

THE CENTER FOR  
*Calling & Career*



LOUISIANA  
**CHRISTIAN**  
UNIVERSITY



**THE CENTER FOR  
CALLING & CAREER  
GUIDE**



# The Center for Calling & Career Guide

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To Contact The Center for  
Calling and Career:

Call 318-487-7138 or  
Visit us in the Hixson  
Student Center, 3<sup>rd</sup> Floor

# The Center for Calling & Career Resources

## Handshake,

an online career services platform that students can use to search and apply for jobs and internships, research employers, schedule appointments and register for career events. **This is a great resource throughout your time at Louisiana Christian University!**

## How to find/log in to Handshake

### Log in to Handshake:

Log into Handshake using **The Center for Calling & Career webpage** ([lcuniversity.edu/cfcc](http://lcuniversity.edu/cfcc)) or <https://lcuniversity.joinhandshake.com>



## How to Build Your Handshake Profile

1. Upload resume, so that Handshake can complete the autofill process.
2. Upload a professional head shot.
3. Fill in any missing information, be sure to include skills, major, education info, etc.
4. Double check that all information is correct and accurate!

## 5 reasons you need Handshake

1

### Competitive advantage

Handshake is the only place that connects you, your school, and employers together. You'll see jobs and internships posted specifically for students, and employers actively recruiting from your school.

2

### Active recruiters

Employers on Handshake message students with event invites, interview requests, and new job opportunities.

3

### No experience required

The jobs on Handshake are meant for students like you, so you can get the work experience you need.

4

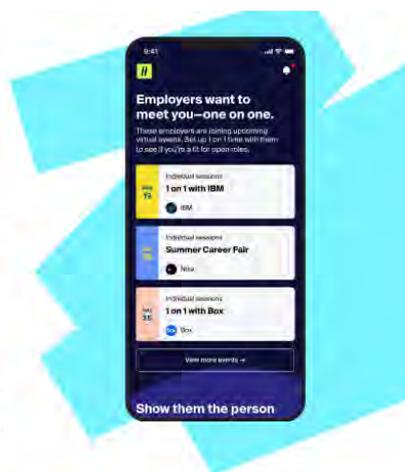
### Curated work opportunities

When you fill out your profile, we'll show you jobs and internships that match your interests and skills. You may even discover a new career path.

5

### Exciting employers

All of the top employers are recruiting students on Handshake, including Fortune 500, startups, nonprofits and more.





# Discover Your Calling

## Choosing a Major

**During your search for majors and careers**

**be sure to consider the answers to the questions below:**

- Does the career match your personality, interests, and values? If you are unsure be sure to take a career assessment provided in the resources list.
- Does the career line up with your Spiritual gifts, values and beliefs and what you believe God is calling you to do?
- What are the job requirements and qualifications? Determine the skills and educational background for the position.
- What is the job outlook? It is important to consider the turn-over/ burnout rates as well as continued growth for certain careers.
- What are the typical work hours and job duties? A job may or may not pay a good salary, but you should always know if you can fulfill the requirements and work the required schedule.
- Feel free to use the following resources during your career and major exploration process.
- Focus2:**  
<https://www.focus2career.com/Portal/Login.cfm?SID=1743>  
Access Code: wildcats
- Louisiana Christian University Academic Programs:**  
<https://lcuniversity.edu/academics/undergraduate-programs/>
- Louisiana Christian University Academic Catalog:**  
<https://catalog.lcuniversity.edu/>

**Exploring career options can be overwhelming.**

For this reason, it is important to have an idea of the career or major in which you are most interested.

After determining the career or major that interests you the most, you can begin learning more about them. Gaining knowledge of the various careers and majors will assist more in the decision-making process

## Spiritual Gifts

**Discover your God-given spiritual gifts.**

Visit the Center for Calling & Career to complete a secondary assessment used to determine your spiritual gifts and how these gifts can be used throughout your career or what God has called you to do. Use these tools to help you to understand how God has gifted and called you to serve.

# Discover Your Spiritual Gifts

## What has God called you to do?

**All of us are called according to God's will to advance the Kingdom.**

- What the Bible has to say about Spiritual Gifts
  - Each believer is given at least one gift (1 Corinthians 12:7)
  - The Holy Spirit determines who receives which gifts (1 Corinthians 12:11)
  - Each gift is equally valuable (1 Corinthians 12:21-26)
  - We are to use our gifts to serve others for the benefit of the body. (Romans 12:6-8; Ephesians 4:12)
  - We are commanded to use our gifts. (1 Peter 4:10)
  - Exercising our gifts will help us develop spiritual maturity. (Ephesians 4:13)
- Pray for Revelation
  - God will reveal our gifts through His Holy Spirit. Believers should pray and study what God says about gifts in His Word. We should also remember God uses other believers to affirm our gift. Sometimes God may also use spiritual gift assessment tools to reveal His gifts.
- Match gifts with Ministry Opportunities
  - Once gifts are discovered, the next step is to take action on that discovery. Here is an example of a way to match interests and gifts with ministry opportunities.
- Spiritual Growth
  - Your spiritual journey as a follower of Christ began the moment you admitted personal sin and placed your trust in Christ as Savior and Lord. From that point, until death or the return of Christ, your life's call is to grow in Christlikeness.
  - God expects His children to grow spiritually and His Word encourages personal examination as an element of growth.
  - The assessment helps you think carefully about your spiritual development related to six specific spiritual disciplines; abiding in Christ, living in the Word, praying in faith, fellowshiping with believers, witnessing to the world, ministering to others.

# Experiential Learning Initiative

The Center for Calling and Career will serve as the oversight for Louisiana Christian University's Experiential Learning Initiative (ELI) which equips students to complete two of the following during their academic career: Research; Study Abroad; Service Learning; & Internships. The ELI framework offers students credible learning opportunities which will be included as part of each student's transcript. Students are encouraged to visit with their advisor on scheduling these initiatives.



# Work Experience

## What Job is Right For You?

### On-Campus Jobs

It can be challenging to find part-time jobs on campus. Most on-campus jobs are funded and distributed through financial aid, but some are funded by individual departments.

If you are eligible for Federal Work Study, you can contact the Financial Aid Office for more information about on-campus employment. Attend our On-Campus Student Job Fair each semester to find an on-campus job.

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### Part-Time Jobs Off Campus

All Part-Time jobs sent to LCU can be found on Purple Briefcase. Go to The Center for Calling & Career website and click on Job Opportunities.

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### Internships

Internships are valuable opportunities to make sure your career path is right for you. Real-world experience is an essential component in learning and competing for full-time positions after graduation. Below are some great reasons to seek out some experiential learning opportunities:

- » Gain experience in a professional environment
- » Check out the corporate culture at a company you are considering for full-time employment
- » Apply what you've learned in the classroom
- » Build your professional network
- » Clarify your career focus and goals
- » Gain confidence

### Service-Learning

**Volunteering** in the form of Service-Learning is a great way to gain work experience. Whether the experience is in your field or done in service to the community be sure to keep track of duties, hours worked and a contact or supervisor's information. Plan on adding volunteer experience to your resume and LinkedIn profile.

# Career Documents

## What is a Resume?

**A resume is a brief summary of your skills, experience and accomplishments.**

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### There are three main types of Resume formats:

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1

**Functional Resumes** are resumes used to highlight skills and accomplishments. They are most suitable for students with a great deal of volunteer work, school and community involvement, and to highlight achievements.

Tips for Functional resumes:

- » List work experience in reverse chronological order (*most recent to oldest*).
- » Best for individuals with little to no gaps in work experience.

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2

**Chronological Resumes** are used to highlight work experience. This resume format is best for students with a consistent work history. It is important to highlight and prioritize relevant professional experience and accomplishments.

