

Career Services Location



Augusta University Career Services is located in University Hall, second floor, Suite 210, next to the elevator.

Office hours: Monday through Friday, **8 a.m. to 5 p.m.**
Walk-in Hours: Monday through Friday, 11 a.m. to 1 p.m.
 Evening hours upon request.

Parking: Visitors Parking lot— #8. Closest parking lot — #1

Walking and driving directions: Download the **GRU App** to your mobile device. Access campus maps to find the best route from academic and campus buildings.

Call 706-737-1604 if you need further guidance.

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Career Services Career Guide

Overview of Services

CAREERLINK: Find part-time, full-time, and intern opportunities. Accessible with your Jagnet credentials via our website.

- Use the **Advanced Search** feature to find jobs by position type.
- Register for Career Services events.

Call 706-737-1604 to schedule your appointment.

Business and technology students call: 706-737-1560.

CAREER ADVISING APPOINTMENTS: Discuss your short and long term job search goals.

- Get tips on your resume, cover letter, interviewing and portfolio.
- Develop an effective career development strategy.
- Career counseling to explore majors and career paths for you!

CAREER ASSESSMENTS: Assess your interests, skills, and values to help make decisions about your major and occupation. Compass, Strong and MBTI®, Focus 2, Knowdell™ Card Sorts, DISC Index and Values are available to all students. See full descriptions at <http://www.gru.edu/careerservices/major-and-career-exploration.php> See next page for more details and to begin taking assessments.

CAREER EXPLORATION: Use a variety of on-line career assessment modules to assess personal skills and interests and to explore majors and occupations.

- **GCIS:** The Georgia Career Information System (GCIS) is a state career planning system with on-line assessments, information on occupations, job outlook, wages, financial aid and degree programs provided by the Bureau of Labor Statistics.
- **What Can I Do with a Major In:** Major-specific information on industries in which you can use your major, employers who may hire you, and strategies to promote your degree and skills well. Links are provided to major-specific professional associations, Bureau of Labor Statistics Occupational Outlook Handbook information and job boards.



CAREER FAIRS/EMPLOYER EVENTS: Career Services hosts annual Employer and Educator job fairs each February and promotes regional career fairs throughout the year. Check the Career Services website for dates and times.

CAREER LIBRARY: The Reese Library contains many career-related resources in book and electronic formats. Visit the Career Services website for a listing or ask a reference librarian for assistance.

CAREER SPOT VIDEOS: View over 600+ high quality videos on career topics like resume development, dress tips for your interview, and managing your on-line profile all on the **Video Vault** at www.gru.edu/careerservices.

CO-OP PROGRAM: This program provides qualified students with **PAID**, degree-related experiences with local employers. Academic credit is not awarded, but a pass/fail transcript notation is provided upon the successful completion of the co-op term. Meet with your career advisor to discuss your qualifications.

ELECTRONIC NEWSLETTER: Get the latest listings for on and off campus employment, employer visits, upcoming events, and job fairs. Manage your subscription through your CareerLink profile.

SOCIAL MEDIA PAGES: Link to the Career Services Facebook, Twitter and Pinterest pages at the Augusta University Career Services website.



GRADUATE AND PROFESSIONAL SCHOOL: Schedule an appointment with your career advisor to discuss your graduate school options, to develop your application timeline, to review your application, and to assist in development of cover letters, personal statements, and statements of intent.

INTERVIEW PREPARATION: Don't walk into your interview cold. Call 706-737-1604 to schedule a personalized mock interview with your career advisor.

JOB CORRESPONDENCE CRITIQUES: Email your resume or cover letter directly to your career advisor for an in-depth critique and suggestions for improvement.

WHO CAN USE OUR SERVICES?: Services are available to currently enrolled students. Graduating seniors have one year to use our services at no cost. After one year, alumni can pay a fee for six months of access to services and resources. Alumni more than one year post graduation are allowed one free consultation to consider fee paid services.

ASSESSMENTS

STEP 1 IN MAJOR CAREER DECISION MAKING

Quick link to these @

<http://www.gru.edu/careerservices/major-and-career-exploration.php>



WOOFOUND

Woofound: Interactive, five minute online career assessment for your GRU email, no appointment needed.

<https://gru.woofound.me>



DISK INDEX

DISC Index & Values Index: Need a deeper understanding of yourself to optimize your true potential?

DISC Index: is designed to help individuals understand how their behavioral strengths and tendencies can impact their goal achievement, interpersonal communication, job selection and optimization of their personal potential.

<https://profiles.innermetrix.com/vo/req.php?id=89418b89>

Values Index: The Values Index helps to identify what motivates you, what you are most drawn to and where your passions lie.

<https://profiles.innermetrix.com/vo/req.php?id=4785e5e9>



VALUES INDEX

Focus 2: Undecided about a major or career? Focus 2 combines self-assessment, career and major exploration, decision making and action planning into one comprehensive product.

<https://www.focuscareer2.com/Portal/Register.cfm?SID=1183>

Your student self-registration Access Code is: **gru**



FOCUS 2

Knowdell™ Card Sort Program: A hands-on assessment conducted via appointment with your Career Advisor using cards to quickly learn what you value and what motivates you to facilitate selecting a rewarding career path.

Strong and MBTI® Career Report: provides a complete career development picture based on a combined interpretation of interests and personality using the two leading career inventories available. Includes individualized, interactive content for all clients starting a career, considering a career change, looking for career enrichment, or seeking work-life balance. Schedule an appointment to review results with your career advisor.

Review and identify the assessments you would like to take
and call 706-737-1604 to set up your appointment.

Career Development Timeline

Freshman Year

Assess, Explore, Investigate

- Complete assessments to help determine your interests, values, skills, and personality
- Explore various majors at and maintain a strong GPA
- Meet with your career advisor to learn about different career options related to your major
- Join a student organization to explore your interests and to gain teamwork and leadership skills
- Attend Career Services programs to learn about different industries and career options
- **Job shadow or volunteer** with an organization to gain major-related experience and develop skills for your resume
- Review all social media accounts (i.e. Facebook) and delete any negative information

Sophomore Year

Focus & Refine

- Focus on a major and continue to research major-related options
- Complete your core coursework
- Research and apply for an **internship** or a **co-op** to gain experience related to your major
- Conduct **informational interviews** with employers in fields of interest
- Refine and build your resume with additional work experiences and extra-curricular activities
- Join student organizations and develop your leadership skills
- Volunteer with an organization and begin networking with people in your chosen areas
- Review all social media accounts (i.e. Facebook) and delete any negative information

Junior Year

Planning

- **Build your network** by developing and maintaining relationships with your professors
- Familiarize yourself with **potential employers**
- Attend career fairs, employer information sessions, and review job postings on CareerLink
- **Join a professional association** as a student member to build your network of references
- Complete an additional **internship or co-op**, or continue employment to further develop your skills
- Develop a plan of action by meeting with your career advisor at the Career Services
- Research graduate school requirements and prepare for standardized tests
- Review all social media accounts (i.e. Facebook) and delete any negative information

Senior Year

Action

- Create a **job search strategy** with your Career Advisor
- **Research employers** of interest to determine their hiring activity, needs, and training programs for new graduates
- Attend as many local/regional job fairs as possible
- **Fine tune your resume, cover letter and interviewing skills** through mock interviews with your Career Advisor
- Attend employer information sessions and volunteer until you get hired
- Complete application process for **Graduate School or Professional School**
- Google your name and open a **LinkedIn.com** account to network, communicate, and keep in touch with others in the industry

Career Development Worksheets

Step 1 INTERESTS

What do you do in your free time? Be specific. If you watch television, list what you watch on television. If you read, list what you read. What school subjects interest you the most?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

What are you good at AND what do you enjoy doing?

Step 2 SKILLS (Mark with a * those that you enjoy!)

What are some things that your family and friends say you do well? What comes easy to you? What are some talents that you feel you were born with?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Step 3 VALUES (Select and number top ten values with 1 being the most important)

_____ Money/Salary	_____ Honesty & Integrity	_____ Job Security/Stability
_____ Family/Friends	_____ Work Alone	_____ Excitement
_____ Autonomy	_____ Self-Expression	_____ Fun & Humor
_____ Working with People	_____ Job Satisfaction	_____ Status & Respect
_____ Creativity	_____ Competition	_____ Job Advancement
_____ Influence People	_____ Making A Difference	_____ Helping People
_____ Diversity	_____ Moral Fulfillment	_____ Knowledge
_____ Help Society	_____ Travel Opportunities	_____ Other

Career Development Worksheets

Step 4: What type of work environment do you prefer? Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Being alone | <input type="checkbox"/> Working in a calm environment |
| <input type="checkbox"/> Being with 1 - 2 people | <input type="checkbox"/> Working in a chaotic environment (lots going on) |
| <input type="checkbox"/> Being with a small number of people | <input type="checkbox"/> Having a predictable day at work |
| <input type="checkbox"/> Being with a large number of people | <input type="checkbox"/> Tasks change throughout the day |

Step 5: In what type of work environment do you see yourself working 5 years from now? Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Medical | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> Outdoors | <input type="checkbox"/> Formal Business (Corporate) |
| <input type="checkbox"/> Small Office | <input type="checkbox"/> Medical Clinic |
| <input type="checkbox"/> Casual Business | <input type="checkbox"/> Medium Office |
| <input type="checkbox"/> Military | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Large Office | <input type="checkbox"/> Government |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Other |

Step 6: Assess your situation:

1. Do you plan to stay in the Augusta area? Can you relocate? Would you want to relocate?
2. What educational resources are available to you? Scholarships? Loans? Money for graduate school?
3. How does your financial situation affect your career choice?
4. Are you limited by family or other responsibilities at this time?
5. Do you expect any of these obligations to change over time?
6. Are there some things you are unwilling to sacrifice for a career goal?
7. Do you have evidence that your career goal is realistic? (GPA, test scores, positive past experiences, and realistic salary expectations)
8. How much time are you willing to spend to obtain the education needed for your career goal?
 4-5 years for a Bachelor's Degree 2-3 for a Master's Degree 5 or more for Dr./Ph.D.

