

The Insider's Guide

To Useful Career Resources



Prepare to **do anything.**



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So, You're an Arts & Letters Major...

Congratulations! Not only are you part of an elite group of students at Notre Dame, but you've also opened your future up to numerous career opportunities by joining the College of Arts and Letters.

This probably seems opposite to what you've been told. I'm sure you've had various family members joke that your English degree is gonna land you a job as Starbucks's head barista or had your parents tell you that you'd be better off going to trade school than studying PLS. Well, they're wrong. **Getting an A&L degree is probably the smartest choice you've made so far in your college career, as this path will give you great success in today's current job market.**

How do you unlock your potential and gain success in today's competitive job market?

First, you need to change your mindset. Know that you're in good company, namely Notre Dame alumni Dave Finnochio and Elizabeth Davis. Dave co-founded Bleacher Report, one of the leading digital sports brands which continues to innovate how sports fans across the world consume online content. He's also starting up The Cooldown, a climate brand that provides sustainable solutions and information about how to reduce your carbon footprint. Elizabeth Davis, on the other hand, is a Principal at the venture capital firm Anthemis, where she focuses on investing in early-stage female founders in fintech. Before that, she was the Vice President of Worn, a digital and creative agency that works with female founders to create innovative digital content and produce bold campaigns for their brand.

You might be surprised, but they were *both* Arts and Letters majors during their time at Notre Dame. Dave graduated in 2005 with economics and history degrees, and Elizabeth graduated in 2012 with a degree in PLS.

What is it about these people that caught these companies' eyes? The US Department of Labor states that employers view "soft skills" (communication, teamwork, critical thinking, etc.) as incredibly important to a candidate's work readiness. These skills are heavily emphasized in a liberal arts education. What's more,

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forerunners in talent recruitment are now focusing even more on HESS skills (Humanities, Education, and Social Sciences) in hiring new talent. No wonder all these liberal arts majors have found success in the job market!

Secondly, you've gotta start the job search. Dave and Elizabeth didn't get to where they are now by wasting away their 4 years at Notre Dame. Getting involved and putting yourself out there to employers now is crucial to your success later. We know you're probably stressed enough thinking about your classes, extra-curriculars, and social life, but the job search doesn't have to be a pain. All you need to do is work a little bit every day on putting yourself out there for employers and focusing on building your future. You've already started that by reading this guide!

Take a deep breath. You got this. Your future is pages away. Enjoy the guide!

Sincerely,

The P2C Board of Creators

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Caitlyn McHenry

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About Us

Beyond the Dome

Beyond the Dome is the bespoke career development program committed to helping College of Arts & Letters students achieve career success. As an Arts & Letters student, you will have exclusive access to a series of events and workshops that serve as both educational and professional to help you discover your thing.

The career development process can be stressful, and Beyond the Dome is here to help. By engaging in our programming, students have the opportunity to interact with employers and members of the Notre Dame family to better understand who they are, what they're passionate about, how powerful their liberal arts education is in the workforce, and how it all fits into them finding career success.

P2C

Peers 2 Careers, a student-led initiative of this program, is the powerful driving force toward instilling a sense of community among all A&L majors. Each dorm has two peer career mentors to help with everything from resume writing and cover letter reviews to advice on interviewing and networking. Additionally, A&L students are invited to join one or more of the six Career Communities of Beyond the Dome. Via workshops, speaker series, networking events, and more, students in these communities will discover all the opportunities they have to utilize their majors in a career that interests them and learn how to break into these industries.

Beyond the Dome Career Communities:

- Tech
- Healthcare
- Business & Consulting
- Communication, Arts, and Media
- Government, Law, and Public Policy
- Education, Nonprofit, and Social Services

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How to Use the Guide

The goal of the Insider's Guide is to demystify career fairs, recruiting and networking, internships and other things that sometimes make A&L students nervous. All the tips in this guide are written by your fellow A&L students, who've already had a lot of experience engaging with the career resources the University has to offer.

Some of the tips included in this guide are:

- How to get the most out of the Center for Career Development (CCD)
- Writing resumes and cover letters
- Internships and research
- Helpful tools and websites for every type of A&L Student

If you're unsure about where to start on your career journey, we recommend that you start with the "**No Clue What to Do?**" and "**Beyond the Dome Tools**" sections of this guide. They provide a general overview of resources and offer steps to start the career discovery process.

If you already have an idea of which industry you want to enter, this guide also provides advice unique to career fields such as law, healthcare, consulting, etc. Refer to the section corresponding to your desired field for insider advice on that industry.

Also, look out for **bolded and underlined text**, as those are links to important resources! Like **this one!**

And don't feel the need to scroll through. If you have a certain section you want to jump to, just click on its name in the table of contents above.

With all that laid out, let's meet a fellow A&L student, Art Doman, who will help you as you go through the guide!



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No Clue What To Do?