Tips for Chronological resumes:

- » List work experience in reverse chronological order (*most recent to oldest*).
- » Highlight professional experience relevant to the position you are applying for.
- » Ideal if a person several years of experience in one career path or have for several employers in one particular industry

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3

**Combination Resumes** are used to highlight work experience and skills relevant to the job. This format is typically used for professionals who have several years of experience from diverse backgrounds.

Tips for Combination resumes:

- » List work experience in reverse chronological order (*most recent to oldest*).
  - » Not ideal if there are gaps in work history
  - » Should have several years of experience relevant to position applying for.
-

## Transferable Skills

**Transferable skills** are developed through experience from employment, education, or training. These skills can be used in a role you are hired to fill for a company. Many people have difficulty identifying their transferable skills. If you have found yourself experiencing difficulty identifying your skills take a moment to make a list of your experiences including paid and unpaid to help in developing a list of transferable skills.

### How to use Verbs on your Resume

When writing your resume, you want to include action verbs. **Action Verbs** are best used when listing job duties because they help make a great impression on potential employers. Action verbs help your resume stand out and highlights your accomplishments.

# Transferable Skills

## Using Transferable Skills on your resume?

*Use these examples:*

*Coded a Java program for an App. (Technical)*

*Organized courthouse documents for attorney research. (Problem Solving)*

*Initiated new members into Student Government Association. (Leadership)*

*Choreographed and performed the Nutcracker. (Creative)*

*Trained middle school students to insert tables into Microsoft Word. (Training)*

*Assembled hardware for student computers. (Technical)*

# Breaking Down a Resume

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**1 Heading** – The heading will include your contact information. You will list your full name (first and last name is acceptable), address (city and state), phone number, and email address. Your name should be boldface and the largest font size on your resume. The heading should not include personal information such as race, religion, political affiliation, social security number, or citizenship.

**2 Objective** – An objective is optional but encouraged. Be specific and state the position you are applying for, what you hope to gain, and skills you may possess qualifying you for the position.

**3 Education** – The listing of your education should include your school name, location (city, state), expected date of graduation, degree name, major(s), minor(s), and concentration(s). You may also list relevant coursework and honors received such as dean's list or honor's list. If your GPA is a 3.0 or higher you may consider highlighting it on your resume. Be sure to list post-secondary education only in reverse chronological order (most recent to oldest).

**4 Experience** – You can include all types of experience in this section; full and part-time jobs, internships, volunteer work, student-athlete experience, band experience, projects and more. When listing any of your experiences be sure to list them by dates in reverse chronological order (most recent to oldest). When listing each experience be sure to list the company/organization name, location (city, state), position title, dates of employment, and three to five job duties for each position. These job duties are best listed using a bullet point format, beginning with an action verb, and stating your responsibilities while working in that particular position.

**5 Activities** – Activities or campus/community involvement should be listed in an organized format preferably by dates. Be sure to include the organization, position(s) held, location (city, state) and dates.

**6 Skills** – Be sure when listing skills they are relevant to the position you are applying and a correlation between the skills listed and experiences listed on your resume can be made by the potential employer. Consider listing computer skills, second languages, and any training or additional certifications you may obtain.

## Accounting-Student Athlete Example

### Alex Wildcat

Pineville, LA • (318) 555-5555\_  
[emailaddress@gmail.com](mailto:emailaddress@gmail.com) – [linkedin.com/in/yourname](https://www.linkedin.com/in/yourname)

#### OBJECTIVE

Detail-oriented accounting major with team management experience seeking to contribute in an auditing role at ExxonMobil that utilizes prior experience with advanced accounting software and auditing best practices.

#### EDUCATION

**Louisiana Christian University**  
*Bachelor of Science in Accounting*  
GPA: 3.7, Accounting GPA: 3.9

Pineville, LA  
May 2021

##### Honors

- Dean's List 2018 - 2021

#### EXPERIENCE

##### Money Management CPA

*Accounting Intern*

Pineville, LA  
January 2021 – Present

- Verified the sources and processes by which information is produced to ensure accuracy within the company
- Maintained business relationships through face-to-face and electronic communication with clients
- Identified control deficiencies through internal control inspections
- Organized a team to explore the internal use of the client management system to increase productivity

##### Louisiana Christian University Football Team

*Offensive Lineman/Team Captain*

Pineville, LA  
July 2017 – Present

- Committed approximately 30 hours per week to training, meetings, film study, travel, and games
- Elected Team Captain for 2020-21 season
- Led strength training small group, increased group strength by 15% from first practice to beginning of season

##### Mammoth Summer Camp

*Fitness Camp Counselor*

Mammoth, CA  
May 2017 – July 2017

- Designed fitness activities for campers aged 8-12 with a variety of fitness levels
- Communicated daily with over parents and camp leaders
- Administered First Aid, as needed

#### PROFESSIONAL ORGANIZATIONS/ACTIVITIES

##### Central Louisiana Chamber of Commerce, Louisiana Christian University

*Central Louisiana Young Professionals, Member*

Alexandria, LA  
May 2020 – Present

- Attended professional development
- Attended monthly meetings to network with various industry professionals

#### SKILLS

Microsoft Office  
QuickBooks

Adobe Software  
Microsoft Teams

## Nursing Example

Pineville, LA

**Alex Wildcat**  
Nursing\_Student@yahoo.com

(318) 555-5555

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### ***OBJECTIVE***

Patient-focused Certified Nursing Assistant and ambitious nursing student with 4+ years of experience in health care field with a passion for learning and growing professionally within a dynamic healthcare environment seeking nursing position in medical-surgical unit.

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### ***EDUCATION***

**Louisiana Christian University:** Pineville, LA  
Bachelor of Science in Nursing, GPA: 3.9

May 2022

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### ***CLINICAL EXPERIENCE***

Pediatrics	Willis-Knighton, Shreveport, LA	Fall 2021
Obstetrics	Willis-Knighton, Shreveport, LA	Fall 2021
Operating Room	Willis-Knighton, Shreveport, LA	Spring 2021
Medical-Surgical	Willis-Knighton, Shreveport, LA	Spring 2021
Psychiatrics	Physicians Behavioral Hospital, Shreveport, LA	Spring 2021
Medical-Surgical	CHRISTUS, Shreveport, LA	Fall 2020

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### ***EXPERIENCE***

**Rapides Regional Medical Center:** Alexandria, LA  
Nurse Tech

March 2021-Present

- Obtain and record patients' vital signs, intake and output and blood glucose
- Assist patients with activities of daily living
- Follow isolation precautions and infection control procedures
- Obtain sample for urinalysis and stool samples
- Experience using Eclipsys EHR software
- Experience with patient positioning
- Experience with JP drains, abscess drains, nasogastric tubes, Foley Catheters, rectal tubes

**CHRISTUS St. Francis Cabrini:** Alexandria, LA  
Patient Care Tech

August 2019-March 2021

- Obtained and recorded patients' vital signs, intake and output and blood glucose
- Worked with diabetic, cardiac and oncology patients
- Assisted patients with activities of daily living
- Followed isolation precautions and infection control procedures
- Obtained sample for urinalysis and stool samples
- Experience using Meditech HER software

**Garden Park Nursing & Rehabilitation Center:** Shreveport, LA  
Certified Nursing Assistant

January 2019-August 2019

- Provided behavioral and emotional support, companionship, and supervision for those with dementia and Alzheimer's
- Followed infection control procedures
- Assisted patients with activities of daily living
- Worked with primarily Hispanic populations

**Southern Oaks Nursing & Rehabilitation Center:** Shreveport, LA  
Certified Nursing Assistant

May 2018 – December 2018

- Followed infection control procedures
- Provided feeding and mobility assistance
- Aided with activities of daily living

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### ***CERTIFICATIONS, ADDITIONAL SKILLS and AWARDS***

- Certified Nurse Aide
- CPR certified through American Heart Association
- Write and speak Spanish and English fluently

## Computer Science Example

### Alex Wildcat

Alexandria, LA • (318) 555-5555 • firstname.lastname@gmail.com  
www.linkedin.com/in/yourname

#### EDUCATION

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**Bachelor of Science in Information Systems**  
Louisiana Christian University  
**GPA: 3.8**

**May 2022**  
Pineville, LA

#### EXPERIENCE

St. Francis Cabrini

Alexandria, LA

##### Cybersecurity Engineer

**May 2021 – Present**

- Developed and maintained system security risk assessment and mitigation plans.
- Performed system certification planning and testing along with customer liaison activities.
- Assessed proposed system changes to determine impact to security design.
- Developed and maintained security control baselines.
- Conducted and developed security resilience testing and stress testing process assessments.

