

# Virginia Tech Blacksburg Campus

To Price's Fork Road



Litton-Reaves  
Parking Lot

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

Coliseum  
Parking Lot

to U.S. 460

# 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



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

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



# Meet the Staff



**Dr. Matthew P. Cowley**  
Associate Vice Provost



**Amy McPherson**  
Senior Director  
Operations and Strategic Initiatives



**Kayla Branson**  
Assistant Director



**Leigh Anne Byrd**  
Assistant Director



**Claire Childress**  
Director of Career Pathways  
and College Relations



**Catherine Copeland**  
Director of Career Technology  
and Assessment



**Sue Ellen Crocker**  
Office Manager



**Meredith Gerber**  
Director of Career Exploration  
and Access



**Heidi Gilbert**  
Career Education Specialist  
Career Advisor



**Jen Heinold**  
Assistant Director  
Health Professions Advising



**Alyssa Henderson**  
Assistant Director and  
Peer Career Advisors  
Program Manager



**Jim Henderson**  
Director  
Employer Engagement  
and Recruitment Services



**Patricia Hughes**  
Administrative Operations  
Health Professions Advising



**Krystal Johnson**  
Assistant Director



**Annie Laib Jenkins**  
Associate Director  
Health Professions Advising



**Melinda Malloy**  
Career Advisor





**Dr. Susan Meacham**  
Career Advisor  
Health Professions Advising



**Jenean Meadows**  
Cooperative Education and  
Internship Program Enrollment  
Coordinator



**Edward Raimundi**  
Assistant Director



**Ashley L. Roberts**  
Assistant Director  
Events & Marketing



**Becca Scott**  
Director  
Professional Development  
and Experiential Initiatives



**Kelly Shannon**  
Marketing Manager



**Dr. Suzanne Shelburne**  
Assistant Director



**Cody Smith**  
Program Coordinator



**Kasee Sosa**  
Career Advisor



**Julia Ward**  
Assistant Director



**Donna Weikel**  
Employer Relations Coordinator



**Crystal Wiltsee**  
Operations Manager



**Anya Work**  
Assistant Director

# Peer Career Advisors Program



Hailey Coates



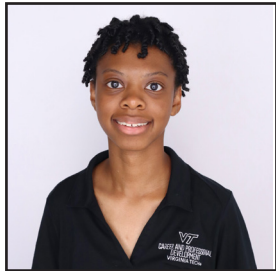
Megan Dooley



Abbie Epperson



Cassie Freedlander



Daisy Gupton



Bethany Hillmann



Rachel Hines



Parus Hundal



Allie Jones



Sarah Scheerer



Anastasia Semenova

Are you interested in becoming a PCA?

We recruit and hire new PCAs in late October.

Visit:  
[www.career.vt.edu/pca](http://www.career.vt.edu/pca)  
in October for information about how to apply.



**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 in-person and 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
- Online resources such as CareerShift
- Internship and job search topics and resources
- Interview preparation
- Career related workshops and presentations
- Campus outreach promoting Career and Professional Development events and other special projects
- Career Fair preparation

# need a professional photo?



## *iris* is here.

- High quality photos are taken using self-service booth
- Digital photo is sent directly to your email
- Edit and upload photo to Handshake, LinkedIn, etc.
- Free and Fast!

Make a 15-minute  
appointment through  
Handshake  
([vt.joinhandshake.com](https://vt.joinhandshake.com))

Monday through Friday  
9:00 a.m. - 4:00 p.m.

Smith Career Center  
across from McComas Hall

iris is another way Career and Professional Development helps students gain their professional edge.

[career.vt.edu/iris](https://career.vt.edu/iris)



CAREER AND PROFESSIONAL  
DEVELOPMENT  
VIRGINIA TECH



# 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!

## Self-Assessment To-Do List:

- Take self-assessments and schedule an appointment with a Career Advisor to discuss the results
- Sign up for a wide variety of classes
- Discover and/or fine tune your strengths and skills
- Visit Explore VT Majors website:  
<https://student.advising.vt.edu/major-exploration/majors-exploreatvt.html>
- Explore student organizations of interest

## 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](http://career.vt.edu) for link
- Check out *CandidCareer* - to learn from others' major and career choices. Go to [career.vt.edu](http://career.vt.edu) for link
- Browse the *First Destination Report*: [career.vt.edu/about/postgrad-survey.html](http://career.vt.edu/about/postgrad-survey.html)
- Connect with and learn from Virginia Tech alumni on *LinkedIn* (p. 58) and *Hokie Mentorship Connect* - go to [mentoring.career.vt.edu](http://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.

## Decision-Making To-Do List:

- Meet with a Career Advisor to talk about what you've learned and how it may help narrow your choices
- Discuss your major and minor ideas with an academic advisor
- Once ready, declare your major!
- Explore cooperative education or internship experiences related to your major (p. 14)
- Consider participating in these opportunities:
  - Job shadowing
  - Volunteering
  - Undergraduate research
  - Education abroad
  - Part-time job/summer employment

## Goals & Action Plan To-Do List:

- Create and/or update your resume and cover letter (p. 22)
- Attend career fairs and employer information sessions (p. 55)
- Prepare for interviews with *InterviewStream* and schedule a practice interview with a Career Advisor (p. 65)
- Participate in on-campus and virtual recruiting activities - view in *Handshake* under the Jobs and Events menus

## 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 does 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>

*Who am I? Self-Assessment* - <https://career.vt.edu/exploring/self-assessment.html>









*Majors: Explore @ VT* - <https://student.advising.vt.edu/major-exploration/majors-exploreatvt.html>

*Major Checksheets* - <https://www.registrar.vt.edu/graduation-multi-brief/checksheets.html>

■ Career Exploration

# EXPLORE CAREER FIELDS









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

<p><b>AGRICULTURE, FOOD &amp; NATURAL RESOURCES</b></p> 	<p><b>Do you enjoy working with plants and animals? Are you interested in working in sustainability, conserving natural resources and protecting the environment?</b> Agriculture isn't just farming. Workers in this field produce, market, sell, or finance goods including food, plants, water, animals, fabrics, wood and crops. Some in the field work to conserve natural resources or protect the environment.</p>	<p><b>Potential job titles include:</b> Farmer, food scientist, greenhouse manager, biochemist, agriculture science teacher, forester, soil scientist, environmental protection specialist</p>
<p><b>ARCHITECTURE &amp; CONSTRUCTION</b></p> 	<p><b>Do you want to design, build, and maintain structures where people live, work and play?</b> Workers in the built environment design, plan, build and maintain structures, buildings, interiors and landscapes. Some in the field will create the designs and plans for new structures, while others may use the plans to build and manage the people on the project.</p>	<p><b>Potential job titles include:</b> Architect, project manager, carpenter, interior designer, structural engineer, landscape designer, estimator, field superintendent, civil engineer</p>
<p><b>ARTS, AUDIO/VISUAL TECHNOLOGY &amp; COMMUNICATIONS</b></p> 	<p><b>Are you a visual person that enjoys working with productions or performing? Do you love to use your artistic creativity and talents on the job?</b> Workers in this field use their talents and creativity to perform, write, communicate, design and produce original work. Some in the field will have highly visible roles while others will leverage their skills crafting and delivering messages or utilizing creative technology to work behind the scenes.</p>	<p><b>Potential job titles include:</b> Graphic artist, multimedia journalist, writer, producer, curator, program director, photographer, reporter, content developer, art director</p>
<p><b>BUSINESS, MANAGEMENT &amp; ADMINISTRATION</b></p> 	<p><b>Do you like to plan and manage people and activities? Do you enjoy leading operations and efficiency within an organization?</b> Leaders, managers and administrators provide the support needed to make a business run. Every organization needs employees with strong financial, organizational, time-management and communication skills. Some may evaluate business functions, manage financial activities or oversee business operations and people.</p>	<p><b>Potential job titles include:</b> Human resources manager, office manager, executive assistant, consultant, business analyst, financial manager</p>
<p><b>EDUCATION &amp; TRAINING</b></p> 	<p><b>Do you like to help others learn new things? Do you enjoy presenting in front of others?</b> Educators teach, train, guide and influence people to gain and apply knowledge and develop skills. Some may work in traditional classroom settings, others may provide student support outside of the classroom in educational institutions, while another setting may include training and development for adult learners and employees.</p>	<p><b>Potential job titles include:</b> Elementary or secondary school teacher, school counselor, academic advisor, principal, professor, training manager, career advisor</p>
<p><b>FINANCE</b></p> 	<p><b>Do you like working with numbers and organizing data? Do you want to help people or organizations plan and manage their financial future?</b> Careers in Finance center around organizing numbers and data in environments such banking, accounting, financial planning, insurance and wealth management. Roles may include providing advice to business executives or working directly for an organization or individual.</p>	<p><b>Potential job titles include:</b> Loan officer, stockbroker, mortgage banker, accountant, insurance agent, market analyst, financial planner, securities trader, financial analyst</p>
<p><b>GOVERNMENT &amp; PUBLIC ADMINISTRATION</b></p> 	<p><b>Are you interested in government, policy or politics? Does the idea of planning, regulating and impacting your community or county appeal to you?</b> Government and public administration employees provide regulatory oversight and support for vital services to citizens. They develop, pass, and insure compliance with policies and laws at the national, state or local level. You will find almost every type of occupation within the government.</p>	<p><b>Potential job titles include:</b> City or town manager, federal investigator, legislative assistant, State Department official, coordinator of public affairs</p>
<p><b>HEALTH SCIENCE</b></p> 	<p><b>Do you enjoy working to promote health and wellness? Does the idea of working in a medical facility or to improve medical care appeal to you?</b> A health professional is so much more than being a doctor, dentist or nurse. Health professionals may work directly with patients or may work in a lab to advance research, medical technologies or informatics. Educational backgrounds range from four year degrees to professional school including jobs in administrative support and providing direct patient care.</p>	<p><b>Potential job titles include:</b> Physician, audiologist, speech pathologist, physical therapist, nurse, dentist, dietician, nursing home or hospital administrator, other therapists</p>

