



**CAREER CENTER**  
DIVISION OF STUDENT AFFAIRS

# CAREER DEVELOPMENT GUIDE



Content provided courtesy of the  
National Association of Colleges and Employers.

Edited by Mariah Hope Merritt.

**January 2024**



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## MISSION

The Career Center changes lives through education by partnering with campus and employer constituents to help students with their career development needs and achieve their career goals by deciding on their majors and careers and implementing action steps for obtaining internships, jobs or postgraduate studies.

## VISION

Helping all students discover their career pathway while partnering with employers and UNCP students, alumni, faculty and staff and providing responsive, professional and personalized services.



**CAREER CENTER**  
DIVISION OF STUDENT AFFAIRS

## About Us

The Career Center provides comprehensive career services to all University of North Carolina at Pembroke undergraduate and graduate students and alumni. Our goal is to provide high-quality career development programs that are customized to students' developmental and professional needs.

# Handshake

## Services

One-on-One Career Planning  
Internships & Job Search  
Career & Skill Assessments  
Student Professional Development Workshops  
Mock Interviews  
Resume & Cover Letter Reviews








## Online Resources




Handshake  
Big Interview  
Focus2  
What Can I Do With This Major?  
Parker Dewey  
Cypress Resume Builder  
Career Development Guide  
Internship Guide



## Contact Information

-  Chavis Student Center 221
-  910.521.6270
-  [career@uncp.edu](mailto:career@uncp.edu)
-  Monday - Friday  
8 a.m. to 5 p.m.
-  [uncp.edu/career](http://uncp.edu/career)

## Social Media

-  @uncp\_careercenter
-  UNCP Career Center
-  @UNCPCareerCtr



## Career Competencies

Career Competencies are known as the knowledge and skills that you will develop while experiencing your career and academic journey!



Schedule an appointment on Handshake to meet with a Career Advisor to help build your Career Portfolio!



### Career & Self Development

Proactively develop personal and professional learning, awareness of strengths and weaknesses, navigate career opportunities and networking to build relationships.



### Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



### Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



### Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits and act in the interest of the larger community and workplace.



### Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



### Teamwork

Build and maintain collaborative relationships to work toward common goals, while appreciating diverse viewpoints and shared responsibilities.



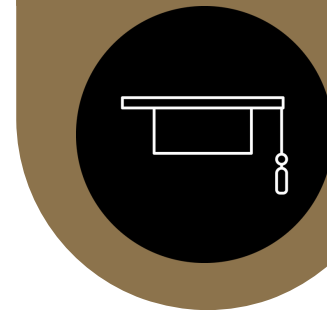
### Equity & Inclusion

Demonstrate awareness, attitude, knowledge and skills required to equitably engage and include people from different cultures.



### Technology

Understand and leverage technologies ethically to enhance efficiency, complete tasks and accomplish goals.



## Career & Self Development

Proactively develop personal and professional learning, awareness of strengths and weaknesses, navigate career opportunities and networking to build relationships.

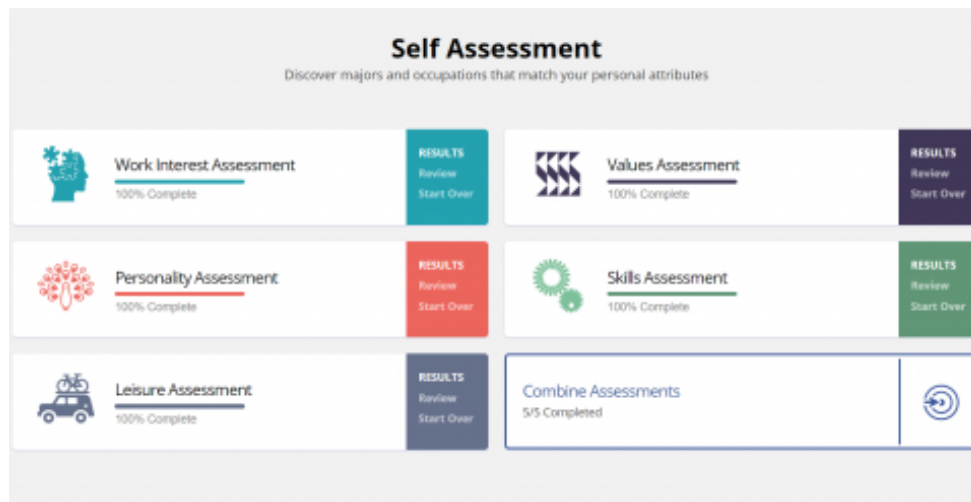
### Sample Behaviors

- Be aware of your own strengths
- Identify area for growth while pursuing and applying feedback
- Develop plans and goals
- Advocate for yourself and others
- Seek learning opportunities
- Acquire duties and positions
- Establish and maintain relationships
- Seek and embrace development opportunities
- Further your education or training
- Participate in events



## Know Your Skills & Interest

Before starting your career journey you need to identify your interests, values, skills and personality type. As well as, what courses and subjects you enjoy learning about. Sometimes this may include that you become involved in student and volunteer groups that excite you. Observe where you are currently spending your time and what activities you like partaking in!



## Focus2

Focus2 is available to help identify your interests, personality, values and skills. Showing how these attributes are compatible with different areas of study and occupations. You can use Focus2 to develop your career plan, explore majors and learn about different occupations.



## What Can I Do With This Major?

Whether you are exploring multiple majors or searching for information about your chosen field, this site will help you connect majors to careers.

- Learn about the career areas
- The types of employers that hire people with each major
- Strategies to make you a more marketable candidate



## Explore & Plan Your Career

Effective planning of your career includes appropriate goal setting, academic decision making and course selection. This will lead to increased motivation and improve academic achievement.



## Four-Year Career Plan

### Every Fall

- Utilize the Career Center website
- Schedule an appointment with a Career Advisor
- Attend Career Center fairs, workshops, professional development opportunities and employer panels
- Join organizations and work toward leadership roles

### Freshman Year

- Sign up for Handshake
- Take the Focus2 assessment
- Build your Career Portfolio
- Research job and internship opportunities
- Build your LinkedIn profile
- Create your professional email signature

### Junior Year

- Review your resume and LinkedIn profile
- Narrow your career interest
- Practice interview skills
- Consider graduate schools
- Consider an experiential learning opportunity
- Ask employers or professors to be references or to write recommendations
- Job shadow

### Sophomore Year

- Update your resume and LinkedIn profile
- Gain internship experience
- Explore career options for your major
- Create a cover letter
- Learn about skills employers are looking for
- Create an interview outfit
- Review your personal social media

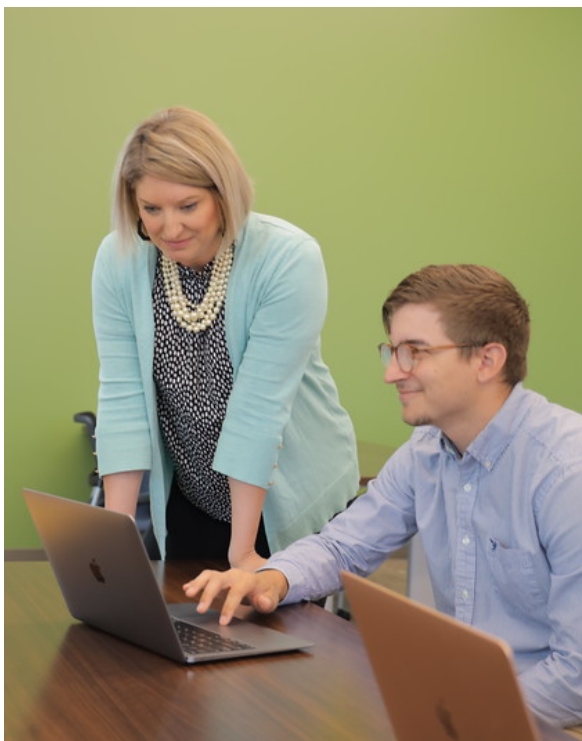
### Senior Year

- Update your resume and LinkedIn profile
- Gather realistic salary expectations information
- Review your cover letter
- Take any required testing and complete applications
- Apply to jobs, evaluate offers and accept
- Report job offers and acceptance to the Career Center



## Communication

Clearly and effectively exchange information, ideas, facts and perspectives with persons inside and outside of an organization.