##### Cybersecurity Analyst Intern

**Feb 2021 – May 2021**

- Responded to and analyze cybersecurity threats in real time using ArcSight, including suspicious emails, external threats, and confidential patient information.
- Troubleshoot account and authentication issues and work with other teams to ensure user and patient information are safe.
- Investigated technology violations of company policy and report to the appropriate authorities.
- Practiced for CCNA and CSA+ Exams as part of the onboarding process.

Louisiana Christian University, College of Business

Pineville, LA

##### Student Worker

**Oct 2019 – Feb 2021**

- Maintained computer lab equipment, including desktops (Linux and Windows), printers, and user accounts.
- Assessed student and faculty problems while working at the computer lab Help Desk.
- Built and installed 75 lab computers in preparation for the 2016-2017 academic year.

#### SKILLS

**Programming:** Java, PHP, MySQL

**Authentication:** Vasco Digipass Enterprise Authentication

**Data Loss Prevention:** Symantec DLP

**Web Development:** HTML, CSS, Bootstrap, JavaScript

**Data Analytics:** R, Tableau, RapidMiner

**Network Monitoring:** Lancope Stealthwatch, TrustWave

#### PROJECTS

**Web Based Applications –Rentals Inc**

**Jan – May 2020**

- Interactive website that links to a modifiable database of rental housing, functions are similar to Airbnb.

**Database Fundamentals – Target ER Diagram**

**Jan – Mar 2019**

- A modifiable database created to represent and fulfill the business needs of Target.

#### ACTIVITIES

**TEK Club (AIS Chapter) – President**

**Jun 2019 – Present**

- Manage team of 8 officers and coordinate professional development opportunities for undergraduate and graduate IS and CS students.

**Women’s Tech Council of Student Innovators – Student Representative**

**Aug 2019 – Present**

- One of 3 David Eccles School of Business students tasked with empowering women in STEM, attending events, and bringing in new members to participate in WTCSI.

**Carnival for Autism & Breast Cancer Walk – Volunteer**

**Sep 2019 – Sep 2021**

- Assist with various roles, including: set-up/teardown, parking attendant, ride manager, registration assistant, and security.

## Education Example

### Alex Wildcat

Pineville, LA | (318)-555-5555 | [AWildcat@yahoo.com](mailto:AWildcat@yahoo.com)

#### Objective

Educator with broad knowledge of technology and media seeking position as a School Library Media Specialist. Interested in career advancement, cross-curricular activities, and further development of research skills.

#### Education

*Master of Science in Elementary Education* 05/2022  
**Louisiana State University**  
Baton Rouge, LA

*Bachelor of Science in Elementary Education* 05/2020  
**Louisiana Christian University**  
Pineville, LA

#### Experience

**Cherokee Elementary School** - Alexandria, LA 08/2019-05/2020  
*Resident Teacher, 1<sup>st</sup> Grade*

- Conducted group activities and plan lessons for students.
- Observed the teacher during class time.
- Led daily activities such as learning center and circle time.
- Monitored the students during recess, centers, and field trips.
- Created art activities aligned with curriculum.

**Alexandria Senior High School**- Alexandria, LA 08/2019-05/2020  
*Resident Teacher, 9<sup>th</sup> Grade*

- Observed the teacher during class time.
- Worked with small groups to reinforce lessons and monitor mastery of skills.
- Led daily English/Language Arts activities to reinforce previous lessons.
- Evaluated student progress through assessments and one on one interactions.

**Stage** – Pineville, LA 08/2018-05/2019  
*Sales Associate*

- Assisted customers in finding or selecting items and provided recommendations.
- Assisted team members when necessary in handling cash registers, organizing inventory room, and labeling products.
- Maintained merchandise displays within the store.

#### Skills

First Aid  
Certifications: Microsoft Office Specialist  
Google Classroom

Pearson Curriculum  
SMART Board Technology  
Response to Intervention (RTI)

## Engineering Example

# Alex T. Wildcat

Pineville, LA · (318) 555-5555\_  
[alexwins@gmail.com](mailto:alexwins@gmail.com)

## OBJECTIVE

Undergraduate at Louisiana Christian University with a major in Pre-Engineering and a minor in Computer Information Systems pursuing an internship in the fields of Industrial Engineering, Facilities Engineering, Quality, IT solutions, or Computer Information Systems.

## EDUCATION

### BACHELOR OF SCIENCE PRE-ENGINEERING

LOUISIANA CHRISTIAN UNIVERSITY, Pineville, LA

DECEMBER 2021

- 3.0 Overall GPA, 3.4 Major GPA
- Honor Roll: Fall 2019, Spring 2020, Spring 2021, Dean's List for Fall 2020

## EXPERIENCE

### KITCHEN MANAGER

BREW HOUSE

ALEXANDRIA, LA

SUMMERS, JULY 2018 – CURRENT

- Manage kitchen staff and ensure efficient workflow by delegating to 5+ employees.
- Maintain sanitation and safety standards in the kitchen.
- Order food supplies and kitchen equipment.
- Mediate with front of house staff, and customers to resolve any issues.
- Interview potential new employees and train kitchen staff.

### TREASURER

MU KAPPA CHAPTER – PI KAPPA ALPHA FRATERNITY

NATCHITOCHES, LA

NOVEMBER 2020 – CURRENT

- Create and analyze Microsoft Excel spreadsheets to record and report budgets.
- Track and approved spending against approved budget of \$50,000+.
- Update member accounts, billing statuses, and financial records daily.
- Collaborate with national organization and collection agencies.
- Create monthly budget reports that included future trend analysis, and recommendations to reduce cost.

### SERVER

JIM DEGGY'S

ALEXANDRIA, LA

JANUARY 2020 – APRIL 2020

- Managed shift assignment for 10+ servers.
- Served and prepared foods.
- Ensured customer satisfaction with a friendly and inviting demeanor.

## SKILLS AND CERTIFICATIONS

- C++, JavaScript.
- AutoCAD and Inventor
- Microsoft Word and Excel Certified
- Teamwork and Project Management
- Budgeting and Finance Skills
- WebEx and Zoom

## Biology Example

# Alex Wildcat

Pineville, LA  
(318) 555-5555  
[alexthewinner@gmail.com](mailto:alexthewinner@gmail.com)

### OBJECTIVE

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Biology major currently attending Louisiana Christian University, pursuing a medical internship while working towards becoming an Occupational Therapist.

