Virginia Tech
Blacksburg Campus

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-graduation job
- developing your career readiness
- planning for grad or professional school

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*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.*
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 15-minute mini-appointments via Zoom. These mini-appointments can be scheduled through Handshake or by calling our front desk (540-231-6241).

PCAs are trained to help with:
- Resume and cover letter review and development
- Internship and job search topics and resources
- Career related workshops and presentations
- Career Fair preparation
- Online resources such as CareerShift
- 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. Visit www.career.vt.edu in October for information about how to apply.

Get personalized advice
Advising Appointments—Schedule an appointment in-person or virtually (zoom)

Get connected
Hokie Mentorship Connect—
- Connect with Virginia Tech alumni
- Ask questions
- Get advice

Build your network
Employer Panels and Networking Events—
Virtual employer panels offer tips about:
- Trends
- Opportunities
- Tips for success plus
  One-on-one meetings with panelists

Employers on-campus
Job Interviews—Handshake: Apply and schedule interviews for co-ops, internships, and post-graduation jobs
- On-Campus Interview Program: where hundreds of companies come to Smith Career Center to interview students – some may conduct interviews virtually

Get experience
Internships and Co-ops—
17,281 posted August 2020 through June 2021

Get hired
Job Fairs—
in-person and virtual

Remote Jobs and Internships—
18,000 opportunities posted in Handshake August 2020 through June 2021

Expand your opportunities
Donna Cassell Ratcliffe, Director
Career and Professional Development
Smith Career Center
career.vt.edu

Donna Cassell Ratcliffe, Director
Career and Professional Development
Smith Career Center
career.vt.edu
Explore Majors & Careers

Self-Assessment
The starting point for major and career planning is self-assessment. Knowing your interests, skills, values, and personality can help you make well-informed decisions. Rather than choosing a major or career and trying to fit into it, start with yourself and search for a major/career that fits you!

Career Research To-Do List:
- Research career options for the majors you are considering through What Can I Do With This Major? go to career.vt.edu for link
- Check out ConnCareer - to learn from authors’ major and career choices. Go to career.vt.edu for link
- Browse the First Destination Report: career.vt.edu/about/postgrad-survey.html
- Conduct informational interviews from Virginia Tech alumni on LinkedIn (p. 58) and Majors Mentoring Connect - go to mentoring.career.vt.edu
- Conduct informational interviews (p. 57)

Career Research
Take time to learn about career fields and majors/minors that include a combination of your interests, skills, values, and/or personality. Research how skills gained in your major/minor may lead to career opportunities, as well. Keep in mind major ≠ career. Your career will be determined by what you can do and what you want to do, so don’t limit yourself to perceptions of what you should do with your major.

Decision-Making
Use what you have learned through self-assessment & career research to help you narrow your choices. Spend some time comparing and contrasting your options so you can choose majors/careers that are the best fit for you. This is a great time to begin exploring ways to try out your career interests.

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 SMART: Specific, Measurable, Attainable, Realistic, and Timely. Include some type of career-related experience!

Explore Majors & Careers

Major Exploration Questions
When exploring majors and minors, it’s best if you can speak with academic advisors, faculty, and students currently in those departments to help you research your options and eventually make a confident decision. Not sure what to ask them? Use the list of questions below to get started. Identify at least 4 or 5 questions that are most important to you, then ask each person you speak with those same questions so you can compare similar information. Feel free to come up with your own questions to add to the list!

General
- If this is a restricted major, what do I need to do to be a competitive internal transfer?
- What is expected of students entering this major: skills, time commitment, attitude?
- What Pathways or introductory courses do you offer that will help me explore this major?
- What type of coursework and projects (essays, papers, group projects, research, assignments) can I expect in the courses for this field?
- What skills will I gain as a result of being in this major?
- What minors do this College/School offer? What minors do students typically pursue?

Advising
What are the College’s/School’s/Department’s academic advising procedures:
- Who are the advisors (professors or professional advisors)?
- Do I need to attend an information session for this major?

Opportunities
What special opportunities does this department offer:
- Internships/co-op/field study/ experiential learning? If so, is it required? How will the department assist me in finding one?
- Clubs, organizations, and/or student associations?
- What other opportunities exist for leadership or involvement in the department?

Career
- What kinds of careers have alumni pursued with this major?
- What might be some unexpected careers alumni pursued with this major?
- How does this major help prepare for the obvious careers (e.g. CS for computer programming)?
- And the not-so-obvious ones (e.g. biology for lawyer, history for business manager)?
- Is graduate/professional school required or suggested to pursue career fields with this major?
- How can I get in contact with current students or Virginia Tech alumni to talk about their experiences in the major or real-world success with this major after graduation?

While exploring majors & minors at Virginia Tech, be sure to check out:
Explore Self, Careers, & Majors - https://career.vt.edu/exploring.html
Majors: Explore @ VT - https://student.advising.vt.edu/major-exploration/majors-exploreatvt.html
Is there anyone who wants to work on cars? Do you enjoy working with tools? Are you interested in transportation, distribution, or logistics? Do you want to help move goods and services from one place to another? Do you like working in a fast-paced, high-energy environment? If so, then a career in transportation, distribution, or logistics might be right for you.

Potential job titles include: Warehouse manager, inventory specialist, truck driver, supply chain analyst, production coordinator, quality control specialist, traffic specialist.
Experiential Learning

Internships: Usually a one-term work assignment, most often in the summer, but it can also occur during fall and spring semesters, as well as over winter break. Internships can be full-time or part-time, paid or unpaid, and this often depends on the employer and the career field.

Service Learning: Learning objectives are coupled with community service to provide a learning experience for the student while meeting societal or community needs.

Externships/Job Shadowing: During an externship, students will shadow a professional in their field of interest, often completing an informational interview with their host. Externships are mostly for the purpose of learning more about a career field or work environment, but if the student makes a very good impression on the people they meet, it could open the door to another experience.

Field Study: These are typically done through academic departments for academic credit and are required for certain majors.

Volunteering: Unpaid, altruistic experiences that develop skills and experience that students can list on resumes and can be a stepping stone to help obtain other kinds of experience.

Co-ops: Usually refers to a multi-term work agreement with one employer, traditionally with at least three work terms alternated with school terms, resulting in a 5-year degree program. Co-ops are traditionally full-time, paid positions.

Study Abroad: An academic experience that allows for a student to live and study in a foreign country for short periods of a few days to longer experiences lasting one or more semesters. The Global Education Office at Virginia Tech provides resources and guidance on seeking study abroad opportunities.

Undergraduate Research: Frequently a one-on-one arrangement between a student and a faculty member, usually in their academic department, that may be for academic credit. The Office of Undergraduate Research at Virginia Tech is a comprehensive resource for VT students and lists both on- and off-campus programs.

Student Organizations/Projects/Teams: Many student organizations and design/project teams allow for real-world experience in a student’s field. Most work with one or more faculty advisors, and some provide direct experience with employers and alumni. There are often leadership opportunities available to students.

71% of grads had career-related experience during college
25% Summer Job
7% Part-time Job
19% Undergraduate Research
11% Unpaid Internship
6% Field Study
5% Co-op
58% Paid Internship
71% Volunteer Work

Reflection Questions

Learning and Development
• What was the best part of your experience? Why was it meaningful to you?
• What challenges did you face? How did you overcome them?
• How did you grow from the experience? What did you learn about yourself?

Work Environment
• What was the work environment like? Did you like it? Why or why not?
• How did people interact and work together? Did you feel like you fit in?
• What are your workplace values? Why do they matter to you?

Skills Gained
• What projects and tasks were you involved with? What skills did you utilize?
• What skills do you want to improve upon? How will you demonstrate your skills in a resume or job interview?

Building On Your Experience
• Did you learn anything about your career field that you did not know before?
• Are you more or less excited about your current career path?
• Did this experience spark other interest areas that you want to look into?

Over all Evaluation
• What would you have done differently?
• What knowledge and skills did you take away from this experience?
• Did this experience help you consider a different career path?
• What can you do to continue gaining experience in your chosen career path?

