To Price’s Fork Road

Litton-Reaves Parking Lot

Smith Career Center
870 Washington Street, SW
Blacksburg, VA 24061

to U.S. 460

Coliseum Parking Lot
# Career Planning Guide

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How to use this guide

This guide is meant to help you through every step of your career journey.

Whether that is . . .

exploring different majors and careers

finding career related experience

searching for an internship or post-graduate job

developing your career readiness

planning for grad or professional school

Wherever you are on your career journey, use the colored tabs on the edges of each page to find advice, templates, activities, and more.

Don’t forget . . . you are not alone in this process! The advisors in Career and Professional Development are happy to speak with you about your unique path.
Meet the Staff

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Peer Career Advisors Program

Peer Career Advisors (PCAs) are undergraduate students who have been trained to assist with a variety of areas in the career planning process. They have a strong understanding of resources and can help guide you in the right direction depending on your needs. Their major responsibilities include advising, outreach and education, and programming assistance.

Meet With a Peer Career Advisor
PCAs are available to assist you during fall and spring semesters through 10-minute drop-in advising at Smith Career Center. No appointment is required for drop-in advising; just check in at our reception desk.

PCAs are trained to help with:
- Resume and cover letter review & development
- Internship and job search topics & resources
- Career related workshops and presentations
- Career Fair preparation
- Online resources such as Career Shift
- Interview preparation
- Campus outreach promoting Career and Professional Development events and other special projects

Are you interested in becoming a PCA? We recruit and hire new PCAs in late October each year. Please visit: www.career.vt.edu in October for information about how to apply.

Aiman Alhuda
Anthony Chiaramonte
Summer Clayton
Katie Fanz

Kristin Jamison
Julianna Jones
Daisy Ng

Lina Osman
Rebecca Scott

Michelle Tieman
Madeline Tran
As you think about your life after Virginia Tech, don’t assume that your degree alone will take you places. What you can assume is that your degree PLUS the culmination of engagement in:

- student organizations
- class & research projects
- leadership roles
- study abroad
- internships & co-ops
- team work in intramural sports
- community & international service

will serve you well. You can count on these opportunities to develop your character and much sought-after competencies for career success.

Let’s get started and remember, “It’s not just about the job - it’s about the journey.”
Consider these action

1. **Self-Assessment**
   Self-assessment is about doing a realistic appraisal of yourself and is the starting point for career planning. During this step you will:
   - Identify your interests, skills, values, and personality type.
   - Determine how these important factors influence your career decision(s) and satisfaction.
   - Learn those areas in which you need to improve, gain knowledge, or experience.

   **Try This To-Do List!**
   - Take self-assessments
   - Sign up for a wide variety of classes
   - Figure out or fine tune your strengths and skills
   - Visit Explore VT Majors website [www.advising.vt.edu/advising-resources/](http://www.advising.vt.edu/advising-resources/)
   - Get connected with Career and Professional Development’s social media pages
   - Explore student organizations of interest

3. **Decision Making**
   Self-assessment and research provides the foundation for you to compare and contrast your options and choose the majors/careers that are a “best fit” for you. Now is the time to begin exploring ways to “try out” your career interests.

   **Try This To-Do List!**
   - Meet with your academic advisor
   - Narrow your interest areas
   - Declare your major, congratulations!
   - Make the most of course projects and assignments
   - Explore internship or cooperative education experiences related to your major (p. 12)
   - Consider participating in these opportunities:
     - Job shadowing
     - Volunteering
     - Undergraduate research
     - Education abroad
     - Part-time job/summer employment

   **Always include these items on your to-do list!**
   - Meet with a career advisor regularly throughout your time at Virginia Tech.
   - Explore our website: [www.career.vt.edu](http://www.career.vt.edu) and the many resources we have to offer.
Career Research
Take the time to gather information about various career fields and academic options that complement your self-assessment results. Thorough research leads to quality decisions.

Try This To-Do List!
☐ Research career options for the majors you are considering
☐ Check out
  • CandidCareer - go to career.vt.edu and click CandidCareer
  • The Career Resource Center in Smith Career Center
☐ Browse the First Destination Report: https://career.vt.edu/about/postgrad-survey.html
☐ Begin networking with Virginia Tech Alumni on LinkedIn (p. 48)
☐ Conduct informational interviews (p. 47)

Goal Setting and Action Plans
Define your career goal(s) and set a realistic action plan with the steps and deadlines to meet your goal(s). Goals should be Specific, Measureable, Attainable, Realistic, and Timely. Make certain you include some type of career-related experience!

Try This To-Do List!
☐ Create/update your resume and cover letter (p. 22)
☐ Attend career fairs and employer information sessions (p. 44)
☐ Practice your interview skills with InterviewStream and a mock interview at Smith Career Center (p. 55)
☐ Participate in on-campus recruiting activities
EXPLORE CAREER FIELDS

Review the following **16 CAREER CLUSTERS** to **identify the career fields and industries that interest you.** You will likely have interest in several clusters so don’t feel like you need to match your career cluster to your major. There are career opportunities for different majors in each of the career clusters. Remember, the world of work is not organized by major.

| AGRICULTURE, FOOD & NATURAL RESOURCES | Do you enjoy working with plants and animals? Are you interested in working in sustainability, conserving natural resources and protecting the environment? | Potential job titles include: Farmer, food scientist, greenhouse manager, biochemist, agriculture science teacher, forester, soil scientist, environmental protection specialist |
| ARCHITECTURE & CONSTRUCTION | Do you want to design, build, and maintain structures where people live, work and play? | Potential job titles include: Architect, project manager, carpenter, interior designer, structural engineer, landscape designer, estimator, field superintendent, civil engineer |
| ARTS, AUDIO/VISUAL TECHNOLOGY & COMMUNICATIONS | Are you a visual person that enjoys working with productions or performing? Do you love to use your artistic creativity and talents on the job? | Potential job titles include: Graphic artist, multimedia journalist, writer, producer, curator, program director, photographer, reporter, content developer, art director |
| BUSINESS, MANAGEMENT & ADMINISTRATION | Do you like to plan and manage people and activities? Do you enjoy leading operations and efficiency within an organization? | Potential job titles include: Human resources manager, office manager, executive assistant, consultant, business analyst, financial manager |
| EDUCATION & TRAINING | Do you like to help others learn new things? Do you enjoy presenting in front of others? | Potential job titles include: Elementary or secondary school teacher, school counselor, academic advisor, principal, professor, training manager, career advisor |
| FINANCE | Do you like working with numbers and organizing data? Do you want to help people or organizations plan and manage their financial future? | Potential job titles include: Loan officer, stockbroker, mortgage banker, accountant, insurance agent, market analyst, financial planner, securities trader, financial analyst |
| GOVERNMENT & PUBLIC ADMINISTRATION | Are you interested in government, policy or politics? Does the idea of planning, regulating and impacting your community or county appeal to you? | Potential job titles include: City or town manager, federal investigator, legislative assistant, State Department official, superintendent, civil engineer |
| HEALTH SCIENCE | Do you enjoy working to promote health and wellness? Does the idea of working in a medical facility or to improve medical care appeal to you? | Potential job titles include: Physician, audiologist, speech pathologist, physical therapist, nurse, dentist, dietician, nursing home or hospital administrator, other therapists |
Now that you have identified career clusters that interest you, you can look more closely at the top 2 or 3. You can meet with a career advisor to learn more about your top career clusters and the various jobs that interest you. To explore occupations in each career cluster visit the O’NET at www.onetonline.org and use the “Find Occupations” tool to search for jobs by career cluster.
Cooperative Education & Internship Program (CEIP)

EMPLOYER RESEARCH SUPPORTS HIGH-IMPACT, APPLIED LEARNING PRACTICES*

• 93% of executives say that they would be more likely to hire a recent graduate who has held an internship or apprenticeship with a company or organization, including 52% of executives who would be much more likely to do so.

• 76% of executives rate it very important that recent graduates demonstrate the ability to apply knowledge and skills in real-world settings, yet only 33% of executives (43-point gap) think that recent graduates are well prepared in this area.


Here is what some Virginia Tech Students said about their internships and co-ops when asked, “What was your biggest take away from your co-op experience last semester?”

“I dealt with vendors, I got sponsorship acquisition experience, and I got to do something I loved...It was just a great experience for me to have so much responsibility.”
—Economics and Math Student, 2018

“...absolutely nothing will prepare you for the real world more than work experience...The co-op experience is more than worth it, and I think everyone should seize the opportunity to participate in this program.”
—Chemical Engineering Student, 2018

“...I would consider my biggest accomplishment of the summer to be finding what I was truly passionate about and gaining a stronger understanding of what I would like to do after graduation.”
—Communication Studies, 2018
Career Related Experience

Did you know that while working in a co-op or internship position you could get paid from $16 to over $20 per hour, depending on your discipline?

What is meant by the terms “Internships” and “Cooperative Education”?

**Internships** are typically one-time work or service experiences related to the student’s major or career goal. The internship plan generally involves students working in professional settings under the supervision and monitoring of practicing professionals. Internships can be paid or unpaid, and the student may or may not receive academic credit for performing the internship.

**Cooperative Education Programs or co-ops** provide students with multiple periods of work in which the work is related to the student’s major or career goal. At Virginia Tech this may mean working one or more summers or semesters with one or more employers. The typical participant will work 3 or 4 terms leading to one year of employment experience before graduation. Co-op positions are typically paid and full-time experiences.

**Beware**: Not all employers use these terms consistently or with consistent meanings, so ask questions!

When seeking a quality internship or co-op experience, the emphasis should be on the learning that comes through the experience.

- Make sure there will be meaningful work in your field as you don’t want to agree to an assignment that does not provide you with multiple experiences and skills required in your field
- Receive a job description and the job requirements (start and end dates, salary amounts, etc.) in a written document before starting the job
- Establish learning objectives to be accomplished during the work term with the supervisor/employer
- An orientation to the workplace; team members, physical layout, reporting structure
- Periodic meetings with a supervisor/mentor to get feedback on your performance
- Final evaluation/reference from the employer
- Supervision by a faculty mentor who can ensure you can communicate effectively about what you accomplished and why it is important to your future career

Did you know that while working in a co-op or internship position you could get paid from $16 to over $20 per hour, depending on your discipline?
Gaining Experience Through Action

*Executives/employers are more likely to hire employees with these experiences:

1. Internship/apprenticeship with a company or organization ........................................... 93 %
2. Multiple courses requiring significant writing assignments ........................................ 82 %
3. Research project done collaboratively with peers .......................................................... 81 %
4. Advanced, comprehensive senior project/thesis ......................................................... 80 %
5. Field-based project in diverse community ....................................................................... 72 %
6. Service learning project with a community organization ............................................. 71 %
7. Study abroad program .................................................................................................. 54 %


Other Ways to Get Experience:

Job Shadowing  Assisting Faculty with Research  Student Projects / Clubs / Competitions
Career Related Experience

Two course options make career related experiences available every student at Virginia Tech.

CEP 4084 (full-time experiences) AND CEP 3084 (part-time experiences)

- For undergraduate students only. Any major.
- Work can be paid or unpaid, as determined by the employer.
- Appears on your transcript, with zero-academic-credit.
- Grading: Completion of requirements yields a grade of S (satisfactory). Non-completion of requirements yields a grade of NS (non-satisfactory).
- Requirements are fully explained in orientation sessions.
- Fee paid to university: $75 per term you are enrolled in CEP 4084 or CEP 3084. [You must follow university tuition rules for any academic-credit courses you take.]
- Student status is maintained when enrolled in either program.
- You can enroll for a single work term, or for multiple work terms.
- Your academic department will approve your work-term timing to ensure you stay on track to take academic courses when needed.

In addition to internships and co-ops, are there other ways to get experience?

- Assist faculty with research projects
- Work on student projects/ clubs and competitions
- Volunteer on or off campus
- Service projects
- Travel abroad
ARE YOU IN?

handshake

Your hub for:

• Jobs - including on-campus/work study opportunities
• Internships
• Appointments
• Career Fairs & Events
• On-Campus Interviewing

vt.joinhandshake.com

For all things . . . college to career.
International Experience

“Identifying Skills Gained and Articulating Your Experience Abroad”

Begin by identifying the skills you gained or will gain through your global experience. Use this information to create bullet statements or stories based on them. Your study abroad or international experience is like any other type of experiential learning.

How Do I Incorporate My International Experience on My Resume?
This will vary based on the kind of international experience you had and where you feel your experience fits best. If you studied abroad or took classes at a foreign university, one option is to include your experience in the Education section of your resume.

Here is an example:

Bachelor of Science in Chemical Engineering, Minor in Green Engineering May 20XX
Virginia Tech, Blacksburg, VA GPA: 3.2

Technical University of Denmark, Lyngby, Denmark June 20XX - July 20XX

- Completed summer unit operations lab
- Collaborated with students of various cultures to create and present on Danish Culture
- Took excursions to world-leading chemical production site to see theories learned put into practice

How Can I Include My Study Abroad Experience in a Cover Letter?
Concisely describe the skills you gained from your international experience and how those skills relate to the position you are applying for. You do not want to repeat exactly what is on your resume. You should highlight your experience while enticing the interviewer to learn more about it.

Let’s say a student spent a summer in Madrid, Spain, studying at a Spanish university. This student is now applying for editorial internships because she wants to find a job as a magazine editor after she graduates.

This is what she may say in her cover letter:

“During my semester in Madrid, Spain, I studied translation for the first time. I translated literary text and newspaper articles from Spanish to English. This not only improved my Spanish language skills, but also helped me to understand the nuances of my native language. I learned how word choice, sentence structure, and grammar can influence meaning, which will help me with the detail-oriented job of copy editing.”

How Can I Create Answers to Interview Questions?
Remember to focus on specific examples, interactions, moments, people or events instead of the value of the overall experience. Have three to five specific examples demonstrating the skills you gained to share.

See pages 57-58 for examples.

Also be prepared to answer questions directly about your experience:

- What did you learn about yourself as a result of your international experience?
- Why did you choose to study in (country name)? Why was it important to you?

Example Answer: Describe an instance in which you communicated effectively.

“While I was studying abroad in Chile I had the opportunity to volunteer at a bilingual school. While the children in the school could speak basic English, the parents of the students could not speak any English. So, during parent teacher conferences I had to effectively use my Spanish skills to communicate with the parents of my students. This experience enabled me to see how important word choice, body language, and tone are in communicating and allowed me to learn to communicate differently depending on my audience.”
Career Readiness
Vision Board

COMMUNICATION
Articulate thoughts and express ideas effectively using oral, written, visual and non-verbal communication skills, as well as listening to gain understanding. The ability to deliver information in person, in writing, and in a digital world.

TEAMWORK AND INTERPERSONAL
Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. The ability to manage one’s emotions and conflict with others while contributing toward a common goal.

LEADERSHIP
Leverage strengths to motivate, collaborate and guide. The ability to use a positive attitude to influence and empower others to reach a shared goal through strategic thinking and effective decision-making.

CREATIVITY AND PROBLEM-SOLVING
Exercise sound reasoning to analyze issues, synthesize information, make decisions and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.

PROFESSIONALISM AND PRODUCTIVITY
Demonstrate integrity, resilience, accountability and ethical behavior. The ability to take initiative, maintain effective work habits (prioritize, plan and manage work) to produce high quality results and project a professional presence.

GLOBAL PERSPECTIVE
Respect the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives.

DIGITAL FLUENCY
Maximize new and emerging technologies in order to work, learn and live in a digital society. The ability to apply digital technology to enhance quality, improve productivity and communication, solve problems, and streamline processes.

Are you career ready?

Career readiness is the awareness and development of the skills students need to confidently and successfully meet employer expectations and transition into the workplace.
Are you career ready? Rate yourself!

COMMUNICATION
Are you able to: 
• Develop and deliver a presentation for a class.
• Listen effectively and check for understanding by asking clarifying questions.
• Proofread online and written communication to avoid errors.

TEAMWORK AND INTERPERSONAL
Are you able to:
• Collaborate with others on a class project where responsibility is shared and not divided.
• Handle difficult conversations in person with respect.
• Work with a group or team where you contribute to a common goal.

LEADERSHIP
Are you able to:
• Lead your peers 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.

CREATIVITY AND PROBLEM-SOLVING
Are you able to:
• Develop an action plan with specific steps to solve a problem.
• Brainstorm solutions to a problem before bringing it to a supervisor/professor.
• Generate creative ideas by asking open-ended questions and using your imagination.

PROFESSIONALISM AND PRODUCTIVITY
Are you able to:
• Prioritize work/assignments and meet deadlines effectively.
• Dress appropriately for various occasions and maintain a professional presence.
• Take ownership of mistakes and handle setbacks with positivity.

GLOBAL PERSPECTIVE
Are you able to:
• Appreciate and respect differences among people to work together effectively.
• Engage in conversation with individuals who have different perspectives than your own.
• Build relationships with others and advocate for diverse thoughts and ideas.

DIGITAL FLUENCY
Are you able to:
• Create projects and express ideas through digital tools.
• Pick up on new technology quickly.
• Work to identify relevant and credible sources through online research.
What to wear: Unlocking dress codes

When deciding what to wear for an interview, career fair, business meeting or professional event it is always best to research the organization, industry and event to determine which dress code is expected or most appropriate. Here are some general guidelines about common dress codes for business and professional occasions.

**Business professional** is the most formal business attire
Appropriate for most interviews (particularly in corporate, legal and business settings, as well as education and health professions), career fairs, formal networking events and some work environments.

- Clothing should be professional, conservative and timeless, consistent with both your brand and the company’s image.
- Suits should be neat, clean, ironed, stain-free, tailored to fit you properly, and a current cut and style.
- Dark neutral suit colors such as black, navy or charcoal gray are suggested.
- Skirts should be knee-length and skin-toned pantyhose are encouraged (especially in colder weather).
- White or light colored long sleeved, button down shirt or blouse should be worn under suit jackets.
- Low-heeled, closed toe pump/flats, or classic leather lace up shoes should be worn with dark colored socks that match your pants. Shoes should be polished and in good condition.
- Belts should match your shoe color.
- Ties should have a conservative pattern.
- Hair should be neatly trimmed or pulled away from your face.
- Nails should be clean, make-up natural, and accessories should be simple.
- Avoid overpowering perfume and cologne.