### EDUCATION

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**LOUISIANA CHRISTIAN UNIVERSITY**  
*Bachelor of Science, Biology*  
**GPA: 3.4**

**Pineville, LA**  
*December 2022*

### EXPERIENCE

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**Cato Fashions**  
*Sales Associate*

**Pollock, LA**  
*Jun 2020 - Present*

- Helped an average of 50 customers per day locate items and complete transactions
- Handled cash registers, including sales and returns
- Organized inventory, unloaded merchandise and labeled products
- Provided outstanding customer service

**Rapides Regional Medical Center**  
*Emergency Room Volunteer*

**Alexandria, LA**  
*Jan 2020 - Mar 2020*

- Assisted admitting clerks during patient intake
- Checked submitted registration paperwork for completion
- Answered patient and family questions

**Super 1 Foods**  
*Head Cashier*

**Pineville, LA**  
*Aug 2017 - Dec 2019*

- Assisted customers in locating items and price verifications
- Maintained cleanliness and organization of checkout areas
- Led a team of 10 cashiers, coordinating breaks and troubleshooting checkout issues

### SKILLS/CERTIFICATIONS

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Microsoft Word and Excel  
CPR  
Medical Database

WebEx  
Zoom  
Infant and Adult First Aid

### ACTIVITIES/HONORS

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President's Honor Scholarship	2021
Outstanding Student Award	2021
Alpha Lambda Delta Honor Society	2020
American Society of Microbiology	2020

## References Example

# Alex Wildcat

Pineville, LA  
(318) 555-5555  
[alexthewinner@gmail.com](mailto:alexthewinner@gmail.com)

## REFERENCES

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**Dr. Amanda DuBois** *Professor,*  
*Biology Department* Louisiana  
Christian University  
Pineville, LA  
[amanda.dubois@lcuniversity.edu](mailto:amanda.dubois@lcuniversity.edu)  
318-555-5555

**Sydney Oliver**  
*Manager*  
Cato Fashions  
Pollock, LA  
[soliver@cato.com](mailto:soliver@cato.com)  
318-555-5555

**John Smith**  
*Emergency Room Supervisor*  
Rapides Regional Medical Center  
Alexandria, LA  
[jsmith@rrmc.com](mailto:jsmith@rrmc.com)  
318-555-5555

## Theatre Example



### CONTACT

[AlexWildcat@louisiana.edu](mailto:AlexWildcat@louisiana.edu)

(318) 555-5555

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

Pineville, LA

### EDUCATION

#### LOUISIANA CHRISTIAN UNIVERSITY

Bachelor of Science in Theatre

Graduation Date: 05/2021

GPA: 3.5

# ALEX T. WILDCAT

## ACTOR

### OBJECTIVE

Junior Theatre Major pursuing an acting career in theatre while utilizing a wide range of theatre skills. Continue to be creative by utilizing theatre skills.

### EXPERIENCE

#### TEACHER ASSISTANT

08/2016-07/2019

Covered Summer Camp

Alexandria, LA

- Led learning centers, arts and crafts, and circle time
- Monitored children
- Created a fun, learning environment for positive social interaction

#### SALE ASSOCIATE

08/2016-05/2017

Stage

Pineville, LA

- Assisted customers in finding items and provided recommendations
- Operated registers
- Organized inventory room and products
- Maintained merchandise displays within the store

### THEATRE EXPERIENCE

Louisiana Christian University Productions

Pineville, LA

- Our Country's Good ~Actor Spring, 2020
- Songs for a New World ~Actor Fall, 2020
- Moving Through Time ~Production Assistant Spring, 2019
- Doubt ~Actor Spring, 2019
- Newsies the Musical ~Stagehand Fall, 2018
- Christmas Gala ~Actor Fall, 2018

### ACTIVITIES

Louisiana Christian University

Pineville, LA

Student Government Association

01/2019-05/2021

Union Board

05/2018-05/2021

Baptist Collegiate Ministry Member

01/2017-05/2021

### SKILLS

- Bilingual, Spanish
- Singing
- WebEx; Zoom
- Microsoft Office

*Note: Photos are only appropriate for acting or performing roles.*

## Business Example

### Alex T.Wildcat

Pineville, LA  
(555) 555-5555  
[alexwildcat@gmail.com](mailto:alexwildcat@gmail.com)

#### **OBJECTIVE**

---

Friendly and courteous Front Desk Clerk seeks employment with an upscale hotel. Consistently delivers first-rate service and fosters positive relationships with guests to promote customer satisfaction and loyalty.

#### **EDUCATION**

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**LOUISIANA CHRISTIAN UNIVERSITY**  
*Bachelor of Science in Business Administration*  
GPA: 3.7

**Pineville, LA**  
June 2023

#### **EXPERIENCE**

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**HOLIDAY INN**  
*Front Desk Clerk*

**Alexandria, LA**  
*November 2020 – Present*

- Greet and register guests in a hotel using a Point of Sale (POS) Terminal, memorizing faces and names to ensure personalized service throughout guest stays.
- Train new front desk clerks in using POS Terminals, room inspection, providing guest services, and confirming online room reservation services.
- Take and confirm reservations over phone, email, and in person, ensuring no reservation overlaps or hotel over-booking.

**HOTEL BENTLEY**  
*Bellhop*

**Alexandria, LA**  
*May – August 2019*

- Transferred luggage, trunks, and package to and from rooms, loading areas, and vehicles by hand or using baggage carts in a 300+ room hotel.
- Supplied guests with directions, travel information, and other information such as available services and points of interest.
- Delivered messages and room service orders and ran errands for guests.

#### **ADDITIONAL SKILLS**

---

- Point of Sale (POS) Terminals
- Microsoft Office – PowerPoint, Word & Excel
- Microsoft Teams
- WebEx

## Freshman Example

# Alex Wildcat

Pineville LA  
[alexwildcat@gmail.com](mailto:alexwildcat@gmail.com)  
(318) 555-5555

## OBJECTIVE

Mature and reliable student with customer service and volunteer experience looking for part-time position to improve skills.

## EDUCATION

LOUISIANA CHRISTIAN UNIVERSITY, Pineville, LA May 2024  
*Bachelor of Science in Psychology*

LIBERTY HIGH SCHOOL, Frisco, TX May 2020  
*High School Diploma*  
GPA: 3.5

## EXPERIENCE

### CREW MEMBER

**Wendy's Frisco, TX June 2019 – March 2020**

- Maintained high standards of customer service during high-volume, fast-paced operations.
- Handled currency and credit transactions quickly and accurately.
- Followed procedures for safe food preparation, assembly, and presentation.

### WEEKLY VOLUNTEER

**YMCA Frisco, TX March 2018 – May 2019**

- Taught young high school students key studying skills to study more effectively.
- Motivated youth to achieve better grades and put more effort into school.
- Mentored through tough life decisions.

## SKILLS

Microsoft Office, Zoom, Google Docs

## ADDITIONAL ACHIEVEMENTS

Boy Scouts of America 2013 - Present  
National Honor Society Member 2018 - 2020

# A Quick Guide To Resume Writing

## 9 Key Guidelines to make sure that your resume is at the top of the stack

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**WHO GETS THE JOB** is not always the one who can do the job best but who knows best how to get the job! Hence, each detail of this process should have your meticulous attention since people are often screened out on the basis of a poor letter or resume.

**PEOPLE DON'T READ RESUMES**, they skim them. So think of your resume more as a marketing tool instead of a comprehensive data sheet. Use margins and good spacing which makes it easy for scanning.

**DON'T USE A LOT OF DATES OR NUMBERS.** This makes it hard to skim. It is best to list dates using month and year. If abbreviating the month or using numbers, be consistent by using one format or the other.

**USE ACTION VERBS.** Don't use "responsible for..." Instead of "I did", "I was", and "I am", use verbs like "initiated, created, developed, supervised, managed, instructed, counseled, negotiated, maintained, ..."etc.`

**EMPHASIZE SKILLS**, especially those which transfer from one situation to another. The fact that you coordinated a student organization leads one to suspect that you could coordinate other things as well.