Getting Experience

Getting Experience

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Cooperative Education & Internship Program

Open to undergraduate Virginia Tech students
- All majors
- Paid or unpaid work
- Zero credit hours
- $75 enrollment fee
- Enroll for single or multiple terms
- Quick, easy enrollment
- Requirements fully explained in orientation sessions

Simple assignments allow for quality learning and reflection
- Incorporates national “Best Practices” for internships
- Learning objectives
- Student self-evaluation
- Final reflection assignment and next steps in your career development

Benefits of participating in CEIP
- Ensures a quality work experience
- Stay connected to Virginia Tech while away working
- Access to professional advisor to help guide you through difficult work situations
- Official documentation of work experience noted on transcript
- Maintain student status while working

Where will your work experience journey begin?

394 unique CEIP work locations over the past 5 years

Benefits of participating in CEIP

Make your work experience matter

Two employment options: full-time or part-time

Top Employers 2020-2021

CEIP CAN HELP PAY FOR COLLEGE!
- Average wage is $21.75/hour nationwide vs. $20.67/hour in CEIP
- Average wage per semester is $13,229
- If a student completed a traditional three-term co-op, they would earn $39,686!
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

This is the most formal business attire. It is appropriate for most interviews (particularly 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.
- 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.

Business Casual

This 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

This is 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.
- Dresses may be exchanged for loafers, booties, and flats.
- Dark jeans are often considered acceptable. Consider pairing jeans with a jacket or blazer.

Need business professional attire?

Smith Career Center sponsors VT Career Outfitters, a program that provides new and gently used business attire for students, free of charge. Look for program information on Handshake and on our website.

Casual

In a 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.

Clothes don’t fit right?

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
Dining Etiquette:
How to manage a meal in a professional setting

The purpose of dining etiquette rules:
1. Demonstrate good manners
2. Keep the table clean and tidy
3. Communicate with your server

The Formal Table Setting
1. Sherry glass
2. White wine glass
3. Red wine glass
4. Water goblet
5. Seafood fork
6. Soup spoon
7. Dinner knife
8. Dinner fork
9. Salad fork
10. Dessert fork and spoon
11. Butter plate

Top 12 Dining Etiquette Rules
1. Wait until everyone at your table is served before you begin eating.
2. Do not season your food until you have tasted it.
3. Offer items to others before helping yourself. Offer to the left and pass items to the right around the table.
4. Pass the salt and pepper together; they are a pair.
5. Always pass items in the serving dish.
6. Start with outside utensils and work your way towards the plate.
7. Never put a used utensil back on the table; rest them on a plate.
8. Place used wrappers under a plate.
9. Tear off pieces of bread to butter as you eat; do not butter the whole roll at one time.
10. Use your napkin (blot, don’t scrub your face).
11. Solids to the left of plate, liquids to the right.
12. Always follow the lead of your host.

Career Readiness: Develop the professional skills employers seek

Although students are confident in their career readiness skills, employers indicate students are leaving the university lacking the awareness and/or development of the skills needed to meet their expectations. See what Virginia Tech employers says about the skills needed to be successful in the workplace.

Employer ratings of professional competencies

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.

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.

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.

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.

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.

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.

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.

 TOP 3 SKILLS: Professionalism/ Productivity Communication Teamwork

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?

**Communication**
- We need to develop 1 2 3 excelling
- **SAMPLE RESUME BULLET**: Communicate effectively with team members, Virginia Tech event planning staff, and local vendors to ensure everyone is on task and meeting deadlines.
- **SAMPLE INTERVIEW QUESTION**: Tell me about a time it was critical for you to effectively communicate information to another person or group of people, and what impact it had.

**Teamwork and Interpersonal**
- We need to develop 1 2 3 excelling
- **SAMPLE RESUME BULLET**: Collaborated with six team members to develop educational programming for a class of 25 elementary school students.
- **SAMPLE INTERVIEW QUESTION**: Describe a time when it was critical for you to effectively communicate with someone in order to achieve a goal.

**Leadership**
- We need to develop 1 2 3 excelling
- **SAMPLE RESUME BULLET**: Led a group of 65 students in philanthropic activities, raising over $6,000 for local charities.
- **SAMPLE INTERVIEW QUESTION**: Tell me about a time you took the lead in a group or on a project. How would you describe your leadership style and what was the outcome?

**Creativity and Problem-Solving**
- We need to develop 1 2 3 excelling
- **SAMPLE RESUME BULLET**: Developed training modules for colleagues on online video conferencing software when office functions were transitioned to be remote.
- **SAMPLE INTERVIEW QUESTION**: Please describe a time in which you found yourself working in an ambiguous or unstructured situation. How did you approach the task at hand?

**Professionalism and Productivity**
- We need to develop 1 2 3 excelling
- **SAMPLE RESUME BULLET**: Managed $8,000 decoration budget for annual two-day ring dance event.
- **SAMPLE INTERVIEW QUESTION**: Tell me about a time you managed a project or event. How did you prioritize your work to ensure success? What unexpected challenges did you face? How did you handle multiple deadlines?

**Global Perspective**
- We need to develop 1 2 3 excelling
- **SAMPLE RESUME BULLET**: Participated in English Table Conversation groups to help four international students develop their knowledge of colloquial English.
- **SAMPLE INTERVIEW QUESTION**: Describe a time when you had to adapt your style to collaborate in a diverse or multicultural setting.

**Digital Fluency**
- We need to develop 1 2 3 excelling
- **SAMPLE RESUME BULLET**: Created 3D press releases and designed flyers for print and social media using InDesign and Canva.
- **SAMPLE INTERVIEW QUESTION**: Tell me about a time when you used technology to streamline or improve a process.

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### 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 (more than one page is acceptable in some cases for Master’s students, etc.)
- Easy to read font between 10-12 point
- Punctuation and capitalization is consistent (dates written the same way, headers formatted the same)
- Equal margins all around (2”- 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 Virginia Tech email
- List appropriate pronouns if comfortable
- List phone number
- Obvious facts such as “phone” or “email” are not labeled

**Objective - optional, but is preferred by some employers**
- Include objective to tell employer what kind of position you are seeking
- Objective is targeted toward a specific position or career

**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)
- Quantify 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)

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

**References**
- References are only listed on a resume if requested by the employer in the application instructions
- “References available upon request” is not listed on resume
### Resume Planning Page

Use this sheet to list as many items as you can think of for each topic to assist you in the resume writing process.

#### Objective
What kind of position are you seeking?
Is there an area of focus?

#### Education
What will you include under your education heading?

#### Skills
Examples might include computer skills, language skills, specialized skills, certifications, etc.

#### Related Experience
Include relevant work, volunteer, leadership and internship experiences - include title, name of organization, city, date, dates of participation.

#### Honors and Activities
Share academic or other honors you have received including scholarships or other awards - list leadership positions, organization memberships, athletic involvements, etc.

#### Other Experience
Do you have other experiences that are not related to your area of focus but demonstrate skills or strengths you have developed?

