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Essentials of a Successful Job Search

The process for conducting a successful job search is dynamic and fluctuates. By taking the time to get to know yourself and exploring your interests, you’ll be better equipped to focus on the type of job that’s a great fit for you.

THROUGH COLLEGE

1\textsuperscript{st} year –
- Take a broad selection of courses
- Participate in extracurricular activities
- Explore options for different majors
- Do volunteer work or try a summer job

2\textsuperscript{nd} year –
- Select your major
- Develop your skills
- Continue participating in extracurricular activities
- Take a summer job or internship in your field of interest

3\textsuperscript{rd} year –
- Choose electives that enhance your learning and career goals
- Make connections with faculty
- Learn how to build your network and cultivate mentors
- Talk to friends and family about what you want to do
- Continue taking an active role in developing skills, interests, and values
- Take a summer job with an employer of interest

4\textsuperscript{th} year –
- Keep up your grades
- Think about people who can be references for you
- Network at career fairs/events/presentations/forums
- Talk with alumni and professionals in your field of interest about job search techniques and opportunities (ask us about the Berklee Career Network)
- Visit the CDC regularly and create a job search strategy
- Attend workshops to develop your resume and practice interviewing
- Contact employers of interest
JOB SEARCH BASICS

The following steps will help you know what skills you can offer employers, explain what you do well and what you enjoy doing, specify why an employer should hire you, and identify and target potential employers.

1. Self-Assessment – Who am I? (Interests, achievements, skills, values, work style.)
   - Make a list of your interests, achievements, skills, values, and work style.
   - Identify transferable skills and those you wish to develop (see p. 9).
   - Find self-assessment resources (see handout: CDV 06 Self Assessment Resources) to help guide you in self-discovery.

2. Exploration – What’s out there? (Options, jobs, careers, and industries that fit your skills and interests.)
   - Read about organizations online, in newspapers, trade magazines, newsletters, and career books.
   - Notice jobs that friends, family, acquaintances, and others do. Ask people about their career path and any tips they have to offer.
   - What are alumni from your major (and other majors at Berklee) doing? (Ask us about the Berklee Career Network and read alumni interviews online at berklee.edu/careers.)
   - Talk to people in the industry that you wish to seek employment. Utilize advisors, faculty, campus events, and conduct informational interviews at organizations that interest you.

3. Focusing – Which organizations are a good fit? What do I need to be competitive? Who can connect me to these organizations?

Research companies that appeal to you. (Thorough company research is also essential to effectively prepare for an interview.)

WHAT YOU SHOULD KNOW ABOUT A COMPANY
   - Size
   - Years in business
   - History of organization
   - Locations/Headquarters
   - Products, Services, Clients
   - Values, Culture
   - Mission, Goals
   - Growth over last five years
   - Competition
   - Reputation
   - Future outlook
   - News, Developments, Trends

WHERE YOU CAN LEARN ABOUT COMPANIES
   - Company websites
   - Annual reports
   - News articles
   - Trade associations
   - Directories
   - Online references (such as: hoovers.com, wetfeet.com, vault.com)
   - Employees of the company

A traditional job search is done by applying for advertised jobs, however, **almost 80% of positions are filled without ever being advertised.** So how do you begin to tap the hidden job market?

- **Networking**
  Networking is the most effective method for finding a job. It involves talking to as many people as possible about your job search, gathering information, seeking advice, getting referrals to others who may help, and always offering to help others because networking is a two-way street!

- **Target and approach employers**
  Identify someone who works for a company that interests you and talk to them about the company, your interests, and possible job opportunities. Ask around in your network, find out if an alum works there, or research someone else you can contact who does work there.

- **Apply for jobs that fit your interests and skills**
  Apply for jobs that you’re interested in and qualified for. Network with people you know such as family and friends, faculty, students and alumni, community members, and work contacts to talk about companies or organizations doing the types of things that interest you and find out more about the jobs they do.