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# ■ Career Exploration

<p><b>HOSPITALITY &amp; TOURISM</b></p> 	<p><b>Would you enjoy interacting with people and providing high level customer service?</b> Hospitality and tourism workers help people plan and coordinate vacations, entertainment activities and leisure time. There are opportunities to work and serve customers in restaurants, hotels, resorts all around the world where no two days are the same.</p>	<p><b>Potential job titles include:</b> Hotel manager, historic home curator, tour guide, event planner, travel agent, Chamber of Commerce director, resort activities planner</p>
<p><b>HUMAN SERVICES</b></p> 	<p><b>Do you like to help individuals and families solve problems in their time of need? Are you interested in connecting people to services and resources they can use to improve their quality of life?</b> Human services professionals manage and coordinate services to individuals and families to address human needs. Jobs range from counseling and rehabilitation to directing social and community programs. Human services work environments include office settings, private practice and some visit clients in their home. Many jobs are with social agencies, non-profits, and local and state government.</p>	<p><b>Potential job titles include:</b> Case manager, substance abuse counselor, child advocate, social worker, non-profit director, recruiter, human resources specialist, clinical psychologist</p>
<p><b>INFORMATION TECHNOLOGY</b></p> 	<p><b>Do you like technology? Do you enjoy working with computer hardware, software, multimedia, or network systems?</b> Information Technology is a growing and ever changing field. Computers and other media tools are vitally important to the workforce and those in Information Technology may design, develop, support, or manage computer software, hardware, multimedia, or network systems. Opportunities in this industry can be behind a computer with little client interaction, or you may have a more client facing role where you have to communicate technical information to non-technical people.</p>	<p><b>Potential job titles include:</b> Computer programmer, software engineer, systems analyst, database administrator, computer games designer, project manager, consultant</p>
<p><b>LAW, PUBLIC SAFETY &amp; SECURITY</b></p> 	<p><b>Do you like the idea of protecting people's safety, sometimes in the face of danger? Do you want to enforce laws or help people navigate the legal system?</b> Law, Public Safety and Security workers protect people from crime and natural disasters as well as ensure that they receive fair treatment and justice. Careers may be dangerous and require long hours of shift work, while some careers may be in an office setting providing legal services or working in the court system. Jobs can be found at all levels of government, in law offices and security businesses.</p>	<p><b>Potential job titles include:</b> Police officer, federal investigator, military personnel, attorney, paralegal, firefighter, U.S. marshal, conservation officer</p>
<p><b>MANUFACTURING</b></p> 	<p><b>Do you like to design and make products? Are you comfortable working in a factory with machines and tools?</b> Manufacturing professionals work in fields including plastics, technology, pharmaceuticals, automobiles, appliances in settings ranging from small businesses to large factory floors. Technology use in manufacturing has recently increased to expand product customization, shorten production time, and increase product durability. Jobs might include technology maintenance, installation &amp; repair, production process development, product production, quality assurance as well as new product design.</p>	<p><b>Potential job titles include:</b> Plant manager, product designer, packaging engineer, mechanical or industrial engineer, purchasing agent, quality control inspector</p>
<p><b>MARKETING, SALES &amp; SERVICE</b></p> 	<p><b>Are you friendly, outgoing and persuasive? Do you like to sell products or services?</b> Marketing is focused on helping businesses promote and sell products and services to customers. There is a wide range of job opportunities that allow workers to use their interpersonal, communication and persuasive skills to meet the consumers needs. Jobs might include working in an creative office environment, being on your feet working with the public or working in a retail setting.</p>	<p><b>Potential job titles include:</b> Market researcher, account executive, public relations specialist, sales representative, buyer, fashion merchandiser, store manager, insurance agent</p>
<p><b>SCIENCE, TECHNOLOGY, ENGINEERING &amp; MATH</b></p> 	<p><b>Do you want to understand how things work? Would you enjoy researching or solving complex problems?</b> Occupations in the STEM fields usually related to researching and solving problems. Typically those successful in this field have an urge to figure out how things work, advance research, or enhance knowledge about a topic. Most work using Scientific, Technical, engineering, or mathematical approaches to work in a variety of settings. This work can include being in a laboratory, working outdoors, working directly with clients, or working behind a computer.</p>	<p><b>Potential job titles include:</b> Engineer, physicist, computer programmer, environmental scientist, chemist, meteorologist, statistician, pharmacologist, data analyst, biologist</p>
<p><b>TRANSPORTATION, DISTRIBUTION &amp; LOGISTICS</b></p> 	<p><b>Do you want to figure out how things or people get from place to place? Would you enjoy designing roads, bridges or other modes of transportation?</b> We move people, materials, and products by road, rail, pipeline, air, and water. Professionals in transportation, distribution, and logistics support many fields including infrastructure planning and management, logistics, and maintenance of vehicles and facilities. Jobs might include facility and mobile equipment maintenance, logistics planning and management services, sales and service, transportation operations, as well as transportation systems/ infrastructure planning, management and regulation.</p>	<p><b>Potential job titles include:</b> Pilot, air traffic controller, engineer, transportation specialist, logistics coordinator, safety specialist, FAA inspector, highway designer</p>

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Now that you have identified career clusters that interest you, you can look more closely at the top 2 or 3. You can **meet with a career advisor** to learn more about your top career clusters and the various jobs that interest you. To explore occupations in each career cluster visit the O'NET at [www.onetonline.org](http://www.onetonline.org) and use the "Find Occupations" tool to search for jobs by career cluster.

# 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.

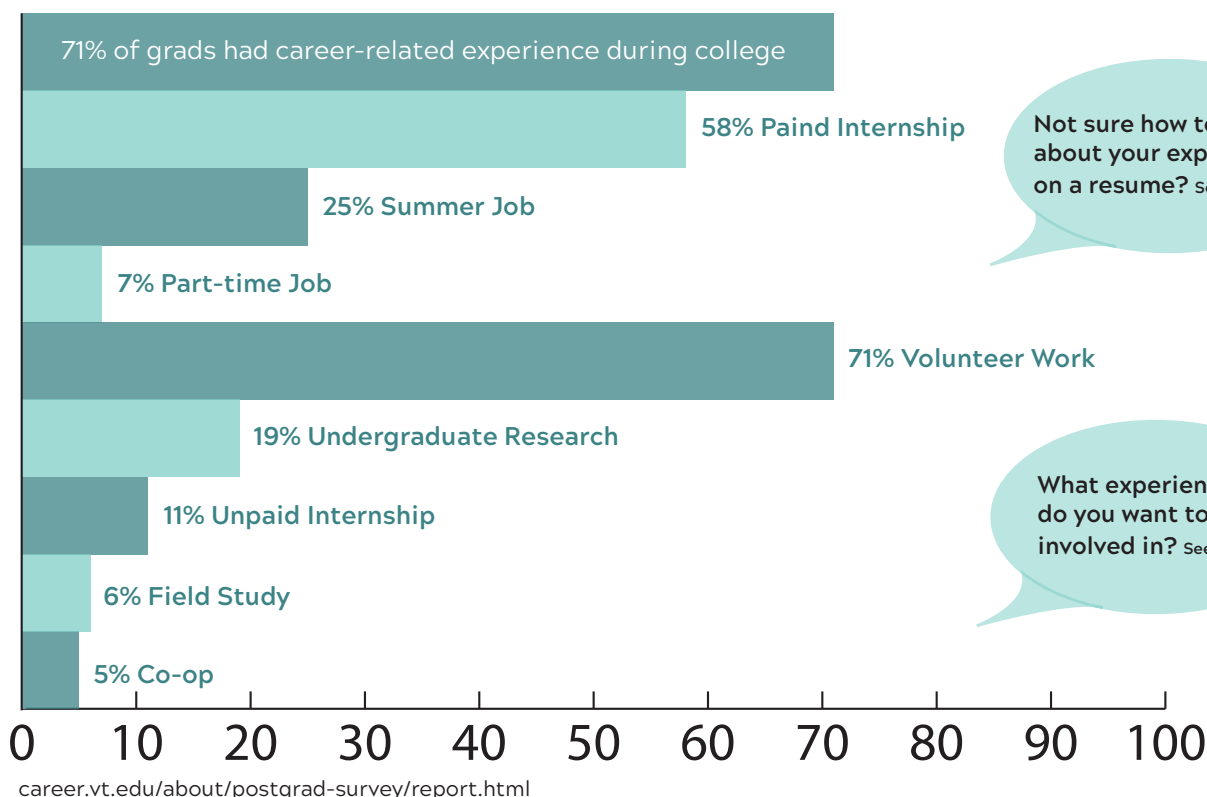
**Volunteering:** Unpaid, altruistic experiences that develop skills and experience that students can list on resumes and can be a stepping stone to help obtain other kinds of experience.

**Co-ops:** Usually refers to a multi-work term 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.



Not sure how to talk about your experiences on a resume? See page 13.

What experiences do you want to get involved in? See above.

## ■ Unpacking Your Experiences

With experiential learning, the real learning comes after you have the opportunity to reflect about what you experienced.

### 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?

### Examples of Responses

#### Learning and Development

I think the best part was being able to truly live out **Ut Prosim** (That I May Serve). The work we did was tough, but I think it further proved to me just how important it is to work alongside your community members. With everything I do, I always keep community in mind now.

#### Work Environment

I worked in a group with eight other students. Everyone got along just fine. We all eventually clicked with one another and that made our teamwork even better. We were able to joke around and have fun. For me, I think I prefer working in smaller teams because I really appreciate being able to get to know everyone.

#### Skills Gained

One of my responsibilities was working in a food pantry. I utilized a lot of communication and problem-solving skills because I was constantly engaging with and helping people with their shopping and food selections, especially if they had dietary restrictions.

#### Building On Your Experience

I study architecture, but even this experience got me thinking about how cities and towns can be built better so that people have access to resources and services. I'm also curious to at least become more knowledgeable about public health and social work.

#### Overall Evaluation

I often got so caught up in my work that I forgot to take care of myself. I definitely want to focus on work-life balance and be able to set boundaries for myself. Other than that, I learned a lot about my community and how to work effectively with a team. Moving forward, I'm hoping to pursue experiences that expand more of my technical skills.



## ■ Cooperative Education & Internship Program

Get Experience



Two employment options: full-time or part-time

# 1.

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

# 2.

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

# 3.

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



CEIP CAN HELP PAY FOR COLLEGE!

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

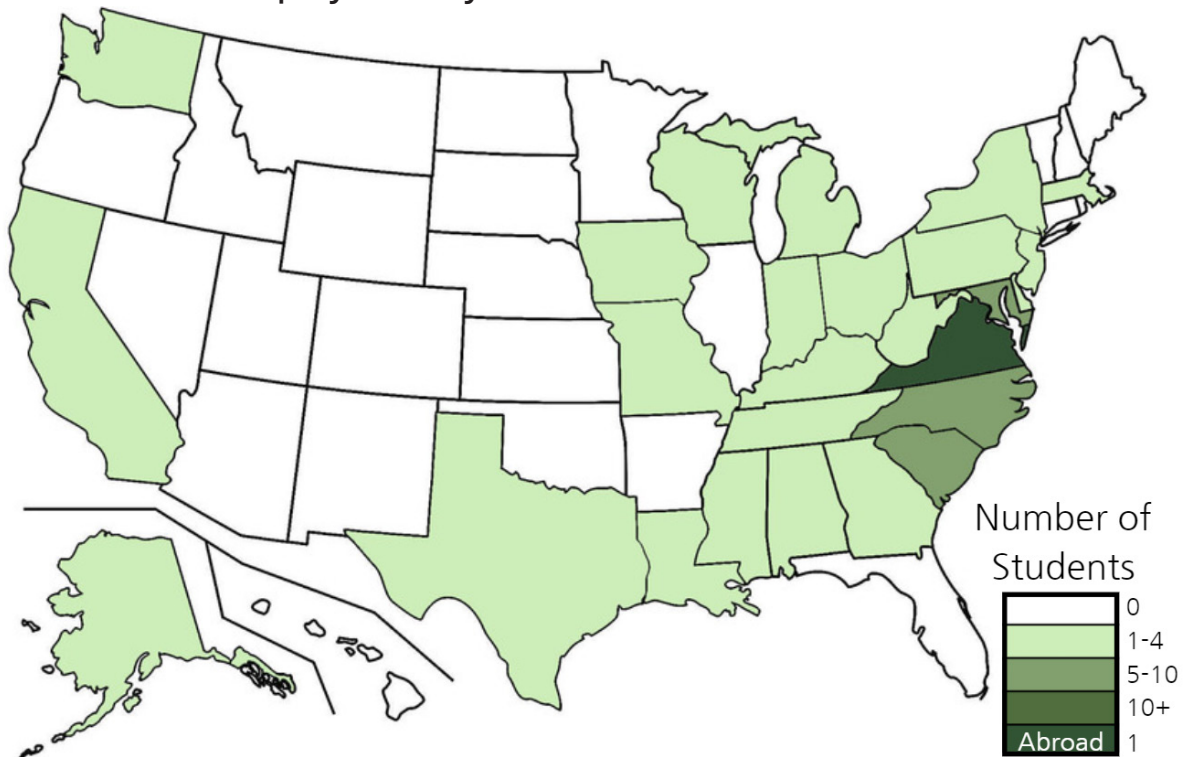


■ Career Related Experience

Where will your work experience journey begin?