#### Course Projects
What class projects highlight career-related skills?

### Action Verbs to Highlight Skills

#### Working With PEOPLE
- Administration
  - Monitor
  - Track
  - Assess
  - Coordinate
  - Organize
  - Requisition
  - Access
  - Process
  - Serve
  - Furnish
- Management/Supervision
  - Manage
  - Coordinate
  - Facilitate
  - Plan
  - Schedule
  - Delegate
  - Evaluate
  - Strategize
  - Develop
  - Consult
- Teaching
  - Teach
  - Tutor
  - Stimulate
  - Inform
  - Instruct
  - Facilitate
  - Explore
  - Advise
  - Entertain
- Persuading
  - Persuade
  - Articulate
  - Clarify
  - Challenge
  - Negotiate
  - Inquire
  - Reason
  - Influence
  - Convince
  - Mediate
  - Reconcile
- Public Relations
  - Assess
  - Prepare
  - Coordinate
  - Negotiate
  - Publicize
  - Strengthen
  - Promote
  - Handle
  - Facilitate
  - Troubleshoot
- Selling
  - Sell
  - Persuade
  - Provide
  - Assist
  - Serve
  - Trade
  - Handle
  - Present
  - Sell
  - Convince
- Human Resources
  - Analyze
  - Support
  - Research
  - Question
  - Achieve
  - Attain
  - Manage
  - Implement
  - Mediate
- Counseling/Healing
  - Counsel
  - Guide
  - Assist
  - Assess
  - Problem solve
  - Troubleshoot
- Consulting
  - Troubleshoot
  - Problem solve
  - Assess
  - Assist
  - Counsel
  - Survey
  - Conduct
  - Research
  - Analyze
- Human Resources
  - Support
  - Research
  - Question
  - Achieve
  - Attain
  - Manage
  - Implement
  - Mediate
- Counseling/Healing
  - Counsel
  - Guide
  - Assist
  - Assess
  - Problem solve
  - Troubleshoot
- Consulting
  - Troubleshoot
  - Problem solve
  - Assess
  - Assist
  - Counsel
  - Survey
  - Conduct
  - Research
  - Analyze

#### Working With DATA
- Research & Development
  - Identify
  - Evaluate
  - Analyze
  - Assess
  - Review
  - Critique
  - Explain
  - Prepare
  - Recommend
  - Conclude
  - Determine
- Accounting
  - Record
  - Review
  - Analyze
  - Plan
  - Prepare
  - Forecasts
  - Project
  - Calculate
  - Estimate
  - Figure
  - Appraise
  - Examine
  - Verify
- Finance
  - Analyze
  - Invest
  - Budget
  - Inventory
  - Evaluate
  - Appraise
  - Construct
  - Acquire
  - Manage
  - Project
- Information
  - Analyze
  - Appraise
  - Inventory
  - Structure
  - Design
  - Categorize
  - Document
  - Process
  - Manage
  - Coordinate
  - Organize
- Editing
  - Review
  - Analyze
  - Check
  - Correct
  - Rewrite
  - Revise
  - Improve
  - Edit
  - Investigate
  - Advise
- Organizing/Logistics
  - Organize
  - Assist
  - Maintain
  - Liaison
  - Manage
  - Systematize
  - Schedule
  - Coordinate
  - Streamline

#### Working With THINGS
- Craft/Artisan
  - Design
  - Create
  - Build
  - Perform
  - Draw
  - Render
  - Illustrate
  - Composite
  - Construct
  - Choreograph
- Design
  - Organize
  - Formulate
  - Sketch
  - Draft
  - Layout
  - Create
  - Plan
  - Style
  - Pattern
  - Build
  - Display
- Mechanical
  - Analyze
  - Design
  - Construct
  - Craft
  - Troubleshoot
  - Create
  - Engineer
  - Repair
  - Manipulate
  - Align
  - Coordinate
- Innovating
  - Create
  - Modify
  - Change
  - Upgrade
  - Improve
  - Design
  - Activate
  - Restructure
  - Stimulate
  - Transform
- Technical
  - Conceptualize
  - Design
  - Troubleshoot
  - Locate
  - Analyze
  - Implement
  - Construct
  - Modify
  - Operate

#### Working With IDEAS
- Language
  - Translate
  - Interpret
  - Lecture
  - Converse
  - Negotiate
  - Comprehend
  - Proficiency
  - Fluency
  - Teach
- Selling
  - Sell
  - Persuade
  - Provide
  - Serve
  - Trade
  - Handle
  - Present
  - Sell
  - Convince
- Program Development
  - Design
  - Construct
  - Develop
  - Prepare
  - Strategize
  - Coordinate
  - Formulate
  - Persuade
  - Implement
  - Monitor
- Marketing
  - Review
  - Analyze
  - Survey
  - Advertising
  - Promote
  - Advertise
  - Advance
  - Boost
  - Improve
- Writing
  - Construct
  - Craft
  - Integrate
  - Interpret
  - Capture
  - Express
  - Inform
  - Summarize
  - Conclude
- Investigating
  - Interrogate
  - Question
  - Analyze
  - Seek
  - Probe
  - Examine
  - Explore

Virginia Tech | Career Planning Guide 2021-2022

Virginia Tech | Career Planning Guide 2021-2022
Resumes, Cover Letters, etc.

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 the 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
Virginia Tech, 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 and Powerpoint.

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

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

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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: 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.

S: What actions did you take to solve the problem?
Ex: Created engaging interactive lesson plans using Prezi and PowerPoint.

R: What were the Results and outcomes from your actions?
Ex: Organized extensive aircraft data 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 Skills
- Communication Skills (Oral & Written)
- Interpersonal Skills
- Detail and Follow-Through
- Time Management
- Teamwork/Collaboration
- Strategic Thinking
- Ethical Behavior
- Synthesize Information
- Motivating/Persuading Others
- Leadership/Teamwork
- Instruction/Guiding/mentoring
- Planning and Management
- Organizational Skills
- Analytical/Evaluative Skills
- Creativity
- Supervision

Virginia Tech | Career Planning Guide 2021-2022
Resumes, Cover Letters, etc.

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.

**First Name Last Name**

Current Address: 428 Lee Hall, Virginia Tech
Blacksburg, VA 24061
(540) 232-1234
myname@vt.edu

Permanent Address: 3584 Oakview Lane
Lavale, MD 21502

**OBJECTIVE**

To obtain an internship during summer 20XX with an environmental agency.

**EDUCATION**

B.S., General Engineering, expected graduation May 20XX
Virginia Tech, Blacksburg, VA

**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

**SKILLS**

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

**ACTIVITIES**

Soccer – 4 years
- Team Co-Captain 2 years

Track – 4 years
- Team Captain 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 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

**RELATED EXPERIENCE**

Volunteer, Envirothon, Rocky Gap State Park, Flinstone, 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

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

**WORK EXPERIENCE**

Certified Ski Instructor, Wisp Resort, Deep Creek, MD – Seasonal, 20XX-20XX

**COMPUTER SKILLS**

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

**LEADERSHIP/ACTIVITIES**

Galileo Engineering Residential Learning Community, 20XX – present
- Soccer – 20XX-20XX
- Team Co-Captain 20XX-20XX

Track – 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

Maryland Distinguished Scholar – Honorable Mention

National Honor Society – 2 years

**AVAILABILITY**

Summer 20XX

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**Resumes, Cover Letters, etc.**

- 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.

- To make your resume stand out, include the title “Resume Makeover” to catch the eye of the reader.

- Remember to double-check your spelling, grammar, and layout. A professional looking resume will make all the difference in the end.

**Tip**

If you are interested in a specific industry, research skills needed for that industry and tailor your resume to highlight those skills.

**Tip**

If you are interested in a specific industry, research skills needed for that industry and tailor your resume to highlight those skills.

**pro**

- Stay organized and focus on what the employer wants to see. This will help your resume stand out.

- Be sure to proofread your resume carefully and make any necessary corrections before submitting it.
First Name Last Name
2343 Blankinship 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
Adolescence and Early Childhood
Families Under Stress
Sociology of Corrections

RELATED EMPLOYMENT AND COLLEGE ACTIVITIES
Resident Advisor, Housing and Residence Life, Virginia Tech
Blacksburg, 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)
- Coordinate personnel scheduling
- Train six volunteers in counseling techniques and procedures
Sales Clerk, Homeline Department Store, Dover, DE, Summer 20XX
Laborer, Wall Construction, Dover, DE Summers 20XX & 20XX

AWARDS & HONORS
Harold T. Smith Scholarship
National finalist, Hallmark Award Art Competition
Dean’s List (two semesters)
Governor’s State Scholarship

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First Name Last Name
115 Slusher Hall, Virginia Tech
Blacksburg, VA 24061
(540) 232-3456 myname@vt.edu
Permanent Address: 1234 Forest Lane
Frederick, MD 20872

OBJECTIVE
Seeking a Cooperative Education position related to manufacturing for spring 20XX

B.S. Mechanical Engineering, Expected graduation: May 20XX
Minor: Statistics
Virginia Tech, Blacksburg, VA
GPA: 2.8/4.0

Earning and financing 50% of college education and expenses

EXPERIENCE
Waiter, Boudreaux’s, Blacksburg, VA Fall 20XX-present
- Work 20 hours per week to help fund college education.

