

# COLLEGE STUDENTS, CAREER CENTERS & CAMPUS RECRUITERS

## A Guide To Connecting With Career Centers & Employers

Accenture  
AECOM  
Apple  
AT&T  
BDO  
Boeing  
Electronic Arts  
Ernst & Young (EY)  
ESPN  
FBI  
Gap! Inc.  
Goldman Sachs  
Google  
Intel  
J.P. Morgan  
KPMG  
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NASA



NBCUniversal  
Nestle  
Nike  
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Peace Corps  
PwC  
RSM  
Space X  
Starbucks  
SunTrust Bank  
Target  
TD Ameritrade.  
Toyota  
Union Bank  
Verizon  
Warner Bros.  
Wells Fargo  
Western Digital  
Yahoo!

**Compiled By**  
**Ron Roberts, Jr.**  
Career & College Planning Partner.

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## *A Guide To Connecting With Career Centers & Employers*

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### SHARING MY PROFILE & MY PROJECT

#### **My Profile**

I am passionate about supporting students (college and high school) in their quest to find careers that will align with their greatest strengths and interests. Due to this, I partner with students and others who support them by sharing information that will introduce students to the vast world of career possibilities and best prepare them for their chosen career path. My passion stems from my own missed career opportunities and eventually experiencing work that I absolutely loved and felt uniquely qualified to do.

My work history has primarily been in college career services and corporate recruiting. My career started with the University of Southern California (USC) where I spent several years in career and student services positions. I later transitioned into a Campus Recruiter role at the public accounting and professional services firm, Ernst & Young (EY), where I actively recruited students from multiple universities. I have since moved on to other employers, but these two experiences have significantly influenced the work that I do today including the creation of this Guide.

#### **My Project**

This Guide has been produced in collaboration with several career services professionals and college recruiters who have generously devoted their time, insights and advice. The goal of this Guide is to arm current and future college students with information that will make their career discovery, job search and work readiness experience a lot easier and a lot more successful. The beauty of this project is that this information is coming directly from the folks whose purpose is to prepare college students for the workplace, and from employers who actively hire college students.

It is my hope that many, many college students and their supporters will benefit from this Guide, and that ultimately our college career centers will have more students thirsting for their services, and that our employers will have more young talent ready to make a positive impact on their organizations.

Thank you in advance for reading this Guide.

**Ron Roberts, Jr., *Career & College Planning Partner***

**Disclaimer:** *The information offered by the individuals in this Guide may or may not reflect the views of the entirety of their respective organizations.*

# COLLEGE STUDENTS, CAREER CENTERS & CAMPUS RECRUITERS

## *A Guide To Connecting With Career Centers & Employers*

### THANKING MY CONTRIBUTORS

As I mentioned previously, this guide was created in collaboration with several professionals from the college career services and campus recruiting fields. My sincerest gratitude to all of these individuals listed below who have contributed their time, thought and content to this Guide. Their collaboration on this project will offer many college students a greater possibility of identifying and effectively preparing for careers that will bring them true fulfillment and success.

A special thank you to my wonderful wife, Kelly, for her continued support of projects like this one.

Ron

#### **My Contributors**

- Benjy Spiro, *University Relations, AECOM*
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- Cherrie Peters, *Career Counselor, Cal Poly Pomona*
- Christal Shillingford, *West Region Campus Recruiter, Ernst & Young (EY)*
- Cindy Lewis, *Director of Career Services, California Lutheran University*
- De'Neatria (Nykky) Robinson, *Employer Relations Manager, University of Chicago*
- Janelle Casey, *Senior Talent Acquisition Partner, Campus & Diversity, TD Ameritrade*
- Jean Lyu, *Career Development Manager, Pepperdine University*
- Kathleen Schaum, *Senior Director – National Campus Recruiting, KPMG*
- Leanne Lutkus, *Regional Campus Recruiting Manager, Moss Adams*
- Marcy Newman, *Director, Campus Partnerships, Loyola Marymount University*
- Melinda Barrow, *Manager, Talent Acquisition Programs, Universal Studios Hollywood*
- Mona Patel, *Career Center Director/Assistant Professor, San Diego Miramar College*
- Rose Martinez, *Regional Campus Recruiting Senior Manager, Moss Adams*
- Ruth Armendariz, *Campus Relationship Manager, Wells Fargo*
- Ryan Carty, *Assistant Vice President, University Relations Recruiter, SunTrust Bank*
- Sandra Hague, *Talent Acquisition & Brand Manager, White Nelson Diehl Evans*
- Sarah Yoo, *Associate Director, Undergraduate Business Services, UC Irvine*
- Stella Yuen, *Campus Recruiting Program Manager, Armanino*
- Terry Pierce, *Regional Recruiting Manager, Moss Adams*
- Xhana Namkung, *Manager, Campus To Career, Paramount Pictures*

# COLLEGE STUDENTS, CAREER CENTERS & CAMPUS RECRUITERS

## *A Guide To Connecting With Career Centers & Employers*

### **An Opening Message To College Students**

Along your career journey you will encounter people who can be instrumental to your success. Among them are college career services staff and college recruiters. However, knowing how to best connect with and utilize these key people resources is not always obvious. In this guide you will learn directly from career services professionals and campus recruiters the value each can offer as you navigate the career and recruiting landscape. All of the best on your journey to the career of your dreams. Ron

## **INTRODUCING YOUR CAREER CENTER**

One of the most valuable college campus resources is the career center. It is designed to equip students with opportunities, skills and contacts to make the transition into a full-time job easier and more successful. It is also a critical resource for meeting and impressing potential employers.

Using the career center can be the difference between multiple job offers or no job offer at all upon graduation. Below are the services and value that the career center can provide students.

### **Counseling Services**

- Self-Assessment: Help with determining your career interests, skills, personality traits and values through in-depth conversations and administering of career interest assessments.
- Career Identification: Recommendation of careers that may fit you based on your interests, values, skills, goals and personality traits.
- Internship and Job Search: Assistance with domestic and international employment.
- Resume Writing: Help with constructing and developing resumes that will highlight your qualities and make a favorable impression on employers and graduate schools.
- Graduate School Applications: Assistance with crafting personal statements and managing other pieces of the graduate school application process.
- Interview Preparation: Assistance with preparing for a variety of interviews, and sharpening of interviewing skills to help impress employers and graduate school admissions staff.
- Networking: Support with networking and building relationships with industry professionals.
- Salary Negotiation: Assistance with negotiating job offers.

### **Other Services**

- Internship & Job Listings: Employment opportunities posted online.
- Workshops: Topics such as resume writing, interviewing, networking and job search.

### **Connections To Employers**

- Career Fairs: Opportunity to interact with a number of employers in a variety of industries.
- Career/Industry Panels & Speaker Events: Coverage of various career topics and fields.

## BENEFITTING FROM YOUR CAREER CENTER

The college career center is a vital hub for knowledge and myth debunking, especially for first generation college students. Increasingly, career services professionals are looking at how identity development and career development intertwine, this can be the first step in preventing impostor syndrome for many of our students. Prior to college, students are told to get a degree that will ultimately (almost automatically) lead to a job following graduation. Those with socioeconomic capital and/or experience know that this is not the case. A career center can not only showcase the available career options for our future professionals, but also advise them on what they should be doing in and outside of the classroom to sharpen their competencies and chances of employment.