“Discernment” is a word that should not intimidate you. At this moment, it’s natural to not know what you want to do after you graduate. The Beyond the Dome program is here to help you discover YOUR thing. Putting time into this process will pay off. **Taking the time for discernment will help you get a job that you are passionate about.**

Here's a simple To-Do List of activities you can do right now to begin the discernment process:

1. Visit the **Beyond the Dome website**, which goes into detail about the career-developing tools available to you.
2. If you're unsure of what field to pursue, we have a tool for Arts and Letters students to help with the discernment process called **PathwayU**. PathwayU provides ideas for strong and weak career matches based on your personality, values, interests, and workplace preferences. Note: You must fill out all four assessments to get access to unlock the job and internship opportunities.
3. Create Handshake, LinkedIn, and Irish Compass accounts. Instructions about how to get the most out of these tools are available in the “**Beyond the Dome Tools**” section on the next page.
4. Talk to professors, advisors, and alumni! All these people are here to help you make the most of your career resources.

If you do a little career readiness work every year, you'll be in much better shape come senior year (and much less anxious!).

MOTIVATE!

The Career Center is on the 5th floor of the Duncan Student Center, and it's their job to make sure that you're getting the most out of your job search as a Notre Dame student. Don't hesitate to use them!



Beyond the Dome Tools

You have some idea of how to begin the career process, but all these tools probably seem tricky to handle without any additional info. To help with that, here's some in-depth information on each tool that will help you master the career process during your time at Notre Dame.

Peers 2 Careers

We've developed Peers 2 Careers to help A&L students with information about career readiness. There are Peers in each dorm. We're here to spread important information to the A&L students in our dorms about upcoming events, opportunities, and resources available. If you're interested in being a Peer, please contact our Chief Buzz Ambassadors Rick and Alexa at either rledesma@nd.edu or alemieux@nd.edu. P2C is also offering events and career opportunities in a wide variety of industries. If you want to have this information sent to you directly, join our Career Communities via the signup link [here](#).

The CCD

The Meruelo Family Center for Career Development (CCD) is probably the best-kept secret on Notre Dame's campus. They have nearly every career resource available for you, and they're willing and able to help you reach your career goals no matter what industry you're hoping to break into. A great place to start if you're feeling overwhelmed by the sheer number of resources is [this short questionnaire](#) that will help connect you with the right resources based on what you need at this point in your career journey.

MOTIVATE!

Look at all the helpful resources you have available to you! There are so many ways to start your career journey.

PSST...

Every dorm has a Peers 2 Careers ambassador who can give you helpful tips on how to use the Career Center and other resources. Make sure to contact your ambassador for helpful tips!

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PathwayU

PathwayU is a web-based tool that helps students figure out what some good career paths might be for them. Completing a survey of your interests, personality traits, values, and workplace preferences will produce a personalized guide for the types of internships and job opportunities that match your attributes. PathwayU is a Beyond the Dome tool specifically for A&L students. PathwayU can both help a student choose a major that matches their interests and then see what career paths are worth exploring. You have to get on and create a personalized account. Then you have to fill out all four of the assessments before you can see jobs and internships. There is useful information about career paths with information about the outlook for that path and how much certain careers pay. Don't get hung up on the first career path the algorithm suggests — you'll find strong career matches in a variety of different careers.

Handshake

Handshake is Notre Dame's centralized career services platform. Home to over one thousand universities and 200,000 organizations, Handshake is an excellent resource for finding and narrowing down all the incredible opportunities that are out there!

Here are some tips to get the most out of your Handshake profile:

- Make sure you upload your resume and make it public to employers and peers by choosing the community setting.
- Set up email alerts to notify you of particular job offerings, employer visits, and other events happening on campus or virtually.

PSST...

On Handshake, go to the "Jobs" tab and search for "Notre Dame Network." This will show you opportunities that are only available to Notre Dame Students



- “Follow” organizations and companies to know when they have something going on.
- Make appointments with a Career Center representative or sign up for other events/workshops/learning labs that the career center is putting on or hosting.
- Make sure your Handshake profile matches your resume and LinkedIn profile!

Irish Compass & LinkedIn

Irish Compass offers ND students and alumni the ability to tap into the Notre Dame network in a wide variety of ways — from networking and mentorship opportunities to a private job board (for Notre Dame alumni and graduate students) and industry-specific groups. Irish Compass will connect you directly to alumni employers and allow you to put your best foot forward in the networking process. This is a great resource for students unsure about networking, looking to network with specific groups, or clever folks who want to leverage the ND name with employers!

To expand your search outside of the Notre Dame family, and connect with anyone in the industry who interests you, LinkedIn is an incredibly powerful tool for you. It's also a great way to document what you are doing and show the professional world who you are.

Career Communities

When you **join a career community**, you'll get in on some of the biggest career events happening around campus for the career industry of your choosing. These include networking, recruiting, and other general career development opportunities that will help you get a head start on how to succeed in your future industry.

As mentioned above, there are six career communities for you to choose from:

- Tech
- Healthcare
- Business & Consulting
- Communication, Arts, and Media
- Government, Law, and Public Policy
- Education, Nonprofit, and Social Services

A&L Website

Check out the **career resources page** on the A&L website. It has good information about upcoming events at the bottom and specific resources about outcomes, what you can do with certain majors and the link to the Beyond the Dome toolkit especially designed to help A&L majors with career readiness.