**Fit Matters! Have your clothes tailored**
When you invest in clothing, you’re investing in your image. Make sure your clothes fit properly for a polished look. Very few clothes fit perfectly off the hanger, especially suits and business attire.

**Get your clothing tailored locally:**
- Miller Alterations
- Alteration World
- Rose Tailor

**Need business professional attire?**
Smith Career Center sponsors Virginia Tech Career Outfitters, a program that provides new and gently used business attire for students, free of charge. Look for event information on Handshake and emails from your department.

**Shop for professional clothing locally:**
- Belk
- The Loft
- Kohls
- Jos A. Banks
Unlocking Dress Codes

**BUSINESS CASUAL** is the most common office dress and is appropriate for most business functions, meetings and other events when indicated. The emphasis is still on business, not casual, and should be a more relaxed version of business professional. It may be appropriate for some interviews.

- Business casual should imitate the look of a suit using separate pieces.
- Ties, blazers, jackets and cardigans may be worn. Sweaters, blouses, button down shirts and polos are appropriate.
- Neatly pressed dark colored or khaki pants, skirts and dresses may be worn.
- Heels, flats, booties/boots and loafers are appropriate. Open toed shoes are considered acceptable.

**SMART CASUAL** sometimes referred to as “dressy casual”
Appropriate for many campus events, when explicitly mentioned and is common in many office environments.

- Think business appropriate, but with a few casual cues. You should look polished, stylish and neatly put together.
- Mix up shades, colors and textures. This attire allows you to get a bit more expressive.
- Dress shoes may be exchanged for loafers, booties, and flats.
- Dark jeans are often acceptable. Consider pairing jeans with a jacket or blazer.
- In a casual attire business or professional environment, be sure to keep your casual look polished and office appropriate.
- Some companies support casual attire on Fridays.
- Sweats, yoga pants and shorts are not appropriate in a business environment.
- Tennis shoes (if worn) should be clean and in good condition.
Resume Checklist

Use this listing of frequent suggestions before having your resume reviewed by a career advisor.

General
- Resume fills the page but is no longer than one page
- Easy to read font between 10-12 point
- Punctuation and formatting is consistent (dates written the same way, headers formatted the same)
- Looks like a professional document
- Equal margins all around (.5” - 1”)
- Categories are arranged in logical order, with the most relevant first

Header
- Full name at the top in a larger/bold font (14-18 point) so it stands out
- If address is listed, make sure it is current
- List appropriate email
- List phone number
- Obvious facts such as “phone” or “email” are not labeled

Objective
- Include objective to tell employer what kind of position you are seeking
- Objective is targeted toward a specific position or career

Education
- List the school name (either are correct) NOT both • Virginia Tech • Virginia Polytechnic Institute and State University
- List city, state
- List major, minors and date of graduation
- Include GPA: may include in-major GPA if higher
- Avoid listing high school unless you are a first year student

Experience
- Format each experience section in the same way:
- Include title, company name and location (city & state) and dates employed (start and end date)
- List all experiences in reverse chronological order (most recent to furthest in the past)
- Use bullet points to describe responsibilities,
- Use active verbs to begin each bullet point
- Use a variety of action verbs, watch that some are not repeated throughout the resume
- Each phrase either has punctuation, or not
- Avoid personal pronouns (I, me, my)
- Qualify when possible (How many employees did you train? How many people did you tutor?)
- Use present tense verbs for current positions (teach)
- Use past tense verbs for prior positions (taught)
Note: Experience can come from class projects, volunteer work, internships, externships, part time jobs, etc.

Activities
- List relevant campus involvement, professional associations or community involvement
- Fully list names, and not just abbreviations
- Include leadership positions and described the specific activities that reveal those leadership skills

References
- References are not listed on resume
- “References available upon request” is not listed on resume
- References are on a separate sheet and have the same header as the resume
Use this sheet to list as many items you can think of for each topic to assist you in the resume writing process.

<table>
<thead>
<tr>
<th>Objective</th>
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<tbody>
<tr>
<td>What kind of position are you seeking?</td>
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<tr>
<td>Is there an area of focus?</td>
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<tr>
<th>Education</th>
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<tr>
<td>What will you include under your education heading?</td>
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<tr>
<th>Skills</th>
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<tr>
<td>Examples might include computer skills, language skills, specialized skills, certifications, etc.</td>
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<thead>
<tr>
<th>Related Experience</th>
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<tr>
<td>Include relevant work, volunteer, leadership and internship experiences - include title, name of organization, city, date, dates of participation</td>
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<thead>
<tr>
<th>Honors and Activities</th>
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<tr>
<td>Share academic or other honors you have received including scholarships or other awards - list leadership positions, organization memberships, athletic involvements, etc.</td>
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<tr>
<th>Other Experience</th>
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<tr>
<td>Do you have other experiences that are not related to your area of focus but demonstrate skills or strengths you have developed?</td>
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<tr>
<th>Course Projects</th>
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<tr>
<td>What class projects highlight career-related skills?</td>
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</table>
### Action Verbs to Highlight Skills

#### Power Skills for Your Resume: Action Verbs to Highlight Skills

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<th><strong>Working With DATA</strong></th>
<th><strong>Working With THINGS</strong></th>
<th><strong>Working With IDEAS</strong></th>
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<td>fluency</td>
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Resume Objective vs. Summary of Qualifications

Objective
A resume objective mainly discusses the skills that make the candidate qualified for the position, using keywords from the job description. The focus is on how the candidate can be of value to the employer. It also explains what kind of job the applicant is looking for (their objectives).

Use When
- You are new to the workforce or changing industries
- You are attending a career fair - it quickly tells the employer if your desires match their needs
- Optional when applying to specific jobs – by applying for the job, it is understood that your career goal fits the position for which you are applying

Items you may consider including
- One or two strong adjectives to describe a skill you may have
- Timeframe: summer 20XX, fall 20XX
- Job type: full-time, part-time, co-op, internship
- Industry area: accounting, mechanical engineering, forestry, etc. - this can be general or specific
- Keep it short and to the point

Examples
Seeking internship for summer 20xx in the mechanical engineering field to build on interest in the areas of power production and power systems.

Virginia Tech graduate pursuing a full-time economics position that combines customer service with data analysis to inform decision-making.

Seeking a multimedia journalism internship utilizing photo/video production and web design skills. Environmental science student interested in a co-op to expand knowledge of the field and utilize ecosystem rehabilitation skills.

Personal Summary or Summary of Qualifications
A resume summary focuses more heavily on an overview of work experience that fits the specific requirements for the job, showing how that candidate has already worked in similar positions and can therefore do the work required. Quickly shows the hiring manager that you have the required experience and are the best person for the job.

Use When
You have several years of experience in the industry for which you are applying

Items you may consider including
- A quick snapshot of your job history and most relevant skills and strengths for the employer and position you are applying
- Keywords found in the job description
- Think of what you can do for the employer - what you will bring to the company
- Keep to around 50 words

Examples
Paragraph Format:
Experience with statistical, spatial, and econometric modeling and analysis during three years of work experience in economic and financial management analysis. Excellent use of web-based coordination of business, e-commerce strategy, and database management.

Bullet list format:
Marketing Communications Associate
- 2.5 years as Marketing Coordinator for mid-size communications firm producing flyers, newspaper advertisements, brochures, and online content
- 2 years' blogging experience promoting and reviewing on-campus social events
- Committed to building expertise in web communications, social media, and search engine marketing through exceptional work ethic and ability to quickly absorb and apply new information

Write your resume objective or summary of qualifications in the space below.
Resume Bullet Formula

PAR/SAR statements are a detailed and succinct way of expressing skills and experiences on a resume. It is a quick, summarized story in one statement and demonstrates specific skills or experiences related to the position.

**P/S:** What is the **Problem, Purpose, Project or Situation** that you need to be described?

Ex: Initiated a team of five students to work after hours to implement marketing demos.

**A:** What **Actions** did you take to solve the problem?

Ex: Created engaging interactive lesson plans by using Prezi and Powerpoint.

**R:** What were the **Results and outcomes** from your actions?

Ex: Organized extensive aircraft article databases creating easy research and file access.

---

**Example using this formula**

<table>
<thead>
<tr>
<th>P (Problem/Project/Situation) (2)</th>
<th>A (Action) (1)</th>
<th>R (Results) (3)</th>
<th>Quantify Results (4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needed a brochure for event</td>
<td>Designed, created</td>
<td>To attract students to the event and increase attendance</td>
<td>Attendance increased by 20%</td>
</tr>
</tbody>
</table>

1) Designed (2) a brochure (3) to attract students to attend the event which (4) increased attendance by 20%

---

**Transferable Skills**

Sometimes, it may not seem that what you do is “related” to the job or internship that you are creating your resume for. In this case think about the transferable skills you developed.

**Example: Answered Phones**

1. **Skill:** Communication skills
2. **Structure:** I learned communication skills while answering phones.
3. **Verb:** Developed communication skills while answering phones.
4. **Clarify:** Developed communication skills addressing up to 50 customer concerns per shift by phone.

---

**Additional Transferable Skills**

- Critical Thinking
- Problem Solving
- Decision Making
- Active Listening
- Technical
- Communication (Oral & Written)
- Interpersonal
- Detail and Follow-Through
- Taking Initiative
- Leadership/Teamwork
- Instructing/Guiding/Mentoring
- Planning and Management
- Organizational
- Analytical/Evaluative
- Creativity
- Supervision
- Motivating/Persuading Others
- Teamwork/Collaboration
- Strategic Thinking
- Ethical Behavior
- Synthesize Information
- Time Management
- Coordinating Tasks

---

For more technical projects, showcase the following four things about the project:

- The Why or Motivation behind the project (The bigger picture)
- What was done on the project (The technical detail)
- How was it done (Highlight the tools used—language, computer programs, etc.)
- What was the impact of your work

This doesn’t mean you need four bullets to do so, but make sure your information gives the employer the answers to these four areas.
Resume Makeover

Many students who are writing a resume for the first time feel as though they have nothing relevant to put on the paper. This feeling may be especially true for freshmen who are just beginning their college careers. Take a look at the before and after resume samples below to see how one student, with the help of a Career Advisor in Career and Professional Development, revised his resume to demonstrate skills and experiences gained through activities.

- Keep your objective brief and to the point. Let the employer know exactly what you are looking for (e.g., full-time employment and in what field). Sometimes you should tailor your objective to a specific company.
- Highlight accomplishments related to your objective. In this example the focus is on being a ski instructor instead of the activities that show knowledge of and interest in environmental issues.
- To avoid having the name of the university wrap onto a second line, move the graduation date beside the degree and begin the university name on the second line.
- Turn off the table grid lines so that they won’t print. (You will still see them on your computer screen.)

## Current Address:
428 Lee Hall, Virginia Tech
Blacksburg, VA 24061
(540) 231-1234
myname@vt.edu

## Permanent Address:
3584 Oakview Lane
Levare, MD 21502

### Current Address:
428 Lee Hall, Virginia Tech
Blacksburg, VA 24061
(540) 231-1234
myname@vt.edu

### Permanent Address:
3584 Oakview Lane
Levare, MD 21502

### OBJECTIVE
To obtain an internship that will enable me to further enhance my skills and become a stronger professional.

### EDUCATION
B.S., General Engineering, Virginia Polytechnic Institute and State University, Blacksburg, VA, expected graduation May 20XX.

### WORK EXPERIENCE
- Certified Ski Instructor, Wisp Resort, Deep Creek, MD
  - Nov. 20XX – Apr. 20XX
- Certified Ski Instructor, Wisp Resort, Deep Creek, MD
  - Nov. 20XX – Apr. 20XX
- Ski Instructor, Wisp Resort, Deep Creek, MD
  - Nov. 20XX – Apr. 20XX

### SKILLS
- Computer
  - Windows 10
  - MATLAB
  - Microsoft Office 2016 (Word, PowerPoint, Excel, Access)

### ACTIVITIES
- Soccer – 4 years
  - Team Co-Captain 2 years
  - Team Captain 3 years
- Envrinotions – 3 years
  - Peer Tutoring – 2 years
- Planned and constructed rain garden at local elementary school
- Youth soccer referee
- Helped construct playground for youth in community

### HONORS/ AWARDS
- Eagle Scout
- Order of the Arrow – Boy Scouts National Honor Society
- National Merit Commended Student
- Maryland Distinguished Scholar – Honorable Mention
- National Honor Society – 2 years

### AVAILABILITY
Summer 20XX

### OBJECTIVE
To obtain an internship with an environmental agency.

### EDUCATION
B.S., General Engineering, expected graduation May 20XX
Planning to pursue Biological Systems Engineering
Virginia Tech, Blacksburg, VA
High school diploma, June 20XX
Allegany High School, Cumberland, MD

### RELATED EXPERIENCE
- Envirinotions, Rocky Gap State Park, Hirstone, MD – 20XX-20XX
  - One day competition sponsored by the Department of Natural Resources
  - And the USDA Natural Resources Conservation Service
- Topics included: Soil, Fish and Water, Wildlife, and Forestry

### WORK EXPERIENCE
- Eagle Scout Project, 20XX-20XX
  - Planned and constructed rain garden at local elementary school
  - Researched proper plants and soil for garden
  - Calculated volume of run-off from surrounding area and required area of Garden
  - Wrote and distributed information to school informing them of the Features and benefits of a rain garden

### COMPUTER SKILLS
- Certified Ski Instructor, Wisp Resort, Deep Creek, MD – Seasonal, 20XX-20XX
- Windows 10
- MATLAB
- Microsoft Office 2016 (Word, PowerPoint, Excel, Access)

### LEADERSHIP/ ACTIVITIES
- Galley Engineering Residential Learning Community, 20XX – present
  - Soccer – 20XX-20XX
    - Team Co-Captain 20XX-20XX
    - Team Captain 20XX-20XX
  - Peer Tutoring – 20XX-20XX
  - Youth soccer referee
  - Helped construct playground for youth in community
  - Eagle Scout
  - Order of the Arrow – Boy Scouts National Honor Society
  - National Merit Commended Student

### HONORS/ AWARDS
- Maryland Distinguished Scholar – Honorable Mention
- National Honor Society – 20XX-20XX

### AVAILABILITY
Summer 20XX
Features of this resume:
- Includes high school activities, because this student is a sophomore; by junior year, generally remove high school activities unless they are rare or show a long track record of interest or involvement in your chosen field.
- Availability is included, because this is for a co-op position—employers won’t automatically know when you can or could start work—so tell them.
- When you don’t have career-related experience—yet—your other jobs show employers things like your work ethic and customer service experience—qualities important to all work settings.

Content Features:
- Relevant college activities detailed like employment.
- Experience includes volunteer work.
- Other, less relevant employment separated and not detailed.
- Relevant courses listed.

CHRISTOPHER P. GIMBLE
1343 Blankenship Road
Blacksburg, VA 24060
(540) 555-0000
Email: myname@vt.edu

OBJECTIVE
Internship or summer job in the area of criminal justice and law; particular interest in working with juvenile delinquents.

EDUCATION
Bachelor of Arts, Sociology; Minor: Human Development, expected August 20XX
Virginia Tech, Blacksburg, VA
GPA: 3.1

Related Courses
Deviant Behavior
Sociology of Law
The Family in the Ecosystem
Adolescence and Early Childhood
Families Under Stress
Sociology of Corrections

RELATED EMPLOYMENT AND COLLEGE ACTIVITIES
- Resident Advisor, Housing and Residence Life, Virginia Tech
- Blackburg, VA, September 20XX – present
- Develop programs for, advise, and manage 60 residents
- Enforce residence hall policies
- Serve as a liaison between residents and the student affairs administration

Panel Member, Honor Court System, Virginia Tech
- Blacksburg, VA, September 20XX – present
- Serve as a student representative on the University Judicial Panel
- Consider alleged violations of the honor system to determine guilt or innocence

Hotline Assistant, (Volunteer), RAFT Community Crisis Center
- Blacksburg, VA, January 20XX – present
- Assist, advise, and refer individuals on issues related to personal needs
- Train six volunteers in counseling techniques and procedures
- Coordinate personnel scheduling

OTHER WORK EXPERIENCE
- Waiter, Macado’s, Blacksburg, VA September 20XX – present (during college)
- Sales Clerk, Homeline Department Store, Dover, DE, Summer 20XX
- Laborer, Walt Construction, Dover, DE Summers 20XX & 20XX

AWARDS & HONORS
- Harold T. Smith Scholarship
- Dean’s List (two semesters)
- National finalist, Hallmark Award Art Competition
- Governor’s State Scholarship
Jun Xu  
myname@vt.edu  
(540) 555-2121

OBJECTIVE  
Sales management trainee position, goal to lead and train a sales staff

EDUCATION  
B.A., Communication Studies, Public Relations, Marketing Minor, December 20XX
Virginia Tech, Blacksburg, VA
Communication Studies, Theatre, Fall 20XX, Spring 20XX
New River Community College, Dublin, VA

SKILLS  
Marketing/Sales/Promotion
• Grossed $15,000 in three months with summer painting business.
• Raised $600 in advertising space for fraternity folder project.
• Raised $400 for fraternity sponsored car show.
• Cold canvassed community for potential clients.
• Created informational brochure for apartment leasing company.
• Developed advertising campaign for class project.

Management/Training/Organizational Ability
• Managed daily activities of own painting business including renting/purchasing equipment and supplies, hiring assistants, budgeting, payroll.
• Arranged client contracts for painting business.
• Assisted in organizing talent show and benefit auction for Semester at Sea.
• Coordinated sales presentation strategy for fraternity car show and trained others in sales techniques.
• Trained new restaurant employees.
• Aided in refurbishing and renovating a restaurant.
• Performed restaurant duties ranging from busboy to night manager.

Communications/Language/Creative Projects
• Created multimedia presentation using slides, music, and narration to brief incoming Virginia Tech students during orientation.
• Developed sales presentations and assisted with advertising campaigns including radio spots, newspaper ads, billboards, posters, brochures.
• Designed and distributed flyers for painting business.
• Traveled around the world with Semester at Sea and used conversational Spanish skills.