The Career Center can be the first to model effectively highlighting your accomplishments and forecasting real and stretch goals. For those career centers that have a clothes closet, the career center can both demonstrate the spectrum of professional dress and provide students with their first professional item.

**De'Neatria (Nykky) Robinson, Employer Relations Manager, University of Chicago**

Career Centers assist with salary negotiations, preparation for reviews, information on how to get a raise/bonus, and training on how to find salary data for different types of positions.

**Cindy Lewis, Director of Career Services, California Lutheran University**

Career centers are made up of professional mentors who can help with resume creation and navigating employment opportunities. Other resources such as personality assessments, mock interview modules and online job databases are also often provided by career centers. Utilize these resources and attend workshops to explore careers, meet employers, and gain knowledge about sought-after professional competencies. Meet with a career counselor and be sure to stop by your career center before senior year! Prepare for a career the way you prepared for college—set goals, get your cover letter and resume reviewed, gain an understanding of your current skills and have a career goal in mind.

Design your career with intention and purpose. Embarking on a career can be a road filled with uncertainty, but it's important to remember that fulfillment comes out of knowing thyself. Reaching an understanding of competencies, needs, core values and priorities helps a person go out and find a job or organization that matches.

**Brianne R. Wada, Associate Director, Industry Engagement/Career Coach, UC San Diego**

## Career Center Guides

You can learn your career center's services by viewing their website and or career guide (if one is offered). Career guides contain information such as sample resumes, interview tips and job search advice. Try to locate the career guide at your career center's website or ask staff if your center has one.

**Cal State Fullerton**

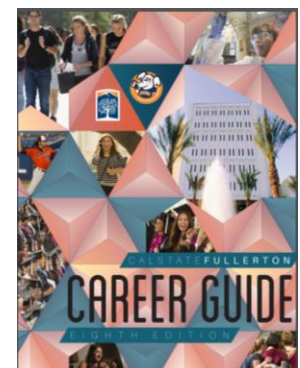
[www.fullerton.edu/career/students/jobs-internships/career-guide.php](http://www.fullerton.edu/career/students/jobs-internships/career-guide.php)

**Cal Poly Pomona** - [www.cpp.edu/~career/career\\_guide\\_2018.pdf](http://www.cpp.edu/~career/career_guide_2018.pdf)

**San Jose State** - [www.sjsu.edu/careercenter/students/launch-your-career/Guide\\_JobInternshipSearch.pdf](http://www.sjsu.edu/careercenter/students/launch-your-career/Guide_JobInternshipSearch.pdf)

**UC Berkeley** - [career.berkeley.edu/Tools/CareerReadinessWorkbook](http://career.berkeley.edu/Tools/CareerReadinessWorkbook)

**UCLA** - [www.career.ucla.edu/Employers/Career-Guide](http://www.career.ucla.edu/Employers/Career-Guide)



## MAXIMIZING YOUR CAREER CENTER

The first and most important thing...discover where the Career Center is located on the campus. Often times, students learn about the career center during a brief orientation but with all the information disseminated during orientation, the location is vague. Make sure to plan a route, so you can walk by the Career Center office often. Create a time frame to stop in at least three times a quarter and familiarize yourself with the services provided. Employers will provide job opportunities to the Career Center and handouts are a great way to find out who is hiring. In addition, most centers host time to review resumes. Stopping into the center also provides a way for students to engage and ask questions the first year and become very aware of all the services the Career Center has to offer.

**Cherrie Peters, Career Counselor, Cal Poly Pomona**

Attend a variety of career center events and activities such as job fairs, networking events and workshops. By interacting with career counselors, alumni, employers, mentors and other professionals, you will gain more knowledge about internships, career options, industry trends and valuable tips on resumes/cover letters/interviews. Additionally, you will become more confident in making big decisions throughout your ongoing career development journey.

**Mona Patel, Career Center Director/Assistant Professor, San Diego Miramar College**

Do not look at the career center as a means to an end, but more so a bank that provides currency (tools), investment opportunities (actionable items and goal setting), and financial advisors (your career counselor). Come to your counselor with the lens of "what impact do I want to make? Where do I want to make it? Who do I want to impact" vs. "what should I do when I grow up?" This is a journey that can start your first day on campus.

**De'Neatria (Nykky) Robinson, Employer Relations Manager, University of Chicago**

Visit your school's Career Center as early as freshman year. I think many students believe we are a place you visit once you're a junior or senior but that's not the case. I encourage students to meet early on with a career coach to take assessments such as StrengthsFinder, the Strong Interest Inventory or Myers-Briggs to learn more about who they are and how their values, interests and personality all play a role in career and major decision-making. The process of discovering who you are and what career(s) you want to pursue is ongoing. Connect early on and each semester/quarter so you continue to gain clarity and support in developing your personal and professional identities.

**Marcy Newman, Director, Campus Partnerships, Loyola Marymount University**

For the students who "don't" have time to go to the career center, they should be reviewing all the career tools on their university's career center website as many post excellent tips on all things related to career from resume writing to interviewing to compiling LinkedIn tips and so much more. Many career center professionals also offer video and phone appointments if students can't physically come into the office. There's really no excuse not to receive career advice!

**Jean Lyu, Career Development Manager, Pepperdine University**

## Job Fair Preparation Checklist

### Cal State Dominguez Hills

- First Impressions Count
- Know Your 30 Second Commercial
- Explore All Options
- Dress Professionally
- Bring Resumes
- Ask Plenty Of Questions

More tips at [www.csudh.edu/Assets/csudh-sites/career-center/docs/get\\_the\\_most\\_job\\_fair.pdf](http://www.csudh.edu/Assets/csudh-sites/career-center/docs/get_the_most_job_fair.pdf).

## WORKING WITH A CAREER COUNSELOR

Be transparent and recognize that they are there as a guide not the law. It is unwise to look to your counselor as the source for your life purpose or the person assigned to tell you exactly what you should be doing at every point in your life. It is far more wise to tell them your journey up until now and share your dreams and fears for the future. As employers come to campus, the counselor is better able to recommend employers or careers based upon that knowledge share.

**De'Neatria (Nykky) Robinson, Employer Relations Manager, University of Chicago**

## Networking Tips From College Career Centers

### Cal State Chico

Networking is the informal sharing of information among individuals who are linked by a common interest. Seasoned professionals realize the value of networking when it comes to a job search. It's estimated that as little as 15-20 percent of jobs are advertised which means the remaining 80-85 percent must be tapped through word of mouth! There's a lot of truth to the old adage "It's all about who you know....". *More tips are at [www.csuchico.edu/careers/students-and-alumni/job-search-tools/networking.shtml](http://www.csuchico.edu/careers/students-and-alumni/job-search-tools/networking.shtml).*

### UC Davis

#### Networking: How to Introduce Yourself

A networking introduction or "elevator pitch" succinctly defines you and your background and interests. It can be used at career fairs, conferences and networking events. The elevator pitch is a short summary given in the time span of an elevator ride (approximately 30 seconds to two minutes). The goal is to introduce yourself, engage your audience and to start a conversation. An elevator pitch needs to quickly convey important information. *More tips are at [icc.ucdavis.edu/sites/g/files/dqvnsk2236/files/page/UCD\\_CRM\\_18-19\\_1.5.pdf](http://icc.ucdavis.edu/sites/g/files/dqvnsk2236/files/page/UCD_CRM_18-19_1.5.pdf) on page 11 of the Career Resource Manual.*

### UC Santa Cruz

#### Identify and expand your network

"I don't have a network. I don't know anyone," may be your first reaction. But you probably know more people than you think. Start by listing everyone you know who could be potential prospects.