Resumes and Cover Letters

When you apply for an internship or job, the first thing a recruiter sees is your resume and cover letter. So, it's important that those two pieces of paper make a great first impression.

Let's start with the resume, step-by-step:

1. **Put your best foot forward.** In the opening section, provide a short overview of your experience and attributes which make you a perfect fit for the job. This section should not include your individual achievements (that comes later), but instead a broad snapshot of your experience and character traits.
2. **Pick the right format.** Our recommendation is that you stick to the classic reverse-chronological format, where you put your accomplishments and experience from most recent to least recent. It's recognizable to employers and it's easier for them to skim. The employer will likely be turned off by any other format and disregard your resume otherwise.
3. **Showcase your accomplishments.** In each of your subheadings, put bullet points on your accomplishments and the skills you used while doing that particular job. You'll want to follow the Application Formula at the end of this section when writing these bullet points.

PSST...

If you don't have any previous job experience, Don't Worry! In place of the experience section, you can put a section on education, volunteering, or any current or past projects. Look to the diagram on the following page for a great example of a resume without an experience section.

MOTIVATE!

Getting your resume and cover letters together can feel scary, but A&L students are uniquely qualified to write amazing resumes!

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Here are some examples of lights-out resumes from Art Doman. Art applied for a coding position at a major tech firm. The only thing is he's a history major and he's never worked for a tech company before. Here are two examples of stellar resumes that would serve Art well in his career search. The first is a standard resume that will help with a lot of employers, whereas the second resume would work if Art's desired career had a strong focus on design.

Traditional Resume

<div style="text-align: center;"> <p>Art Doman</p> <p>adoman@nd.edu (555)-555-5555 Campus: 212 Carroll Hall ◆ Notre Dame, IN Permanent: 123 Irish Way ◆ South Bend, IN 46617</p> <hr/> <p>EDUCATION</p> <p>University of Notre Dame Bachelor of Arts History Courses Taken: Computing-Based Entrepreneurship Human-Computer Interaction</p> <p>PCEP Certification Signaling candidate's ability to accomplish the essentials of Python</p> <p>Central High GPA 4.33 SAT 1560</p> <hr/> <p>HONORS</p> <p>Notre Dame Dean's List Spring 2020 Notre Dame Dean's List Fall 2020</p> <hr/> <p>EXPERIENCE</p> <p>Notre Dame Linux Users Group Secretary, Fall 2021-Present <ul style="list-style-type: none"> • Created ReVamp, an application which utilizes AI to improve open-source developers' applications. • Record notes and updated agenda for weekly club meetings • Consult with President and VP in the development of new project ideas and club recruitment campaigns </p> <p>LinuxLovers.com Co-Creator, Nov 2020 – Apr 2021 <ul style="list-style-type: none"> • Compiled a website that allows users to rate open-source applications based on functionality, UI, programming sophistication, etc. • Bolstered the user-base to 1,000 users through social media promotion </p> <hr/> <p>LEADERSHIP</p> <p>Peers 2 Careers Chief Storyteller, Spring 2022-Present <ul style="list-style-type: none"> • Develop marketing content, like the bi-weekly Beyond the Dome newsletter and the Insider's Guide, for the Peers 2 Careers organization • Inform Arts & Letters students about career opportunities and events with employers • Monitor campus-wide image through careful brand messaging </p> <p>Carroll Hall <ul style="list-style-type: none"> • Academic Commissioner, Fall 2022-Present • Organize the Academic Speaker Series with on-campus professors • Facilitate workshops with the career center to provide Carroll Hall residents with important career information </p> </div>	<div style="background-color: #f0e68c; border-radius: 10px; padding: 10px; margin-bottom: 10px;"> <p>Education Section Education, as well as any relevant courses or certifications</p> </div> <div style="background-color: #f0e68c; border-radius: 10px; padding: 10px; margin-bottom: 10px;"> <p>Honors Optional section to include any awards or honors you've received</p> </div> <div style="background-color: #f0e68c; border-radius: 10px; padding: 10px; margin-bottom: 10px;"> <p>Experience Experience in jobs or projects which required skills relevant to the employer</p> </div> <div style="background-color: #f0e68c; border-radius: 10px; padding: 10px; margin-bottom: 10px;"> <p>Final Section Can range from skills to interests to anything else you want the employer to know. Art's had a lot of leadership roles so he chose to put those here</p> </div>
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Design Resume

Profile

Short description of yourself and your accomplishments

PROFILE

My name is Art Doman and I'm a junior at Notre Dame hoping to pave my way into the tech industry. I've developed software which has tripled the efficiency of other developers' UI and doubled their download rates.

I have completed coursework in helping UI to grow businesses and hope to continue to use my skills to improve the lives of consumers through computer programming.