WORK EXPERIENCE
Self-Employed, [Partnership] Survive Painters, Reston, VA Summer 20XX
Wait Staff, Leonard’s of Washington, Washington, DC Summers 20XX, 20XX, 20XX

LEADERSHIP/ACTIVITIES
Pi Sigma Epsilon, National professional fraternity in marketing, sales management and selling
Summer Orientation Leader, 20XX
Theater Arts, Virginia Tech
• Several roles in: “The Bride,” “The Monster and Steven,” “If Men Played Cards as Women.”

MORGAN ELIZABETH NEILSON

564 University City Blvd., Apt. 56B  
Blackburn, VA 24060  
(540) 961-6666  
myname@vt.edu

OBJECTIVE  
Industrial engineer; interests in manufacturing, cost analysis, and occupational safety

EDUCATION  
B.S., Industrial and Systems Engineering, August 20XX  
Virginia Tech, Blacksburg, Virginia  
GPA: In major: 3.1/4.0  Overall: 2.68/4.0
Dean’s List: Fall 20XX, Spring 20XX

SKILLS  
Knowledge gained through ISE project work includes:

<table>
<thead>
<tr>
<th>Cost Analysis</th>
<th>Human Factors</th>
<th>Inventory Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Handling</td>
<td>Print Layout</td>
<td>Statistics</td>
</tr>
</tbody>
</table>

Computer Skills
• AutoCAD  
• Ampl  
• Arena/ProModel Simulation  
• BlocPlan

• Crystal Ball  
• FORTRAN  
• MS Excel  
• MS Word  
• MS Project  
• Opt Quest  
• SAS  
• ServiceModel  
• Storm  
• Visual Studio

COURSE PROJECT
Project Manager for Senior Design Team, Omega Window Co., Inc., Salem, VA  
Fall 20XX – Spring 20XX
• Analysis and evaluation of current layout of the window fabrication facility.
• Collection and interpretation of materials handling and flow data.

EXPERIENCE
Summer Engineering Intern, Perkins Company, Inc., Cleveland, OH, Summer 20XX
• Application of CAD skills to both office layout and curtain wall analysis.
• Compiled AND structural leading programs using computer knowledge.
• Assisted applications engineers in preparing stamped structural calculations.

Maintenance Administration, Cuypers Foods, Inc., Bridgewater, VA, Summer 20XX
• Maintained and updated computer cataloging of machine parts room.
• Ordered, received, and distributed valuable machine parts and supplies.
• Prepared purchase orders for cost accounting.

Engineering Technician, Naval Air Systems Command, Arlington, VA, Summer 20XX
• Developed Close Air Support Effectiveness math model using FORTRAN.

AWARDS & ACTIVITIES
• Perdue Farms Inc., National Scholarship, Spring 20XX  
• Society of Manufacturing Engineers, Fall 20XX  
• Marching Virginians & Metro Pep Band Fall 20XX - Current
**Features of this resume:**
- Lab Skills - relevant to objective.
- Upper level courses (DON'T list basic courses obviously taken because of your major).
- Use table (shown here) only for formatting. On your resume, set Format > Borders and Shading > Borders: None
- Font: Arial 10 pt., Margins: .7

**Pro Tip**

- Coursework outside the major shows how this student is qualified for the career objective.
- Experience can be a student activity—related to and supports the objective in this example.
- 6 key items bolded (in addition to headings)—select those that best support objective.
- Font: Century Gothic 11, Margins = .7
- Table used to simplify formatting only; not to print. Set borders to be invisible on print document: Format > Borders and Shading > Borders: None

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**Pat E. Walsh**

**Current address:** 279 Progress Street
Blacksburg, VA 24060

**Permanent address:** 428 Legh Circle
Annapolis, MD 20000

**Objective**
Position utilizing writing and computer skills; special interests in technical writing and developing training materials for computer use

**Education**
B.A., English, May 20XX
B.A.R.L., Spanish, May 20XX

15 hours in Computer Science
Virginia Tech, Blacksburg, VA
Major GPA: 3.640 Overall GPA: 2.840

**Related Courses**
- Computer Science: Business Writing
- Operating System Tools
- Computer Science: Business Writing
- Technical Writing
- Journalistic Writing
- Report Writing
- Literary Criticism

**Computer Skills**
Languages: C++, JAVA, HTML/CSS
Software: Windows 10, MS Office Suite, Publisher, InDesign

**Language Skills**
Fluent in Spanish

**Technical Experience**
Student A-1 Help Computer Assistant, Virginia Tech, Blacksburg, VA
September 20XX- present (10 hours/week)
- Assist students with computer problems by phone and in residence halls
- Trouble shoot hardware and software problems
- Make recommendations for hardware upgrades
- Minor installation and repair

**Writing Experience**
Writer / Editor, Collegiate Times
Virginia Tech Student Newspaper, 20XX-present
- Editor of Events Page, 20XX - present
- Write articles on campus topics weekly
- Write book reviews
- Schedule interviews with visiting personalities, campus leaders and members of the university administration; arrange photo shoots

**Activities & Honors**
New River Valley Cycling Club, 20XX-present
Habitat for Humanity, Volunteer, 20XX-present
Special Olympics Volunteer, 20XX, 20XX
Dean’s List, last 4 completed semesters: Fall 20XX – Spring 20XX
### Amber D. Williams

**College Address:** 209 SFP-A, Blacksburg, Virginia 24060  
**Home Address:** 865 Main Street, Sableville, Virginia 24370  
**Phone:** (540) 232-0000  
**Fax:** (540) 230-1111

**Objective:**
To obtain a public relations internship with an Agricultural organization.

**Education**
- B.S. Animal and Poultry Sciences and Dairy Science, expected May 20XX, Virginia Tech, Blacksburg, VA-GPA: 3.23/4.0

**Work Experience**
- **Office Assistant, College of Agriculture and Life Sciences Academic Programs, January 20XX-Present, Blacksburg, VA**
  - File paperwork, assist Dean on student projects, provide telephone assistance, and answer questions of prospective and current students.
- **Orientation Leader, Virginia Tech, July 20XX, Blacksburg, VA**
  - Chosen out of 400 students to be one of thirty leaders, served as liaison between the incoming freshmen and the university, made presentations to students and parents.
- **Poultry Lab and Research Assistant, Animal and Poultry Sciences August 20XX-August 20XX, Blacksburg, VA**
  - Assist with lab procedures; help with collection days at barns, provide telephone assistance, handle paperwork and assist with inventory.

**Leadership Experience**
- **Alpha Chi Omega, 20XX-present**
  - Vice President – Chapter Regulations and Standards, 20XX-20XX
  - Spring 2011 Outstanding New Member
  - Community Service, fundraising, sisterhood and leadership activities
- **Risk Management Committee**
- **Help with writing grants for the further promotion of our philanthropic activities**

**Student Alumni Associates, 20XX-present**
- **Virginia Tech Reunions Liaison**
- **Public Relations Committee**
- **Pay Rollies, College Homecomings and Reunions**
- **Leadership Workshops**

**College of Agriculture and Life Sciences Ambassador, 20XX-present**
- **President – 20XX-20XX**
  - Chairman of Education Committee; editor of college newsletter
  - Volunteer in the Developmental Department
  - Liaison between alumni and prospective students to the college

**Dairy Club, 20XX-present**
- **20XX Chairman, Women’s Basketball Milkshake Sales**
  - Recruit prospective students to the Dairy Science Program
- **Volunteer, Dairy Science Programs**

**Team in Training, 2000-20XX**
- **Raised over $2,000 for the Leukemia and Lymphoma Society**
- **Trained and ran a half marathon in September 20XX.**

**Honors**
- **20XX Virginia Cattlemen’s Association Scholarship Recipient**
- **Miss Virginia Farm Bureau Ambassador for Agriculture 200X-1st Runner-up**
- **Residential Leadership Community-Pumpkin Leadership Award, 200X**

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### Feature of this resume:
- Summary of qualifications—can be used when you have professional experience
- Job title and employer emphasized with bold font

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### Thomas Vanderweer

**OBJECTIVE:**
Business financial analyst position specializing in economics

**SUMMARY OF QUALIFICATIONS**
- Three years’ experience in economic & financial management analysis
- Web-based coordination of business & e-commerce strategy
- Statistical, spatial, and econometric modeling and analysis
- Database management

**EDUCATION**
- **M.S., Applied Economics**, May 20XX, GPA: 3.84/0  
- **B.A., Economics**, Minor: Chemistry, July 20XX, GPA: 3.64/0  
  **Specialization: Macroeconomics & Finance**
  Virginia Tech, Blacksburg, VA

**COMPUTER SKILLS**
- Platforms: Windows 7, Vista, XP\server 2009, 2004  
- **SOFTWARE:** VIS (ArcView, ArcGIS, ARC/INFO, BusinessMAP Pro, ATLAS GIS, ACT 1.25), Microsoft Office Suite, MENTAL+Mathematica, STATA, SAS, SAS JMP, DREAM, Adobe InDesign, Photoshop, and Acrobat.  
- **Programming:** C, C++, C, Java, JavaScript, Perl, PHP, Python, Ruby, and SQL

**RELEVANT EXPERIENCE**
- **Freelance Web Consultant,** Blacksburg, VA, May 20XX-present
  - **AGCON.COM | AFRICOM.COM | IFAVE.NET | GUAYA.COM**  
  - Generate Business leads and design complete web solutions for clients.
  - Formulate e-strategic guidelines and conceptual consulting.
  - Provide interface design, content research, development, and synthesis.
  - Perform the evaluation, planning, development, deployment and ongoing use of web-based mechanisms and information.
  - Build and maintain economic and spatial database.

- **Research Assistant,** Blacksburg, VA, January 20XX-July 20XX
  - **Office of Institutional Research and Development,** Virginia Polytechnic Institute & State University
  - Designed a framework for assessing economic impact of USAID-funded Integrated Pest Management (IPM) program
  - Performed economic (Benefit-Cost) Analysis and statistical analysis of IPM program
  - Using database-based computer program called DREAM.
  - Travelled to both sites and collected primary and secondary data and information.
  - Examined the transferability of IPM technologies and their adoption beyond the primary sites using spatial modeling within a framework of geographic information system (GIS) technology

**Research,** Blacksburg, VA, December 20XX – August 20XX
- **Agricultural & Applied Economics Department,** Virginia Polytechnic Institute & State University
  - Examined the effects of communication and transport infrastructures on economic development, reviewed literature and collected relevant data and information
  - Performed empirical examination using econometric methods on SAS/IM

**AWARDS AND ACTIVITIES**
- Outstanding Leadership & Service Award, African Student Association, February 20XX
- Certificate of Achievement, U.S. Committee for UNICEF, Fall 20XX
- President 20XX-XX, Secretary 20XX-20XX, Virginia Tech African Student Association
- Captain and Manager 20XX-20XX, San George Intramural Soccer Team
Michael Stoneman

**Education**
Virginia Polytechnic Institute and State University (Virginia Tech)
B.S. in Business: Finance Major
GPA: 3.4/4.0
Expected Graduation Date: May 20XX

**Listed Positions**

1. **Student-Athlete Sample**
   - Assistant for managing over $1 million in a student-athlete portfolio with goal of outperforming the S&P 500 Index
   - Perform industry and company research related to existing and new opportunities
   - Make buy and sell recommendations based upon research and valuation analysis

2. **Student-Managed Endowment for Educational Development (SEED)**
   - January 20XX - Present

**Work Experience**

- **Virginia Tech Varsity Football Team**
  - Roanoke, VA
  - June 20XX - August 20XX
  - Created financial plans to meet the financial goals and risk tolerance of current and prospective clients
  - Assured more than $9.6 million of retirement plans to find the best option for clients
  - Strengthened client relationships by reaching out to clients and enrolling them in new promotions and benefits
  - Contributed to Morgan Stanley Global Volunteer Month by serving meals to the homeless and needy

- **Virginia Tech Student-Athlete**
  - Blackburg, VA
  - July 20XX - Present
  - Balance the academic responsibilities of a student-athlete during the rigorous year-round division I athletic schedule
  - Participate in strength development/conditioning, practice, games, frequent travel, game-plan and film study meetings
  - Develop strong leadership and teamwork skills
  - Strengthen time management skills and ability to succeed in high-pressure environments

**Leadership Experience**

- **Virginia Tech Student-Athlete Leadership Committee**
  - February 20XX - Present
  - Set an example for teammates through both individual and team accountability
  - Act as the voice of the players and liaison between the players and coaching staff
  - Responsible for making team decisions through voting

**Honors and Awards**

- **All-Atlantic Coast Conference Academic Football Team**
  - 20XX, 20XX
  - Awarded to student-athletes performing at a high level both in the classroom and on the field

- **Atlantic Coast Conference Academic Honor Roll**
  - 20XX, 20XX, 20XX
  - Awarded to student-athletes in the ACC with superior academic achievement

- **Camping World Independence Bowl Scholar Athlete Award**
  - 20XX
  - Awarded to the top academic performer on the team

- **Virginia Tech Football Champions Club**
  - 20XX
  - Awarded to players that are dependable, committed to excellence and contribute to the program as voted on by position coach, strength coach and academic advisor

- **Paul Torgersen Award**
  - 20XX
  - Awarded to the top newcomer in Virginia Tech spring practice

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**Transfer Student Sample**

**Natalie R. Constantine**

(540) 953-5533
MYNAME@VT.EDU

**College Address:**
4514 E. Roanoke Street
Blacksburg, VA 24060

**Permanent Address:**
1302 Marquis Court
Fallston, MD 21047

**Objective:**
Seeking full-time position or internship with a non-profit organization connected to urban planning or with a focus on environmental law and regulations

**Education:**
Bachelor of Arts, Geography;Minor: Environmental Policy and Planning, expected December 20XX
- Concentration: Geographic Information Systems (GIS)
- Virginia Tech, Blacksburg, Virginia
  - Overall GPA: 3.15
  - Major GPA: 3.43

**Experience:**
- Associate in Arts & Sciences (Science Concentration), June 20XX
- Baltimore Community College, Baltimore, Maryland
  - GPA: 3.15
  - Earned 85% of educational expenses

**Relevant Work Experience**

- **Legal Assistant,** The Creekmore Law Firm, PC, Blacksburg, Virginia, January 20XX - Present
  - Facilitated the process of organizing legal documents on behalf of the attorneys to assist them in preparing cases for small business clients involved in environmental law cases
  - Developed a deeper understanding of legal terminology and issues related to environmental policy

- **GIS Intern,** Straughan Environmental, Inc., Columbia, Maryland, May 20XX - August 20XX
  - Focused on large-scale ecosystem research project in cooperation with the U.S. Corps of Engineers that investigated stormwater management
  - Analyzed various phases of the effects of industrial pollution on natural water resources
  - Utilized GIS and GPS systems to inspect urban sewer systems and map environmental permit zones

**Skills**

- ArcGIS, ArcMap, AutoCAD, LexisNexis Legal Research Software, Microsoft Office

**Leadership Experience**

- **Membership Chair,** Geographic Society, Virginia Tech, Fall 20XX - Present
  - Managed staff and structure of recruitment tabling to provide organizational information to prospective students
  - Coordinate social activities related to environmental issues to encourage student interest
  - Organized and chaired a large environmental debate for students in the geography department at the end of last semester

**Other Work Experience**

- **Waitress,** TGI Fridays, Baltimore, Maryland, August 20XX - June 20XX
  - Demonstrated a positive attitude and friendly demeanor to make customers feel welcomed and appreciated
  - Maximized strong communication skills to convey food and drink orders in a fast-paced environment
  - Resolved customer concerns related to food quality and timeliness of food delivery

**Campus Activities**

- **Environmental Coalition,** Virginia Tech, Fall 20XX - Present

- **Environmental Student Organization,** Virginia Tech, Fall 20XX - Present
- **Outdoor Club at Virginia Tech,** August 20XX - December 20XX
INTERNATIONAL EXPERIENCE

Hayden Billings  (540) 383-5679  myname@vt.edu

OBJECTIVE
Position as an environmental horticulturist applying my cross-cultural plant knowledge and experience.