**394 unique** CEIP work locations  
over the past **5 years**

Employment by Work Location 2020-2021



Get Experience

Top Employers 2020-2021



# 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.

Be Professional

## 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.





## ■ Unlocking Dress Codes

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



Shop for professional clothing

### 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.

**Career Outfitters**

#### New River Valley

- Belk
- Kohl's
- LOFT
- Target

#### Roanoke

- Belk
- Kohl's
- LOFT
- Target
- H&M
- Tom James
- Macy's
- Men's Warehouse
- Jos. A Banks

### 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:

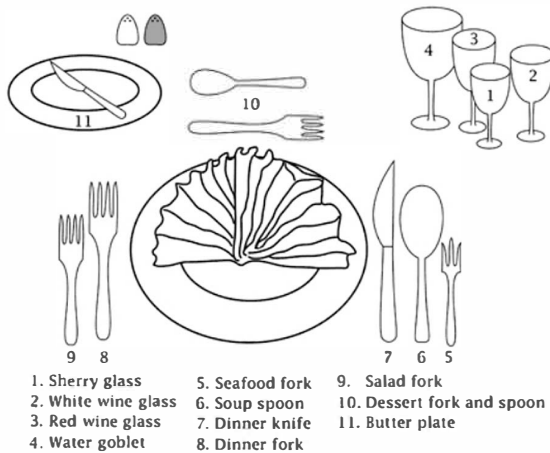
- Miller Alterations
- Alteration World
- Rose Tailor

# 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



## Top 12 Dining Etiquette Rules

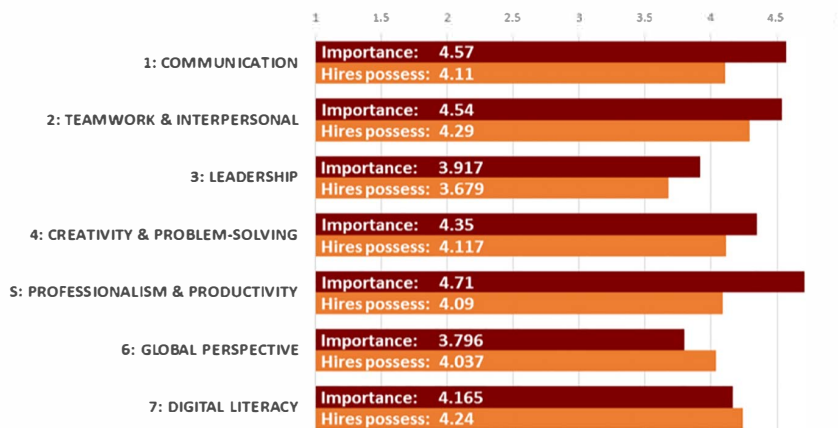
1. Wait until everyone at your table is served before you begin eating.
2. Do not season your food until you have tasted it.
3. Offer items to others before helping yourself. Offer to the left and pass items to the right around the table.
4. Pass the salt and pepper together, they are a pair.
5. Always 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

Largest gap between IMPORTANCE and VT HIRES POSSESS: PROFESSIONALISM & PRODUCTIVITY



### TOP 3 SKILLS:

- Professionalism/ Productivity
- Communication
- Teamwork

# Professional Competencies

## 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.

### 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.



### 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 through strategic thinking and effective decision-making.



### Creativity and Problem-Solving

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



### Professionalism and Productivity

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



### Global Perspective

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



### Digital Fluency

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



## ■ Are you Career Ready?

### Communication

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

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 where it was important for you to build rapport with someone in order to achieve a goal.

### Leadership

need to develop 1 2 3 excelling

**SAMPLE RESUME BULLET:** Led a group of 45 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

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

need to develop 1 2 3 excelling

**SAMPLE RESUME BULLET:** Manage \$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

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

need to develop 1 2 3 excelling

**SAMPLE RESUME BULLET:** Created 30+ press releases and designed flyers for print and social media use using InDesign and Canva

**SAMPLE INTERVIEW QUESTION:** Tell me about a time when you used technology to streamline or improve a process.



# ■ 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 formatting is consistent (dates written the same way, headers formatted the same)
- ❑ Equal margins all around (.5"- 1")
- ❑ Categories are arranged in logical order, with the most relevant first

## Header

- ❑ Full name at the top in a larger/bold font (14-18 point) so it stands out
- ❑ If address is listed, make sure it is current
- ❑ List 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

## Education

- ❑ List the school name as Virginia Tech
- ❑ List city, state
- ❑ List major, minors and date of graduation
- ❑ Include GPA: may include in-major GPA if higher
- ❑ Avoid listing high school unless you are a first year student

## Experience

- ❑ Format each experience section in the same way
- ❑ Include title, company name and location (city & state) and dates employed (start and end date)
- ❑ List all experiences in reverse chronological order (most recent to furthest in the past)
- ❑ Use bullet points to describe responsibilities
- ❑ Use active verbs to begin each bullet point
- ❑ Use a variety of action verbs, watch that some are not repeated throughout the resume
- ❑ Each phrase either has punctuation, or not
- ❑ Avoid personal pronouns (I, me, my)
- ❑ 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)

Note: Experience can come from class projects, volunteer work, internships, externships, part time jobs, etc.

## Activities

- ❑ List relevant campus involvement, professional associations or community involvement
- ❑ Fully list names, and not just abbreviations
- ❑ Include leadership positions and 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.

Resumes, Cover Letters, etc.

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

coordinate  
facilitate  
plan  
schedule  
delegate  
evaluate  
strategize  
develop  
consult

#### Teaching

educate  
tutor  
stimulate  
inform  
instruct  
facilitate  
awaken  
explore  
advise  
entertain

#### Performing

create  
present  
play  
interpret  
act  
sing  
dance  
perform  
model  
inspire

#### Counseling/Healing

listen  
sense  
assess  
analyze  
assist  
align  
coordinate  
understand  
inform  
facilitate

#### Leadership

create  
lead  
encourage  
manage  
organize  
inspire  
represent  
govern  
direct  
advise

#### Persuading

present  
articulate  
clarify  
challenge  
negotiate  
inquire  
reason  
influence  
convince  
mediate  
reconcile

#### Public Relations

assess  
prepare  
coordinate  
present  
negotiate  
publicize  
strengthen  
promote  
handle  
facilitate  
troubleshoot

#### Selling

inform  
educate  
persuade  
provide  
assist  
serve  
trade  
handle  
present  
sell  
convince

#### Human Resources

assess  
analyze  
recruit  
survey  
screen  
interview  
select  
train  
mediate  
coordinate  
align

#### Consulting

troubleshoot  
problem solve  
assess  
assist  
arrange  
guide  
counsel  
survey  
serve  
contribute  
train

### Working With DATA

#### Research & Development

identify  
evaluate  
review  
assess  
analyze  
critique  
explain  
prepare  
recommend  
conclude  
determine

#### Accounting

record  
assess  
audit  
prepare  
maintain  
forecast  
calculate  
estimate  
figure  
appraise  
examine  
verify

#### Finance

analyze  
invest  
budget  
inventory  
evaluate  
appraise  
construct  
acquire  
manage  
project

#### Analysis

assess  
observe  
review  
dissect  
interpret  
discern  
discover  
infer  
illuminate  
clarify  
quantify  
qualify  
conclude

#### Information

appraise  
analyze  
inventory  
structure  
design  
categorize  
document  
process  
manage  
coordinate  
organize

#### Editing

review  
analyze  
check  
compare  
correct  
rewrite  
revise  
rework  
improve  
initiate  
investigate  
advise

#### Organizing/ Logistics

organize  
assist  
maintain  
liaison  
arrange  
systematize  
schedule  
coordinate  
streamline  
simplify

### Working With THINGS

#### Craft/Artisan

design  
create  
build  
perform  
draw  
render  
illustrate  
compose  
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  
understand  
comprehend  
proficiency  
fluency  
teach

#### Selling

inform  
educate  
persuade  
provide  
serve  
trade  
handle  
present  
sell  
convince

#### Program Development

design  
construct  
develop  
prepare  
strategize  
coordinate  
formulate  
persuade  
implement  
monitor

#### Marketing

review  
assess  
survey  
analyze  
identify  
promote  
advertise  
advance  
boost  
improve

#### Writing

construct  
craft  
integrate  
interpret  
capture  
express  
inform  
summarize  
conclude

#### Investigating

interrogate  
question  
analyze  
seek  
probe  
examine  
explore

Resumes, Cover Letters, etc.

## ■ Resume Objective vs. Summary of Qualifications

### Objective

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

### Use When

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

### Items you may consider including

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

### Examples

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

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

Seeking a multimedia journalism internship utilizing photo/video production and web design skills.

Environmental science student interested in a co-op to expand knowledge of the field and utilize ecosystem rehabilitation skills.

### Personal Summary or Summary of Qualifications

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

### Use When

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

### Items you may consider including

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

### Examples

Paragraph Format:

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

Bullet list format:

Marketing Communications Associate

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

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



## ■ Resume Bullet Formula

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

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

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

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

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

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

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

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

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

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

### Example using this formula

P (Problem/Project/Situation) (2)	A (Action) (1)	R (Results) (3)	Quantify Results (4)
Needed a brochure for event	Designed, created	To attract students to the event and increase attendance	Attendance increased by 20%
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
- Taking Initiative
- Leadership/Teamwork
- Instructing/Guiding/Mentoring
- Planning and Management
- Organizational Skills
- Analytical/Evaluative Skills
- Creativity
- Supervision
- Motivating/Persuading Others
- Teamwork/Collaboration
- Strategic Thinking
- Ethical Behavior
- Synthesize Information
- Time Management
- Coordinating Tasks

## Resume Makeover

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



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

### Current Address:

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

### First Name Last Name

### Permanent Address:

3584 Oakview Lane  
Lavale, MD 21502

OBJECTIVE	To obtain an internship that will enable me to further enhance my skills and become a stronger professional.
EDUCATION	B.S., General Engineering, Virginia Polytechnic Institute and State University, Blacksburg, VA- expected graduation May 20XX
WORK EXPERIENCE	<b>Certified Ski Instructor</b> , Wisp Resort, Deep Creek, MD Nov. 20XX – Apr. 20XX <b>Certified Ski Instructor</b> , Wisp Resort, Deep Creek, MD Nov. 20XX – Apr. 20XX <b>Ski Instructor</b> , Wisp Resort, Deep Creek, MD Nov. 20XX – Apr. 20XX
SKILLS	Computer <ul style="list-style-type: none"> <li>• Windows 10</li> <li>• MATLAB</li> <li>• Microsoft Office 2016 (Word, PowerPoint, Excel, Access)</li> </ul>
ACTIVITIES	Soccer – 4 years <ul style="list-style-type: none"> <li>• Team Co-Captain 2 years</li> </ul> Track – 4 years <ul style="list-style-type: none"> <li>• Team Captain 3 years</li> </ul> Envirothon – 3 years Peer Tutoring – 2 years Planned and constructed rain garden at local elementary school Youth soccer referee Helped construct playground for youth in community
HONORS/ AWARDS	Eagle Scout Order of the Arrow – Boy Scouts National Honor Society National Merit Commended Student Maryland Distinguished Scholar – Honorable Mention National Honor Society – 2 years
AVAILABILITY	Summer 20XX

# First Name Last Name

**Current Address:**

428 Lee Hall, Virginia Tech  
Blacksburg, VA 24061  
(540) 232-1234

**Permanent Address:**

3584 Oakview Lane  
Lavale, MD 21502  
myname@vt.edu

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

**EDUCATION** **B.S., General Engineering**, expected graduation May 20XX  
Intended: Biological Systems Engineering  
Virginia Tech, Blacksburg, VA

**High school diploma**, June 20XX  
Allegany High School, Cumberland, MD

**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 20X-20XX

Peer Tutoring – 20XX-20XX  
Youth soccer referee  
Helped construct playground for youth in community  
Eagle Scout  
Order of the Arrow – Boy Scouts National Honor Society  
National Merit Commended Student

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



**Content Features:**

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

## 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	The Family in the Ecosystem
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)

Sales Clerk, Homeline Department Store, Dover, DE, Summer 20XX

Laborer, Walt 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

**2** Format Details:  
• Margins:  
  .5 top & bottom  
  .8 sides  
• Font:  
  Arial 11 pt





**Features of this resume:**

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

## First Name Last Name

**Current Address:**

115 Slusher Hall, Virginia Tech  
Blacksburg, VA 24061

(540) 232-3456 [myname@vt.edu](mailto:myname@vt.edu)

**Permanent Address:**

1234 Forest Lane  
Frederick, MD 20872

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

**EDUCATION** **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

**COMPUTER SKILLS**

AutoCAD/Mechanical Desktop	C++/C#
MATLAB	Virtual Basic
MiniTab	MS Office Suite
Mathematica	MS Powerpoint

**2** Employers skim resumes fast: skills listed in columns are easier to read than strings of words with commas.

**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



**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

5634 University City Blvd., Apt. 56B  
 Blacksburg, VA 24060  
 (540) 961-6666  
 myname@vt.edu

<b>OBJECTIVE</b>	Industrial engineer; interests in manufacturing, cost analysis, and Occupational safety; seeking summer 20XX internship			
<b>EDUCATION</b>	<b>B.S., Industrial and Systems Engineering</b> , 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			
<b>SKILLS</b>	Knowledge gained through ISE project work includes:			
	Cost Analysis Materials Handling	Human Factors Print Layout	Inventory Control Statistics	
	Computer Skills:			
	AutoCAD Ampl Arena/ProModel Simulation BlocPlan	CrystalBall FORTRAN MS Excel MS Word MS Project	Opt Quest SAS ServiceModel Storm Visual Studio	
<b>COURSE PROJECT</b>	<b>Project Manager for Senior Design Team</b> , Omega Window Co., Inc., Salem, VA Fall 20XX – Spring 20XX <ul style="list-style-type: none"> <li>• Analysis and evaluation of current layout of the window fabrication facility.</li> <li>• Collection and interpretation of materials handling and flow data.</li> </ul>			
<b>EXPERIENCE</b>	<p><b>Summer Engineering Intern</b>, Perkins Company, Inc., Cleveland, OH, Summer 20XX</p> <ul style="list-style-type: none"> <li>• Application of CAD skills to both office layout and curtain wall analysis.</li> <li>• Compiled ANSI structural leading programs using computer knowledge.</li> <li>• Assisted applications engineers in preparing stamped structural calculations.</li> </ul> <p><b>Maintenance Administration</b>, Cuyahoga Foods, Inc., Bridgewater, VA, Summer 20XX</p> <ul style="list-style-type: none"> <li>• Maintained and updated computer cataloguing of machine parts room.</li> <li>• Ordered, received, and distributed valuable machine parts and supplies.</li> <li>• Prepared purchase orders for cost accounting.</li> </ul> <p><b>Engineering Technician</b>, Naval Air Systems Command, Arlington, VA, Summer 20XX</p> <ul style="list-style-type: none"> <li>• Developed Close Air Support Effectiveness math model using FORTRAN.</li> </ul>			
<b>AWARDS &amp; ACTIVITIES</b>	Perdue Farms Inc., National Scholarship, Spring 20XX Society of Manufacturing Engineers, Fall 20XX Marching Virginians & Metro Pep Band Fall 20XX – Current			

Resumes, Cover Letters, etc.