- Identify your network: family members (immediate & extended), friends, friends of parents, parents of friends, neighbors, members of organizations/clubs, faculty, classmates, teammates, roommates, supervisors, co-workers
- Expand your network:
  - Join a professional association in your field
  - Attend local community events
  - Connect on LinkedIn and post comments in group discussions

*More tips are at [careers.ucsc.edu/student/resources/networking/index.html](http://careers.ucsc.edu/student/resources/networking/index.html).*

## Career Assessments To Be Aware Of

▪ DISC Assessment ▪ Myers-Briggs Type Indicator ▪ Strong Interest Inventory

*Learn more about these and other assessments from your College Career Center.*



## CONNECTING WITH EMPLOYERS

Students should attend as many on campus organization presentations, career fairs and information sessions as possible. Recruiters are there to give insight into companies and their cultures. An excellent opportunity for students to listen, learn and ask questions.

**Rose Martinez, Regional Campus Recruiting Senior Manager, Moss Adams**

Visit the company website, read up on the company, leverage their network and if they know someone who works at the company, reach out to them. Participate in job fairs, attend info sessions and find out where the company representatives will be, as many times they might have a calendar on their site or banner on their landing page.

**Ruth Armendariz, Campus Relationship Manager, Wells Fargo**

On campus via career forums, speaker meetings, etc.

**Christal Shillingford, West Region Campus Recruiter, Ernst & Young (EY)**

Students should plan to attend company info sessions on campus. They can get information about these sessions from their Career Services office on campus. This will be the easiest way to get a good overview of a company and find out what types of jobs are available. This is also the best way to meet recruiters. Recruiters host these events in the hopes that they can meet and identify top candidates for their open positions, and it is much easier to make a good impression on someone in person at an info session than on paper when you submit an application. If the person you meet likes you and remembers you, that can make a big difference in whether you are selected for an interview. These info sessions also provide the opportunity to ask questions about what it takes to be a good candidate for their company. Use that information to adjust your resume, cover letter, or application materials accordingly so that you can make the best possible impression when you submit your application.

**Melinda Barrow, Manager, Talent Acquisition Programs Universal Studios Hollywood**

## Employers You May Meet Through Your Career Center

Accenture

AECOM

Amazon

American Airlines

Apple

Armani

AT&T

Bain & Company

Bank of the West

BDO

Blizzard Entertainment

Boeing

Deloitte Consulting

DreamWorks Animation

Electronic Arts

Ernst & Young (EY)

ESPN

Facebook

FBI

Fox

Gap! Inc.

General Mills

Goldman Sachs

Google

Grant Thornton

Hewlett Packard

Intel

Intuit

J.P. Morgan

Johnson & Johnson

Kaiser Permanente

KPMG

Macy's

Mattel

Marriott

Moss Adams

NASA

NBCUniversal

## Company Information Sessions

### *A Few Benefits*

**Inside information on companies.**

**Opportunities to network with decision makers.**

**Advice on how to make a good impression.**

**Free food.**

**Learn more from your career center.**

## CONNECTING WITH EMPLOYERS

Most schools offer various types of recruiting events right on your own campus. Visit the events and chat with the recruiters that attend to learn about the internships and early career opportunities they offer. There are also numerous clubs and organizations on campus that have relationships with professionals who will visit to tell you about their companies and employment opportunities. Seek out as many opportunities as you can early on so that you can target companies you are interested in for internship roles. Most internship programs are looking to pipeline great intern talent into full-time opportunities upon graduation.

***Xhana Namkung, Manager, Campus To Career, Paramount Pictures***

University career services offices often offer a variety of ways that students can meet with employers. Visit your career services website and look for the following upcoming events and ask about registration if needed:

Career fairs and information sessions tend to be more formal with many students attending at one time. Due to the volume of students, employers may have limited time to meet with you, so you should research the companies prior to the event to allow time to ask more informed questions. This will also allow you more time to stand out and sell your experience to the employer which could lead to an interview or potentially a job offer.

Many universities host “Employer of the Day” or “Coffee Chat” walk-in sessions which are usually more casual with less student traffic. This is a great opportunity for you to ask questions one-on-one related to internship opportunities, company culture, application requirements and hiring timelines. This will help you evaluate if an employer is the right fit for you and your career goals.

Lastly, there are in-classroom opportunities offered by faculty which allow you to present a project to an employer partner. This may be a requirement for a senior-level capstone course, so ensure that you are prepared and present your best self! Of course you want to finish with a good grade, and you also never know which employers are interested in hiring students on the spot.

***Ryan Carty, Assistant Vice President, University Relations Recruiter, SunTrust Bank***

### Additional Employers You May Meet

Nestle  
Nike  
Northrop Grumman  
Northwestern Mutual  
Paramount Pictures  
Peace Corps  
Pepsico  
PwC  
Raytheon  
RSM  
SAP  
Sony Pictures Entertainment  
Space X  
Starbucks  
SunTrust Bank  
Target  
TD Ameritrade  
Teach For America  
The Coca-Cola Co.  
Toyota  
Turner Construction  
Union Bank  
Universal Studios Hollywood  
U.S. Air Force  
Verizon  
Walt Disney Company  
Warner Bros.  
Wells Fargo  
Western Digital  
White Nelson Diehl Evans  
Yahoo!

## Employers & Student Organizations

Another great way to meet employers is through involvement in campus student organizations. Many employers like to recruit students from clubs that are industry themed (e.g. engineering; consulting; journalism; finance). Your career center or student life office can connect you to these clubs.

## UNDERSTANDING EMPLOYERS

White Nelson Diehl Evans (a public accounting firm) seeks not only drive and commitment to the industry and field, but excellent communication, analytical and technical skills.

**Sandra Hague, Talent Acquisition & Brand Manager  
White Nelson Diehl Evans**

We seek candidates who are able to drive positive improvement in a business. Many candidates can do a job well, but we really look for those who make the workplace a better place to be for us and our guests. We also look for candidates who have grit – who are not afraid to work hard, get the job done, and stick with it even in the face of a challenge.

**Melinda Barrow, Manager, Talent Acquisition Programs  
Universal Studios Hollywood**

Employers are looking for hard working students who have achieved high academic success, as well as used their time wisely over the last 4 years developing their leadership and management skills through student organizations, greek life, non-profits, or religious organizations on or affiliated with campus. Employers seek natural leaders who will be easy to cultivate, and acclimate to the workplace quickly. Employers seeks out motivated students who come to an employer representative, whether at a career fair or an interview, well researched and passionate about the potential opportunity and the company's industry in general. Lastly, an employer appreciates a well dressed, presentable candidate, who comes well prepared to the interview, and allows plenty of time for parking, security, and traffic.

**Benjy Spiro, University Relations, AECOM**

- Soft skills including communication (verbal and written), problem solving, team player, multitasking, efficient time management, adaptable, proactive, leader
- GPA both major and minor, applicable major
- Technical skills and job experience

**Christal Shillingford, West Region Campus Recruiter  
Ernst & Young (EY)**

Analytical individuals who can be self-thinkers yet work well in a team environment. We are looking for individuals who have the aptitude to learn, adjust to new environments quickly (change management), strong communication skills and are client focused.

