Message from the Director:

Welcome!

We have one simple message from the Career Center: You Belong Here.

Our services are designed to help you every step of the way as you develop your future plans. Whether you are a first-year student deciding on a major, a sophomore or junior exploring internships, or a senior seeking opportunities on Wall Street, we are here to help you.

We are interested in all career paths and all majors.

We can help you find internships, summer jobs, full-time jobs, connect with alumni, make the most of your leadership experiences, write a powerful resume, create a great LinkedIn account... the list goes on and on. But it all starts with you. We don’t have any requirements: we will not bother you if you don’t wish to be bothered. It is your decision to start the career process when you want.

I encourage you to read this guide to learn more about what the Career Center can do for you.

We look forward to seeing you in the Career Center!

Dr. Kate Brooks
Evans Family Executive Director of the Career Center

Career Center Location & Contact Info:

LOCATION
Student Life Center
310 25th Ave S.
Suite 220
Nashville, TN 37240

HOURS
Monday - Friday
8 a.m. - 5 p.m.

CONTACT
(615) 322-2750
careercenter@vanderbilt.edu
www.vanderbilt.edu/career
CAREER SCRAMBLE!

UNSCRAMBLE THE WORDS BELOW

1. SBEACFERIR
   ____________________________
2. ITERHPPNIS
   ____________________________
3. SMEURE
   ____________________________
4. RTEKNO
   ____________________________
5. ISSUNSBE RADC
   ____________________________
6. YMLORPE
   ____________________________
7. UIST
   ____________________________
8. OVRCE ETTRLE
   ____________________________
9. RERHCEAS
   ____________________________
10. IWIVTERNE
    ____________________________

WALK-IN HOURS

Walk-in hours are a great chance to get introduced to the Career Center during a 20-minute visit. Looking to have your resume reviewed, suggestions on your cover letter, or general questions about how to get started in your internship or job search? Stop by and see us.

Main Location
SLC, 2nd Floor
Monday – Thursday
2 – 4 p.m.

The Commons
(Room 217)
Wednesday & Thursday: 2 – 5 p.m.
Friday: 11 a.m. – 3 p.m.
So You Made It To Vanderbilt! Now What?

After starting a new life transition, it may feel overwhelming to begin thinking about the next one. Luckily, the Career Center is here to coach you through it. Our goal is to help you to reflect on your life: what you already know, what you can’t know, and what you can learn. So if I may ask...

Have you reflected on your skills, interests, and dreams?

- **Yes**: That’s great! Did you take into account what societal factors (e.g. parents, love interests, modern trends) may have influenced your reasoning?

  - **Yes**: Splendid! Have you researched how you can develop these skills and interests so that you can pursue your dream?
    - **Yes**: Wonderful! Do you know how to effectively communicate those experiences?
    - **No**: Visit the Career Center to to learn what on- and off-campus opportunities to pursue to build your skill set while creating a professional network.

  - **No**: Visit the Career Center to participate in one of our many reflective activities like Wandering Maps or Possible Lives, or ask a Career Coach to guide you through your reflections.

- **No**: Terrific! So do you feel ready for the job search and all that it entails?

  - **Yes**: Visit the Career Center to learn how to properly deliver your talents to employers through writing resumes, cover letters, LinkedIn profiles, and interpersonal communication.

  - **No**: That’s okay. Life is naturally uncertain, but that doesn’t mean we can’t prepare for the unforeseen challenges we may face in the future. Visit our website, call our office or use DoreWays to schedule an appointment, or visit us during walk-in hours and we can talk through that uncertainty together.

- **Yes**: Woo hoo! Go get ‘em tiger!
Let's talk wardrobe

When thinking about upcoming networking events, interviews, the Career Fair, and various employer hosted events, you'll want to review your professional wardrobe. The most common phrases you'll hear are business casual and business professional.

Ali is wearing a black pencil skirt, a white Oxford shirt, and black sweater. She has on closed-toe black pumps. This is business professional.

Donny is wearing navy slacks, a white Oxford shirt, and a gold tie. He has on black loafers with black socks. This is business casual.