**DON'T USE NEGATIVE WORDS.** Don't apologize for lack of experience or weaknesses. Be positive, capitalize on strengths, and leave out the negative or neutral words. If your health is "excellent" then don't say "not bad". Avoid negative prefixes or suffixes

**RESUMES SHOULD BE ONE OR TWO PAGES.** Anything longer is an autobiography, not a resume. Don't overwhelm employers with information.

**EXPOUND ON YOUR RELEVANT EXPERIENCES**, condense jobs or experiences which are not directly related. This means that you slant your resume to the type of job you are seeking. Hence, you will need more than one resume if you're applying for different types of jobs.

**EXPECT A PHONE CALL** if they are interested. Most employers call to make an interview. Seldom will they write. Hence, make sure they have your phone number.

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**VISIT THE CENTER FOR CALLING & CAREER FOR MORE TIPS**

online: [lcuniversity.edu/cfcc](http://lcuniversity.edu/cfcc) • or call: 318.487.7138

# Resume Checklist

## VISUAL APPEAL

- %o Fill one page without overcrowding
- %o Page margins are balanced & appropriate
- %o Font style is consistent and professional
- %o Font size is readable
- %o Print on high quality paper
- %o Title document appropriately if sent via email ex: [lastname]resume.doc
- %o Consistent use of special characters and styles (ex. periods, bold lettering, all CAPS, italics, indentions, etc.)

## ORGANIZATION

- %o Use reverse chronological order when listing items
- %o Use consistent formatting of bullets, bold lettering, italics, capitalization, etc.
- %o List most important items in the top half of the resume

## HEADING

- %o Header contains name, city, state, phone number and email address
- %o Remove hyperlink for printed version
- %o Name stands out
- %o Include a line or other minor graphic to set heading apart from the rest of the resume

## OBJECTIVE/SUMMARY

- %o An objective briefly describes specific, short-term goals
- %o A summary is a brief (1-3 sentence) description of skills and experience

## EDUCATION

- %o Include only post-secondary education
- %o Official degree name is listed
- %o Minor is included, if applicable
- %o Name of the institution and location (City, State) is included
- %o List month and year degree will be earned
- %o List GPA, only if 3.0 or above
- %o Include academic honors or study abroad

## SKILL DESCRIPTION

- %o List at least two experiences with three-five bullet points highlighting skills
- %o Skill descriptions begin with action verbs and clearly define skill development
- %o Each Experience lists; position title, company/organization, location (city, state), and dates worked
- %o Use appropriate verb tense

## GRAMMAR & SPELLING

- %o No first person or personal pronouns used
- %o Check for spelling errors
- %o Limit use of abbreviations
- %o Check for grammatical errors

# Curriculum Vitae

**Curriculum Vitae, also known as CV,** is a document listing all a person's life accomplishments. CVs are commonly used for seeking employment pertaining to research in academia.

## Curriculum Vitae Example

### Alex Wildcat

Pineville, Louisiana

123.456.7891

[alexthewildcat@lcniversity.edu](mailto:alexthewildcat@lcniversity.edu)

#### Educational Background

Louisiana Christian University  
Pineville, Louisiana      Ph.D. in Adult Education      December 2019

Louisiana Christian University  
Pineville, Louisiana      Master of Science, Psychology      May 2015

Louisiana Christian University  
Pineville, Louisiana      Bachelor of Science, Psychology      December 2011

#### Awards and Honors

- Wildcat Foundation Fellowship      2018 – 2019
- Wildcat Graduate Research Fellowship      2017 – 2018
- Alpha Lambda Si      2016 – 2017
- Future Expectations Honoree      2015 – 2016

#### Research Experience

- Doctoral research: College of Education, LCU      2015 – 2019
- Comparison of retention rates in students with developmental disabilities seeking disability services
  - Development of career curriculum to promote job outcomes for students

#### Teaching Experience

- Teaching Assistant, SAHE 4000**      August 2017 – December 2019  
Louisiana Christian University, Pineville, Louisiana
- Facilitated class discussions for various class sections
  - Held regular office hours and graded papers
  - Created outreach events and activities to meet curriculum requirements

#### Professional Experience

- Child Care Worker**      May 2017 – August 2017  
Little Feet and Future Leaders, Bossier City, Louisiana
- Prepared children ages 0 – 8 meals daily
  - Ensured kids hygiene was properly cared at designated times and as needed
  - Assisted children with learning school lessons designed by the teacher
  - Ensured all areas were safe and clean for children

## CV vs. Resume

- ❑ CVs are typically several pages whereas resumes are generally 1–2 pages in length.
- ❑ CVs have more categories than resumes such as publications, research experience, and providing services to universities such as serving on advisory board councils and committees.
- ❑ CVs are often formatted differently. Preference for formatting will be made by industry or employer. Be sure to check on the latest updates, preferences, and trends from a faculty member of the college.

# Cover Letters

It is important to write a cover letter when applying for a job. Cover letters

allows you to give a brief introduction as to why you qualify for the position, reason(s) for being interested in the job and gives you an opportunity to briefly mention personal

characteristics that may not be on your resume.

## Tips for Writing a Cover Letter:

- 1 Separate your content into 3 or more paragraphs, but do not exceed 1 page.
- 2 List the contact or employer information and be sure to address it accordingly. If it's not listed, address your cover letter using the following introductions: Dear Sir or Madam, Dear Hiring Manager, Dear Hiring Committee. Try not state "To whom it may concern."
- 3 Use similar terms and language listed in the position description when writing your cover letter to help employers see that you possess the skills and traits they are seeking
- 4 Be sure to skip four lines between "sincerely" and your typed name to allow enough space for your handwritten signature.

### COVER LETTER SAMPLE

Suzie Smith  
Anytown, LA 12345  
555-555-5555  
[qsuzie@email.com](mailto:qsuzie@email.com)

September 1, 2020

Ms. Jane Doe  
Director, Human Resources  
ABCD Publishing  
123 Business Rd.  
Business City, CA 54321

Dear Ms. Doe,

I would like to express my interest in a position as an editorial assistant for your publishing company. As a recent graduate with writing, editing, and administrative experience, I believe I am a strong candidate for a position at the ABCD Publishing Company.

As an English major, a writing tutor, and an editorial intern for both a government magazine and a college marketing office, I have become a skilled writer with a variety of experience. Working as an office assistant at the Center for Calling and Career at Louisiana Christian University has given me the skills necessary to perform various administrative tasks required of an editorial assistant. My job has helped me gain experience in making phone calls, performing ordinary office duties, and executing numerous tasks that involve computer programs such as Microsoft Access and Excel. For three years I have carried out these responsibilities and others with organization, speed, and accuracy, and I know I will be able to apply these abilities to a position with your company.

I have enclosed my resume and would like the opportunity to meet with you. You can reach me by phone at 555-555-5555 or by email at [qsuzie@email.com](mailto:qsuzie@email.com). Thank you so much for your time and consideration.

Sincerely,

Signature [Handwritten]

Suzie Smith

### WRITING YOUR COVER LETTER: WORKSHEET

[Date]

John Smith  
Director, Human Resources  
ABC Solutions, Inc.  
123 Texas Avenue  
Big Town, Texas 78787

Dear Mr. Smith,

**[FIRST PARAGRAPH/INTRODUCTION]:** Opening paragraph establishes a purpose and identifies the position you are applying for.

I would like to express my interest in the accounting position at ABC Solutions, Inc. I am a recent accounting graduate with extensive experience in preparing invoices, analyzing financial data, and managing payroll. I found this job posting on Handshake.com and believe I am a strong candidate for this position.

**[SECOND PARAGRAPH/BODY]:** The Body of the letter should illustrate how you can contribute to the organization. Highlight education, experience, training, and skills.

