

Networking Online: Tips for Building a Professional Profile

KEN BOHRER

***SENIOR CAREER COUNSELOR
KCB36@DREXEL.EDU***



We'll Discuss....

- **SCDC Services**
- **How Positions are filled**
- **Resume/CV (Briefly)/ATS**
- **Handshake**
- **GoinGlobal**
- **LinkedIn/Faculty**
- **Library Resources (Mergent Intellect)**
- **Informational Interviews**
- **Professional Associations**
- **Alumni Association**
- **Additional Workshops**
- **Questions**

Drexel.edu/SCDC

STEINBRIGHT CAREER DEVELOPMENT CENTER



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COOPERATIVE EDUCATION

CAREER SERVICES

EMPLOYER RELATIONS

PROFESSIONAL RESOURCES

ABOUT



Find Your Professional Path

96%

of undergraduate alumni are working or enrolled in graduate or professional education.

The Steinbright Career Development Center is Drexel's world-class resource for career and cooperative education services. Our dedicated career service team works to assist students in developing meaningful professional skills for a successful future career. Steinbright also connects students to a constantly growing network of industry leaders around the globe through our vast base of employer partners. Our employer partners provide opportunities for our students to gain up to 18 months of real-world work experience before graduating through our renowned cooperative education program, also known as Drexel Co-op.

SCDC

Steinbright Career Development Center Services

Career Navigator

Discover your next steps along your career development journey.

**EXPLORE THE CAREER
NAVIGATOR**

Speak with a Career Counselor

Ken Bohrer
Senior Career Counselor

**SCHEDULE AN
APPOINTMENT**

Advancing your career is one of the most important reasons for going to graduate school. With research, preparation, and perseverance, and with the guidance of Steinbright's Career Services, you can achieve your career objectives. Steinbright provides individual sessions for graduate students, workshops on important topics relevant to your job search, and various events that connect you with employers. The Steinbright Career Development Center supports students with the following and more.

- Career assessment and counseling
- Job search skills
- Interview preparation
- Resume and Curriculum Vitae (CV) critique
- LinkedIn profile review
- Salary negotiations
- Professional networking strategies
- Researching employers and organizations

Career counselor appointments can be made from the [Career and Educational Counseling page](#). Students can see up for career workshops, career fairs, and employer information sessions on [Upcoming Events](#).

Employment



- What is the US unemployment rate as of March, 2025 according to the U.S. Bureau of Labor Statistics ?

4.2%

- How long does the average employer review a resume?

5-15 Seconds!!

- You Need A Focused Resume!

Resume vs Curriculum Vitae

How many pages for a CV?

No page limit!

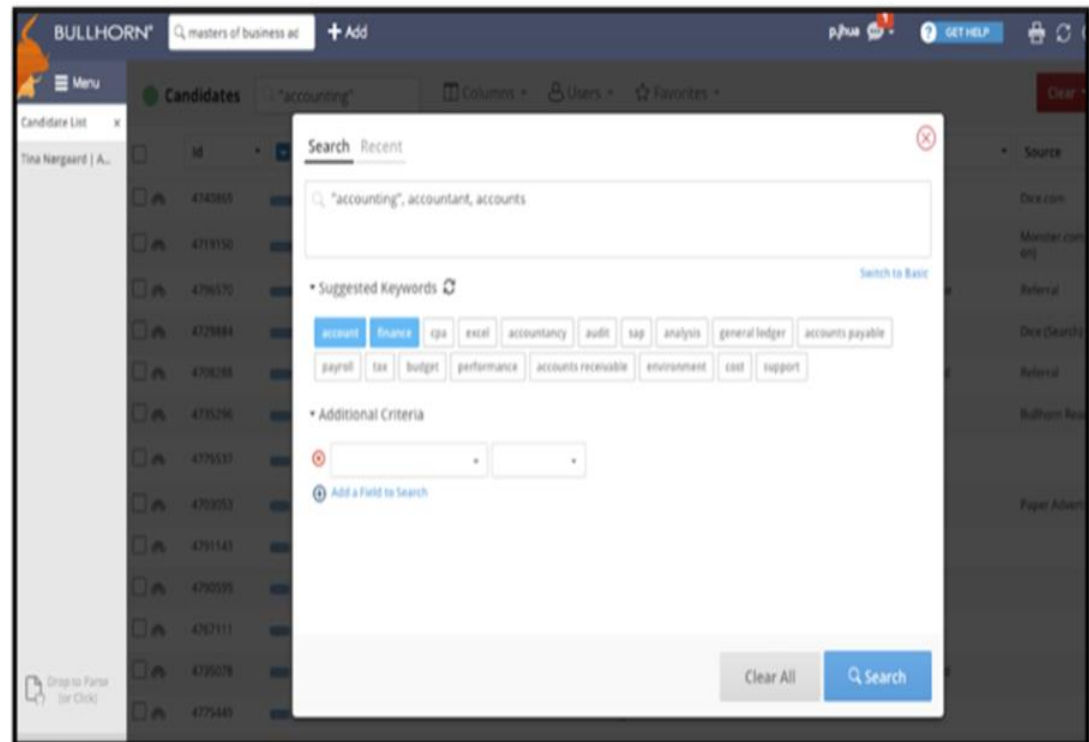
How many pages for a resume?