### Sample Behaviors

- Understand and demonstrate verbal, written, and non-verbal/body language and abilities
- Employ active listening, persuasion and influencing skills
- Communicate in a clear and organized manner
- Communicate with respect to diversity of learning styles, varied individual communication abilities and cultural differences
- Ask questions to supervisors, specialists and others
- Inform others when needing guidance with assigned tasks

## Verbal & Non-Verbal Language

The best way to positively send verbal and non-verbal cues includes being aware of your emotions and how they influence you. As well as being able to recognize emotions of others and feelings behind the cues they are sending. This requires you to have emotional awareness.



### Verbal

- Most critical skill is communication, which is directly related to productivity
- To obtain great communication skills, a way to get over your nerves is to practice and come prepared
- Schedule an appointment with a Career Advisor for a mock interview

### Non-Verbal

- When your non-verbal signals match with the words you are saying, this will increase trust, clarity and rapport
- Types of non-verbal language:
  - Facial Expressions
  - Body Movement
  - Body Posture
  - Gestures
  - Eye Contact
  - Touch
  - Space
  - Voice

### Notes

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## Writing An Email

The goal when writing an email is not to contact, but to connect with the individual you are communicating with. Start with a professional heading and tone to ensure there are no typos or mischaracterized headings that slipped through. From there, messages need to be clear and concise in a respectful manner.

Subject Line: University of North Carolina at Pembroke

Hi [Name],

I am a student at The University of North Carolina at Pembroke. I am interested in conducting a 20-minute career conversation via video chat or in-person with [companies/organizations] and people who interest me.

I understand you probably keep a busy schedule, so I'm willing to meet before or after business hours, if necessary. Are you available on [day & time slot] or [day & time slot]?

I look forward to hearing back from you.

Regards,

Brave Hawk

Bachelor

910.123.4567 | [brave.hawk@gmail.com](mailto:brave.hawk@gmail.com)

[www.linkedin.com/in/bravehawk](https://www.linkedin.com/in/bravehawk)



## Connecting With Employers

Staying connected with employers or networking with employers is an important part of your career journey. The most common ways to network with employers is through email and LinkedIn. Once you have made contact with an employer it is important to follow up in regards to the information that was discussed.

## Connecting: Letter

Subject Line: Networking Request

Dear Ms. Clark:

I had the pleasure of meeting you for Freshman Orientation, a recent graduate of The University of North Carolina at Pembroke who now works at ESPN suggested I meet with you. She spoke with me last week and recommended that I contact you regarding an information interview to discuss the position with the Pine Needle, internships and experiential learning opportunities in your department. I am currently undecided and will graduate in May 20xx.

During my high school experience, I worked on the student newsletter and I also gained substantial experience in the design of interactive content on the yearbook committee. I have also held the role of team leader on several academic projects in my English classes. As a result of these experiences, I believe I could excel in your department but need a better understanding of the career outlook.

In addition to my student club and class project experiences, I have been very active in student organizations at The University of North Carolina at Pembroke. My leadership positions as a LEAD fellow and my active involvement in Community and Civic Engagement have helped me to develop strong leadership, teamwork and time-management skills, which I hope to continue to strengthen.

I would like very much to meet with you to discuss your openings for the Pine Needle. Please contact me at the above address or by telephone at 910.555.5555 or email at [brave.hawk@uncp.edu](mailto:brave.hawk@uncp.edu). Thank you for your time and consideration.

Regards,

Brave Hawk

Bachelor

910.123.4567 | [brave.hawk@gmail.com](mailto:brave.hawk@gmail.com)

[www.linkedin.com/in/bravehawk](http://www.linkedin.com/in/bravehawk)

## Connecting: LinkedIn

Hi, I am a student at UNCP. I'd be thrilled to connect for 20 minutes and learn about your career. I'm willing to connect before or after business hours, if necessary.

Thanks for your consideration,  
Brave Hawk

## Connecting: Email

Subject Line: University of North Carolina at Pembroke

Hi [Name]

I'm a student at The University of North Carolina at Pembroke. I am interested in conducting a 20-minute career conversation via video chat or in-person with [companies/organizations] and people that interest me.

You've had a successful career [since you graduated college from \_\_\_\_]. I'd like to learn about your journey from [name of first company after college] to [name of current company] because I'm interested in [\_\_\_\_] as well.

I understand you probably keep a busy schedule, so I'm willing to meet before or after business hours, if necessary. Are you available on [day & time slot] or [day & time slot]?

I hope it's okay that I'm sending this email, and I look forward to hearing back from you.

Regards,

Brave Hawk

Bachelor

910.123.4567 | brave.hawk@gmail.com

[www.linkedin.com/in/bravehawk](http://www.linkedin.com/in/bravehawk)

## Connecting: Email Follow-Up

Subject Line: University of North Carolina at Pembroke

Hi [Name],

I hope your week is going well. I am thrilled at the possibility to meet with you for a 20-minute career conversation for my school assignment.

Can [next Wednesday or Friday] work for you?

Best regards,

Brave Hawk

Bachelor

910.123.4567 | brave.hawk@gmail.com

[www.linkedin.com/in/bravehawk](http://www.linkedin.com/in/bravehawk)







## Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



### Sample Behaviors

- Make decisions and solve problems using sound, inclusive reasoning and judgment
- Gather and analyze information from a diverse set of sources to fully understand a problem
- Proactively anticipate needs and prioritize action steps
- Communicate action, recognize diverse perspectives and lived experiences of stakeholders
- Multitask well in a fast-paced environment

## Informational Interviews

Informational interviews give you the opportunity to learn information about the organization, career path and advice for starting your career. This can expand your network, experiential opportunities like internships and volunteer work. Utilize LinkedIn as a resource to engage with employers through online networking.



Big interview users will be able to learn helpful interview strategies from video lessons and practice tough interview questions with the ability to record, review and share answers.

## Interviewing

### Before

- Know logistics for the interview (location, time, who you're meeting)
- Research your employer
- Prepare topics of conversation & questions
- Identify your goals and skills
- Dress to impress
- Have questions prepared to ask
- Utilize the Career Center's online resource, big interview

### During

- Get there early, 10-15 minutes
- Make introductions
- Ask the interviewer questions about their career journey
- Take notes, engage in conversations and relax

### After

- Send a thank-you email within 24 hours of your meeting, showing your appreciation for their time and invitation

## Interview Question Answers

Customize your answers around a specific skill area, pull examples from experience, be prepared to answer questions in regards to the organization, your job title and specific work environments.

## Interview: Thank-you email

Subject Line: Interview - Thank You

Dear Dr. Clark,

I wanted to thank you very much for interviewing me yesterday for the exhibits and production intern. I enjoyed meeting you and learning more about your museum and interest in child development.

My enthusiasm for the position and my interest in working for Exploration Station were strengthened as a result of the interview. It was very exciting to learn of your new projects and the significant roles of interns as part of the project teams. I feel my education and experience fit nicely with the position requirements and that I can make a positive contribution to your team.