CONTACT

PHONE:
574-555-6809

WEBSITE:
LinuxLovers.com

EMAIL:
adoman@nd.edu

Contact Info

ART DOMAN

EDUCATION

University of Notre Dame
2020 - Present
BA History
Minor: Computing and Digital Technologies
Courses Taken:
- Computing-Based Entrepreneurship
- Human-Computer Interaction

PCEP Certification

2020

PROJECTS

ReVamp
Notre Dame Linux Users Group
11/2021 – 2/2022
- Developed an app which utilized AI to improve the UI of open-source developers' applications.
- Doubled the download rate of users' applications

LinuxLovers.com
11/2020 – 4/2021
- Built a website which allows developers to rate open-source applications on functionality, UI, etc.
- Now holds over 1,000 users

SKILLS

Coding
Certification in Python and independent experience in building great UI

Teamwork
Has coded with multiple teams and learned effective workflows in team environment

Creativity
Utilizes problem-solving and critical thinking skills to craft great projects

Education Section

Projects

Undertakings, whether on- or off-campus, which required skills relevant to the employer

Skills

Demonstration of skills relevant to the employer

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The next step is the cover letter. Cover letters can be daunting, but as an Arts & Letters major you are well-equipped to write a great letter! In fact, this is your time to shine — use your writing and storytelling skills to capture the reader's attention and paint a compelling picture of yourself as a potential employee.

A typical cover letter includes the following basic components:

- A personal introduction
- An explanation of why you want to work for the employer in that particular position
- Details about why you would be a great fit for the company
- A brief conclusion

Highlight a few experiences that are relevant to the position and tell a brief story about them. Rather than saying you are a good leader, tell a story about a time when you led others to a successful outcome. Be sure to tailor each cover letter to the position that you're applying for. A good tip is to look at the job description, see what the most important skills are, and write about times when you displayed those skills. These anecdotes should be brief though. You want to keep the cover letter to one page.

Don't forget that you can have your resume and cover letter reviewed. You can [make an appointment](#) with a counselor to go over it one-on-one or contact the Peers 2 Careers ambassador in your dorm.

PSST...

Two Quick Tips for Your Cover Letter:

1. Your cover letter only needs to be a page long (250-450 words). Any more will likely turn off potential employers.
2. When you describe your experiences at work, follow **the application formula** (See Below)

THE APPLICATION FORMULA

I developed a new workflow which doubled the number of customers served.

[Verb] [Action] [Result]

Strong action verb to gain employers' attention

Action you took at work

Concrete, measurable result from your work

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For those of you interested in the Tech and Arts fields, an **online portfolio** can be a great way to showcase your work while also demonstrating your skills in graphic and web design. Further, if the job you're applying for requests a sample of your artwork, your writing, or your technical creations, then a simple link in your resume to your portfolio provides a one-stop destination for your work.

Unfortunately, designing a website and making it look presentable can be a daunting task, and you might not have all the time in the world to learn the ins-and-outs of WordPress before your application deadline. The good news is that as a student of Notre Dame, you have access to the **ePortfolio@ND program**, which allows you to create a professional looking portfolio to further grow your brand and win over employers.

To access ePortfolio@ND, all you have to do is login with your netID and follow the instructions in the **Quick Start Guide** to start making your dazzling portfolios.

Another great program to use is **Adobe Express**, which allows you to create stunning graphics that work well for an online portfolio format. Adobe's drag-and-drop interface allows you to create a portfolio with little to no design experience. Adobe Express is a great resource to use if you're thinking about putting your portfolio in an attachable format as opposed to a website link.

MOTIVATE!

Your resume shouldn't be a chore. Take this opportunity to show off your creative side with your portfolio.

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Networking

Networking is one of the most powerful tools at your disposal. According to LinkedIn, 85% of jobs are found and filled through networking and connections. One of the best things about going to a university with a global reputation is its alumni network and Notre Dame's alumni network is as good as any out there.

Here's a step-by-step process about how to market yourself:

1. Before you reach out to anybody, you must first know your "**Why**". Think about who you are, why you came to Notre Dame, why you picked the major you did, and what you want to do for a career. Be ready to articulate that to people so they can get to know you better. A powerful "why" will work wonders, and prompt people to want to help you.
2. Next, start with IrishCompass. It's your main platform for connecting to ND Alumni and is a great resource to help you get a leg up on other applicants. **For more information, check out the IrishCompass section under the "Beyond the Dome Tools" section of this guide.**
3. Once you've found your point of contact, the next step is to find their email address. The best way to find email addresses is **CareerShift**. Under the contact tab of your page, there will be a search option. Simply search the name of your point of contact and it will give you their email address.
4. When sending your first email, your goal should be to set up a quick phone call to learn more about their work and discuss opportunities within the firm. There are examples of acceptable email formats here: **Notre Dame Alumni Page**.
5. Once you have set up your call, research the firm and have questions about day-to-day life. Follow up your call with a LinkedIn connection request and give them updates about how your career search is going. **Follow-up is critical!** If you're unsure of how to follow up with your network, use the "Milestone Method." All you have to do is reach out when one of three events happens:
 - a. **Your milestone.** Something good happened to you or you need their advice and it's time to check in. Keep your network in the know when it comes to your milestones.
 - b. **Their milestone.** You just found out your connection had a personal or professional win. Contrarily, maybe they had a setback. Either way, this presents a time to reach out and congratulate them or just be there for them. It shows that this relationship is not one-sided and that you are looking out for them and celebrating their successes, or being there for them during their setbacks.
 - c. **It's a special day.** If there are no immediate milestones on either side, you can always count on the calendar. Is there anything special happening such as a birthday or holiday, where you can reach out and say hello? The end of the year is perfect as it gives you a special opportunity to reach out and remind the