2 Pages MAX!

ATS: Applicant Tracking Systems

ATS Features

- ❑ Resume Parsing
- ❑ Resume Storage
- ❑ Keyword Search
- ❑ Filters



ATS at Work

VICTORIA HARRIS

19 First St,
New York, NY

Sales Background and Experience

Sales Development Representative | June 2018 - Present
Honeysuckle Tech Company, New York, NY

- Research companies and generate 50+ leads a month using LinkedIn Sales Navigator
- Approach potential customers through cold calling, emailing, and social engagement
- Manage, qualify, and track leads using Apollo.io
- Test, measure, and improve outreach strategy using Salesforce Analytics Cloud and Salesforce Sales Cloud
- Flip 20+ leads to warm leads per month, set initial sales meetings with account executives
- Collaborated with team of account executives and marketing strategists to help refine initial prospecting message, leading to a 20% increase in number of new clients YoY
- Exceed personal lead generation and initial sales meeting goals by up to 50% each quarter

Sales Associate | January 2015 - May 2018
Tom's Hardware Store, Ithaca, NY

- Proposed, tested, and helped implement popular customer loyalty program resulting in 200 signups in 3 months
- Named "Tom's Hardware Store Sales Associate of the Year 2017" (out of 30 employees) for number of sales and outstanding customer service

Contact Information:

vcharris@email.com | (555)111-3333 | linkedin.com/in/vcharris



Education

Ithaca College, Ithaca, NY
Bachelor of Arts (BA) in
Communications
Awarded: May 2018



Technical Skills

Salesforce Analytics Cloud	Salesforce Sales Cloud
LinkedIn Sales Navigator	Apollo.io
Chorus	ZoomInfo
G Suite	Microsoft Office



Volunteer Work

Sept 2017 - May 2018
Children's Healthcare Foundation, Ithaca, NY

- Reached out to and booked prospective vendors for fundraising events, resulting in donated supplies and services worth \$20,000
- Engaged with donors at fundraising events, leading to \$5,500 in donations
- Called and emailed past donors to bring in repeat donations totaling \$8,200

Experience

Sales Development Representative

June 2018

Education

Sales Cloud

Apollo.io

May 2018 to May 2018 (1 month)

- Research companies and generate 50+ leads a month using LinkedIn Sales Navigator

- Approach potential customers through cold calling, emailing, and social engagement

