



UWiB
NOTRE DAME

PROFESSIONAL GUIDE:

Connecting Notre
Dame Women
Interested in Business
to Resources Available
On Campus

**UNDERGRADUATE WOMEN IN
BUSINESS ASSOCIATION**

Table of Contents

I.	Resume Building	2
II.	Elevator Pitches.....	3
III.	LinkedIn & Handshake Profiles	4
IV.	What To Wear	5
	A. Business Casual	
	B. Business Professional	
V.	Networking	6
VI.	Navigating the Internship Process	7
VII.	Professional Communication	8
	A. Zoom	
	B. Slack	
	C. Microsoft Teams	
	D. Emailing	

Resume Building

The Notre Dame Career Development Website ([Link Here](#)) offers a multitude of information on creating an excellent resume. A synthesis of resume building is listed below.

1. A resume is the first touch point a potential employer will have about you. It is imperative to detail your professional experiences, educational background, and abilities that would draw a recruiter to want to hire you. Your resume should give a well rounded background as to who you are in a consumable layout while highlighting your abilities. A resume should also be one page in length with uniform margins. The *Notre Dame College and Career Center* has created resume resources that help students build their resumes for success in internships and beyond.
2. Refer to the information on resumes by the *Notre Dame College and Career Center*. The link can be found here <https://undergradcareers.nd.edu/assets/382278/resumes.pdf%2057k%20Resumes>
3. The goal of a resume is to pitch yourself to a prospective employer highlighting your potential through experience. It is important to remember that every word within your resume should have a purpose, as recruiters are looking at your resume for seconds.
4. Sample Resumes can be found through the Notre Dame College and Career Center. The link can be found here: <https://undergradcareers.nd.edu/assets/382280/resumeexamples.pdf>
5. When detailing your experiences, education, activities, leadership and skills, use actions words that are more specific than ‘helped’, ‘worked’ or ‘was responsible for’.
6. Your education should have your prospective graduation date and official degree title.
7. Do not shorten or nickname information that would be niche to all Notre Dame students. Remember to note that your resume should be easy to read, if you gave your resume to a potential employer that knows nothing about Notre Dame or your hometown, would they understand?
8. Leave personal pronouns: ‘I’, ‘me’, ‘we’, ‘us’, ‘my’ about of your descriptions
9. Bullet note your descriptors for positions

Elevator Pitches

1. In an everyday setting you never know who you could meet that could change your professional career. An elevator pitch comes from the hypothetical opportunity you may have when you have less than a minute to share important information on your background in an effort to network. This short introduction about your education, interests, and professional goals paint a picture of who you are. Imagine you are in an elevator with the CEO of the company you wish to work for. Having a go-to elevator pitch could aim to foster connections that could change your professional trajectory.
 - a. Just like your Notre Dame introductions: Start with name, where you go to school, the year of graduation and majors/minors.
 - b. Include your hometown
 - c. Accentuate your goals and skills to offer to a company
 - d. Include what you can offer to the company
 - e. If applicable, include a connection to the employer or person networking with
 - f. Include most recent experiences: professional, internship, job, educational opportunities, etc.
2. Maintain personable and professional tone throughout
3. Elevator pitches are short and sweet



Words of Advice: Mention a fun or unique fact about yourself you would want a recruiter to know to make the interaction more memorable.

LinkedIn & Handshake Profiles

1. Refer to Notre Dame College and Career Center's information on Building Your Brand: <https://undergradcareers.nd.edu/assets/382270/buildingbrandnetworking.pdf>
2. Employers now turn to LinkedIn and other social networking platforms to search and connect with talent. It is imperative that your LinkedIn is a reflection of your resume and highlights your professional accomplishments, educational background and key information.
3. Your Full Name should be listed in the biography of your profile
4. Your Profile Picture should be professional: The Mendoza College of Business offers free professional headshots on Fridays → more information to come
5. Headline: Professional 2 sentence statement highlighting education
6. Summary: Write in the first person with info on your skills
7. Experiences: Any jobs held: internship, student jobs, research, extracurriculars with names of the organizations, job titles and dates
8. Education: All institutions (including study abroad programs), schools transferred from, degree, major, minor, GPA and dates
9. You can add your resume to LinkedIn under the "Featured" section as a media upload



Words of Advice: Connect, connect, connect! Building your network is important and you never know what connections could help you land your next amazing opportunity. Even if someone doesn't currently work at a company you'd be interested in working for, they probably know someone who does from past jobs or some type of industry conference.

Professional Attire

How to Look the Part To Get the Part

1. Refer to the Notre Dame College & Career Center information on Professional Interview Dress: [Interview Dress](#)
2. A first impression matters in a professional setting, conveying how important a potential position could be to you. It is important to answer this question when you dress for an interview: What is the image I want a potential employer to remember? Professional dress should highlight your professionalism, make you feel your best, and share your personality.
3. Each organization has their own attire to match the workplace culture. Understanding the culture of the company will help you determine the optimal outfit for success.
4. Professional standard/norm: two piece navy or black suit.
5. Make sure your attire is wrinkle free
6. Skirts: maintain knee-length cut
7. Dresses: can be worn under blazers while also maintaining knee-length cut
8. Tops: neutral or pastel colors
9. Business Casual: blue pants fall under the business casual category
10. Shoes: flats or low closed toed heels, mules or loafers
11. Business Casual: You do not need to wear a two piece suit.
12. Business Formal: Conservative/modest attire, two piece suit. Dark, closed toe shoes. No low cut items of clothing or exposing slits.