Career Development Profile

Interests: Go back to Step 1 and list your top 3 interests:

1. _____
2. _____
3. _____

Skills: Go back to Step 2 and list your top 3 enjoyable skills:

1. _____
2. _____
3. _____

Values: Go back to Step 3 and list your top 3 priorities:

1. _____
2. _____
3. _____

Environment Preferences: Go back to Steps 4 & 5 to complete the following:

You prefer working alone/with groups:

You prefer the following environments:

1. _____
2. _____
3. _____

Situational Circumstances: Go back to Step 6 and list all facts and concerns:

Access Career Development Modules

- **GCIS:** The Georgia Career Information System (GCIS) is a state career planning system with on-line assessments, information on occupations, job outlook, wages, financial aid and degree programs provided by the Bureau of Labor Statistics (BLS).



- **What Can I Do with This Major:** Information on industries hiring your major, employers who are hiring your major, and strategies to promote your degree and skills well. Links are provided to professional associations, the BLS Occupational Outlook Handbook information and job boards.



The Value of Volunteer and Internship Experiences

EMPLOYERS WANT GRADUATES WITH EXPERIENCE!

Volunteering and completing an **Internship** are two of the best ways to gain experience in a field you are interested in pursuing.

Value of Internship/Volunteer Experience:

- Gain professional experience in your preferred career field
- Develop or sharpen specific skills that are transferable to a variety of occupations and career fields
- Establish a network of professional contacts within an organization or industry
- Explore and develop a realistic view of the working world
- Develop a sense of fulfillment

How to find Volunteer Opportunities:

Go to the Career Services Website: www.gru.edu/careerservices

1. Click on the STUDENTS Tab
2. Scroll down and click on GET EXPERIENCE
3. Scroll down until you see **VOLUNTEER EMPLOYER LIST** and then click for a three page listing of local non-profit and some for profit organizations, a contact name, phone number and email

On-line Volunteer and Internship Links

CareerLink:

www.gru.edu/careerservices

Idealist.org:

www.idealist.org

Network for Good:

www.networkforgood.org

Opportunity Knocks:

www.opportunityknocks.org

Volunteer Services

<http://www.grhealth.org/patient-family-centered-care/volunteer-services/volunteer-services-home>

Internships and volunteer experiences are serious time commitments. Carefully consider the pros and cons before you commit.

How to find Internships:

1. Log onto Career Link through the Career Services website: www.gru.edu/careerservices
2. Click on the JOBS tab at the top
3. Click on GRU CareerLink (all job types)
4. Use the Keyword search or Advanced Search under Position Type to view **Paid Internships**

BEFORE YOU COMMIT:

- Think carefully about the type of experience you want and whether or not it will provide you with skills you need and will challenge you to define your interests and develop **realistic professional goals**.
- It is also important for you to identify **intentional learning goals** and reflect actively on what you are learning throughout the experience.

Volunteer Augusta:

www.volunteer-augusta.com/

Vault Internship Guide:

www.vault.com

Wetfeet Internship Guide:

<http://internships.wetfeet.com>

Visit Video Vault

For videos about internships
www.gru.edu/careerservices

The Value of Co-op Experiences

REQUIREMENTS

- Have Completed at Least **30 Credit Hours**
- Have an Established GPA
- Have Declared a Major
- Maintain an Overall GPA of at least a **2.5**
- Be Enrolled Taking **12 Semester Hours** (Summer term excluded)
- Be Willing to Co-op at least **2 Semesters**

ENROLLMENT INFORMATION

- Schedule an appointment at **706-737-1604** with your **Career Advisor** to complete Co-op paperwork. **Business Majors call 706-737-1560.**
- Sign a Transcript Release Form
- Have resume approved by your Career Advisor and uploaded into your CareerLink account

Check out the Career Spot Video "Finding a Co-op/Internship" at www.gru.edu/careerservices in the **Video Vault**

COOPERATIVE EDUCATION is a Career Services program that helps provide qualified students with **PAID** degree or field-related experience prior to graduation.

THREE TYPES OF CO-OP EXPERIENCES

1. PARALLEL CO-OP:

- Allows a student to work in a Co-op job **PART-TIME** while enrolled in school for 12+ hours a semester
- Positions last two semesters or more

2. ALTERNATING CO-OP:

- Allows a student to **ALTERNATE** between semesters of full-time work and school
- This type of program can delay graduation
- Employers often use the alternating Co-op to screen a student for full-time potential upon graduation
- Allows students to become more involved in projects at work and to earn more money
- Positions last for at least two work semester rotations

3. CO-OP INTERN:

- A position (not for academic credit), obtained through career services, allowing a student to receive paid, relevant experience on a part-time or full-time basis for a shorter duration than a traditional Co-op
- Assignment of at least one semester

Schedule an appointment with your career advisor to discuss a strategy to identify and apply for Co-ops and Co-op internships appropriate for your major



HOW TO FIND CO-OP OPPORTUNITIES:

- Log into CareerLink and use Advanced Search to select "Position Type", **PAID INTERNSHIPS AND CO-OPS** to review current listings
- Ask your Career Advisor about how your current degree-related employer can become a Co-op Employer
- Identify a paid position and ask your Career Advisor to assess the employer's eligibility as a Co-op Employer

CareerLink

Job Search Tips for CareerLink

- Read the qualifications and application criteria carefully and **only submit resumes for positions that match your qualifications.**
- **Be careful if you keyword search by Augusta, GA;** you might miss job listings from Evans, North Augusta and Martinez.
- Read the weekly Career Services newsletter for the latest job postings.

Your Responsibilities as a CareerLink User

- Update changes to your personal information (major, interests, graduation date) and your resume each semester.
- Schedule appointment with your career advisor for assistance with job postings as needed and for additional job search resources.
- Report any job or internship you land while you are a student. *Click on the 'I Got A Job!' button on the Career Services website to report your success. Your name will be entered into a drawing for \$100 that semester.*
- Graduating seniors can access CareerLink free of charge for one year after graduation. Alumni fee-paid services are available to graduates after one year past graduation. Call 706-737-1604 for more information.

Invest your job search time on job search methods that will get you results.



CareerLink is an online job search system for students and alumni that lists on and off campus volunteer, part-time, internship, full-time and career opportunities.

GETTING STARTED

1. Go to www.gru.edu and click on **Student Portals**
2. Log in using your Jagnet username and password
3. Click the CareerLink logo and continue with Step 2 below

OR

1. Go to the Career Services Website at www.gru.edu/careerservices.
2. Look for the CareerLink Logo to the right and **"Login for students"**
3. Type in your Jagnet username and password
4. Take five minutes to complete Your Personal Profile before you can access Job listings

SEARCHING FOR JOBS AND INTERSHIPS for enrolled students:

Click on **Jobs** tab.

- Select **"GRU CareerLink (all job types)"**
- To look for jobs by position type (part-time, internship...), click on **Advanced Search** and select from the **Position Type** drop down
- Click job titles to read description, salary, hours per week, requirements, and application instructions
- Most jobs posted for students require a resume to apply
- Use the Resume Sample, Action Verb List and Resume Guide in the Resource Box on the right hand side of the page to create or revise your resume

SEARCHING FOR OTHER JOBS posted locally, regionally, nationally and internationally:

- Select **Extended Search Using NACELink Network under the CareerLink jobs tab**
- Type keyword and location to begin your search

UPLOADING RESUMES

- In CareerLink, click on the Resumes and Resources tab
- Scroll down and "Add New"
- Upload your resume then check your CAMPUS email for feedback from your career advisor Monday through Friday
- Once your resume is approved for use, you can use it to apply for jobs
- If you upload multiple resumes, make sure you set one to "Default" that is accessible for employer resume referrals or web resume books

Part-time Employment Options

EARN AND LEARN! CareerLink connects students to part-time positions on and off campus through a variety of services.

The Student Assistant Program: paid, on-campus part-time positions for students. Student Assistants are employed in departments on campus for no more than 20 hours a week and the student must be enrolled in a degree or certificate program.

The Federal Work Study Program (FWS): Federally paid program that provides part-time employment for students on campus or with a state or non-profit entity off campus.

Students must qualify for FWS program. Visit the Student Employment page on the Financial Aid website: <http://www.gru.edu/financialaid/employment.php>

The Graduate Assistant Program: provides graduate students with work opportunities that are stipend based part-time positions in research or applied learning experiences on campus. You must be fully admitted to a graduate program and maintain enrollment and academic qualifications of their program. Graduate assistantships offer waived tuition at the in-state rate (other fees apply).

Traditional part-time, temporary and seasonal jobs are posted by Augusta area employers in **CareerLink**. Positions range from childcare and hospitality to clerical and customer service.

Cooperative Education (CO-OP): a program offered by Career Services to help students get paid, career related experience in their field of interest.

To qualify, the following criteria must be met:

- Students must have completed at least 30 credit hours
- Students must have overall GPA of 2.5 or higher
- Students be enrolled full-time, excluding summers

Internships: positions that may be paid, unpaid and/or for academic credit. Typically, internships are one semester in length and provide hands on experience in the field of interest. Many academic departments offer elective credit internship programs.

Log into your campus email account daily to read the weekly newsletter and/or receive email announcements about job and internship opportunities.

Tips on finding part-time employment:

- Check CareerLink on and off campus job postings several times per week; some positions are only posted for a few days before removed.



- Check with academic departments on campus for positions that have not yet been posted.
- Talk with your Academic Advisor about possible for-credit internship opportunities available only through the academic department.
- Use **Job Preparation Resources** on the Career Services website to **develop your resume** which will serve as your application for most on and off campus jobs.

