOOL?

If you are planning to start a graduate program directly after graduating, below is a suggested timeline.

Junior year	Determine areas of study/degree you would like to pursue
	Talk with faculty, alumni, students and counselors
	Build required skills (prerequisites, research, internship, portfolio)
	Research programs and develop a target list
	Register, prepare for, and take standardized tests
Senior year	Begin working on resume and personal statements
	Participate in online webinars or campus visits
	Request your letters of recommendation
	Order official transcript from the Registrar's Office
	Finalize the list of schools you plan to apply
	Finalize resume and personal statements for your applications
	Prepare for admission interviews (if applicable)

HOW TO PREPARE YOUR APPLICATION?

Most programs will not review your application until all materials are received. You will need to start preparing application components early and send them out as soon as possible.



Standardized Tests

Different graduate schools require different standardized test scores for admission. It is very important to prepare for and take these tests early. Review official test guides, sample questions and free online practice tests, or visit Kaplan/ Princeton Review centers in Shanghai.



Letters of Recommendation

Letters of recommendation are a very important part of the application process. Generally you will be asked for two to three letters. Please refer to Recommendation Letter Guide for more instructions.

Personal Statement

Graduate and professional schools often require a written statement - often called a "personal statement" or "statement of purpose"- as a part of the application. These statements are often unstructured, but it is important to focus on your intended area of study, related work/ volunteer/research experience, and intended direction of your graduate studies. Please refer to Personal Statement Guide for more instructions.



If you have questions regarding graduate program application, please schedule an appointment with both your Academic Advisor and CDC career coach!

THINKING ABOUT BUSINESS SCHOOL

Business school is an expensive endeavor and students will be broadly trained to assume positions in a wide variety of settings - from professional services firms to corporations in different industries. Make sure that you have a clear career goal and a strong idea of how to achieve it when applying to business school. This will allow you to make the most of your time and investment.

CHOOSING A BUSINESS SCHOOL

- Research schools to find a curriculum, teaching methodology, learning style and overall academic environment that best suit you.
- In addition to the reputation of the school and published ranking, consider the program's career resources employment options, and quality of life.
- Check each school's requirements to evaluate your chance of acceptance.
- Attend career panels and info sessions including business people to help you in your exploration. The Career Development Center (CDC) often sponsors events that provide students further insight into various business sectors.
- Consider the Internship and study abroad opportunities offered.
- Do not forget about tuition costs, location, cost of living, availability of financial aid, and how all of the above will fit with your personal life.
- Most competitive MBA applicants have close to five years of full time work experience, and many schools require at least two years of professional experience before attending their program.
- Business school programs often require strong analytical and quantitative skills. However most business programs have no major requirement.
- Admission committees look for candidates with strong leadership and management skills.

PREPARING FOR THE GMAT

If you want to attend business school immediately after graduation, you should plan to take the Graduate Management Admission Test (GMAT) in the summer following your junior year, or at the latest in September/October of your senior year.

There are two GMAT test centers in Shanghai

01

Pearson Professional Centers-Shanghai North, China
Room 1701, 17/F, Asia Mansion, 650 Hankou Road,
Huangpu District, Shanghai, 200001, China
Phone: +86-21-61371986

02

Pearson Professional Centers-Shanghai South, China
Room 805, 8/F, Ascendas Plaza, 333 Tianyaoqiao
Road, Xuhui District, Shanghai, 200030, China
For further details: <http://www.mba.com/global>
For Chinese test takers: <http://gmat.etest.edu.cn>

WHEN TO APPLY?

Business schools often have two or three rounds of admission throughout the year. Applications may be reviewed as early as October and November, and the final deadlines are often in March. After the schools receive and review your application, decisions may be made as early as mid-December or as late as June of the following year. The earlier that you get your application in, the more spots will be available and generally the higher your chances are of being accepted.



Develop your professional skills and real-world insight

Your extracurricular activities including volunteer positions, part-time work, student clubs and activities, and internships will provide insight into your initiative, leadership, teamwork ability, and other specific skills that transfer to your potential career.

Read the news!

Be aware of what is going on in the business world.

ADDITIONAL RESOURCES

<http://www.topmba.com>
<http://www.bloomberg.com/businessweek>
<http://www.ft.com>
<http://www.forbes.com/business>

THINKING ABOUT LAW SCHOOL

LAW SCHOOLS GENERALLY CONFER TWO DEGREES:



3-year degree program

- Requires LSAT (Law School Admissions Test) in the admission process
- Required to practice law in the US



1-year degree program

- Requires a bachelor degree in law for admission
- Not necessary to take the LSAT to apply

HOW TO OBTAIN INFORMATION ABOUT LAW SCHOOL?

Explore the different areas of law, such as corporate, family, environmental, public interest work.

Review books or online resources on the legal profession.

Attend career panels and info sessions including legal representatives to help you in your exploration.

Conduct informational interviews and shadow attorneys.

Talk to staff/faculty/NYUSH alumni who went to law schools.

Contact law schools to find out if they would allow you to visit their facilities when you study abroad.

Contact the NYU School of Law to inquire about attending a first-year class as a prospective applicant when you study abroad.

WHAT DO LAW SCHOOLS LOOK FOR IN CANDIDATES?