EDUCATION
Bachelor of Science, Environmental Horticulture, May 20XX
Minor in International Agriculture
Virginia Tech, Blacksburg, Virginia
GPA: 3.4/4.0 Dean’s List 5 semesters

INTERNATIONAL COURSEWORK
• International Agriculture
• Development and Trade
• World Crops and Cropping Systems

INTERNATIONAL EXPERIENCE
International Dairy Judging Competition, Edinburgh, Scotland, June 20XX
Participant June 20xx
• Gained comprehensive knowledge of worldwide dairy trade by representing the United States at the Royal Highland Dairy Show

Study Abroad Experience, Costa Rica and Nicaragua, January 20XX
Study Abroad Participant
• Developed understanding of tropical horticulture by effectively communicating with professors, fellow study abroad students, and local citizens

Study Abroad, Monteverde, Costa Rica, August 20XX- December 20XX
Study Abroad Participant
• Conducted a botany research project to define Passiflora spp, allocation of resources in metabolite defenses and presented results to the local scientific community at a symposium
• Took intensive coursework in tropical biology, ecology, conservation, ecosystem services, botany, Costa Rican culture and Spanish language in locations across Costa Rica

LANGUAGE SKILLS
• English: native language
• Spanish: intermediate (speaking, reading); basic (writing)

CAMPUS INVOLVEMENT
Horticulture Club at Virginia Tech, 20XX-Present
• Event Coordinator
• Create and manage events to foster, promote, and encourage closer professional and social relationships between the faculty, students, and horticulture community

Promote horticultural interest within Virginia Tech, the community, the Commonwealth of Virginia, and globally

Intercultural Understanding Club at Virginia Tech, 20XX- Present
Improve interactions in the university community by bridging “the dialogue gap” among members of different cultures in the form of conferences, panels, art, performances as well as outings

Habitat for Humanity Volunteer, 20XX- present
Help Save The Next Girl at VT (HSTNGatVT), 20XX- Present
Alpha Zeta, Virginia Tech, 20XX-20XX
• Professional, service, and honorary fraternity for men and women in the College of Agriculture and Life Sciences and the College of Natural Resources at Virginia Tech
**Design Resume**

**BRADLEY CAMDEN**
555.231.5555 | pid@vt.edu | issuu.com/hokiesvt

**EDUCATION**
**BACHELOR OF SCIENCE:**
INTERIOR DESIGN (MINOR: ITALIAN)
Virginia Tech - Blacksburg, VA
GPA: 3.85
Expected May 20XX

**ITALY STUDY ABROAD**
Ravenna Institute of Design International - Ravenna, Italy
GPA: 4.00
Fall 20XX

**SKILLS**
Design
- Photoshop
- Illustrator
- InDesign
- AutoCAD
- 3Ds Max
- SketchUp
- Revit
- ArchiCAD

Office
- Microsoft Office (Publisher, Word, PowerPoint, Excel)

Language
- English (Native)
- Italian (Proficient)

**RELATED EXPERIENCE**
**INTERIOR DESIGN INTERN**
Wayfair LLC | Boston, MA
May 20XX - August 20XX
- Utilized AutoCAD for space planning, furniture layouts, and generating parts lists
- Established project budget and timeline
- Finalized all furniture layouts, finishes, and specifications
- Generated drawings, including 2D, 3D, and installation plans
- Prepared customer presentations, including look books, PowerPoints, and design binders
- Participated in final installation walkthrough

**INTERIOR DESIGN APPRENTICE**
HokieDesign LLC | Blacksburg, VA
January 20XX - December 20XX
- Shadowed three local interior designers in business operations, project management, and design
- Completed master bedroom design concept and color scheme under supervision of the lead designer
- Assisted with sampling and purchasing of fabrics and other materials

**AWARDS & SCHOLARSHIPS**
20XX: Dean’s List
20XX: 2nd Place - InterDesign Region IV Contest
20XX: Outstanding Interior Design Student
20XX: Pamplin Scholarship

**INTEGRATION OF DESIGN RESUMES AND PORTFOLIOS**

**Tips for design resumes and portfolios**

- Have a resume formatted for a standard 8.5”x11” sheet of paper, but keep the format adaptable as you may need to design a separate version just for your portfolio.
- Your resume should complement your portfolio.
- Let your resume’s content drive your design, not the other way around.
- Keep your resume to one page and include white/negative space to ensure that your resume is fast and easy to read. Try holding up your resume and looking at it as an image to gain an overall impression.
- Pictures of yourself, your age/birth date, and your hobbies are typically left off your resume. You should also list skills and avoid giving yourself a ranking/rating on them.
- Using color sparingly on your resume is okay, but remember to test print it in black and-white in case the employer does so.
- Any design on your resume should be your own work and not that of someone else. It’s okay to create and use your own logo.
- Include a link to your professional website or LinkedIn to show examples of your work.
- Have a one-page “teaser” sheet of your work (2-4 selections) available in addition to our resume to share at career fairs. You can bring your entire portfolio if attending the design expo.
- If your work is electronic, it’s okay to ask employers if you can use your phone or tablet to show examples of your work at career fairs or during interviews.
- Have two versions of your resume: a design-based resume and a more “traditional” business resume. Research the company beforehand to know which you should use.
- Include your skills—such as drawing, sketching, and rendering—as well as software that you know how to use on your resume.
- Show examples of your process from beginning to finish, including only your best work.
- Keep explanations in your portfolio brief and concise.
- Have a version of your portfolio where your resume is included as a page within it.
- Research the style and projects of the firms/companies you are applying to and adjust your portfolio accordingly.
- Include group projects in your resume and portfolio while being honest and upfront about your specific contributions.
- Spell check your materials for errors and typos, especially if you are using a program that does not natively or automatically check spelling.
Lydia Arnez
Blackburg, VA 24060
540-555-7816
arnezlydia@email.vt.edu
Lydia Arnez
Virginia Tech
Teaching Resume

Features of this resume:
• Two pages are acceptable for teaching candidates and for professional positions in higher education.
• Place your second page heading in the Header section (View > Header and Footer).
• DON'T simply insert it in your text. For someone else viewing your resume on screen, the page break may not fall in the place you intend.
• When providing a URL for online information (portfolio, etc.), make sure all your web-site contents are strictly professional.
• DON'T insert it in your text. For someone else viewing your resume on-screen, the page break may not fall in the place you intend.
• When providing a URL for online information (portfolio, etc.), make sure all your web-site contents are strictly professional.
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Blackburg, VA 24060
540-555-7816
arnezlydia@email.vt.edu
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Lydia Arnez
Blackburg, VA 24060
540-555-7816
arnezlydia@email.vt.edu
Lydia Arnez
Virginia Tech
Teaching Resume

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• When providing a URL for online information (portfolio, etc.), make sure all your web-site contents are strictly professional.
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• DON’T simply insert it in your text. For someone else viewing your resume on-screen, the page break may not fall in the place you intend.
# Student Veteran Resume

<table>
<thead>
<tr>
<th>Amari Gonzalez</th>
<th>Top Secret Security Clearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christiansburg, VA 24073</td>
<td><a href="mailto:emailaddress@vt.edu">emailaddress@vt.edu</a></td>
</tr>
</tbody>
</table>

**Summary**
Highly skilled personnel manager with 10+ years of experience hiring, training, and managing diverse teams. Superior written and interpersonal communication skills developed through weekly report writing, supervision, and training staff. Completed intensive month long management course in goal-setting, conflict resolution and mentoring.

**Education**

**B.S. in Business, Major: Management | Human Resources Management Option** (May 20XX)
* Virginia Tech, Blacksburg, VA | GPA: 3.7/4.0

**Industry Experience**

**Business Management Intern**, GRSi, Bethesda, Maryland (Summer 20XX)
- Completed rotational summer internship in accounting, human resources, business development, and recruiting with primary focus in recruiting.
- Conducted bi-weekly new hire orientations and on-boarding for 175 total new employees.
- Sourced, screened, and reviewed resumes for approximately 50 entry-level positions.

**Intern, Office of Personnel Management**, Washington D.C. (Summer 20XX)
- Organized hiring documents and coordinated schedules for hiring managers and interviewed candidates.
- Coordinated professional development activities for interns across multiple agencies.

**Management Experience**

**Superior Unit Administrator**, Army Reserve Command, Ayer, MA (January 20XX-August 20XX)
- Managed personnel, finance, and automated systems activities.
- Represented commander by establishing goals/ objectives and setting priorities for accomplishing overall organizational functions.
- Interpreted and communicated training directives and guidance to multiple levels of leadership.
- Reviewed completed personnel actions to ensure that procedures were properly followed.
- Assisted the commander with strategic planning and establishment of unit action plans, unit training goals, and individual training goals.

**US Army Reserve (USAR) Unit Administrator**, Army Reserve Command, Los Alamitos, CA (June 20XX-December 20XX)
- Implemented administrative plans, policies, and procedures established by commander.
- Prepared and processed personnel pay, supply action, and maintenance of records.
- Provided consultation on Army Reserve program and unit vacancies and conducted interviews.
- Served as principal administrator responsible for the performance of technical, analytical, advisory, and coordinating duties for USAR Unit Commander in accomplishing overall functions of the unit.
- Served as key point of contact regarding recruitment and retention for unit.

**Leadership Training**

**Basic Leader Course**, Fort McCoy Noncommissioned Officer Academy (October 20XX)

**Involvement**

**Vice President, Vets@VT, Virginia Tech** (August 20XX-present)

**Honors**

*Army Superior Unit Award for meritorious performance of a challenging mission*
*Army Achievement Medal for outstanding achievement*
ANNA S. WARD
1700 Foxrun Road, Blacksburg, VA 24060
Day Phone: 555-948-1404
Email: award1@vt.edu

[1] OBJECTIVE: Tracked each assigned client through entirety of court process, including pre-trial meetings, and post-trial follow-up. Kept accurate records of each verdict and

2 Federal resumes include more information than private sector resumes. Begin with your private sector resume and build on it. Include your number of credit hour, GPA, and use related courses/class projects to demonstrate related experience.

3 Key Accomplishments: Presented findings from mock crime scene to cohort of 15 students and five training officers.

4 Federal Resumes can be more than 1 page (usually 2-3 pages). Be sure to expand on your experiences and include all relevant info!

5 References are also typically included on a federal resume. List them at the end of your document in a References section. Include name, title, company/agency, and contact info (address, phone number, and email).

ORGANIZATION: Tracked each assigned client through entirety of court process, including pre-trial meetings, and post-trial follow-up. Kept accurate records of each verdict and assigned sentence.

KEY ACCOMPLISHMENT: Created a client tracking database through Microsoft Excel, digitizing records for first time.

Virginia Tech Hume Center for National Security and Technology (09/20XX - 08/20XX)
191 Kraft Drive, Suite 2019, Blacksburg, VA 24060 United States

Research Assistant
Salary: $8.25 USD Per Hour
Hours per week: 10
Supervisor: Mitch Keys (540-555-1212)
Okay to contact this Supervisor: Yes

Duties, Accomplishments and Related Skills:

Research/Technical: Worked with an interdisciplinary team of engineers, programmers, and analysts to examine ways to protect state election equipment from electronic hacking.

Researched various methods and machines available.

Class Project: Seminar in Diplomacy and Security (Fall 20XX): Worked with a group of five students to identify possible security plans for a hypothetical meeting of the G8 occurring in New York. Wrote a seven page paper and presented findings to class of 25 students.

Writing/Analysis: Wrote weekly reports outlining progress of team. Synthesized material from multiple sources, and provided recommended courses of action.

Key Accomplishments: Determined that non-electronic systems are preferable for future elections. Worked on a team of five that wrote a proposal for a $50,000 grant to conduct future research on accuracy of non-electronic voting systems.

Virginia Tech Student Police Academy (02/20XX - 03/20XX)
330 Sterrett Drive, Blacksburg, VA 24061 United States

Student Police Academy Trainee
Salary: $50
Hours per week: 6
Supervisor: Officer Daniel Guilliams (555-898-1212)
Okay to contact this Supervisor: Yes

Duties, Accomplishments and Related Skills:

Law Enforcement: Learned about safety and law enforcement procedures and tactics through classroom and hands-on activities. Instructed on driving a police car, investigating a mock crime scene, officer safety, violence and crime prevention, terrorism awareness, tactical response, weapon safety, and cybercrime.

Key Accomplishments: Presented findings from mock crime scene to cohort of 15 students and five training officers.

Montgomery County Commonwealth’s Attorney (05/20XX - 08/20XX)
755 Roanoke Street, Christiansburg, VA 24073 United States

Witness/Victim Advocate Intern
Salary: $58.25 USD Per Hour
Hours per week: 10
Supervisor: Ariana Logan (800-222-3333)
Okay to contact this Supervisor: Yes

Duties, Accomplishments and Related Skills:

Communication: Interacted with 30 victims of crime through 15 week internship. Met with each client prior to trial to explain court process and timeline. Used compassion and empathy to work with clients as trials progressed and concluded.

References are also typically included on a federal resume. List them at the end of your document in a References section. Include name, title, company/agency, and contact info (address, phone number, and email).
# PhD Resume

**Sachin Bhattarai**  
526-618-2817 / sachin12@vt.edu  
www.alex.google.com/sachin

## Summary of Qualifications
- Industry-savvy researcher with strong skills in C/C++ and Java, Python and Perl
- Utilized Matlab, GNU Radio, USRP, Liquid DSP, NI LabVIEW, Wirehawk, NS3 in award winning projects
- Published over 5 first author articles in high impact engineering journals
- United States Provisional Patent award winner

## Education

<table>
<thead>
<tr>
<th>Ph.D., Electrical Engineering</th>
<th>GPA: 4.0/4.0</th>
<th>Aug. 20xx (expected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Tech, Blacksburg, VA, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisor: Dr. Jung-Min “Jerry” Park</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M.E., Electrical Engineering</th>
<th>GPA: 4.0/4.0</th>
<th>Apr. 20xx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennessee State University (TSU), Nashville, TN, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisor: Dr. Liang Hong</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Thesis: Optimum transmit beamforming scheme for underlay cognitive radio networks**

## Technical Skills

- Programming languages: Proficient in C/C++ and Java, intermediate in Python and Perl
- Tools: Matlab, GNU Radio, USRP, Liquid DSP, NI LabVIEW, Wirehawk, NS3
- Others: MS Office suite, LaTeX, MySQL, PHP, WordPress

## Industry Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Company</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Research Assistant</td>
<td>Wireless/Virginia Tech, Blacksburg, VA, USA</td>
<td>Aug. 20xx – Present</td>
</tr>
<tr>
<td>- Design frameworks for enabling harmonious co-existence between LTE-U and incumbent systems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Investigate and analyze the trade-off between incumbents’ operational privacy and secondary users’ spectrum utilization in dynamic spectrum access.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Study an optimal node-selection scheme to improve throughput in cooperative transmit beamforming.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Design a link-level simulator for MIMO-OFDM in Matlab and used to study the effects of multipath, precoding and sub-carrier frequency offset on the link-throughput.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Use CORNET—a Cognitive Radio testbed—to design cognitive engines for software defined radios.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Research Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Company</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Intern</td>
<td>AT&amp;T Labs, Inc., San Ramon, CA, USA</td>
<td>Summer 20xx</td>
</tr>
<tr>
<td>- Analyzed historical RSSI trending tool for Ericsson and Alcatel-Lucent LTE cells based on PM counters.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Implemented machine learning algorithms for categorizing causes of uplink interference in LTE cells.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Performed level 1 to 2 analysis to assess markets for launching voice-over-LTE (VoLTE).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Research Papers

- **Best Project Award** from the IEEE DySPAN, 20xx.
- **Winner, Best Paper Award** at the IEEE DySPAN, 20xx.
- **Golden Jubilee Scholarship**: Among 25 awarded by Indian Embassy in Nepal, 20xx.

## Awards

- **NSF Student Travel Grant** to attend IEEE DySPAN 20xx, IEEE DySPAN 20xx, IEEE DySPAN 20xx.
- **School of Engineering Fellowship** Virginia Tech 20xx/20xx.

## Industry Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Company</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Intern</td>
<td>Signal Processing Laboratory, TSI, Nashville, TN, USA</td>
<td>Jan. 20xx – Aug. 20xx</td>
</tr>
<tr>
<td>- Proposed a robust transmit beamforming scheme, based on worst-case stochastic optimization, to combat steering vector uncertainty in MIMO systems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Performed Matlab simulations to demonstrate the effectiveness of proposed robust beamformer in achieving significant BER improvements.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Technical Skills

- Programming languages: C/C++, Java, Python, Perl, MATLAB
- Tools: Matlab, GNU Radio, USRP, Liquid DSP, NI LabVIEW, Wirehawk, NS3
- Operating systems: Windows, Linux (Ubuntu)

## Interests


## Publications

- **Optimum transmit beamforming scheme for underlay cognitive radio networks**, in Proc. of IEEE DySPAN 20xx.
- **Location Inference Attacks in Database-Driven Spectrum Sharing**, in Proc. of IEEE DySPAN 20xx.

## Projects

- **MMO-OFDM Simulator**: Designed a link-level simulator for MMO-OFDM in Matlab and used it to study the effects of multipath, precoding and sub-carrier frequency offset on the link-throughput.
- **Wireless Channel Modeling**: Used USRP and GNU radio to perform signal measurements and to model indoor and outdoor wireless channels for the 2.4 GHz band.
- **Markov Modeling of Dynamic Spectrum Access**: Modeled dynamic spectrum access in an overlay cognitive radio network using a Markov chain. Studied limiting behavior of the system to maximize the overall spectrum utilization efficiency.
- **Iris Recognition System**: Implemented image processing and machine learning techniques for iris-based biometric identification. Achieved a recognition accuracy of 95% (Runner up, Best Project Award, Machine Learning project competition, Virginia Tech, Dec. 20xx).
Curriculum Vitae

**What Makes This a CV?**
A CV is a thorough and comprehensive document, and typically used in the academic job search. It includes not only your education and work history, but also your achievements, awards, any honors you’ve been conferred and any and all of your publications. There is typically a section that would also outline your teaching and/or research interests. Typically, CVs do not have a page limit.

<table>
<thead>
<tr>
<th>Current Address</th>
<th>Permanent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>3200-F University Terrace</td>
<td>5000 Greenbrook Drive</td>
</tr>
<tr>
<td>Blacksburg, VA 24060</td>
<td>Norfolk, VA 23703</td>
</tr>
<tr>
<td>(540) 555-3000</td>
<td>(757) 555-1000</td>
</tr>
</tbody>
</table>

**EDUCATION**

- **Doctor of Philosophy, Microbiology**, Expected May 20XX  
  Virginia Tech, Blacksburg VA  
  *Dissertation*: Regulation of aerobi gene expression in *Escherichia coli*  
  Advisor: Thomas W. Kingrea

- **Bachelor of Science, Biology**, Minor: Chemistry, May 20XX  
  Old Dominion University, Norfolk, VA

**HONORS/AFFILIATIONS**

- Phi Beta Kappa
- Cunningham Dissertation Fellowship (Virginia Tech research grant), 20XX-20XX
- American Society for Microbiology, 20XX-20XX
- Sigma Xi; The Scientific Research Society, 20XX-present
- National Institutes of Health Pre-doctoral Fellowship, 20XX-20XX

**RESEARCH INTERESTS**

- Regulation of aerobi gene expression
- DNA sequencing and determination of DNA binding domains

**TEACHING INTERESTS**

- Undergraduate biology and microbiology courses including microbiology, genetics, and microbial genetics
- Graduate microbiology courses

**RELATED EXPERIENCE**

**Research**

- **Pre-Doctoral Fellow/Ph.D. Research**, Department of Biology, Virginia Tech  
  Blacksburg, VA, August 20XX – present
  
  - Design and conduct experiments for purification and characterization of the repressor for the syn-glycerol 3-phosphate regulon of *Escherichia coli* K-12
  - Identified structure of the gip repressor and determined DNA binding domains

- **Research Fellow**, National Institutes of Health, Poolesville, MD  
  May 20XX – August 20XX
  
  - Synthesized and purified hundreds of oligonucleotides
  - Sequenced DNA
  - Constructed a cosmid library from human blood DNA

**Jonathan O. Benjamin**

**Research Assistant**, Department of Biology, Virginia Tech, Blacksburg, VA  

**Research**

- Performed with protein bioassays and prepared tissue cultures
- Assisted with DNA preparations for DNA fingerprinting including isolating DNA and gel electrophoresis
- Analyzed data

**Biology Research Technician**, Biotech Research Laboratories, Inc., Roanoke, VA  

**June 20XX – August 20XX**

- Participated in DNA fingerprinting project
- Digested genomic DNA with restriction enzymes
- Separated digested DNA fragments by electrophoresis through agarose gels and transferring by Southern blotting technique
- Prepared buffers, photographed gels, developed autoradiographs

**Teaching**

- **Laboratory Instructor**, Department of Biology, Virginia Tech, Blacksburg, VA  
  August 20XX – present
  
  - Taught two laboratory sections for undergraduate introductory Microbiology course

- **Teaching Assistant**, Department of Biochemistry and Nutrition, Virginia Tech, Blacksburg, VA  
  August 20XX – May 20XX, August 20XX – May 20XX
  
  - Advised undergraduate biochemistry students during office hours
  - Graded quizzes and assignments

**PUBLICATIONS**

**Doctor J.B., and T.W. Advisor**. Structure of the gip repressor and the determination of DNA binding domains. (in preparation)


**ABSTRACTS**


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Resumes, Cover Letters, etc.
Five Key Points about References

3 - 5 people are a good number of references to have. Who should you ask? Current or former supervisors, faculty members, coaches, or advisors. Family or close personal friends are not recommended.