Specialty Medical Degrees

College of Allied Health

Applied Health Sciences (<http://www.gru.edu/alliedhealth/phd-ahs/index.php>)
Doctor of Philosophy (Ph.D.) in Applied Health Sciences

Dental Hygiene (http://www.gru.edu/alliedhealth/dental_hygiene)
Bachelor of Science in Dental Hygiene

Health Management and Informatics (<http://www.gru.edu/alliedhealth/dhi/bshia>)
Bachelor of Science in Health Management Administration

Medical Illustration (http://www.gru.edu/alliedhealth/med_illust)
Master of Science in Medical Illustration

Medical Laboratory, Imaging & Radiologic Sciences
(<http://www.gru.edu/alliedhealth/mlirs/cls>)
Bachelor of Science in Clinical Laboratory Science
Bachelor of Science in Radiologic Sciences with a Major in Nuclear Medicine Technology
Bachelor of Science Radiologic Sciences with a Major in Radiation Therapy
Master of Science in Clinical Laboratory Science

Occupational Therapy (<http://www.gru.edu/alliedhealth/ot/>)
Master of Health Science in Occupational Therapy

Physical Therapy (<http://www.gru.edu/alliedhealth/pt/>)
Doctor of Physical Therapy

Physician Assistant (<http://www.gru.edu/alliedhealth/pa/>)
Master of Physician Assistant

Public Health (<http://www.gru.edu/alliedhealth/pt/>)
Master of Public Health with a Concentration in Health Informatics
Master of Public Health with a Concentration in Health Management
Master of Public Health with a Concentration in Environmental Health

Respiratory Therapy (<http://www.gru.edu/alliedhealth/rt/>)
Bachelor of Science in Respiratory Therapy

Specialty Medical Degrees at GRU

College of Nursing

Nursing (<http://www.gru.edu/nursing>)

Bachelor of Science in Nursing

Master of Science in Nursing:

Clinical Nurse Leader (accelerated master's entry)

Nursing Anesthesia

Post-master's Certificates

(Nurse Practitioner - Family, Pediatric or Psych Mental Health)

Doctor of Nursing Practice Programs:

DNP - with no concentration

DNP - Adult Gerontology Acute Care Nurse Practitioner

DNP - Family Nurse Practitioner

DNP - Pediatric Nurse Practitioner

Additional Master of Science Degrees

Master of Science with a Major in Biostatistics (<http://biostat.gru.edu/masters.htm>)

Master of Clinical and Translational Science (<http://www.gru.edu/mcg/biostatapi/cts.php>)

Master of Science in Oral Biology (http://catalog.gru.edu/preview_program.php?catoid=12&poid=726)

College of Dental Medicine

Dental (<http://www.gru.edu/dentalmedicine>)

Doctor of Dental Medicine, DMD

Medical College of Georgia

Medical (<http://www.gru.edu/mcg/>)

MD: Doctor of Medicine (<http://www.gru.edu/mcg/about.php>)

MD/Ph.D (<http://www.gru.edu/mcg/mdphd/>)

MD/MBA (http://catalog.gru.edu/preview_program.php?catoid=18&poid=1519)

Identify and Develop Your Network

NETWORKING IS...

- A **process** of building relationships with professionals in your field of interest
- **Planning** and making contacts and **sharing** information for **professional** and **personal** gain
- Getting connected and building/cultivating **relationships** that are beneficial for both you and your contact
- **A two-way street.** Be considerate of your contact's professional goals and be willing to **provide assistance** to meet those goals when requested, if appropriate.

Check out Career Spot videos in the Video Vault on

- Networking
- Informational Interviews
- Social Networking
- Advice from Graduates

www.gru.edu/careerservices

IMPORTANT...

- Don't act desperate and demand information from your contact.
- **Establish trust** before requesting information.
- Always approach your networking contact using a **professional demeanor**. Use professional greetings in your emails and phone messages.

IDENTIFY YOUR CURRENT NETWORK

- **Take Inventory:** Brainstorm a list of people you know like parents, friends, professors, co-workers, relatives, neighbors, health care providers, parents' friends, coaches, or fellow community organization members.
- **Classify:** Define your relationship status with these individuals and strategically determine which relationships you would like to further develop or utilize.
- **Contact:** Contact networks and practice good networking etiquette. Log all of your communication efforts to ensure proper follow-up and to track potential leads.

DEVELOP YOUR NETWORK

- **Brainstorm New Contacts:** Identify who you would like to be in your network. You should have people who can provide you information, advice, and/or referrals for specific job openings. Ideally, you would like to establish a relationship with an individual with hiring power.
- **Tap Ready-Made Networks:** Become a member of networks like student or professional associations, social and community organizations. Check with your local library for a list of organizations in your area. Talk with your Career Advisor for additional resources to help you identify interest-related networks.
- **Places to Network: Everywhere!** Professional association meetings, religious gatherings, school, work, airports, weddings, sporting events, conventions and health clubs. You never know who is around you...just start talking and asking and you'll be pleasantly surprised. Always be ready to network!
- **Informational Interviews:** Conducting an Informational Interview is a great way to build relationships and to gather useful information. It is one of the most frequently used and highly successful networking techniques.
- **Social Networking Sites:** Use social networking sites like **FACEBOOK** and professional networking sites like **LinkedIn**. Join virtual professional groups on these sites to connect with professionals in your field of interest. Seek to establish a friendly and professional online rapport.

My Network

Use the table below for a brainstorming exercise. Think about the people you know who can help you reach your academic and professional goals. List people from the following groups:

- | | | |
|--------------------------------|----------------------|---------------------------------|
| Professors | Religious Leaders | Neighbors |
| Coaches | Volunteer Leaders | Professional Parents of friends |
| Internship or Work Supervisors | Professional Mentors | Coworkers |
| Academic or Career Advisors | University Staff | Family Members |

My Academic Contacts	How I know them	Where they work
My Professional Contacts	How I know them	Where they work
My Personal Contacts	How I know them	Where they work

Networking Etiquette Tips

Know your purpose: In the early stages of exploring majors and careers your purpose is **'to gather information about occupations of interest.'**

If you are looking for full-time employment, then your purpose is **'to obtain advice on how to conduct my job search and how to develop job leads.'**

- Define and then practice stating your networking purpose clearly...
My Purpose is to _____

Do your homework: Present a professional image by having some knowledge of the employer, the industry, and the individual you are meeting.

- Use the internet to find the company website and links related to the company.
- Use your research to generate a list of questions you might ask in an informational interview or at a networking function.

Dress professionally

- Watch the **CareerSpots** Video (in the **Video Vault** on website) for Informational Interviewing tips and cheat sheet.
- Then see **dressing for success** in the career guide.

Be respectful: Professionals are busy, so respect their time.

- Request a meeting time that is convenient for the professional.
- Confirm the selected time by phone or e-mail.
- During your appointment, make eye contact, listen, and actively engage in the conversation.
- Don't wear out your welcome. Leave at the agreed time.

Be thankful and follow-up

- Send a thank you letter within 24 hours of your meeting.
- Follow-up with the professional in the near future to build and maintain the relationship.

BRIEF INTRODUCTION OR 15 SECOND COMMERCIAL

"Hello, Mr. Jones, my name is John Smith. I'm currently a senior Computer Science major at ABC University, and I am interested in the IT industry. I see that you currently work for IBM as a Technical Support Analyst and I am very interested in what you do and how you got here." (On website Video Vault, watch CareerSpots Video 'Informational Interviews' for tips)

REQUEST FOR INFORMATIONAL INTERVIEW

"Hi, my name is John Doe and I am a senior Management major at ABC University. Do you have a few moments? (Wait for response.) I'm in the process of making some career decisions and have discovered through my research that your company is doing some exciting things. I would like to schedule a 20 minute informational interview to discuss your career. What time and date would work best for you?"

SAMPLE VOICEMAIL (ADJUST FOR EMAIL OR ON-LINE MESSAGE)

"Hello, my name is John Doe and I am calling to request a few moments of your time. I am currently a senior Management major at ABC University, and I am considering a career in the industry of human resources. At your convenience, I'd like to schedule a 20 minute informational interview with you to learn about your career path and

Your 15 Second Commercial

10 Tips for On-line Networking

You have one chance to make **GOOD** first impression. Use these tips to ensure that you make the best impression possible when networking on-line.

Do. . .

- **Protect yourself and your family:** Select Privacy and Preference settings carefully.
- **Widen your network:** Seek out on-line contacts with similar professional, academic, and social interests.
- **Create and maintain a professional Profile:** Join on-line groups within networking sites like Facebook and LinkedIn that connect you with professional, academic, and civic contacts.
- **Know your audience:** Exchange ideas with your contacts that are appropriate for the conversation. When in doubt, leave it out!
- **Increase your job search success:** Use your status, profile and descriptions to announce your accomplishments, projects and goals.

Don't. . .

- **Risk your safety and the safety of your family** by posting your home address, vacation plans, phone number and email to all.
- **Ruin your professional and academic reputation** by complaining or gossiping about coworkers, supervisors, professors, friends, and family in a forum or wall.
- **Create the wrong impression** by using your status or profile description to broadcast intimate activities.
- **Limit your professional opportunities** by using offensive or profane language.
- **Raise questions about your sense of judgment** by uploading pictures of questionable activities/poses engaged in by yourself or others.

Remember:

What you put on the internet stays on the internet, so make sure your posts, comments and updates make a positive lasting impression!



Call 706-737-1604 to schedule an appointment for a free on-line profile review.

Recommended Social and Professional Networking Sites:

<https://www.facebook.com/>
<https://www.linkedin.com/>
<https://twitter.com/>

Networking Safety Site:
www.onguardonline.gov

Employer Research

FIVE STEPS TO SUCCESSFUL EMPLOYER RESEARCH

1. **Identify companies that may be hiring in your field of interest** by using search engines like www.indeed.com, www.simplyhired.com as well as company websites to find job listings.
2. **Learn about company values and expectations** by reviewing company mission statements, by reading news coverage about the company, and by conducting informational interviews of company professionals.
3. **Consult with the reference librarians at the campus library.** There are resources they have to identify and research employers through various databases.
4. **Focus your attention on those companies whose values and mission support your own.**
5. **Reach out to people you know** who are employees or vendors of the company to learn about recent company trends and changes.
6. **Understand how your skills and experiences meet the current needs of the companies you research.** Draft a cover letter that concisely describes how your skills meet the requirements listed in a job announcements you select.

CONDUCTING EMPLOYER RESEARCH CAN HELP YOU...