I recently graduated with honors from Louisiana Christian University with my Bachelor of Science in Accounting. While attending LC, I served as Treasurer of Student Government with responsibility for all financial accounting. In addition, I have two years work experience at XYZ Accounting Firm in Pineville, LA. Through this position, I have gained knowledge and experience with client management, financial statements, invoicing, and assisting with accounts receivable. I have been trained in accounting and payroll software such as Quickbooks and ERP. My strong communication skills, eye for detail and accuracy and sense of integrity would be an asset to your accounting department.

**[THIRD PARAGRAPH/CLOSING]:** This is your action plan to maintain contact. Include a well-written statement of appreciation. Request for an interview with contact information and mention resume.\

I have attached my resume and I would greatly appreciate the opportunity to speak with you more about this accountant position. I invite you to contact me at (555)555-5555 or by email at [demonv@email.com](mailto:demonv@email.com) to schedule a meeting with you. Thank you for your consideration.

Sincerely,

Alex the Wildcat

# Social Media

Building your brand online and networking with professionals in your field using social media can be a valuable tool in building your career.

Below are some recommendations for using social media in your career search. Recruiters and employers use social media to learn more about candidates.



## Twitter

Use a professional profile photo. Your cover photo can indicate your interests.

Choose a Twitter handle that will be recognizable as you.

Tell your story in your bio: university, class year, major, and keywords describing your career interests.

Add a link to your LinkedIn profile, your personal website, blog, and/or online portfolio.



## Facebook

Use a professional-looking picture—you can use the same picture on all of your social media pages.

Add the following to the “about” section: internships and other educational experience, a short bio, and links to other professional social media.

Follow organizations you’re interested in to discover intern and full-time job opportunities, announcements about the company, and potential contacts in the organization.



## Pinterest

Drop your professional-looking picture on your main page.

Select a username that is consistent with your other social media platforms.

Create a bio that reflects your goals and brand. Who are you? Why are you using Pinterest? What are your professional aspirations?

Create boards using images and content to share your interests and experiences in your field.



A positive online presence on social networking sites such as **LinkedIn** can provide excellent ways to connect with recruiters and other professionals. It can also be a valuable way to promote your professional image online.

### On LinkedIn, You Can:

- Keep up with trends and specific industries and industry experts
- Follow companies in which you are interested in working
- Connect with recruiters you meet at Career Fairs or Events
- Search for jobs
- Research before an interview
- Join groups related to your academic and career interests

### Professional Headshots:

- Having a current, professional photograph on LinkedIn can help you network and connect with people you have met at Career Fairs, Events and through interviews.
- Attire for headshots is business professional or business casual.
- Students can have a professional headshot made at no charge. Look out for dates each semester for Professional Photo Day for Students.





# LinkedIn Profile Checklist

**PHOTO:** It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

**HEADLINE:** Tell people what you're excited about now and the cool things you want to do in the future.

**SUMMARY:** Describe what motivates you, what you're skilled at, and what's next.

**EXPERIENCE:** List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

**ORGANIZATIONS:** Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

The screenshot shows a LinkedIn profile for David Xiao. The header includes the LinkedIn logo, a search bar, and the text "Search for people, jobs, companies, and more...". The profile name is "David Xiao", with the headline "Econ Major and Aspiring Financial Analyst" and location "San Francisco Bay Area | Financial Services". Previous companies listed are "Berkeley Ventures" and education at "University of California, Berkeley". There are buttons for "Improve your profile" and "Edit Profile", and a "153 connections" badge. The URL is "www.linkedin.com/in/davixiao/".

**Background**

**Summary**

I'm a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will be the next big thing?

As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I'd like to put that experience to good use, analyzing tomorrow's up-and-coming companies.

**Experience**

**Venture Capital Internship** BERKELEY VENTURES  
 Berkeley Ventures  
 May 2013 – September 2013 (5 months) | Berkeley, CA  
 Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.



A presentation I gave to my classmates, based on what I learned at Berkeley Ventures

**Organizations**

**Berkeley A Capella**  
 Lead Singer  
 March 2012 – Present  
 Schedule and perform at events for one of Berkeley's oldest a cappella groups, including last year's Cal-Stanford game.

**EDUCATION:** Starting with college, list all the educational experiences you've had - including summer programs.

**VOLUNTEER EXPERIENCE & CAUSES:** Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

**SKILLS & EXPERTISE:** Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

**HONORS & AWARDS:** If you earned a prize in or out of school, don't be shy. Let the world know about it!

**COURSES:** List the classes that show off the skills and interests you're most excited about.

**PROJECTS:** Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

**RECOMMENDATIONS:** Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

**Education**

**University of California, Berkeley**  
Economics, B.A.  
2010 – 2014 (expected)

**Volunteer Experience & Causes**

**Big Buddy**  
Skyline High School  
September 2012 – May 2013 (9 months) | Education  
Mentored an Oakland high school student through the college application process, helping him get into his dream school.

**Skills & Expertise**

Most endorsed for...

- 12 Economics
- 11 Start-ups
- 10 Due Diligence
- 10 Venture Capital
- 10 Management

**Honors & Awards**

**The Achievement Award Program**  
UC Berkeley  
Four-year scholarship awarded to community-minded students with a proven track record of academic success.

**Courses**

**University of California, Berkeley**

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)

**Projects**

**Venture Capital Financing in India**  
May 2013

For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members

**David Xiao**  
Econ Major and Aspiring Financial Anal...

**Paul Smith**  
Student at UC Berkeley

**Recommendations** Received (2)

**Venture Capital Internship**  
Berkeley Ventures

**Tim Lee**  
Partner

David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don't normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed

Want more LinkedIn tips for students? Check out [students.linkedin.com](https://students.linkedin.com)



# The Job Search

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**Start with the end in mind.** What roles, industries, companies, and locations are you going to target? Research positions that align with your interests, skills, experience and degree.

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**Get Organized.** Create a strategy and timeline for your search

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**Update your documents.** Build a great resume. Draft a sample cover letter that you can customize for each job. Consider printing business cards with your basic information to hand out at Career Fairs.

---

**Get out there.** Check our website often for Career Fairs and events on campus and virtual Career Events. Search for positions often. Join professional organizations and attend events often. Talk with professors and instructors about your plans and seek connections.

---

**Get social.** Create a LinkedIn account and connect with former co-workers, fellow students, mentors, and professors. Clean up your other social media accounts. Employers really do check! Google yourself and see what pops up.

---

**Apply.** Apply for positions that match your interests, skills and qualifications. Utilize our website, company websites and LinkedIn.

---

**Follow-up.** After the position closes, follow up with the hiring manager, if possible.

---

**Get Ready.** Prepare for a successful application. Brush up on your interview skills.

---

# Avoiding Fraudulent Employers & Scams

## Use extra caution if:

Company does not have an established website.

You receive a job posting or offer via spam email .

Email is sent from yahoo, gmail, etc. instead of a company domain name.

Correspondence includes typos or misspellings.

Companies request your social security number, bank information, or a photo ID before a job offer or interview.

You are offered a different position than what was advertised.



## Research Employers

- Visit the company's website. Review it carefully for legitimacy. Is it poorly developed or unprofessional? Google the contact information to verify.
- Search [glassdoor.com](https://www.glassdoor.com), [ftc.gov](https://www.ftc.gov), or [bbb.org](https://www.bbb.org) to read reviews and get additional information about a company.
- Review the job posting carefully. Make sure you understand the pay rate, whether the position is paid hourly or on a salary basis.

## Don't Fall for Payment Transfer/Forwarding Scams

- : **Never...** Provide personal bank account, PayPal or credit card information. A legitimate company will only ask for direct deposit information after you have been hired and have filled out formal paperwork.
- : **Never...** Wire or transfer money from a personal bank or PayPal account to an employer. Fraudulent employers will ask you to deposit a check keep a portion and wire the rest back. The checks are almost always no good.
- : **Never...** Pay upfront fees for an employer to hire you.