Always ask permission before listing someone as a reference. As you ask, provide your references with a copy of your resume or CV, and any other materials that may be relevant like a job listing, cover letter, or graduate school essay.

Keep your list of references in a document separate from your resume. Usually references are not needed at the initial time of application. Bring copies of your reference page to your interview. If you have a CV, references are often included in academic job search.

Share the contact information for your references including their job titles, employers, mailing addresses, phone numbers and email addresses.

Keep your references up to date on your progress and be sure to thank your references after your job search or your graduate school application process is complete.

Sample Reference List

SHAMEKA R. CONSTANTINE

College Address
451-L E. Roanoke Street
Blacksburg, VA 24060
(540) 953-5553
myname@vt.edu

College Address
1302 Marquis Court
Fallston, MD 21074
(410) 877-8142

References

Dr. Jane Doe
Professor
Virginia Tech
College of Agriculture & Life Sciences
1060 Litton Reaves Hall
Blacksburg, VA 24061
(540) 231-5555
janedoe@vt.edu

Mr. Walter Randolph
Supervisor
Mead Paper
2705 Market Street
Chillicothe, Ohio 45601
(419) 555-2045
wrandolph@mead.com

Ms. Jane Wilson
Department Manager
Johnson Controls, Inc.
4527 Appleton Drive
Sparks, MD 21152
(301) 555-8211
jwilson@employer.com

Make sure the address header matches your resume address header.
Cover Letter Basics

Your Street Address
City, State Zip Code
Telephone Number
Email Address
Month Day, Year

Mr./Ms./Dr. Last Name
Title
Name of Organization
Street or P. O. Box Address
City, State Zip Code

Dear Mr./Ms./Dr. (Last Name Only):

Opening Paragraph: State why you are writing, how you learned of the organization or position, and basic information about yourself.

Body: Tell why you are interested in the employer or type of work the employer does (simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications from the job description that make you a good fit for the employer’s needs. This is an opportunity to explain in more detail relevant items in your resume. Make a connection between your experiences and the opportunity you are applying for.

Closing: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer’s location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature)

Your name typed

Enclosure(s) (refers to resume, etc.)

(Note: the content of your letter might be best arranged into four paragraphs. Consider what you need to say and use good writing style. See the following examples for variations in organization and layout).

Q: Should you send a cover letter even if the employer says it’s optional?
A: YES! Cover letters allow you to give additional information beyond your resume.

2. There is no need for an address if you are emailing the letter.
First choice would be a name of a person, second choice would be a title of a person, ex. Hiring manager.

3. A cover letter typically accompanies your resume. The purpose of your cover letter would depend on whether you are applying for a position, inquiring about opportunities, or submitting other materials.
# Job & Internship Search Tools

These are snapshots of the benefits of each method. See Career and Professional Development's Website www.career.vt.edu for more details.

<table>
<thead>
<tr>
<th>SEARCH ENGINES</th>
<th>DESCRIPTION AND BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handshake</td>
<td>Employers post jobs and internships they want Virginia Tech students to see. Handshake learns your interests and search patterns to show jobs most relevant to you first.</td>
</tr>
<tr>
<td>CareerShift</td>
<td>Allows you to bring everything together to search for jobs in one place. Search listings from millions of companies posted across the Web and save your searches; find contacts within target organizations along with their email addresses; and manage your job search all within the site.</td>
</tr>
<tr>
<td>GoinGlobal</td>
<td>If you are looking to broaden your horizons overseas, this is a great place to start. Information includes international job postings and tips on relocating to a new country. Also has relocation and job search information for major U.S. cities, including H-1B Visa information.</td>
</tr>
<tr>
<td>Current Jobs for Graduates</td>
<td>Posts jobs specifically for liberal arts and humanities majors. Has job postings in business and corporate environments for a variety of majors. Has extensive internship postings in a large variety of fields of interest to liberal arts students. Can focus search by specific types of jobs within career industry.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACE-TO-FACE RESOURCES</th>
<th>DESCRIPTION AND BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus Interviewing Program</td>
<td>Employers come to campus to interview for internships and jobs. Interviews take place in the Smith Career Center.</td>
</tr>
<tr>
<td>Career/Job Fairs</td>
<td>Opportunities to speak with many employers at one time in one space. Many are on VT campus each year; each with different sponsors and focus on varying majors, colleges and types of hiring.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NETWORKING</th>
<th>DESCRIPTION AND BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VT Alumni Group</td>
<td>Networking source - VT grads. What more could you ask for? Can be helpful to find contacts for a geographically targeted job search.</td>
</tr>
<tr>
<td>Talking To Personal Contacts</td>
<td>It’s one of the top methods by which VT graduates, university-wide, found the job they accepted. It’s real. It works. Many jobs are never advertised; networking is how you find them.</td>
</tr>
</tbody>
</table>
Applicant Tracking Systems

Applicant tracking systems (ATS) provide employers a centralized tracking process to managing the recruitment, interviewing, and hiring processes of the applicants. These computer systems utilize filtering criteria such as keywords, skills, and other criteria identified as critical for the specific posted position to either screen in or screen out potential job seekers.

Top Tips for Applicant Tracking Systems

- Create your resume from a standard word processor. Using creative or complex resume templates can cause the ATS to reject your resume.

- Read the job summary carefully selecting keywords that you will use to tailor your resume accordingly. The Applicant Tracking System’s purpose is to identify the resumes that most closely matches the job.

- The ATS needs to “read” your resume so make sure you use a simple and appropriate resume format with standard resume headings. Please refer to the resume section of this guide for examples.

- Keep your resume clean and easy to read. Charts, boxes, graphs, jargon, acronyms can be difficult for an ATS to analyze.

- In addition to the posted job, research the company itself, learn the company’s core values, culture, mission statement, and you may discover additional “keywords” that may be important to include on your resume.

- Once you have your key terms, make sure they are used frequently enough that an algorithm will see them as relevant. Try to use your top keywords in your resume 3-5 times, but do it naturally. Not only will the algorithm flag your resume if you overstuff it, but keep in mind that it needs to make sense to a human as well!

- Edit carefully. The ATS does not recognize misspelled words. If your resume survives the screen, it will then be reviewed by a human, and should be error-free.

Remember, for the most part, the ATS will simply scan for matches against a set of criteria identified by the employer, and then weight them for relevance.

So, while it’s important to keep them in mind when writing your resume, you don’t need to resort to tricks to beat them.

Above all, the goal is to get your resume into the hands of someone who will make a decision that will be much more subjective.

Jobscan.co is a great resource for preparing your resume to apply for a specific job or internship.

Find an internship or a job
CAREER FAIR PREP

Leave Backpacks at Home
• They’re cumbersome
• They get in the way
• They scream “student,” not “candidate”

Interact with Employers
• Ask meaningful questions
• Develop and practice your 30-second commercial
• Ask recruiters for business cards for follow-up notes

Bring These to the Fair
- Copies of your resume
- Pens, pencils
- Padfolio & paper
- Positive attitude

Observe Your Surroundings
Listen to conversations around you.
You might:
• Pick up valuable information
• See real-life career search “dos and don’ts”
• Find opportunities you didn’t expect
• See an employer you didn’t know existed

Do Your Research
• Find out which employers will attend the career fair. Visit www.career.vt.edu for a list of campus job fairs and links to employer websites.
• Create your ABC list of employers you plan to talk with:
  A = Wow – really interested.
  B = Good opportunities.
  C = Not my 1st choice, but okay.
• Talk with B and C list employers to practice your 30-second commercial
• Move on to A list employers and deliver your 30-second commercial with confidence

Think Outside Your Major
Think about career fairs that are outside of your major, but may have employers in industries that are interesting to you and jobs you are qualified for.

Wear Professional Attire
Unsure? It is better to be overdressed. First impressions are important. Do some research on the job fair you plan to attend or the industry itself. A business suit is considered business professional. Business casual is a more relaxed yet structured ensemble of separate pieces. Please see pages 40 and 41 to learn more about dress codes.
• Attire should be clean, pressed, professional, and fit you properly.
• Wear professional, yet comfortable shoes because you will be on your feet and walking around the fair.

Ask Questions Based on Your Goals
• Interested in a particular career field?
  Ask questions about working within the industry.
• Interested in opportunities with a specific employer?
• Ask questions about the application and interview process.
• Avoid asking “What does your company do?” You should know this from research you completed before the career fair.
Virginia Tech students + Virginia Tech alumni = career-related support

http://mentoring.career.vt.edu/
First, let’s take a look at an example:

“Hi, my name is Jane Hokie and I am a sophomore majoring in marketing. I am currently a Resident Advisor on a hall of 33 students. This past semester I managed a project where a group of 15 students provided at two-hour field day for two fourth grade classes at a local elementary school. I managed the planning of meetings, as well as solving two logistics problems. The project involved twice as many students as the one from previous years. I am seeking an internship this coming summer in marketing to use my planning and problem-solving skills in service to your company. Would you tell me more about your internship program?”

## 30-Second Introduction

<table>
<thead>
<tr>
<th>Greeting</th>
<th>Hello, my name is _____________________________________________.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year in School</td>
<td>I am currently a _____________________________________________.</td>
</tr>
<tr>
<td>Major/Field of Study</td>
<td>Majoring in _________________________________________________.</td>
</tr>
<tr>
<td>Type of Experience</td>
<td>I am looking for _________________________________________________.</td>
</tr>
<tr>
<td>When You’re Available</td>
<td>For ___________________________________ of ______________ year.</td>
</tr>
<tr>
<td>Strengths/Abilities</td>
<td>My strengths are _____________________________________________.</td>
</tr>
<tr>
<td>Accomplishments</td>
<td>I have _____________________________________________.</td>
</tr>
<tr>
<td>Relevant Activities</td>
<td>I am involved in _____________________________________________.</td>
</tr>
<tr>
<td>End with a Question</td>
<td>Would you tell me more about ________________________?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Networking Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Keep copies of your resume and business cards available. New connections can be made anywhere, anytime.</td>
</tr>
<tr>
<td>- Create a list of your connections - everyone counts. Keep business cards and contact info for your connections accessible.</td>
</tr>
<tr>
<td>- Research your connections! Utilize LinkedIn, company websites, etc.</td>
</tr>
<tr>
<td>- Contact your connections via email, phone, etc. Be persistent, but not pushy. Clearly state the purpose of your call. (i.e., informational interview, career exploration, etc.)</td>
</tr>
<tr>
<td>- Follow up within a week if you do not receive a response from contacts. Send a thank-you email or note by mail.</td>
</tr>
</tbody>
</table>

Networking is key to locating those unpublished jobs and internships that are in the “hidden” job market, which some estimate constitutes 80% of jobs.
The informational interview:
an effective tool in both career planning and the job search
process. Informational Interviews differ from job interviews in that: 1. You are not asking for a job, but rather gaining
knowledge and 2. You are the one asking the questions and guiding
the conversation. It may be one of your most valuable strategies in
gathering information and establishing a network.

What is the goal?
• Investigate a specific occupational field
• Gain insights into a career field
• Narrow your options
• Solicit advice on where you may fit in
• Learn the jargon and current trends in the field
• Expand your network for future reference

How do I request one?
• Request 20-30 minutes of an individual’s time to ask them
  questions about their current career, or their career path.
• Make it clear that you are interested in learning more
  about what they do, and you are not asking for a job.

How do I prepare?
Before:
• Learn as much as you can about the organization
• Dress professionally if the interview is held in person
• Bring a copy of your resume that you can provide if
  requested.
• Practice how you will introduce yourself to the individual.

During:
• Arrive 10-15 minutes early
• Keep in mind that the informational interview is NOT an
  interview for employment
• Be prepared to lead the conversation, since YOU are the
  interviewer
• Keep to your request of 20-30 minutes.
• If appropriate, you may request referrals to other
  individuals in the field or organization
• Ask if you can keep in touch with the individual

After:
• Send a thank-you note to the individual
• Send a LinkedIn Request to the individual you spoke with, if appropriate
• Evaluate your interview. What could you improve upon?
  Use what you learned from this experience when you
  conduct future interviews.
• Evaluate the information you received. How does it relate
to your goals?
Build a Stellar Profile

- **Profile Heading:** Gives a short, memorable way to understand who you are in a professional context. Use 120 characters to make an employer want to read more. Ex: Recent VT Honors grad seeking marketing position.

- **Appropriate Photo:** A headshot, professional looking picture of just you.

- **Show Off Your Education:** Provide information about all institutions attended. Include majors or minors. Highlight your activities, including study abroad programs. If you have a strong GPA, share it.

- **Professional Summary:** Resembles your cover letter. Talk about your goals, qualifications, and experience. Emphasize unique skills. Present your summary in short blocks of text or bullet points for easy reading.

- **Job Groups:** Link to others with similar experience, interests, affiliations, or goals. Start with a university group. Other groups to add include volunteer organizations or professional associations you belong to. As a group member, you can find exclusive job listings and join discussions.

- **Recommendations:** Prove your work adds value and how you do your job. You can ask for recommendations from professors, internship coordinators, employers, and professional mentors. Your profile will reach completion once you obtain recommendations. A more complete profile shows up in searches.

- **LinkedIn URL:** Increase the professional results that appear when people type your name into a search engine, set your LinkedIn profile to “public” and claim a unique URL for your profile. Share this URL in your resume and email signature.

Benefits

- Provides online professional presence.

- Houses electronic business card, resume, cover letter, and references all in one location.

- Increases the number of people in your network of contacts, including alumni.

- Access to job listings.

- Research companies or people you are going to meet using company profiles.

“Professional Facebook”

- Primary tool for online professional networking.

- Not a place for social networking.

- Connects you to people, jobs, and opportunities.

LinkedIn Photo Lab

Do you need a professional headshot for your LinkedIn profile? Get one for FREE at the Smith Career Center! Both Hokie Stone and professional gray backgrounds are available. Business casual or business professional attire is recommended.

The LinkedIn Photo Lab event is hosted once a semester for Virginia Tech students. Please refer to Handshake for event dates and information.
E-2 Apartment Heights Dr.
Blacksburg, VA 24060
(540) 555 0101
myname@vt.edu

February 22, 20XX

Dr. Michael Rhodes, Jr.
Principal, Wolftrap Elementary School
1205 Buelah Road
Vienna, VA 22182

Dr. Dr. Rhodes:

I enjoyed our conversation on February 19 at the Family and Child Development seminar on teaching you children and appreciated your personal input about helping children attend school for the first time. This letter is to follow up on the Fourth Grade Teacher position as discussed at the seminar. I will be completing my Bachelor of Science Degree in Family and Child Development with a concentration in Early Childhood Education at Virginia Tech in My of 20XX, and will be available for employment at that time.

The teacher preparation program at Virginia Tech includes a full academic year of student teaching. Last semester I taught second grade and this semester, fourth grade. These valuable experiences have afforded me the opportunity to:

• Develop lesson plans on a wide range of topics and varying levels of academic ability,
• work with emotionally and physically challenged students in a total inclusion program,
• observe and participate in effective classroom management approaches,
• assist with parent-teacher conferences, and
• complete In-Service sessions on diversity, math and reading skills, and community relations.

Through my early childhood education courses, I have had the opportunity to work in a private day care facility, Rainbow Riders Childcare Center, and in Virginia Tech’s Child Development Laboratory. Both centers were NAEYC accredited. At both locations, my responsibilities included leading small and large group activities, helping with lunches and snacks, and implementing appropriate activities. My work in the Child Development Laboratory provided me with extensive knowledge of developmentally appropriate activities and materials.

I look forward to putting my knowledge and experience into practice in the public school system. Next week I will be in Vienna, and I plan to call you then to answer any questions that you may have at that time. I can be reached before then at (540) 555-7670. Thank you for your consideration.

Sincerely,

Donna Harrington
Enclosure

January 25, 20XX

Music has always played an extremely important role in my life. I was raised on Heart and Fleetwood Mac, and I grew older I began listening to a wide range of music, developing an extremely varied taste. Particularly in the past few years, I have immersed myself in a vast amount of artists, soundtracks, and (more recently) podcasts. I also have developed a love of reading about the music industry, from biographies of game-changers like George Harrison to memoirs of recording with iconic artists like David Bowie. As my college career progressed and I neared graduation, I began seriously considering turning my passion for music into a career, and have been extremely interested in your company as a forerunner in the industry.