Betsey is wearing a cotton dress, a tan trench coat, large earrings, and a bright yellow scarf. She has on tall brown boots. This is casual.

Rob is wearing black slacks, a white Oxford shirt, a maroon tie, and a black blazer. He has on tan loafers. This is business professional.

General Tips for Making a Great Impression

- A suit, in black, navy or gray, is always the best (and safest) choice for both men and women.

- Clothing should fit well and be clean & pressed. Shoes should be polished and in good condition with any scuff marks removed.

- Deodorant is a must, but it’s best to avoid cologne, perfume or body sprays.

- Keep interview accessories professional. Take a briefcase or nice leather- or vinyl-bound portfolio to carry your resume, references or other pertinent documents. Leave tattered manila folders or college logo folders at home.

- Turn off your cell phone and place it, along with your watch, in your jacket pocket or hand bag once you make it to the front door so that you’re not tempted to look at them before or during the interview.

- Do NOT bring backpacks, gum, iPods, coffee or soda into your interview. Avoid putting keys or coins in your pocket. This ensures they will not rattle when you walk or cause your pocket to bulge.
4D RoadMap

In the Discover phase, you will figure out what you know about yourself, what your strengths and skills are, what's important to you, and how this knowledge might fit into your future.

Here are a variety of actions you can take to learn more about yourself:

Complete on Your Own
- Write a basic resume
- Take the online Values in Action quiz
- Start your LinkedIn account
- Join a student organization
- Decide on a major
- Take the O*NET assessment
- Are you creative? Take the ArtWork Revolution Quiz
- Analyze your study-abroad experience

Let a Career Coach Help
- Create a Wandering Map to explore your life
- Take a Mindsets Assessment
- Create a Major Map
- Start your LinkedIn account
- Decide on a major
- Meet with a coach to discuss ideas
- Identify your major and talents with a card sort
- Evaluate your social media
- Analyze your study-abroad experience
- Learn basic storytelling
- Create stories for interviews

Let a Career Coach Help
- Complete a Possible Lives Map
- Network with alumni and others in your field
- Develop a goal system
- Find summer jobs or other experiences
- Shadow an alum or professional
- Participate in Vandy in Hollywood
- Participate in Vandy Meets the Street
- Design a summer experience about your field
- Create a Vision Board of your future
- Do SWOT analysis
- Do Career Diamond exercises
- Do the Meaningful Career Block exercise

The 4D model was created by Dr. Kate Brooks, the Evans Family Executive Director of the Career Center. You can read more in her newly revised book, You Majored in What?

We would like to give a special thank you to the Parents and Family Association Advisory Board who gave various recommendations about our 4D RoadMap. Your input and knowledge is much appreciated!

In the Develop phase, we’ll help you sharpen your ideas so that you can develop a strong picture of your life after Vanderbilt.

Here are some actions you can take to develop a vision—or hone the one you already have:

Complete on Your Own
- Research careers & complete a fact sheet
- Find internships that will grow your skills
- Attend employers & alumni programs
- Read GoingGlobal to find out about international opportunities
- Find leadership roles in student orgs
- Read the Vault guide to your profession
- Attend a career fair
- Volunteer
- Maximize student worker status

Let a Career Coach Help
- Create a Career Action Plan
- Write a targeted resume for your field
- Write a targeted cover letter for your field
- SWOT analysis to prepare your marketing campaign
- Create targeted stories that connect you to your desired career
- Create a social media campaign
- Practice interviewing and know what you will face
- Network with alumni
- Develop your network
- List potential employers
- Develop a go-to-market campaign

When you are delivering your talents, you are demonstrating to others that you have the competency and capability to succeed in your endeavors. Delivering your talents is about learning how you can keep improving on your strengths and broadening and building your knowledge and expertise. As you deliver your talents, you will learn more about yourself which will help focus your vision for your next experience. You can do every part of this process yourself—and the Career Center can help. Delivering your talents is also about making sure that you highlight your talents through social media, and on your resume or other materials you share with potential employers or graduate schools.