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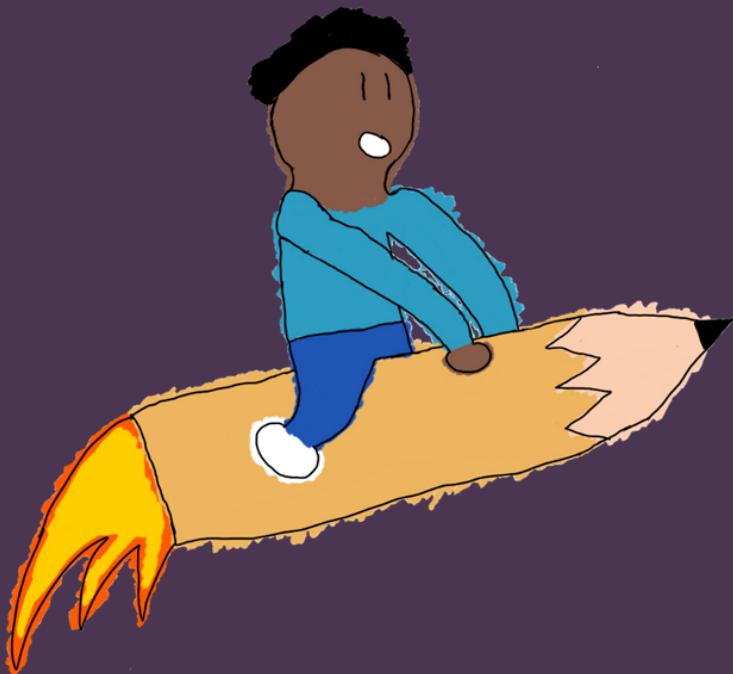


person how important they are to you and how grateful you have been this past year for their connection and guidance.

- Start a spreadsheet that keeps track of all the important information about your network (contact information, important tips learned, things to remember, etc). Spend a minute every day to update it as you talk to people and then look at it periodically to stay in touch.

PSST...

The best networking is a two-way street! In maintaining relationships with points of contact, it's good to give them something in return. Send someone an email with an article you found or tell them something that's happening on campus that reminded you of them.



Internships

An internship is a work position for a company or group that allows you to gain experience and can lead to getting a job later. They're a big part of gaining work experience in multiple fields and they're particularly helpful for A&L students looking to get a leg up in their applications.

Internship opportunities can be found on [Handshake](#) or the [job and internship databases](#) offered by the Career Center. The process of getting an internship is largely application-based, but many employers have different processes for how they accept candidates.

What if you've found an internship but you need money to make it happen?

Good news. Notre Dame has 19 different funds to apply to at the University for summer funding, some of them made especially for A&L students. That does not mean 19 funds you can apply to, however. Not all internships are a great fit, as many funds only go to jobs that fall under certain guidelines (the location of the job is a big one).

A good place to start looking for funding is the [Meruelo Career Center Summer Funding Program](#). This program is the amalgamation of a bunch of different internship funds. Just one application and you are viable for all of them you would qualify for (one is the Arts and Letters Summer Fund). If you have an unpaid internship doing something cool and at least semi-related to your future career, you are eligible for up to \$3,500 to help with expenses (food, transportation, housing). Even if you're being paid, you are still eligible for funding.

PSST...

The Career Center recommends starting your internship-search on Handshake first, and then checking out the list of databases available to you.

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Law & Graduate School

Within the College of Arts and Letters, many students may find themselves well-equipped to attend graduate school or law school. Within six months of graduation, an average of 28% of A&L graduates attend graduate or professional school. This page is meant to help connect you to resources, find the right people to talk to, and set up a plan to get into the school you desire.

PSST...

If you know you want to attend law school early on at Notre Dame, talk to your academic advisor. They might recommend classes or faculty that can help you on your journey.

While at Notre Dame, there are a few things you can do to help prepare yourself for law school and grad school admission. First, dedicate yourself to your studies. Your GPA will be a crucial part of your application. Think of a few professors or advisors that know you well. During your four years at Notre Dame, try to foster those relationships so they know who you are and what you hope to accomplish. These faculty members will be great resources when it's time to request letters of recommendation. And lastly, find an extracurricular to really dedicate yourself to.

To enroll at law or graduate school, you must first take an admissions test. For law school, you will take the Law School Admission Test (LSAT), and for graduate programs including PhD and Masters programs, you'll probably take the GRE (Graduate Record Examinations).

MOTIVATE!

Grad school might be a long way away, but there are plenty of actions you can take right now to prepare for the next phase of your education!