**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**

**(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

**Communication Studies, Theatre**, Fall 20XX, Spring 20XX

New River Community College, Dublin, VA

**SKILLS**

**Marketing/Sales/Promotion**

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

**Management/Training/Organizational Ability**

- Managed daily activities of own painting business including renting/purchasing Equipment and supplies, hiring assistants, budgeting, payroll.
- Arranged client contracts for painting business.
- Assisted in organizing talent show and benefit auction for Semester at Sea.
- Coordinated sales presentation strategy for fraternity car show and trained others in sales techniques.
- Trained new restaurant employees.
- 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**

**Self-Employed**, (Partnership) Sunrise Painters, Reston, VA Summer 20XX

**EXPERIENCE**

**Wait Staff**, Leonard's of Washington, Washington, DC Summers 20XX, 20XX, 20XX

**LEADERSHIP/**

**Pi Sigma Epsilon**, National professional fraternity in marketing, sales management and selling

**ACTIVITIES**

**Summer Orientation Leader**, 20XX

**Theater Arts**, Virginia Tech

- Several roles in: "The Bride," "The Monster and Steven," "If Men Played Cards as Women."

Resumes, Cover Letters, etc.





**Features of this resume:**

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

## First Name Last Name

myname@vt.edu  
(540) 555-0000

Current address:  
279 Progress Street  
Blacksburg, VA 24060

Permanent address:  
428 Login Circle  
Annapolis, MD 20000

<b>Objective</b>	Position utilizing writing and computer skills: special interests in technical writing and developing training materials for computer use	
<b>Education</b>	<b>B.A. English</b> , May 20XX <b>B.A.F.L. Spanish</b> , May 20XX <b>15 hours in Computer Science</b> Virginia Tech, Blacksburg, VA Major GPA: 3.6/4.0    Overall GPA: 2.8/4.0	
<b>Related Courses</b>	<b>Computer Science:</b> Computers for Business Operating System Tools Introduction to Programming in C Object-Oriented Software Design Human Computer Interaction	<b>English / Communication:</b> Business Writing Technical Writing Journalistic Writing Reporting Literary Criticism
<b>Computer Skills</b>	Languages: C++, JAVA, HTML/CSS Software: Windows 10, MS Office Suite Publisher, InDesign	
<b>Language Skills</b>	Fluent in Spanish Traveled in Europe: used conversational French	
<b>Technical Experience</b>	<b>Student 4-Help Computer Assistant</b> , Virginia Tech, Blacksburg, VA September 20XX-present (10 hours/week) <ul style="list-style-type: none"> <li>• Assist students with computer problems: by phone and in residence halls</li> <li>• Trouble shoot hardware and software problems</li> <li>• Make recommendations for hardware upgrades</li> <li>• Minor installation and repair</li> </ul>	
<b>Writing Experience</b>	<b>Writer/Editor, Collegiate Times</b> Virginia Tech, Student Newspaper, 2011-present <ul style="list-style-type: none"> <li>• Editor of Events Page, 20XX-present</li> <li>• Write articles on campus topics weekly</li> <li>• Write book reviews</li> <li>• Schedule interviews with visiting personalities, campus leaders and members of the university administration; arrange photo shoots</li> </ul>	
<b>Activities &amp; Honors</b>	New River Valley Cycling Club, 20XX-present Habitat for Humanity Volunteer, 20XX-present Special Olympics Volunteer, 20XX, 20XX, 20XX Dean's List, last 4 completed semesters: Fall 20XX – Spring 20XX	

Resumes, Cover Letters, etc.



**Features of this resume:**

- Lab Skills - relevant to objective.
- Upper level courses (DON'T list basic courses obviously taken because of your major).
- Use table (shown here) only for formatting. On your resume, set Format > Borders and Shading > Borders: None
- Font: Arial 10 pt., Margins: .7

# 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
- Techniques for Bacterial Identification
- Tests for Antibiotic Resistant Bacteria
- Dilutions
- Aseptic Technique
- Methods for Nematode Staining
- Maintenance of Laboratory Notebooks

## Computer Skills

- Windows 10
- Mathematica
- 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 contx.
- 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

- Researched the development and fecundity of *Steinernema carpocapsae* nematodes when exposed to the bacterium *Xenorhabdus nematophilus* using in vitro techniques.
- Assisted in an experiment to determine the response of plant pathogenic nematodes to *X nematophilus*.
- Applied predatory nematodes for the control of the Tomato Root Knot nematode.
- Aided in a pesticide trial for the control of Japanese beetle grubs.

**Undergraduate Research**  
**Entomology Department, Virginia Tech** January 20XX-May 20XX

- Worked to develop a viopesticide for the control of a plant pathogenic nematode using the bacteria *Xenorhabdus bovienii*.
- Responsible for general set-up and management of experiments as well as collection and analysis of data.

## 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

Resumes, Cover Letters, etc.



**Feature of this resume:**

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

**First Name Last Name**

115 New Loft Drive  
Blacksburg, VA 24060  
540-555-4321  
myname@vt.edu

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**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

Thesis: "Framework for Economic Impact Assessment of H'M-CRSP: A GIS application"

**B.A. Economics**, Minor: Chemistry, July 20XX GPA: 3.0/4.0

Specialization: Macroeconomics & Finance

Virginia Tech, Blacksburg, VA

**COMPUTER SKILLS**

**Platforms:** Windows 7, Vista, XP/server 2009, 2004

**Software:** GIS(ArcView, ARC/INFO, BusinessMAP Pro, ATLAS GIS, ACT 1.25),

Microsoft Office Suite, MINIT AB, Mathematics, STATA, SAS, SAS JMP, DREAM, Adobe InDesign, Photoshop, and Acrobat.

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

**RELEVANT EXPERIENCE**

**Freelance Web Consultant**, Blacksburg, VA, May 20XX-present

**AGECON.COM | AFRICOMP.COM | IFRAF.NET | GUAYLA.COM**

- Generate Business leads and design complete web solutions for clients.
- Formulate e-strategic guidance and conceptual consulting.
- Provide interface design, conduct research, development, and synthesis.
- Perform the evaluation, planning, development, deployment and ongoing use of web-based mechanisms and information.
- Build and maintain economic and special database.

**Research Assistant**, Blacksburg, VA, January 20XX-July 20XX

**Office of Institutional Research and Development**, Virginia Polytechnic Institute & State University

- Designed a framework for assessing economic impact of USAID-funded Integrated Post Management (IPM) program
- Performed economic (Benefit-Cost Analysis) and statistical analysis of IPMM 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

## First Name Last Name

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College Address: 209 SPH-A, Blacksburg Virginia 24060  
Home Address: 865 Main Street, Saltville, Virginia 24370

(540) 555-0000  
myname@vt.edu

### Objective

To obtain a public relations internship during summer 20XX with an agricultural organization.

### Education

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

### Work Experience

**Office Assistant**, College of Agriculture and Life Sciences Academic Programs, January 20XX-Present  
Blacksburg, VA

- File paperwork, assist Dean on student projects, provide telephone assistance, and answer questions of prospective and current students

**Orientation Leader**, Virginia Tech, July 20XX  
Blacksburg, VA

- Chosen out of 400 students to be one of 30 leaders, served as a liaison between the incoming freshmen and the University, and made presentations to students and parents.

**Poultry Lab and Research Assistant**, Animal and Poultry Sciences August 20XX-August 20XX,  
Blacksburg, VA

- Assist with lab procedures; help with collection days at barns, provide telephone assistance, handle paperwork and assist with inventory.

### Leadership Experience

#### **Alpha Chi Omega, 20XX-present**

- Vice President – Chapter 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
- Volunteer in the Developmental Department
- Liaison between alumni and prospective students to the college

#### **Dairy Club, 20XX-present**

- 20XX Chairman, Women's Basketball Milkshake Sales
- Recruit prospective students to the Dairy Science Program
- Volunteer, Dairy 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 1<sup>st</sup> Runner-up
- Residential Leadership Community-Pamplin Leadership Award, 20XX



## Transfer Student Sample



**Feature of this resume:** Unsure if you should mention other schools under your Education information? If you went to a different school for a year or more, it is recommended that you list the school as part of your education. List the college/university, city and state where the school is located and the dates you attended.

### First Name Last Name

(540) 953-5553

MYNAME@VT.EDU

#### College Address:

451-L E. Roanoke Street  
Blacksburg, VA 24060

#### Permanent Address:

1302 Marquis Court  
Fallston, MD 21407

**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

## ■ Student Athlete Sample

### First Name Last Name

**College Address:**  
234 Blue Street  
Blacksburg, VA 24060

myname@vt.edu  
(123) 456-7899

**Permanent Address:**  
12 Pelican Drive  
Anytown, PA 18990

#### EDUCATION

##### Virginia Polytechnic Institute and State University (Virginia Tech)

B.S. in Business: Finance Major  
GPA: 3.43/4.00

Dean's List: Fall 20XX, Spring 20XX and Fall 20XX

Student-Athlete Honor Roll: Fall 20XX, Spring 20XX, Fall 20XX, Spring 20XX

Blacksburg, VA  
Expected Graduation: May 20XX

##### Student-Managed Endowment for Educational Development (SEED)

*Analyst in Training*

- Assist in managing over \$5 million in a student run portfolio with goal of outperforming the S&P 500 Index
- Perform industry and company research related to existing positions and new opportunities
- Make buy and sell recommendations based upon research and valuation analysis

Blacksburg, VA  
January 20XX-Present

#### WORK EXPERIENCE

##### Morgan Stanley, Wadsworth Wealth Management Group

*Financial Analyst Intern*

- Created financial plans to meet the financial goals and risk tolerance of current and prospective clients
- Evaluated more than \$9.6 million of retirement plans to find the best option for clients
- Strengthened client relationships by reaching out to clients and enrolling them in new promotions and benefits
- Contributed to Morgan Stanley Global Volunteer Month by serving meals to the homeless and needy

Roanoke, VA  
June 20XX-August 20XX

##### Virginia Tech Varsity Football Team

*Student-Athlete*

- Balance the academic responsibilities of a student with a rigorous year-round division one athletic schedule
- Participate in strength development/conditioning, practice, games, frequent travel, game-plan and film study meetings
- Develop strong leadership and teamwork skills
- Strengthen time management skills and ability to succeed in high pressure environments

Blacksburg, VA  
July 20XX-Present

#### LEADERSHIP EXPERIENCE

##### Virginia Tech Football Leadership Committee

- Set an example for teammates through both individual and team accountability
- Act as the voice of the players and liaison between the players and coaching staff
- Responsible for making team decisions through voting

February 20XX-Present

#### HONORS AND AWARDS

##### All-Atlantic Coast Conference Academic Football Team 20XX, 20XX

- Awarded to student-athletes performing at a high level both in the classroom and on the field