Networking

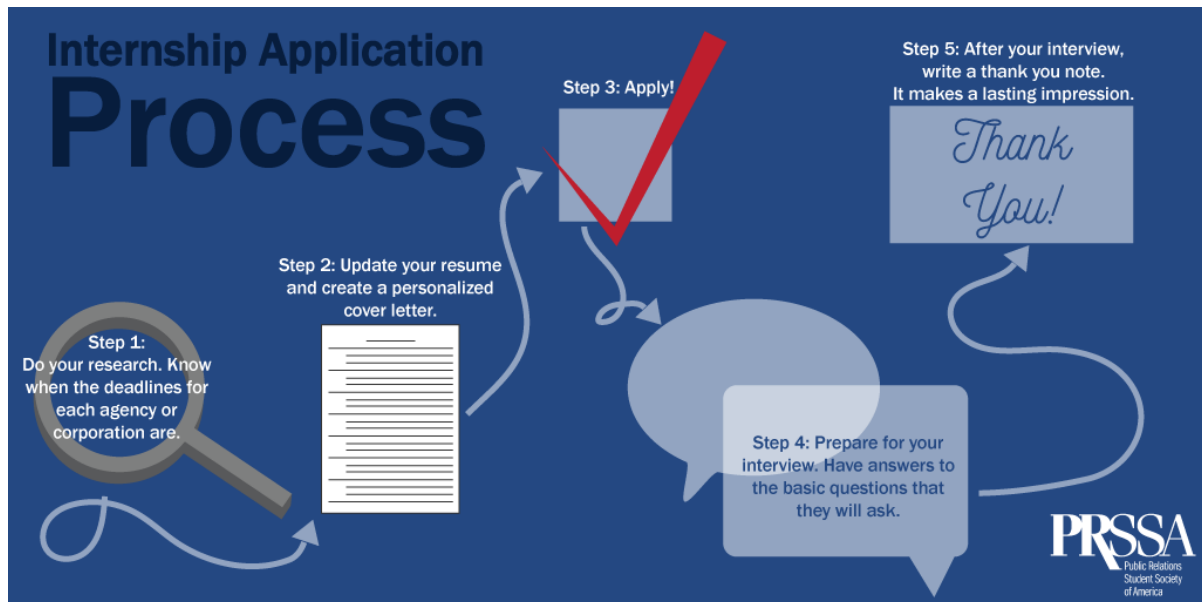
1. Refer to Notre Dame College and Career Centers Information on Networking: Follow the link: <https://undergradcareers.nd.edu/assets/382270/buildingbrandnetworking.pdf>
2. Networking helps you connect with prospective employers and other professionals who can offer insight and career mentorship as you gather information in the career discernment process. Networking builds relationships based on career interest, exploring industries, learning from veteran professionals, and finding contact information.
3. Everyone has a network at their fingertips. Look at your highschool, hometown, towns you have lived in. Find professionals in an industry that interests you. Alumni of Notre Dame. Alumni of UWIB and other clubs involved on campus.
4. Use Notre Dame networking to reach out.
5. Ways to Network
 - a. LinkedIn: the social media of professionals
 - b. Irish Compass: specific to Notre Dame alumni
 - c. ND Alumni Directory: a database of alumni
 - d. Notre Dame Clubs
 - e. Handshake: find organizations of interest and reach out through their site
6. Make connections personal, don't be afraid to express your interest in the field of the person you are networking with.



Words of Advice: If you see someone post about an experience of theirs (on LinkedIn for example) that you are interested in, don't be afraid to reach out and ask how they got that opportunity so you can potentially apply in the future!

Navigating the Internship Process

1. Discern academic and career oriented interests
2. Research on potential career paths that line up with your interests
3. Create resume, join LinkedIn/Handshake
4. Network with connections in potential career
5. Research and apply to internships through Handshake, LinkedIn, etc.



Words of Advice:

After your interview, send a thank you note within 24 hours to your interviewer including the following information:

- *Remind the interviewer of key points from the interview*
- *Emphasize your interest*
- *Confirm the next steps in the application process*
- *Keep it short and be mindful of your interviewer time spent reading your email*

Professional Communication

1. Every touch point with a potential employer or employer builds your professional reputation.
 - a. Video Interviews/Meetings:
 - i. Whether communication is in person or online, you should make sure you are representing yourself in a professional matter. It is important to note that during video interviews or conversations, you should adjust lighting, be ontime (ideally 5-10 minutes early in case you run into last minute technical issues so you can contact the person you are interviewing with ASAP) and to the best of your ability find a quiet place to begin your online conversation.
 - b. Text Meetings/Communication:
 - i. Stay professional by treating instant messages like professional conversations you would have in real life. Refrain from texting lingo.
 - c. Emailing:
 - i. Use your ND email! Great way to connect with future employers during the networking process. Once at the job use company email.
 - ii. Include greetings and closings to emails
 - iii. Include a signature: name, position, company cell (if applicable), company email address, personal phone number
2. Types of Professional Communication
 - a. Zoom
 - b. Slack
 - c. Microsoft Teams
 - d. Emailing