I am writing to express my interest in the Experiential Marketing Internship. I graduated from Virginia Tech in December 20XX. You will see on my resume that I not only have a degree in mathematics with a minor in product design, but have also taken classes throughout my undergraduate career in a variety of disciplines, ranging from art history to computer science. I love learning and constantly apply this passion for knowledge to all of my interests and whatever projects I am currently working on. My resume also shows that I spent a year as the director of events while serving on the student council for the residential college that I was a part of for four years. I led a committee of other students to organize events ranging from movie nights to catered dinners for hundreds of attendees.

I also worked with a student volunteer group that planned two major performing arts events a year: the Ambassador’s Choice performance in the fall (featuring acts like the band Parachute or comedian Demetri Martin) and music Day in the spring, where we organized musicians from all across campus to come out and play. Music Day not only included a planned schedule but we also issued an open call encouraging people to come out and share their talent and love of music (from singer to cellists and even an entire steel drum band). As both a volunteer for and an employee of the Moss Arts Center, I have worked to organize and promote similar events for almost four years, The Moss Center has also improved my knowledge of global music as we host multiple international groups every hear.

I would love to continue this conversation through an interview and am very excited about the possibility of joining the band!

Sincerely,

Aaliyah Washington
195 Conston Avenue Northwest
Christiansburg, VA 24073
540-222-2222

Attachment: Resume included below and attached.
Dear Ms. Range,

I am completing my junior year at Virginia Tech, and am seeking an internship working with high-school age youth in an outdoor setting. I am double-majoring in Sociology and Family and Child Development and have a strong interest and experience in outdoor activities. I learned about your Wilderness Challenge program for troubled juveniles through Internet research, and am writing to inquire about possible internship or summer job possibilities.

My background and coursework have supplied me with an understanding of dealing with the adolescent community and with many skills that are a good match for your program. For example:

- I worked as a hotline assistant for a local intervention center. I counseled teenagers about personal concerns and referred them, when necessary, to appropriate professional services for additional help.
- I have been active at the university as a resident hall assistant, which requires me to establish rapport with fifty residents and advise them on person matters, as well as university policies. In addition, I develop social and educational programs and activities each semester for up to 200 participants.
- I have extensive camping, hiking, and canoeing experience.

My attached resume provides additional details about my background.

I will be in the Marion area during my Spring break, March 1 – March 8, and plan to contact you at that time to inquire about an opportunity to meet with you to discuss your program.

Thank you for your consideration.

Sincerely,

Stacy Lee Gimble

Attachment

---

Follow Up to Meetings: Information Sessions, career fairs, etc.

Sample Email

Dear [Recruiter/Contact Name],

Thank you for speaking with me at [event name]. I enjoyed our discussion about [opportunities with company or memorable portion of conversation]. I am writing to follow up with you about [the opportunity we spoke about]. I have read more about the opportunity [or applied online as you suggested] and I am very excited about the opportunity to join the team as an [intern/position title]. I would like to maintain contact with you about this position and/or other opportunities with [company name]. If there is any additional information required from me or if there is any additional information you would like to share with me, please contact me either by phone at [phone number] or via email, [email address]. I will also send you a LinkedIn connection request as another means to maintain contact.

Thanks again for speaking with me and I look forward to communicating with you further.

Best Regards,

[Your name]

Sample Voicemail

Hello my name is [your name] leaving a message for [recruiter/contact name]. It is [time] on [day, date]. I am calling to follow up with you regarding the conversation we had at [event name/location and approximate time frame (last week, a few weeks ago)]. I appreciated you taking the time to talk with me about [opportunity]. I have applied online as you instructed and I was hoping to talk with you further about the opportunity. When you have a moment would you please call me back at [phone number]. Or if email is more convenient for you, feel free to email me at [email address and then spell out email]. Again this is [your name] calling for [recruiter name] following up from our conversation at [event name and location]. Thank you.
• Search for Federal Opportunities

Searching for Federal Opportunities on USAJobs.gov

Explore Hiring Pathways
- Open to the Public (U.S. Citizens)
- Students & recent graduates
- Veterans
- Individuals with disabilities

Use Hiring Pathways to refine your search.

Keywords
- Program Analyst
- Richmond, Virginia
- 25 miles

Use USAJobs.gov resume builder and the sample federal resume on the next page to get started.

Reading Federal Job Announcements

Pathways program includes:
- Internship Program
- Recent Graduates Program
- Presidential Management Fellow Program

Federal Agency Listing:
https://www.usa.gov/federal-agencies/

Learn more about GS Levels:
http://www.gogovernment.org/government_101/pay_and_the_general_schedule.php

Resources to find federal jobs by college majors & interests:
https://career.vt.edu/job-search/federal-employment.html

How Can a Federal Resume Differ From a Typical Private Sector Resume?

When building your resume, include keywords from the education and requirements job announcement sections and from the questionnaire.

Use the USAJobs.gov resume builder and the sample federal resume on the next page to get started.

<table>
<thead>
<tr>
<th>Private Sector Resumes</th>
<th>Federal Resumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Commonly 1 page</td>
</tr>
<tr>
<td>Section Names</td>
<td>Flexible</td>
</tr>
<tr>
<td>Education</td>
<td>School, Degree, Major, Graduation Date, Sometimes GPA</td>
</tr>
<tr>
<td></td>
<td>Degree, GPA, Credits Earned, Related Courses/Licenses/Certifications</td>
</tr>
<tr>
<td>Format</td>
<td>Bullet Points with Keywords from Job Description</td>
</tr>
<tr>
<td></td>
<td>Short Paragraphs with Keywords in Front</td>
</tr>
<tr>
<td>Employment Information</td>
<td>Job Title, Organization, City, State, and Dates of Employment</td>
</tr>
<tr>
<td></td>
<td>Job Title, Organization, Full Address, Phone Number, Supervisor’s Name/Contact Information, Dates of Employment, Hours Per Week</td>
</tr>
<tr>
<td>Additional Sections</td>
<td>Volunteering, Class Projects, Leadership, Technical or Language Skills, etc.</td>
</tr>
<tr>
<td></td>
<td>Infuse Volunteering, Class Projects, Leadership, Technical or Language Skills, etc. into Other Categories; References can also be included</td>
</tr>
</tbody>
</table>

Additional federal job search resources available at http://www.gogovernment.org/
Job Search Tips for International Students

Visit our international student job search website: Career.vt.edu/job-search/search-tools/career-resources-for-international-students.html

Tips

- Get involved and get experience
- Know your work authorization options
- Grow and use your network
- Be career ready
- Develop your interview skills
- Customize your materials
- Use your campus resources
- Be open to options
- Visit career fairs and research other job search techniques
- Visit Cranwell International Center (undergraduate students) or International Graduate Student Services (graduate students) for immigration information

Post-Graduation Report

The Post-Graduation Report is based on our Post-Graduation Survey of Virginia Tech students who were awarded undergraduate degrees (bachelor’s and associate’s degrees) during the academic year.

The Career Resource Center at Smith Career Center contains:

- A library with more than 800 books covering topics including exploring career fields, internships, job search, and graduate and professional school
- Seating and tables for reading and research
- Computers for students use
**INTERVIEW TO do’S**

**be on time**
- Arrive 10 minutes early
- Know the exact time & location for the interview
  - some interviews may occur at more than one location

**be professional**
- Dress appropriately & conservatively
- Address your interviewer by title: Mr, Ms, Mrs, Dr
- Offer a firm handshake
- Express appreciation for meeting with you
- Show enthusiasm and initiative
- Portray self confidence

**watch body language**
- Sit still in your seat
- Avoid slouching, twisting, or fidgeting
- Maintain good eye contact with the interviewer

**be prepared**
- Have questions prepared to ask the interviewer
- Research the organization prior to the interview
- Stay positive with your responses & be honest

**save salary questions for later**
Wait until an employer brings up salary or benefits before you about about them.

**ARE YOU READY FOR INTERVIEWS?**

**KNOW 3 KEY THINGS**
- Yourself
- The employer
- The interview process

**INTERVIEW STAGES TO PREP FOR**
- Introduction
- Dialog
- Closing

**SELL YOURSELF**
- Point out how:
  - you fit the opening
  - you will add value
- Use specific examples to answer the interviewers questions
- No one else has your stories so tell them

**SAY THANK YOU**
- Send a note of thanks after your interview: email, handwritten or both
- Use your thank you as a tool to remind the interviewer of something about you
Questions Asked by Interviewers
You will be asked many questions during a job interview. Below is a list of questions that may help you prepare and be more at ease during the interview.

General Interview Questions:
- What are your long-term and short-term goals?
- How would this job or graduate program help you to achieve your career goals?
- What was your easiest, most difficult, and most interesting class? Why?
- Why are you interested in this position, our organization, or this graduate program?
- How do you think a friend or professor who knows you well would describe you?
- What are your strengths, weaknesses, and interests?
- What motivates you to put forth your greatest effort?
- Tell me about your greatest accomplishment.
- What led you to choose your major or field of study?
- How has your school and work experience prepared you for this job or program?
- Do you think your grades are a good indication of your academic achievement?
- What makes you unique? Why should we hire you?

Job Interviews:
- In what ways do you think you can make a contribution to our organization?
- In what work environment are you most comfortable?
- How do you work under pressure?
- In what previous part-time, co-op, or summer jobs have you been most interested? Why?
- What two or three qualities or criteria are most important to you in a prospective job?
- What criteria are you using to evaluate the organization for which you hope to work?

Graduate School Interviews:
- What do you believe your greatest challenge will be if you are accepted into this program?
- What do you plan to specialize in?
- What are your research interests?
- What will you do if you are not accepted into graduate/professional school?
- What skills or abilities are you hoping to gain through this program?
- What are some current trends in your field of study?
- What other schools are you considering?

Questions to Ask Interviewers
The employer will usually provide an opportunity for you to ask questions. Always be prepared to ask questions. Prepare questions, recognizing that some of them will be answered in the literature provided by the employer. If you are having trouble developing questions, you may want to consider the following:

Job Interviews:
- How much opportunity is there to see the end results of my efforts?
- Who will review my performance? How often?
- How much guidance or assistance is made available to individuals in developing career goals?
- Can you describe an ideal employee?
- What are the company’s strengths and weaknesses compared to its competition?
- What is the organization’s plan for the next five years, and how does this department fit in?
- Could you explain your organizational structure?
- How will my leadership responsibilities and performance be measured? By whom?
- What are the day-to-day responsibilities of this job?
- Could you describe your company’s management style and the type of employee who fits well with it?
- What are some of the skills and abilities necessary for someone to succeed in this job?
- What is the company’s policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones?
- What kind of work can I expect to be doing the first year?

For Graduate School Interviews:
- How long does it typically take to complete the program?
- What makes this program different than others in the same field?
- What have recent alumni done after graduation?
- What qualities do you look for in a successful candidate?
- What financial assistance is offered? How are recipients chosen?
- What opportunities are there to gain hands-on experience during the program?
- What are some research projects current students are pursuing?
- What does the process look like from here? When can I expect to hear back?
• Get Ready for Video or Phone Interviews

Tips on Phone and Video Interviews

• Find a quiet place for your interview where there will be no interruptions. You can reserve a room at Smith Career Center to conduct your interview. Call 540-231-6241 to request a room.

• Sit at a table or desk to ensure that you stay organized and remain attentive during the interview.

• Prepare in advance for certain questions. Page 54 in the Career Planning Guide provides a list of questions that may help you prepare and be more at ease during the interview.

• Have questions prepared to ask the interviewer. Page 54 in the Career Planning Guide provides a list of questions that you can ask an employer. Some questions you prepare may be answered during the interview, so have more than a couple to ask.

• Do some research about the company or organization before your interview. This will show the interviewer your dedication to the application process and for the organization.

• Slow down and breathe during your interview. Take a breath between the interviewer asking you a question and when you start to answer.

• Send a thank-you email or letter after your interview. Let the interviewers know you appreciated their time and that you enjoyed the meeting.

Phone

• If you write out answers for prepared questions, avoid reading them verbatim. You want to have a conversation and not simply have robotic, rehearsed answers.

• Have your resume and the job posting printed out in front of you. If the interviewer asks something specifically on your resume, you can reference it easily and at ease.

• You may also want to write out key words on post-it notes to help if you are caught off guard. These key words could include some of your strengths and weaknesses.

• In addition to your tips, you may want to print out information about the job or application you are applying for, as well as the company.

• When answering questions, be sure to speak clearly into the phone.

Video

• Your camera should be at eye level.

Your look better when the camera looks down on you. Looking up gives definition to your chin and that is a visual indicator of strength and character. Having the camera sit slightly about your hairline will help you maintain good posture while giving you the most attractive camera angle.

• Use anti-shine makeup

Video amplifies any degree of shine you might have on your face. It turns into a shiny white space that distracts from the real message. You want just enough to eliminate the glare.

• Look directly into the camera

Make eye contact with the interviewer. This means looking at the camera and not the screen. Making eye contact with the camera is critical.

• Watch your posture

Because the interview will take place in an area where you are comfortable, it is easy to forget that it is a formal interaction. You should not slouch, squirm, look away from the camera for more than a brief moment, look bored, or yawn. When you are in the interview, act like you would in the interviewer’s office.

• Manage the background

Your books and other collectibles could distract the interviewer. Find a simple background and set up your camera to capture it. The best image is your head and shoulders against simple backgrounds (not white). The image should not show any of the table. Separate yourself from distractions, such as roommates, pets, and traffic.

2 Do you want to practice your interview skills? Visit career.vt.edu to learn the options.
Group Interviews: Are You Ready?

Some interviews involve multiple interviewers, while other interviews may include multiple candidates in one interview together. Consider these tips as you prepare for your group interview.

Multiple Interviewers:
- Before your interview, research your interviewers. Titles or bios on the company website or LinkedIn can be helpful.
- Include everyone in the conversation. Make eye contact with each person, not just the person asking the question.
- When you are asked questions, your interviewers will probably take turns asking questions.
- When asking your interviewers questions, make sure to pause long enough for multiple answers.
- With multiple interviewers a variety of experience and viewpoints will be represented. Use this as an opportunity to get diverse information about the job, location, or other important considerations.
- Ask for everyone’s business card at the end of the interview to help as you send thank you notes. Send a unique thank you note to each person.

Multiple Candidates:
- Don’t let the other candidates intimidate you. Focus on what makes you a great candidate.
- Include everyone in the group discussions. Know when to lead and when to follow.
- Build on other people’s ideas to show that you are listening.
- Be yourself. Don’t force characteristics because you think they are what the company seeks.
- Speak with a purpose. Go beyond paraphrasing what others have already said.
- Make your interactions with other candidates personable and professional. Stick to non-controversial conversation topics.
- You might end up working with some of the other candidates, so get to know them. However, don’t let getting to know other candidates distract you from why you are there: to get a job.

ACE THE CASE INTERVIEW

A case interview requires interviewees to analyze a problem, identify key issues, and provide an approach to addressing the situation.

Case interviews are primarily used by management consulting firms and investment banking companies.

Employers assess case interviews based on your analytical process and how you solve the problem, rather than focusing on the answer.

A good methodology in case interviewing can showcase your ability to solve problems in real-life situations overall.

Be Sure To:
- Break down the problem as a mutually exclusive and collectively exhaustive issue.
- Focus on how you solve the problem and not simply finding the correct answer.
- If you are interviewing with a specific organization that uses case interviews, be sure to research their website for tips.
STAR Interviewing - Prepare Using the STAR Method

**Situation**
What were you doing?
Who was involved?
Where were you and when was it?
Give the basics to start your story.

**Task**
What was your responsibility?
Were you assigned to do something?
Did you take on a project yourself?
What were the expectations of you?

**Action**
What was your process?
What steps did you take to address the task?
What obstacles did you overcome?
What knowledge and skill did you use?

**Result**
What was the outcome?
Did you learn anything?
Was there any measurable result?
How will this inform your future work?

---

**About the position**
- Mission/culture
- News: a valuable source to create questions
- Products or services
- Market share/stock prices/number of employees/annual sales
- Competitors
- Financial outlook

**About the people**
- Who is interviewing you? Ask if you don’t know
- Knowing about your interviewer will make you more at ease
- Visit CareerShift to find articles mentioning your interviewers
- Use Google and LinkedIn to learn about your interviewers

**About the location**
- GOINGLOBAL for information on over 40 US cities and 30 countries
- Best places to live: www.bestplaces.net

**Resources to tap into**
- Glassdoor.com
- LinkedIn.com
- CareerShift and GOINGLOBAL via career.vt.edu
- Google

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### Behavioral Interviews

Behavioral interviewing is a technique used by employers in which the questions asked assist the employer in making predictions about a potential employee’s future based on past behaviors. In behavior-based interviews, candidates are asked to give specific examples of when they demonstrated particular behaviors or skills.

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<tr>
<th>SKILL</th>
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<td><strong>Teamwork</strong></td>
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<td><strong>Going above and beyond the call of duty</strong></td>
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I learned to communicate and collaborate with a team, as well as delegate and how to lead a team of volunteers planning and coordinating a dinner for over 30 people. Skills I will bring to your organization.

_S_ During my junior year, I was the president of a 30-member study abroad program in Reading, England.  

_T_ In this role, I had to plan and coordinate activities for our group; wear the hat of a semi-resident advisor enforcing rules for the school-owned houses where we lived; and serve as the liaison between our group and the faculty director of our program.  

_A_ I led the Thanksgiving Dinner where those of us who ordered class rings received them at the celebratory meal.  

_R_ I brought a team together to plan and prepare the meal. We divided the responsibilities and my role was to do some of the cooking. The meal was a success and a memorable celebration for all of us.
Interview Follow-Up Correspondence

Sample Email

Dear [Recruiter/Contact Name],

Thank you again for taking the time to speak with me about [Title/Position] during our interview on [date or estimated timeframe]. I am writing because I wanted to follow up after my interview. I would like to inquire about the status of my application. I also want to reiterate my interest in the position. Our discussion has furthered my interest in the position and increased my enthusiasm for joining the team at [Company Name].

My skills, experiences and values are in alignment with the requirements of the position and the work culture at [Company Name].

An update on the search and/or feedback on my interview that you can provide would be greatly appreciated. I can be contacted by phone at [your phone number] or via email, [your email address]. Thank you so much for your time and consideration of me for this position. I look forward to hearing from you.