##### Atlantic Coast Conference Academic Honor Roll 20XX, 20XX, 20XX

- Awarded to student-athletes in the ACC with superior academic achievement

##### Camping World Independence Bowl Scholar Athlete Award 20XX

- Awarded to the top academic performer on the team

##### Virginia Tech Football Champions Club 20XX

- Awarded to players that are dependable, committed to excellence and contribute to the program as voted on by position coach, strength coach and academic advisor

##### Paul Torgersen Award 20XX

- Awarded to the top newcomer in Virginia Tech spring practice

## ■ 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



#### Feature of this resume:

- International Experience and Coursework sections
- E-Portfolio section to showcase course and work projects
- Campus Involvement section with leadership position bullet details

**International Dairy Judging Competition**, Edinburgh, Scotland, June 20XX  
Participant June 20XX

- Gained comprehensive knowledge of worldwide dairy trade by representing the United States at the Royal Highland Dairy Show

**Study Abroad Experience**, Costa Rica and Nicaragua, January 20XX  
Study Abroad Participant

- Developed understanding of tropical horticulture by effectively communicating with professors, fellow study abroad students, and local citizens

**Study Abroad**, Monteverde, Costa Rica, August 20XX- December 20XX  
Study Abroad Participant

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

### LANGUAGE SKILLS

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

### CAMPUS INVOLVEMENT

Horticulture Club at Virginia Tech, 20XX-Present

- Event Coordinator
- Create and manage events to foster, promote, and encourage closer professional and social relationships between the faculty, students, and horticulture community

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

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

Habitat for Humanity Volunteer, 20XX- Present

Help Save the Next Girl at VT (HSTNGatVT), 20XX- Present

Alpha Zeta, Virginia Tech, 20XX-20XX

- Professional, service, and honorary fraternity for men and women in the College of Agriculture and Life Sciences and the College of Natural Resources at Virginia Tech

## ■ Design Resume

# First Name Last Name

555.231.5555 | pid@vt.edu | issuu.com/hokiesvt

## Interior Designer

### 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

#### **Design**

- Photoshop
- Illustrator
- InDesign
- AutoCAD
- 3Ds Max
- SketchUP
- Revit
- ArchiCAD

#### **Office**

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

#### **Language**

- English (Native)
- Italian (Proficient)

### AWARDS & SCHOLARSHIPS

- 20XX Dean's List
- 20XX 2nd Place – InterDesign Region IV Contest
- 20XX Outstanding Interior Design Student
- 20XX Pamplin Scholarship

### RELATED EXPERIENCE

#### **INTERIOR DESIGN INTERN**

*Wayfair LLC | Boston, MA*  
*May 20XX – August 20XX*

- Utilized AutoCAD for space planning, furniture layouts, and generating parts lists
- Established project budget and timeline
- Finalized all furniture layouts, finishes, and specifications
- Generated drawings, including 2D, 3D, and installation plans
- Prepared customer presentations, including look books, PowerPoints, and design binders
- Participated in Final installation walkthrough

#### **INTERIOR DESIGN APPRENTICE**

*HokieDesign LLC | Blacksburg, VA*  
*January 20XX – December 20XX*

- Shadowed three local interior designers in business operations, project management, and design
- Completed master bedroom design concept and color scheme under supervision of the head designer
- Assisted with sampling and purchasing of fabrics and other materials

### INVOLVEMENT

**Vice-President**, Interior Designers for Education and Sustainability (IDEAS)  
August 20XX – Present

**Ambassador**, College of Architecture and Urban Studies (CAUS)  
August 20XX – Present

Resumes, Cover Letters, etc.



## ■ Tips for design resumes and portfolios



Design resumes are appropriate where the resume showcases a skill that is relevant to a position for such majors as Art, Interior Design, landscape Architect, Packing Design, among others.

- 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.

## Teaching Resume



### Features of this resume:

- Two pages are acceptable for teaching candidates and for professional positions in higher education.
- Place your second page heading in the Header section (View > Header and Footer).
- DON'T simply insert it in your text. For someone else viewing your resume on-screen, the page break may not fall in the place you intend.
- Make sure all your website contents are strictly professional when providing a URL for online information (portfolio, etc.).
- Margins are .5 inch on all sides, font Arial 10 pt.

**First Name Last Name** \_\_\_\_\_

5605 Harding Road  
Blacksburg, VA 24060  
(540) 555-7816  
myname@vt.edu

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

**EDUCATION** **M.A. Ed, Curriculum 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

**PORTFOLIO** teachingport.bgonzales.com

**TEACHING EXPERIENCE** **Student Teacher**, January – May 20XX  
**James Madison Middle School**, Roanoke City Schools, Roanoke, Virginia

- Taught 8<sup>th</sup> grade Language Arts during which students were presented with poetry, drama, and young adult novel units.
- Co-taught and extensively observed 8<sup>th</sup> grade American Studies classes.
- Modified assignments for students at different ability levels.
- Worked with a diverse student population.
- Conducted teacher research on improving grammar and mechanical skills through the process model of writing.

**Internship**, September – November 20XX  
**Glenvar High School**, Roanoke County Schools, Roanoke, Virginia

- Observed a variety of teaching styles at the middle and high school levels.
- Organized and executed lesson plans for a 9<sup>th</sup> grade English novel unit.
- Aided in advising the yearbook staff on interviewing, design and editing.
- Fulfilled such tasks as grading, research, and reading inventories.

**Volunteer**, January – April 20XX  
**Fallon Park Elementary School**, Roanoke City Schools, Roanoke, Virginia

- Explored issues of literacy development with academically-challenged 4<sup>th</sup> graders
- Developed creative reading and writing strategies to increase students' academic confidence and interest.
- Designed a creative writing station and assisted students as they created story ideas

**OTHER RELEVANT EXPERIENCE** **Volunteer**, June 20XX – Present  
**Big Brothers/Big Sisters of New Roanoke Valley**, Roanoke, Virginia

- Develop weekly educational, social, and cultural activities for 4<sup>th</sup> grade Little Sister.
- Act as a role model and mentor.

**Assistant Editor**, September 20XX – April 20XX  
**The Bluestone Yearbook**, JMU, Harrisonburg, Virginia

Resumes, Cover Letters, etc.

## ■ Teaching Resume

### First Name Last Name, Page 2

#### ADDITIONAL EXPERIENCE

**Writing Intern**, May 20XX – May 20XX  
**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**, August 20XX – May 20XX  
**Bank America**, Harrisonburg, Virginia

- Transacted consumer and commercial account business.

**Fraud Prevention Specialist**, August 20XX – May 20XX  
**Bank of America**, Charlotte, North Carolina

- 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

**1<sup>st</sup> 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

Golden Key Honor Society



**2** 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

Resumes, Cover Letters, etc.



## ■ Federal Resume

### First Name Last Name

1700 Foxrun Road, Blacksburg, VA 24060

Day Phone: 555-948-1404, Email: asward1@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

90 Credit Hours Completed/120 Total Semester Hours

**GPA:** 3.5 of a maximum 4.0

### Relevant Coursework, Licenses and Certifications:

Intelligence Analysis Workshop

Foreign Policy and Diplomacy

Security Studies

Intelligence and National Security

National Security Policies

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 Williams (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 24037 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



**1** Federal resumes are longer than private sector resumes (commonly 3-5 pages depending on education level). Begin with your private sector resume and build on it.



**2** Include your number of credit hours and use related courses/class projects to demonstrate related experience. You can also provide a short description of key skills learned in a particular class if relevant to the specific application.



**3** Read the job description, also called a vacancy announcement, to find KEYWORDS under duties, responsibilities, and qualifications. Group your skills into these KEYWORDS to demonstrate proficiency.



**4** Include month and year of your start and end dates, full street address, salary, hours per week, supervisor name and number, and permission to contact for each experience.



**5** Since Federal Resumes are expected to be longer, be sure to expand on your experiences and include all relevant info!

**Virginia Tech Hume Center for National Security and Technology (09/20XX – 08/20XX)**

1991 Kraft Drive, Suite 2019, Blacksburg, VA 24060 United States

**Research Assistant**

**Salary:** \$8.25 USD Per Hour, **Hours per week:** 10

**Supervisor:** Mitch Keys (540-555-1212); **Okay to contact this Supervisor:** Yes

**Duties, Accomplishments and Related Skills:**

RESEARCH/TECHNICAL: Collaborated with an interdisciplinary team of engineers, programmers, and analysts to examine ways to protect state election equipment from electronic hacking. Researched various methods and machines available.

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

KEY ACCOMPLISHMENTS: Determined that non-electronic systems are preferable for future elections. Collaborated with a team of 5 who wrote a proposal for a \$50,000 grant to conduct future research on accuracy of non-electronic voting systems.

**Loft (08/20XX – Present)**

1520 South Main Street, Blacksburg, VA 24060 United States **Sales Associate**

**Salary:** \$9.00 USD Per Hour, **Hours per week:** 15

**Supervisor:** Julie Sisson (540-230-5555); **Okay to contact this Supervisor:** Yes

**Duties, Accomplishments and Related Skills:**

CUSTOMER SERVICE: Provide fast-paced quality customer service in a high-volume retail store. Sell an average of \$1,000 of merchandise per shift.

**SKILLS:**

**Language:** Proficient in spoken and written Spanish, Fluent in reading Spanish

**Computer:** Languages – C++, JAVA, HTML/CSS

Software – Windows 10, MS Office Suite, InDesign

**ACTIVITIES & LEADERSHIP ROLES:**

Hokie Ambassador Student Tour Guide (September 20XX-present)

- Executive Board, Membership Chair (January 20XX-present)
  - Coordinate and manage recruitment process in collaboration with 4 board members.
  - Give tours of campus to prospective students and families, in groups of up to 50.

Virginia Tech Big Event (April 20XX, 20XX, 20XX)

- Participate in volunteer service event each April, completing projects for local community members.

Big Brothers Big Sisters (April 20XX-present)

- Complete projects for local community member through annual service event each April.

**REFERENCES:**

Name	Employer	Title	Phone	Email
Dr. Jane Hokie	Virginia Tech	Professor of Public Policy	540-243-XXXX	JHokie@vt.edu
Santiago Martinez	Virginia Tech	Trainee Coordinator, Student Police Academy	540-243-XXXX	SMartinez@vt.edu



**6** Federal resumes include references, listed at the end of the document. Include name, title, company/agency, and contact information (address, phone number, and email) for 3-4 references.

Resumes, Cover Letters, etc.

## ■ PhD Resume

First Name Last Name

526-618-2817 / myname@vt.edu  
www.sites.google.com

### 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

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**EDUCATION**      **Ph.D., Electrical Engineering**, GPA: 4.0/4.0      Aug. 20xx (expected)  
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      Aug. 20xx  
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      Apr. 20xx  
Tribhuvan University, Pulchowk Campus. Lalitpur, Nepal  
Advisor: Dr. Nanda Vikram Adhikari  
**Project:** *Weather Station – A remote data acquisition and logging system*

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**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)

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**INDUSTRY EXPERIENCE**      **Google**, Reston, VA, USA      Summer 20xx  
*Digital Signal Processing (DSP) Engineer*

- 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      Summer 20xx  
*Intern*

- 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).

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**RESEARCH EXPERIENCE**      **Wireless@Virginia Tech.** Blacksburg, VA, USA      Aug. 20xx – Present  
*Graduate Research Assistant*

- Design 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\_ODFM in Matlab and use 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.

Resumes, Cover Letters, etc.