Self-Employed, Lawncare Business, Frederick, MD Summer 20XX
- Solicited business through cold calls and visits.
- Increased customer base through referrals for quality work.
- Performed all necessary equipment maintenance and repairs.
- Covered all expenses and yielded net profit of $4,000.

Server, Family Restaurant, Frederick, MD, 20XX-20XX, High school & summers
- Trained on and used excellent customer service practices in fast-paced work environment.
- Participated in corporate program to increase sales; achieved all sales goals.
- Worked 40 or more hours per week in summer; worked 15 hours per week during school year.

ACTIVITIES
Student Engineers Council (SEC), Membership Committee Chair, 20XX-20XX
Symphonic Band, Virginia Tech, 20XX-present
Big Brother, Big Sister Program, 20XX-20XX
High School Varsity Volleyball Team, 20XX-20XX
High School Symphonic Band, 20XX-20XX

HONORS
Maryland Distinguished Scholar, Honorable Mention, 20XX
Scholar Athlete Award, 20XX-20XX
Merit Award, Honorable Mention, 20XX Media Festival, Photography Division

Virginia Tech | Career Planning Guide 2021-2022
First Name Last Name
5634 University City Blvd., Apt. 56B
Blacksburg, VA 24060
(540) 961-6666
myname@vt.edu

OBJECTIVE
Industrial engineer; interests in manufacturing, cost analysis, and Occupational safety; seeking summer 20XX internship

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:

Computer Skills:
- AutoCAD
- Ampl
- Arena/ProModel Simulation
- BlocPlan
- CrystallBall
- Opt Quest
- FORTRAN
- SAS
- MS Excel
- ServiceModel
- MS Word
- Storm
- MS Project
- 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 ANSI structural leading programs using computer knowledge.
- Assisted applications engineers in preparing stamped structural calculations.

Maintenance Administration, Cuyahoga Foods, Inc., Bridgewater, VA, Summer 20XX
- Maintained and updated computer cataloguing 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:
- Skills not limited to computer skills
- Course project experience detailed just like other work or internship experience
- Table used to format only – borders are set to be invisible on the print document
- Font: Arial 11 pt., Margins: at least .5 all sides

First Name Last Name
myname@vt.edu
(540) 555-0000

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

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.
- Abided 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) Sunrise 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.”

Features of this resume:
- Skills format: skills from work, fraternity, course projects, semester at sea, and activities are grouped and listed to support objective. This is an example of a skills resume, often a great format to use when you do not have a lot of career-related experience.
First Name Last Name
myname@vt.edu

Current address: 279 Progress Street
Blackburg, VA 24060

Permanent address: 428 Login 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.F.L. Spanish, May 20XX
15 hours in Computer Science
Virginia Tech, Blacksburg, VA
Major GPA: 3.6/4.0 Overall GPA: 2.8/4.0

Related Courses
Computer Science: Operating System Tools
Object-Oriented Software Design
Human Computer Interaction
Introduction to Programming in C

English / Communication: Business Writing
Technical Writing
Journalistic Writing
Reporting
Literary Criticism

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

Language Skills
Fluent in Spanish
Traveled in Europe: used conversational French

Technical Experience
Student 4-Help Computer Assistant, Virginia Tech, Blacksburg, VA
September 20XX-present [10 hours/week]

Writing Experience
Writer/Editor, Collegiate Times
Virginia Tech, Student Newspaper, 2011-present

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

Features of this resume:
- Coursework outside the major shows how this student is qualified for the career objective.
- High GPA shows a high level of academic achievement.
- Technical and computer skills are strong.
- Relevant experience in computer science and writing.
- Strong writing and editing skills shown through the college newspaper.

Resume Tips:
- Alphabetical order of sections makes it easy for employers to find what they need.
- Use bullet points to highlight accomplishments.
- Include specific details, such as dates and responsibilities.

First Name Last Name
myname@vt.edu | 540-555-0000

Education
Bachelor of Science in Biology, May 20XX
Minor in Chemistry, emphases in Microbiology and Entomology
Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, Virginia
GPA: 2.9/4.0 Major GPA: 3.7/4.0

Coursework
- Biological Statistics
- Microbial Genetics
- Food Microbiology
- Pathogenic Bacteriology
- Immunology
- Insect Biology
- Medical and Veterinarian Entomology
- Insect Pest Management

Lab Skills
- Gram Stain Procedure
- Cultured Bacterial and Fungal Color
- Media Preparation
- pH Calibration
- Potentiometric Calibration
- Calorimetry

Computer Skills
- Windows 10
- Microsoft Excel
- Microsoft Word

Research Experience
Lab Support Technician
International Research and Development, Virginia Tech
June 20XX-present
- Conduct research on spores of Metarhizium anisopliae for the control of locusts in Sub-Saharan Africa.
- Evaluate production processes utilizing hemacytometer and CFU count.
- Work on methods to decrease water activity as to enhance germination at lower humidities.
- Assist in bioassays to determine the insects’ mortality and virulence of the insect pathogen.

Laboratory Assistant
Entomology Department, Virginia Tech
January 20XX-May 20XX
- Worked to develop a viropesticide for the control of a plant pathogenic nematode using the bacteria Xenorhabdus borierii.
- Evaluated and analyzed data on the interactions between these bacteria and the insects they target.

Leadership Experience
Alpha Chi Omega Women’s Fraternity, 20XX-present
Senior Class Representative to the Chapter Relations and Standards Board, 20XX-20XX
Virginia Tech Tae Kwon Do Club, 20XX-present

Features of this resume:
- Coursework relevant to objective.
- Use table (shown here) only for formatting. On your resume, set Format > Borders and Shading > Borders: None

Resume Tips:
- Include specific details, such as dates and responsibilities.
- Use bullet points to highlight accomplishments.
- Alphabetical order of sections makes it easy for employers to find what they need.
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: 3.8/4.0

B.A. Economics, Minor: Chemistry, July 20XX GPA: 3.0/4.0
Specialization: Macroeconomics & Finance
Virginia Tech, Blacksburg, VA GPA: 3.23/4.0

SOFTWARE


Windows 7, Vista, XP/server 2009, 2004

COMPUTER SKILLS


Programming: C, C++, C#, Java, Javascript, Perl, PHP, Python, Ruby, and SQL

EXPERIENCE

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
- Traveled 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

Researcher, 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 JM

AWARDS AND ACTIVITIES

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

LEADERSHIP EXPERIENCE

- Assistant Treasurer, Alpha Chi Omega, 20XX-present
- President – Chapter Relations 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 Reunion Liaison
- Public Relations Committee
- Pep Rallies, 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
- Recruit prospective students to the Dairy Science Program
- College Homecomings and Reunions
- Leadership Workshops
- Dairy Club, 20XX-present
- 20XX Chairman, Women’s Basketball Milkshake Sales
- Recruit prospective students to the Dairy Science Program
- Volunteer, Dairy Youth Programs
- Team in Training, 20XX-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 20XX 1st Runner-up
- President Leadership Community-Pamplin Leadership Award, 20XX

Virginia Tech | Career Planning Guide 2021-2022
First Name Last Name

College Address: 451 E. Roanoke Street
Blacksburg, VA 24060
Permanent Address: 1302 Marquis Court
Fallston, MD 21207

Objective
Seeking full-time position or internship with a non-profit organization connected to urban planning or compliance with environmental laws 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
Associate in Arts & Sciences (Science Concentration), June 20XX
Baltimore City Community College, Baltimore, Maryland
GPA: 3.15

Relevant Experience
Legal Assistant, The Creekmore Law Firm PC, Blacksburg, Virginia, January 20XX-Present
- Facilitate 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
- Develop 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
- Manage staffing and structure of recruitment tabling to provide organizational information to prospective students
- Coordinate social activities related to environmental issues to enhance student interest
- Organized and chaired a large environmental debate for students in the geography department at the end of last semester

Other Experience
Waitress, Tgi Friday’s, 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