Primary Requirements

- Competitive LSAT scores
- A broad-based education
- A strong GPA in a solid undergraduate curriculum
- Strong letters of recommendation. Most law schools require two letters of recommendation from faculty, including one from a professor within your department

Civic Engagement

- Cultural experiences
- Demonstrated academic or community leadership roles
- Work experience, including internships and volunteer work that is relevant to the specific area of law
- Having a diverse background in classes, experiences and professional maturity

PREPARING FOR THE LSAT

If you want to attend law school immediately after graduation, you should plan to take the Law School Admissions Test (LSAT) in June following your junior year, or at the latest in September/October of your senior year. Taking it later will delay your application, which could affect your eventual acceptance.

For more information: <http://lsac.org/jd/lsat/>

The Available Test Centers in China

Shanghai- Shanghai University of Finance and Economics

Beijing- Beijing Foreign studies university

Guangzhou- Guangdong University of Foreign Studies

Hong Kong- Hong Kong Examinations & Assessment Authority San Po Kong Office

WHEN TO APPLY?

Generally applications available toward the end of the summer with deadlines beginning mid-fall. So get your application in as early as possible preferably by late November.

Decisions may be made as early as mid-December or as late as June of the following year.

ADDITIONAL RESOURCES

Discover Law: www.discoverlaw.org

American Bar Association: www.abanet.org

Law School Admissions Council: www.lsac.org

Internet Legal Research Group: www.ilrg.com

NYU CAS Pre-Law Program Resources: www.cas.nyu.edu/prelaw

NYU Pre-professional Advising Center Law School Guidebook: www.cas.nyu.edu/prelaw/handbook

Applying to Law School: www.usnews.com/education/best-graduate-schools/top-law-schools/applying

THINKING ABOUT MEDICAL SCHOOL

Medical school offers a variety of health science-related degrees including human medicine, veterinary medicine, dentistry, public health, health care administration, various therapies, pharmacy, optometry, nursing, etc.

The main medical degrees in the United States

- MD**
Doctor of Medicine
4-year programs plus a residency of 3-8 years
Also found in Canada, Australia & a few other countries
- DO**
Doctor of Osteopathy
4-year programs plus a residency of 3-8 years

The other most common medical degree

- MBBS**
Bachelor of Medicine & Bachelor of Surgery
6-year program
Mainly designed for high school graduates.
Sometimes has a 4-year graduate entry option for students with a bachelor's degree.

WHO IS ELIGIBLE TO APPLY?

Medical schools prefer a diverse student population from different educational backgrounds. Many applicants major in science but that is not necessarily required. However, there are certain Pre-Medicine courses (typically Biology, Chemistry, Biochemistry, Physics, Mathematics, and Statistics) that must be completed. Admission committees look for candidates with strong analytical, critical thinking, research and oral and written communication skills.

PREPARING FOR THE MCAT

If you plan to attend medical school immediately after graduation, you should plan to take the (Medical college-Admission Test) in June of your junior year. The MCAT is only available in Hong Kong, not in Mainland China. The test schedule changes each year.

APPLYING

Medical school applications are very competitive and require undergraduate transcript, MCAT or other standardized test, personal statement, letters of recommendation, work and internship experience as well as the application interview.

ADDITIONAL RESOURCES

<http://cas.nyu.edu/prehealth>
<http://explorehealthcareers.org>
<http://www.naahp.org>
<http://www.projects-abroad.org>



- Start your research early
- Take the MCAT once and early
- Consider research opportunities
- Demonstrate civic engagement
- Develop your clinical skills

RECOMMENDATION LETTER GUIDE

A letter of recommendation is a detailed discussion of the qualities, accomplishments, and experiences that make you qualified for the programs/positions to which you will apply. Professors and internship supervisors can be great recommenders.

5-STEP GUIDE TO REQUESTING A RECOMMENDATION LETTER

① Build Relationships

You should always ask for letters from individuals who know you well. cultivate relationships with appropriate faculty and supervisors early on. This is a valuable form of networking that will help you when the time comes to apply for opportunities! You'll find that these relationships will enrich your experience. Don't make your first conversation about the letter of recommendation.

② Consider Potential Recommenders

Try to think of everyone who might be willing to write you a positive letter of recommendation. Choose the appropriate ones based on how they can endorse your general promise as a graduate student or an excellent employee. When asking multiple people for recommendations, consider how each individual may be able to provide a specific perspective on your skills, knowledge, qualifications, traits and overall potential.

③ Request Via Email

Give Your Recommenders Plenty of Time

Give your references plenty of advance notice when you ask for the letter.

Keep It Short

The goal of the initial email is to get them to agree to write the letter, not to give them all the information they need in order to write it.

Refresh Their Memory

Remind them of your interactions with them inside and outside the classroom/workplace, and your enthusiasm for the subject/job.

④ Follow-Up

After reaching out through email and gaining approval, it is important to share more information about your applications via email, phone, or a one-on-one meeting. You will need to provide your application materials such as:

- Resume
- Cover letter
- Personal statements
- Job descriptions (if applicable)
- Program descriptions
- Submission deadlines and guidelines

An effective recommendation needs to show a proven correlation between the candidate's skills and experience and those required for success in the program/position to which they are applying.

⑤ Keep In Touch

The submission of letters of recommendation should not be the end of your relationship. Thank your recommenders for their time and being part of the process with you, and keep them updated on the results.

Highlight Their Qualifications

Explain why you value that person's opinion and respect their professional expertise enough that you want him/her to vouch for you in your next endeavor.

