

**Helpful Resources for You After Graduation**

**Center for Career Development and Experiential Education**

Campus Location: 2nd Floor, Apple Building

(301) 696-3583, [careers@hood.edu](about:blank)

**Dean of the Chapel**

Rev. Beth O’Malley

Campus Location: Coffman Chapel, Main Floor

(301) 696-3436, [omalley@hood.edu](mailto:omalley@hood.edu)

**The Graduate School**

Campus Location: 3rd Floor, Apple Building

(301) 696-3600, [gofurther@hood.edu](mailto:gofurther@hood.edu)

**The Office of Alumni and Constituent Engagement**

Campus Location: Alumnae House, Martha Church Dr.

(301) 696-3700, [alumoffice@hood.edu](about:blank)

Kellye A. Greenwald ’86, director

Britton Muir, assistant director

**The Office of Financial Aid**

Campus Location: 3rd Floor, Apple Building

(301) 696-3411, [finaid@hood.edu](mailto:finaid@hood.edu)

**For Student Loan Information**

Federal Direct Student Loans: [https://studentaid.gov](https://studentaid.gov/)

Federal Perkins Loans:

**ECSI Mailing Address for students/borrowers Payments:**

Hood College

c/o ECSI

PO Box 718

Wexford, PA 15090-0718

**Preparation for Employment**

• Create a basic resume that can be edited for specific jobs. The Career Center can help, even after you graduate!

• If you already have a resume, be sure it is up-to-date. If you have an experience or skill listed, you should be able to talk about it with ease, expand on it by providing a short relevant example or story that demonstrates your ability.

• Create a cover letter template that can be updated for specific jobs. Be sure that each cover letter is thoughtful and unique to the position in which you’re applying. Additionally, make sure you proof read your cover letter to remove any other company or position information.

• Does your internship offer full-time or part-time positions that might be suitable for you after graduation? Does your internship coordinator know of any job opportunities? Don’t wait for them to volunteer this information, ask!

• Research companies prior to interviews, including Googling its reputation. Find out their mission, vision, and values. When interviewing, make connections to these areas that align with your philosophy as well. If you find they do not align, perhaps it is not the right position for you.

• Prepare an elevator speech – a 60 second speech about who you are, and where you want to go. This will give you a confident and concise introduction at networking or impromptu meetings.

**Career Considerations**

• Cast a wide net, organizations often have broad expectations. Apply for positions if you have most of what they are seeking. Your education, or even hobbies could supplement the skills they are looking for. The company may also provide training to fill in gaps in your experience.

• When in an interview, ask pertinent questions, such as: “How/when will I be evaluated? Is work done in teams or independently? What makes this company different? Is there additional information I can provide that would be helpful? What are the next steps in the hiring process?”

• Interviewing is also a time for you to evaluate the company. Ask yourself “Is this company the right fit for me?” “Does the mission of the company match my goals and values?”

• Promotions are determined differently in every company. Every job has “other duties as assigned,” never be the person unwilling to do even the smallest task; cleaning up after events or even the office microwave is not beneath any worker.

• Try a Recruitment Agency, like Manpower or Aerotek. Temporary jobs are useful resume, networking, and skill building opportunities.

• Ask for an offer letter or contract and read it carefully! Ask for specifics about start dates, probation periods, salary, benefits, job title, and anything else in which you might want clarified.

**Monthly Spending Plan Worksheet**

1. **Income**

Estimated monthly salary: \_\_\_\_\_\_\_\_\_\_\_\_

- Taxes (about 28%): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

= Adjusted income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

+ Other income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

= **TOTAL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Expenses (Add All Expenses)**

Rent or Mortgage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Combined Utilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groceries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Auto/Fuel Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Including maintenance and parking)

Student Loans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Loans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Cards: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entertainment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Household Items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Furniture, etc.)

Miscellaneous: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

= **TOTAL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Discretionary Income**

+ Total monthly income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Total monthly expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_

= **Monthly discretionary income total:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Ideal Finances: 50/20/30 Rule**

(according to Learnvest.com)

* No more than **50%** of your income should go to essential expenses like housing, transportation, utilities, and groceries.
* No more than **20%** of income should go to financial priorities like retirement, savings, and debt payments.
* No more than **30%** of income should go to lifestyle choices like entertainment, pets, and shopping.