- **Internships**
  Internships are a great way to sample the industry before making a commitment. It gives you the opportunity to apply academic concepts and explore possible future occupations. You’ll establish strong relationships with music organizations, build your resume skills, and have a competitive edge when entering the job market.

- **Attend events**
  Career Fairs, on-campus recruiting, professional conferences, and other industry events are a great way to connect with potential employers, research career options, and network with people in the field.

- **Entrepreneurship/Intrapreneurship**
  If you have a vision and passion for a new business and want to put your ideas to use outside of an organized company, you may consider working for yourself. Self-employment takes a lot of persistence and determination to turn your vision into reality. You’ll face many obstacles and risks, however the rewards can be enormous.

  An **intrapreneur** focuses on innovation and creativity by transforming a dream or an idea into a profitable venture by operating within the organizational environment, thus practicing entrepreneurial skills without taking on the risks or accountability associated with entrepreneurial activities.

- **Long distance resources**
  Find people in your desired location to network with. Begin with anyone in your current network, search for alumni, check directories, study local newspapers or job postings, contact professional organizations, visit the area, and conduct informational interviews.

- **Keep records**
  - Keep records of your networking leads: date, name, contact info, referrals, notes about conversations, etc.
  - Keep a Job Search Log of companies of interest and every company you send your resume and cover letter to with the date it was sent, the company’s name, the position you applied for, the contact person’s info, where you learned about the position, any response you receive or notes about communications, interview date, and follow-up.
  - Keep notes on any reflections, lessons learned, or suggestions for the future.

- **The Career Development Center job resources**
  The Career Development Center subscribes to some proprietary databases that will aid in your job search. Access information is available at the front desk and on our website: berklee.edu/cdc
  - Gig/Job Board
  - The Bridge: Worldwide Music Connection
Resume Basics

The main objective of a resume is to get you an interview by summarizing your education, skills, accomplishments, and experience. This will be the first thing employers see before getting to know you or hearing your demo, so make a positive first impression!

TYPES OF RESUMES

One type is not supreme. Each type, if well constructed, can do the job.

- A chronological resume is organized by job title with your most recent position listed first.
- A functional resume is organized by areas of skill and accomplishment.
- A combination resume combines the chronological and functional resumes by listing your skills first and employment history second.

FIRST STEPS

- Gather job descriptions from previous employment or internship positions you’ve held. Make notes on any skills, qualifications, or training that make you marketable. Also jot down your education, honors/awards, or affiliations/memberships.
- If you have no formal “work experience,” list some of your relevant coursework and skills (see p. 9).
- Consider using a Benefit or Profile section to highlight that which makes you most qualified for the position instead of an Objective or Summary of Qualifications.
  Example: Profile: Bilingual piano teacher with professional music background, computer skills, and high standard for accuracy.
- Review your most recent resume and update/edit accordingly.
- Be accurate, truthful, and error-free.
- Save your document with [YourName]Resume.doc
  Example: JohnDoeResume.doc

BEGIN WRITING

- Use a large headline for your name. Include contact info (address, phone number, email), your website perhaps, and instrument if appropriate.
- Throughout your resume try to keep it to one or two fonts that are easy to read. The Times font (a “serif” font) works best for larger text blocks. Fonts like Arial and Verdana (“sans serif” fonts) are best for headings.
- Use bold occasionally and italics sparingly, usually for section headers.
- Use bullets instead of asterisks, but don’t go bullet-crazy.
- Use action verbs as descriptors (see p. 10).
- Avoid using complete sentences.
- Try to include as much positive information as possible.
- Provide examples that demonstrate leadership, teamwork, and initiative.
Example: Led fundraising auction with local celebrity. Raised $27,000 and exceeded goal by 8%.

- **Cite numbers** when possible to convey impact and scale of project.
- **Include only relevant information** and **tailor your resume** to the specific qualifications of the job.
- Keep it **simple and concise**. It's customary to keep your resume to one page, however if you have to use a second page, don’t leave a lot of blank space. Make sure each page has the same header with your contact info in case they get separated. Headline should have the same look as your cover letter to make a cohesive application package.