Asking More Than One Person

Plan ahead and leave yourself (and your recommenders) plenty of time between the initial ask and when the recommendations are due, in the case you have to find alternate recommenders.

Example

Dear Professor Wang

My name is Alex. I took your Advanced Algorithms course in Fall 2015. You may remember me coming to your office hour after every test to go over complex questions and my enthusiasm for learning as much as possible about a future career in mathematics. The course was challenging for me, but the way you approached difficult subjects with practical demonstrations really helped me enjoy your lectures and learn the material.

I am currently in the process of applying to graduate school and I am trying to gather a few letters of recommendation. I believe you are the perfect person to speak to my academic performance and potential. Would you be willing to write a strong letter on my behalf? I would like to make the process as easy as possible on you, and I am happy to answer any questions and provide further information which will be helpful. If for any reason you don't feel comfortable writing the letter, I completely understand.

Please let me know if you would be willing to recommend me!

Sincerely, Alex

PERSONAL STATEMENT GUIDE

Whether they're called personal statements, statements of purpose, motivation letters, or something else, all application essays give you the chance to explain your professional goals, go into detail about academic and professional experience, articulate why graduate school or fellowship is the right next step for you, convey your personal interests and priorities, give the reader a sense of your personality, demonstrate your writing abilities, and distinguish yourself from other applicants.

HOW TO GET STARTED

Make an appointment to brainstorm with a Writing and Speaking Fellow at the Academic Resource Center (ARC). Try to convince the person why you want the opportunity to which you are applying.

Make time to reflect.

Before you begin to draft your essay, read the prompt carefully and think about how each essay fits in with the rest of your application materials. Ask yourself, "What is this program trying to learn about me by asking me to write this particular essay?"

You should be able to answer the following questions in your application essays:

WHY YOU?

What personal characteristics (for example, integrity, compassion, and/or persistence) or skills do you possess that would improve your prospects for success in the field or profession? Is there a way to demonstrate or document that you have these characteristics? Why might you be a stronger candidate than other applicants?

WHY NOW?

Why are you applying at this particular time in your life? What about the current moment puts you in an ideal position to start a new opportunity?

Why This Graduate Program?

Why do you want to pursue a graduate degree or fellowship? Why do you want to be admitted to this particular school or program? When did you become interested in your field and what have you learned about it (and about yourself) that has further reinforced your conviction that you are well suited to this field?



Some of these questions were taken from
<https://owl.english.purdue.edu/owl/resource/642/01>

WHAT TO KEEP IN MIND DURING THE WRITING PROCESS

- A writing process is just that **a process**. Expect to go through multiple drafts of your application essays and get feedback on each draft.
- Application essays should have **a narrative**. Try to tell a story with the key elements of exposition, rising action, climax, and resolution.
- An application essay can have a **"thesis statement"** that presents an argument for why you are an ideal candidate for the opportunity to which you are applying, and the rest of the essay can provide clear evidence to support your thesis.
- **Don't use an essay to repeat information** that can be found elsewhere in the application.
- **Proofread**, then proofread again. Spelling and grammatical errors will not reflect well on you.
- Avoid clichés.

Think about specifics. Rather than giving a general and dull list of your accomplishments in your application essays, think of a few specific experiences that you can talk about in some depth.

Do a mapping activity. Draw circles for past experiences, a circle for the graduate school or fellowship you want to join, and circles representing your future goals. Make lines connecting your past experiences to the program and to the future.

FREQUENTLY ASKED QUESTIONS

How is an essay for graduate school different from the essay I wrote to get into NYU Shanghai?

When you applied to NYU Shanghai, you were applying for admission to a liberal arts course of study that emphasizes knowledge in many different disciplines. As a result, essays for admission to a place like NYU Shanghai tend to be statements about an applicant's personal qualities and strengths without being tied to a particular field. However, once you decide to go to graduate school you will need to demonstrate your status as a scholar of a particular discipline. Graduate programs are more academic, self-directed, and field-specific than undergraduate programs. While you want to give admissions committees a sense of your personality, what's most important is to highlight your academic qualifications and intellectual ideas in the essays you write for graduate programs. You also want to demonstrate commitment to your proposed field or project. Convey in your essays that you understand what you are getting yourself into if you are accepted.

Should I explain some bad grades in my application essay(s)?

It depends. If your grades took a sudden dip because of personal and/or medical issues, then you might consider explaining bad grades in your essay if this explanation provides insight to your personality rather than excuses for your performance. If your grades were not very good during your first few semesters but got better every year, you don't necessarily need to explain.

My graduate school or fellowship application includes an optional essay. Should I write it?

Probably. It's hard to think of a reason why it wouldn't be beneficial to say more about yourself when given the chance. Don't waste an opportunity! Note too that optional essays can be a good place to clarify a drop in grades or test scores, depending on the prompt.

FURTHER RESOURCES

Personal Statement vs. Statement of Purpose:

<https://blog.petersons.com/2013/10/77/persona/-statement-vsstatement-of-purpose-whats-the-difference-is-there-one/>

General Advice:

<https://career.berkeley.edu/Grad/GradStatement>

<https://www.petersons.com/graduate-schools/graduate-school/-essay-mistakes.aspx>

<https://owl.english.purdue.edu/owl/resource/642/07>

Asher, Donald. **Graduate Admissions Essays: Write Your Way Into the Graduate School of Your Choice**, 4th Edition. Ten Speed Press, 2012.