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Here's a rough timetable of your Law/Grad School timeline:

Timeframe	Actions
3-6 Months Before Testing	Begin studying for the admissions test
June Before Senior Year	Take the admissions test
Early in the Following Fall	Ask for letters of recommendation Begin writing personal statement
Late Sept. – Early Nov.	Submit your Applications

For other graduate school programs, the timeline is dependent on the school you hope to attend. So, you'll need to make sure you know the submission deadlines to know when to take the GRE exam. Based on that date, you should take the GRE at least one month before the due date to receive the scores in time. However, if taken earlier, you will be able to take the exam again if needed. With all of these things, the earlier, the better.

Applying to graduate school and law school is a big task! But don't worry, you are not alone. There are many people at Notre Dame willing to help you with your applications. In the Center for Career Development, Ryan Patrick is always willing to speak with students seeking law school. He can be contacted at rpatrick@nd.edu.



Year of Service

A year of service is akin to a full-time job in a nonprofit organization. Service members usually receive a stipend and benefits in exchange for work with individuals and communities in need.

Here's what you should be doing now if you are interested:

1. Check out the [**Center for Social Concerns**](#) website for summer service, volunteer, and postgraduate service opportunities.
2. Review a detailed list of post-grad programs to see what opportunities interest you the most. Start with the [**Center for Social Concerns Postgraduate Service and Opportunities**](#) or opportunities with the [**McGrath Institute for Church Life**](#).
3. [**Make an appointment**](#) with the Center for Undergraduate Scholarly Engagement (CUSE) to learn more about fellowship opportunities related to service.

Here's a list of specific programs. All are linked with more information:

[**The Peace Corps**](#) is looking to quadruple the number of ND students applying and accepted. The acceptance rate is 24% nationally. You have to visit with a regional Peace Corp recruiter to be considered (nowhere does it say this online - but the Director told us personally). You get a \$10,000 tax-free payment at the end of your 2 years. You go to the top of all government hiring lists. And you're eligible for a \$25-50,000 graduate school Coverdale Scholarship after successful service.

[**Alliance for Catholic Education \(ACE\) Teaching Fellows**](#) is a two-year program teaching at an underserved Catholic school in the United States. You receive a living stipend and a Masters of Education while taking classes at Notre Dame in the summers.

[**Teach for America**](#) - Two-year leadership development program. 85% of alumni continue to work in education or in careers that serve low-income communities. Many go into law, government, and public service.

[**AmeriCorps**](#) - Service work from outdoors to the classroom. AmeriCorps is like a domestic Peace Corps. The VISTA program is a year-long service commitment with a stipend and has some great benefits associated with it.

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Jesuit Volunteer Corps - 1-2 years of service work with opportunities across all interests available in 6 countries.

Echo Graduate Service Program - Earn a Masters of Arts in Theology from Notre Dame in this two-year program. You serve at a parish or school in a U.S. diocese and study theology at Notre Dame in the summers.

House of Brigid - A one-year program in Ireland where you live in an intentional lay community. House Fellows plan masses, direct choirs, support the catechesis of school children and adults, prepare and offer retreats, and bring their ministry to the greater Irish Church through workshops and radio programs.

English-Teaching Fulbright - Be a cultural ambassador to the US and teach English abroad for one year.

MOTIVATE!

If you want to do a year of service, go for it! There are plenty of opportunities available for you to take this noble track.

PSST...

Check out the Community Partner's Directory underneath the "Community Partners" Tab on the Center for Social Concerns website. It has a great directory of local organizations color-coded to the causes they serve.



Medical School & Healthcare

Healthcare is a broad and growing career field, and it's one that you can enter as an A&L student. You'll be in great shape with a degree in liberal arts if you want to go to med school.

A great place to start for those interested in medical school is the **Pre-Health Supplementary Major**.

Once you've researched the major, here are some actions you can take on your medical career journey:

1. **Spend a good amount of time around medicine, both through shadowing and volunteer/clinical work.**
This is a vital point in deciding whether medicine is truly the best fit for you. Remember to take time getting to know the lay of the land. Don't just do it for the sake of meeting a certain quota. You can find research and internship opportunities at the **Center for Health Sciences Advising**.
2. **Follow your own path.** You don't have to follow a certain major or be the Vice President of the pre-med club. In fact, your unique interests will make your resume stand out to interviewers. Of course, you need to demonstrate commitment to the practice of medicine, but medical interviewers also value attributes like interpersonal skills and compassionate values. Your unique study of medicine might emphasize these attributes and put you a step above the rest!
3. **Don't worry if you decide against medical school.** There are countless professions in the healthcare world, some patient-centric like being a physician's assistant or physical therapist but also many in the policy and global health fields.

If you want to seek opportunities in the health industry outside of what medical school offers, check out the **Eck Institute for Global Health**. The EIGH brings together multidisciplinary teams to understand and address health challenges that disproportionately affect the poor, and trains the next generation of global health leaders. Perfect for liberal arts majors!



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Research

Crazy about learning things that nobody has ever learned about? Then being a part of research at Notre Dame is probably where you need to be. Not only does it fulfill the “desire to be academically challenged” box that many of us wrote in applying to Notre Dame, but it also looks great on a resume!

There are various ways in which you can become involved in research all year round. Professors love to talk about their research and projects. They can talk for hours about it. Talk to your professors, send out a few emails, and see what interests you. Here are some resources to help you start and fund your research.