Here are some ways to deliver your talents:
- Summer Jobs
- Internships
- Volunteer
- Employment
- Graduate Study
- Immersion experience
- Leadership roles on campus
- Take classes
- Complete research projects
- Create a work of art
- Professional development programs
- Join and participate in professional organizations
**Mythbusters: Career Center Edition**

**MYTH:** I have to know what I want to do in order to use the Career Center.  
**REALITY:** We would love to work with you even if you don’t have it all figured out! We can offer insights and resources to help you explore and learn about different career paths and industries, help you reflect on your interests and passions, and connect you with students & alumni who have experiences you can learn from.

**MYTH:** All of my friends have it figured out.  
**REALITY:** Peer influence can be a powerful force on a college campus. You may feel like you’re just trying to figure your life out while one of your friends landed three internships offers in a row and another friend has networked with 100 people in the last week. The pressures and intensities can distort the reality. We in the Career Center can confidently say that if you don’t have it all figured out, you are far from the only one. And that’s okay!

**MYTH:** The Career Center only serves those interested in business, finance, or consulting.  
**REALITY:** Although the Career Center has a lot to offer you if you are going into one of these industries, we love working with you no matter where you want to go. Whether you are interested in being an artist, an engineer, a teacher, a researcher, an entrepreneur, or if haven’t yet figured what career path you’d want to pursue, we are here for you and have plenty of resources.

**MYTH:** The Career Center is only for Juniors and Seniors.  
**REALITY:** You can utilize our office from the moment you enroll as a student. In fact, students who are just beginning to think about and explore their futures are some of our favorite students to work with. We have a satellite office on the second floor of the Commons Center and two career coaches who work specifically with undecided students. Our hope is that by the time you are a junior or senior, you’ve already a familiar face in our office and at our events.

**MYTH:** My major is my career destiny.  
**REALITY:** Are you a computer science major who wants to be an artist, an HOD major who wants to be an actor, or an English major who wants to work in Silicon Valley? Vanderbilt students have done it. Though a particular major can be a requirement for some industries or may offer specific training valued in a particular role, the reality is that the broad education you receive at Vanderbilt will prepare you to work in a variety of roles in many industries.

**MYTH:** The Career Fair & Campus Recruiting are the only/best method to land a position.  
**REALITY:** Though we do our best to bring as many companies to campus as possible and some students will receive offers through the Career Fair & Campus Recruiting, the vast majority of students will land their positions outside of this process. You’ll be more successful by being proactive in finding the opportunities you want and going after them as opposed to limiting yourself to only the opportunities brought to you by the organizations visiting campus.

**MYTH:** I’m a humanities major, I have no career future; I’m a STEM major, a high paying job will fall into my lap.  
**REALITY:** Every industry is subjected to larger forces, whether they’re market forces, government funding forces, or one of countless other forces that determines the job market. An industry on a hiring spree today may slow down in a few years and vice versa, so basing your major choice solely on the job prospects of that major is itself a risky proposition. Additionally, you will be more likely to succeed (and be happy) in an area that you’re passionate about.

**MYTH:** I need to have the perfect internship.  
**REALITY:** It is important for you to have summer experiences or other work and leadership experiences on your resume, but the most important aspects of those experiences are the things you learn, the skills you gain, and your ability to communicate your story to potential employers. Some companies are more likely to hire from their intern classes, but in general, employers are going to consider what you’ve learned and demonstrated you can do more so than the setting in which your experiences have taken place.

**MYTH:** I need to be in scores of clubs and extracurricular activities to stand out.  
**REALITY:** Employers are looking for people who can demonstrate leadership, teamwork, and communication. Those skills, however, aren’t demonstrated by the quantity of organizations you’ve joined. Rather, having quality, in-depth experiences that express your passion and dedication will appeal to employers.

**MYTH:** Once I graduate, the Career Center won’t serve me.  
**REALITY:** We serve all Vanderbilt alumni until two years after their date of graduation. If you are still conducting your job search after you graduate or if, in a year or so, you decide you want to pivot into something different, we are here to help you. After you’ve been an alumnus for two years, the Vanderbilt Alumni Association provides resources for your career related needs.
Applying to Grad School?