Virginia Tech Career Planning Guide 2021-2022
**International Experience**

**First Name Last Name**  (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 Corps 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

**LANGUAGES**
- English: native language
- Spanish: intermediate (speaking, reading); basic (writing)

**SKILLS**
- 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

**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

**RELATED EXPERIENCE**
- 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
- August 20XX – Present
- InterDesign Region IV Contest 20XX Outstanding Interior Design Student
- Participated in company operations, project management, and design
- Completed master bedroom design concept and other materials
- Shadowed three local interior designers in business operations, project management, and design
- Assisted with sampling and purchasing of fabrics and other materials

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

**DESIGN RESUME**

**First Name Last Name**

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

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

**SKILLS**
- Photoshop
- Illustrator
- InDesign
- AutoCAD
- 3D Max
- SketchUP
- Revit
- ArchiCAD

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

**LANGUAGES**
- English (Native)
- Italian (Proficient)

**INTERNATIONAL DESIGN INTERN**
Wayfair LLC | Boston, MA
May 20XX – August 20XX
- Assisted with sampling and purchasing of fabrics
- Completed master bedroom design concept and other materials
- Shadowed three local interior designers in business operations, project management, and design
- Assisted with sampling and purchasing of fabrics and other materials

**IN Volv ement**
- Vice-President, Interior Designers for Education and Sustainability (IDES)
- August 20XX – Present
- Ambassador, College of Architecture and Urban Studies (CAUS)
- August 20XX – Present
# Tips for design resumes and portfolios

- Have a resume formatted for a standard 8.5x11 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 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 on 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 your 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 automatically check spelling.

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# Teaching Resume

**First Name Last Name**

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**OBJECTIVE**
Secondary English teacher or Language Arts/Social Studies middle school teacher. Interested in advising school newspaper and literary magazine.

**EDUCATION**

- M.A. Ed, Teaching and Instruction, May 20XX
  - Virginia Tech, Blacksburg, Virginia
  - GPA 3.9

- B.A., English, May 20XX
  - James Madison University (JMU), Harrisonburg, Virginia
  - GPA 3.75
  - Earned and financed 80% of college and living expenses

**LICENSURE**

- English Education 6-12
- Endorsement: Middle School

**TEACHING EXPERIENCE**

**Vincent Middle School, Roanoke County Schools, Roanoke, Virginia**

**Student Teacher, January – May 20XX**

- Taught 8th grade Language Arts during which students were introduced to process model of writing.
- Conducted teacher research on improving grammar and mechanical skills through the use of technology.
- Aided in advising the yearbook staff on interviewing, design and editing.

**Glenvar High School, Roanoke County Schools, Roanoke, Virginia**

**Teacher’s Aide, September – November 20XX**

- Aided in administering standardized testing.
- Conducted teacher research on improving grammar and mechanical skills through the process model of writing.
- Fulfilled such tasks as grading, research, and reading inventories.

**Field Experience, January – April 20XX**

**Fallon Park Elementary School, Roanoke City Schools, Roanoke, Virginia**

- Explored issues of literacy development with academically-challenged 4th graders
- Developed creative reading and writing strategies to increase students’ academic confidence and interest.
- Aided in administering standardized testing.

**OTHER RELEVANT EXPERIENCE**

**Big Brothers/Big Sisters of New Roanoke Valley, Roanoke, Virginia**

- Volunteer, June 20XX – Present
- Serve as a mentor to children in need.
- Develop weekly educational, social, and cultural activities for 4th grade Little Sister.
- Act as a role model and mentor.

**Assistant Editor, September 20XX – April 20XX**

**The Bluestone Yearbook, JMU, Harrisonburg, Virginia**

- Selected and supervised staff.
- Developed yearbook layout. Wrote and edited staff.
- Worked closely with photographers and sales representatives.
Teaching Resume

First Name Last Name, Page 2

ADDITIONAL EXPERIENCE
Writing Intern, V Magazine, Roanoke, Virginia
- Wrote articles focusing on regional artists, musicians, businesses and events.
- Assisted during monthly production with editing, layout, and design.

Part-time Bank Teller, Bank America, Harrisonburg, Virginia
- Transacted consumer and commercial account business.

Fraud Prevention Specialist, August 20XX – May 20XX
- Managed integration of fraud systems project during conversation with First Fidelity Bank.
- Developed training module for new hires and temporary employees.
- Performed as senior lead during development of checkcard fraud team.
- Served as editor for department newsletter.
- Monitored credit accounts for fraudulent activity and analyzed trends in fraud abuse.

PROFESSIONAL AFFILIATIONS
1st Vice President, Student Virginia Education Association (SVEA), 20XX – Present
- Work closely with Executive Board to develop and implement annual plans.
- Conduct business meetings.
- Schedule guest speakers and professional development programs.
- National Council of Teachers of English, 20XX
- Virginia Association of Teachers of English, 20XX
- James Madison University Alumni Association, 20XX
- The Sorority of Alpha Sigma Alpha Alumni Association, 20XX

HONORS
Kappa Delta Pi International Honor Society in Education
Phi Kappa Phi Honor Society

For a work experience taking place at present, or scheduled for the future, use present or future tense verbs to describe current or expected work activities. Update verb tense when appropriate.

Student Veteran

First Name Last Name

Top Secret Security Clearance

Christiansburg, VA 24073 · emailaddress@vt.edu · 540-123-4567 · linkedin.com

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, DC (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

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Resumes, Cover Letters, etc.
Virginia Tech | Career Planning Guide 2021-2022

**Federal Resume**

**First Name Last Name**

1700 Foxrun Road, Blacksburg, VA 24060

Day Phone: 555-948-1404, Email: myname1@vt.edu

Citizenship: United States

Veterans Status: N/A

Clearance: Active Secret Clearance, valid until 2021

**EDUCATION:**

B.A., (May 20XX), Virginia Tech, Blacksburg, VA United States

Major: National Security and Foreign Affairs

Minors: Spanish and Leadership & Social Change

GPA: 3.5 of a maximum 4.0

Relevant Coursework, Licenses and Certifications:

- Intelligence Analysis Workshop
- Foreign Policy and Diplomacy
- National Security
- Security Studies
- Terrorism and Counter-terrorism

**CLASS PROJECT:** Seminar in Diplomacy and Security (Fall 20XX): Collaborated with a group of 5 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.

**WORK EXPERIENCE:**

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

Student Police Academy Trainee

Salary: $0, 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 5 training officers.

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

Witness/Victim Advocate Intern

Salary: $8.25 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.

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

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

**Resumes, Cover Letters, etc.**
First Name Last Name

528-618-2817 / rmyname@vt.edu

www.sites.google.com

PhD Resume

First Name Last Name

Summary of Qualifications

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

EDUCATION

Ph.D., Electrical Engineering, GPA: 4.0/4.0
Virginia Tech Blacksburg, VA, USA
Advisor: Dr. Jung-Min “Jerry” Park
Research: Co-existence among heterogeneous wireless technologies.

M.E., Electrical Engineering, GPA: 4.0/4.0
Tennessee State University (TSU), Nashville, TN, USA
Advisor: Dr. Liang Hong
Thesis: Optimum transmit beamforming scheme for underlay cognitive radio networks

B.E., Electronics and Communication Engineering, GPA: 3.98/4.0
Trihamb University, Pulchowk Campus, Lalitpur, Nepal
Advisor: Dr. Nanda Vikram Adhikari
Project: Weather Station – A remote data acquisition and logging system

TECHNICAL SKILLS

Programming languages: Proficient in C/C++ and Java, intermediate in Python and Perl

Tools: Matlab, GNU Radio, USRP, Liquid DSP, NI LabVIEW, Wireshark, NS3

Others: MS Office suite, LaTeX, MySQL, HTML, PHP, Wordpress

Operating systems: Windows, Linux (Ubuntu)

INDUSTRY EXPERIENCE

Google, Reston, VA, USA
Digital Signal Processing (DSP) Engineer
Summer 20xx
- Designed and developed hardware and software capabilities to detect a radar in the presence of LTE interference.
- Performed lab tests, using USRPs, to study the performance of the proposed radar detection algorithm.
- Deployed the first prototype remote and weather-proof Environmental Sensing Capability (ESC) for detecting radars in the 3.5 GHz band.