Summer programs:

- Many research projects happen all year round, however, summer research allows you to put a primary focus on your project. It's a great opportunity to form a strong relationship with your professor and enjoy campus in the summer with its scenic views and humidity.
- There is no right or wrong time to start doing research. Some start as early as their freshman year and some begin in their junior year. Do what feels right for you. Don't do research for the sake of doing research or for a nice look on your resume, do it because it interests you.
- Many professors love to shout out their research in their classes and online. After finding out what you're interested in, look it up and see which current research projects look good to you. Get busy on your fancy Notre Dame email account and email professors whose research you want to know more about. Still feel lost? Browse different research centers and programs [here](#).

MOTIVATE!

Research what you're passionate about! The best research projects are built on your determination.



- Make sure both you and the professor you are going to do research with are prepared for summer research. You must be registered for a course in the summer with InsideND. [**Here**](#) you can find some logistics specific to the summer research along with some other great resources.

Funding for research:

Notre Dame loves, adores, and praises research.

Thus, there are numerous resources available for funding any type of research you want to do whether it be independent, abroad, or in the summer. Below are some amazing resources that you can apply to so Notre Dame can help you out:

- [**The Center for Undergraduate Scholarly Engagement \(CUSE\)**](#) helps you find amazing programs that help you not pay thousands of dollars to do research you are not getting paid for. They have amazing resources that you should utilize.
- The [**Institute for Scholarship in the Liberal Arts**](#) and the [**Undergraduate Research Opportunity Program \(UROP\)**](#) provide funding opportunities specifically for people in the Liberal Arts. They provide funding for conferences, materials, and a senior thesis.
- [**Grants and Funding**](#): This link takes you to a page full of more links (yay!). As these get more specific by research focus and major, it is more helpful to find funding specific to you.
- Now that you're overwhelmed with all the different ways in which you can get funding for your research, [**here**](#) is how to apply!

[**Here**](#) is a cool handout that breaks down which resources to use depending on what you need funding for (research, conference, summer, service learning, etc.)



Consulting

Consulting can be boiled down to objective guidance and problem-solving. Because of the variety of problems the consulting industry faces, companies often hire across several academic disciplines. This diversity creates a high demand for A&L students within the industry. There are two types of consulting: management and strategy. Strategy involves offering strategy-level advice to clients, while management can include the implementation of new strategies.

Upon graduation, students can expect to enter firms as an analyst or in a similar entry-level position before being promoted to senior consultants (usually in 2-3 years). Historically, many leave the firm after reaching senior consultant status and pursue other opportunities, but those who stay may eventually be promoted and make partner. Consulting involves long hours and much travel, so this might not be the best fit for everyone.

PSST...

Subscribe to the Consulting Connect newsletter to receive information about firms, events on campus, etc

Recruiting Process

The recruiting process in the consulting industry is very complex and differs between firms. Here are some bullet points to remember:

- Deadlines for applications typically begin in the fall, and interviews take place on campus in September and October.
- Generally, the interview process involves a behavioral and case interview:
 - Behavioral interviews – same format as a traditional interview, except employers will ask for anecdotes of when you used certain skills in work, school, and/or life. This is to make sure you are a good “fit” for the firm.
 - Case interviews – an interview designed to simulate life on the job; employers will give you a hypothetical situation that you must address and solve.

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- The **Consulting Connect website** will provide you with all the resources you need to nail your interview.
- You should hear back from the company around late October to November.

Tips and Tricks

- If you have any interest within the industry, **subscribe** to the Consulting Connect newsletter to receive information about firms, events on campus, etc.
- Schedule a meeting with the industry specialist **on Handshake under the “Career Center” tab on the top right**.
- Joining clubs such as **Unleashed Social Ventures** and **SIBC** shows interest in the industry and offers valuable experience.
- Researching firms is the key to success in recruitment. Use Handshake, LinkedIn, and other sites to determine which firms are right for you.
- We also suggest learning a programming language. Python is widely used throughout the industry. This could give you the edge over your competitors when competing for a position. Start with this great free course titled **Python for Total Beginners**.
- It is never too early to begin practicing case interviews. Find a friend and run cases together to simulate the interview process.



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Investment Banking

Investment Banking (IB) is typically regarded as one of the most competitive jobs to secure and is known for its long hours and intense work. The entry-level position for the industry is an analyst, where you will be working on constructing presentations and financial models to predict trends.

Those who enter the analyst position will typically be an analyst for 2 years before being promoted to associate, then another 3-5 years before VP. Many who complete the analyst position go on to move away from the firm (join private equity, hedge fund, etc.), create their own firm, or go on to graduate school. One of the best perks of completing the analyst position is that you gain vast amounts of experience and will be set up nicely for whatever future career you desire.

Recruiting & Interview Process

Here are some things to take note of as you navigate the recruiting process in the IB industry:

- Applications for the summer after junior year will open in the spring of your sophomore year, and the recruiting process will begin immediately that summer. Thus, you'll want to do everything you can to build up your network in the IB industry before spring of your sophomore year.
- Generally, the interview process involves both behavioral and technical questions:
 - Behavioral questions – brain teasers to see how you think about problems on the spot
 - Technical questions - industry-specific questions for whatever team you'll be interviewing for

MOTIVATE!