- If using a **second page**, consider including a list of references. A statement like *References Available Upon Request* is common, however good references can also be a powerful marketing tool, especially in the early stages of your career. Provide their name, title, company, phone number, and email. **Note:** when including references, make sure they’ve agreed to be your reference and are prepared to be contacted. Provide them with a copy of your current resume and let them know what jobs you’ve applied for.
- The format of your resume should be **clean, easy to read, and visually appealing**. Second opinions are always useful.

**OTHER POINTS TO PONDER**

- *Don’t mention reasons* for a previous departure or dismissal.
- **Avoid repeating** the same words or phrases.
- **Stay away** from using a Microsoft Word template.
- **Always spell check and proofread** and let a second set of eyes check it over before sending it out. Spell check on your computer won’t tell you if you’re using the correct spelling of the wrong word (to, too, two) or know if someone’s name is spelled incorrectly.
- Consider converting your resume into a **pdf file**, which will appear more professional.
- Some companies request a **plain or simple text document**. Formatting may be different because you won’t be using different fonts, bullets, bold, italics, etc. Get a head start and create one before they ask!
- Be sure to **accompany your resume with a good cover letter** to tell the employer what job you’re applying for and what you can offer.
- Consider putting your resume **online** with links to your diverse portfolio of work.
PROFILE

One or two concise sentences about what your strongest assets are that you’re bringing to this employer. Make yourself stand out from the rest of the candidates, especially those with a generic “objective” statement.

EXPERIENCE

Title of Position

Company/Institution

Boston, MA

06/2006 — present

Office Assistant, Office of Student Activities

Berklee College of Music

Boston, MA

08/2004 — 08/2006

• Coordinated catering, room reservation, speaker selection and general logistics for the “Students Speak” event
• Designed and developed new digital filing process with FileMaker Pro and Microsoft Excel
• Maintained highest level of professionalism and student service while collaboratively coordinating the front desk duties
• Conducted marketing research with online resources and student survey email blast for new office branding initiative
• Exercised strong attention-to-detail while filing, faxing, spreadsheet maintenance and other general clerical work

Role or Contribution to Project

Name of Project

Boston, MA

04/2004 — 06/2006

• Experience is not confined to employment
• Take inventory of your academic career and consider listing experience that highlights your initiative, relevant skills, professional commitment to your academic and future professional career
• Examples of this experience include: responsibility you took on with student organizations (office held or special event coordination), your role and accountability to relevant school projects, responsibility you took on with volunteering and community outreach

SKILLS

Music-Specific Software & Hardware:

• Notation: Finale, Sibelius
• Analog Recording: Tape splicing; multi-track recording on 2-inch tape; mixing 1/4 inch tape
• Digital Recording: Multi-track recording experience on DA-88 and ADAT
• Hard Disk Recording: Pro Tools, Logic, Digital Performer, Cakewalk, Cool Edit Pro

Administrative Computer Applications:

• Microsoft Office: Word, Excel, Power Point
• Databases: Filemaker Pro
• Graphic and Web Design: Photoshop, Quark & Quark Express, Macromedia Dreamweaver, HTML

EDUCATION

Berklee College of Music

Boston, MA

08/2004 — Present

Bachelor of Music in Music Business & Management

Anticipated Graduation: 05/2008

GPA: 3.6

Dean’s List: Fall 2004, 2005 — 2006

Highlights & Achievements: List awards, committees, student organizations, community service projects, etc.

Related Coursework: Computer Applications in the Music Business, Entrepreneurship, Touring and Promotion

References available upon request
Skills You’ve Learned as a Musician also Translate into Other Fields of Work

Berklee music students leave school with a set of skills both unique and highly relevant to getting hired in the New Economy. Besides general skills like analytical thinking, written and oral communication, and problem solving, which all attentive college students will sharpen, there are also the musician-specific skills of notation, instrumental performance, harmonic technique, transcription, and arranging. All these specialized skills bring tremendous value to any company and put a lot of potential power into your corner.