- Make an informed employment decision.
- Determine if the employer is a good match for your skills, goals, and values.
- Identify the employer's needs to market yourself more appropriately.
- Show potential employers your initiative and enthusiasm.
- Ask and Answer interview questions more confidently.



TOP 10 CANDIDATE SKILLS EMPLOYERS SEEK

1. Ability to work in a team structure
2. Ability to make decisions and solve problems
3. Ability to plan, organize, and prioritize work
4. Ability to verbally communicate with persons inside and outside the organization
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports

The Informational Interview

Informational Interviews

... are great ways to **learn about different careers** and industries.

... can help you build your network and **tap into the hidden job market.**

... allow you to **practice your interviewing skills** before an interview.

... can help you complete **extensive employer research** before an interview.

...are not sneaky ways to ask for a job or to interview for a job!

Ways to Maintain Professional Relationships

- Send a thank you note after each scheduled meeting with a professional.
- Send periodic updates on your academic and professional progress following your meeting.
- Use professional networking sites like LinkedIn and Twitter to stay connected.
- Join professional associations or groups to meet and maintain professional connections with other professionals.

Five Steps to a Successful Informational Interview

1. Identify a professional in a career field of interest to you

- Talk to roommates, classmates, professors, family members, neighbors, co-workers, professional organizations, and your Career Advisor to identify occupations and contacts of interest.

2. Research the professional and the organization/industry.

- Do your homework so you can intelligently state specifically why you are contacting this person and how they can assist you.
- Select 5 to 10 questions to ask during the informational interview. The better prepared you are, the better information and insights you will gain from the informational interview.

3. Contact the professional.

- Ask to speak directly to your preferred contact person.
 - If your contact is not available ask for the best means of leaving a detailed message for him or her.
 - If you speak with your contact directly, ask if you reached him or her at a good time, and briefly explain that you are contacting them to arrange an informational interview.
 - Ask for no more than 20 minutes on the phone or 30 minutes in person.
 - **Practice writing your request here:**
-
-
-
-

4. Conduct the interview.

- Dress professionally, take an updated resume and a notepad to record your notes.
- Arrive early, be courteous, and thank them for taking time to share their advice and experience.
- Do not stay longer than the length of time agreed.
- At the end of the interview, verify the contact's preferred method of follow-up (email, phone call, office visit) so that you can stay in touch.

5. After the Interview...

- Find a quiet place to organize the notes you took during your interview.
- Send a thank you note — either by email or by mail — to show appreciation for his or her time and to keep the professional updated on your progress moving forward.
- Then prepare a follow-up plan for this contact that should include a request to connect on professional networking sites like **LinkedIn or Twitter.**

Watch the 3 Minute Video
"The Informational Interview" in the **Video Vault**
at www.gru.edu/careerservices

The Informational Interview

Select open ended questions that can be answered within your 20-30 minute informational interview based on research of your contact and your contact's company.

- **Can you tell me a little about your job responsibilities, why this job interests you and how you got started?**
- **What is your job like? A typical day? What percentage of your time is spent doing what?**
- **What are some challenges of your job?**
- **Can you suggest some ways a student can gain experience doing this work?**
- What are the most important personal satisfactions and dissatisfactions connected with your occupation?
- What are the various jobs in this field or organization?
- What do you like most about this company?
- How does your company differ from its competitors?
- What does the company do to contribute to its employees' professional development?
- **What sorts of changes are occurring in your occupation?**
- How does a person progress in your field? What is a typical career path in this field or organization?
- **What are the major qualifications for success in this occupation?**
- What were the keys to your career advancement? How did you get where you are today?
- **What can you tell me about the corporate culture?**
- What is the average length of time for an employee to stay in the job you hold?
- Are there advantages or disadvantages for staying in the same job?
- Is there flexibility related to dress, work hours, vacation schedule and place of residence?
- If your job progresses as you like, what would be the next step in your career?
- **What can you tell me about the employment outlook in your occupational field? How much demand is there for people in this occupation? Can you estimate future job openings?**
- Are there other things you are expected to do outside work hours? How has your job affected your lifestyle?
- What are the salary ranges for various levels in this field? Is there a salary ceiling?
- What are the major rewards aside from extrinsic rewards such as money, fringe benefits and travel?
- From your perspective, what are the problems you see working in this field?
- If you could do things all over again, would you choose the same path for yourself? What would you change?
- **What are the educational, requirements for this job? What other types of credentials or licenses are required? What types of training do companies offer persons entering this field? Is graduate school recommended? An MBA? Does the company encourage and pay for employees to pursue graduate degrees?**
- How well did your college experience prepare you for this job?
- What courses proved to be the most valuable to you in your work? What would you recommend for me?
- How important are grades/GPA for obtaining a job in this field?
- What abilities or personal qualities do you believe contribute most to success in this field/job?
- Do you know of other people that I might talk with who have similar jobs?
- What advice do you have for someone interested in this field/job? Are there any written materials that you suggest I read? Which professional journals and organizations would help me learn more about this field?
- **What kinds of experience, would you suggest for someone pursuing a career in this field?**
- **Here is a copy of my resume. What opportunities are available now for someone with my experience?**

Resume Overview



Headings to Use in Your Resume

- **Additional Experiences**
- Awards
- Certifications
- **Computer Skills**
- **Education**
- Exhibitions
- Field Experiences
- **Honors**
- Internships
- **Leadership Experiences**
- Memberships
- Poster Presentations
- **Professional Associations**
- Projects
- Publications
- **Related Experience**
- **Research Experience**
- **Skills**
- Study Abroad Experiences
- Teaching Experiences
- Volunteer Experiences

Tips to make your resume easy on the eye.

- Use a sans serif font like Arial or Tahoma. 'Serif' fonts like Times New Roman can be misread by scanners because the letters might touch.
- Avoid overdoing italics, underlining and shading
- Avoid using brackets, parentheses, boxes, graphics and lines.
- Avoid a two-column format.
- Use 10 to 12 point font, except for your name and headings.
- Use high quality white or ivory paper if mailing your scanner-friendly resume.
- Set your top and bottom margins to .5 and your left and right margins to 1 inch.

A resume is a one to two page summary — one page is preferred — of paid, leadership and unpaid experiences within the past ten years.

Types of Resumes:

Academic Resume: Emphasizes academic accomplishments and activities in chronological order.

Curriculum Vita: [*kuh-rik-yuh-luh* m *vahy-tuh*; plural, *vahy-tee*]

A curriculum vita — more commonly called a CV — can be three or more pages in length and is a detailed and structured listing of your education, academic projects, research, and work history. CVs are most commonly used for higher education, research and federal opportunities, but can be used for graduate school applications and proposals for fellowships and grants also. **Visit www.gru.edu/careerservices Resources by Specialty for samples.**

Federal Government Resume: The requirement for these resumes sometimes varies. Please visit the Federal Employment section of the Career Services website under **Resources by Major and Special area** for tips and samples. A good website for a federal job search is **www.usajobs.gov**.

Comprehensive, Master or Archival Resume: This resume is a complete list of your work history, projects, awards, student or community activities that you draw from to create resumes tailored for a particular job, internship or scholarship.



How to Tailor Your Resume

Need a resume designed for a particular job or internship?

- Review the job or internship description carefully then **use language** from the job description in your resume.
- Group academic and work experiences related to the opportunity near the top of your resume for maximum impact.

Resume too long? Not sure what to leave out?

- Trim your resume by moving related experiences to the top of your resume.
- Leave out experiences more than 10 years old — unless they are directly related to your application.

Resume needs more ?

- Use action verbs to attract and hold the attention of the reader. Replace 'responsible for' with action verbs like **'Implemented', 'Designed', 'Managed', and 'Presented'**.

Need to copy and paste your resume into a text box?

- Change your resume type from .doc or .docx to **Plain Text**.

Resume Template

HEADER:

- First and last name
- Email address that is some variation of first and last name
- Current, active phone number
- Record professional voice mail message.
- **Do not include birthdate, marital status, social security number, or race**

OBJECTIVE:

- Concise, clear statement of job search goal

EDUCATION:

- Type full name of degree
- Type month and year of expected graduation
- List GPA if 3.0 or above

SKILLS:

- List computer, digital media and language experience
- Be as accurate about your skill level as possible

RELATED EXPERIENCE:

- List paid and unpaid work or volunteer experience related to the job you seek
- List most recent experiences first followed by older experiences

OTHER EXPERIENCE:

- List experiences unrelated to your current job search

CAMPUS LEADERSHIP:

- List membership and leadership activities in campus organizations

VOLUNTEER EXPERIENCE:

- List volunteer experiences with church or community organizations

DO NOT INCLUDE:

- Fancy fonts and graphics
- Social Security Number
- Gender
- Marital Status
- Number of or Names of Children
- Birthdate
- Political, Socio-cultural affiliations
- Racial or Ethnic Background
- Religious Affiliation

First Name Last Name

Current Street Number, apartment number
City, State Zip Code
Active Phone Number
GRU email address

OBJECTIVE

- To obtain a part-time position on campus
- To obtain a part-time position while completing my degree
- To obtain a position as a [name of position] with [name of employer]

EDUCATION

- First, list Augusta University, Augusta, GA
- Second, list your current degree pursuit — see example below and on resume template
- List expected graduation date from GRU in right hand margin on the degree line
- Third, list other colleges and universities where you earned a degree.

Augusta University

Augusta, GA

Bachelor of (Science or Arts)

May 2019

- Use listing at <http://www.gru.edu/admissions/degrees.php> to find the correct way to write your degree. Examples:
- Bachelor of Science in Education, Early Childhood Education
- Bachelor of Science, pre-medical, pre-medicine, pre-dental, pre-veterinary...
- Bachelor of Science in Physics, pre-engineering
- Bachelor of Arts in English
- Bachelor of Arts in History, Secondary Teacher Certification

EXPERIENCE

- List most recent paid, unpaid or volunteer position first
- Include employer name, city and state, then your job title and your employment date range.