I want to reiterate my strong interest in the position and in working for Exploration Station. If you need any other information, please feel free to contact me by phone or email. Thank you very much for the opportunity to interview and your consideration.

Sincerely,

Brave Hawk

Bachelor

910.123.4567 | [brave.hawk@gmail.com](mailto:brave.hawk@gmail.com)

[www.linkedin.com/in/bravehawk](http://www.linkedin.com/in/bravehawk)

## Interview: Withdrawal Letter

Subject Line: Interview - Withdrawal Letter

Dear Dr. Clark,

I am writing to inform you that I am withdrawing my application for the exhibits and production intern position. I have been interviewing for various positions in the human services industry and have decided to accept a position in family services. It was a difficult decision for me as I enjoyed meeting with you and learning about the future of your organization.

Thank you for interviewing and considering me for a position on your team. I was impressed with your professional staff and the goals and values of Exploration Station.

Sincerely,

Brave Hawk

Bachelor

910.123.4567 | [brave.hawk@gmail.com](mailto:brave.hawk@gmail.com)

[www.linkedin.com/in/bravehawk](http://www.linkedin.com/in/bravehawk)



## Job Offer

When it comes to receiving a job offer, it is up to you on how you would like to further the process. You are able to accept, reject and negotiate the offer you have been given.

Subject Line: Job Offer - Acceptance

Dear Dr. Clark,

I am writing to confirm my acceptance of your employment offer of March 3 and to let you know how excited I am to be joining Exploration Station as the exhibits and production intern. The position and work type is a strong match to my skills and interest. I am eager to contribute to the organization and am thankful for the opportunity you have presented me.

As we discussed, the start date will be mid to late [Month] which works well for me. I will complete all the forms you sent me over the next two weeks. If I have any questions regarding any of the employee information, I will contact you.

I look forward to working with you and the rest of the team at Exploration Station. I am appreciative of your confidence in me and look forward to beginning my professional career with such a dynamic organization.

Sincerely,

Brave Hawk

Bachelor

910.123.4567 | [brave.hawk@gmail.com](mailto:brave.hawk@gmail.com)

[www.linkedin.com/in/bravehawk](https://www.linkedin.com/in/bravehawk)

Subject Line: Job Offer - Rejection

Dear Dr. Clark,

Thank you for offering me the position of exhibits and production intern. I appreciate the time spent during the interview process and the opportunity to obtain a more thorough description of the position. I also appreciate the time you gave me to consider your offer.

After deliberating for a long period of time, I have decided to decline your generous offer. Your organization is an impressive one with many of the opportunities I was looking for and, this was a very difficult decision for me.

Thank you again for all of your professionalism, as well as the time and consideration given to me. I enjoyed meeting you and the staff at Engle Publications.

Sincerely,

Brave Hawk

Bachelor

910.123.4567 | [brave.hawk@gmail.com](mailto:brave.hawk@gmail.com)

[www.linkedin.com/in/bravehawk](https://www.linkedin.com/in/bravehawk)



## Tips For Negotiating Your Salary

- Request your offer in writing
- Think of what you would like to negotiate, your response to their job offer and keep track of what the company may counter offer
- Items to keep in mind when reviewing a job offer:
  - Base salary, signing bonus, bonus/commission, benefits, vacation, time off, sick days, cost of living, opportunity for growth

## How Can You Develop Better Critical Thinking Skills?

- Develop an action plan with specific steps to solve a problem
- Brainstorm solutions to a problem before bringing it to a supervisor/ professor
- Activate your mind by reading, puzzles, writing, etc.

## Notes

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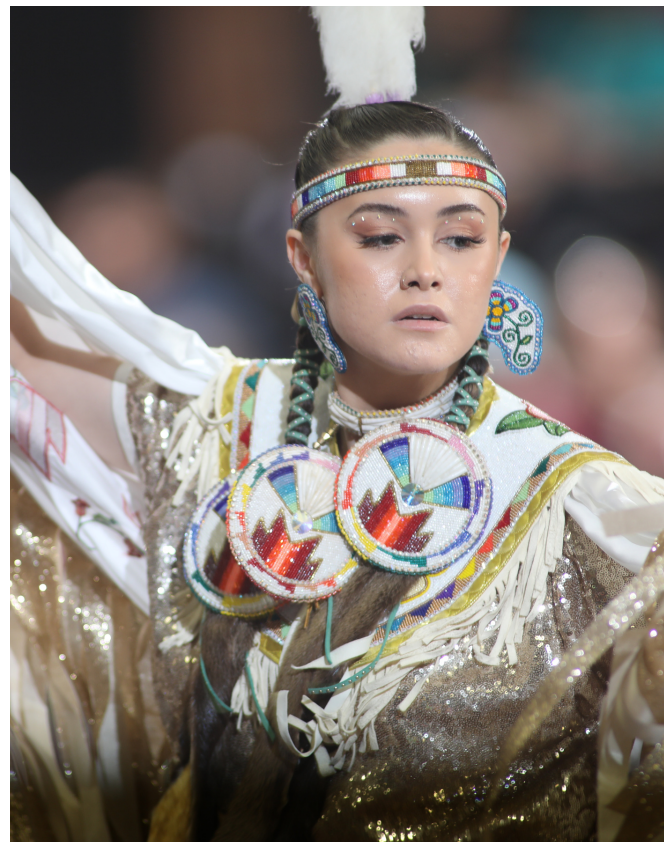


## Equity & Inclusion

Demonstrate awareness, attitude, knowledge and skills required to equitably engage and include people from different cultures.

### Sample Behaviors

- Contribute to inclusive and equitable practices that influence individual and systemic change
- Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and leads to personal growth
- Keep an open mind to diverse ideas and new ways of thinking
- Identify resources and eliminate barriers resulting from individual and systemic inequities
- Demonstrate flexibility by adapting to diverse environments





## Diverse Environments

You can assess an organization's commitment to diversity, equity, and inclusion (DEI) by asking potential employers questions that relate to whether they are committed to advancing DEI and have made progress.

### Ask an employer:

- What does professionalism mean and look like?
- What is their perception of professionalism?
- How does the organization use opportunities to educate themselves and others?
- Define diversity, equity and inclusion.



## LGBTQ+

As a member or supporter of the LGBTQ+ community, a person's sexual orientation or general identity can come with a risk. It is important for a person to not conceal their sexual orientation or gender identity because it may affect their mental health and job productivity.



## Safe Zone Education

For more information on how to be an effective ally, attend Safe Zone training. They are hosted multiple times throughout the semester by the Office of Student Inclusion and Diversity.

## How to prepare for the workforce

- Identify employers with LGBTQ+ policies
- Review state and local laws
- Research the company and talk to employers about their experience
- If comfortable, start with stating your pronouns to set the tone for the environment
- Include diversity in your resume with experiences, skills and accomplishments

## International & Non-Traditional Students

As an international or non-traditional student, it can be difficult starting your career journey. The Career Center can attend to your career needs in finding jobs and internships, with the assistance of the Office of Global Engagement. Start with researching the U.S. hiring process and workplace culture. Then, schedule an appointment with a career advisor to find more resources tailored to you!