**Ruth Armendariz, Campus Relationship Manager, Wells Fargo**

## Top 15

### Attributes Employers Look For On Student Resumes

Written Communication

Problem Solving

Ability To Work In  
A Team

Initiative

Analytical/Quantitative

Strong Work Ethic

Verbal Communication

Leadership

Detail Oriented

Technical

Flexibility/Adaptability

Computer

Interpersonal

Organizational

Strategic Planning

*Information courtesy of the  
National Association of  
Colleges & Employers  
(NACE)*

[www.naceweb.org](http://www.naceweb.org)

## Informational & Inspirational

**“Blizzard Entertainment was founded in 1991 by three new college graduates looking to build a future doing something they were extremely passionate about.” From Blizzard website.**

## UNDERSTANDING EMPLOYERS

These general qualities are wanted by all employers, regardless of industry: a strong work ethic, being on time, giving effort, positive body language, positive attitude, energy, passion, be coachable, do the extra, be prepared, and ask questions. If someone does not show these characteristics, it stands out, but for the wrong reason. People are naturally drawn to those who do have these qualities.

**Leanne Lutkus, Regional Campus Recruiting Manager, Moss Adams**

Recruiters will review many, many resumes and meet many candidates. Depending on the industry or department for which they are recruiting, they may be looking for different backgrounds. There is no one "perfect" candidate, but key things to keep in mind are:

- Easy to read resumes that are free of typos
- Prior work experience
- Technical skills
- Involvement with leadership organizations
- Volunteer activities

**Khana Namkung, Manager, Campus To Career, Paramount Pictures**

## Employer Rankings & Ratings

Great information to see how your dream employer or others of interest stack up in the galaxy of employers. Also employer feedback from current and former employees. Keep in mind that the best evaluator of an organization's fit for you is YOU.

### Forbes

[www.forbes.com/best-large-employers/#28781ea4fb3e](http://www.forbes.com/best-large-employers/#28781ea4fb3e)

### Fortune

[fortune.com/rankings/](http://fortune.com/rankings/)

### Glassdoor

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

### Great Place To Work

<https://www.greatplacetowork.com/best-workplaces>

### Universum

[universumglobal.com/rankings/](http://universumglobal.com/rankings/)

### Vault

[www.vault.com/](http://www.vault.com/)

## Sample List

### Employers By Industry

#### Entertainment & Sports

Activision  
Blizzard Entertainment  
Fox  
NBCUniversal  
Paramount Pictures  
Sony Pictures Entertainment  
The Walt Disney Company  
Warner Bros.

#### Finance, Accounting & Consulting

Accenture  
Bain & Company  
Bank of America  
Capital One  
Deloitte  
Ernst & Young (EY)  
JPMorgan Chase & Co.  
KPMG  
Moss Adams  
PwC  
RSM  
Union Bank  
Wells Fargo

#### Retail & Consumer Products

Mattel  
Nestle  
Starbucks  
Target

#### Technology & Engineering

AECOM  
Amazon  
Apple  
Boeing  
Google  
Intel  
LinkedIn  
Microsoft  
Northrop Grumman  
SpaceX  
Western Digital

#### Telecommunications & Utilities

AT&T  
Southern California Edison  
Verizon

## IMPRESSING EMPLOYERS

Impress a recruiter by being sharp, articulate, succinct and know about the company and what they do. Share a tidbit or an interesting fact about the company that has recently been in the news. We seek enthusiastic, honest, modest and unique students. We look for someone who is interested in being successful, but equally a strong team player, and is someone who shows proactivity.

**Benjy Spiro, University Relations, AECOM**

College candidates impress me when they are able to speak knowledgeably about our business and our industry. What often sets apart a top candidate is his or her understanding of who our company is against the landscape of the industry we work in.

That takes more than just googling some information. It shows investment, dedication, and direction which are all great traits in an employee.

Additionally, taking initiative to seek out opportunities and to speak with company representatives makes a great impression. We want to hire people who we know will be great employees. Some of the candidate traits that indicate someone will be a great employee are:

- Prompt, complete, and appropriate follow up and responses (For example: following up by e-mail within 24 hours of meeting someone in person, applying for jobs before the application deadline and making sure your materials are complete and correct, and responding quickly and with complete information to e-mails from companies especially when you are contacted for an interview)
- Someone who speaks well. This includes
  - How much you talk vs. listen
  - Knowing how to ask questions, talk about yourself and your skills using terms that make sense in the industry and show that you are well informed
  - The types of language you use (do you say “tons” and “stuff” and “like” or do you use descriptive words that clearly explain what you mean and make you sound like a professional)
- Someone whose personality fits with the culture of the company. If the company is quick and competitive you need to be someone who acts that way as well. If it is a fun relaxed company then you should be fun and relaxed also. The key here is to be yourself. Recruiters are trained to identify people who are a fit for their company culture and if they can see the real you that will be much easier for them to do.

**Melinda Barrow, Manager, Talent Acquisition Programs, Universal Studios Hollywood**

By demonstrating knowledge of the industry, being able to articulate who they (college students) are, their career goals and interests and by being personable, friendly and professional.

**Sandra Hague, Talent Acquisition & Brand Manager, White Nelson Diehl Evans**

## The Student Job Hunting Handbook Series: LinkedIn



Great information from LinkedIn to help students connect with and impress employers.

- How to Kick Start Your Career
- Building A Student Profile On LinkedIn
- Job Searching Skills for Students
- Interviewing Tips for Students
- Building Your Personal Professional Brand
- Networking On LinkedIn

More information found at [students.linkedin.com/](https://students.linkedin.com/).

## IMPRESSING EMPLOYERS

Research firms, have pointed and specific questions, ask questions beyond surface level, be proactive, good-looking resume, practice elevator pitch, get involved on campus/maintain a job + academic excellence.

**Christal Shillingford, West Region Campus Recruiter, Ernst & Young (EY)**

Your resume has made an impression and now you are going to have a phone or in-person interview. Be on time, but not too early, and avoid using your phone while you wait. In fact, be sure to turn off the ringer and do not answer calls or texts during the interview process. Dress professionally so that you make a good impression. Smile! Be sure that you have done research on the company. Let the recruiter know why you are interested in working there. Bring extra copies of your resume.

If you have the opportunity to meet with a potential supervisor, be sure to have an understanding of what they do in the department. Ask questions!

**Khana Namkung, Manager, Campus To Career, Paramount Pictures**

When possible, prepare in advance of meeting a recruiter or company representative. Find who will be attending a career fair ahead of time. Research the companies you are interested in. Have notes written down ahead of time. When you approach the company, refer to your notes. It tells us you are willing to put in the effort to give the best first impression you can, or be prepared to do your best.

**Leanne Lutkus, Regional Campus Recruiting Manager, Moss Adams**

## Career & Recruiting Tips: Employer Websites

Information from a few employer websites on how college students can discover great career options and prepare themselves to succeed in the recruiting process and beyond.