Other, less obvious musician skills include:

- **Technological Fluency** (Stemming from curricular requirements involving digital communications and production technologies.)
- **Mental Ability to Synthesize Disparate Pieces into a “Whole”** (Flowing from the nature of musical literacy which uniquely encompasses both formal analytical and creative intuitive aspects of thinking.)
- **Internal Flexibility** (Honored by the nature of musician trade activities, often characterized by improvisation and a network of flexible alliances.)
- **Highly Developed Listening Skills** (Stemming from music’s demand for strong ear training.)
- **Familiarity and Comfort Level with “Multi-tasking”** (Evolving from the nature of musical work which often involves listening, writing, organizing, creating, and expressing simultaneously.)
- **Ability to Build Coalitions** (Related to the collaborative nature of so much musical work that involves heightened interpersonal skills with the ability to strike compromises among a diverse group of people.)
- **Appreciation and Interaction with Diverse Cultures** (Derived from the collaborative nature of musical work across international boundaries.)

All these specialized skills are highly valued in the contemporary business world, from micro-businesses to multinational corporations. They bring tremendous value to any company and put a lot of potential power into your corner. Musician graduates should seriously consider how they manifest these skills and then learn to put them into words a potential employer can understand.

Adapted from Peter Spellman’s “The Unique Skill Set of Today’s Musician.”
Also check, “The Future of Music Careers” (mbsolutions.com/articles).
What if You Don’t Have Job Experience?

If you don’t have job experience, substitute your skills. Showing you can learn quickly and have relevant experience in other ways is also desirable.

For example, Cara wants a job with a music publishing company. She has no prior experience and was not a Music Business/Management major at Berklee.

However, she does have music publishing knowledge and several books that she has read to prove it: *All You Need to Know About the Music Business* by Donald Passman, *Making Music Make Money* by Eric Beall, and *Music Publishing: The Real Road to Music Business Success* by Tim Whitsett.

Cara is competent with administrative software, such as Microsoft Office (Word, Excel, PowerPoint) and earned an “A” in a course at Berklee that taught students how to use this software specifically in an office environment. She has great communication skills that she honed as a Peer Advisor for the entering student freshman class. She is an achiever with a terrific work ethic and as the leader of a large student-run club on campus at Berklee, she successfully recruited students to participate and attend meetings, increasing the amount of students who attended in one semester by over 200%!

These little substitutions show that Cara could quickly learn the skills needed for a job in music publishing.

Process for Identifying Transferable Skills

1. List the activities you’ve participated in as a student.
2. List tasks associated with each activity using action verbs (see p. 10).
3. List skills you’ve gained or developed from each task (the obvious ones and the more specific ones).
4. Expand in greater detail using phrases like “By doing ____, I developed my ability to ____.”
5. Be able to articulate these during an interview.

Think of skills you can substitute from:

- a current or former job
- a school project
- any volunteer or civic work
- a hobby or talent
- a group or team effort
- a family responsibility
- a hardship or problem
- something you designed, created, or built
- something you improved or repaired
- something you operated
- something you managed
- something you tried
The Language to Use

Use strong action verbs for high impact and continuously build your vocabulary (by reading and referring to a dictionary or thesaurus). Be aware of which tense you’re using and keep it consistent.

The following verbs are useful in identifying and defining job functions. They will usually be used in the past tense. 