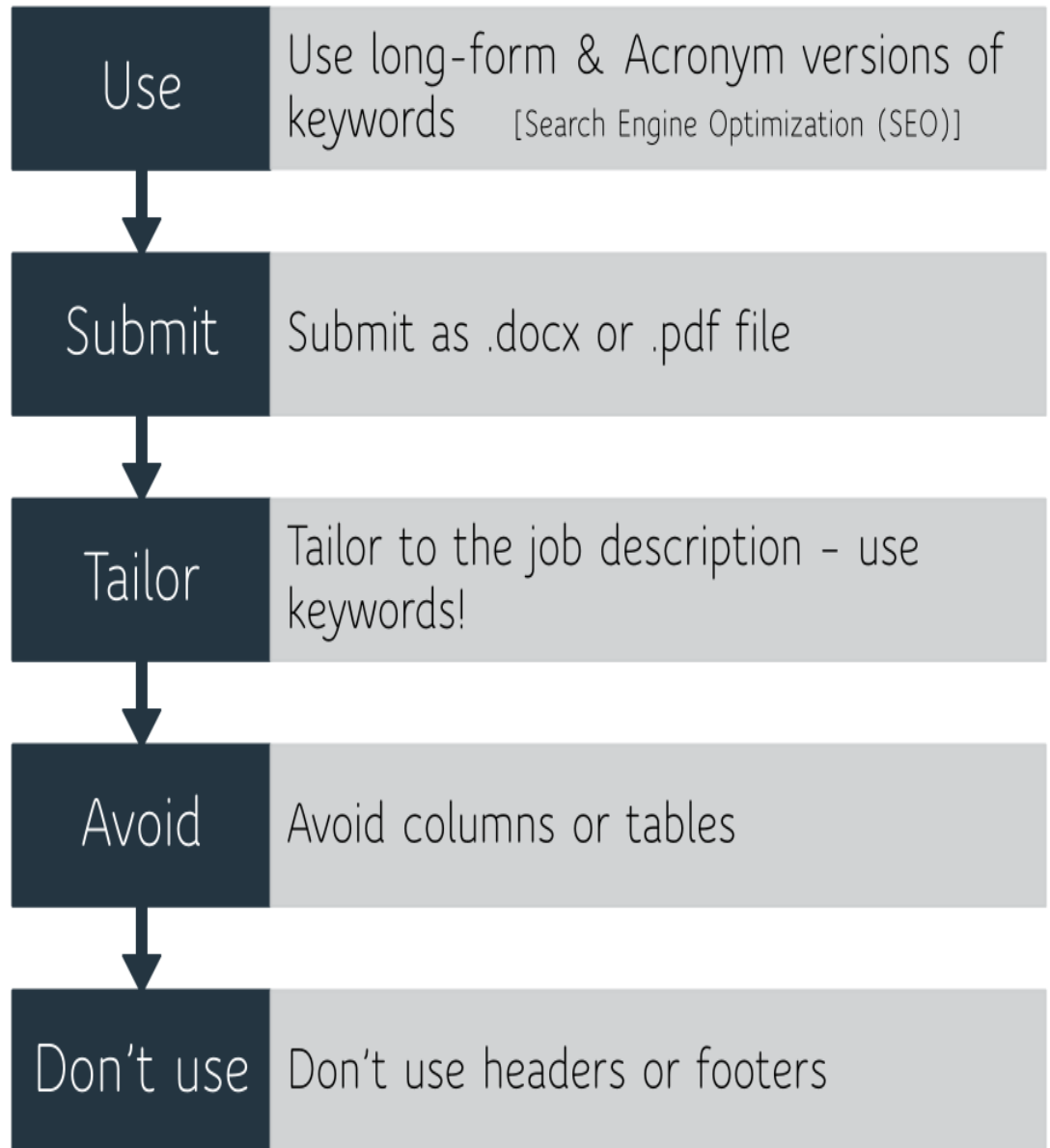
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How to Beat ATS



Power of Networking....

- **What is Networking?**

The developing of contacts or exchanging of information with others in an informal network, as to further a career.

- **What percentage of jobs are never listed anywhere?**

80%

- **What do you think?**

Filling Jobs



How Positions Are Filled

- **Internal postings**
- **Contacts**
- **Job Postings**



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Handshake



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Reply to Sarah Orchulli from FSA?