## How can you develop better skills for Equity & Inclusion

- Attend an event on campus that encourages you to step outside your comfort zone
- Engage in conversation with individuals who have different perspectives than your own
- Participate in a study abroad or volunteer experience to broaden your horizons



## Notes

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## Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



### Sample Behaviors

- Inspire, persuade and motivate self and others under a shared vision
- Seek out and leverage diverse resources and feedback from others to inform direction
- Use innovative thinking to go beyond traditional methods
- Serve as a role model to others by approaching tasks with confidence and a positive attitude
- Motivate and inspire others by encouraging them and building mutual trust
- Plan, initiate, manage, complete and evaluate projects

## Experiential Learning Opportunities

Experiential learning gives you the ability to build upon multi-dimensional points of knowledge acquired over time and apply that knowledge to new experiences in and outside the classroom. Experiential opportunities may include but are not limited to, internships, job shadowing, volunteer and service learning.



### Parker Dewey

When it comes to finding an internship it can be difficult. Parker Dewey is an online platform for you to utilize in finding micro-Internships. Students from all majors can execute professional assignments to build and demonstrate skills while exploring a variety of career paths.



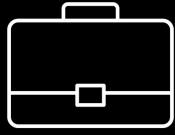
### Truist Leadership Institute

This program is for students on the fast track to success and leadership. Students will learn to:

- Lead others more effectively
- Gain a deeper self-awareness
- Identify signature strengths and leadership communication preferences
- Begin developing your leadership purpose

## How to develop better Leadership skills?

- Take on a leadership role in a group or organization
- Demonstrate initiative at your job/internship by taking on additional responsibilities
- Motivate team members with a positive attitude and leverage their strengths when delegating work



## Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



### Sample Behaviors

- Act equitably with integrity and accountability to self, others and the organization
- Maintain a positive alignment with organization and personal career values
- Be present and prepared
- Demonstrate dependability
- Prioritize and complete tasks to accomplish organizational goals
- Consistently meet or exceed goals and expectations
- Have an attention to detail
- Show a high level of dedication

## Building Your Resume

A resume is your personalized marketing tool that should be a concise and informative overview of your skills, education and background. Its purpose is to showcase your strongest qualities and relevant abilities for the specific job you're applying for, setting you apart from other applicants in similar positions.

## Resume Layout

### Heading & Contact Info.

- Name, email, cell phone number, home or school address, LinkedIn profile URL

### Education Overview

- School name, location, degree, dates attended, major, minor, concentration
- Optional: GPA, class rank, honors, projects, thesis, research or certifications

### Leadership, Activities, Service

- List the level of education you were at (high school, college, etc.), department, club, or team and accomplishments

### Experience

- Name, location of organization, position title, dates of employment, leadership roles or involvement, description of duties

### Skills

- List any measurable and quantifiable skills or certifications

#### Brave Hawk

Pembroke, NC 28372 (910) - 555 - 5555  
nomic@gmail.com

#### EDUCATION

University of North Carolina at Pembroke  
*Undecided*

Pembroke, NC  
May 20xx

Washington High School  
Honor Student, Top 10% of Class  
Accumulated 12 AP Credits

Washington, NC  
June 20xx

#### LEADERSHIP | ACTIVITIES | SERVICE

##### College

University of North Carolina at Pembroke, Pembroke, NC

##### **UNCP Athletics**

Division II Soccer, Player

- Developed effective self-discipline, physical and mental conditioning, and game strategy earning a full athletic scholarship, All-American Honorable Mention
- Utilized effective time-management skills to maintain high academic standings, earning UNCP's Female Scholar Athlete of the Year, Mountain East All-American Academic Team, Mountain East Honor Roll and UNCP Dean's List

##### **Community and Civic Engagement**

Special Olympics, Volunteer

UNCP Food Pantry, Volunteer

Robeson County Housing Authority, Tutor/ Mentor

Martin Luther King Day of Service, Volunteer

##### High School

Washington High School, Washington, NC

Student Government Treasurer

- Coordinated \$2,000 in funds for a class for 500+ students to spend annually
- Collaborated with six executive board members to plan service-based and social events

National Honor Society, Vice President

- Assisted in planning the event of the year NHS Gala for over 100 guests

Varsity Soccer and Basketball, Captain

- Led teams of up to 20+ players in practices and drills to improve athletic and teamwork skills

#### Work Experience

Various Families, Washington, NC

Childcare

- Supervised up to three children for 15+ hours per week while ensuring their safety
- Creatively planned fun activities for children while also resolving conflicts in a calm manner

#### Skills

- Experience with MS Excel, PowerPoint, Word, iMovie, and Adobe Photoshop



## Charles Justice

Pembroke, NC XXX-XXX-XXXX cjustice@yahoo.com

Criminal justice scholar with over six years of experience in community/customer engagement that decreased retail loss while increasing customer satisfaction. Applied knowledge in law enforcement procedures, surveillance, and community policing to build trust. Seeking to apply my knowledge as an officer recruit with the North Carolina State Bureau of Investigation.

### EDUCATION

University of North Carolina at Pembroke, Pembroke, NC  
**Bachelor of Science in Criminal Justice**

Anticipated December 20xx

*Relevant Coursework:*

- Criminology
- Criminal Law
- Social Statistics
- Social Research
- Criminal Procedures
- Criminal Justice Writing/ Rhetoric

### RELEVANT EXPERIENCE

**Police Intern, Fayetteville Police Department, Fayetteville, NC**

May 20xx - July 20xx

- Selected as intern after successfully completing background check, polygraph and rigorous interview process
- Gained practical implementation of crime solving strategy techniques such as community outreach, efficient resource distribution, crime mapping and crime data collection
- Learned mission, activities and services of five departments (Investigations, Community Affairs, Forensics, Planning Research & Development and the Patrol Division) through observation and research

**Police Ride-Along, Bedford County Police Department, Pembroke, NC**

June 20xx

- Gained knowledge and direction into desired career path while shadowing on-duty officer for 12 hours
- Learned and implemented conflict resolution strategies by observing officers, performing role play scenarios and gaining feedback from supervising officer

**Security Officer Team, Cross Creek Mall, Fayetteville, NC**

January 20xx - December 20xx

- Monitored 423,123 sq. ft. facility, effectively communicating description and location of suspects
- Safely managed crowds for weekly special events by directing traffic and providing a visible security presence
- Aided in the apprehension of 10 individuals suspected of theft by completing formal report of investigation and turning evidence over to arresting agency

### COMMUNITY SERVICE

**Volunteer, Habitat for Humanity, Robeson County**

August 20xx - May 20xx

- Dedicated time by helping families build strength, stability and self-reliance through shelter

**Volunteer, Lumberton Christian Care Center, Lumberton, NC**

August 20xx - May 20xx

- Increased community participation through marketing, social media and developed collaborative agreements reducing expenditures by 50%

### OTHER EXPERIENCE

**Cashier, Walmart, Pembroke, NC**

August 20xx - December 20xx

- Initiated conversation with management to participate in three-hour asset protection training which taught strategies to enhance customer service and safety

**Crew Member, McDonalds, Pembroke, NC**

February 20xx - August 20xx

- Provided high-quality customer service by accurately recording all orders, attempting to resolve all complaints and greeting all customers entering with a smile

## Scie Ence

123 N Vessel Street, Pembroke, NC, 28372 | 910.555.5555 | scie.ence@aol.com

Blend theoretic knowledge with lab implementation as a UNC Pembroke Chemistry scholar to offer solid skills in molecular structure and theory, clinical experiments, and research activities. Known for providing quality work, attention to detail and proven organization to meet deadlines.