RESEARCH EXPERIENCE (Cont.)	<p><b>Prairie Research Institute, University of Illinois.</b> Urbana Champaign, IL, USA  <i>Research Intern</i> Summer 20xx</p> <ul style="list-style-type: none"> <li>Implemented socket programming (using Java) to design a server for an online simulation tool.</li> <li>Interfaced Hysplit (a simulation software), Matlab functions, Java applet, Google Maps API, and html/php scripts for performing simulation and plotting results.</li> </ul>
	<p><b>Signal Processing Laboratory, TSU.</b> Nashville, TN, USA  <i>Research Assistant</i> Jan. 20xx – Aug. 20xx</p> <ul style="list-style-type: none"> <li>Proposed a robust transmit beamforming scheme, based on worst-case stochastic optimization, to combat steering vector uncertainty in MIMO systems.</li> <li>Performed Matlab simulations to demonstrate the effectiveness of proposed robust beamformer in achieving significant BER improvements.</li> </ul>
RESEARCH INTERESTS	Cognitive Radio Networks, Coexistence, Dynamic Spectrum Access, Wireless Network Security, OFDM, MU-MIMO, Beamforming, LTE-U, NB-IoT, 802.11, Machine Learning, Embedded Systems
HONORS AND AWARDS	<p><b>Winner, Best Paper Award:</b> IEEE DySPAN, 20xx</p> <p><b>NSF Student Travel Grants:</b> IEEE DySPAN 20xx, IEEE DySPAN 20xx, IEEE DySPAN 20xx</p> <p><b>School of Engineering Fellowship:</b> Virginia Tech 20xx/xx</p> <p><b>Golden Jubilee Scholarship:</b> Among 25 awarded by Indian Embassy in Nepal, 20xx-20xx</p>
PATENT	First name last name and others, "Method and Apparatus for Defining Dynamic Separation Regions to Protect Primary Users from Interface in Dynamic Spectrum Sharing", <i>U.S. Provisional Patent</i> , Oct. 20xx.
SELECTED PUBLICATIONS	<p>First name last name and others, "Co-existence of NB-IoT and Radar in Shared Spectrum: An Experimental Study". (submitted to <i>IEEE Globecom 20xx</i>)</p> <p>First name last name and others, "Location Interface Attacks in Database-Driven Spectrum Sharing". (under review in <i>IEEE Transactions on Cognitive Communications and Networking</i>), May 20xx</p> <p>First name last name and others, "An Overview of Dynamic Spectrum Sharing: Ongoing Initiatives, Challenges, and a Roadmap for Future Research," in <i>IEEE Transactions on Cognitive Communications and Networking</i>, vol. 2, no. 2, pp. 110-128, June 20xx</p> <p>First name last name and others, "A Computationally Efficient Node-Selection Scheme for Cooperative Beamforming in Cognitive Radio Enabled 5G Systems," in <i>2016 IEEE Conference on Computer Communications Workshops (INFOCOM WKSHPs)</i>, San Francisco, CA, 20xx</p> <p>First name last name and others, "Defining Incumbent Protection Zones on the Fly: Dynamic Boundaries for Spectrum Sharing," in <i>Proc. of IEEE DySPAN</i>, Sweden, 20xx</p>
SELECTED PROJECTS	<p><b>MIMO-OFDM Simulator:</b> 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.</p> <p><b>Wireless Channel Modeling:</b> Used USRP and GNU radio to perform signal measurements and to model indoor and outdoor wireless channels for the 2.4 GHz band.</p> <p><b>Markov Modeling of Dynamic Spectrum Access:</b> 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.</p> <p><b>Iris Recognition System:</b> Implemented image processing and machine learning techniques for iris-based biometric identification. Achieved a recognition accuracy of 95%. (<b>Runner up, Best Project Award</b>, Machine Learning project competition, Virginia Tech, Dec. 2013)</p>

Resumes, Cover Letters, etc.



## ■ Curriculum Vitae



### What Makes This a CV?

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

### First Name Last Name

#### 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 aerobic 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-glycerol 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, Poolesville, MD  
May 20XX – August 20XX

- Synthesized and purified hundreds of oligonucleotides
- Sequenced DNA
- Constructed a cosmid library from human blood DNA

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

August 20XX – May 20XX

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

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

June 20XX – August 20XX

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

### **Teaching**

Laboratory Instructor, Department of Biology, Virginia Tech, Blacksburg, VA

August 20XX – present

- Taught two laboratory sections for undergraduate introductory Microbiology course

Teaching Assistant, Department of Biochemistry and Nutrition, Virginia Tech, Blacksburg, VA

August 20XX – May 20XX, August 20XX – May 20XX

- Advised undergraduate biochemistry students during office hours
- Graded quizzes and assignments

### **PUBLICATIONS**

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

Doctor J.B. and T.W. Advisor. 20XX. Structure of the promoter and operator of the *glpD* gene coding aerobic *sn*-glycerol 3-phosphate regulon of *Escherichia coli* K-12. J. Biol. Chem. Xxx: xxxx-xxxx

### **ABSTRACTS**

Doctor, J.B. and T.W. Advisor. 20XX. Nucleotide sequence of the *glpR* gene encoding the repressor of *Escherichia coli* K-12. Am. Society for Microbiol., Anaheim, CA.

Advisor, T.W., J.B. Doctor, A. Colleague, and S. Colleague, A.M. Graduate 20XX. Tandem operators Control *sn*-glycerol 3-phosphate *glp* gene expression in *Escherichia coli* Gordon Res. Conf., Meriden, NH.

Doctor, J.B. and T.W. Advisor. 20XX. Regulation of aerobic *sn*-glycerol 3-phosphate dehydrogenase *glpD* gene expression in *Escherichia coli* K-12. Am. Soc. For Microbiol., Miami Beach, FL.

# ■ Cover Letter Basics



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.

Month Day, Year

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

**Opening Paragraph:** Introduce yourself in a way that is unique to you. This should include why you are interested in this position, how you are uniquely qualified, how you learned about the organization and position, and some basic information about yourself.

**Body:** Typically, cover letters will have 2 body paragraphs. This is your opportunity to explain exactly how you match a few of the qualifications mentioned in the job posting. Use previous experiences and stories to demonstrate a good match between you and the employer or the job duties this position requires. This is an opportunity to explain relevant items from your resume or CV in more depth. Make a direct, explicit connection between your past experiences and what the employer is seeking to show them you are a great fit.

**Closing:** Connect back to the employers mission or values in some way to reiterate your interest in working with them. This last paragraph should only be a few sentences where you thank them for their time and consideration, and maybe mention next steps you will take. You can also express interest in talking about the position further in an interview.

Sincerely,

Your name typed

## ■ Cover Letter: Submitted via email



If you are told to email your cover letter and resume, you may choose to include the cover letter as the body of the email and then your resume as an attachment.

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



- 2** In email:
- There is no need to leave space for your handwritten signature; it is not applicable in email
  - Your address block follows your name at the end of the text.

## ■ Cover Letter of Application

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



# Five Key Points about References



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



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



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**

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

References

**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)



Make sure the address header matches your resume address header.

Resumes, Cover Letters, etc.

# Job & Internship Search Tools

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

Online	DESCRIPTION AND BENEFITS
	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.
	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.
	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.
IN-PERSON RESOURCES	DESCRIPTION AND BENEFITS
On-Campus Interviewing Program	Employers come to campus to interview for internships and jobs. Interviews take place in the Smith Career Center.
Career/Job Fairs	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.
NETWORKING	DESCRIPTION AND BENEFITS
 VT Alumni Group	Networking source - VT grads. What more could you ask for? Can be helpful to find contacts for a geographically targeted job search.
Talking To Personal Contacts	It's one of the top methods by which VT graduates, university-wide, found the job they accepted. It's real. It works. Many jobs are never advertised; networking is how you find them.

Find an internship or a job

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



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



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.

Find an internship or a job

# CAREER FAIR PREP

## Do Your Research

- Find out which employers will attend the career fair
- Consider which companies you are most interested in after researching the organization to learn more about their opportunities, mission, and culture
- Make a prioritized list of who you want to meet at the fair. Start the fair by meeting with the companies you are interested in, but maybe aren't your top choice. This way, you are less nervous and have a bit more practice talking to employers before you meet your top choice

## Wear Professional Attire

- Industry appropriate attire will determine your first impression at a career fair, whether it is in-person or virtual. Be sure your outfit is clean, pressed, professional, and fits properly
- Leave your backpack at home or in the bag check (if available) area as they are cumbersome and not part of a professional outfit.
- See pages 16 and 17 to learn more about the differences between business casual and business professional attire

## Prepare Your Pitch

- Highlight your current involvement, skills, previous relevant experiences, and your goals
- Tailor your elevator pitch to each employer by asking them a specific question about their organization at the end of your pitch
- See page 56 for more on crafting your elevator pitch

## Attend a Workshop

Career and Professional Development offers workshops and events leading up to career fairs to help you prepare and succeed at the fair. See Handshake for a schedule of workshops

## Prepare Questions

- Avoid asking “What does your company do?” at a career fair. It is expected you already have done research to learn something about the company
- Asking customized questions to each employer will not only help you stand out from the crowd, but will also help you gather more information about the organization culture and opportunities
- Bring your questions for each employer you plan to talk to with you to the fair in a padfolio. If attending a virtual fair, you can have these typed in a document ready to be copied and pasted into the chat.

## Perfect Your Resume

- Update your resume to reflect your current experiences and education. Consider adding an objective so employers know what type of opportunities you are seeking
- Get your resume reviewed by Career and Professional Development
- If in-person, print plenty of copies of your resume. If virtual, upload it to your Brazen profile before the fair

## Virtual Career Fair Prep

- Most of the preparation is similar to an in-person fair: do your research, prepare questions, wear professional attire, attend a career fair prep workshop offered by Career and Professional Development, and perfect your resume
- Check your lighting, background, and camera height all look professional for potential video chats
- Register in advance and complete your profile with your resume, professional photo, and LinkedIn

# Get Started Networking!

## CRAFT THE PERFECT ELEVATOR PITCH



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.

### 30-Second Introduction

**Greeting:** Hello, my name is \_\_\_\_\_.  
first and last name

**Year in School:** I am currently a \_\_\_\_\_,  
freshman / sophomore / junior / senior / graduate student

**Major/Field of Study:** majoring in \_\_\_\_\_.  
current major or job-related interest

**Type of Experience:** I am looking for \_\_\_\_\_,  
internship, co-op, full/part-time position

**When You're Available:** for \_\_\_\_\_ of \_\_\_\_\_.  
summer / fall / spring year

**Strengths/Abilities:** My strengths are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.  
strength 1 strength 2 strength 3

**Accomplishments:** I have \_\_\_\_\_ and \_\_\_\_\_.  
or accomplishment 1 accomplishment 2

**Relevant Activities:** I am involved in \_\_\_\_\_ and \_\_\_\_\_.  
or activity 1 activity 2

**End with a Question:** Would you tell me more about \_\_\_\_\_?  
opportunities, company, etc.

Networking is key to locating those unpublished jobs and internships that are in the "hidden" job market, which some estimate constitutes 80% of jobs.

### 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!



## 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 request one?

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

### How do I prepare?

#### Before:

- Learn as much as you can about the organization.
- Dress professionally if the interview is held in person.
- Bring a copy of your resume that you can provide if requested.
- Practice how you will introduce yourself to the individual.

#### During:

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

#### After:

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

# THE INFORMATIONAL INTERVIEW



To view pre-recorded informational interviews visit:  
<https://career.vt.edu/exploring/candid-career.html>

## Benefits

- Provides online professional presence.
  - Houses electronic business card, resume, cover letter, and references all in one location.
  - Increases the number of people in your network of contacts, including alumni.
  - Gives access to job listings.
- 
- Allows you to research companies or people you are going to meet using company profiles.

## “Professional Facebook”

- Primary tool for online professional networking.
- Not a place for social networking.
- Connects you to people, jobs, and opportunities.