Reply

New matches for your search: Photography

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Wedding Salon

Journalism, Media & Publishing



Create, Engage, Lead: Summer 2025

Part-time job

United States (Remote) · 4 days ago · **New**



Hachette Book Group USA

Journalism, Media & Publishing



Marketing Assistant, Storey

\$42K/yr · Full-time job

North Adams, MA (Hybrid) · 4 days ago · **New**



Gratz Pilates

Manufacturing



Quality Assurance Tech

\$20/hr · Full-time job

Philadelphia, PA (On-site) · 4 days ago · **New**

Top jobs for you

[View more](#)



St. Thomas Aquinas School

K-12 Education



Grade 2 Teacher

\$43–55K/yr · Full-time job

Philadelphia, PA (On-site) · 3 months ago



Vanguard

Investment / Portfolio Management



Client Relationship Associate

\$65–69K/yr · Full-time job

Malvern, PA (Hybrid) · 2 weeks ago



School District of Philadelphia

K-12 Education



25-26 SY Teacher, Full-Time -

Full-time job

Philadelphia, PA (On-site) · 3 days ago · **New**

Not what you're looking for? [Update career interests.](#)

Handshake



Ken Bohrer

Drexel University

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Handshake

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electrical engineering

Location · 1

Onsite/remote

Full-time

All filters · 2

Notify me about new jobs like this
You will receive emails and notifications.

☐

Fresh

Full-Time · Job

Electrical Engineer

ndi NDI Engineering Company
West Deptford, NJ (Onsite)

About the role

Application deadline	Posted date	US work authorization
September 1, 2024 6:00 AM	March 1, 2024	Required

Save

Apply

See if this job is right for you
Ask about a role, company culture, or how to succeed in the application process.

130 jobs found Relevance

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Electrical Engineer

NDI Engineering Company
West Deptford, NJ

CS Caroline Shelley
Corporate Recruiter

Full-time · Job
Electrical Engineer

Hive Power Engineering LLC
Allentown, PA

BK Baris Kovan
Principal Engineer, Owner

Handshake



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Reply to Jason Mickool from Florida Financial Advisors?

Reply

New matches for your search: **Photography**

[View more](#)



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Oil & Gas



Intern, Stakeholder Relations

Full-time inh



Aramark

Restaurants & Food Service



Accounting Coordinator

\$21/hr • Full-time inh



Camp Boggy Creek

Non-Profit - Other



2025 MALE Summer Cabin

\$1-2K/mo • Full-time inh

Handshake

Filters

CLEAR (2)

Name



Enter a name...

Schools



☒ Drexel University Only

Alumni



☒ Alumni Only

School Years



Nathan Hudwell

Drexel University

Alumni, graduated June '16

Digital Marketing Consultant at Easterseals NJ

Digital Marketing Consultant at Agile Legal

Business Administration & Management

Volunteering

Drexel University Chior

Message



Amanda Schwarz

Drexel University

Alumni

Sales Development Representative at SocialLadder

Business Development Intern at CID

Entertainment & Arts Society

Drexel Equestrian Team

Message



Estefan Rivero

Drexel University

Message



Handshake

Events



← All events

🌟 Career fairs at your school



Drexel's In-Person STEM Spring Career Fair 2024

In-person · Thu, Apr 18 · 1 PM EDT

CAREER FAIR

Registration opens in 27 days



Drexel's In-Person Business, Liberal Arts & Design Sprin...

In-person · Fri, Apr 19 · 11 AM EDT

CAREER FAIR

Registration opens in 27 days



Drexel's Virtual All Majors Spring Career Fair 2024

Virtual · Wed, Apr 24 · 11 AM EDT

CAREER FAIR

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Dive deep into thousands of location-specific career resources sourced by trusted experts.

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Career Guides

Get everything you need to fast track your job search at home or abroad. Search career resources by location and industry, all developed by local employment experts.



Country Career Guides

Take advantage of constantly updated career advice for the leading employment markets around the world.



Global City Career Guides

Accelerate your job search with location-specific employment resources for the top metropolitan markets around the world.



U.S. City Career Guides

Check out our up-to-date job search guides filled with helpful information for major cities throughout the United States.

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New Job Alerts



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U.S. City Career Guides

Take advantage of GoinGlobal's constantly updated expert employment advice to fast track a successful job or internship search for the largest metropolitan areas throughout the United States. Topics include: Job search resources, hiring trends, industry overviews, professional and social networking groups, work permit and visa regulations, financial considerations, resume guidelines, interview tips and cultural advice.



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- + Non-Profits and NGOs

Hiring Opportunities

- + Top Companies
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H-1B Visa Info

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Guide.