Reding, Colleen. **Grad's Guide to Graduate Admissions Essays**, Prufrock Press, 2015.

Sullivan, Lauren. **65 Successful Harvard Business School Application Essays**, 2nd Edition. St.

HOW TO IDENTIFY JOB AND INTERNSHIP OPPORTUNITIES

So how do you find job and internship opportunities? Of course there are many job boards (including the NYU job board on Handshake!) that we share with you in this section. It's also important to recognize that many positions are never formally advertised, so below are several proactive job search strategies that can help you identify hidden opportunities.

- Attend events such as the Career Fair and On-Campus Recruitment Program, where you can meet with employers and learn about new sectors and opportunities.
- Volunteer for a cause! This can be a great way to gain experience and skills to build your resume. You can do this through Community Engagement or other volunteering sites.
- Reach out to your network. Chances are that even if they are not in the industry that interests you, they will know someone who is! See our networking guide for more advice on networking.
- Speculative applications can really impress an employer and show that you are proactive and resourceful. You can write a speculative application to an organization that you would love to work for, even if they don't have any job openings. If they don't have a role for you, they will keep you in mind in the future when they do have a hiring need.
- Check our First Destinations report to see what previous NYU Shanghai students are doing.

WORKING WHILE STUDYING ABROAD

Here are some resources to help you keep your resume and experience going while you are studying away:

- Wasserman Career Development Center in New York is available to help students studying in North America.
- Global Internships on the NYU website will help you find out what internship programs are available at each study away site.
- Office of Global Services for visa and immigration questions.
- NYU Shanghai 1 credit summer course in New York allows you to do work experience in New York and surrounding areas.

JOB BOARD LIST

GENERAL JOB SEARCH & NETWORKING WEBSITES

General Job Search Sites

<https://www.indeed.com/worldwide>
<https://www.entrpark.com/opportunities>
<https://jobs.theguardian.com>
 前程无忧 <https://www.51job.com>
 智联招聘 <https://www.zhaopin.com>
 应届生求职网 <http://www.yingjiesheng.com>

Internship Sites

<http://www.ihipo.com>
<https://www.hellointern.com>
<https://www.wayup.com>
<https://sg.gradconnection.com>
 实习僧 <https://www.shixiseng.com>
 刺猬实习 <https://www.ciweishixi.com>

Networking/Informational Sites

<https://www.glassdoor.com.hk/index.htm?countryRedirect=true>
<https://www.bullhorn.com>
<https://www.linkedin.com/jobs/linkedin-jobs?position=1&pageNum=0>
<https://www.roberthalf.com>
<https://anyworkanywhere.com>
<https://www.myprefectresume.com>
<http://www.goinglobal.com>
<https://www.transitionsabroad.com>
 看准网 <https://www.kanzhun.com>

Short term/freelance

<https://www.upwork.com>
<https://www.fiverr.com>
<http://dothinkshare.com>



CDC will review and update the job board list annually. If you find any website is out of service, please send emails to CDC

LOCATION-BASED JOB SEARCH WEBSITES

Global Job Sites

<https://www.jobboardfinder.com/en/>
<https://www.themuse.com>
<https://www.eurograduate.eu>
<https://www.nber.org>

Africa

<https://www.careersinafrica.com>
<https://careers.wvi.org/about>
<https://www.caglobalint.com/recruitmentafrica/>

Asia

<https://gradsingapore.com>
<https://www.grad-asia.com/jobs>
<https://hk.jobsdb.com/hk>
<https://www.seek.com.au>
<https://jobs.gaijinpot.com>

Australia

<https://www.seek.com.au/jobs>
<https://www.ja.com.au>
<https://jobsearch.gov.au/job>

Caribbean

<https://www.caribbeanjobs.com/>
<https://www.caribbeanjobsonline.com/>

Europe

<https://www.gradcracker.com/>
<https://www.prospects.ac.uk/>
<https://targetjobs.co.uk/>
<https://gradireland.com/>
<https://www.traineeguiden.se/>
<https://berlinstartupjobs.com/>

South America

<https://jobs.goabroad.com/>
<https://www.expats.com/>
<https://www.universia.es/>

INDUSTRY-SPECIFIC JOB SEARCH WEBSITES

Arts/creative

<http://www.museumjobs.com>
<https://www.theartcareerproject.com>
<https://www.creativehotlist.com>
<https://www.collegeart.org>

Communications/Media/Journalism

<https://www.journalismjobs.com>
<https://www.mediabistro.com>
<http://www.bookjobs.com>

Computer Programming/Hardware/Software

<https://www.computerwork.com/hk/en/IT-Jobs/>

Education

<https://www.highered360.com>
<https://www.chronicle.com>
<https://www.higheredjobs.com/default.cfm>
<https://www.reachtoteachrecruiting.com>
<https://www.goabroad.com>
 中国教师人才网 <http://www.jiaoshi.com.cn>
 高校人才网 <http://www.gaoxiaojob.com>

Engineering

<https://www.asce.org>
<https://www.ieee.org>
<http://engcen.com>
 石油英才网 <http://www.oilhr.com/index.p>
 中国电力人才网 <http://www.cphr.com.cn>
 机械人才网 <http://www.cmejjob.com>

Natural Sciences

<https://www.aip.org>
<https://optics.org>
<https://physicsworld.com>
<https://www.sciencemag.org>
<https://www.nasa.gov>
 北极星电力招聘网 <https://hr.bjx.com.cn>