Best regards,
[Your name]

Sample Voicemail

Hello my name is [your name] leaving a message for [recruiter/contact name]. It is [time] on [day, date]. I am calling to follow up with you regarding the [Title/Position] that I interviewed for [date or estimated timeframe]. I would appreciate an update on the status of the opening. I would also like to reiterate my interest in the position. Our interview discussion has furthered my enthusiasm for the position and joining the team at [Company Name]. If you need additional information from me, please contact me via email [spell out email address] or by phone at [your phone number]. Again this is [your name] calling for [recruiter name] following up from our interview on ______________. Thank you again for your time and consideration of me for this position. I look forward to hearing from you.

Sample Handwritten Thank-You Note

Dear Mr. Wright,

I enjoyed interviewing with you during your recruiting visit to Virginia Tech in February. After learning more about the management position, I think I would find the position both challenging and rewarding and would thrive in the company culture at your office.

As mentioned during my interview, I will be graduating in May with a bachelor's degree in management. Through my educational experience I have gained many skills, as well as understanding of how management works. This plus my two related internships would be an asset to your company.

Thank you again for taking the time to interview me. I look forward to your decision. Please contact me if you need additional information from me at (540) 555-4444 or at smith@vt.edu.

Sincerely,
Marianne Boles

Thank-You via Email

Dear Ms. Smith:

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.

I was particularly impressed with your warehousing procedures. Mr. Allen was so thorough in explaining your process to me, and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this term. Perhaps I can share my final report with Mr. Allen and you.

The expense report you requested is attached.

Again, thank you for your hospitality. I am quite interested in Sheldon Computers and Electronics, and look forward to your decision.

Sincerely
Jim Richardson
Attachment
# Salary and Benefits

## What Types of Benefits Are There?
- **Insurance:** Health, Life, Disability and more
- **Time Off:** Vacation, Holidays, Sick or Personal Days
- **Financial Investments:** Pension Plans, 401(k), Profit Sharing, Stock Options
- **Salary-related Options:** Overtime, Bonuses, Commissions
- **Reimbursement Programs:** Parking, Commuting, Relocation, Tuition
- **Work-Life Balance:** Flextime, Maternity/ Paternity Leave, Telecommuting
- **Other:** Professional Development, Gym Membership, Employee Discounts, etc.

## Learn How Your Benefit Package Is Administered

1. Is there an overall monthly cost?
2. Do the benefits just cover you, or also family members?
3. When do the different benefits come into effect?
4. Are the benefits taxable?
5. How often/when can you change your choices on different benefits?

## Tips for Reviewing Benefits
- Create a spreadsheet with all jobs listing all benefits
- Don’t let higher salary trick you; add the whole package together
- Wait until you have an offer to ask about benefits; avoid asking at an interview!
- College hires may not be able to negotiate benefits, but consider later in your career
- Find out what is typical in your industry for your level of experience
- Ask Human Resources for an annual benefits statement; this should show dollar value for all benefits
- Consider setting up a one-on-one meeting with Human Resources to review benefits
- Make sure you get an offer letter in writing that details salary and benefits before you say YES
Show Me the $$$!
Salary Resources

Virginia Tech Post-Graduation Report:
An annual survey of Virginia Tech bachelor's degree graduates with major-specific salary information. Data over more than the past five years is available: https://career.vt.edu/about/postgrad-survey/report.html

NACE Salary Calculator:
location and occupation specific salary calculator!

Look up salary information for a specific job title at the zip code/location of your choice:
http://www.salary.com/
http://www.simplyhired.com/salaries
http://www.salaryexpert.com/
The Salary Project: www.careercontessa.com (does require a few questions to be answered)

Evaluate offers, find out your value in the market today and consider “what if” scenarios:
http://www.payscale.com/mypayscale.aspx

Comparing offers? Use online paycheck calculators to better understand your paycheck:
http://www.paycheckcity.com/

Visit this site to figure out how cost of living affects your salary:

Check out free reports on salaries and more: http://www.glassdoor.com/index.htm

View salary surveys for a specific profession:

Want to know higher education salaries for Virginia Tech or another university? Check this out:

Salary Links: Check out the Career Services web site for other links related to salaries:
http://career.vt.edu/about/for-employers/salary_information.html

Books related to salary negotiation available in Career and Professional Development:
--101 Salary Secrets: How to Negotiate Like a Pro. Daniel Porot and Frances Bolles Haynes

Online guides related to salary negotiation:
The Salary Project : www.careercontessa.com
### Compare Your Offers

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<th>Company A</th>
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<th>Company C</th>
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**Planning to Negotiate? Take Note . . .**

The conversation to negotiate an offer should be done over the phone, and not through email. Be sure that you initiate the conversation before you accept anything or put anything in writing.

To arrange a phone call, send a short, straightforward email that shows both enthusiasm and graciousness for getting and offer, and also ask for a time to discuss a few details.

**Example of email to arrange a phone call**

Hi [Name],

Thank you for the job offer! I’m excited about the opportunity. I have a few questions and I was wondering if you have time this week to talk with me?

Best,

[Your Name]
Negotiating Job Offers

Receiving a job offer, particularly from one of your top choices, is exciting. However, the process can become stressful if the offer does not meet your expectations or match your worth.

Negotiating offers, particularly salary, is becoming more and more common. Yet it is a conversation that many students and recent graduates are unsure how to initiate. Below is a sample negotiation script.

If you would like additional advising, go to: vt.joinhandshake.com to schedule an appointment with a career advisor.

IMPORTANT: Before initiating the conversation, be sure to diligently research the salary range for the position. Be prepared to cite your sources, and/or other pending offers, when making the case for an increase in salary.

Student: I want to say thank you again for extending the offer to join the [company name] team. I am extremely pleased to have the opportunity to work with you and this organization. However, I would like to discuss compensation, as it is less than I expected.

Company: Sure we can talk about compensation. What did you have in mind?

Student: Before we get into specific numbers, I would like to understand how your organization structures salary ranges and how this particular salary was determined. I would like this to work for both of us.

Listen to the response (A likely reason will be lack of experience).

Student: I understand the organization prefers to bring recent graduates in at the lower end of the range due to a lack of experience. However, my internship experiences, technical expertise, and education warrants a higher salary. According to the Virginia Tech Post-Grad Survey, graduates within my major make a higher salary than what was offered for similar work. The National Association of Colleges and Employers (NACE) most recent salary survey also indicates that the starting salary for similar positions is higher than what was offered.

Company: I have heard your argument. However, the most we can offer is XXXXX which is still less than what you want.

Student: Well [company name] is indeed one of my top choices for employment and based on what I know about the company and from my interview, I believe I would enjoy working there, gain invaluable experience, and be a contributing member of the team. I am willing to consider a signing bonus of XXXX in lieu of an increase in salary OR additional vacation time OR flexible working hours OR telecommuting once per week. Are any of these elements negotiable?

---

Dear “insert name of contact”:

I am acknowledging your letter offering me the catering and sales representative position with Grand Hotel, Incorporated. Thank you very much for offering me this exciting opportunity. The terms of your offer are clear, and I am certain I will be able to give you a response by your requested deadline of July 16. I appreciate your allowing me ample time to consider your offer so that I can be sure my decision will be in the best interest of both my career goals and the needs of your corporation.

In the meantime, should I have any questions, I will call you. Please do not hesitate to call me if I can provide you with any needed information.

Yours truly,

Paula Morgan
Request for Extension of Deadline for Accepting or Rejecting a Job Offer

March 1, 20XX

Dr. Thomas G. Jones
Oregon Department of Fish and Wildlife
tjones@xxxxyyyyyzzz.gov

Dear Dr. Jones:

Thank you for your telephone call and letter of last week offering me the position of Wildlife Biologist with the Oregon Department of Fish and Wildlife. I am excited about the opportunity this position offers both in terms of job duties and location.

You asked that I make a decision by March 20. This is an important decision and I do not have all the information I need in order to make this decision by that date. Would it be possible for me to supply you with my decision by March 27? I would very much appreciate such an extension, and assure you that I will be able to make a firm decision by that date.

Thank you very much for your consideration of my request.

Sincerely,

Suzanne George
343 Jefferson Street
Blacksburg, VA 24060
540-552-1111
myname@vt.edu

Declining a Job Offer

900 Town Road
Blacksburg, VA 24060
(540) 555-9009
mynname@vt.edu

April 20, 20XX

Mr. John Jones
Citizens Network for Foreign Affairs
343 Third Street, NW
Washington, DC 20201-0343

Dear Mr. Jones:

Thank you very much for your telephone call and letter offering me the position of Assistant Project Coordinator with the Citizens Network for Foreign Affairs. While I believe firmly in the mission of your organization and appreciate the challenging opportunity you offer, I have had another offer which I believe more closely matches my current career goals and interests. Therefore, although it was a difficult decision, I must decline your offer. I do appreciate all the courtesy and hospitality extended to me by your office, and I wish you well in your endeavors.

In the position I have accepted with Public Policy Watch, I will occasionally be on Capitol Hill to attend hearings and monitor legislation, so I hope we can get together again and talk about common interests.

Best regards,

Martin Chang

March 1, 20XX

Ms. Vera L. Clark
Green Magazine
1515 New York Ave., N.W.
Washington, DC 20006
vclark@greenmag.com

Dear Ms. Clark:

I want to express my sincerest appreciation to you for including me in the interview process as you seek candidates for your magazine’s Editorial Assistant position. I have enjoyed meeting with the members of your staff and think you have an outstanding operation.

However, to confirm our telephone conversation of this morning, I respectfully withdraw from consideration for your position. I have just accepted another employment offer which I believe very closely matches my current skills and career goals.

I wish you and the staff of Green Magazine the best of success. I hope we will have the chance to visit at the upcoming Magazine Writers’ Conference. Thank you again for the opportunity to explore career possibilities with your office.

Sincerely,

Amanda Vonn
1234 College Road
Blacksburg, VA 24060
(540) 555-0000
mynname@vt.edu

Acceptance of a Job Offer

1234 College Road
Blacksburg, VA 24060
(540) 555-0000
email : myname@vt.edu

March 1, 20XX

Mr. Johnathon P. Summers
Summers Fruit Company
1678 Plantation Road
Atlanta, GA 46201

Dear Mr. Summers:

Thank you for your offer of employment as a grower at your Fruitville, Florida site. I am delighted to accept your offer and look forward to beginning work with Summers Fruit Company.

You indicated that I will be receiving a salary of $______$ per year, and will have initial duties reporting to Andrea Caruso. As your offer stated, I will begin work on August 1st. In mid-July, after relocating to the area, I will call you to see what information or materials I may need before August 1st. In the meantime, please let me know if I can provide you with any information.

Again, thank you for offering me this exciting opportunity.

Sincerely,

Rebecca Atkinson

March 1, 20XX

Ms. Vera L. Clark
Green Magazine
1515 New York Ave., N.W.
Washington, DC 20006
vclark@greenmag.com

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Sincerely,

Amanda Vonn
1234 College Road
Blacksburg, VA 24060
(540) 555-0000
mynname@vt.edu

Withdrawal From Job Search, via Email; Follow-up to Phone Call

March 1, 20XX

Ms. Vera L. Clark
Green Magazine
1515 New York Ave., N.W.
Washington, DC 20006
vclark@greenmag.com

Dear Ms. Clark:

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Sincerely,

Amanda Vonn
1234 College Road
Blacksburg, VA 24060
(540) 555-0000
mynname@vt.edu
**Employment Scams**

Occasionally our office sees students who have fallen prey to experienced con artists who post as recruiters offering employment opportunities that may seem attractive or “too good to be true.” Positions may be posted on Craigslist, sent to your email account, Internet job listing websites, etc.

Our screening process for employers requesting access to Handshake is stringent but occasionally a scammer may even make it past our processes. If you receive a suspicious email, refer to the characteristics of a scam below to see if the email fits any characteristics listed. If you are still unclear of the validity of the email after reviewing the information, please contact our office to speak with a member of the Employer Relations Team.

**Typical Characteristics of a Scam**

**The Employer**
- Employer email may claim they found your resume on a site such as Monster, Indeed, or other job sites. You may not remember whether you applied on those job sites.
- Employer pretends to be a legitimate employer but advertises opportunities unrelated to employer hiring needs.
- Business name is not easily identifiable. Business website not listed or if provided there is typically no substance to the information provided.
- Email address of the ‘recruiter’ is typically a Gmail, Yahoo, AOL, etc. address. Often their email domain name does not match the business for which they claim to work.
- Email may be a phishing scam. Emails will appear to be legitimate and claims there is an urgent need to log into your account and verify personal information through a link which will transfer you to a false website. Any personal information you provide may give the scammer access to your accounts.

**The Job**
- Vague Job responsibilities and language that may be poor and include grammatical errors. Job may include work at home, personal assistants, mystery shopping, shopping duties, etc. and the employer may be out of the country.
- Employer does not meet you face-to-face but instead interviews you through online chat, Google Hangout, etc.

**The Pay**
- Job is advertised as high paying, no experience necessary, work your own hours, work at home, etc.
- May charge a fee to access any job opportunities. Employer may indicate you have a job but require you pay a fee for training materials, certification, or other expenses. NOTE: Employers and employment firms should not ask you to pay them for the promise of a job.
- Employer offers to send you a check to deposit into your own account. You are told to keep a percentage of it for your own pay but are then asked to withdraw cash, using it to pay for various items that they ship to ‘clients’. You may be asked to transfer funds from your account to the ‘employers’ business accounts. Once the check clears (which can take a few days to a few weeks), it is determined to be fraudulent.

**It’s a tough job market out there! Being scammed is additional stress you do not need. How can you avoid a scam?**
- Do not provide money up front and do not accept a payment for services you have not provided.
- Never provide your bank account, credit card numbers, driver’s license or passport information when applying for a position.
- Be cautious of payments made by wire service, courier, or who indicate they are using a third party to pay earnings.
- Be cautious of employers who are not willing to meet in person or are recruiting from overseas.
- Be cautious of email addresses not associated with a legitimate business.
- Watch for emails written that lack proper verb usage or poor grammar. Emails may have text in all caps or in bold font.
- Conduct your own search using key information from the email such as the name of the position, the “recruiter” name, and email address (i.e. johnsmith@uscolleagegea.com scam; John Smith, US College GEA scam; or Personal Assistant for US College GEA scam).
- Reach out to the employer provided in any communication to confirm job availability, contact information, and email address.
Careers in Science Job Fair

Quantitative Science
Data Science
Social Science
Life Science
Health Science
Physical Science

Wednesday, September 18
10 a.m. - 4 p.m.
Squires Commonwealth Ballroom
career.vt.edu
Planning for Graduate School

Graduate Education involves obtaining specialized knowledge in a concentrated area of study, with two basic types of degrees: academic and professional. An academic degree involves research and scholarship in a particular discipline. A professional degree provides training to acquire skills and knowledge needed for a particular profession (e.g., Law and business school). There are three basic degree levels: master’s, specialist and doctoral:

- Master’s degrees are offered in almost every field of study, although some universities only offer doctoral programs in certain fields.
- Specialist degrees are usually completed in addition to a master’s program and often require additional training or internship experience; this type of degree prepares an individual for certification or licensing requirements necessary for some professions.
- Doctoral studies usually require the pursuit of original research for an academic program or the practical application of knowledge and skills in professional programs.

Is Graduate School for me?
This is the first determination you may need to make. Before applying to graduate school, give careful consideration to your goals. Remember, graduate school is a means to a professional goal, not a way to extend your undergraduate experience.

Become familiar with the working conditions, employment prospects and other requirements of the field you plan to pursue. You may also consider consulting with faculty or mentors to help estimate your readiness for graduate work. Most Master’s programs will require at least two years of full time study, with most doctoral degrees taking four to six years to obtain.

Writing Your Personal Statement
The personal statement is an important part of the graduate school application. There are many resources to assist you as you write and refine your statement. Be sure to read each graduate program’s requirements carefully. To help you begin your writing, you can refer to the worksheet on page __ of this book. Of course, there are many resources available on the Internet, but here are a few campus resources that may be helpful, too.

For general writing assistance, contact the Virginia Tech Writing Center (https://lib.vt.edu/spaces/writing-center). Consult with faculty if you have questions about the content of a personal statement for your particular field of study.

If you are applying to law school, consult with the pre-law advisors on campus (www.prelaw.psci.vt.edu).

Source: Modified from Graduate School Planning Career Services at Princeton University.

Researching Schools
Once you have determined that you are on your way to graduate school, the next step is to begin researching specific schools. There are many resources to review and identify programs in your chosen career field. Don’t hesitate to talk to faculty members, as well as use online and print resources. You may also want to attend the Graduate and Professional School fair held in the fall to speak with school representatives.

Once you have a list of several programs you are interested in, there are a number of factors to consider when choosing a program. These include:

- Quality and Reputation of the Program
  Consider the commitment to research by the faculty, the reputation of the alumni, and the program accreditation.
- Location and Size
  How large is the department? What is the typical class size? Are you near family?
- How will you finance your degree?
  What does the program cost and what forms of assistance are available?
- Satisfaction of current students
  Ask to speak to students currently enrolled. What advice do they have? Is there affordable housing?
- What is the culture of the program?
  Are the students friendly and inviting or competitive and driven? Are the faculty good mentors?

You may have other criteria that is on the list for your own personal exploration into graduate school. After you have begun this progression, the next step is the application process!
Timeline for Considering Graduate Programs

The Graduate Record Exam (GRE)
Most students take the GRE General Test the summer prior to their senior year, or early in the fall semester of their senior year. The GRE measures verbal reasoning, quantitative reasoning and analytical writing skills.

For more information on the GRE including registration information and test preparation, visit the Educational Testing Service website (www.ets.org/gre)

Please note: If you choose to take a Gap year after you graduate, you can substitute the “Junior” year for the year prior to application, and the “Senior” year to the year of application.
The goal of Health Professions Advising (HPA) at Virginia Tech is to advise and mentor students to become competitive and successful candidates at their chosen graduate Health Professional schools.