Check out the United
States Career Guide



Employers in
Philadelphia



Find Jobs in Philadelphia

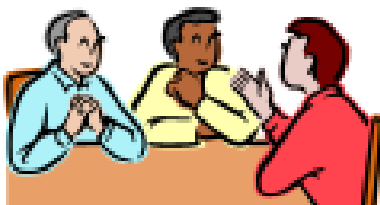


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Professional Associations

a non-profit, dues-supported organization developed around a particular career field or occupation to keep its members connected and informed about industry developments. They are the key to staying current in your field and keeping up with your peers.

Some are?



Steinbright
Career Development Center



Steinbright
Career Development Center

IEEE Philadelphia Section



Inspiring the Philadelphia Region



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Past Area Events

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Student Branch

Drexel

Chair

Joseph Theoharakis

jrt327@drexel.edu

Vice Chair

Celine Khoo

ck687@drexel.edu

Graduate Chair

Khalid Huryab

kmh465@drexel.edu

Website

<https://drexel.edu/engineering/>

Drexel IEEE Graduate Forum

<http://www.dusers.drexel.edu/~dig/>

USA ▼

Student ▼

View dues

Country	Career Phase	Price
USA	Student	\$16.00

➤View more information on IEEE membership dues

⬆ TOP OF PAGE

How membership pays for itself

Below are some examples of just how much your IEEE membership can save you.

Typical IEEE Member Purchases	Non-Member Rate	Member Rate
IEEE publications subscription	US\$490	US\$29
IEEE <i>Xplore</i> article	US\$33	US\$14.95
IEEE <i>Spectrum</i> magazine	US\$49.95	US\$0
IEEE conference registration	US\$1,050	US\$822
IEEE eLearning course	US\$49	US\$29



Philadelphia

Society of Women Engineers

Upcoming Events

If the Google Calendar below does not load, please try a different browser.

For event details, RSVP instructions, and more, please [click here](#).

Events from one or more calendars could not be shown here because you do not have the permission to view them.

Today   **Monday, May 2** ▼

 Print

Sunday, May 8

Mother's Day

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- › Membership
- › Current Newsletter
- › Scholarship
- › Collegiate Sections

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Notifications



Enhance cover image

Ken Bohrer ✓ He/Him

Senior Career Counselor in the Steinbright Career Development Center
at Drexel University/Photographer (AmericanRevolutionPhotos.com)

Philadelphia, Pennsylvania, United States · [Contact info](#)

240 connections



DREXEL UNIVERSITY



Georgia State University

Open to

Add profile section

Enhance profile

Resources

LinkedIn

About



I have over 35 years of experience working in a college/university Career Center.

I've counseled and advised over 35,000 undergraduate/graduate plus alums on life and career issues so far!

Photograph & Blog Writer-American Revolution reenactments-AmericanRevolutionPhotos.com

Specialties: Teaching, Resume Writing, Informational Interviews, SII, MBTI

Clifton Strengths-Context-Intellection-Maximizer-Ideation-Connectedness

Personal Mission Statement-

To educate & empower adults on formulating an entrepreneurial career plan by integrating my personal life experiences through artistic endeavors involving photography, teaching, public speaking & writing.

JOB SEARCH STRATEGY: Your Faculty and/or Alumni

- Your faculty members can be a great resource.
 - Discuss industry contacts and available networking opportunities
- Contact the faculty member to express your interest in a research position. Schedule a meeting to discuss research opportunities and the logistics involved with working on campus
- Be respectful of their time!
- **Drexel Alumni** are likely to help their own!
 - Networking, informational interviews, recruiting pipeline, etc.
 - How can you find them? LinkedIn, Alumni office, Alumni events

LinkedIn



The Drexel Alumni Networking Group

 Listed group



Drexel University Alumni

 Listed group

3,885 members

Drexel University Alumni Connections

 Listed group

1,602 members

Library Resources



Drexel University
Libraries

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Browse our best resources, organized by subject

70 SUBJECTS

Careers



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[Alumni/ae and Career Changers](#) ⓘ

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[Architecture & Interiors Careers](#) ⓘ

✍ Aug 3, 2021 👁 113

[Art and Art History Careers](#) ⓘ

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[Biological Sciences Careers](#) ⓘ