### Accenture

[www.accenture.com/us-en/blogs/blogs-careers-default](http://www.accenture.com/us-en/blogs/blogs-careers-default)

### Amazon

[www.amazon.jobs/en/landing\\_pages/in-person-interview](http://www.amazon.jobs/en/landing_pages/in-person-interview)

### BDO

[www.bdo.com/mycareer/home/bdo-careers/top-tips-for-the-next-bdo-intern-class](http://www.bdo.com/mycareer/home/bdo-careers/top-tips-for-the-next-bdo-intern-class)

### Citi

[careers.citigroup.com/Careers/index/#/careeradvice](http://careers.citigroup.com/Careers/index/#/careeradvice)

### Deloitte

[www2.deloitte.com/us/en/pages/careers/topics/recruiting-tips.html](http://www2.deloitte.com/us/en/pages/careers/topics/recruiting-tips.html)

### Google

[careers.google.com/stories/applying-to-google/](http://careers.google.com/stories/applying-to-google/)

### Intel

<https://blogs.intel.com/jobs/tag/tips/#gs.0yvfga>

### JPMorgan Chase & Co.

[careers.jpmorgan.com/us/en/advice/interview-tips](http://careers.jpmorgan.com/us/en/advice/interview-tips)

### Liberty Mutual

[whatsyourpursuit.libertymutualgroup.com/index.html](http://whatsyourpursuit.libertymutualgroup.com/index.html)

## CRAFTING RESUMES

Remember that your resume must tell your story. It paves the way for you to move further along in the application process. It should also be very concise and have recent experience. Spell check will not catch every spelling error; have someone proofread your resume to catch any mistakes you may have missed. And be sure to include your expected graduation date.

**Janelle Casey, Senior Talent Acquisition Partner, Campus & Diversity, TD Ameritrade**

Think creatively about your previous experience. Be sure to include information on soft skills, languages, and computer programs you have worked with that would be valuable in the internship you are applying for. Additionally, the “Experience” section of your resume should include ANY relevant work you have done, not just paid employment. If you have designed a website for your friend’s start up business or completed a class project that gave you relevant experience those items should be included.

**Melinda Barrow, Manager, Talent Acquisition Programs, Universal Studios Hollywood**

Make sure to write a resume where you can quantify your results ex. – Helped lower costs in annual budget vs. Analyzed budget and reduced over budget by \$300,000 for a savings of over 18%.

**Benjy Spiro, University Relations, AECOM**

Have a friend proofread your resume and cover letters to ensure there are no typos.

Include your GPA on your resume. If it’s not there, the recruiter will assume it’s not good. If your GPA is not as high as you’d like, you can include an explanation in your communications with the recruiter.

**Kathleen Schaum, Senior Director – National Campus Recruiting, KPMG**

## Resume Tips From A College Career Center

### My Resume Checklist

- No spelling, grammar, or punctuation errors
- Makes clear, concise, and positive impression in 30 seconds or less
- One page (more if writing a curriculum vitae/CV for an academic or research position)
- Organized, easy to read, and has a balance between content and white space
- Uses standard fonts including Times New Roman, Arial, Century, Helvetica, or Verdana in sizes 10, 11 or 12; do not use a font size smaller than size 10.
- Highlights skills and accomplishments that match keywords found in the job description
- Quantifies accomplishments, if possible (e.g., how much \$ raised, # of people served and % of time saved)
- Utilizes accomplishment statements
  - Action verb stating what you did
  - How you did it
  - Result (quantify when possible)
- Cites relevant publications and presentations using the bibliographic style of your field
- NO GENERIC RESUMES!

Taken from the University of Southern California (USC) Career Center. Learn more resume writing tips at <https://careers.usc.edu/students/write-a-resume/>, and by visiting your college career center.

## PREPARING FOR INTERVIEWS

Be prepared for your interview; know what the firm is successful in, know what the firm is getting involved with or a recent acquisition. Be prepared to discuss every single part of your resume, know how to give articulate and detailed answers without rambling. Make sure your outfit is modest but presentable; make sure you are client ready – Polish those shoes!!!

**Benjy Spiro, University Relations, AECOM**

Be confident and be yourself! Make sure to prepare substantial questions to ask of the interviewer. As much as the interview is for the company, it's also for you to identify where you fit.

**Christal Shillingford, West Region Campus Recruiter, Ernst & Young (EY)**

Do your research on the company before any interview and have at least a basic understanding of the job.

Before an interview:

Review the Job Description and have it with you during the interview.

Research the basics of the company (number of employees, corporate HQ location, number of offices, revenue or asset size).

Google the company for recent news or press releases.

Find and read the companies mission statement and core values.

Find out who's their main competitor(s).

You do not have to be an expert on the company, but you should be able to demonstrate an understanding of who they are.

**Stella Yuen, Campus Recruiting Program Manager, Armanino**

## Interview Tips From A College Career Center

### Top 10 Interview Best Practices

1. Research the company and review the job description before the interview.
2. Identify your top skills and experiences relevant to position.
3. Complete a practice/mock interview prior to the actual interview.
4. Dress for interview success.
5. Bring copies of your resume/references to the interview.
6. Arrive 10-15 minutes before interview, turn off cell phone, go alone.
7. Be specific and provide examples in your responses.
8. Ask 2-3 questions when they ask for questions at the end.
9. Collect business cards of the individual(s) who interviewed you.
10. Send a thank-you note within 24 hours of interview.

Taken from the [University of California, San Diego Career Center](https://career.ucsd.edu/files/Interview-tips.pdf). Learn more interview tips at <https://career.ucsd.edu/files/Interview-tips.pdf>, and by visiting your college career center.

## Informational & Inspirational

Using your career center can certainly position you to do well in an interview. Beyond that, using your career center early and often can introduce you to a world of great opportunities and set you on a path to a career that is truly satisfying and fulfilling of your true potential.



## NAVIGATING THE RECRUITING PROCESS

Once you have met with the recruiter and have interviewed with the department, follow up with a written or emailed thank you note. Highlight some of the key areas of discussion and reiterate why you would be a great candidate for the role. Many times, if there are multiple candidates that are qualified and that the supervisor likes, the role will go to the one that has followed up with a thank you note.

**Khana Namkung, Manager, Campus To Career, Paramount Pictures**

Be confident! During an initial introduction to a recruiter or company representative show confidence and poise. Clearly introduce yourself, and what you are looking for. Follow up accordingly throughout the process. Ask when you will hear back, or when you should follow up. Send thank you notes! Most students do not, so yours will stand out. Use your resources for guidance – Career Centers, professors, advisor, family members, friends. Practice interviewing and asking questions. Continue to research the companies you are interested in, and ask questions about current news or events they are involved in.

**Rose Martinez, Regional Campus Recruiting Senior Manager, Moss Adams**

Research, be strategic/intentional, and never talk yourself out of simply showing up. Submitting an application is not enough. In order to stand out, you must be present and ask questions with depth. The more you show up, the more you learn AND are seen. Above all, make sure you follow up after you show up!

Understand the career development/database platform that your school uses. Can you follow companies or engage with them through the platform? Yes? Great, take advantage of that and activate its power and wield it as a networking tool. No? If you are hyper detailed or an aspiring detail oriented individual, make a spreadsheet of companies you are interested then use tools to find alum or other professionals in that field.

Ask questions early. Ask professors about their policy regarding missing or being late to class due to career related opportunities like career fairs, interviews, or information sessions. Ask your career counselor when the recruiting season for your industry starts (i.e. engineering ~ August/September).