**Bold** words indicate strong action verbs with high impact.

- Accelerated
- Accomplished
- **Achieved**
- Acquired
- Acted
- **Activated**
- Adapted
- Addressed
- Adjusted
- **Administered**
- Adopted
- Advanced
- Advised
- Aligned
- Allocated
- **Analyzed**
- Anchored
- Anticipated
- Applied
- Appraised
- Approved
- Arbitrated
- Arranged
- Articulated
- **Assembled**
- Assessed
- Assigned
- Assisted
- Assumed
- Assured
- Attained
- Attracted
- Audited
- Authorized
- Assigned
- Assisted
- Assumed
- Assured
- Attained
- Attracted
- Audited
- Authorized
- Awarded
- Balanced
- Briefed
- **Budgeted**
- Built
- Calculated
- Cataloged
- Categorized
- Chaired
- Changed
- Channeled
- Charted
- Circulated
- Clarified
- Classified
- Cleared
- Coached
- Co-authored
- **Collaborated**
- Collated
- Collected
- Commissioned
- Communicated
- Compared
- Competed
- Compiled
- Completed
- **Composed**
- Compounded
- Computed
- Conceived
- Conceptualized
- Concurred
- Conducted
- Conferred
- Conserved
- Consolidated
- **Constructed**
- Consulted
- Contacted
- Contracted
- Contributed
- Controlled
- Convened
- Conveyed
- Convinced
- **Coordinated**
- Copyrighted
- Corrected
- Correlated
- Corresponded
- Counseled
- **Created**
- Criticized
- Critiqued
- Customized
- Decided
- Defined
- Delegated
- Delivered
- **Demonstrated**
- Derived
- Designed
- Detailed
- Detected
- Determined
- **Developed**
- Devised
- Discovered
- Disspoken
- Dispensed
- Disposed
- Disproved
- Disseminated
- Distributed
- Documented
- Doubled
- Drafted
- Drew up
- Earned
- Edited
- Educated
- Effected
- Elicited
- Eliminated
- Employed
- Enabled
- Encouraged
- Endorsed
- Engineered
- Enlisted
- Ensured
- Entertained
- **Established**
- Estimated
- Evaluated
- Examined
- Exceeded
- Excelled
- Executed
- Exercised
- Exhibited
- **Expanded**
- Expedited
- Experienced
- Experimented
- Explained
- Explored
- Expressed
- Extracted
- Facilitated
- Figured
- Filed
- Financed
- Finished
- Focused
- Forecasted
- Formulated
- Fostered
- Founded
- Fulfilled
- Furnished
- Furthered
- Gained
- Gathered
- **Generated**
- Governed
- Grouped
- Guided
- Handled
- Headed
- Helped
- Highlighted
- Identified
- Illustrated
- **Implemented**
- Improved
- Improvised
- Included
- Incorporated
- Increased
- Influenced
- Informed
- Initiated
- Innovated
Cover Letter Basics

The main objective of a cover letter is to connect your resume to the job you’re applying for. This will convey what you can offer and how you can benefit the employer, not how the job will benefit you.

FIRST STEPS

- Think about what makes you unique and how can you stand out among the applicants.
- Why do you want to work for this company? What do you like about them that relates to your own values and background? Research them if you don’t know a lot about them.
- Make a list of at least three things the prospective employer needs.
- Make a list of at least six things that you bring to the position.
- Make a list of at least three accomplishments that support your above skills.
- Learn as much as you can about the company from their website and from third party sources (see p. 2). Understand their products and services, values, structure, competition, future plans, and current developments. It’s important to find out what’s important to them so that you can align yourself with their goals. Use their words when possible.

BEGIN WRITING

- Introduction: Provide a friendly opening stating who you are, why you’re writing, the position you’re applying for, and how you found out about it.
- Body: Target your skills and accomplishments to the job description. Sell yourself and what you have to offer. Mention one or two of your most relevant qualifications, why you’re interested in the company, related experience, and refer them to look at your resume.
- Closing: Restate your enthusiasm for the position, thank them for their time and consideration, and propose steps for further action such as an interview or that you’ll place a follow-up phone call.
  - If possible, write to somebody in particular and include their job title.
  - Be sure that each cover letter is specifically tailored to the company to which you’re writing.
  - Give examples of any claims. (“I am the best engineer/producer because…”)
  - Don’t say anything negative. (“I would have had a higher GPA if I hadn’t…”)
  - Be direct, to the point, and don’t ramble.
  - Avoid beginning too many sentences with the same word such as “I” or “My.”
OTHER POINTS TO PONDER

- If the employer asks for your salary requirements, give them a range. This will keep them open to negotiation rather than excluding you off the bat for aiming too high or too low. Conduct a salary comparison analysis to determine the appropriate salary to request (see salary.com). Know the standard pay range for the position you’re applying for and salaries of similar jobs in other companies. Factors to consider are the value of your skills and experience as well as the cost of living in different cities around the country, however needing more money to support your personal lifestyle is not a valid request.