A Coach @ the Career Center can help with:

- resumes
- personal statements
- timelines
- GA applications
- brainstorm who to contact for recommendation letters
WHAT:
Professional headshots at the Career Center

WHEN:
10/2 | 1 – 3 p.m.
10/18 | 12 – 2 p.m.
10/31 | 2 – 4 p.m.

WHERE:
THE VISION PLACE
Draw your future work space!

- computer?
- books?
- art supplies?
- pictures?
- coffee?
- musical instrument?
- plants?
- tools?
- camera?
The Vision Place is unique to the Vanderbilt Career Center.

The Vision Place is a relaxing space where you can take the time to reflect on your plans for the future—even if you have no idea what those plans are!

This is a place where you can celebrate what makes you unique. So often we try to fit in and conceal our differences, but it's your unique features—your personal network of possible wanderings that has the potential to make your future so interesting. You may be the only person to see something a certain way or have a unique perspective: it's important to know that and share it!

We have designed a roomful of interesting and creative prompts and activities to help you think in a new way about your career.

Here are some things you can do in The Vision Place:

- Create a Wandering Map to explore your life
- Complete a Possible Lives Map to get ideas
- Craft experiments about your field of interest
- Create a Vision Board of your future
- Do a SWOT analysis to determine field qualifications
- Do a Career Diamond to figure out what's important
- Do the Meaningful Career Block exercise
- Take a professional head shot
- Design your social media and go-to-market campaigns
Can we set up a time to speak on the phone? “I’m interested in your work as a journalist. Can we set up a time to speak on the phone so I could ask you about your experience in the field?”

**Questions?**
*Come to walk-in hours:*
(SLC) Monday - Thursday 2 - 4 p.m.
(The Commons) Wed - Thurs 2 - 5 p.m. Friday 11 - 3 p.m.

**Networking**
- VUconnect.com
- LinkedIn Alumni Connections Tool
- LinkedIn/Facebook Alumni Groups
- 3 Fs - Family, Friends, Faculty
- Past supervisors

“I’m interested in your work as a journalist. Can we set up a time to speak on the phone so I could ask you about your experience in the field?”

- Email to set up phone appointment
- 2 part conversation
  - Tell about yourself
  - Ask for advice
- Start to schedule conversations now

**Online Research**
- Doreways
- UCAN Internship Database
- Explore Career Fields
- Vault.com
- Organizations suggested via networking
- USAjobs.com - Government internships
- Links from industry
  - Idealist.org
  - Mediatraining.com
  - Talentzoo.com
  - Sciencejobs.com
  - Greencareersguide.com

**Cold Calling/Emailing**
- Selective and occasional
- Use targeted Google search: employer’s name, relevant keyword and “interview with...”

“I’m a sophomore at Vanderbilt University, and I recently read an interview you did with an advertising blog. I would love to chat about how you broke into the industry?”

**Positive Networking Mindset**
Focus on learning.
Identify common interests.
Start with a couple “warm” contacts to see the value and grow your confidence.
**Ethan**
Human & Organizational Development

**What was you first job?**
My first job was working as a dishwasher at a fancy restaurant while in high school. I was the youngest staff member and learned a lot about responsibility, teamwork, and life in general. I wrote my undergraduate college application essay about my dishwashing adventures!

**Did you use your undergrad Career Center?**
I think I visited the Career Center once. I remember seeing a giant binder of jobs to sort through, which did not seem super helpful. It was during my job search out of undergrad that I learned about the importance of networking and making connections with people who had jobs that seemed interesting to me. The resources available in the Career Center now are much more robust and accessible.

**What are some benefits of the Career Center?**
We have an outstanding team of coaches who are committed to helping students reach their career goals. We can be of support whether you’re still figuring out what you want to do with your life or you’ve clearly identified your dream job. Our coaches work with students in many different areas including clarifying strengths and interests, researching career options, crafting a strategy for an internship or job search, learning to network with alumni, and polishing interview skills.