# Navigating Career Fairs



**Networking at a Career Fair can be intimidating.**  
Many students struggle with approaching employers because they are unsure of what to say.

## Creating Your Elevator Pitch

You can always practice your elevator pitch, which is a brief speech about you. An elevator pitch may be used at career fairs, during an interview when asked, "Tell me about yourself," at a networking event, or when visiting companies.

### A good formula to use for developing an elevator pitch is:

Name + what you're currently doing + what you've done in the past + what you hope to do in the future  
= **A Great Introduction**

**Example:** "Hi, I'm Jill Smith, I'm currently a Junior Accounting major at LC. I've just finished up an internship with Price Waterhouse Cooper in Dallas, and I plan on becoming a CPA and working in tax accounting when I graduate."

### Talking Points:

- 1 Introduce yourself, give your first and last name
- 2 Tell employers about your chosen major and your potential career path
- 3 Talk about what you learned by researching their company
- 4 Ask questions about their company
- 5 Learn about internship and employment opportunities

### Benefits of attending Career Fairs:

- Learn about career opportunities and companies as you prepare for internship and job opportunities
- Network with employers and gain contacts that you can develop relationships with before you begin your full-time job search
- Become more comfortable with talking to recruiters while practicing your elevator pitch

# Interviews

It is important to prepare for your interview by researching interview questions. Most people find it most difficult to prepare for behavioral and situational interview questions. To help prepare responses to behavioral and situational interview questions, start by reflecting on past experiences that involved teamwork, leadership, ethical dilemmas, problem solving, time management, failure and opportunities to take initiative.

## The S.T.A.R. Technique

Using the S.T.A.R. technique can help you provide clear concise responses to situational and behavioral questions. Below is an example of how to apply the S.T.A.R. technique when asked situational/behavioral interview questions.

**Question:** Tell us about a time you had to work under pressure to achieve a deadline for a particular project or task.

**S**

### Situation

**Describe the situation that required you to demonstrate the skill.**

*I was assigned a team project for a history course in college.*

**T**

### Task

**Describe the task assigned. Be sure to state the goal of the task you were working to achieve. Three classmates and I began working on the project together. However, one classmate became ill and was not going to be able to finish their part by the deadline which was two days away and we still had to finish our individual parts.**

**A**

### Action

**Describe the actions you took to fix the situation. Be sure to give enough detail about the actions you took. To help you stay on track you can give those details step by step.**

*My two classmates and I decided to divide the remaining work to complete the project by the deadline.*

**R**

### Result

**Describe the outcome of the situation based on your actions. Be specific in stating the effect, what happened, things you learned, and how you may apply what you learned going forward.**

*In the end, we were able to meet the deadline and it taught me teamwork is important and reassured me there truly is no "I" in team. In the future, I will likely set an earlier deadline than the actual deadline for both my part and the group to give us time to plan accordingly and prepare for issues similar to this situation that may arise.*

# Dress for Success

## Men's Interview Attire

The best interview outfits for men in the corporate world tend to be conservative. Men should always default to wearing a suit. All clothes should fit well and be free of stains.

Here are a few guidelines for men who are interviewing in corporate roles:

- Suit in a solid color such as navy, black, or dark gray
- Long-sleeved shirt that is white or color coordinated with the suit
- Leather belt
- Tie
- Dark socks and conservative leather shoes
- Little or no jewelry
- Neat, professional hairstyle
- Limited amount of aftershave
- Neatly trimmed nails
- Portfolio or briefcase

## Women's Interview Attire

In general, interview fashion for women in corporate jobs is more complicated and varied than it is for men. The increased options make assembling an interview outfit a bit more challenging for women than for men.

Women also need to consider interview accessories and choose an appropriate purse. The best interview bags are ones that are professional and large enough to fit a resume but aren't flashy.

Here are the fundamental building blocks of what women should wear to a professional interview:

- Suit in navy, black, or dark gray
- Suit skirt just below or above the knee
- Coordinated blouse
- Conservative shoes
- Limited jewelry
- No very large dangling earrings or arms full of bracelets
- No jewelry is better than cheap jewelry
- Professional hairstyle
- Light makeup and a limited amount of perfume
- Clean, neatly manicured nails
- Portfolio or briefcase

# Tips for Making the Best Interview Impression

Take some time to prepare your interview outfit to be sure you're ready to make the best impression.

- Well in advance of your interview, make sure you have appropriate interview attire, and everything fits correctly.
- Get your clothes ready the night before, so you don't have to spend time getting them ready the day of the interview.
- If your clothes are dry clean only, take them to the cleaners right after an interview, so you're prepared for the next interview.
- Be sure to pick out your shoes the night before.

If you're interviewing remotely, it's best to avoid very bright colors, stripes, and wearing the same color as your background.

## What to Bring to the Interview

In addition to getting your interview attire ready the night before, also gather what you need to bring with you:

- Interview location/directions
- Contact name and number for the person you're meeting with
- Identification
- Notepad and pen
- Extra copies of your resume
- List of three references
- Work samples (depending on the job)
- Laptop or tablet to showcase your work (depending on the job)
- Breath mints with you to use before entering the building

**Below are examples of questions you may find beneficial as you prepare for an upcoming interview.**

**Personal**

Describe yourself.  
What are some of your strongest assets?  
Are you creative?  
Give us one example of your creativity.  
Why should we hire you?  
What satisfactions have you gained from your studies?  
Tell me some things about yourself.  
What motivates you to put forth your greatest effort?  
What are your some of your weaknesses?

**Phone Interview**

Answer your phone on time for your interview. It is best to prepare and be ready at least 5 – 10 minutes early.  
Conduct the interview in a quiet location.  
Do not eat during your interview.  
Keep your resume nearby as a reference.  
Be near a landline, if possible in case your phone loses cell signal.

**Professional**

Tell me in your own words what this position entails.  
  
Where do you see yourself in 5 years?  
  
What action would you take as a supervisor to establish teamwork in the organization?  
  
What are some constructive methods of dealing with stress?  
  
What are the characteristics of a successful team?

Name some of the pitfalls to be avoided in building an effective team.

Imagine you're assigned an important task, but your team members keep interrupting you with questions. How do you complete the task?

What would be the best steps to take to work effectively with those people?

You supervise a group of civilian employees. Your employees appear to be at odds with the uniformed personnel. What steps can you take to improve the teamwork between civilian and uniformed personnel?

Tell me about a time/situation you had a conflict.

Tell us about a pressure situation you were in that would demonstrate your ability to work under pressure.

What are some ways you maintain organization?

**Phone & Virtual Interview Tips:**

1 Be sure to test out your technology, including the internet connection in advance.

Practice your interview before hand.

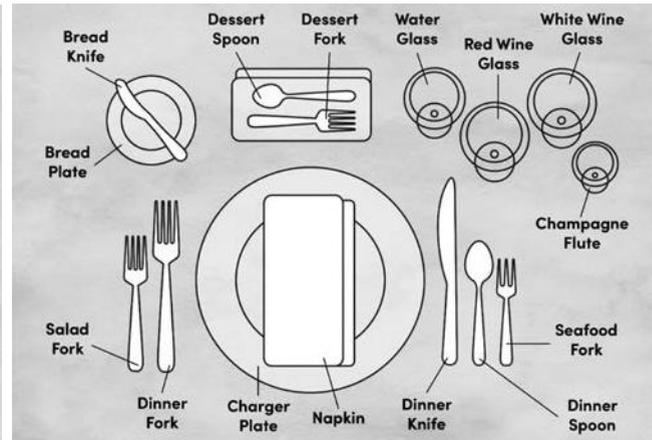
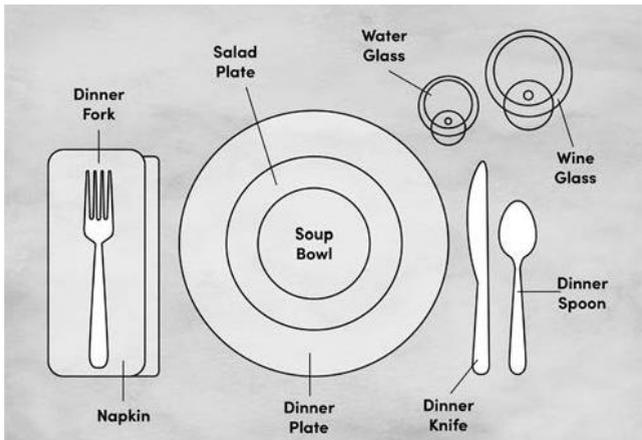
3 Conduct your interview sitting in a well-lit room.