### EDUCATION

*University of North Carolina Pembroke*

Expected Graduation: May 20xx

**Bachelor of Science in Chemistry, GPA: 3.56/ 4.0**

**Honors:** Esther G. Maynor Honors College (20xx)

James Porter Math and Environmental Science Scholarship (20xx - 20xx)

**Relevant Coursework:**

Elementary Inorganic Chemistry, Analytical Chemistry, Organic Chemistry, Organic Chemistry, Scientific Literature, Physical Chemistry

*Rockingham Community College*

May 20xx

**Associate of Science, GPA: 3.96/ 4.0**

### TECHNICAL SKILLS

Laboratory Techniques: DNA extraction, Animal dissection, Microscopy, Enzyme kinetics

Lab Equipment: Stellarnet Porta-LIBS system, Agilent 4100 MPS-AES, Bioanalytical Systems Incorporated Epsilon

Computer Software: Proficient in MATLAB & Microsoft Office

Languages: Fluent in Spanish, Intermediate Standard Mandarin

### SELECTED LAB & RESEARCH EXPERIENCE

Honors Seminar: Maynor Honors College

Spring 20xx

**"Migration Genetic Diversity"**

- Demonstrating how plants migrate from one place to another by explaining the results of DNA extraction and Polymerase Chain Reaction (PCR).

Undergraduate Project: Laboratory Investigations and Experiences in General Biology

**DNA Sampling Experiment**

Fall 20xx

- Illustrated the use of restriction enzymes and their actions in order to differentiate DNA samples that have been analyzed by the agarose gel electrophoresis.

### WORK EXPERIENCE

University of North Carolina Pembroke Residence Life

Resident Advisor

- Planned and organized bi-monthly programs for 300 residents to foster a welcoming, safe and collaborative community and increase campus involvement
- Collaborated with 16 team members to schedule front desk coverage, enforce consistent resident accountability and rules and planned educational programs

### INTERESTS

Intramural soccer, Chemistry World podcasts and mentoring STEM high school students

## Major English

123 Poetic Ln, Pembroke, NC | 910 - 123 - 4567 | english@gmail.com | www.linkedin.com/in/menglish

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### EDUCATION

**Bachelor of Art in English, University of North Carolina at Pembroke, Pembroke, NC**

May 20xx

Professional Writing Emphasis | Minor: Marketing

#### **Relevant Coursework:**

Writing Center Theory and Practice, Writing in Digital Environments, Writing for the Public Sphere, Special Topics in Composition and Rhetoric, Computer-Assisted Editing and Publication Design, Integrated Marketing Communications, Marketing Strategy

### RELEVANT EXPERIENCE

**Reporter, The Pine Needle, Pembroke, NC**

August 20xx - Present

- Develop ideas for column weekly for print and online media distribution regarding current events and politics
- Receive assignments weekly, research story's background, provide complete and accurate information and arrange interviews with people to obtain and provide highest level of accuracy

**News Anchor, Carolina News Today, Pembroke, NC**

August 20xx - December 20xx

- Present weekly live and/or recorded commentary via broadcast media on WNCP-TV regarding campus news as the assistant anchor
- Review written and video copy of content to correct errors, grammar, or punctuation, following prescribed editorial style and formatting guidelines

**Blogger, Self-Employed, Fayetteville, NC**

October 20xx - Present

- Write daily online blog entries that address news developments, opinions and commentary to subscription base of 50
- Edit blog design and grammar, to ensure blog is direct, concise and focused increasing membership by over 5% yearly
- Investigate breaking news such as Hurricane Matthew and Hurricane Florence offering hourly vlog, blog and photography during event increasing views to over 1000 per day

**Social Media Influencer, Self-Employed, Raleigh, NC**

March 20xx - Present

- Conducted comprehensive reviews on more than 50 products, ranging from tech manufacturers like Beats, Apple and Samsung that consistently garner over 50,000 unique views within a week
- Build and maintain an active subscription of 5,000 followers increasing 1% to 3% monthly

### COMMUNITY SERVICE

**Volunteer, University of North Carolina Pembroke Food Bank, Pembroke, NC**

September 20xx - Present

- Rotated food items, monitored expiration dates and coordinated food drive resulting in increased food and a reduction in loss

## Inte R. National

6357 Wilhem Rd., Prospect, NC 75023 | 910-123-4567 | International@gmail.com

### EDUCATION

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THOMAS COLLEGE OF BUSINESS AND ECONOMIC, UNIVERSITY OF NORTH CAROLINA AT PEMBROKE  
**Bachelor of Science in Business Administration, Concentration: International Business**  
May 20xx || Cumulative GPA: 3.57/4.0

NORTHEAST AGRICULTURAL UNIVERSITY, Hegang, Heilongjiang, China  
**Bachelor of Science in Business Administration**  
May 20xx

### RELEVANT COURSEWORK

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- International Business
- International Finance
- International Trade
- Financial Accounting
- Managerial Accounting
- Business Analytics
- Applied Business Statistics

### EXPERIENCE

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BANK OF CHINA, Jiangsu, China

January 20xx - Present

#### Hall Manager

- Implemented strategies that improved customer engagement and new customer sign-up by researching and analyzing the market and then presenting findings to management
- Aided general manager with exceeding month-to-month targets by promoting banking services to auxiliary customers daily

LOCKLEAR FARMS, Pembroke, NC

June 20xx - August 20xx

#### Business Analyst Intern

- Analyzed current balance sheets and presented research to highlight financial changes and additional costs incurred by the company
- Calculated weekly profit margins and attended business meetings in Miami with the president
- Worked in a professional environment with corporate executives to learn marketing and sales techniques as well as business management

### ORGANIZATIONS/CLUBS

---

Alpha Sigma Alpha, University of North Carolina Pembroke

June 20xx- Present

#### Membership Chair

- Grew membership from six to eighteen through creative marketing, student engagement and the cultivation of culturally inclusive programming

International Business Students Club, University of North Carolina Pembroke

February 20xx - Present

#### Member

- Presented field studies and market research finding to a group of domestic and international students regarding a bear market during study abroad at China's ISBC

#### Enactus

August 20xx - May 20xx

#### Secretary

- Maintained record of meeting and assisted in the development, strategic planning, and implementation of financial literacy afterschool program for Pembroke Housing Authority

### SKILLS

---

Software: Microsoft Excel, PowerPoint, Publisher, Word, Adobe Acrobat



## Te A. Cher

123 Marshall Lane, Mooresville, NC · 919.555.5555 · teacher@gmail.com

### EDUCATION

Bachelor of Science in Elementary Education  
University of North Carolina at Pembroke, Pembroke, NC

- Minor: Spanish
- Kappa Delta Pi Honor Society

December 20xx

### CERTIFICATION AND LICENSURE

North Carolina Professional Teacher License: Initial License (IPL) Elementary K-6  
Association of Christian Schools International (ACSI): Elementary Education PreK-6  
Association of American Educators  
CPR/First Aid Certification

Anticipated August 20xx  
June 20xx  
May 20xx  
March 20xx

### TEACHING AND PRACTICUM EXPERIENCE

#### **Third Grade Student Teacher**

Union Elementary School | Rowland, NC | April-May 20xx

- Assist in managing a class of up to 20 students in three different classes daily insuring children are attentive, actively learning and socially engaged
- Plan and teach ecology unit to 40 students, using prior knowledge to obtain a 100% pass rate
- Utilized hands-on experiments and scientific methods for problem-solving receiving 95% completion of classroom assignments and homework
- Track 50 students' progress, communicating results to parents weekly through a handwritten note

#### **First Grade Volunteer**

Pembroke Elementary School | Pembroke, NC | January-May 20xx

- Prepared materials by making copies, arranging paperwork and ensuring media devices were operable for four teachers to support lessons and learning activities daily
- Evaluated and documented the progress of the 23 students through class observation and grade recording

#### **Personal Shopper**

Lowes Foods | Mooresville, NC | Summers 20xx, 20xx, 20xx

- Improved speed of service by proactively learning store layout and flowing assigned shopping path that minimized retracing steps
- Trained coworkers in the use of technology to maximize efficiency and time management