Entertainment

<https://www.entertainmentcareers.net>
<https://www.moviebytes.com>
<https://viacomcareers-viacom.icims.com/jobs/intro?hashed=-435712829>
<https://www.sonypicturesjobs.com>
<https://www.mandy.com>

Finance

<https://www.efinancialcareers.com>
<https://www.onewire.com>
 财融圈 <http://www.cairongquan.com>
 华尔街招聘网 <http://shanghai.workws.com>
 银行招聘网 <http://www.yinhangzhaopin.com>
 中国金融招聘网 <http://www.51jrjob.com>

Health Care

<https://www.soliant.com>
 丁香人才网 <https://www.jobmd.cn>
 中国卫生人才网 <http://www.21wecan.com>

Non-profit

<https://www.idealists.org/en/?searchMode=true&type=JOB>
<https://www.workforgood.org>
<https://www.change.org>

Policy/Government

<https://policyjobs.net>
<https://careers.state.gov>
 国家公务员局 <http://www.scs.gov.cn>

Psychology/Social Services

<https://careersinpsychology.org>
<https://www.socialworkjobbank.com/site/>
<https://www.psychologycareercenter.org>
<https://www.learnpsychology.org>

Sports/Recreation

<https://www.thelibraenterprise.com>
<https://www.teamworkonline.com>

Start-Ups/Tech

<https://www.builtinla.com>
<https://angel.co>
<https://join-startups.com>
<https://www.digital.nyc>
<https://sites.nyuad.nyu.edu/nyuadstartad/>

Theater/Arts

<https://www.jobbankusa.com>
<http://www.artsjobs.org.uk/artsjobshome/>
<http://www.culturaljobs.org>
<https://www.artdubai.ae>
<https://vansa.co.za>

GLOBAL AWARDS & FELLOWSHIPS

Whether you're a STEM major, social entrepreneur, artist, environmentalist, future diplomat or anything in between, the following academic programs look for scholars from a range of majors. Besides these competitive, funded fellowship opportunities, there are thousands of specialized programs for study and research based on your citizenship, target country and research or service field. Search tools such as Scholars4Dev, OpportunityDesk, or ProFellow allow you to explore by specific criteria.

Fellowships in China and Asia

Ameson Year in China
 China Scholarship Council Scholarships
 Chinese Government Scholarship - Chinese University Program
 Dean's Fellows at Yale-NUS College
 Endeavour Scholarships for Study in Australia
 English Program in Korea (EPIK)
 Writing and Speaking Fellowship - NYU Shanghai
 JET - Japan Exchange and Teaching Program
 Princeton in Asia
 Schwarzman Scholars
 Serve for China Fellowship (黑土麦田乡村创客计划)
 Teach for China
 Teach and Learn in Korea (TaLK)
 The Global Education and Leadership Development Program, India
 VIA Global Community Fellowship
 Yenching Academy

Fellowships for Study in the United Kingdom

Churchill Scholarship (US citizen STEM students)
 Clarendon International Scholarship, Oxford
 Commonwealth Scholarships
 Chevening Scholarships and Fellowships
 Ertegun Graduate Scholarship in the Humanities, Oxford
 Fulbright Summer Institutes (US citizens)
 Gates Cambridge Scholarship, University of Cambridge
 Rhodes Scholarship, University of Oxford

Other Global Fellowships

Boren Scholarships and Fellowships (US)
 Critical Language Scholarships (US)
 Fulbright US Student Program
 Global Health Corps
 Mandela Rhodes Scholarships
 Organization of American States Scholarships
 Princeton in Africa
 Princeton in Latin America

Fellowships for the United States

Beinecke Scholarship (US citizens)
 Carnegie Junior Fellows (US citizens)
 East-West Center Graduate Degree Fellowships
 Echoing Green Fellowship for Social Entrepreneurship
 Fulbright Foreign Student Program for Postgraduate Study
 Future Global Leaders Fellowship
 Goldwater Scholarship (US citizen STEM students)
 ILF Civic Fellowship for Asian Pacific American Leaders
 Knight-Hennessy Scholars at Stanford University
 National Science Foundation (NSF) Graduate Research Fellowship Program
 NYU DC Global Leadership Scholars Program
 Pickering Foreign Affairs Fellowship Program (US citizens)
 Truman Scholarship (US citizens)
 Udall Scholarship (Environment or tribal affairs - US citizens)
 Yale Silver Scholars at the Yale School of Management
 YSEALI Academic Fellows and Grants

Fellowships for Europe

DAAD Scholarships: Study in Germany
 Erasmus Mundus - EU Masters
 German Chancellor's Fellowship
 Humanity in Action Fellowship
 Michel David-Weill Scholarship at Sciences Po, Paris (US citizens)
 Teaching Assistant Program in France (TAPIF)



- For more information on global awards and fellowships, visit the website of the Office of Global Awards for more information.
- If you have questions or concerns, please contact NYU Shanghai Global Awards at shanghai.global.awards@nyu.edu or schedule a coaching appointment with the NYU Shanghai Career Development Center through Handshake.

WORKING ON CAMPUS! BECOME AN NYU SHANGHAI STUDENT WORKER!