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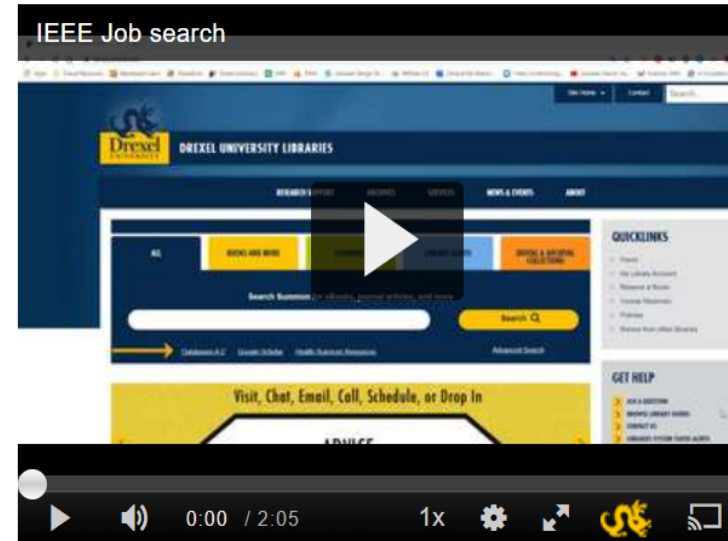
[Electrical Engineering](#)

[Engineering Technology](#)

Engineering Careers

Use this guide to discover resources related to careers in engineering. This page lists general resources for all engineering majors and resources specifically for specific areas of study.

IEEE for Career Research




Library Resources

Mechanical Engineering

Aerospace and Automotive

Steinbright Career Development Center

For more job search resources, follow the links below to SCDC's career guides, and to Handshake, the job search portal with positions posted by employers interested in Drexel students.

- [SCDC - Career Guides](#)
- [Handshake](#) 

Going Global

To access this website, go to [DrexelOne](#). Then click on the Coop and Career Services Tab. Once on that page you will see a link to Going Global in the box for Career Services.

Going Global provides country-specific and American city-specific career and employment information, Country and City Career Guides, H1B Visa information, employer information, internship and job listings within the United States and around the world. Also included

Professional Organizations

- [Engineer's Club of Philadelphia](#)
Engineer's Club encourages networking in the Philadelphia area, check out the resources for students.
- [National Academies of Sciences, Engineering and Medicine](#)
The website of the National Academies of Sciences, Engineering and Medicine contains reports, discussion papers, presentations and other materials on a wide range of topics.
- [National Society of Professional Engineers](#)
Society that addresses professional concerns of all engineers.

Job Listings

- [Engineering.com](#)
News, information on industries, and job listings.
- [Engineering Central](#)
Find engineering jobs and post your resume.
- [Engineerjobs.com](#)
Search engineering jobs and read about careers in engineering.
- [IEEE Job Site](#)
Search IEEE for engineering jobs.

Books



Mergent Intellect

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RESEARCHING A COMPANY

Recommended resources for company research

Company Research

[Mergent Intellect Video Tutorials](#)

[Basic company information](#)

[Researching a Private Company:
subscription resources](#)

[Researching a Private Company: web
resources](#)

[Company Information within Literature
Databases](#)

[Company financials](#)