- Don’t mention reasons for a previous departure or dismissal.

- As with your resume, use action-oriented words for the most impact (see p. 10).

- Keep your word. If you say you’ll call to follow-up, call to follow-up!

- Be sure to include your contact info on your cover letter as well. You never know when pages might get separated in your application. Resume and cover letter should have the same headline to make a cohesive package. Use a letterhead to make yourself stand out.

- Always spell check and proofread and let a second set of eyes check it over before sending it out. Spell check on your computer won’t tell you if you’re using the correct spelling of the wrong word (to, too, two) or know if someone’s name is spelled incorrectly.

- Consider converting your cover letter into a pdf file along with your resume.
Date

Name of Person Responsible for Hiring the Position in Question
Title
Company
Address
City, State Zip

Dear Mr./Ms. Last Name:

First Paragraph: Introduce yourself by stating your degree program and your anticipated graduation year. Specify the type of position you’re seeking (e.g. summer internship, full-time position). Tell why you’re writing and name the position or area that you’re interested in. Tell how you heard of the opening or organization (e.g. online job post, referral, etc.)

Second Paragraph: Mention two or three qualifications you think would be of greatest interest to the employer. (Match these to the job description if possible and use the employers same words.) Tell why you’re particularly interested in the company or type of work. Include any research you’ve done that shows the employer you know about the company and how you’ll fit in with their mission or goals. If you have related experience, point it out to highlight the relevant skills you bring to the position or company. (It’s ok if you’re repeating something from your resumé. Resumés don’t always get a thorough read-through.) Refer the reader to the enclosed resumé, which will give additional information concerning your background and interests.

Third Paragraph: Close by stating your desire for an interview. You may say that you’ll phone in a week or so to request an appointment. If you do, be sure to follow-through. Make sure that your closing isn’t vague, but makes a specific action from the reader likely.

Sincerely,
Jane Doe

Enc.
Interview Basics

An interview is the chance for you to meet your potential employer and convince them that you're the best person for the job. The employer will compare your skills, experience, and personality with the needs of the company.

STRATEGIZE

- **Good preparation** will give you a better first impression to the employer and will help you control any nervousness you may have in order to maximize your chances of an offer for employment.

- **Learn as much as you can about the company** from their website and from third party sources. Understand their products and services, values, structure, competition, future plans, and current developments. It's important to find out what's important to them so that you can align yourself with their goals. Use their words when possible.

- **Think of your job experience as a story.** Provide examples of your strengths in the following categories: teamwork, interpersonal and communication skills, analytical/problem solving skills, technical skills and experience, personal leadership/initiative, and any other areas you can think of. Note the situation you were involved in, what your task was, what action you took, and what the result was.

- **Be prepared** for specific follow-up questions to your examples. Example: “What did you learn?” or “Tell me more about your decision-making process.”

- **Quantify whenever possible** to show your level of contribution and responsibility.

- **Practice, practice, practice!** Be prepared with answers to common questions and make a list of questions you want to ask them.

- Plan for your interview to last for at least 30-45 minutes. Plan for a little bit of small talk followed by a discussion of your background and credentials. Be sure to ask your own questions about the job and wrap up by asking about the next steps of the hiring process.

- **Review the job description** and know who the interviewer is.

- **Prepare extra copies** of your resume to bring with you.

- **Get plenty of rest** before your interview so you can be alert and focused.

CONQUER

- **First impressions count.** Arrive early, dress appropriately and professionally, shake hands firmly, make eye contact, smile, and be enthusiastic with everyone you meet.

- **Sell your strengths**, be an active listener, and ask questions.