Working on campus enables students to take advantage of great resources within university departments and helps them gain real work experience from the very beginning of their studies. The CDC encourages you to develop professional skills starting in your freshman year by applying for on-campus jobs. Just a few hours of your time and talent spent each week can contribute greatly to the university and to build your work experience. These positions will help strengthen your resume, develop relevant professional skills for future employment, and earn a monthly paycheck.

HOW TO APPLY?

Apply through Handshake

The commitment for each position is usually one academic year. Normally, departments hire new student workers at the beginning of every Fall semester.

OR

Attend the On-Campus Job Fair

Every fall, the CDC hosts an On-Campus Job Fair, usually during the orientation period. Attending the On-Campus Job Fair is a convenient opportunity to meet with the different university departments in-person and gain visibility with potential employers.



FRESHMEN INTERNSHIP POLICY

The university does not encourage freshman participation in off-campus internships until the summer after the first academic year on campus. We strongly encourage you to gain professional skills through other means, such as on-campus jobs, community service, student leadership, research projects, and CDC events. If you are a freshman student who is committed to participating in an off-campus internship during the academic year, **you must first attend an Academic Advising and Career Coaching appointment.** You should also notify the CDC of your internship details, including company name and hours of commitment (we advise less than 10 hours/week).

OFF-CAMPUS INTERNSHIP REGISTRATION FOR INTERNATIONAL STUDENTS

*Since April 1, 2015, Chinese laws and regulations state that, international students in China should meet the following requirements **BEFORE** they can start an off-campus internship. Failure to do so will be considered **illegal employment** and will **be subject to fines and other disciplinary action from the Chinese government and Exit-Entry Bureau.***

- The international student should be enrolled in a degree or exchange program in one of the schools which have the qualification to recruit international students, NYU Shanghai meets this criteria.
- The international student should obtain a study residence permit from the Shanghai Exit-Entry Bureau.
- The student should obtain an official memo from the Exit-Entry Bureau on their residence permit.
- The student should not have more than one off-campus internship at a time.
- The off campus internship should be an UNPAID position (except for transportation and meal allowances) and relevant to the student's major.
- The internship period should be less than 6 months. If students have an internship for more than 6 months, they need to re-register every 6 months.

APPLICATION PROCESS

STEP ONE

Once you secure an internship offer, send an email to NYU Shanghai Career Development Center (shanghai.careerdevelopment@nyu.edu) to request an internship registration CDC Opinion Letter, Company Opinion Letter and to get detailed instructions on the off-campus internship registration process.

STEP TWO

Take the Company Opinion Letter to the internship provider to get sealed and send the digital version back to CDC and pick up the stamped CDC Opinion Letter. Once CDC receives all the required information, CDC will share all the information with Student Mobility and Student Mobility will upload the information to the Shanghai Exit-Entry Bureau's online system for the online approval. Make sure all the information submitted is accurate. Any mistakes will affect your internship registration later. This process takes around 7 business days.

STEP THREE

Receive email notification from Student Mobility (in Office 110) for material pick-up once you pass the Shanghai Exit-Entry Bureau's online review and approval. Please bring the sealed opinion letters from CDC and from the company to Student Mobility and get paper documents for in-person submission from Student Mobility.

STEP FOUR

Submit all the documents to the Exit-Entry Bureau in person and get the internship registration memo on your residence permit. This registration process takes around another 7 business days. You can begin your internship only AFTER you receive your passport back and within an internship approval residence permit.



If you have previously registered another off-campus internship at NYU Shanghai, and you still have your registered residence permit in your passport, then you could skip Step Four.

Address of Exit-Entry Bureau:

Shanghai Exit-Entry Administration Bureau 上海市公安局出入境管理局
No. 1500 Min Sheng Road, Pudong District 浦东新区民生路 1500 号

Office Hours: 9:00 am – 5:00 pm, Monday to Saturday (except national holidays)

Tel: (021) 2895-1900

Registration Fee: 400 RMB

WORKING AFTER GRADUATION IN SHANGHAI FOR INTERNATIONAL STUDENTS

An updated China Work Permit Policy for Foreigners went into effect on November 1, 2016. This allows for employers in the **Shanghai Pilot Free Trade Zone** and **Shanghai Zhangjiang National Innovation Demonstration Zone** to hire international students who graduate from a local Chinese university (NYU Shanghai's double identity qualifies for this) for employment without two years post-graduate work experience. Individuals seeking employment outside of these two zones would still be required to have two years of post-graduate work experience.



RECOMMENDATIONS AND POINTS OF CONSIDERATION FROM THE CDC:

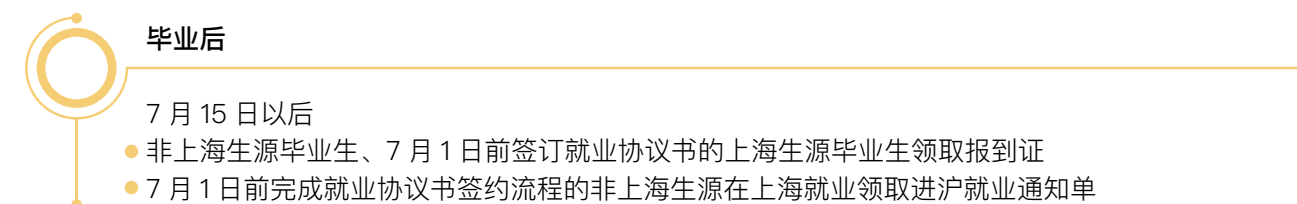
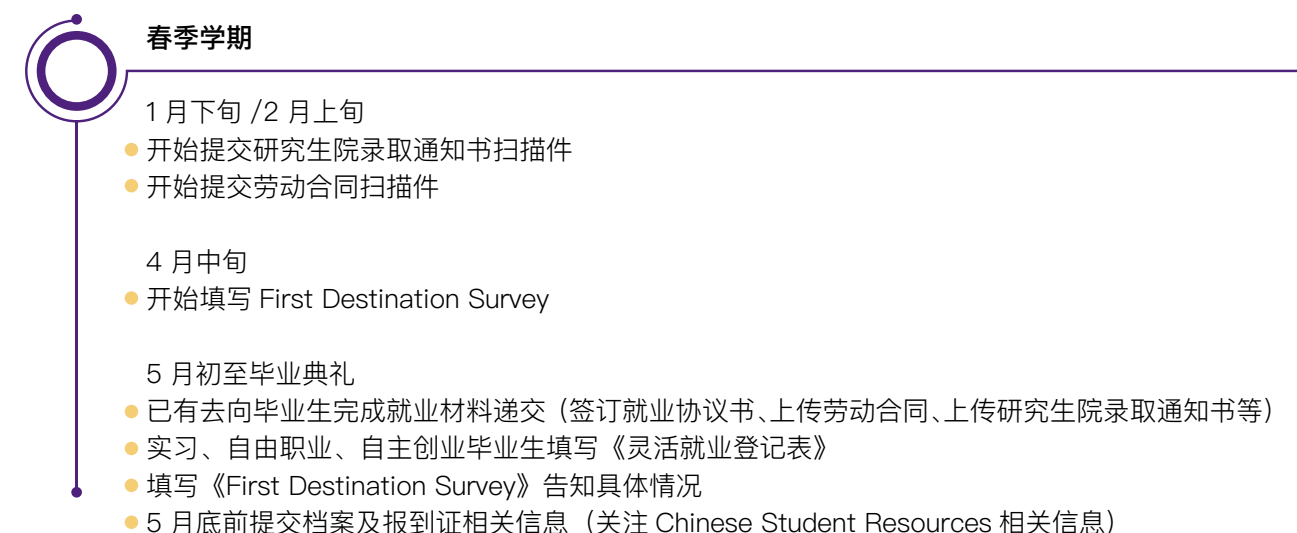
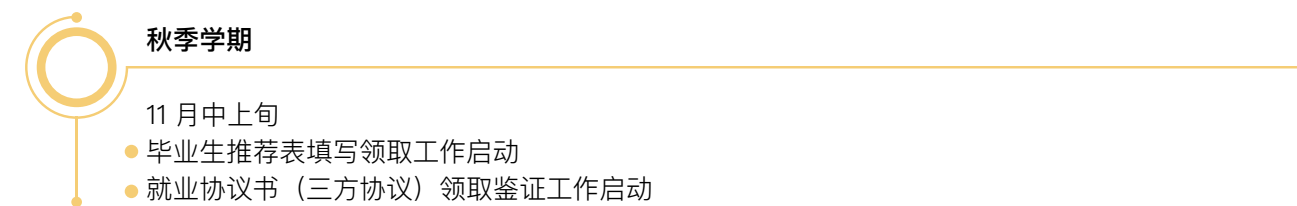
- Research these Pudong zones to understand if the industries represented meet your job search goals.
- With any new policy, it may take employers some time to create hiring procedures and headcount to hire international staff so there is no guarantee that there will be immediate openings that fit your interests.
- While many employers indicate openness to considering international students that have high Mandarin fluency and necessary qualifications, all hiring decisions will be treated on an individual case-by-case level.
- Be prepared to conduct thorough research in terms of working and living in China. This includes an understanding of the local market salary, and health and social benefits provided.
- Recognize these most likely are "local" employment opportunities and not "overseas/expatriate" assignment.
- NYU Shanghai is not able to influence or assist with work permits but will provide any necessary documentation requested by the employers.



You are encouraged to schedule a career coaching appointment so that CDC can support you with setting realistic post-graduation career goals.

GRADUATION DOCUMENTS FOR CHINESE SENIORS 中国毕业生相关材料

以下时间节点适用于 5 月份毕业的本科学生



具体流程请关注职业发展中心于相应时间节点发出的相关邮件，并可登陆微信企业号“上海纽约大学 > CDC > Document > 中国毕业生材料”获取相关信息。

其他相关材料及联系部门

档案：Chinese Student Resources shanghai.chinesestudentsresources@nyu.edu

户籍迁移：公共安全部 nyush.dps@nyu.edu

CAREER DEVELOPMENT CENTER SERVICE POLICY

To assist you with building your professional skills it should be understood that when you use the services provided by NYU Shanghai Career Development Center you must adhere to the following honor code. Violations of this honor code are viewed as unprofessional and will be added to and will remain your record.