Analyst Reports

PEST/PESTLE Analysis

Non-Profit Research

Business News

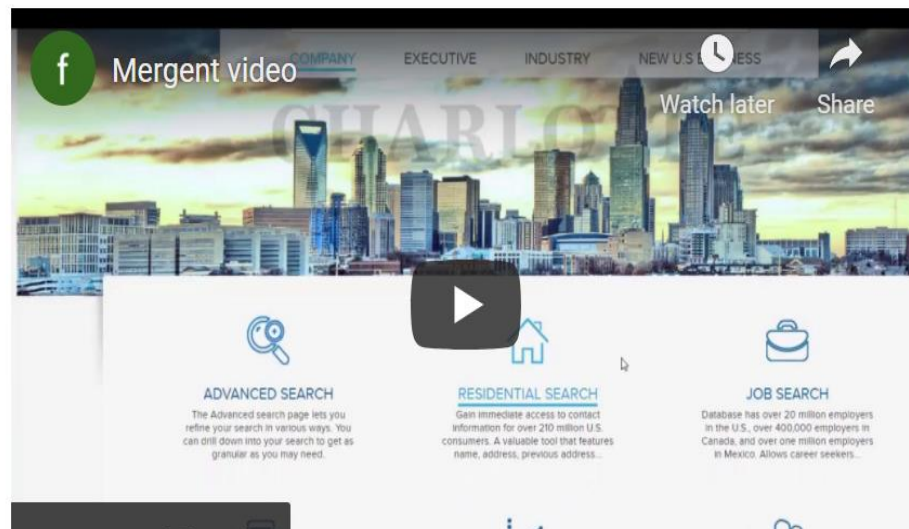
Free Library of Philadelphia Resources

Citing Business Resources

Mergent Intellect Video Tutorials

- [Mergent Intellect: Quick Search](#)
Video illustrating features of Mergent Intellect's Quick Search.
- [Mergent Intellect: Advanced Search](#)
Video illustrating the features of Mergent Intellect's Advanced Search
- [Mergent Intellect: Build a File](#)
Video explaining how to build a file (list of companies, executives, etc.) in Mergent Intellect

Drexel University Libraries video about finding Mergent Intellect from the Libraries website and using this database to search for companies:



Informational Interviews

...involves talking with people who are currently working in the field to gain a better understanding of an occupation or industry and build a network of contacts in the field.



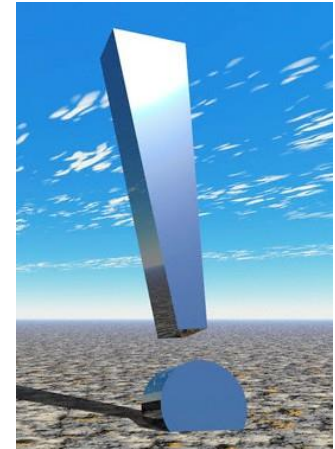
[200 Informational Interview Questions to Ask | LiveCareer](#)

Typical Questions?

- **How did this work interest you and how did you get started?**
- **Can you suggest some ways a student could obtain this necessary experience?**
- **What are the skills that are most necessary for a position in this field?**
- **How is the economy affecting the industry?**
- **How did your college experience prepare you for this job?**
- **How would you assess the experience I've had so far in terms of entering the field?**

Important Points

- Use the term “informational Interview” not “interview” when asking to meet someone
- Ask to meet for 15 minutes only
- Ask for other contacts
- Research the company and dress professionally
- Send thank-you



Alumni Association



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Dragon Network Promo Video

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Welcome to Dragon Network

Drexel University's official online professional
development community for students and alumni.

Watch on YouTube

Final Thoughts

- Your job search is a full-time job (not 10 minutes per day)
- Spend 10-20 hours per week
- Consider areas outside of Center City Philadelphia
South Jersey, Delaware, Philly suburbs, etc. National, International
- Look into job roles in different industries
Accounting in the health care industry, not just an acct. firm
- Speak with family, friends, peers, and old bosses/co-workers
- Not all of them are following your every move...TELL THEM



Additional Workshops....



SCHEDULE APRIL-JUNE 2025

April

Graduate Student Workshop-Overview of SCDC Services

April 3, Thursday, 2pm-3pm

Graduate Student-Any Career Questions Drop-In Zoom Time

April 9, Wednesday, 3pm-4pm

Graduate Student Workshop-Spring Career Fair Prep

April 16, Wednesday, 12pm-1pm

Graduate Student-Any Career Questions Drop-In Zoom Time

April 23, Wednesday, 3pm-4pm

May

Graduate Student Workshop-Library Resources for a Job Search

May 6, Tuesday, 3pm-4pm

Graduate Student-Any Career Questions Drop-In Zoom Time

May 14, Wednesday, 3pm-4pm

Graduate Student Workshop-Interviewing Techniques

May 22, Thursday, 2pm-3pm

Graduate Student-Any Career Questions Drop-In Zoom Time

May 28, Wednesday, 3pm-4pm

June

Graduate Student Workshop-Writing an Effective Resume

June 3, Tuesday, 2pm-3pm

Roman Philosopher Seneca-
*"Luck is what happens when
preparation meets opportunity"*

QUESTIONS?