- **Nonverbal communication** is as important as verbal communication. Be calm and relaxed (even if you aren't on the inside, act it on the outside), confident and assertive, and demonstrate good interpersonal skills.

- **Body language speaks louder than words.** Don’t yawn, fiddle with your hands, look distracted, look at your watch, or fold your arms over your chest. These signs send signals to the interviewer that you’re bored, inattentive, impatient, or closed off.

- **Listen carefully**, ask for clarification if necessary, and give specific examples. Be concise and organized with your responses.

- **Read between the lines** to determine what type of answer they're really looking for.

- **Thank the interviewer** and ask for their business card.
FOLLOW-UP

- After the interview, **follow-up with a thank you note** to the interviewer restating your interest in the position and how you can benefit the company. If you don’t hear back within a few weeks, follow-up with a phone call as well.

- If the employer has asked you to send them a *list of references*, do so in a timely manner (within the next day if possible).

OTHER POINTS TO PONDER

- Go on an *informational interview* to learn more about a company and the work they really do. Approach this experience as asking for advice rather than looking for work.

- Prepare for *salary negotiation* once a job offer has been made. Know the standard pay range for the position you’re applying for and salaries of similar jobs in other companies (see salary.com). Know the value of your skills and experience and take into account the cost of living in different cities around the country. (The employer is not interested in your personal finances or the lifestyle you need to support.)

FURTHER FOOD FOR INTERVIEWING & NEGOTIATING

2012 Music Salary Guide
Common Interview Questions

Be prepared with answers to common questions an employer may ask you. Read between the lines to figure out what they’re really asking.

- Tell me about yourself. (This is your opportunity to tell them what qualifies you for this position. Talk about your skills, strengths, and experiences, both educational and employment-related.)
- What do you consider to be your major strengths?
- What do you consider to be your major weaknesses? (Be honest, but try to downplay weaknesses. Say you’re working on or would like to improve _____.)
- Why do you want to work for this company?
- What are your short-term goals?
- Where do you see yourself in five years?
- What did you like most about your last job?
- What did you like least about your last job? (This is another opportunity to put a positive spin on an otherwise negative question. Try to focus on tasks rather than company politics or people.)
- How would your professor/friends/co-workers/boss describe you?
- What college courses did you enjoy or find most challenging?
- In what ways have your college experiences prepared you for a career?
- How would you describe the ideal job for you following graduation?
- Did you take part in any school activities or community service?
- What do you think you could bring to this job?
- What motivates you to do a good job?
- How do you manage multiple tasks/projects? Please give an example.
- How do you deal with stress and/or deadlines? Please give an example.
- What experience do you have with problem solving?
- Did you ever have a disagreement with a boss, co-worker, or company policy and how did you handle it?
- Do you prefer to work independently or within a team? (Employers will want you to be able to do both.)
- Tell me about one of your greatest accomplishments.
- What other positions have you been considering?
- Why should I hire you? (What can you do for them that someone else can’t? Know their goals, show your skills, articulate shared values, and state your interest in the position.)
Make a list of questions you want to ask them. Many will arise spontaneously from issues discussed in the interview, but always have something to ask.

- What are the primary duties of this position? (Ask for clarification on anything you’re not clear on.)
- What do you consider the most important skills or traits are for someone in this position?
- What are the short- and long-term goals for this position?
- What are the greatest challenges of this position?
- Why are you looking to fill this position?
- What did you like most about the previous people who’ve held this position?
- What would you like done differently by the next person who fills this position?
- How would you describe a typical day in this position?
- What is the standard schedule for this position?
- How would you describe your management style?
- What training, if any, would be given to me in this role?
- What are your goals or visions for the department in the future?
- Do you expect any significant organizational changes in the near future?
- What accounts for success within the company and how is performance measured?
- What are the prospects for advancement in this position?
- Is there anything else you want me to expand upon?
- What are the next steps in the hiring process?
The Career Development Center (CDC) offers students a wealth of support and resources concerning career opportunities in the music entertainment industry. Below we've included some highlights of what we offer. Please contact us for more information.