**De'Neatria (Nykky) Robinson, Employer Relations Manager, University of Chicago**

Narrow your focus. Many students are lacking a clear direction about what they want to do with their future. Although you “could” do anything and are “interested” in many different areas that doesn’t mean that a company will want to hire you for those jobs. Applying for an entry level job or an internship is a highly competitive process. Larger companies often have 200 or more candidates for any one entry level job or internship. The candidates who stand out are the ones who have relevant work experience, who have a strong desire to work in that particular job and to work at that particular company. It’s hard to prove that you are the best candidate for any one specific job when you’re applying to 20 or 30 different jobs and companies. Rather than submitting many applications, pick one career that you are interested in, and pick about three companies in that industry that you would be interested in working for. Spend time researching those companies and putting together resumes, cover letters, and other application materials that specifically demonstrate how you are a good candidate for that job and for the particular company you are applying to. See if you can find out who the recruiting contact is for that company and follow up by e-mail or phone to express your interest. After a few weeks, if you don’t hear back then pick new set of companies or a new area of interest and try again.

**Melinda Barrow, Manager, Talent Acquisition Programs, Universal Studios Hollywood**

**WORK IN QUOTES:** *“The only way to do great work is to love what you do. If you haven’t found it yet, keep looking. Don’t settle.”* **Steve Jobs**

## NETWORKING WITH EMPLOYERS

Don't be afraid to follow up with a recruiter or representative of the company that you met at an on-campus info session. Keeping them in the loop increases the likelihood that they can, and will, help you through the interview process. Something simple like writing a thank you note can go a long way. I recommend following up with a thank you e-mail within 24 hours of meeting someone on campus. That way they remember who you are and it gives you a second opportunity to make a good impression. If you've already applied for a job with their company be sure to mention that in your thank you note. If not, you can send a separate note when you apply. Just be thoughtful about how often you follow up with a recruiter. They will be very busy talking to hundreds of candidates and you don't want to e-mail them so often that it begins to seem obnoxious. My personal rule is that I will allow myself to reach out to a recruiter 2 or 3 times, even if I don't hear back from them. After that, I will leave them alone unless they have clearly engaged me in an ongoing conversation.

**Melinda Barrow, Manager, Talent Acquisition Programs, Universal Studios Hollywood**

I know students can feel intimidated about building their network with people they've met in passing or found through their alumni network, but it's a way of life for many successful people. It's something we coach students every day on since resumes don't land someone a job, but the personal interactions and relationships. I've had several students tell me that they landed interviews for summer internships after a positive interaction with a company recruiter where they were being helpful (providing assistance with setting up their booth, giving needed information, etc).

**Sarah Yoo, Associate Director, Undergraduate Business Services, UC Irvine**

Networking nights and happy hours are also a popular way to meet with companies and can be formal or informal. This is a great way to assess company culture because employers are interested in seeing how you interact in social settings. There is usually food and beverage offered at this event, so remember to eat but still focus most of your attention on networking with the employers. Ask about recommended attire as well.

**Ryan Carty, Assistant Vice President, University Relations Recruiter, SunTrust Bank**

Stay in touch with your recruiter! Sometimes you may not get the first role that you interview for, but if you have made an impression on the recruiter, they will keep you in mind for future opportunities. In my experience, there have been many times when a student has applied to our program, but did not get in the first or second time. However, they have kept in touch, and eventually the right opportunity becomes available. Don't give up!!

**Xhana Namkung, Manager, Campus To Career, Paramount Pictures**

## Informational Interviews: Getting In The Know From Those Who Know

A great way to learn about companies and the qualities they look for, is to do an informational interview with 1 or more employees. An informational interview is what it sounds like: interviewing someone for information that is of interest to you. The process typically requires about 20-30 minutes of time and a little preparation. Informational interviews can yield BIG dividends: deeper insight into careers and companies, good contacts, and possibly internship and job leads. Talk to your career center to learn how to get started.

**WORK IN QUOTES:** *"Pleasure in the job puts perfection in the work."* **Aristotle**

## RECRUITING: ADDITIONAL ADVICE

Find people who 1) work in the company or industry that you want to, or 2) has a position / title you want to achieve. Ask them “How did you get to where you are? How can I accomplish what you have?” Hopefully they will share with you their journey, and what they did to be successful. You will then have a playbook of success! Now you have to put forth the effort to do the same!

**Terry Pierce, Regional Recruiting Manager, Moss Adams**

Use LinkedIn to establish your professional brand. Be sure to use a professional headshot. They are often available free at campus recruiting events! You can find out so much about target companies you are interested in, along with their campus and early career programs on LinkedIn.

**Khana Namkung, Manager, Campus To Career, Paramount Pictures**

The job search process is highly competitive. Many candidates make the mistake of asking themselves if they “could” do the job when they really should be asking themselves “why am I the BEST candidate for this job?”. To be successful in finding a job, you need to be able to demonstrate through your resume, cover letter, and in an interview why you are the best candidate. If you focus on applying to a few jobs that you really believe you are a strong candidate for and you tailor your application materials appropriately, then you will greatly increase your chances of getting an interview and ultimately getting the job. If you don’t know how to do that then ask. Start with the career services office, with any professionals you know, and consider asking the recruiter as well.

**Melinda Barrow, Manager, Talent Acquisition Programs, Universal Studios Hollywood**

Be persistent. I’ve met students as freshman at career fairs and seen them at other events during their college years. This ensures you have a network to access when you start looking for that first internship.

It can be daunting to introduce yourself to recruiters during recruiting events. Practice your “elevator speech” that gives some insight into you as a person and what your interests are prior to the event. Most importantly, be your authentic self.

**Janelle Casey, Senior Talent Acquisition Partner, Campus & Diversity, TD Ameritrade**

## For College Freshmen & Sophomores: A Few Suggestions

- Visit your career center in your first or second year. Using your career center early will enhance your prospects of finding a great internship, great job and ultimately a great career.
- Join student organizations affiliated with your career interests - many employers connect with these types of student groups.
- Do plenty of informational interviews to discover careers and employers of interest. Doing these early on will provide clarity as you try to identify internship opportunities that may be a good fit.
- Explore the range of opportunities available with employers. Employers typically offer internships only to juniors, but some make leadership programs, skills competitions and career discovery programs available to underclassmen.
- Investigate opportunities to connect with employers through job shadowing and volunteer projects.
- Create a LinkedIn profile ([www.linkedin.com](http://www.linkedin.com)) – another great way to connect with employers and showcase what you can offer them.

**WORK IN QUOTES:** *“I don’t have time for hobbies. At the end of the day, I treat my job as a hobby. It’s something I love doing.”* **David Beckham**

# SECURING AN INTERNSHIP

As a college student, an internship can significantly help with your career exploration and put you on track for a great job after college. Below is information to get you started on your internship search including some valuable tips from campus recruiters. All of the best in securing an internship and getting the most out of your experience.

## Researching Companies

Do your research on the companies you are applying to so you can show them how your unique skills and experiences will provide value. Demonstrate why you want to work for that specific company.

## Assessing & Demonstrating Your Value

Consider the various activities and experiences you've been involved with. Be ready to demonstrate how the skills you developed in these activities can be translated into success in the internship.

## Attending Employer Events

Attend informational and social events to meet as many people from the company as you can.