### LEADERSHIP EXPERIENCE

Brownie Scout Leader

Girl Scouts of Robeson County | Lumberton, NC | August 20xx-Present

- Lead troop of 15-18 inner city Brownie Scouts weekly building strong work ethic and leadership skills
- Mentor and counsel girls, encouraging participation in various activities building community engagement and awareness

### PROFESSIONAL SKILLS PROFILE

- Curriculum Development/Integration (Proficient)
- Student Assessment and Interactive Learning (Proficient)
- Parent Engagement and Communication (Proficient)
- Individualized and Adaptive Learning (Proficient)

## Do

- Information in each section should be listed chronologically, most recent first
- Be consistent in format and content
- Make it easy to read and follow
- Use consistent spacing, bold and capitalization for emphasis
- Avoid information gaps such as a missing summer
- Be sure that your format translated properly if converted to pdf

## Don't

- Use personal pronouns (Such as I)
- Abbreviate
- Use a narrative style
- Number of letter categories
- Use slang or colloquialisms
- Include a picture
- Include age or sex
- List references
- Start each line with a date

## Planning to work internationally?

Resume guidelines can vary from country to country.

## Cypress Resume

Cypress Resume is an online resource for students to create a resume by simply inputting their work experience, education history and skills!



## Accomplishment Statements

Accomplishment statements tell the story of what you did during your experiences. What did you do? How did you do it? What results did you get?



## Accomplishment Statements

Verbs to start your statement with.

### Communication Skills

Addressed  
Advised  
Contacted  
Discussed  
Edited  
Hosted  
Influenced  
Listened  
Mentored  
Presented  
Recruited  
Related  
Suggested  
Unified  
Verbalized  
Wrote

### Creative Skills

Abstracted  
Adapted  
Advertised  
Composed  
Developed  
Entertained  
Formulated  
Generated  
Illustrated  
Innovated  
Modeled  
Originated  
Revamped  
Solved  
Synthesized  
Visualized

### Data Skills

Administered  
Analyzed  
Assessed  
Balanced  
Computed  
Conserved  
Determined  
Estimated  
Maintained  
Marketed  
Netted  
Planned  
Projected  
Qualified  
Reduced  
Tracked

### Helping Skills

Advocated  
Assisted  
Communication  
Educated  
Encouraged  
Facilitated  
Guided  
Informed  
Lectured  
Served  
Taught  
Rehabilitated  
Supplied  
Tested  
Trained  
Volunteered

### Management Skills

Achieved  
Attained  
Consolidated  
Delegated  
Enforced  
Established  
Executed  
Improved  
Increased  
Motivated  
Navigated  
Prioritized  
Recommended  
Regulated  
Reorganized  
Scheduled  
Supervised  
Terminated  
Yielded

### Organizational Skills

Approved  
Arranged  
Categorized  
Corresponded  
Distributed  
Executed  
Filed  
Implemented  
Logged  
Organized  
Prepared  
Provided  
Reserved  
Revised  
Scheduled  
Systemized  
Transformed  
Updated

### Research Skills

Analyzed  
Charted  
Collected  
Conducted  
Discovered  
Evaluated  
Explored  
Gathered  
Inspected  
Investigated  
Located  
Measured  
Monitored  
Observed  
Organized  
Researched  
Summarized  
Validated  
Verified

### Technical Skills

Applied  
Assembled  
Built  
Constructed  
Converted  
Devised  
Engineered  
Expanded  
Fabricated  
Installed  
Modified  
Operated  
Programmed  
Repaired  
Restored  
Specialized  
Studied  
Trained  
Utilized

## Creating A Cover Letter

A cover letter accompanies your resume to potential employers and provides you the opportunity to introduce yourself. It should highlight the skills, abilities and accomplishments listed on your resume. The goal is to motivate the employer to read your resume and be invited for an interview.

### Cover Letter Layout

#### Heading

- Address, date, employer

#### Address to

- Manager, supervisor, director or you may write the letter "To Whom It May Concern"

#### Paragraph 1

- Include purpose of the letter, name of organization, job title, what makes you a good fit for the role

#### Paragraph 2

- Describe relevant experience (Part-Time jobs, Internships, Volunteer, Research, Student Leadership)

#### Paragraph 3

- Summarize your skills, reiterate your interest in this position, close with appreciation

#### Closing

- Use a professional closing and put your first & last name

### Tips

Sell yourself! Cover letters should be custom to each employer, double check your grammar and spelling, keep it at one page.

Brave Hawk  
1234 Main Street  
Pembroke, NC 28372

January 5, 2023

Brenda Clark, Director  
Employment Solutions, Inc.  
5678 Main Street  
Pembroke, NC 28372

Dear Ms. Clark,

Tell why you are writing the letter (be clear about the position or type of position you are seeking). Attract the employer's interest by briefly touching on your specific knowledge of the company and/or position. Is this an inquiry or are you applying for a job? How did you find out about the position or the organization? If someone referred you, you may mention his/her name here. Give a brief statement demonstrating your specific interest in the organization/field.

Your middle paragraph(s) should communicate precisely what you have to offer the employer. Why do you want to work for this organization? How has your background prepared you for this position? Select your most relevant details and skills from past experiences that relate to the position/organization at hand. Show the employer how your background matches the requirements of the job. Avoid vague statements; back up claims with specific examples. Refer to your resume. (Your middle paragraph(s) is/are critical to your success.)

Closure. Restate your interest and willingness to meet the employer. Elicit a response and/or mention that you will follow up with phone call, if appropriate. Thank the employer for his/her time and consideration of your application/inquiry.

Thank you for your time in considering my resume.

Sincerely,

(Four spaces if mailed or faxed, two spaces if emailed)  
(Handwritten signature if mailing or faxing)  
Jane Jones



## Brave Hawk

Pembroke NC 28372 (910) 555-5555  
nomic@gmail.com

Brave Hawk  
1234 Main St  
Pembroke, NC 28372

Month XX, 20XX

Jessica Lowery Clark, Ph.D., Executive Director  
Exploration Station  
104 N Chestnut St  
Lumberton, NC 28358

Dear Dr. Clark:

I am very interested in joining the Exploration Station as your new exhibits and production intern. I learned of this opportunity through The University of North Carolina Pembroke's Handshake system. The museum's mission to "support programs that measurably develop young children and their caregivers for success" is consistent with my interests in child development and the museum curatorial process. In addition to my volunteer and work experiences, my educational background make me a strong asset for your summer internship program.

### (Traditional option)

I am pursuing my Bachelor of Arts at The University of North Carolina at Pembroke. Several of my courses have focused on child development and art. During my summers, I worked as a childcare provider, I worked with diverse families and children ranging from six months to ten years old to design and implement curriculum and activities to keep them engaged. The results of my work were praised by both the children and families. I have also taken several courses in psychology that focus on children's learning and development, so I feel I can use this understanding to connect with the youth audience of your museum.

In addition to my education and work, I have extensive experience tutoring and engaging children in the Boys and Girls Club through the Community and Civic Engagement Office at The University of North Carolina Pembroke. Since freshman year, I have worked to improve the learning outcomes of 20 students. I am passionate about positively impacting the lives of children, and I believe that education and art are two important avenues to accomplish this work.

----- OR -----

### (Bullet point option)

I am currently pursuing my bachelor degree from The University of North Carolina at Pembroke. Several of my courses have focused on art exhibit development. Throughout my education, I took classes on art and child development. I also gained broad experience through work and a museum internship.