**Cathy**
Science, Technology, Engineering, Mathematics

**Dorrie**
Economics, Honors Scholarships Advising

**What was you first job?**
At the age of 16, I served as a Sales Associate at Sears. I worked with the company for a little over three years at two different locations. In this position, I gained a sense of responsibility and independence. I learned what it means to give 100% customer satisfaction, that the customer is always right (even when wrong), and how to work both as a team and as an individual.

**What are some benefits of the Career Center?**
We have a strong team of coaches who are committed to helping students reach their career goals. We can be of support whether you’re still figuring out what you want to do with your life or you’ve clearly identified your dream job. Our coaches work with students in many different areas including clarifying strengths and interests, researching career options, crafting a strategy for an internship or job search, learning to network with alumni, and polishing interview skills.

**Steve**
Education, Social Sciences

**What is your undergrad Career Center?**
In my first job, I was a barista at a coffee shop. Although I didn’t think an hourly summer job would prepare me for much at the time, learning to do any job well proved to be an invaluable skill.

**What are some benefits of the Career Center?**
We have an outstanding team of coaches who are committed to helping students reach their career goals. We can be of support whether you’re still figuring out what you want to do with your life or you’ve clearly identified your dream job. Our coaches work with students in many different areas including clarifying strengths and interests, researching career options, crafting a strategy for an internship or job search, learning to network with alumni, and polishing interview skills.

**Bill**
Science, Technology, Engineering, Mathematics

**Taylor**
Science, Technology, Engineering, Mathematics

**What was you first job?**
I have found students who utilize the Career Center gain a stronger sense of self-confidence and are much more prepared to face their job search. This confidence comes from validation they receive in various workshops and individual coaching sessions where they have invested time in their personal and professional development.

**What are some benefits of the Career Center?**
The undeclared first-year student can discover their potential major by examining what themes persist through their past experiences by creating a Wandering Map. The upperclassmen can learn how to deliver their experiences to potential employers through resumes and cover letters as well as through their own specific elevator pitch.

**Alex**
Undeclared 1st and 2nd Year Students

**Grace**
Humanities, Liberal Arts, Fine Arts

**What was you first job?**
I never visited it as an undergrad. I visited it for the first time during January after I graduated, and I thought, “Maybe I should finally check out the Career Center, I hope they won’t be mad at me!”

**What are some benefits of the Career Center?**
The undeclared first-year student can discover their potential major by examining what themes persist through their past experiences by creating a Wandering Map. The upperclassmen can learn how to deliver their experiences to potential employers through resumes and cover letters as well as through their own specific elevator pitch.
Clare Dundee

(615)-322-2742 | claire.dundee@vanderbilt.edu | www.linkedin.com/claredundee

EDUCATION

Vanderbilt University
Undeclared
GPA: 3.75/4.00
Nashville, TN
Anticipated Graduation: May 2021

Summit High School
GPA: 4.00/4.00
Spring Hill, TN
Graduated: May 2017

PROFESSIONAL EXPERIENCE

Percy Priest Summer Camp
Camp Counselor
Nashville, TN
Summer 2016 & 2017

• Planned and implemented weekly schedule, activities, and programming for 20 campers aged 8-13.
• Organized and led small and large group activities such as crafts, nature, song, games, swimming, archery, canoeing, and family night.
• Identified and responded to camper behavioral issues and report concerns to camp leadership.

LEADERSHIP AND ACTIVITIES

Summit High School Debate Team
Public Relations Chair
Spring Hill, TN
August 2015 – June 2017

• Competed at regional debates three times a semester.
• Designed pamphlets and posters in order to promote club events.
• Presented to ten classrooms on effective speaking techniques.

Varsity Basketball Team
Co-Captain
Spring Hill, TN
August 2014 – February 2017

• Collaborated with teammates on the court and off the court in team building exercises and academic tutoring.
• Committed approximately 20 hours per week to games, training, studying playbooks, watching film, and meeting with coaches to enhance team cohesiveness and strategy.
• Communicated in high intensity situations.

VOLUNTEER EXPERIENCE

The Well Outreach
Volunteer
Spring Hill, TN
May 2017 – August 2017

• Catalogued hundreds of donations and compiled them into Excel spreadsheet for accurate inventory listing.
• Processed 20 customer transactions per day, giving detailed, personalized, friendly, and polite service to ensure positive customer experience.