## Build a Stellar Profile

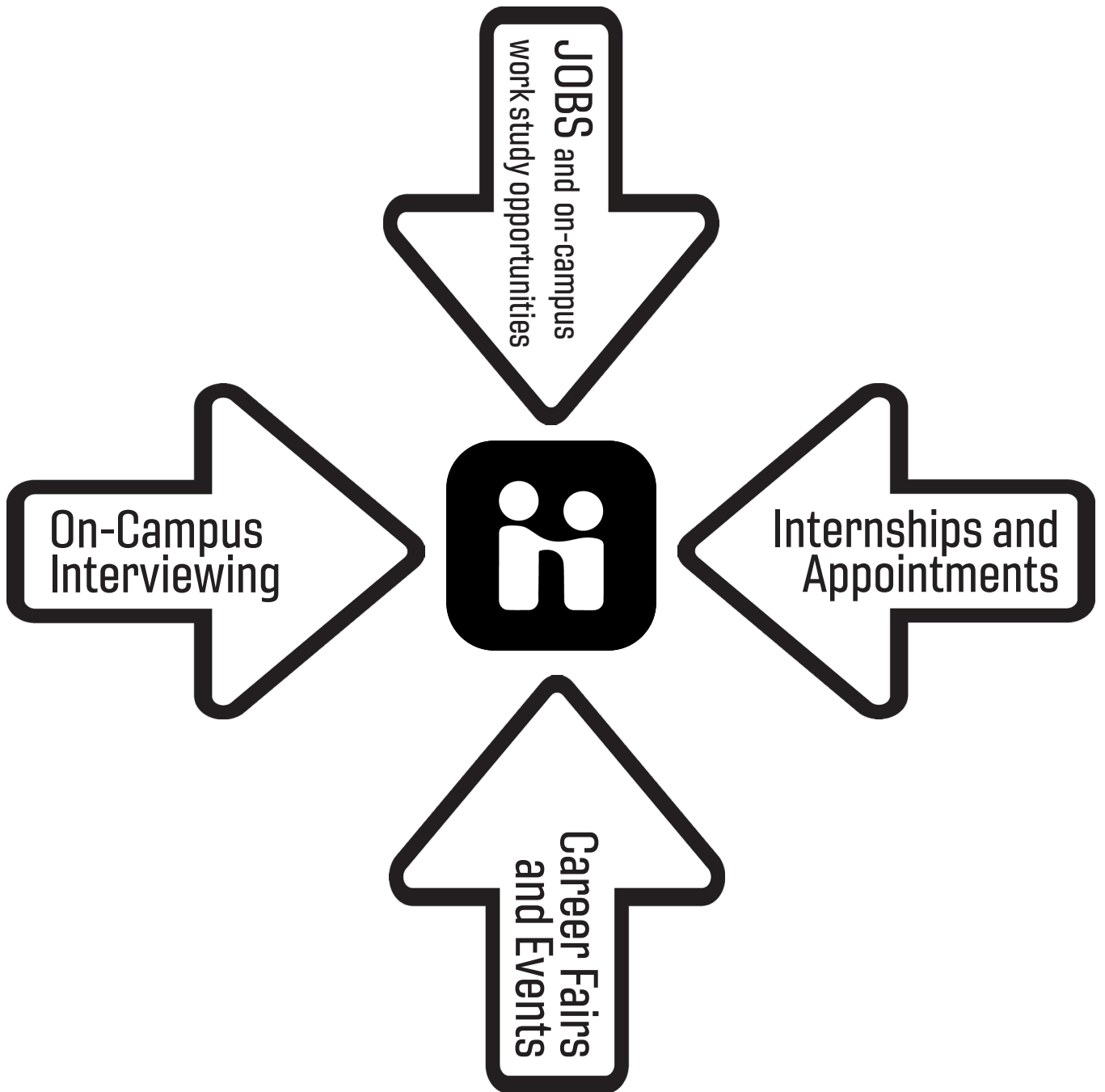
- Profile Headline: Gives a short, memorable way to understand who you are in a professional context. Use 120 characters to make an employer want to read more. Ex: Recent VT Honors grad seeking marketing position.
- Photo: Include your professional photo and be sure it's set to be publicly visible.
- Education: Provide information about all institutions attended. Include majors or minors. Highlight your activities, including study abroad programs. If you have a strong GPA, share it.
- Professional Summary: Resembles a written form of your elevator pitch. Talk about your goals, qualifications, and experience. Emphasize unique skills. Present your summary in short blocks of text or bullet points for easy reading.
- Job Groups: Link to others with similar experience, interests, affiliations, or goals. Start with a university group. Other groups to add include volunteer organizations or professional associations you belong to. As a group member, you can find exclusive job listings and join discussions.
- Recommendations: Prove your work adds value and how you do your job. You can ask for recommendations from professors, internship coordinators, employers, and professional mentors. Your profile will reach completion once you obtain recommendations. A more complete profile shows up in searches.
- LinkedIn URL: Increase the professional results that appear when people type your name into a search engine, set your LinkedIn profile to “public” and claim a unique URL for your profile. Share this URL in your resume and email signature.

Find an internship or a job



ARE  
YOU  
IN?

 **handshake**  
[vt.joinhandshake.com](https://vt.joinhandshake.com)



For all things college to career.

*We're back!*

# Career Outfitters

Smith Career Center



✓ **Professional attire**

New and gently used

✓ **Free-of-charge**

For Virginia Tech students

✓ **By appointment**

Schedule using Handshake

✓ **One on One assistance**

For fit, color, size, & style advice



Email [knic94@vt.edu](mailto:knic94@vt.edu) if you need an accommodation to attend this event.



**CAREER AND PROFESSIONAL  
DEVELOPMENT**  
VIRGINIA TECH

## Email Letter of Inquiry About Internship Possibilities

Dear Ms. Range,

I am completing my junior year at Virginia Tech, and am seeking an internship working with high-school age youth in an outdoor setting. I am double-majoring in Sociology and 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 1 – March 8, and plan to contact you at that time to inquire about an opportunity to meet with you to discuss your program.

Thank you for your consideration.

Sincerely,

Stacy Lee Gimble

Attachment



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

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

Best Regards,  
[Your name]

### Sample Voicemail





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



# Search for Federal Opportunities

Additional federal job search resources: <http://www.gogovernment.org/>

## Searching for Federal Opportunities on USAJobs.gov

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

Keywords  
Program Analyst

Richmond, Virginia 25 miles X

X Manage all items.  
Viewing 1 - 10 of 16 jobs  
[Save this search](#). We'll email you new jobs as they become available.

**! pro tip** Use Hiring Pathways to refine your search.

**! pro tip** Save searches to have positions that meet your criteria emailed to you.

## Reading Federal Job Announcements

### Student Trainee (Auditor) Pathways Intern

DEPARTMENT OF TRANSPORTATION  
Office of Inspector General

Overview

**Open & closing dates**  
12/03/20XX to 02/01/20XX

**Pay scale & grade**  
GS 05 - 07

Learn more about GS Levels:  
[http://www.gogovernment.org/government\\_101/pay\\_and\\_the\\_general\\_schedule.php](http://www.gogovernment.org/government_101/pay_and_the_general_schedule.php)

Pathways program includes:

- Internship Program
- Recent Graduates Program
- Presidential Management Fellow Program

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

### Job family (series)

0599 Financial Management Student Trainee

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

## Filling Out Questionnaires

### How to Apply

The complete Application Package must be submitted by 11:59 PM (ET) on 09/30/202X.

To preview the Application Questionnaire visit:  
<https://apply.usastaffing.gov/ViewQuestionnaire/109074395>



When filling out the questionnaire, be honest but think broadly about experiences that might demonstrate what is being asked.

Under-representing your experience can cause you to be marked "not qualified." Over-representing your experience can disqualify you. Make sure your resume backs up all questionnaire scores.



When building your resume, include keywords from the education and requirements job announcement sections and from the questionnaire. Use the federal resume on pages 45 and 46.

Make sure to know the hiring timeline for the types of opportunities you are considering. Federal recruiting is heaviest in the late summer/early fall. Some agencies that require a high security clearance recruit over a year in advance to allow time for the security clearance process.

Find an internship or a job

# 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](https://career.vt.edu/job-search/search-tools/career-resources-for-international-students.html)



Find an internship or a job

## 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

### Watch body language

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

### Be prepared

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

## Are You 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.

# Interviews Are A 2-Way Street

INTERVIEWER

CANDIDATE

## Questions Asked by Interviewers

You will be asked many questions during a job interview. Below is a list of questions that may help you prepare and be more at ease during the interview.

### General Interview Questions:

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

### Job Interviews:

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

### Graduate School Interviews:

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

## Questions to Ask Interviewers

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

### Job Interviews:

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

### For Graduate School Interviews:

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

# Get Ready for Video or Phone Interviews

## Tips on Phone and Video Interviews

- Find a quiet place for your interview where there will be no interruptions. You can reserve a room at Smith Career Center to conduct your interview. Call 540-231-6241 to request a room.
- Sit at a table or desk to ensure that you stay organized and remain attentive during the interview.
- Prepare in advance for certain questions. Page 54 in the Career Planning Guide provides a list of questions that may help you prepare and be more at ease during the interview.
- Have questions prepared to ask the interviewer. Page 54 in the Career Planning Guide provides a list of questions that you can ask an employer. Some questions you prepare may be answered during the interview, so have more than a couple to ask.
- Do some research about the company or organization before your interview. This will show the interviewer your dedication to the application process and for the organization.
- Slow down and breathe during your interview. Take a breath between the interviewer asking you a question and when you start to answer.
- Send a thank-you email or letter after your interview. Let the interviewers know you appreciated their time and that you enjoyed the meeting.

## Phone

- If you write out answers for prepared questions, avoid reading them verbatim. You want to have a conversation and not simply have robotic, rehearsed answers.
- Have your resume and the job posting printed out in front of you. If the interviewer asks something specifically on your resume, you can reference it easily and at ease.
- You may also want to write out key words on post-it notes to help if you are caught off guard. These key words could include some of your strengths and weaknesses.
- In addition to your tips, you may want to print out information about the job or application you are applying for, as well as the company.
- When answering questions, be sure to speak clearly into the phone.



### Two Basic Types of Video Interviews:

- Live Interviews: talk to the interviewer from your video device
- Taped Interviews: respond to prompts, written or in an application

## 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 above 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 table. Separate yourself from distractions, such as roommates, pets, and traffic.



Do you want to practice your interview skills? Visit [career.vt.edu](http://career.vt.edu) to learn the options.



# Group Interviews: Are You Ready?

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

## Multiple Interviewers:

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

## Multiple Candidates:

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

## ACE THE CASE INTERVIEW

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

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

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

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

### Be Sure To:

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



# 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 position

- Job duties
- Career Path
- Training



## About the location

- GoInGlobal for information on over 40 US cities & 30 countries
- Best places to live: [www.bestplaces.net](http://www.bestplaces.net)



## 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



## Resources to tap into

- Glassdoor.com
- LinkedIn.com
- CareerShift & GoInGlobal via [career.vt.edu](http://career.vt.edu)
- Google
- Company website & social media

# STAR Interviewing - Prepare Using the STAR Method

<b>Situation</b>	What were you doing? Who was involved? Where were you and when was it? Give the basics to start your story.
<b>Task</b>	What was your responsibility? Were you assigned to do something? Did you take on a project yourself? What were the expectations of you?
<b>Action</b>	What was your process? What steps did you take to address the task? What obstacles did you overcome? What knowledge and skills did you use?
<b>Result</b>	What was the outcome? Did you learn anything? Was there any measurable result? How will this inform your future work?

Prepare for an interview

## ■ 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.

<b>Situation</b>	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.
<b>Task</b>	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.
<b>Action</b>	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.
<b>Result</b>	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.

SKILL	YOUR STAR STORY	
<b>Critical Thinking</b>	Situation: Task:	Action: Result:
<b>Problem Solving</b>	Situation: Task:	Action: Result:
<b>Decision Making</b>	Situation: Task:	Action: Result:
<b>Technical Communication Oral and Written</b>	Situation: Task:	Action: Result:
<b>Diversity and Cultural Understanding</b>	Situation: Task:	Action: Result:

# 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 \_\_\_\_\_. 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 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

## Handwritten Thank-You Note

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.



## EMPLOYMENT BENEFITS

### Tips for Reviewing Benefits

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



### 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?

Evaluate/negotiate Benefits/Salary

## 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





# Show Me the \$\$\$! Salary Resources

## Don't Leave Money on the Table!

Whether you are negotiating salary or other benefits, make sure to show your value, do your research, and ask appropriately!

### 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?







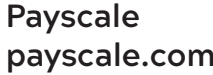

What salary will help you meet your budget and lifestyle (housing, food, utilities, loans, etc.)?

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

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.

Evaluate/negotiate Benefits/Salary

# Compare Your Offers

	Company A	Company B	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			

Evaluate/negotiate Benefits/Salary



### Planning to Negotiate? Take Note . . .

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

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

### Example of email to arrange a phone call

Hi [Name],

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

Best,

[Your Name]

# Negotiating Job Offers

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

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

If you would like additional advising, go to: [vt.joinhandshake.com](https://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.

444 University Road  
Blacksburg, VA 24060  
(540) 555-9876  
[xyzabc@vt.edu](mailto:xyzabc@vt.edu)

July 1, 20XX

Grand Hotel Inc.  
8899 Jefferson Street  
Roanoke, VA 24022

Dear "insert name of contact":

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

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

Yours truly,

*Paula Morgan*

Paula Morgan

**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?

## Request for Extension of Deadline for Accepting or Rejecting a Job Offer

March 1, 20XX

Dr. Thomas G. Jones  
Oregon Department of Fish and Wildlife  
tgjones@xxxxyyzzz.gov

Dear Dr. Jones:

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

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

Thank you very much for your consideration of my request.