Key qualifications I bring to the exhibits and production intern position are:

- design and implement curriculum and activities for families and children ranging from 6 months to 10 years old
- psychology coursework in children's learning and development
- improving learning outcomes of 20 children through various tutoring programs

I am confident my passion for art and child development, combined with my experience working with children, will contribute to the exciting, hands-on learning environment at the Exploration Station. If you have any additional questions, please feel free to contact me by phone (555.555.5555) or email (brave.mail@uncp.edu). I look forward to hearing from you!

Thank you for your time and consideration.

Brave Hawk Signature

Brave Hawk

Jane Jones  
1234 Main Street  
Pembroke, NC 28372

January XX, 20XX

Brenda Clark, Director  
Employment Solutions, Inc.  
5678 Main Street  
Pembroke, NC 28372

Dear Ms. Clark,

I am writing to express my interest in the career advisor position with Employment Solutions, Inc. (ESI) that is currently posted on your website. I have been seeking an opportunity to work for your organization for quite some time and am excited about the possibility of serving in this position. I have seen firsthand the impact of ESI's emphasis on assisting community members with their employment searches and would enjoy contributing my career counseling and teaching skills to this position.

My interest in career counseling began in high school when I volunteered for the Cumberland County Schools job fairs as an administrative assistant. While in college at UNC Pembroke, I further explored my passion for serving as a hawk assistant at my university career center. During my final semester, I even served as hawk assistant leader. In this position, I was able to fine-tune my skills in programming and marketing while working under tight deadlines.

In addition to my experience with UNC Pembroke, I completed an internship at the NC Department of Commerce. The opportunity to connect my personal passion for providing tools and information for employment-seeking individuals allowed my work to shine. I worked on more than 60 job applicant caseloads and facilitated several workshops on career decisions and networking. This internship required me to work closely with the workforce solutions team on a daily basis, which allowed me to advance my verbal communication skills, teamwork skills and attention to detail.

I am confident that my professional experience and educational background would serve me well as Career Advisor for Employment Solutions, Inc. It would be my pleasure to work with the ESI staff at such a well-respected organization. I look forward to the opportunity to interview with you to allow us to further discuss my qualifications for the position. If you have any questions or would like me to provide any additional information, please feel free to contact me at 555.555.5555 or [jane.jones@email.com](mailto:jane.jones@email.com).

Thank you for your time in considering my resume.

Sincerely,

Jane Jones

## Reference Page

A reference page should be on a separate document, following the same design as your resume and cover letter. The headers for the resume and your reference page should match. Typically an employer will ask for two to three references when applying for an internship or job.

## Reference Layout

Each reference should include

- Name
- Position
- Company Name
- Street Name
- City, State, Zip
- Phone Number
- Email Address
- Your relationship to reference

### Tommy Hawk

*Career Center Director, UNCP*

1 University Drive  
Student Center 221  
Pembroke, NC 28372

910.123.4567  
tom.hawk@aol.com

## Tips

References should be work related or college faculty, list references in order of impressiveness or who will give you the best reference, have permission to list someone as a reference.



## Dress For Success

When appearing for an interview or meeting, you always want to put your best foot forward. Presenting yourself in a professional manner will help show that you mean business. If you are not certain about the specific workplace expectations, ask your contact when you schedule a meeting.

## Professional Dress Tips

- Dress more conservatively
- Wear dark pants with a tie (with or without a jacket), Dark skirt or slacks with a blouse, appropriate length dress and closed-toe shoes
- Keep your outfit simple. Accessorize with a tie or scarf
- Clothing will need to fit you, as well as fresh, clean and in impeccable repair
- Come freshly showered, hair well attended to, and clean hands
- Do not wear denim, joggers, have tears or rips in clothing items

## Writing A Curriculum Vitae (CV)

Like a resume, a curriculum vitae (CV) helps show your skills, education, affiliations, etc. A CV presents your academic history and scholarly potential fully. A CV does not have a page limit and the information is tailored to the position that you are applying for. A CV is used for when applying to research positions or upper academic positions and can be more than one page.

### Curriculum Vitae Layout

#### Top

- Name, address, phone, email

#### Education

- School name, date of attendance, degree and two achievements

#### Experience

- Research, grants or awards, publications, presentations, professional memberships, related experiences or activities

Carri Vitae  
Portland, ME 04102  
(708) 555-1234  
carri.vitae@duke.edu

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EDUCATION

Doctor of Business Administration  
Location  
• Accomplishment  
• Accomplishment

Month 20xx

Bachelor of Arts  
Location  
• Accomplishment  
• Accomplishment

Month 20xx

RESEARCH EXPERIENCE

Research Assistant  
Location  
• Accomplishment  
• Accomplishment

Month 20xx

Research Intern  
Location  
• Accomplishment  
• Accomplishment

Month 20xx

GRANTS AND AWARDS

• Title and Year

PUBLICATIONS

• Title, Publisher, Date

PRESENTATIONS

• Title, Location of presentation site

PROFESSIONAL SOCIETIES

• Title and membership dates

RELATED EXPERIENCE

• Title, location, accomplishment statements

Month 20xx

ADDITIONAL ACTIVITIES

• Title, dates, location, accomplishment statements

## How to develop better professional skills

- Use a planner or calendar to prioritize work/assignments and meet deadlines
- Reflect on a recent challenge and identify areas of growth and improvement for the future
- Review your social media through the eyes of a future employer and determine appropriateness



## Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



### Sample Behaviors

- Listen to others, take time to understand and ask questions without interrupting
- Manage conflict, interact and respect diverse personalities and meet ambiguity with resilience
- Be accountable for individual and team responsibilities and deliverables
- Employ personal strengths, knowledge and talents to complement those of others
- Exercise the ability to compromise and be agile
- Collaborate with others to achieve common goals
- Build strong, positive working relationships with supervisor and team members/coworkers



## Job Search Journey

Explore what careers you can have with different majors. List your top 3 choices.

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Research occupations, education required, average salary and why you like that occupation.

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

## Tips

Find sample job postings, know what the requirements are for that job and what you may need to develop, ask professionals about their career and the field they work in, get experience (job shadow, part-time work, internship or volunteer)!

Have your resume or CV reviewed by the Career Center!



## Research Employers

Researching employers is perhaps the single-most important activity you will undertake in your job search. You will be able to discover an organization's goals and needs, as well as know how to tailor your resume and cover letter to highlight your skills and experiences that match the employer's needs. It is good practice to research information about the organization to know what their mission is and the services or population they serve. Utilize the platform Handshake, to help with your research.

## Career Fairs

The Career Center hosts eight career fairs throughout the academic school year that tailors to the different schools on campus. Career fairs provide an opportunity for you to network with employers from local, national and global organizations.



## Career Fair Prep

- Schedule an appointment with a Career Advisor
- Perfect your resume
- Have your professional wear ready
- Practice introducing yourself
- Find out which employers are attending
- Research the employers you want to meet
- Prepare questions
- Bring portfolio, paper and pen
- Bring 10-15 resumes

## During

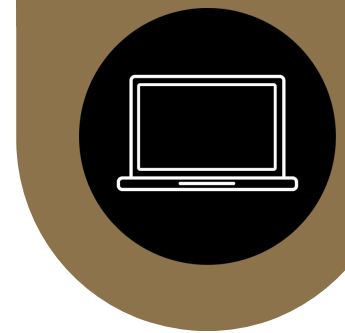
- Introduce yourself with a smile and firm handshake
- Speak slowly and confidently
- Take breaks to freshen up
- Ask about opportunities and take notes
- Be mindful of time and strategic of who you talk to
- Get contact information or a business card
- Thank employers after speaking with them
- Limit the give-away items you're collecting

## After

- Make a list of employers to follow up with
- Thank recruiters of particular interest
- Follow up with online applications, or by sending a resume & cover letter
- Reach out via email or telephone to employers who may not have been at the fair
- Set up informational interviews
- Make an appointment with a career advisor to discuss your next step

## How to develop better teamwork skills

- Collaborate with others on a class project where responsibility is shared and not divided
- Handle difficult conversations in person with respect
- Consider others' perspectives before deciding



## Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks and accomplish goals.