**Kathleen Schaum, Senior Director – National Campus Recruiting, KPMG**

## Applying To Internships

Limit the number of applications you submit so that you can tailor your resume and application materials in a way that make you a stronger candidate. Rather than applying to 100 different internships in three different career fields try each career field one at a time and limit your applications to your top 10 internships of preference within that field as an initial starting point.

**Melinda Barrow, Manager, Talent Acquisition Programs, Universal Studios Hollywood**

## Qualities That Employers Seek In Intern Candidates

Outside of the basics of high academic performance and a well-organized resume, we're looking for students that are visible (attending on campus/networking events), curious, self-aware, informed, ambitious and have a willingness to learn.

**Christal Shillingford, West Region Campus Recruiter, Ernst & Young (EY)**

## Benefits Of An Internship

- Real world work experience
- Opportunity to test out a career field
- Connections to industry professionals
- Added credibility to your resume
- A foot in the door to a company of interest
- Entry to a full-time job

## Ways To Maximize Your Internship

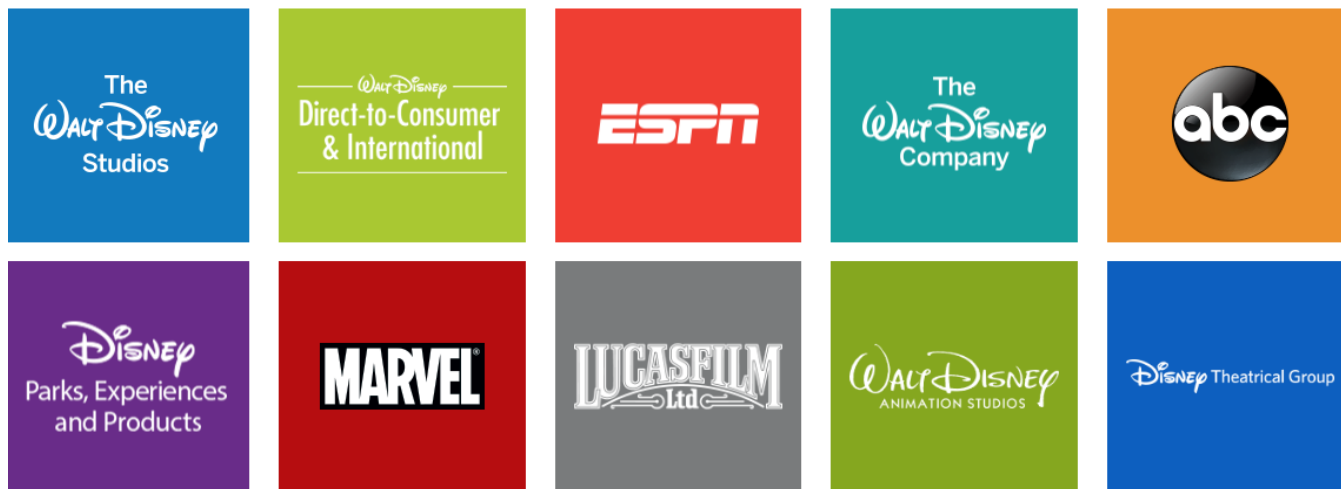
- Ask plenty of questions – gets information to help you do your job well, shows your appetite to learn.
- Take initiative – do more than is expected. Interns that work hard and perform well get rewarded.
- Look for ways to uniquely add value with your strengths.
- Do informational interviews to network with influential people you work with.
- Stay in touch with key people you meet during your internship – they may be helpful in the future.

**WORK IN QUOTES:** *“Just don't give up trying to do what you really want to do. Where there is love and inspiration, I don't think you can go wrong.”* **Ella Fitzgerald**

# Internship Snapshots

The Walt Disney Company - [thewaltdisneycompany.com](http://thewaltdisneycompany.com)

EXPLORE ALL INTERNSHIP OPPORTUNITIES



**Southern California Edison - [www.sce.com](http://www.sce.com)**

“An internship with us gives you the chance to make real contributions to real projects, work directly with mentors and senior leaders, network with peers, and have access to valuable resources and cool events opportunities throughout the company.” Learn more at [www.edisoncareers.com/page/show/early\\_career/](http://www.edisoncareers.com/page/show/early_career/).

**Northwestern Mutual - [www.northwesternmutual.com](http://www.northwesternmutual.com)**

“Join our award-winning team this summer, as you get real-world experience with one of the most diverse, inclusive Fortune 100 companies in the U.S.”

“For the past 50 years, more than 52,000 college students have participated in our internship program. 98% of them reported that the program was instrumental or very helpful to their future careers —whether in the financial services industry, sales or other business endeavor.” Learn more at [www.northwesternmutual.com/internships/](http://www.northwesternmutual.com/internships/).

**Mattel - [play.mattel.com](http://play.mattel.com)**

“Our internship program is driven by a single focus: to find our future leaders. We encourage interns to push boundaries because we want to see how far you might take us some day. We give you phenomenal managers, mentors and buddies to help you accomplish more than you would have thought possible. And we team you up with other interns because every great thing that comes out of Mattel is done as a team.” Learn more at [jobs.mattel.com/interns](http://jobs.mattel.com/interns).

# Internship Snapshots

## Microsoft - [www.microsoft.com](http://www.microsoft.com)

“Our interns work on projects that matter—and teams will rely on your skills and insights to help deliver those projects to market. You’ll get the opportunity to work on real projects and have fun along the way. Join Microsoft today, and help us shape the business of tomorrow.” Learn more at [careers.microsoft.com/students/us/en](http://careers.microsoft.com/students/us/en).

## PwC - [www.pwc.com](http://www.pwc.com)

“Experience PwC from the inside! Our interns say that the internship provided them with opportunities to better understand the professional services industry, build relationships with Partners, Principals and staff and develop personally and professionally through our Leadership Development Experience.” Learn more at [www.pwc.com/us/en/careers/entry-level/internships.html](http://www.pwc.com/us/en/careers/entry-level/internships.html).

## Boston Consulting Group - [www.bcg.com](http://www.bcg.com)

“As a BCG intern, you’ll work with and be mentored by BCG consultants, and you’ll take responsibility for specific components of a client project. As a case team member, you’ll gain a 360-degree perspective on life as a BCG consultant—from working on client projects to socializing with colleagues.” Learn more at [www.bcg.com/careers/students/internships.aspx](http://www.bcg.com/careers/students/internships.aspx).

## Turner Construction - [turnerconstruction.com](http://turnerconstruction.com)

“The Turner BRIDGE program is one of the industry’s most comprehensive internship experiences for undergraduates seeking a career in construction. The BRIDGE program is more than a summer job – it’s a professional and educational process that prepares students for a successful transition to a challenging and rewarding career. It’s also a chance for Turner to see students in action. We match the talents and interests of today’s brightest minds to the emerging needs of our business.” Learn more at [www.turnerconstruction.com/careers/recruits/interns](http://www.turnerconstruction.com/careers/recruits/interns).

## Northrop Grumman - [www.northropgrumman.com](http://www.northropgrumman.com)

“An internship at Northrop Grumman is unique. Sure, you’ll learn new skills, explore our enterprise, network with experts, connect with thought leaders, and finish with a resume that opens doors. But you’ll gain something even more valuable: a sense of accomplishment.” Learn more at [northropgrumman.com/Careers/Students-Entry-Level/Pages/Internships.aspx](http://northropgrumman.com/Careers/Students-Entry-Level/Pages/Internships.aspx).