WHEN USING OR TAKING PART IN NYU SHANGHAI CAREER DEVELOPMENT CENTER ON-CAMPUS EVENTS, SERVICES AND OFF-CAMPUS PROGRAMS, I AGREE TO THE FOLLOWING:

- All information found on my resume, unofficial transcript and NYU Handshake profile and other social media platforms is up-to-date, truthful and accurate.
- I will not share my login information with other individuals from NYU Shanghai and peer institutions.
- I give permission to NYU Shanghai Career Development Center to provide my resume and other job search documents to prospective employers.
- I will honor all commitments. When I RSVP for events, I understand that I am making a commitment to attend. If I cannot attend, I will cancel my reservation prior to the event, so that a peer can replace me.
- I will exercise professional conduct during all career development and recruitment related activities, including interactions with NYU Shanghai Career Development Center staff.
- I will notify the employer in a timely manner of acceptance or non-acceptance of an internship or full-time offer, either verbally or in writing.
- If I renege on a verbal or written offer, my Dean will be contacted and consequences may result.
- Jobs listed in NYU Shanghai Handshake may not be shared with another recruiting entity or posted to another job site.

I accept that failure to adhere to any of the above points may result in the removal of my NYU Shanghai Career Development Center privileges, including access to NYU Shanghai Handshake, On-campus Recruiting jobs, career fairs, and career counseling appointments.

TERMS AND CONDITIONS FOR ALL STUDENTS

The NYU Shanghai Career Development Center acts only as an intermediary between employers posting job opportunities and candidates searching for job opportunities. The Career Development Center is not involved in the actual transaction between employers and candidates. As a result, the Career Development Center has no control over the quality, safety or legality of the jobs or resumes posted, the truth or accuracy of the listings, the ability of employers to offer job opportunities to candidates or the ability of candidates to fill job openings.



Since user authentication on the Internet is difficult, the Career Development Center cannot and does not confirm that each user is who they claim to be. Because we do not and cannot control the behavior of participants on our website, in the event that you have dispute with one or more users, you release the Career Development Center and NYU Shanghai from claims, demands, and damages (actual and consequential, direct and indirect of every kind and nature, known and unknown), arising out of or in any way connected with such disputes. If you are a student, by submitting your resume to any service including NYU Shanghai Handshake, any Resume Book, you are authorizing the Career Development Center to forward your resume to selected employer partners.

Finally, note that we expect that you will use caution and common sense when using the website. The material contained herein may contain inaccuracies or typographical errors. The NYU Career Development Center makes no representations about the accuracy, reliability, competencies, or timeliness of the website or the material. The use of the website is at your own risk.

UNIVERSITY ACCREDITATION AND ENGLISH PROFICIENCY

If you would like to pursue further education after graduation, here are some things you should be aware of before getting started with your applications.



SCHOOL NAME:

As a new university, NYU Shanghai may not be listed in some graduate school application systems. When completing the online application forms; If there is a drop down menu, please select **New York University** as your institution.

STATEMENT OF UNIVERSITY STATUS:

This official letter issued by the Registrar's Office clarifies NYU Shanghai's status, accreditation, language of instruction and many other institutional aspects. You could contact the Registrar's Office (shanghai.registrar@nyu.edu) to request this letter and attach it to your transcript when applying to graduate schools. This letter is especially beneficial if the online application did not allow you to type in NYU Shanghai as the school name.

ENGLISH PROFICIENCY:

Graduate schools should not require English proficiency examination scores from NYU Shanghai students because our institution's language of instruction is in English. NYU Shanghai is accredited in the United States, and our students receive a degree from NYU. Check with graduate schools well in advance of applying to verify their English language proficiency requirements. You may provide them the Statement of University Status to explain our accreditation. However, please be aware, some schools may still require English proficiency scores even after reviewing NYU Shanghai's Statement of University Status. In such cases, please visit the appropriate website, such as TOEFL and IELTS, for information about test centers and test dates so you can schedule an exam before application deadlines.



TOEFL: www.ets.org/toefl
IELTS: www.ielts.org/

ALUMNI SERVICES & ENGAGEMENT

One of the strengths of NYU's global presence is its worldwide alumni network. The Career Development Center at NYU Shanghai encourages NYU alumni to participate in our alumni events and be part of our thriving international community.

SERVICES FOR RECENT GRADUATES

① Career Coaching for Alumni (graduated within 1 year)

NYU Shanghai alumni considering a career change or other professional opportunities are welcome to utilize our career coaching services for individualized guidance and support.

② Job Listings for Alumni (graduated within 1 year)

Recent NYU Shanghai graduates can access job listings on NYU Shanghai Handshake to learn about opportunities for further professional development.

③ American University China Association (AUCA) Career Fairs

Alumni who are looking for career changes and better job opportunities may attend the AUCA Career Fairs hosted during Winter and Summer vacations.

GET INVOLVED AS AN ALUMNI

① Become an Alumni Mentor!

Interested alumni should submit a one-page introduction including their name, photograph, NYU graduation school and year, current job title and employer, their area of expertise, and a short professional bio to xin.wei@nyu.edu.

② Join The Dinner with Six

Dinner with Six provides students a casual space and relaxed meal to network with NYU alumni who work and live in Asia and meet and socialize with other students. To join, contact xin.wei@nyu.edu with any questions.

③ Connect with Students through the Distinguished Alumni Speaker Series

Distinguished Alumni Speaker Series provide students with cutting edge industry updates from eminent professionals and develop in-depth engagement between alumni and students. Each semester, we work with NYU Global Alumni Program to invite one distinguished alumnus/a or form an alumni panel to speak about their industry and career paths. To join contact xin.wei@nyu.edu with any questions.

④ Join us for Workshops and Conferences

We welcome you to share your experiences and insights with our current students on various workshops and conferences for career-related topics.

We are looking forward to your engagement!!!