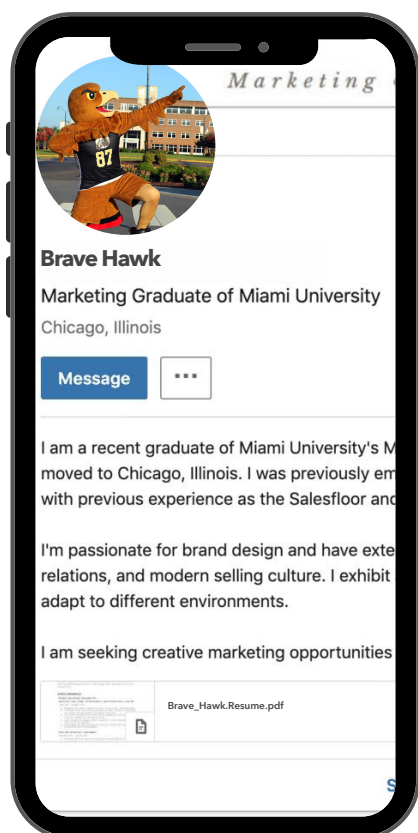
### Sample Behaviors

- Navigate change and be open to learning new technologies
- Use technology to improve efficiency and productivity of their work
- Identify appropriate technology for completing specific tasks
- Manage technology to integrate information to support relevant, effective and timely decision-making
- Quickly adapt to new or unfamiliar technologies
- Manipulate information, construct ideas and use technology to achieve strategic goals



## LinkedIn

LinkedIn is an online platform for you to connect with thousands of UNCP alumni and over 400 million people worldwide. Search LinkedIn for "University of North Carolina Pembroke." As a LinkedIn user, you can get inside information from professionals in your field.



## LinkedIn Profile

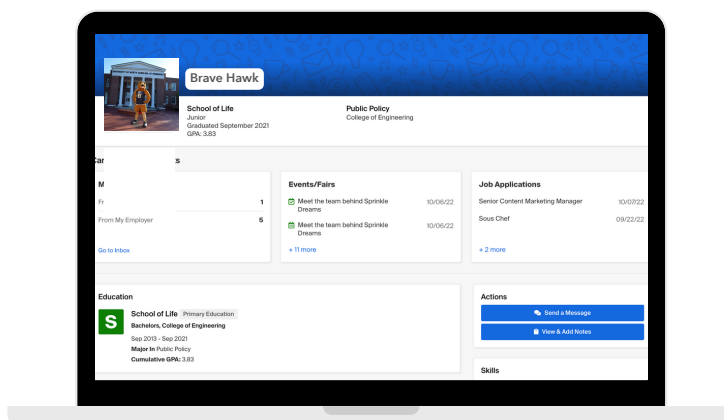
- The Photo: Dress professionally, smile, consider a professional headshot.
- The Headline: Your five-second professional introduction, list your skills, expertise, knowledge, education and what you are looking for.
- The Summary: Compelling introduction. Another option to put your education, skills, expertise and your work interests or passions, something personal about you.

Keep your profile updated with new experiences, skills and accomplishments.

## Handshake

Handshake is the online career management system where you can use Handshake to search for on-campus jobs, internships, part-time and full-time positions.

You can also schedule appointments to meet with Career Center staff members for major and career exploration, resume, cover letter, and interview assistance, and graduate school, internship and job search.



## Personal branding

Everyone has a personal brand, whether they consciously manage it or not. You should be able to communicate with an employer what you are passionate about as well as your strengths. When selling your personal brand, it is critical to know the audience you are targeting. This could be online, in person or even leaving a good impression.

## Online Networking

- Make connections with friends, family, classmates, co-workers, former co-workers, etc.
- Join more groups. Groups help connect you to people who share similar interests as you.
- Get recommendations. They add legitimacy to your profile and highlight your skills.



## Online Profile

- Showcase your skills. This will give employers an idea of what you have to offer
- Define your career goals and highlight your most relevant skills and experiences
- Show employers proof of your good work, like projects, articles you have written, research, videos, software, flyers and websites you've created
- Use precise, informative language and strong verbs to describe your skills and responsibilities

## How to develop better technology skills

- Enroll in classes or workshops that focus on software programs and technology
- Work or volunteer with a technical organization
- Become certified in Microsoft programs or software applications

## Notes

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## Further Your Education

Furthering your education will help you build on the necessary skills to advance in your career field.



### Sample Behaviors

- Research and apply to graduate programs
- Know what careers you could have with your intended degree
- Experience more career opportunities
- Understand salaries and higher pay
- Experience diverse cultures and environments
- Increase your study skills
- Enhance your critical thinking and communication skills

## Research Graduate Schools & Programs

When wanting to further your education, it is important to research programs that match your skills and interests. While researching you should find information on key components like how long the program will be, the cost and financial support, information about the institution and program itself and admissions requirements.

### Application Process

- **1 year prior**
  - Explore career interests
  - Talk to faculty members in your field of interest
  - Begin investigating programs related to your interests and their admissions requirements
- **6-8 months prior**
  - Develop a list of programs to apply for
  - Buy a planner or set up a spreadsheet to keep track of due dates
  - Prepare for the required entrance test and register to take the test(s)
- **3-4 months prior**
  - Contact those who will write a letter of recommendation
  - Work on personal statements/essays and your resume
- **1-2 months prior**
  - Review and complete all application materials and submit them at least a month prior to each program's deadline
  - Check with schools to make sure you do not need to submit further information for financial aid
- **1-2 months after application**
  - Schedule a mock interview with a career advisor
  - Keep in touch with representatives from each program to confirm the acceptance of your materials and to address any concerns or questions you may have

### Questions To Ask

- What is the average length of time students spend in the program?
- What is the size of the faculty and faculty to student ratio?
- What are the social and cultural activities of the department?
- Where are graduates employed? What can you tell me about last year's graduates?
- What career planning and job searching/placement assistance is available?



## Personal Statement

When creating a personal statement for graduate school, you will need to explain in a summary what your goals are and why you want to apply for the program. You will also need to emphasize your career plan and how you will be utilizing the degree.

### Ph.D. in Leadership and Advancement

During the first paragraph, you will state your interest into this topic or field of study. You will also state when your interest began. You can use your experience to help create your first paragraph. Be sure to have at least four to five sentences in each of your paragraphs.

In the second paragraph you will begin to mention your undergrad experience and what your journey may have been like. You can refer to any experiences that you may have encountered during your undergrad years. Mention courses you have studied that help build your case of getting into the intended graduate program.

In the third paragraph, go into detail of why you would like to pursue the specific graduate program and why it interests you specifically. State what experiences you have liked especially if it relates closely to the program. Talk about your end goal, what you will be doing with your degree after you have received it.

Lastly, state the awareness and knowledge you have of the school and include interactions with others who highly recommend the program, if applicable. Mention opportunities or growth that the program or university may experience and how you want to be a part of the excellence that is happening. End this paragraph with gratitude and hopefulness.

Schedule an appointment with your Career Center for assistance with creating your personal statement.

## Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





# CAREER CENTER

DIVISION OF STUDENT AFFAIRS

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