Employer Name

City, State

Your Job Title

Month Year - Month Year

- List remaining jobs in reverse chronological order by end date of job
- Include baby sitting, yard work, and paid work with family and neighbors
- Include volunteer activities through church, clubs or community
- Either use postal abbreviation for state (GA, SC) or provide complete spelling
- Begin each bullet with an action verb (see action verb list)
- Tell the reader how much experience you have by using numbers. Example: Maintained appearance of 12 neighborhood lawns over summer vacation
- Write all numbers from zero to nine as words
- Use Arabic numbers for numbers 10 and up
- Provide complete spelling for month names

SKILLS (language, computer, special certifications, technical)

- Familiar with, skilled at or proficient in use of(Microsoft Word, Excel, PowerPoint)
- Fluent/Native [Spanish, Hindi, German...] speaker
- Conversational Spanish speaking ability
- Typing/keyboarding speech 62 words per minute (use www.typingtest.com to find out!)
- CPR certified

Basic Resume Sample

John J. Brown

155 Johns Road
Augusta, Georgia 30909
706-737-1604
email@gru.edu

OBJECTIVE

To obtain the administrative case management position at AmericanWorks

EDUCATION

Augusta University

Bachelor of Science in Psychology

- HOPE Scholarship Recipient
- GPA: 3.5/4.0

Augusta, Georgia

May 20XX

RELATED EXPERIENCE

Friendship Center

Volunteer Group Leader

- Organize and plan schedules for up to 20 consumers
- Assist leader in social skills group therapy
- Create and plan two group activities per week

Augusta, Georgia
August 20XX – Present

WORK EXPERIENCE

Multiple Families

Nanny/Babysitter

- Provide consistent care for children ages three months to 12 years old
- Manage time schedules of children depending on their needs
- Tutor and provide assistance with homework in various subjects
- Maintain full responsibility at neighborhood and personal family pools
- Communicate with parents on times and activities of children

Augusta, Georgia
20XX - Present

Crazy Tim's Funsville

Assistant Manager

- Assist manager with scheduling and supervising a 20 member team
- Prepare clubhouse for special events and supervise all weekend events
- Sell over 2000 tickets per day to families and community groups
- Increased sales by 20% during the past winter season

Augusta, Georgia
August 20XX—Present

ACTIVITIES

- **Psi Chi, Psychology Honor Society, Member**
- **Sociology Club, Member**

Academic Year 20XX
Academic Year 20XX

SKILLS

- **Computer:** Proficient in Microsoft Word, Excel, PowerPoint, SPSS
- **Language:** Conversational Spanish speaking ability

Education Resume Sample

Ima Teacher

2500 Walton, Augusta, GA 30904 ▪ (706) 555-1212 ▪ imateacher@gru.edu

OBJECTIVE:

To obtain a teaching position in the Central Savannah River Area in grades 1-3

EDUCATION:

Augusta University

Augusta, GA

Bachelor of Science in Early Childhood Education

May 20XX

- GPA: 3.0 (3.4 in major)
- Passed GACE examination in the following areas: *list certification areas separated by a comma*

RELATED EXPERIENCE:

J. A. Maxwell Elementary School

Thomson, GA

Teacher Apprentice, 3rd Grade (Ms. Janice Thompson's classroom)

January XXXX-present

- Plan and present lessons for five classes along with Master Teacher
- Create a new parent feedback form to update parents on student progress
- Initiate a program to expand cultural awareness of the Middle East to coincide with current events
- Organize classroom activities and supervise children during field trips
- Monitor progress of students and meet with parents to discuss performance

Washington Elementary School

Augusta, GA

Lab Assignment, 1st Grade (Ms. Lisa Smith's classroom)

October XXXX-December XXXX

- Assisted students individually with reading abilities
- Designed a game to stimulate stronger reading comprehension in students
- Assisted the teacher with reading instruction and various projects as needed
- Worked in classroom with 80% minority base population

The Family Y

Augusta, GA

Student Tutor

January XXX-April XXXX

- Helped second and third graders with homework
- Assisted director with camp planning

ADDITIONAL EXPERIENCE:

Augusta University

Augusta, GA

Student Assistant Department of Sociology

January XXXX-June XXXX

- Answered multi-line telephone, assisted 10 professors with special projects and filed documents
- Typed tests, handouts, and syllabi

Macy's

Augusta, GA

Sales Associate

April XXXX-July XXXX

- Greeted customers and completed sales transactions
- Maintained the stock and appearance of the merchandising floor
- Balanced cash drawer, took inventory, replaced stock, tagged merchandise, and cleared fitting rooms,

SKILLS:

- Skilled at Desktop publishing, Microsoft PowerPoint, Excel, Word and use of Smart and Prometheus Boards

MEMBERSHIPS:

Georgia Association of Educators

June XXXX - present

Student Professional Association of Georgia Educators

June XXXX - present

Functional Resume Sample

Betty Swan

2500 Walton Way · Augusta, GA 30904 · 706-737-1604 · email@gru.edu

- OBJECTIVE:** To obtain a position in employment services where my management, sales, and recruiting talents can be effectively utilized.
- SUMMARY:** Over 15 years of Human Resources experience. Extensive and progressive responsibility for multiple branch offices, an internal staff of 25+ and 250 consultants.
- SALES:** Increased sales from \$0 to over \$30 million selling technology consulting services throughout the United States over a seven-year period.
- RECRUITING:** Developed recruiting sourcing methods for multiple branch offices, streamlining recruitment and hire time by 25%.
- TRAINING:** Created consulting training programs and trained over 300 salespeople in three metropolitan areas, resulting in a cumulative increase in productivity of 50%.
- MANAGEMENT:** Managed up to 40 people in sales, customer service, recruiting, and administration. Turnover maintained below 15% in a high turnover business.
- FINANCIAL:** Prepared quarterly and yearly forecasts.
Presented, reviewed, and defended forecasts to Board of Directors.
Generate company earnings of \$20 million dollars in sales operations.
- PRODUCTION:** Opened multiple offices with 100% success in meeting forecasted profitability. Maintained 30% growth over seven-year period in 10 offices.
- COMMUNITY LEADERSHIP:** Serve as chair of board committees of United Way and Aiken Augusta Society of Human Resource Management.
Coordinate community fundraisers that raise awareness of housing needs of the homeless and employment needs of returning veterans.
Implement housing and professional development programs in two-state area.
- WORK EXPERIENCE:**
- 20XX— Present Howard Systems International, Boston, MA
National Consulting Firm Personnel Manager
- 20XX – 20XX Technical Aid Corporation, Needham, MA
National Consulting & Search Firm Division Manager
- EDUCATION:** Bachelor of Business Administration, Marketing
Augusta University, 20XX

Military to Civilian Resume Sample

Joseph Young

2500 Walton Way • Augusta, GA 30904 • (706) 555-1212 • email@gmail.com

OBJECTIVE

To obtain a position where I can maximize my administrative and management skills.

EDUCATION

Augusta University - Augusta, GA

- **Bachelor of Science in Psychology; Minor in Criminal Justice** May 20XX
- Major GPA: 4.0 - Magna Cum Laude, Multiple Dean's List Awards

Defense Language Institute Foreign Language Center - Monterey, CA

- Diploma in Modern Standard Arabic July 20XX
- Overall GPA: 3.7

EXPERIENCE

Client Relations/Consultation

Personal Trainer: GRU Wellness Center-Augusta, GA February 20XX-Present

- Perform fitness assessments for new clients
- Conduct in-depth intake interviews assessing clients' personal goals and needs
- Create specialized training programs based on fitness assessment results and clients' personal training goals
- Monitor clients' progress and adapt programs as needed
- Coordinate marketing strategies with Fitness Director to reach a broader client base

Administrative

Internship: United States Probation Office-Augusta, GA May 20XX-July 20XX

Teaching Assistant: GRU-Augusta, GA August 20XX-December 20XX

- Coordinated the initial intake of 75 individuals convicted of low-grade misdemeanors
- Entered criminal histories of 125 individuals into client tracking databases
- Maintained grading and attendance databases for students to ensure accountability

Management

Major, United States Army, NSA – Ft. Belvoir, VA

Mission Manager: NSA- Washington, DC August 20XX-June 20XX

Small Mission Processor Shift Lead: NSA –Washington, DC August 20XX -July 20XX

- Managed a 225 member multi-service military and civilian work center
- Maintained staffing accountability and assured critical positions were manned

Teaching/Training

Captain, United States Army, NSA – Ft. Gordon, GA

Small Mission Processor Trainer: NSA - Ft. Belvoir, VA October 20XX-July 20XX

Arabic Language Tutor: Ft. Belvoir, VA January 20XX-January 20XX

- Developed an effective training program which increased translation processing time 5%
- Trained 65 personnel on the translation procedures of foreign voice communications

Technical Resume Sample

Jamie Taylor

120 University Way · 706-777-5555 · Jaguars@gru.edu

OBJECTIVE

To obtain Computer Science position that utilizes my knowledge in a dynamic environment to assist in reaching company goals.

EDUCATION

Augusta University, James M. Hull College of Business
Bachelor of Science in Computer Science

Augusta, GA
Expected May 2016

COMPUTER SKILLS

- Languages: C#, Java, HTML, Visual Basic, C, C++, PHP, Actionscript, .NET, CSS
- Graphics: PaintNET, Photoshop, GIMP
- Operating Systems: UNIX, LINUX, Android, Windows: XP, Vista, 7, + 8,
- Database: Database: Excel, Access, Oracle, SQL
- Software: Microsoft Word, Microsoft Visual Studio, PowerPoint, Prezi, Internet Explorer, Mozilla Firefox, Google Chrome, Outlook

RELATED EXPERIENCE

Financial Network Services, Pty Ltd

Programming Intern

Augusta, GA
August 2014 – December 2014

- Created page from scratch, using preexisting CSS theming provided by client
- Implemented Excel file generation using NPOI library for C#
- Executed table sorting using TableSorter jQuery plugin
- Tested module rigorously to reduce risk of user generated errors

PROJECT EXPERIENCE

Edgefield Wastewater Treatment Plant

CSCI 4712 Senior Capstone Project

Edgefield, SC
January 2014 – April 2014

- Developed an interface between plant system and web server asset management system
- Consumed the asset management web services with code written in C++ and .NET
- Enabled plant operators to enter or browse work orders via native SCADA system instead of logging into web based system
- Automated meter reading entry into the maintenance system through a web service call

LEADERSHIP EXPERIENCE

Shepard Construction, Inc.