SKILLS & INTERESTS

Technical: Microsoft Office, Photoshop, Social Media (Instagram, Facebook, Twitter, Snapchat).
Language: Conversational Spanish.
Interests: Photography, Reading, Blogging, Chess.
Samantha Smith  
Miami, FL | 305-234-4859 | samantha.smith@vanderbilt.edu

EDUCATION  
Vanderbilt University, Nashville, TN  
Bachelor of Arts, Medicine, Health, and Society  
Minor: Managerial Studies  
Cumulative GPA: 3.55/4.00

Honors: Dean’s List (Spring, 2016, Fall 2016, Spring 2017)

RELEVANT COURSEWORK
- Public Health Policy  
- Organizational & Managerial Communications  
- Corporate Strategy  
- Health Service to Diverse Populations  
- Economics  
- Advanced Marketing

EXPERIENCE
Vanderbilt University Office of Housing and Residential Education, Nashville, TN  
Resident Advisor  
- Create a positive living and learning community by offering meaningful programming and mentoring to the residents  
- Attended a two week long intensive training program in diversity, racism, alcohol and drug abuse, academic performance, community and personal development

ESPN, Bristol, CT  
Data Solutions and Sales Enablement Intern  
- Analyzed client feedback on product offerings and created Excel spreadsheet to aggregate the responses  
- Developed an ad campaign using marketplace analysis to enhance the digital presence on a global scale  
- Collaborated with 3 interns to create and present a marketing campaign for millennials to the Global Sales Team

Vanderbilt Coalition for Healthy Aging, Nashville, TN  
Immigrant/ Refugee Health Program Intern  
- Conducted in-depth interviews with ten public health and community organization professionals to gain insight into health beliefs and practices of immigrant/refugee populations in middle Tennessee  
- Developed cultural competence training program for fifty medical professionals to increase awareness of immigrant population in health service delivery  
- Directed test-run of training program with ten Vanderbilt medical students to determine effectiveness of outlined structure

LEADERSHIP
Students in Free Enterprise  
Vice President (2017 - present)  
- Managed 12 business related community service projects to introduce students to local industry and different career paths  
- Organized monthly general office meetings for 50+ members  
- Led and organized project meetings on personal credit management; presented workshops at local high schools

Best Buddies Vanderbilt  
Public Relations Chair (2017 - present), Membership Coordinator (August 2016 – May 2017)  
- Coordinate one-to-one friendship pairs involving 30 college students and individuals with intellectual and/or physical disabilities based on applications and informal interviews  
- Advertised all monthly events via email, Internet, and flyer publications to reach Vanderbilt campus of 7,000 students  
- Managed Best Buddies Gala ticket sales resulting in $500 raised for inaugural Best Buddies Spring Break Trip

LANGUAGES & INTERESTS
- Proficient in Spanish & Korean  
- Enjoys rock climbing, songwriting, and international travel
The National Association of Colleges and Employers has identified eight competencies associated with career readiness based on extensive research among employers.

**COMPETENCIES FOR CAREER READINESS**

**Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

**Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

**Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

**Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

**Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

**Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

**Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.
COVER LETTER CLICHÉS

➤ I love working with people!
Avoid using the word love. Reserve that for your friends and
family. Express your enthusiasm in a more specific way: "I
enjoy..." or "I gain energy by..."

➤ I am great at solving problems.
This very generic statement is used far too often. Show
readers how you're good at problem solving through a story
or example.

➤ I have wanted to do X my entire life!
Refrain from exclaiming life-long goals to readers who may
be your parents' age.

➤ Through this opportunity, I will learn/become a better
communicator/experience personal growth...
Save your personal gains for an in-person interview.

➤ I would like to learn more about X industry.
This implies you haven't done your research. Instead,
mention the skills you would like to master while on-the-job.

➤ I am the perfect match for your team.
The job search is not a dating service. Find a better way to
show how your strengths align with the position & company.
YOU BELONG HERE.