# Internship Profile

Paramount Pictures - [www.paramount.com](http://www.paramount.com)



“Paramount Pictures offers an exciting Internship Program providing students from diverse backgrounds the opportunity to gain hands –on experience working in the entertainment industry. At Paramount, every intern has the opportunity to network with industry professionals, attend a multitude of events aimed at furthering their entertainment knowledge, and play an integral role in their department’s success.”

## Sample List Of Departments That Employ Paramount Interns

### Paramount Digital Entertainment

“The Digital Entertainment department produces games and apps for mobile devices, to market and promote films prior to their worldwide release.”

### Accounting

“The Accounting department is responsible for coordinating, analyzing, and reporting financial data for internal and external purposes. It is an integral part of the company as its overall goal is to monitor and manage the incoming and outgoing flow of its cash.”

### Music

“The Music department handles all details related to the implementation of music in Paramount Productions. These include music supervision, licensing, clearances, and hiring artists for original scores and soundtracks. The department also conducts research on new music and creates a library of resources which are made available to filmmakers working on Paramount projects.”

### Creative Advertising

“The Creative Advertising department is in charge of creating the marketing material for upcoming theatrical releases. The two main functions include creating the posters and trailers as well as the television spots that will be released prior to the movie.”

Learn more about other departments such as Studio Operations, Information Technology, Finance, Casting and International Marketing at [www.paramount.com/inside-studio/studio/internships/departments](http://www.paramount.com/inside-studio/studio/internships/departments).

**2019 Most  
Prestigious  
Internships**

**Top 20**

**Vault.com**

Google

Apple

Microsoft

Tesla

Facebook

Goldman Sachs

Amazon.com

J.P. Morgan

SpaceX

Walt Disney  
Animation Studios

Nike

Morgan Stanley

IBM

Deloitte

Berkshire Hathaway

Intel

ESPN

Mercedes-Benz USA

Boston Consulting  
Group

Spotify

## Internship Rankings: Vault

- The 50 Best Internships
- Best Accounting Internships
- Best Consulting Internships
- Best Financial Services Internships
- Best Health Care Internships
- Best Investment Bank Internships
- Best Media & Telecom Internships
- Best Tech & Engineering Internships

[www.vault.com/most-prestigious-internship-rankings](http://www.vault.com/most-prestigious-internship-rankings)

# Internships: Global & Diversity

## Global Internships: Some Tips & Resources

### Tips

- Look for global internships through your college's career center and or study abroad office.
- Research employer(s) of interest to learn if international internships are offered.

### Resources

- CIEE - [www.ciee.org/go-abroad/college-study-abroad/ciee-internships](http://www.ciee.org/go-abroad/college-study-abroad/ciee-internships)
- IES Abroad - [www.iesabroad.org/ies-internships](http://www.iesabroad.org/ies-internships)
- University Of California - [eap.ucop.edu/OurPrograms/Pages/InternshipsResearch.aspx](http://eap.ucop.edu/OurPrograms/Pages/InternshipsResearch.aspx)

## Internship Programs To Increase Industry Diversity

### INROADS

[inroads.org/](http://inroads.org/)

“For over four decades, INROADS has helped businesses gain greater access to diverse talent through continuous leadership development of outstanding ethnically diverse students and placement of those students in internships at many of North America's top corporations, firms and organizations.”

### Multicultural Advertising Intern Program (MAIP)

[maip.aaaa.org/](http://maip.aaaa.org/)

“The 4A's MAIP mission is to provide and showcase the advertising industry with the best talent through world-class development opportunities. The 4A's is the leading authority representing the marketing communications agency business. Its mission is to empower agencies to thrive—upholding creativity and innovation that influences commerce and culture—by advancing critical issues such as evolving agency models, talent retention, diversity and gender equality, and trust.”

### SEO

<https://career.seo-usa.org/>

“We propel human potential. SEO Career recruits and trains high achieving Black, Hispanic and Native American college students for challenging summer internships that lead to coveted full-time jobs.”

“No other organization has our metrics and track record as a pipeline for underrepresented, entry-level talent on Wall Street and at Fortune companies.”

### T. Howard Foundation

[www.t-howard.org/internship](http://www.t-howard.org/internship)

“The T. Howard Foundation's Internship Program is dedicated to improving the participation of diverse and underrepresented groups in the media and entertainment industry. This is accomplished by recruiting diverse and underrepresented college students from public and private academic institutions across the country.”

### The Getty Foundation

[www.getty.edu/foundation/initiatives/current/mui/](http://www.getty.edu/foundation/initiatives/current/mui/)

“Aiming to encourage greater diversity in the professions related to museums and the visual arts, the Getty Marrow Undergraduate Internship program in Los Angeles supports substantive, full-time summer work opportunities for college undergraduates from cultural backgrounds that have traditionally been underrepresented in the arts.”



## WRAPPING THINGS UP WITH A QUIZ

At this point you are well aware of the value of college career services and how to move through the recruiting process like a champ. Below is a quick quiz to test and refresh your memory of what you learned from this Guide. Hopefully you are lot more career intelligent, and will have a smoother journey toward the career you have imagined for yourself. Ron

### Fill In The Blanks

- 1) This career center resource contains information such as sample resumes, interview tips and job search advice. \_\_\_\_\_
- 2) Name the social platform that allows you to create a professional profile. \_\_\_\_\_
- 3) An Informational Interview is \_\_\_\_\_ someone for \_\_\_\_\_ that is of interest to you.
- 4) You can learn about global internships through your career center or your \_\_\_\_\_
- 5) This employer campus activity allows for students to get inside information, network with decision makers, and grab free food. \_\_\_\_\_

### True Or False

- 1) You should wait until your senior year before you visit your career center. \_\_\_\_\_
- 2) Most of the available job opportunities are advertised. \_\_\_\_\_
- 3) According to the USC Career Center, 10 font should be the smallest size for a resume. \_\_\_\_\_

### Multiple Choice

- 1) Which is not a career assessment?
  - a) Myers-Briggs Type Indicator
  - b) Thompson Personality Assessment
  - c) Strong Interest Inventory
  - d) DISC Assessment
- 2) Which is not a Top 15 attribute that employers look for on resumes?
  - a) Flexibility/Adaptability
  - b) Strategic Planning
  - c) Workplace Intuition
  - d) Leadership
- 3) What website would most likely have a listing of top employers for college students?
  - a) Amazon.com
  - b) Unversum.com
  - c) Economist.com
  - d) Volt.com
- 4) Which is not one of the UC San Diego Career Center's Top 10 Interview Best Practices?
  - a) Dress for interview success.
  - b) Initiate the handshake with your interviewer.
  - c) Bring copies of your resume/references to the interview.
  - d) Ask 2-3 questions when they ask for questions at the end.

# COLLEGE STUDENTS, CAREER CENTERS & CAMPUS RECRUITERS

## *A Guide To Connecting With Career Centers & Employers*

*“The people who make it to the top – whether they’re musicians, or great chefs, or corporate honchos – are addicted to their calling ... [they] are the ones who’d be doing whatever it is they love, even if they weren’t being paid.” Quincy Jones*

### **Ron Roberts, Jr. – Career & College Planning Partner**

Ron is a former college career advisor. He has also actively recruited college students for internships and full-time jobs. He is passionate about guiding high school and college students to satisfying college experiences and satisfying careers. You can learn more about Ron and get in touch at:

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