Choose a clean and professional space to conduct the interview. No pets or loud noises should be in the background.

5 Maintain good eye contact. Be sure to look at your camera and not down at your screen. It is often helpful to prop your laptop on something a little higher to ensure you are looking at the camera.

Dress in full business attire.

# Professional Etiquette



## Dining Etiquette Tips:

- Bread should be broken not cut. Put a serving of butter on your plate and use as needed.
- Always place your napkin in your lap. In the event you need to be excused to answer your phone or go to the restroom place your loosely folded napkin in your seat.
- When cutting meat be sure to use a knife and fork. You will hold the fork in your left hand with the prongs facing downward and the knife in your right hand with your index finger an inch from the handle.
- Only eat finger foods with your finger if the other foods served can be eaten with your finger/hand. Example of finger foods may be chips and salsa or French fries.
- Order foods that can be eaten with utensils and not the most expensive items on the menu.
- Your drink will always be on the right side.
- Do not put your arms or elbows on the table. When you are not eating be sure to put your hands in your lap.
- Wait until everyone is served before you begin eating.
- Before adding seasoning taste your food. If you need salt and/or pepper they should be passed to your left and set on the table not directly in your hands as a set. If someone asks you to pass those items.
- Servers typically serve food from their left and clear from their right.
- Chew with your mouth closed and do not talk or laugh with your mouth full.
- If you need to sneeze or blow your nose excuse yourself to the restroom.
- Avoid discussing topics related to religion or politics and instead focusing appropriate hobbies, books, movies, and traveling.
- When eating soup do not blow on it, let it sit and cool. Be sure to dip the spoon into the soup and lift spoon with the soup away from you. Sip from the edge of the spoon and do not slurp.
- Your utensils will be used beginning from the outside and working your way in. This is the proper etiquette due to the order in which our food will be served.

**Office Etiquette:** Keep your workspace clean and free of clutter. Be sure to clean up after yourself in any shared spaces. Be mindful of heating up strong smelling food and don't be the coworker who burns popcorn in the office! Make sure to reload paper in the copier if you deplete it and empty the shredder if you fill it up.

**Business Socials:** Attend when you can. Important connections and team building happen at work socials. Try to meet new people. Keep your reputation in mind, this is not the time to cut loose and overshare or overconsume. Put your cell phone away and give the event your full attention.

**Be a good Teammate:**

Contribute to all team projects and maintain your deadlines. Try to cooperate with all different personality types and set clearly defined goals. Check in often with your team to stay on track and help them stay on track. Please, thank you, holding the door open, returning borrowed items, and general kindness can go a long way to creating a great team environment.

**Punctuality:** Pay attention to work hours and company policies on breaks and absences. Be on time for work. Avoid requesting leave for the first few months on a new job. Be early or on time when meeting deadlines.

**Introductions & Greetings:**

Stand up to meet a person, make eye contact and give a firm handshake.

**Phones:** Keep your cell phone on silent mode and avoid using it excessively during the workday. Answer your work phone with a professional greeting. Return messages and calls in a timely manner. Be sure to leave a voicemail with your name and phone number if you are trying to reach someone. Speak slowly and clearly, so you can be understood on voicemail.

**Email:** Respond to your emails in a timely manner. Most office communication is done via email and you will be expected to check it often and respond. Begin with a clear subject line. Use a professional salutation like, "Good morning," or "Dear Ms. Smith". Use exclamation marks sparingly. Be cautious with humor in email, it can be misunderstood. Think twice before hitting reply all. Include a signature block with your contact information. Proofread every message carefully. Add the email address last to avoid sending an email that is unfinished. Double check that you are sending an email to the correct recipient. No emails are confidential, your employer can read them any time and the recipient can forward an email to anyone.

# The Job Offer

## You Got the Offer...NOW WHAT?!

### The Offer

**Get it in writing. Ask for an offer letter.** Offer letters confirm the details of the position and should include the position title, salary, start date, reporting supervisor and deadline to respond to the offer.

**Tips to ask for an offer letter:**

Be polite and show enthusiasm for the offer and position while asking for a letter that outlines the

### Deciding

offer details and any benefits included.

Recruiting cycles can vary widely for employers. Employers spent time and money on searching for you and want to know your decision in a timely manner. Most job offers will have an expiration date or deadline for you to decide. One week is an acceptable timeframe to consider the offer and come to a decision.

### Some possible responses after an offer:

**Open with Gratitude:**

"Thank you very much. I am excited to be selected."

**Ask for more time:**

"I would like time to discuss this offer with my family/advisor." *or*

"I have further interview commitments scheduled within the next week and would like time to complete them before accepting." *or*

"I have received another offer and would like to evaluate both before accepting."

### Negotiating

**When should you negotiate?**

If the offered salary and benefits below average or below other have received. If the description lists the salary as negotiable.

**Keep in mind:** Employers may have a set pay scale for the position with a beginning salary, a midpoint and a maximum. Many factors go into determining pay on a scale. If you have the minimum qualifications for a position and no experience, the beginning salary is

fair, plus the preferred qualifications and more experience are than is required, you might be offers you able to justify negotiating a salary position at the midpoint of the range. Make sure you consider what is reasonable and fair before you begin negotiations.

# Graduate School

## Tips for decision making and planning for Graduate School

1

### **Start Early**

Begin at least six months before you plan to apply by exploring options and researching graduate schools. Register for any entrance exams early and give yourself time to prepare for them.

2

### **Know Your Industry**

Learn as much as possible about your chosen field. Informational interviews and shadowing professionals for the day can help you understand the profession and gain insight into what it takes to be successful.

3

### **Identify Your Target Schools**

Create a spreadsheet with application requirements and deadlines and stay on track to complete all requirements on time. Build a timeline and stick to it.

4

### **Visit The Campus**

Contact the Graduate School and set up a tour to help you narrow down your selections.

5

### **Funding**

Know how you plan to pay for Graduate School and research all funding avenues including scholarships and fellowships.

# Job and Internship Strategies for International Students

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**Build a Network.** Making connections in your chosen field is one of the most effective ways to find out about positions and get hired.

**Communication is Key.** Being able to collaborate with a team and effectively communicate with coworkers will be key to your success. Work on your English language skills, non-verbal communication and interpersonal skills. Get involved on campus and practice connecting with other students.

**Find International Friendly Employers.** Research companies who are interested in international candidates and find out what they are looking for.

**Prepare.** Follow the guidelines in the previous sections on developing a resume, cover letter, interview skills, etiquette, and preparing for a job search.

**Understand Your Work Authorization.** Visit the Director of International Student Affairs for more information on work authorization

**Have a Backup Plan.** Explore opportunities in the US and in your home country. Find out where your education and experience are most in demand and explore employment options there.

**Be Honest with Employers.** You'll have to decide what point you want to reveal your immigration status to employers. Be sure to respond honestly about your immigration status and work authorization. Discuss this with employers before the interview process is over so they have all the information they need to make a hiring decision.

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