Lead Foreman

Augusta, GA
Summers 2012–2014

- Served as the lead foreman for a 14 apartment, half-million dollar renovation
- Worked within a team of five to plan project phases and schedule subcontractor
- Maintained and updated job applications with MS Office and Quicken

ADDITIONAL EXPERIENCE

Self - Employed Lawn Service

Lawn Maintenance

Augusta, GA
Summers 2011–2014

- Established and retained customer base in local neighborhoods
- Gained experience establishing a small business

HONORS/ACTIVITIES

- National Society for Collegiate Scholar (Top 7% of Class); HOPE Scholarship Recipient (7 semesters); Member of ACM (Association for Computing Machinery); Member of TAG (Technology Association of Georgia); Dean's List (5 semesters); Intramural football and softball

Business/Marketing Resume Sample

Betty Wright

2500 Walton Way
Augusta, Georgia 30809
(H) 706-737-1604 • (C) 706-731-7097
unknown@gru.edu

EDUCATION

Augusta University

Bachelor of Business Administration in Marketing

Augusta, Georgia

August 20XX

Relevant Coursework: Marketing Research, Buyer Behavior, International Business, Marketing Planning and Strategy, Product Innovation and Product Management

Overall GPA: 3.52/4.0

University of Salamanca

Study Abroad

Salamanca, Spain

June 20XX

RELATED SKILLS

Language Skills: Proficient in conversational Spanish

Computer Skills: Adobe Photoshop, InDesign, and limited experience with After Effects; SPSS, HTML5, and Google AdWords; Microsoft Excel, Word, Power Point, Publisher

INTERNSHIP EXPERIENCE

Under Armour

Strategic Marketing Intern

Baltimore, Maryland

May-August 20XX

- Worked with a team of five interns to develop a detailed and complete marketing plan for Under Armour's *Flow* clothing line
- Held weekly meetings with a mentor to learn the process of conceptualizing ideas and putting them into reality through strategic initiative
- Learned to master working under the pressure of strict deadlines, while also remaining detail-oriented on multi-dimensional projects
- Presented final marketing plan to over 40 professionals from various departments during Under Armour's *Pitch It* event
- Intern Team Recognized as "Most Creative" during the Summer Intern Banquet in August 2014

PROJECT EXPERIENCE

Wild Wings Café

MKTG 4780: Advertising and Promotion Management

Augusta, Georgia

April 20XX

- Developed and conducted surveys to identify current marketing strategies for class project
- Analyzed research to create a comprehensive marketing plan

Fox 54

MKTG 4740: Marketing Research

Augusta, Georgia

December 20XX

- Completed exploratory research and analysis of topics including attitudinal trends, age, and gender for class project
- Made recommendations for further research

Professional with Experience Resume

DEBRA RAINS

2500 Walton Way ▪ Augusta, GA 30904 ▪ email@yahoo.com ▪ 706-737-1604

SUMMARY

- Eight years of administrative and analytical experience
- Strength in creative problem solving
- Outstanding ability in personnel interviewing and skill assessment
- Designed and implemented highly successful employee training programs
- Master of Social Work degree, focusing on administration and planning

PROFESSIONAL EXPERIENCE

Area Office on Aging

Personnel Case Manager

Augusta, GA
April 20XX- Present

- Developed an in-service training program for social work staff which increased their professional expertise and theoretical background
- Developed a form for self-assessment by workers
- Wrote and managed annual training budgets
- Contracted with trainers to provide instruction in specific issues in social work
- Met regularly with supervisors to evaluate the program and on on-going basis
- Compiled and edited a comprehensive resource manual instructing social workers in services available in the CSRA, how to access them and procedures for qualifying

Georgia Department of Social Services

Program Development and Administrative Analyst

Atlanta, GA
February 20XX – April 20XX

- Interviewed and assessed skills of applicants for positions as Child Welfare Workers
- Mentored, supervised and evaluated social workers providing guides of improvement in effectiveness in a large public agency
- Designed projects for student interns that enabled them to learn about community resources and produce a resource used by social work staff
- Supervised daily work and evaluated performances of a 26 member staff

Social Worker/Case Manager

June 20XX – February 20XX

- Managed case load of 250 consumers in the Martin Luther District of Atlanta
- Interviewed and assessed needs daily to determine new and continued eligibility
- Provided resources throughout the greater Atlanta area to case load and other social workers from various agencies
- Awarded Social Worker of the Year 2002 title voted on by peers and administrators
- Continued professional development by attending seminars and MSW Association meetings

EDUCATION, CERTIFICATIONS AND ASSOCIATIONS

University of South Carolina, Master of Social Work

Columbia, SC

Augusta University, Bachelor of Social Work

Augusta, GA

NASW Certified, #56798

- National Association of Social Workers in Administration
- Georgia Association of Social Workers

Science Resume Sample

Candice Rains

2500 Walton Way ▪ Augusta, GA 30904 ▪ 706-737-1604 ▪ email@gru.edu

OBJECTIVE

To obtain the lab assistant position in the Department of Oncology at Georgia Regents Medical Center

EDUCATION

Augusta University

Augusta, GA

- *Bachelor of Science in Biology*
- Overall GPA: 3.0 Major GPA: 3.6

May 20XX

Related Coursework: Biology I & II, Zoology, Botany, Inorganic Chemistry I & II, Bioscientific Terminology, Genetics, Organic Chemistry I & II, Physics I & II, Human Anatomy & Physiology

RELATED EXPERIENCE

Department of Biology, Augusta University

Augusta, GA

Lab Assistant

August 20XX to December 20XX

- Directed animal dissections in groups and one on one
- Aided professor in explaining biological concepts and processes
- Used microscope, prepared slides, centrifuge, and other experimental apparatuses

WORK EXPERIENCE

Department of Biology, Augusta University

Augusta, GA

Clerk/Office Aid

January 20XX to Present

- Answer multi-lined telephone and transfer calls
- File transcripts and documents
- Assist students with class scheduling

Cambridge and Associates

Lawrenceville, GA

Research Assistant/Office Aid

August 20XX to December 20XX

- Collected data on condition of lots and other use restrictions through online research
- Drafted legal documents under supervision of appraiser
- Developed understanding of appraisal processes, read and interpreted blue prints and sketches

VOLUNTEER EXPERIENCE

Adopt-a-Stream, Spirit Creek, Augusta, GA

January 20XX to Present

Kiwanis Club, Atlanta, GA

20XX to Present

Interfaith Hospitality Network at First Baptist Church, Augusta, GA

20XX to Present

HONORS and AWARDS

Dean's List, 3 semesters

Kiwanis International Academic Scholarship, Recipient

20XX

ACTIVITIES/CLUBS

GRU International Club, Member

January 20XX to Present

GRU Tri-Beta Honor Society, Secretary and Member

September 20XX to Present

GRU Biology Club, Secretary and Member

August 20XX to Present

GRU Pre-Med Club, Member

January 20XX to Present

GRU Chemistry Club, Member

August 20XX to Present

SKILLS/CERTIFICATIONS

Proficient with Simple and Compound Microscope, Microsoft Word, Excel, Access, PowerPoint, and Publisher

Allied Health Resume Sample

Vanessa Rains

2500 Walton Way ▪ Augusta, GA 30904 ▪ 706-737-1604 ▪ email@yahoo.com

OBJECTIVE

To obtain the Pediatric Respiratory Therapist position with the Houston Children's Hospital

EDUCATION

Augusta University

(Formerly Georgia Health Sciences University/Medical College of Georgia)

Bachelor of Science in Respiratory Therapy

GPA: 3.6

Augusta, GA

May 20XX

Armstrong Atlantic University

Completed 60 required credit hours

Overall GPA: 3.3

Savannah, GA

August 20XX- May 20XX

CLINICAL EXPERIENCE

CSRA Children's Clinic

Student

Augusta, GA

January 20XX-May 20XX

- Provided comprehensive respiratory services and consultation for a caseload of nine children
- Planned and implemented outpatient educational program for parents of children with asthma
- Performed chest physiotherapy and prepared ventilators for use
- Educated patients and parents on proper use of equipment

St. Louis Children's Hospital

Student

St. Louis, MO

September 20XX - December 20XX

- Provided comprehensive acute care services for children with breathing or cardiopulmonary disorders
- Assisted and participated in rehab and clinical rounds and family conferences
- Assessed patient baseline counts
- Observed doctor and nursing teams throughout unit

RELATED EXPERIENCE

Shriner's Children's Hospital

Respiratory Therapist Assistant

Greenville, SC

May 20XX -August 20XX

- Assisted in assessment and medical evaluation of pediatric patients
- Monitored, identified, and resolved client behavioral problems
- Participated in rehab and clinical rounds and family conferences
- Co-authored Fun With Games manual to assist family members of clients in selecting appropriate playtime activities

VOLUNTEER EXPERIENCE

Miracle Family Camp

Camp Counselor

Augusta, GA

Summers (one week) 20XX - Present

- Monitor and manage two children with special needs during week long camp
- Assess and provide acute care daily for children
- Provide educational sessions and communicate ideas on implementation of care for parents
- Play games and assist with outdoor activities which include horseback riding, water sports and hiking

PROFESSIONAL AFFILIATIONS

American Respiratory Therapy Association, Member

20XX-Present

Georgia Respiratory Therapy Association, Member

20XX-Present

Federal Resume Sample

Mike Sample

123 Pine View Dr. Augusta, GA 30909 · 981-222-3333 · msample@gmail.com

Country of Citizen: United States · Veteran's Preference: 5 Points

PROFESSIONAL EXPERIENCE

Director of Human Resources 6/20XX - Present
Print One Corporation, Dallas, TX Salary: \$90,000
Supervisor: Stanley Steamer, 691-445-0011, Contact: Yes 40 hours/week

ADMINISTER PERSONNEL/PAYROLL SYSTEM to meet management and employee needs. Resolve labor disputes. Develop and implement policy. Consult with managerial staff and supervisors to ensure policy compliance with applicable rules and regulations. Maintain staff training programs. Coordinate new staff orientation training. Manage a 2.4M operating budget.