Any student or alumnus/alumna of Virginia Tech, regardless of major, can use the services of HPA. HPA assists students and alumni pursuing a health care career in many health professional fields.

We have students pursuing:

- Medical School
- Veterinary Medicine
- Chiropractic
- Physical Therapy
- Occupational Therapy
- Genetic Counseling
- Podiatry
- Dentistry
- Pharmacy
- Nursing
- Athletic Training
- Optometry
- Speech Language Pathology
- Or any other graduate health profession

Tips on a Successful Health Professional School Application

What qualities do health professional schools seek in applicants?

Generally, health professional schools want excellent students with a demonstrated ability in science who:

- make the most of the academic opportunities available at Virginia Tech,
- made efforts to learn about the health care field,
- and have demonstrated a commitment to serving others.

Furthermore, professional schools seek students who portray the qualifications listed below:

- Maturity
- Trustworthy
- Reliability
- Enthusiastic
- Culturally competent
- Service oriented
- Intellectually curious
- Resilient
- Capable of Leadership
- Honest

Successful applicants, however, must first demonstrate a mastery of the prerequisites and requirements for their chosen health professional school. It is encouraged for applicants to show an intellectual breadth by either majoring outside of the sciences, or by taking coursework in the humanities and social sciences. The ability to read rapidly and understand dense, sophisticated material in the humanities and social sciences is especially important for success on standardized tests.

It is also important for successful applicants to establish and build relationships with at least three to four faculty members, as well as a professional in their field of choice. These professionals will need to know you well enough to write a substantive letter of recommendation when the time comes.

Perhaps most importantly, health professional schools look for students who have demonstrated that they are lifelong independent learners. This quality is evident in the way they approach learning “for the sake of learning,” i.e., their intellectual curiosity, and their approach to learning outside of the classroom.

Additionally, students must provide strong evidence of a firm motivation to pursue a career in health care; students who can demonstrate through their actions that they care about the welfare of fellow human beings and can effectively interact with those of different backgrounds. Through their experiences, students must also understand and be able to articulate the obstacles and difficulties faced by today’s health professionals.

Furthermore, students must develop skills that will allow them to contribute to the health professional school community and their intended profession.

When should I apply?

Many students consider applying to health professional school at the end of their Junior year, depending on the health profession. However, most students are not most competitive at that stage. Many students who are committed to careers in health care delay their application to health professional schools in order to pursue other opportunities, and apply when they are most competitive.

This would require a year or more between your bachelor’s degree and matriculation at your health professional schools. Some would refer to that as a “Gap” or “Bridge” Year.

Here are some “Bridge” year suggestions:

- Work in health care
- Research
- Teach for America
- Post-Baccalaureate or Master’s Program
- Peace Corps
- City Year
- Full-time jobs

We believe that, above all, it is important for parents and academic advisors to allow each student to find their own path and support them along the route. We emphasize to students that a majority of our applicants are graduating seniors, while others have allowed additional experiences to impact their application by applying as recent graduates or alumni of one or more years.

Please be aware that the application process for a graduate health profession usually takes about a year. Therefore, students usually apply in the spring or summer in the year prior to when they plan to attend their graduate health professional school.
**Health Professions Advising**

**What Is a Committee Letter?**

Many health professional schools/programs offer students the option of submitting a “composite letter of evaluation” (also known as a “committee letter”) from their undergraduate institution as part of their admission application materials.

As a result, Health Professions Advising at Virginia Tech offers students the opportunity to participate in our Health Professions Evaluation Committee (HPEC) interview process.

As part of this process, your committee letter is written. The HPEC process is open to all students or alumnae within two years of graduation with a cumulative undergraduate GPA of 3.20 or higher, who complete and submit their application to interview by the posted deadline. Students and alumni may only sit for the HPEC Interview one time.

**Typically, the following professional programs accept (or strongly encourage) a committee letter:**

- MD
- DO
- DDS

**Typically, the following professional programs do not expect a committee letter:**

- Optometry
- Podiatry
- Pharmacy
- Nursing
- other health professions

Each student should look at the requirements of each of the schools to which you are applying to know whether to consider participating in the HPEC Interview Process.

For more information on the HPEC process, please visit our website or make an appointment.

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**Application Timeline**

As we said in previous pages, Health Professions Advising is here to guide you in all the steps of your journey to a health professional school! From your first time on campus during summer orientation, through your graduation, we will be glad to guide and mentor you! We encourage you to come early and come often! Please join the Health Professions Advising Hub on Canvas, which can be done by visiting our website at www.career.vt.edu/hpa. We encourage our students to join the HPA Hub as early as they are aware, as this adds you to our list of students who receive our regular correspondence. You may also set up a meeting with a health professions advisor to discuss your plan.

The application process for most health professional schools span two years, and has many small steps along the way. This can seem overwhelming if you try to take it all in at once! Remember, this process is a marathon, not a sprint, and you have many resources to guide you here at Virginia Tech. As daunting as it may seem, however, becoming a competitive applicant actually begins very early in your undergraduate career.

**We encourage our students to:**

explore | experience | develop | launch
By exploring all the aspects of yourself and by gaining experience, you will have a vision as to what you will need to further prepare for your future as a health professional. You can then take some time along the way to develop the skills and competencies needed for success.

**Tips For Your Development**
- Complete a mock interview
- Complete a realistic self-evaluation
- Attend graduate school fairs
- Attend HPA 202
- Examine and confirm your career choice
- Research school requirements
- Develop relationships with professors or professionals who may be able to serve as letter writers for you
- Meet one-on-one with a health professions advisor to discuss your competitiveness and plan
- Review the professional core competencies for your profession, such as AAMC Core Competencies, and identify areas upon which you need to improve

**Enhance Your Exploration**
- Attend HPA 101
- Job shadowing
- Conduct informational interviews
- Conduct a personality assessment
- Visit www.explorehealthcareers.org
- Explore majors
- Subscribe to HPA social media
- Take the Clifton Strengths Assessment
- Maintain a competitive GPA
- Explore coursework options
- Develop effective study habits
- Identify a mentor

**Boost Your Experience**
- Volunteer in any capacity
- Attend HPA Admissions Advantage events
- Get to know a professional in your field
- Attend open houses
- Become involved on campus
- Gain leadership roles
- Get involved in research
- Gain a health care certification
- Join pre-health clubs on campus
- Gain employment
- Volunteer at a health facility
- Attend HPA seminars & workshops
- Gain a health care certification
- Join pre-health clubs on campus
- Gain employment
- Volunteer at a health facility
- Attend HPA seminars & workshops

**Launch**
All of our students take different paths on their journey to a health professional school. These suggestions are intended to be used as a guide, and are best applied when also working regularly with both your academic advisor, as well as the health professions advising office.
Activities to Consider

Journaling
Create a journal format to complete for each activity you plan to include in your application materials. Consider including reflections on how you were of service or the impact you made on others, such as team members or patients or their family members.

Journaling:
• connects you with goals
• provides insight into what you experience
• makes it easy to remember what you observed and did years ago
• helps track your development

I want to pursue a career in healthcare because:
_______________________________________
_______________________________________
_______________________________________
_______________________________________
_______________________________________

TIP: See if you can describe this without using the word “help,” as there are many professions where you help others that are not healthcare related.

My most impactful patient experience was:
_______________________________________
_______________________________________
_______________________________________
_______________________________________
_______________________________________

TIP: Focus on the positive impact you made in other’s lives. Demonstrate that serving other’s through healthcare is a priority in your life.

Basic Characteristics to Develop
• Service orientation
• Leadership skills
• Cultural competence
• Interpersonal communication skills

TIP: Read for pleasure! Studies show you will do better on standardized tests!

My most impactful non-patient experience was:
_______________________________________
_______________________________________
_______________________________________
_______________________________________
_______________________________________

TIP: Focus on the positive impact you made in other’s lives. Demonstrate that you are able to have a positive impact in multiple areas of your life.

Get involved! What’s Your Plan?
• Clubs/Organizations
• Community Service
• Research
• Clinical Experiences
• Employment
• Study Abroad
• Leadership Positions

Ask for feedback!!
TIP: Have a variety of people give you feedback on your characteristics. Typically, you may ask someone who supervises your work, a mentor, a peer leader, someone who works for you or you supervise, and/or someone you served, such as a customer.
Sample Health Professions Resume

Taylor Hokies
(540) 123-4567 Thokies@vt.edu

Permanent Address
123 Spring Street
My City, VA 2XX00

Current Address:
406 jumper Lane
Blacksburg, VA 24060

EDUCATION
Bachelor of Science in Neuroscience
College of Science, Virginia Tech, Blacksburg, VA
Overall GPA: 3.73, Science GPA: 3.65, GPA in Major: 3.67

CLINICAL EXPERIENCE
Emergency Department Volunteer (total hours)
ABHP, Blacksburg, VA
September 20XX-January 20XX
Average Hours per week
- Observed fast-paced Level one trauma center Emergency Department
- Responsible for patient intake, including blood pressure, pulse, and pulse oxygen content, as well as patient transport, while calming and engaging patients in conversation
- Interacted with family members about condition of loved ones, understanding the importance of empathy, along with providing accurate and timely information

Certified Nursing Assistant (total hours)
XYZ Nursing Center, Blacksburg, VA
June 20XX-August 20XX
Average Hours per week
- Provided high quality patient care within 200 resident nursing center and sub-acute care setting
- Preserved patient dignity and minimize discomfort while carrying out duties such as bedpan changes, emptying drainage bags, and bathing of 25 residents per shift
- Effective member of 10 person healthcare team, kept accurate charts, as well as consistently delivered care with empathy and high spirits while observing interactions of other staff members
- Regularly stayed beyond scheduled shift hours to ensure smooth transition to next team member
- Consistently worked additional shifts when other team members were absent at the last moment
- Learned key phrases in Spanish to assist patients and family members for whom English was not their first language
- Developed ability to quickly engage patients and family members by being curious about their interests and short-term goals

Shadowing Student (total hours)
Hometown Hospital, Roanoke, VA
January 20XX-February 20XX
Average Hours per week
- Shadowed an internist, Dr. Lisa Smith
- Observed Dr. Smith's interactions with patients while examining and viewing her interactions and well thought out explanations of diagnosis with patients and their families
- Gained a deeper understanding of the strong critical thinking and communication skills needed in a healthcare provider

LEADERSHIP
Honors Colloquium Section Leader (total hours)
Honors College, Blacksburg, VA
September 20XX-Present
Average Hours per week
- Honors Program – co-teach an intro course to a group of 30 freshmen Honors students

Public Relations Chair (total hours)
Operation Smile, Blacksburg, VA
January 20XX-Present
Average Hours per week
- Assist in organizing and/or co-hosting five events on campus with 20 other organizations
- Organize 75 members to publicize five events across campus via various media outlets, resulting in an increase in attendance of 15% over previous years' events
- Creatively problem-solve with team members during regular meetings and individually

Teaching Assistant (total hours)
January 20XX-May 20XX
Basic Science Course, Virginia Tech, Blacksburg, VA
- Selected as one of five teaching assistants for college chemistry course
- Mentored and taught 23 students, realizing that different students need different levels of support
- Created engaging ways to teach basic skills to students that reflected course content
- Offered constructive feedback to students regarding practical ways to learn complex material

COMMUNITY SERVICE
Student Volunteer (total hours)
September 20XX-January 20XX
Community Literacy Volunteers, Blacksburg, VA
Average Hours per week
- Taught six local elementary school children how to read, adapting different teaching methods that would be most effective for each individual student
- Developed teaching skills, as well as strong interpersonal communication skills
- Assisted eight students after school with homework and lessons, as well as became engaged in their interests and social needs

Soup Kitchen Volunteer (total hours)
January 20XX-February 20XX
Local Food Pantry, Silver Spring, MD
Average Hours per week
- Cooked a variety of dinner dishes with the staff for 200 patrons per meal
- Worked to ensure dignity and self-worth of clients through cheerful, empathetic interactions with them while serving each meal

EMPLOYMENT
Copy Editor (total hours)
October 20XX-January 20XX
College Newspaper, Blacksburg, VA
Average Hours per week
- Developed management and interpersonal communication skills through interactions with 12 staff reporters
- Edited over 80 stories and page layouts for grammar, spelling, appropriate spacing, and aesthetics, reducing errors by 25% over a five month period
- Regularly worked additional unscheduled time to assist other team members in completing assignments

Casher (total hours)
June 20XX-August 20XX
Campus Dining Hall, Virginia Tech, Blacksburg, VA
Average Hours per week
- Placed 300 customer food orders per shift, with a less than 2% error rate—lowest on the team
- Handled $2,000 of cash register transactions per shift, with zero discrepancies in a six month period
- Assisted unhappy customers with their order replacements or refunds, increasing customer satisfaction by 30%

RESEARCH EXPERIENCE
Student Researcher (total hours)
September 20XX-January 20XX
Dr. Smith's Lab, Department of Biochemistry, Blacksburg, VA
Average Hours per week
- Conduct Polymerase Chain Reactions (PCR's) and run gels
- Conducted experiments to determine the effects of specific compounds on cell growth.
- Gained a deeper understanding of the scientific method and critical thinking skills needed in a healthcare provider

PUBLICATIONS/PRESENTATIONS

AWARDS/SCHOLARSHIPS
Dean's List Fall 20XX-Present
University Honors College Fall 20XX-Present
VT Chemistry Department Fall 20XX-Present

OTHER
- Conversational in Spanish
- Sailing semester study abroad in Switzerland for Spring 20XX
Creating a Personal Statement

Before you begin writing; it is important to do some reflection and plan your content:
Think about any experiences you have that would demonstrate why you want to enter the program or profession in which you are applying. What are you passionate about? What are the major influences of your life? What have you learned about yourself from those experiences?

List 3 things the reader MUST know or understand about you:
Ex: 1) I lead by example 2) I want a career that includes research 3) Solving problems energizes me

1)___________________________________________________________________________________________________________
2)___________________________________________________________________________________________________________
3)___________________________________________________________________________________________________________

Now, take those three things and phrase them as one sentence:
Ex Personal Thesis: I am an energetic, research oriented, problem solver who leads by example.

Write that sentence in the personal thesis bubble below. This is the basis for a personal statement. All of your examples and stories in your personal statement should support this thesis. You may not come out and say this sentence, but by the end the readers should know it to be true about you.

Now, in the supporting experience bubbles, take some time to brainstorm up to four experiences that support this statement. You may want to consider at least one from your past, one from who you are now, and one of your goals for the future.

Congratulations! You now have your essay content. The content you listed may change during the editing process, but hopefully you have taken the time to think about your past and what experiences led you to where you are now. Finding the words to discuss who you are now, and who you want to be, will come. Continue to think about how you will change the world, or your profession. Be realistic, but dare to dream!
Tips for Your Personal Statement

This is an important part of your application, and also one of the most difficult parts. Don’t wait until the last minute to begin working on it.

Before you begin, prepare your materials. Gather transcripts, resumes, applications, and other materials that you may need to guide you.

Don’t start by writing to the character count . . . get it all out on paper then edit what works.

Grab the reader’s attention with a strong opening statement.

Your personal statement should tell the reader why you are on this journey and what you hope to accomplish as a member of your desired profession.

Be honest, sincere and humble. Don’t overuse personal pronouns like I, my, me, or mine.

Show what you are trying to express, don’t tell.

Avoid unnecessary duplication. Your personal statement should not simply restate what is in other application materials. It is NOT a resume.

Edit your paper and get help. Don’t just rely on spellcheck and grammar check.

Lastly, and most importantly, DO NOT PLAGIARIZE. DO NOT. Start from scratch. A subpar personal statement is better than having someone question your integrity.
College to Career
Professionalism 101

• **Use your time productively at work**
  Focus on job responsibilities and avoid social media and web browsing while on the clock.

• **Project a professional presence and dress appropriately**
  Dress in the position you aspire to have.

• **Take the initiative**
  Ask for more projects, you don’t want to be under-utilized.

• **Maintain effective work habits**
  Prioritize, plan and manage your projects.

• **Manage your time efficiently**
  Create action plans to meet deadlines.

• **Be accountable for your work and actions**
  Behave ethically at all times.

• **Produce work that meets and exceeds expectations**
  Show pride and professionalism in all you do.

• **Brainstorm solutions to problems before you go to your supervisor for help**
  Offer your supervisor a few solutions and alternatives.

• **Be resilient and show some grit**
  Manage setbacks and challenges with a positive attitude.

• **Practice professional communication skills**
  On-line, in person, and interpersonal.

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**Need to Resign From an Internship or Job?**

• Resignation letters should be professional and gracious

• You should maintain a good relationship as you leave the organization
  • you might seek a reference in the future from the supervisor

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**Dear Ms. Johnson,**

Please accept this letter as notice of my resignation from my position as Audit Associate with Deloitte. My last day will be August 15th, 2020, which will be two weeks from today. Thank you for the opportunity to serve the company in this role for the past three years. I appreciate the opportunities and professional development I’ve had under your supervision. The knowledge and skills I’ve gained in my time with Deloitte have been immensely beneficial to me, and I will take what I’ve learned with me throughout my career.

During my last two weeks, I will continue to complete my remaining tasks and train other team members. Please let me know if there’s anything else I can do to assist in this transition.

I wish you and the company continued success, and I hope to stay in touch in the future.

Sincerely,

Bradley Camden

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**Professionalism: It’s not the job you do, it’s how you do the job.**

-Anonymous

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**Pro tip**
Tips for Success With Your First Job or Internship

- Follow the rules at all times
- Read through the employee manual
- Ask questions if you do not understand all the policies and procedures
- Be dependable and accountable
- Pay attention to office culture and politics
- Observe how others behave, interact, and communicate with each other
- Participate in office functions and traditions to better understand the culture
- Ask for performance feedback and use it
- Make it easy for your supervisor to give you constructive feedback
- Ask questions if you are unclear about what is expected of you to be successful

Prepare for the First Day at a New Job

- Pick out what you are going to wear the night before and have it set out and ready.
- Drive to your office and see how long it takes to get there and make sure you know where to park.
- Be prepared with a packed lunch in case you need it.
- Bring your id and other documents needed to fill out paperwork and tax forms.