Sincerely,

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

## Declining a Job Offer

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

April 20, 20XX

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

Dear Mr. Jones:

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

Best regards,

*Martin Chang*

Martin Chang

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

March 1, 20XX

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

Dear Ms. Clark:

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

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

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

Sincerely,

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

## Acceptance of a Job Offer

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

March 1, 20XX

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

Dear Mr. Summers:

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

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

Again, thank you for offering me this exciting opportunity.

Sincerely,

*Rebecca Atkinson*

Rebecca Atkinson

# Employment Scams

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

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

## Typical Characteristics of a Scam

### The Employer

- Employer email may claim they found your resume on a site such as Monster, Indeed, or other job sites. You may not remember whether you applied on those job sites.
- Employer pretends to be a legitimate employer but advertises opportunities unrelated to employer hiring needs.
- Business name is not easily identifiable. Business website not listed or if provided there is typically no substance to the information provided.
- Email address of the ‘recruiter’ is typically a Gmail, Yahoo, AOL, etc. address. Often their email domain name does not match the business for which they claim to work.
- Email may be a phishing scam. Emails will appear

to be legitimate and claims there is an urgent need to log into your account and verify personal information through a link which will transfer you to a false website. Any personal information you provide may give the scammer access to your accounts.

### The Job

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

### The Pay

- Job is advertised as high paying, no experience necessary, work your own hours, work at home, etc.
- May charge a fee to access any job opportunities. 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 (i.e. johnsmith@uscollegegea.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.



# CONNECTION

Job Fairs  
Fall 2024

## In-person:

Wednesday, October 9

10 a.m. - 4 p.m.

Commonwealth Ballroom, Squires

## Virtual:

Tuesday, October 15

10 a.m. - 4 p.m.

Handshake

Employers are  
seeking students  
in all majors

- Co-ops
- Internships
- Full-time positions

Register for these fairs at: [vt.joinhandshake.com](https://vt.joinhandshake.com)

[career.vt.edu](https://career.vt.edu)



CAREER AND PROFESSIONAL  
DEVELOPMENT  
VIRGINIA TECH



# 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 (ex. 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, too.

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

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

## Researching Schools

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

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

These include:

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

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

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

# PLANNING FOR GRADUATE SCHOOL

## SPRING OF JUNIOR YEAR.

Register for graduate admissions tests and create a study plan.

## FALL OF SENIOR YEAR.

Attend 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.

April 15th is Decision Day!

## TIMELINE FOR CONSIDERING GRADUATE PROGRAMS.

### FALL OF JUNIOR YEAR.

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.

### SUMMER OF JUNIOR YEAR.

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!

### SPRING OF SENIOR YEAR.

Wait for admissions decisions.

Choose among school offers.

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



CAREER AND PROFESSIONAL  
DEVELOPMENT  
VIRGINIA TECH.

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

## Tips on a Successful Health Professional School Application

### What qualities do health professional schools seek in applicants?

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

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

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

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

### When should I apply?

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

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

### Here are some “Bridge” year suggestions:

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

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

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

# Health Professions Advising

## What Is a Committee Letter?

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

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

As part of this process, your committee letter is written. The HPEC process is open to all students or 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 one time.

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

- Allopathic Medicine/MD
- Osteopathic Medicine/ DO
- Dentistry/DDS
- Optometry/OD
- Podiatry/DPM

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

- Nursing
- Pharmacy
- Physician Assistant
- Occupational Therapy
- Physical Therapy
- 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](http://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, and you have 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



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

### Enhance Your Exploration

- Attend HPA 101
- Shadow a Health Professional
- Conduct informational interviews
- Conduct a personality assessment
- Visit [www.explorehealthcareers.org](http://www.explorehealthcareers.org)
- Explore majors
- Subscribe to HPA social media
- Take the Clifton Strengths Assessment
- Maintain a competitive GPA
- Explore coursework options
- Develop effective study habits
- Identify a mentor

### Boost Your Experience

- 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.



# Activities to Consider

## Journaling

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

### Journaling:

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

My most impactful non-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.

I want to pursue a career in healthcare because:

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

## 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!

Ask for feedback!!

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

My most impactful patient experience was:

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

## 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

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**Bachelor of Science in Clinical Neuroscience** May 20XX

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

### CLINICAL EXPERIENCE

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**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*

- Provide 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 10-person healthcare team, by consistently delivering care with empathy and high spirits while observing interactions of other staff members
- Regularly stayed beyond scheduled shift hours to ensure smooth transition to next team member
- Consistently worked additional shifts when other team members were absent at the last moment
- Learned key phrases in Spanish to assist patients and family members for whom English was not their first language
- Developed ability to quickly engage patients and family members by being curious about their interests and short-term goals

**Shadow Internist 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
- Gained a greater understanding of the strong critical thinking and caring communication skills needed in a healthcare provider

### LEADERSHIP

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**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

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

### COMMUNITY SERVICE

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

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

### EMPLOYMENT

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

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

### RESEARCH EXPERIENCE

- Student Researcher** (total hours) September 20XX-January 20XX  
Dr. Smith's Lab, Department of Biochemistry, Blacksburg, VA *Average Hours per week*
- Conduct Polymerase Chain Reactions (PCR's) and run gels
  - Culture Cells; grow mutants and make spheroplasts
  - Applied correct lab protocol which required a great attention to detail
  - Reliable and congenial member of research team, while being curious and attentive about overall team goals

### PUBLICATIONS/PRESENTATIONS

- J. Thomas, S. Jones, T. Hokies, C. Chang, and J. Garcia, 20XX. Cartilage matrix proteins are elevated in the joints of osteoarthritic compared to normal mice. Journal of Arthritis. Submitted for publication.

### AWARDS/SCHOLARSHIPS

- Dean's List Fall 20XX-Present**  
**University Honors College Fall 20XX-Present**  
**VT Chemistry Department Fall 20XX-Present**

### OTHER

- Conversational in Spanish
- Spring semester study abroad in Switzerland for Spring 20XX

# Creating a Personal Statement

Before you begin writing, it is important to do some reflection and plan your content. Think about any experiences you have that would demonstrate why you want to enter the program or profession 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

1) \_\_\_\_\_

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2) \_\_\_\_\_

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3) \_\_\_\_\_

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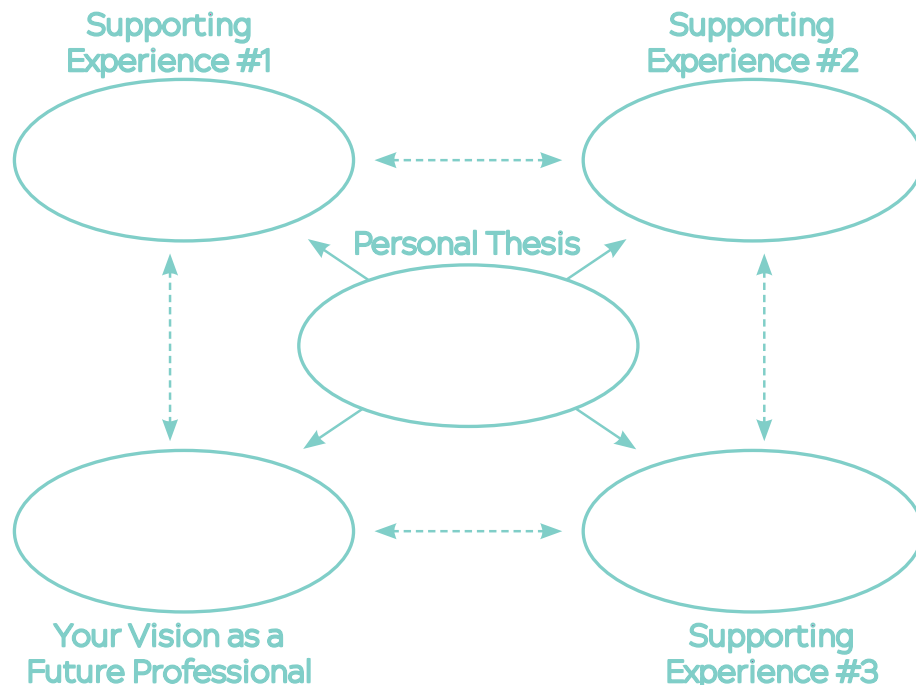
Now, take those three things and phrase them as one sentence:

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.

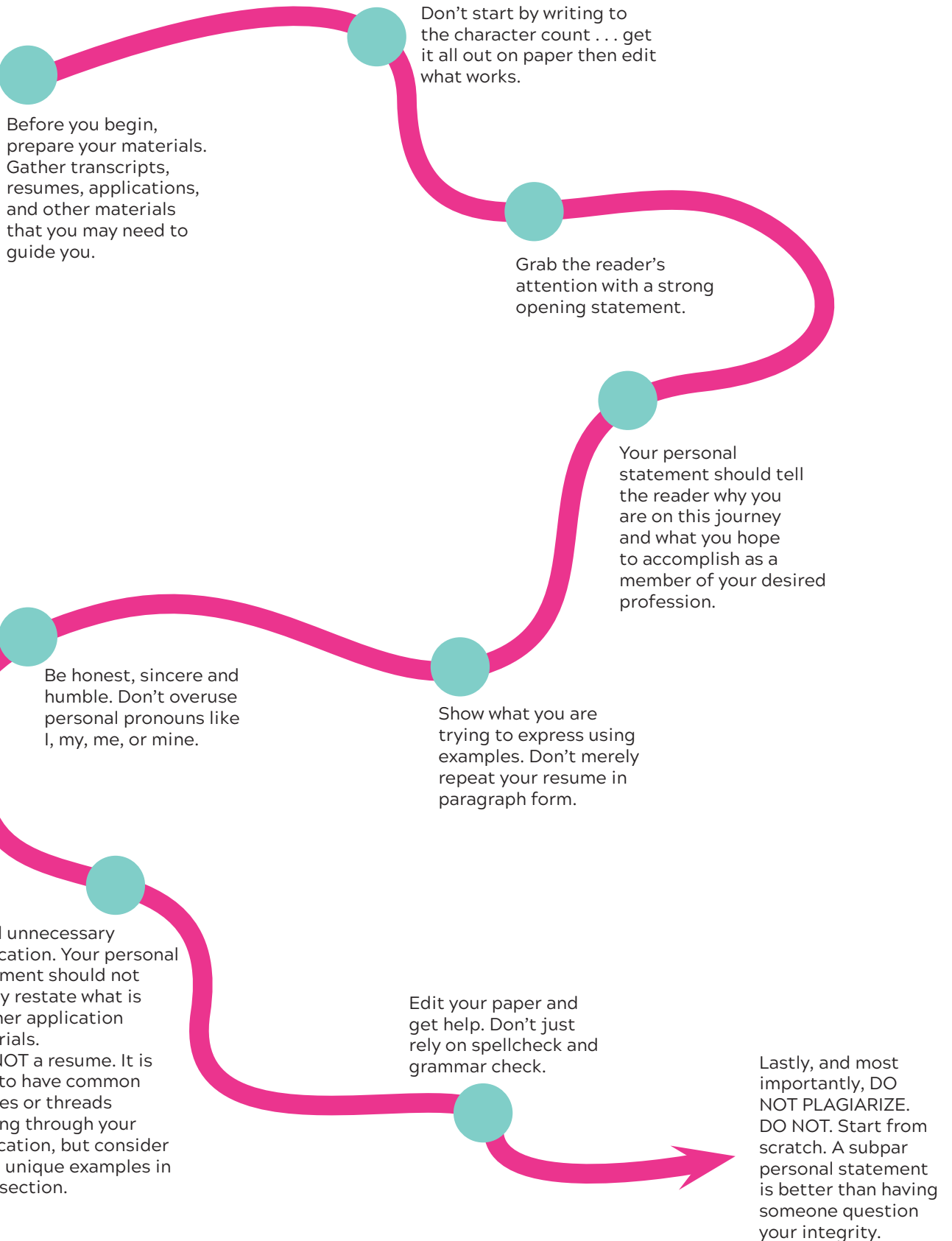
Now, in the supporting experience bubbles, take some time to brainstorm up to four experiences that support this statement. You may want to consider at least one from your past, one from who you are now, and one of your goals for the future.

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.



# 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.



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

-anonymous

## 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 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. If you are unsure of the dress code, be sure to ask before the first day.
- 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.
- Stay informed about the organization's recent initiatives and refer back to your research on the organization.

# 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?

- Resignation letters should be professional and gracious
- You should maintain a good relationship as you leave the organization
  - you might seek a reference in the future from the supervisor

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



Adulting