PERFORM INTERNAL AUDITS AND CLAIM PAYMENTS. Survey company employees to determine worker satisfaction. Review personnel contracts. Conduct employment interviews. Prepare job descriptions. Work closely with legal staff in handling employee grievances and disciplinary matters.

Supervisor of Personnel Services 9/20XX – 6/20XX
The Bakker Group, Denver, CO Salary: \$75,000
Supervisor: David Martin, 303-654-1234, Contact: Yes 40 hours/week

DESIGNED AND IMPLEMENTED process improvements, and background check reviews. Performed over 300 employee performance evaluations and salary reviews. Designed and launched new employee directory. Developed low cost recruitment practices through virtual job fairs and supported work programs. Increased the qualified candidate pool by 72%.

HIRED, TRAINED, SCHEDULED AND SUPERVISED department personnel. Initiated the automation of I-9 Employment verification form through E-Verify which ensured compliance with all federal guidelines and regulations. Researched budget requirements and advised on budget revision request. Redesigned primary reporting tool. Initiated cross training program for all Corporation personnel. Implemented flex time scheduling which increased worked productivity by 20%.

Federal Resume Sample, Page 2

MIKE SAMPLE | 981-222-3333 | msample@gmail.com

Page 2

Human Resource Specialist

2/20XX – 9/20XX

Fuller Corporation

Salary: \$50,000

Supervisor: Karen Young, 770-010-0012, Contact: Yes

40 hours/week

MAINTAINED PERSONNEL RECORDS for all employees. Managed company benefits and compensation. Assisted with recruitment efforts. Prepared Statistical reports relating to department expenditures and provided recommendations for eliminating excessive cost and overhead. Implemented new administration procedures which increased administrative productivity by 67% and reducing personnel department overhead by 25%.

EDUCATION

Augusta University

Augusta, GA

Master of Business Administration

5/20XX

GPA: 3.89/4.0

Georgia Southern University

Statesboro, GA

Bachelor of Business Administration

6/20XX

MEMBERSHIPS & AFFILIATIONS

Society of Human Resources Management (SHRM)

CSRA SHRM Chapter member

7/20XX – Present

MILITARY SERVICE

United States Air Force Reserves (USAFR)

6/19XX – 5/20XX

Honorable Discharge

PROFESSIONAL PROFILE

- Excellent oral and written communication skills along with demonstrated ability to learn new skills and concepts quickly
- Recognized throughout career for honesty, decisiveness and effective problem solving skills. Able to build trust and rapport quickly with both management and associates
- Expertise in Human Resource Management, Organizational and Project Management, Training and Development, Team Building and Leadership, Employee Scheduling and Staffing Requirements

COMPUTER SKILLS – Proficient in Windows 8/7, Microsoft Word, PowerPoint, Excel, Publisher, Human Resource System: PeopleSoft, Trained in Basic Computer Programming, Microsoft Outlook, Internet Explorer, Google, Quicken, and Photoshop

LANGUAGE SKILLS: Fluent in French, Spanish and German (oral and written)

Action Verbs

Communication Skills

Address	Communicate	Counsel	Draft	Manipulate	Prepare	Translate
Arbitrate	Compose	Consult	Elicit	Motivate	Reconcile	Write
Advise	Confront	Contribute	Enlist	Mediate	Recruit	
Arrange	Coach	Develop	Generate	Negotiate	Represent	
Clarify	Collaborate	Document	Interpret	Plan	Resolve	

Creative Skills

Abstract	Create	Fashion	Integrate	Paint	Remodel	Revitalize
Act	Design	Generate	Intuit	Perceive	Renovate	Shape
Apply	Develop	Imagine	Invent	Perform	Replace	Sketch
Conceive	Direct	Innovate	Memorize	Plan	Revise	Transform

Detail/Organization Skills

Achieve	Collect	Dispatch	Inspect	Organize	Retrieve	Succeed
Arrange	Compare	Exceed	Introduce	Process	Record	Standardize
Classify	Compile	Facilitate	Meet	Resolve	Retain	Update
Collate	Describe	Follow-up	Operate	Respond	Review	Validate

Financial Skills

Administer	Audit	Detail	Keep records	Prepare	Qualify	Research
Allocate	Calculate	Forecast	Negotiate	Procure	Reconcile	Retrieve
Analyze	Compute	Inventory	Plan	Purchase	Reduce	Transfer

Service Skills

Adjust	Consult	Intuit	Mentor	Perceive	Prevent	Rehabilitate
Attend	Direct	Inspire	Monitor	Predict	Provide	Resolve
Care	Facilitate	Lead	Observe	Protect	Reconcile	Service
Commit	Guide	Listen	Participate	Prescribe	Refer	Understand

Leadership/Management Skills

Accomplish	Assign	Consolidate	Develop	Generate	Manage	Reward
Administer	Assume	Coordinate	Enforce	Implement	Motivate	Schedule
Analyze	Chair	Decide	Enhance	Increase	Organize	Streamline
Appoint	Choose	Delegate	Establish	Initiate	Plan	Strengthen
Approve	Conduct	Determine	Evaluate	Lead	Recommend	Supervise

Teaching Skills

Adapt	Coordinate	Implement	Observe	Rehabilitate	Retrieve	Stimulate
Advise	Create	Integrate	Participate	Screen	Structure	Train
Assign	Define	Navigate	Regulate	Service	Supply	Tutor
Choose	Develop	Operate	Reinforce	Simplify	Survey	Upgrade
Coach	Devise	Organize	Research	Solve	Synthesize	

Technical Skills

Activate	Compute	Coordinate	Detect	Fabricate	Maintain	Resolve
Adapt	Configure	Define	Develop	Formulate	Program	Retrieve
Apply	Conserve	Determine	Display	Implement	Reconfigure	Service
Assemble	Construct	Deliver	Engineer	Install	Repair	Streamline
Build	Convert	Design	Exhibit	Integrate	Remodel	Troubleshoot

Reference Page

PURPOSE OF YOUR REFERENCE PAGE

Your reference page lists supervisors and other people who have seen you in action and can speak to your job skills and special abilities.

Most frequently employers use your reference page to verify previous employment.

PROFESSIONAL REFERENCES

- Previous work supervisors
- Previous coworkers

ACADEMIC REFERENCES

- Your Professor
- Your Academic Advisor
- Faculty Advisor for Student Organization

CHARACTER REFERENCES

Government employers request **character references** who can speak about your demeanor or other personal qualities. These people may include:

- Neighbors and Friends
- Church members
- Organization members
- Family members

WHAT TO INCLUDE

- Name and title
- Company name
- Company address
- Company phone number
- Company email address
- Relationship to you: supervisor, mentor, internship coordinator

Jane Doe

1212 Tailtree Way • Martinez, GA 30907 • 706-831-8128 • jdoe323@gru.edu

REFERENCES

Dr. Carol Jones (Internship Supervisor)

Chair, Psychology Department
ABC University
2500 Walton Way
Augusta, GA 30904
cjones@gru.edu
(706) 731-4769

Dr. Jane Smith (Internship Supervisor)

Licensed Clinical Health Psychologist
Outpatient Behavioral Health Services
Department of the ARMY
Headquarters Dwight Eisenhower Army Medical Center
Fort Gordon, Georgia, 30905
Jane.smith@army.gov.mil
706-787-1212

Dr. John Doe(Professor)

Professor of Psychology
Georgia Southern University
P.O. Box 8041
Statesboro, GA 30460
jdoe@ga.southern.edu
(861) 555-1212

Ms. Sue Jones (Supervisor)

Owner & Director
Georgia Family's for America
4145 Columbia Rd.
Martinez, GA 30907
sjones@gafam.com
(706) 869-5555

BEFORE YOU LIST A REFERENCE

- **Ask permission** before listing individuals as references.
- Be sure that your references are willing to give you a 'positive' reference.
- *Don't be afraid to ask what they will say about you!*

Cover Letter Format

RETURN ADDRESS (or HEADER):

- Type your name and mailing address at the top of your cover letter.
- You may use the same Header used at the top of your resume.

INSIDE ADDRESS

- Type the name and title followed by company name of recipient
- Type company address of recipient

GREETING

- Use Mr., Ms., or Dr. as a title followed the recipient's last name

1ST PARAGRAPH

"Why Am I Writing?"

- Identify the position title or industry interest area
- Indicate how you heard about the opportunity
- State briefly why you decided to contact the employer

2ND PARAGRAPH

"Who Am I and Why Should You Consider Me?"

- Identify your qualifications for position
- Provide an example of your experience **as it relates to the job** using vocabulary from job description

3RD PARAGRAPH

"My Next Step"

- Refer reader to attached resume or link to web portfolio
- State your intention to follow up with the contact on a specific date
- Invite reader to contact you and provide email address and phone number

BEFORE YOU EMAIL OR MAIL YOUR COVER LETTER

- Email it to your Career Advisor for final review
- **Watch** "How to win an interview with your Cover Letter!" in the **Video Vault**.

Jackie Jackson
123 West Avenue
Augusta, GA

May 20, 20XX

Jane Clifton, Vice President of Operations and Federal Relations
The Washington Center for Internships & Academic Seminars
2310 M Street, NW, 5th Floor
Washington, D.C. 20037-1417

Dear Ms. Clifton:

I am writing in response to an email from the National Internship Foundation (NIF) regarding summer internships with the Washington Center for Internships and Academic Seminars. As a junior at ABC University majoring in Political Science, I am very interested in further developing my leadership skills through your internship. I believe that my course of study, campus leadership roles and strong interest in your operation make me a viable candidate.

As a fundraising committee member on the Jaguar Student Activities Board during my sophomore year, I demonstrated the ability to manage complex operations. For instance, I successfully encouraged the participation of 20 committee members in order to raise and manage a budget of \$20,000. In addition, I held a part-time job to cover college expenses while taking a full load of classes each term and maintained a 3.5 grade point average. As a political science major, I initiated a new current events club and coordinated guest speakers and panels to discuss newsworthy issues in our society.