Our center has some of the latest Apple computers available for your use, a career library with over 500 titles that can be checked out covering topics such as: music business, career development, professional writing, computer technologies, and personal growth, over 150 informational handouts related to these topics as well, and an excellent reference collection with annual music industry directories containing contact information for key persons or businesses, music industry/trade magazines, career-related audio and videos, and grad school info.

Throughout the year we also host programs & events including auditions with numerous entertainment companies, presentations from industry professionals, and workshops on resume and portfolio preparation, interview strategies, publicity and promotion, networking, and much more.

We've partnered with Berkleemusic.com to bring you an online gig/job board where over 4,000 employment opportunities are posted annually from companies all over the world for students and alumni to access. We have many subscriptions to other music-related job databases as well.

Career advising consultations are also a valuable resource available to students and alumni in person or over the phone concerning career development, insight and advice about the music industry, and assistance with building a "career road map" to achieve your professional goals.

The Career Development Center is located at 921 Boylston St., 1st Floor.
Phone: 617-747-2246
Email: cdc@berklee.edu
Web: www.berklee.edu/cdc

Internships for College Credit

Internships for college credit at Berklee are handled through the Office of Experiential Learning (OEL). Below we've included some information about what they offer. Please contact the OEL for more information.

Experience (and lack of experience) play a major role when hiring decisions are made. Internships give you the experience and skills you need to be marketable and are an important part of professional development before entering the full-time workforce.

Internships are a great way to sample the industry before making a commitment. It will also give you confidence and experience to market yourself in your career of choice. You’ll establish strong relationships with music organizations, build your resume skills, and have a competitive edge when entering the job market.

It’s recommended that you meet with the OEL one semester before you’d like to do the internship in order to begin researching and securing your internship of choice. Types of internship opportunities offered are: Service Learning, Internship Certificate, Major Specific, and the summer housing programs in Los Angeles, London, and New York. Please contact the OEL for specific details and requirements for each program.

The Office of Experiential Learning is located at 1140 Boylston St., 2nd Floor, Room 2T.
Phone: 617-747-2180
Email: experientiallearning@berklee.edu
Web: http://www.berklee.edu/experiential-learning
Scholarships at Berklee

Scholarships at Berklee are handled through the Office of Scholarships and Student Employment (OSSE). Below we’ve included some information about what they offer. Please contact the OSSE for eligibility requirements, procedures, and more information.

Berklee awards $20,000,000 in scholarships each year to entering and continuing students from all over the world who demonstrate the potential to succeed in today’s music industry. Please visit the OSSE website for Berklee scholarship opportunities, BAS guidelines, and information on how to create a web-based portfolio.

The Office of Scholarships and Student Employment is located at 921 Boylston St., 6th Floor.
Phone: 617-747-8681
Email: scholarships@berklee.edu
Web: http://www.berklee.edu/scholarships

Center for Writing and English as a Second Language

The Center for Writing and English as a Second Language (WC) is a free service for all students. Below we’ve included some information about their services. Please contact the WC for more information.

The Berklee Center for Writing and ESL provides writing assistance to all Berklee students, staff, administration, and faculty. Trained writing experts offer help on all written material, including assignments for all classes, ESL-related writing, web page content, and applications for internships, graduate school, grants, and scholarship programs.

The Center also provides a home for tutoring in English as a Second Language, Spanish, French, Japanese, Mathematics, Acoustics, and other Liberal Arts courses.

Sessions are 30 minutes long. All scheduling is done at the Center in the binder next to the door. Find an available time in the binder and write your name on the line next to that time.

You are welcome to drop in to see if a tutor is available, but we strongly recommend that you sign up ahead of time. It’s not a good idea to wait until the last minute. Sessions tend to fill up, especially during mid-terms and finals.

The College Writing Center is located at 7 Haviland, Room 110 (First Floor).
Phone: 617-747-2552
Email: writingcenter@berklee.edu
Web: http://www.berklee.edu/writing-center