**Handling Money**

* Make a budget like the one provided in this booklet.
* Consider paying more than the minimum on student loans.
* Having no credit can be as much of a liability as bad credit. Start small and build with a low-limit store credit card. Pay consistently and on time.
* Contribute to your savings like it’s a bill!
* Plan for unexpected expenses—they’ll come!
* Consider paying more than the minimum on student loans. Visit: https//:studentaid.gov for additional information.
* Does your job offer you stock options? Before you sign anything, sit down with Human Resources personnel who can translate the language of a benefits package.

**Living Arrangements**

* Think of safety, location, and affordability.
* Read the fine print of any lease agreement/ negotiate terms.
* Consider a roommate. It doesn’t have to be a friend or partner.
* Learn to create/live in your own space.
* Report housing violations to a local housing authority (ie: dcra.dc.gov or ota.dc.gov.) Find your local housing office with an online search.

**Changing Friendships**

* Some friendships end with college. It’s natural.
* Lasting friendships have to be nurtured. Distance and schedules create changes. Be the first one to call or text to stay in touch.
* Be honest and realistic about expectations.
* If your friend isn't as successful as you are in finding a job (or the other way around), be supportive by listening. This can be a discouraging time. You don’t have to “fix” things. Just listen!

**Need A Friend? Finding Community**

**Consider…**

* Contacting the Office of Alumni and Constituent Engagement to find alumni in your area! Go to [alumoffice@hood.edu](about:blank) or call 301-696-3700 to get connected with your fellow Hood Alums!
* Joining a book club/go to a library.
* Search for a faith community in your area.
* Get to know your co-workers; they can make good friends.
* Joining a gym or sports team.
* Volunteer! Your job may provide employees with opportunities to help in the wider community.

**When You Leave Hood**

It’s time to spread your wings! If you find yourself back on campus you may experience a feeling of disconnection. Don’t worry, it’s natural. You’ve moved from student to alumnus. This is a good sign that you’re growing and moving on.

**From Hood student to Hood alumni: Staying Connected**

* Attend Hood alumni events in your area, follow the [Hood College Alumni Facebook](about:blank) and [Instagram](about:blank) pages, or volunteer to be a [Class Reporter](about:blank) for the Hood Magazine!
* Offer to help organize an alumni get-together in your home town!
* Contact the Office of Alumni and Constituent Engagement with any address and career updates at [alumoffice@hood.edu](about:blank) and 301-696-3700.
* Become an [Admissions Ambassador](about:blank) and help bring the next generation to Hood!
* [Make a gift to The Hood Fund](about:blank) to honor your graduating class!
* Volunteer to mentor to a current Hood student!
* Remember to visit campus as often as you can; Hood will always be your Home.

**When Life Isn’t Scheduled by Semester –**

**Some Ideas to Fill Your Free Time**

* Get a pet!
* Learn how to shop/cook healthy (and fun!)
* Join intramural sports/YMCA/gym classes.
* EXERCISE to avoid a sedentary lifestyle and the extra pounds that come with inactivity.

**Wisdom from Other Graduates**

* No plan is set in stone. Change will regularly happen throughout your life.
* Expect to fail, to learn from it and survive.
* Take time to stop and breathe. Be in the moment.
* Ask for help! No one has all the answers.
* “Get comfortable with feeling uncomfortable.”
* Sticking to a budget is hard but worthwhile.
* ASK QUESTIONS!!!
* Your path is yours alone. Nobody can live your life but *you*.
* Life is what you make it – be open to every experience!

**Before You Leave –**

**Passing the Baton for Campus Organizations**

* Invest in other members. Identify budding leaders early on so they’re ready to lead when the time comes for you to leave. If time permits, offer to be a mentor to incoming leaders.
* Don’t make your group reinvent the wheel with every new leader - create an accessible file where the organization’s common practices, group contacts, financial information, event checklists, e-mail templates, specific project details, etc. are listed.
* Timeliness creates a sense of accountability and expectation. List specific dates of upcoming events/details and names of those responsible for each piece.
* When your “official” role ends, don’t hang around. This can create tension and diminish your legacy. Let new leaders develop their visions of the organization.
* Leaving a leadership role? Find new creative ways to give back!
* Supporting new leadership? Offer your support through the group’s faculty/staff advisor.

Find more info at harvardleadershipmag.org