AT&T Labs, Inc. San Ramon, CA, USA
Intern
Summer 20xx
- Analyzed historical RSSI trending tool for Ericsson and Alcatel-Lucent LTE cells based on PM counters.
- Implemented machine learning algorithms for categorizing causes of uplink interface in LTE cells.
- Performed market-level SIP call analysis to assess markets for launching voice-over-LTE (VoLTE).

RESEARCH EXPERIENCE

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

Signal Processing Laboratory, TSU. Nashville, TN, USA
Research Assistant
Jan. 20xx – Aug. 20xx
- Proposed a robust transmit beamforming scheme, based on worst-case stochastic optimization, to combat steering vector uncertainty in MIMO systems.
- Performed Matlab simulations to demonstrate the effectiveness of proposed robust beamformer in achieving significant BER improvements.

RESEARCH INTERESTS


HONORS AND AWARDS

Winner, Best Paper Award: IEEE DySPAN, 20xx
NSF Student Travel Grants: IEEE DySPAN 20xx, IEEE DySPAN 20xx
School of Engineering Fellowship: Virginia Tech 20xx/xx
Golden Jubilee Scholarship: Among 25 awarded by Indian Embassy in Nepal, 20xx-20xx

SELECTED PUBLICATIONS


SELECTED PROJECTS

MIMO-OFDM Simulator: Designed a link-level simulator for MIMO-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.

First Name Last Name

Curriculum Vitae

Current Address
1200-F University Terrace
Blacksburg, VA 24060
myname@vt.edu

Permanent Address
5000 Greenbrook Drive
Norfolk, VA 23703
(757) 555-1000

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- present
Sigma Xi, The Scientific Research Society, 20XX- present
National Institutes of Health Pre-doctoral Fellowship, 20XX- 20XX

RESEARCH INTERESTS
• Regulation of aerobic 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-gycerol 3-phosphate regulon of Escherichia coli K-12
• Identified structure of the glp repressor and determined DNA binding domains

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

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


ABSTRACTS

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.

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.

April 14, 20XX

Dear William Jackson:

From the Acme web site I learned about your need for a sales representative for the Virginia, Maryland, and North Carolina areas. I am very interested in this position with Acme Biochem, and believe that my education and employment background are appropriate for the position.

You indicate that a requirement for the position is a track record of success in meeting sales goals. I have done this. After completion of my B.S. in biology, and prior to beginning my master’s degree in marketing, I worked for two years as a sales representative with a regional whole foods company. My efforts yielded success in new business development, and my sales volume consistently met or exceeded company goals. I would like to repeat that success in the biochemical industry, using my academic background in science and business. I will complete my M.S. in marketing in mid-May and will be available to begin employment in early June.

Attached to this email is a copy of my resume, which more fully details my qualifications for the position. I look forward to talking with you regarding sales opportunities with Acme.

Thank you very kindly for your consideration.

Sincerely,

Sean A. Johnson
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):

From the Acme web site I learned about your need for a sales representative for the Virginia, Maryland, and North Carolina areas. I am very interested in this position with Acme Biochem, and believe that my education and employment background are appropriate for the position.

You indicate that a requirement for the position is a track record of success in meeting sales goals. I have done this. After completion of my B.S. in biology, and prior to beginning my master's degree in marketing, I worked for two years as a sales representative with a regional whole foods company. My efforts yielded success in new business development, and my sales volume consistently met or exceeded company goals. I would like to repeat that success in the biochemical industry, using my academic background in science and business. I will complete my M.S. in marketing in mid-May and will be available to begin employment in early June.

Attached is a copy of my resume, which more fully details my qualifications for the position.

I look forward to talking with you regarding sales opportunities with Acme. Within the next week I will contact you to confirm that you received my email and resume and to answer any questions you may have.

Thank you very kindly for your consideration.

Sincerely,

First Name Last Name

5542 Hunt Club Lane, #1

Blacksburg, VA 24060

(540) 555-8082

sajohnson@vt.edu

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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.

Your references are a separate document from your resume or CV. Be sure to put your three references in order of importance, so the reference listed first should be your most influential/relevant reference. Often times, employers may only contact your top two references, so it is important they be listed in an intentional order.

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 Document

First Name Last Name

College Address

1. First Name Last Name

Job Title

Company/Organization Name

Phone Number (Ask their preference of personal cell or office line)

Email address (Ask their preference of personal email or office email)

Relationship: (Include a line here about how this individual knows you; i.e., Jane was my supervisor during ____ position)

2. First Name Last Name

Job Title

Company/Organization Name

Phone Number (Ask their preference of personal cell or office line)

Email address (Ask their preference of personal email or office email)

Relationship: (Include a line here about how this individual knows you; i.e., Jane was my supervisor during ____ position)

3. First Name Last Name

Job Title

Company/Organization Name

Phone Number (Ask their preference of personal cell or office line)

Email address (Ask their preference of personal email or office email)

Relationship: (Include a line here about how this individual knows you; i.e., Jane was my supervisor during ____ position)
## Job & Internship Search Tools

Below are a variety of virtual and in-person resources that you can utilize in a job search.

<table>
<thead>
<tr>
<th>Online</th>
<th>DESCRIPTION AND BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handshake</td>
<td>View other students reviews of companies as well as interview experiences with said companies. RSVP to events that employers may be on campus for such as information sessions, career fairs, and other events.</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. It also has relocation and job search information for major U.S. cities, including H-1B Visa information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IN-PERSON 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>LinkedIn 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 jobs 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 manage the recruitment, interviewing, and hiring processes of the applicants. These computer systems filter applications by criteria such as keywords in the job posting, skills, education, and other qualifications to either screen in or screen out applicants.

### Tips to Navigate ATS

- 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 ATS’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.
- 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. It also has relocation and job search information for major U.S. cities, including H-1B Visa information.
- It’s one of the top methods by which VT graduates, university-wide, found the jobs they accepted. It’s real. It works. Many jobs are never advertised; networking is how you find them.
- Proofread your resume! The ATS cannot recognize misspelled words. When a hiring manager eventually reviews your resume, you want it to be error-free for the human eye, too.
- Remember 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.
Get Started Networking!

First, let’s review the purpose of an elevator pitch. Your 30-second introduction should be considered to be one component of the whole conversation with an employer. Below are some topics you could include when you introduce yourself. Remember that networking is a two-way conversation, so be sure to allow for responses or questions from the person you are speaking with.

**CRAFT THE PERFECT ELEVATOR PITCH**

Get Started Networking!

First, let’s review the purpose of an elevator pitch. Your 30-second introduction should be considered to be one component of the whole conversation with an employer. Below are some topics you could include when you introduce yourself. Remember that networking is a two-way conversation, so be sure to allow for responses or questions from the person you are speaking with.

**CRAFT THE PERFECT ELEVATOR PITCH**

**30-Second Introduction**

Greeting: Hello, my name is _____________________________.

Year in School: I am currently a _____________________________.

Major/Field of Study: majoring in _____________________________.

Type of Experience: I am looking for ___________________________.

When You’re Available: for _____________________________ year.

Strengths/Abilities: My strengths are _____________________________.

Accomplishments: I have _____________________________.

Relevant Activities: I was involved in _____________________________.

End with a Question: Would you tell me more about _____________________________.

**Conversation Starters**

- How was your trip to campus?
- Did you attend Virginia Tech?
- I know that your organization does (be specific). Can you tell me more about that?
- What do you like most about your organization?
- What advice would you give to someone interested in your field and/or working for your organization?

**Networking Checklist**

- Keep copies of your resume and business cards available. New connections can be made anywhere, anytime.
- Create a list of your connections - everyone counts. Keep business cards and contact info for your connections accessible.
- Research your connections! Utilize LinkedIn, company websites, etc.

- 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.)
- Follow up within a week if you do not receive a response from contacts. Send a thank-you email or note by mail.
- Be yourself and remember to smile!