A&L students are in high demand in the IB industry.
Don't feel held back by your major!

PSST...

Check out Wall Street Prep's
interview guide at
<https://www.wallstreetprep.com/knowledge/investment-banking-interview/>



Contrary to popular belief, Arts and Letters majors are in demand within the industry. Did you know that the last four chairmen of Goldman Sachs have been two History and two Political Science majors? The industry is always looking for diversity and those with a different mindset. A perfect fit for an A&L student!

During your application process, be sure to distinguish yourself with your Arts and Letters background. In terms of the general application process, a high GPA and connecting with the firm is necessary. Many firms will only look at applicants with a GPA of 3.5 or higher, and if others already within the firm refer you during the process, your chances of employment significantly increase. Networking is key.

Go on LinkedIn and attempt to connect with ND alumni within your target firms and attend informational sessions hosted by firms virtually and on campus. [IrishCompass](#) and [Career Shift](#) can also help you make alumni connections.

Build your network earlier rather than later so you have an established connection when recruiting begins. Applications for summer analyst roles (juniors only) usually go throughout the summer and can close well before the start of the school year. Be sure to check Handshake every day for updates.

PSST...

In the finance world, interviewers administer what they call an "airport test" for each interviewee, which is a test to see whether they would be able to put up with you for the length of an overnight flight delay. If you remember nothing else for your interview, make sure that you put forth your most agreeable self.



International Students

The Career Center recognizes the unique skills that international students offer employers, as well as the particular challenges they might encounter in the job search process.

But fear not! Notre Dame international graduates have been employed at many companies in the U.S. (Deloitte, PwC, JP Morgan Chase, Accenture, to name a few) and abroad (such as Goldman Sachs, Norges Bank Investment Management, and Biogen).

A good place to start is the additional resources offered to international students by the Career Center found [here](#). It includes the International Student Advisory Board and more information on how to search for and apply to jobs and internships.

PSST...

Check out the CCD page dedicated to providing in-depth information for International Students.

For the US Job Search, international students are encouraged to reach out to the **International Student and Scholar Affairs Office** for the United States employment visa requirements. While studying at Notre Dame, international students may apply to on-campus jobs through the **Office of Student Employment**, since these are easier to secure due to visa regulations.

Here's a list of resources for US Job opportunities:

- [**MyVisaJobs.com**](#) offers opportunities and U.S. companies that sponsor visas; their blog [**Work Visa USA**](#) features career and work topics.
- [**GoinGlobal**](#) is a resource for organizations that submit H1B temporary visa requests.
- [**Immigration Solutions**](#): Information about U.S. immigration, work visa, and employment solutions.
- [**USCIS.gov**](#): United States Citizenship and Immigration Services (USCIS).
- [**US Department of State**](#): Bureau of Consular Affairs.
- [**Job and internship databases**](#) on the Career Center's website.
- [**Internships.com**](#) is the world's largest student-focused internship site.

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And here's a list for you if you wish to gain jobs outside of the US:

- **GoinGlobal**: Provides country- and city-specific career and employment information, including worldwide job and internship postings, H1B employer listings, and career resources.
- **IrishCompass**: Filters allow students to connect with alumni from their home country or other countries of interest.
- **International Notre Dame Alumni Clubs**: Also allows students to search for alumni in the country where they wish to work.
- **Guccu - China Job Board**: Contains the most detailed and updated information on the current situation of the Chinese market; 35,000 employers are registered here, and new job vacancies are posted daily and updated every two weeks.
- **Universum Global**: This site provides global insights and employer rankings.

MOTIVATE!

The CCD and Beyond the Dome are committed to providing top-tier resources to you no matter where you're from. Use them!

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Go forth my friend

Well, this concludes our guide. Before we let you go, though, we want to restate what we said at the beginning of this guide. The career process can seem hard to navigate at first, but it doesn't have to be that way. Don't get us wrong: you may have some rough days. You might screw up a networking opportunity, a career fair meet-up might not go your way, or the first couple of jobs you apply to will reject you. Despite that, you have to keep moving forward. Think about it this way: the moment you give up is the moment you're guaranteed to never get a job that you want.

Plenty of us at Peers 2 Careers have horror stories to share—social situations we messed up, jobs we hated, and applications that didn't go right—but we keep pushing forward because we know that being an Arts and Letters student means you're geared for success. And not just success in a keep-a-steady-job kind of way. More like success in a change-the-world-and-lead-others-to-do-great-things kind of way.

You chose this college because you didn't want to compromise learning more about the subjects you're passionate about for anything or anyone. So use that every day in your career journey. Take a little bit of time for yourself, even just 10-15 minutes, every day to work on your resume, reach out to people in your network, and/or research jobs and opportunities available to you.

Like we said, your future's already started because you've taken the time to read this guide. So go out and take it!

MOTIVATE!

You've taken the time to read
the guide. Now go out and start
your career journey!

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