**Networking is key to locating jobs, unlocking hidden jobs, and entering the “hidden” job market.**
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.
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 do 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?
Creating relationships between multiple generations of Hokies!

**Mentorship Tips**

- A mentor can be for a specific reason or season: Connections don’t have to be a lifelong commitment but can be long-term in nature.
- You can have more than one mentor: Different interests and expertise often requires more than one opinion or sounding board.
- Mentorship is a 2-way street: Mentors can learn just as much from you as you do from them.

**The platform has four interaction options for students and alums**

**Structured Mentorship:**
A 6 month commitment which allows a mentor and mentee to build a relationship focused on collaboratively working on the completion of specific career related goals to enhance the career exploration process and/or professional development of the student.

**Flash Mentorship:**
Provides mentees the opportunity to network, do informational interviews and pick the brains of industry experts at any time with no set time limit.

**Discussion Board Groups:**
Career/industry focused discussion boards consisting of students, faculty, staff, and VT alum participants. Group membership perks include the ability to ask questions, view comments and actively engage with other users based upon a similar affiliation or career-related interest.

**Projects:**
Project hub for alumni to offer short-term, career-related virtual internship projects for current students.
Dear Ms. Range,

I am completing my junior year at Virginia Tech, and am seeking an internship with high-school age youth in an outdoor setting. I am double-majoring in Sociology and Human 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 3 – 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 Gimbale

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Email Letter of Inquiry About Internship Possibilities

Follow Up to Meetings: Information Sessions, Career Fairs, etc.

<table>
<thead>
<tr>
<th>Sample Email</th>
<th>Sample Voicemail</th>
</tr>
</thead>
</table>
| **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 at [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] |

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Search for Federal Opportunities

**Email Letter of Inquiry About Internship Possibilities**

A letter of inquiry can be an effective tool to use to find out about internships, co-ops, shadowing opportunities, or jobs where there is not already a position posted.

**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 at [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]
• 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

- 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
- Attend career fairs
- Research other job search techniques
- Visit Cranwell International Center for immigration information and to meet with an advisor

Interview To Do's

- Be on time
  - Arrive 10 minutes early
  - Confirm the exact time & location for the interview as some 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

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

- Be ready for interviews?

  - Know three key things
    - Yourself
    - The employer
    - The interview process

  - Interview stages to prep for
    - Introduction
    - Dialog
    - Closing

  - Market yourself
    - Point out how:
      - you match the qualifications
      - you add value to the organization
      - 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

Don’t be the first one to bring up salary or benefits during the interview process; save those topics for when you have an offer.

Are You Ready For Interviews?

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Don’t be the first one to bring up salary or benefits during the interview process; save those topics for when you have an offer.
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 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.

Video
Your camera should be at eye level. You 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.

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 roommates, pets, and traffic.

Prepare for an interview
Visit career.vt.edu to learn the options.

Do you want to practice your interview skills? Visit career.vt.edu to learn how.

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.

Prepare for an interview
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

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.

---

**Research Employers Before Interviews**

### About the Position
- Mission/culture
- News
- 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 & LinkedIn to learn about your interviewers

### About the Location
- GoinGlobal for information on over 40 US cities & 30 countries
- Best places to live: www.bestplaces.net

### Resources to Tap Into
- Glassdoor.com
- LinkedIn.com
- CareerShift & GoinGlobal via career.vt.edu
- Google
- Company website & social media

---

**STAR Interviewing - Prepare Using the STAR Method**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Task</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>What were you doing?</td>
<td>What was your responsibility?</td>
<td>What was your process?</td>
<td>What was the outcome?</td>
</tr>
<tr>
<td>Who was involved?</td>
<td>Did you take on a project yourself?</td>
<td>What steps did you take to address the task?</td>
<td>Did you learn anything?</td>
</tr>
<tr>
<td>Where were you and when was it?</td>
<td>What were the expectations of you?</td>
<td>What obstacles did you overcome?</td>
<td>Was there any measurable result?</td>
</tr>
<tr>
<td>Give the basics to start your story.</td>
<td>Give the basics to start your story.</td>
<td>What knowledge and skills did you use?</td>
<td>How will this inform your future work?</td>
</tr>
</tbody>
</table>
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 success based on past behaviors. In behavior-based interviews, candidates are asked to give specific examples of when they demonstrated particular behaviors or skills. Use STAR method to format your examples.

Example Question: Tell me about a time you’ve demonstrated strong leadership skills.

**Situation**

During my third year of college, I was elected Vice President for Professional Development for the Young Entrepreneurs student organization. The duties of the position included securing speakers for our meetings, advertising the programs to the campus community, introducing speakers, and evaluating our programs.

**Task**

Previous attendance at meetings had decreased substantially after a decrease in student organization funding. The goal was to implement targeted programs to address the professional development of our association and increase attendance by 25% compared to the prior year’s figures.

**Action**

I developed a survey to determine the members’ professional interests and ideas for possible speakers and topics. We randomly selected survey respondents for a focus group interview. I learned about this research technique in my marketing class and thought: it would help us identify why attendance had dropped.

**Result**

We then selected speakers that were related to students’ interests and produced a brochure describing each program. Under my leadership, attendance increased 150% over the previous year. From this experience, I learned how important it is to gain insight into your customer base before acting on an idea.

<table>
<thead>
<tr>
<th>SKILL</th>
<th>YOUR STAR STORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Situation: Task: Action: Result:</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>Situation: Task: Action: Result:</td>
</tr>
<tr>
<td>Decision Making</td>
<td>Situation: Task: Action: Result:</td>
</tr>
<tr>
<td>Technical Communication</td>
<td>Situation: Task: Action: Result:</td>
</tr>
<tr>
<td>Oral and Written</td>
<td>Situation: Task: Action: Result:</td>
</tr>
<tr>
<td>Diversity and Cultural Understanding</td>
<td>Situation: Task: Action: Result:</td>
</tr>
</tbody>
</table>

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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]. I believe that my skills, experiences and values are in alignment with the requirements of the position and the work culture 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 [time]. Thank you again for your time and consideration of me for this position. I look forward to hearing from you.

Thank-You via Email

**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 an 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] 555-1111 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?

Show Me the $$$!

Salary Resources

Evaluate/negotiate Benefits/Salary

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 Your Value

Try to answer these questions before you start to see what you bring to the table.

- What qualifications (skills and experience) do you bring to the position?
- What does the position typically pay for that geographic location and experience level?
- What salary will help you meet your budget and lifestyle (housing, food, utilities, loans, etc.)?
- How will you be able to provide for your future (savings, retirement, investments, etc.)?

Do Your Research

Come into the discussion prepared and knowledgeable.

Salary Research by Career Field and Location

- **Salary Expert**: salaryexpert.com
- **Glassdoor**: glassdoor.com
- **Salary**: salary.com
- **Payscale**: payscale.com

Other online resources for you to discover

- **Paycheck City**: paycheckcity.com: Learn how much of your salary you will actually be bringing home.
- **BestPlaces**: bestplaces.net: Cost of living can vary greatly by location. Find out what your salary needs to be.
- **Intuit Mint**: mint.com: Find out how your expenses and debt will match up with your income.

Are you ready to manage your own finances?

Scan the code to register for a free individual financial coaching appointment with Hokie Wellness

Topics can include:

- Budgeting
- Credit
- Student Loans
- General conversation related to personal finances and goals

Employment Benefits

Virginia Tech | Career Planning Guide 2021-2022

Virginia Tech | Career Planning Guide 2021-2022
**Compare Your Offers**

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 an 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: This is indeed one of my top choices for employment. 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?

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

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**Company A**

**Position**

**Company Size**

**Hours**

**Vacation**

**Sick Time**

**Travel**

**Retirement Plan**

**Health Insurance**

**Moving Allowance**

**Signing Bonus**

**Advancement Opportunities**

**Supervisor**

**Personality Fit**

**Location**

**Salary**

**Other Considerations**

---

**Company B**

**Position**

**Company Size**

**Hours**

**Vacation**

**Sick Time**

**Travel**

**Retirement Plan**

**Health Insurance**

**Moving Allowance**

**Signing Bonus**

**Advancement Opportunities**

**Supervisor**

**Personality Fit**

**Location**

**Salary**

**Other Considerations**

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**Company C**

**Position**

**Company Size**

**Hours**

**Vacation**

**Sick Time**

**Travel**

**Retirement Plan**

**Health Insurance**

**Moving Allowance**

**Signing Bonus**

**Advancement Opportunities**

**Supervisor**

**Personality Fit**

**Location**

**Salary**

**Other Considerations**

---
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 have 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.
- Employer does not meet you face-to-face but advertises opportunities unrelated to employer hiring needs.
- Email address of the ‘recruiter’ is typically a Gmail, Yahoo, AOL, etc. address. Often their email domain 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. Jobs 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. The 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 (e.g. johnsmithuscollegegea.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.
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 74 of this book. Of course, there are many resources available on the Internet, but here are a few campus resources that may be helpful.

- 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.
Follow-up with any schools you haven’t heard from.

Check with schools about financial aid options.

Register for graduate admissions tests and programs before deadlines.

Research schools and programs in your field of choice.

Begin looking at school deadlines and application procedures.

Attend Graduate and Professional School Fairs on campus and online.

Consult with faculty and Career and Professional Development regarding your plans.

If possible, visit any institutions of interest.

Begin working on application essays and seek help reviewing the documents.

Ask faculty and mentors for letters of recommendation.

Confirm when application portals open and apply early!

Attending Graduate and Professional School Fairs on campus and online.

Follow-up with any schools you haven’t heard from.

Check with schools about financial aid options.

Submit completed application materials to programs before deadlines.

Wait for admissions decisions.

April 15th is Decision Day!

Choose among school offers.

Send thank-you notes to any letter writers and inform them of your plans.

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 have made the most of the academic opportunities available to them, have made efforts to learn about health care, and have demonstrated a commitment to serving others.

Furthermore, professionals seek students who portray the following qualities:

- Mature
- Reliable
- Culturally competent
- Intellectually curious
- Capable of Leadership
- Trustworthy
- Enthusiastic
- Service oriented
- Resilient
- 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 which could be accomplished in several ways including 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.

Health Professions Advising

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

We emphasize to students that a majority of our applicants are graduating seniors, while others have allowed additional experiences to impact their career in health care delay their application to graduate health professional schools. 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
- City Year
- Teach for America
- Peace Corps
- Full-time jobs
- Post-Baccalaureate or Master’s Program

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 alumni 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 once.

Typically, the following professional programs accept (or strongly encourage) a committee letter:
- Allopathic Medicine/MD
- Optometry/OD
- Osteopathic Medicine/DO
- Podiatry/DPM
- Dentistry/DDS

Typically, the following professional programs do not expect a committee letter:
- Nursing
- Occupational Therapy
- Pharmacy
- Physical Therapy
- Physician Assistant
- And others

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.

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 spans 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. With many resources to guide you here at Virginia Tech, as daunting as it may seem, becoming a competitive applicant can actually begin as early as your first year as an undergraduate.

We encourage our students to:

- explore
- experience
- develop
- launch

Enhance Your Exploration
- Attend HPA 101
- Shadow a Health Professional
- Conduct informational interviews
- Conduct a personality assessment
- Visit www.explorehelthcareers.org
- Explore majors

Boost Your Experience
- Gain a health care certification
- Join pre-health clubs on campus
- Gain employment
- Volunteer at a health facility
- Attend HPA seminars & workshops
- 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

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
- Reflect on your top 3-6 qualities/characteristics on which you plan to focus as a competitive applicant.

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.

Tips For Your Development
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- Complete a realistic self-evaluation
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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 reflecting 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

My most impactful patient experience was:

TIP: Focus on the positive impact you made in others' lives. Demonstrate that you are able to have a positive impact in multiple areas of 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!

Get Involved! What’s Your Plan?

- Clubs/Organizations
- Community Service
- Research
- Clinical Experiences
- Employment
- Study Abroad
- Leadership Positions

Sample Health Professions Resume

First Name Last Name

(540) 123-4567
Thokies@vt.edu

Permanent Address
123 Spring Street
My City, VA  XXXXX

Current Address
406 Juniper Lane
Blacksburg, VA 24060

EDUCATION

Bachelor of Science in Clinical 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) September 20XX-January 20XX
ABC Hospital, Blacksburg, VA
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) June 20XX-August 20XX
XYZ Nursing Center, Blacksburg, VA
Average Hours per week
- Provided high-quality patient care within 200 resident nursing center and sub-acute care setting
- Preserved patient dignity and minimized discomfort while providing compassionate patient care to 25 residents per shift
- Served as an effective member of a team of healthcare team members, by consistently delivering care with empathy and with patrons while observing interactions of other staff members
- Regularly stayed beyond scheduled shifts to ensure smooth transition to next team member
- Consistently worked additional shifts when other team members were absent at the last moment
- Learnt 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

Shadow Internship Dr. Lisa Smith (total hours) January 20XX-February 20XX
Hometown Hospital, Roanoke, VA
Average Hours per week
- Observed Dr. Smith's interactions with patients and their families, along with her interactions and well thought out explanations of diagnosis
- Developed a greater understanding of the strong critical thinking and caring communication skills needed in a healthcare provider

LEADERSHIP

Honors Colloquium Section Leader for Popular Science Fiction Novels (total hours) September 20XX-Present
Honors College, Blacksburg, VA
Average Hours per week
- Honors Program—co-teach an introductory course to a group of 30 freshmen Honors students

Public Relations Chair (total hours) January 20XX-Present
Operation Smile, Blacksburg, VA
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 and address communication differences with team members, both one-on-one and during regular meetings
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 to 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? How do you actively contribute to the success of others around you?

List 3 things the reader MUST know or understand about you as they relate to your future career plans and/or the impact you wish to make in that field:
Ex) 1) I lead by example 2) I have a focus on service 3) Solving problems energizes me

---
2) ________________________________
---
3) ________________________________

Now, take those three things and phrase them as one sentence:
Ex Personal Thesis: I am an energetic, service focused, 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.

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 to 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? How do you actively contribute to the success of others around you?

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.

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

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

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

You 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 using examples. Don’t merely repeat your resume in paragraph form.

Avoid unnecessary duplication. Your personal statement should not simply restate what is in other application materials. It is NOT a resume. It is okay to have common themes or threads running through your application, but consider using unique examples in each section.

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.

Your personal statement should not simply restate what is in other application materials. It is NOT a resume. It is okay to have common themes or threads running through your application, but consider using unique examples in each section.

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 set backs and challenges with a positive attitude.

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

Create a Plan for your first 90 Days on the Job

For some organizations, the first 90 days is an extension of the interview process. The hiring manager and supervisor are watching to ensure that you are adjusting to the role and culture successfully. In the first 90 days you will ask a lot of questions, learn about the role, and begin to establish your professional brand. This is your opportunity to learn how you can best contribute to the organization and develop a plan to deliver.

Most organizations will offer a formal on-boarding or orientation process but some will not. If not, here are some tips that will be help you plan for the first 90 days:

1. Get clarity on the mission, values and team priorities. Ask your manager questions so you can better understand the big picture and how your role helps meet the organization’s goals.
2. Ask for an organizational chart or create one for yourself if the organization doesn’t have one. Learn people’s names and roles that you will be working with regularly. Ask your manager if you can have individual meetings with the people you will be working with so you can get to know them better.
3. Create a running list of projects and tasks and keep your manager up-to-date and informed.
4. Work with your manager to understand performance expectations and how your performance will be evaluated.
5. Identify a mentor. Find a person in your organization that can advise and support your professional growth.

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.
- Plan your commute. Drive to your office and see how long it takes to get there and make sure you know where to park.
- Accept any lunch invitations that come your way the first day, it’s a great way to meet people in a more casual and relaxed environment. But, 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.
- Bring a notebook and pen to take notes during on-boarding meetings.
- Bring a notebook and pen to take notes during on-boarding meetings.
- Stay informed about the organization’s recent initiatives and refer back to your research on the organization.

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

Need to Resign From an Internship or Job?

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