My attached resume provides more details of my campus and community leadership roles. Next week I will contact you to ensure that you have received my resume and cover letter. In the meantime, if you have questions about my experiences, please email me at jjackson@gru.edu or call me at 706-555-1234.

Best regards,

Jackie Jackson

More Cover Letter Tips:

- When mailing or emailing your resume directly to an employer, always send an original or tailored cover letter, too.
- Your cover letter helps you introduce yourself to a prospective employer.
- Always address your cover letter to an actual person or department. **Never use "To whom it may concern" or Dear "Sir or Madam".**
- Keep your letter at one page in length.
- Email your letter by copying the body of your letter into the email. Then attach complete letter as a separate document.
- Check your letter for proper grammar and punctuation. Feel free to visit the Writing Center for assistance.
- Before sending your cover letter, proofread your letter for errors and typos.

For more tips, visit the Career Services Website at www.gru.edu/careerservices. From the 'Students' tab, then select the Job Preparation link in the left-hand menu.

Letter of Inquiry

Susan Watson
1022 Broad Street
Augusta, GA 30304

Month Day, Year

Mr. Timothy T. Mellon
Director of College Recruiting
Midwest Mercantile Company
4500 Randolph Drive
Chicago, IL 60601

Dear Mr. Mellon:

I am writing to inquire about a Sales Professional position at Midwest Mercantile. I am very interested in Midwest Mercantile's prestigious reputation in the professional apparel industry. I believe my business education, wide range of work experience, and strong interpersonal skills provide me with a valuable knowledge base to be an asset to your company.

I acquired excellent quantitative, interpersonal and analytical skills as a marketing major with a minor in Spanish. My academic coursework has taught me the importance of time management and leadership skills. As a teller with the Georgia State Employees' Credit Union, I learned the importance of attention to detail, sales as a customer service tool and responsiveness to client needs. Additionally, I continue to develop strong organizational and interpersonal skills as I nanny for a family while maintaining a 3.5 GPA.

In addition to my work experience, I had the opportunity to demonstrate my creativity and maturity as an intern in the advertising industry. In this position, I demonstrated my ability to be resourceful, to work under supervision, and to cope with the pressures of a chaotic and stressful environment.

I feel that my skills and experience will benefit your organization, and I welcome the opportunity to give you more information about myself. Please do not hesitate to e-mail me at swatson@gru.edu or call my cell at (706) 555-1234.

Sincerely,

(Written Signature)

Susan S. Watson

Enclosure

LETTER OF INQUIRY

Use this type of letter to express interest and to inquire about opportunities that may be available within a particular organization, but are not publicly posted.

Executive Briefing Cover Letter

Joe Black
1200 Walton Way
Augusta, GA 30909

Month Day, Year

Ms. Katherine Brent
Senior Recruiter
McCoy, LLC
1500 Fury's Ferry
Augusta, GA 30906

The Executive Briefing cover letter is beautiful in its simplicity. Its format provides a hiring manager a clear snap shot of your qualifications. It is a cover letter on your standard letterhead or e-mail, with the company's requirements for the job listed on the left side and your skills -- matching point by point the company's needs -- on the right.

Dear Ms. Brent:

I have nine years of accounting experience and am responding to your recent posting for an Accounting Manager on AugustaHotjobs.com. Please allow me to highlight my skills as they relate to your stated requirements.

Your Requirements

Accounting degree, four years experience

Excellent people skills and leadership

Good communication skills

My Experience

Obtained a Bachelor of Business Administration in Accounting in 20XX and have over four years experience as an Accounting Manager

Effectively led a staff of 24 to exceed annual goals by 10 percent

Trained new supervisors and staff via daily coaching sessions, communication meetings, and technical skill sessions.

My attached resume will offer more details about my background. I believe the highlights outlined in this executive briefing show that I am an ideal addition to your firm. Please contact me at 706-737-1400 to discuss how I can help McCoy, LLC achieve its goals.

Sincerely,

An Executive Briefing's ability to graphically match needs with skills will increase the chances that your submission will be read by the Human Resources department and hand-carried to the appropriate manager. This personalized, fast, and easy-to-read synopsis of how you can help with current needs makes life easier for the reader.

Joe Black

Networking Cover Letter

Mike Hampton
2121 Lumpkin Place
Athens, GA 30622

Month Day, Year

Ms. Cynthia S. Kennedy
Vice President
Second City National Bank
8555 Peach Tree Blvd.
Atlanta, GA 39584

Dear Ms. Kennedy:

I am writing this letter to request an informational interview to learn more about the field of human resources and your career path in the field. Mr. John Doe, whom I met at a recent meeting of the Society of Human Resource Management, suggested that I contact you about my interest in entering the human resources field. I am currently a Psychology major at ABC University and I feel my interpersonal and organizational skills can be a potential fit for a career in human resources.

I would be very grateful for 30 minutes of your time to talk about the HR industry and your career path into this industry. I greatly appreciate any information you can provide. I will call you next week to schedule a time for us to meet, if your schedule permits. Meantime, you are welcome to call me at 706-555-8976.

Thank you for your time and consideration.

Sincerely,

(Written Signature)

Mike T. Hampton

enclosure

NETWORKING LETTER

- . Use this type of letter to make new networking contacts or when you have been referred to a new contact by someone else in your network. State:
 - . How you learned of the individual and why you are writing.
 - . Brief information about you.
 - . Why you are specifically interested in contacting him or her.
 - . Information about how you can be contacted
 - . How you plan to follow-up.
 - . A statement of appreciation for his or her time.

Thank You Letter

Jemma Campbell
290 Colgate Avenue
Augusta, GA 30909

June 29, Year

Ms. Patricia Holler
Director of Personnel
Technology, Inc.
1105 Broad Street
Augusta, GA 30909

Dear Ms. Holler:

Thank you for taking the time yesterday to interview me for the Systems Analyst position at Technology, Inc. I enjoyed meeting you and Mr. Jones and learning more about the culture and organizational structure of your company. I am impressed with the company's reporting structure and I am confident my skills and qualifications are a good fit for the Systems Analyst position and the company as a whole.

If there is anything I can provide to assist in your hiring decision, please let me know. I look forward to the possibility of a second round interview and later joining the Technology, Inc. team.

Thank you again for your time and consideration.

Sincerely yours,

(Handwritten Signature)

Jemma Campbell

THANK YOU LETTER

In today's economy and job market, sending a thank-you letter may be the one thing that sets you apart from everyone else. You must:

1. Send a brief thank-you letter within 24 - 48 hours of the interview to express gratitude for the opportunity to interview and to express continued interest in the employer.
2. Send the letter by email (if you've established contact through email) and/or in a hand-written note by mail or delivery.
3. Personalize your letter (s) to each person that interviews you.
4. In your letter (s) make reference to what you valued in the interview.

Acceptance of Offer Letter

Hannah Hess
100 Bold Place
Augusta, GA 30909

August, Year

Mr. Nigel Byrd
Director of Personnel
Better Technologies, Inc.
1000 Broad Street
Augusta, GA 30909

Dear Mr. Byrd:

This letter will serve as my formal acceptance of your offer to join your team at Better Technologies as a full-time computer programmer. Your thorough review of your company's current goals and needs convinced me that your company is the best place for me to start my computer programming career.

I understand that a condition of my employment is to receive positive responses from my references and to pass a background check.

During this process, please let me know if you require additional paperwork to complete my file.

In the meantime, I have submitted a two-week notice of resignation at my current position so that I can be available to work by the beginning of September.

I look forward to meeting with you to discuss my first projects next Monday, September 8th at 9:00 a.m.

Sincerely yours,

(Handwritten Signature)

Hannah Hess

Enclosure

Resignation Letter

Betty Lungsford
1234 Fleming Street
Augusta, GA 30904

August, Year

Carol Gates, Human Resource Director
Better Gardens Magazine
258 High Street
Maryville, Tennessee 30025

Dear Ms. Gates:

I am writing to notify you that I am resigning from my position as Financial Manager at Better Gardens Magazine. My last day of employment will be May 10, 20XX.

This was not an easy decision to make. The past five years have been very rewarding and I have enjoyed working for you and managing a team of dedicated professionals who have provided excellent customer service to all of our clients.

I will be working for a local non-profit organization and look forward to the new direction of my career. Thank you for the opportunities that you have provided me during my tenure with the company, as well as your professional guidance and support.

I wish you and the company the best of success in the future. If I can assist with the transition, please let me know.

Sincerely,

Betty Lungsford

Resignation Letter

It is customary to provide an employer with two week's notice of your intention to resign your job position, when possible. Before resigning your position, check your company's requirements. Feel free to talk with your career advisor about the best way to negotiate an appropriate resignation date.

Rejection of Offer Letter

Audrey Herring
1234 Andrews Avenue
Augusta, GA 30906

January 14, 20XX

Sandra Blevens, Hiring Manager
Essential Securities, Inc.
96 Herringbone Lane
Aiken, SC 29842

Dear Ms. Blevens:

It was indeed a pleasure meeting with you and your staff to discuss your needs for a Graphic Design Manager. During our meeting, I found your description of your company's needs and mission very informative.

As we discussed during our interview, this first meeting was meant to explore a possible creative partnership between me and your company. I understand from our meeting that you need a candidate who can provide strong design as well as leadership skills within the department. After careful thought, I have decided to withdraw my name from consideration for this position.

My decision is based, in part, on the fact that I have accepted a position that is a better fit for my needs. In this position I will spend at least 50 percent of my time on graphic design projects while in the other 40 to 50 percent I will spend on administrative and operational duties.

I want to thank you for interviewing me and giving me the opportunity to learn more about your operations. You have a fine team and I am sure you will find the right candidate to fill your position.

Best wishes,

Audrey Herring

Cover Letter Template

Your Name
Your Present Address
City, State Zip Code

June 10, Year

Name of Person, Title
Company/Organization Name
Street Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name, (confirm the preferred title of the recipient)

I am excited to learn about the _____ position with _____ that is posted on the ABC Career Services Career Link. This position seems to fit very well with my education, experience and career interests. I'm confident that my passion and knowledge of the _____ industry, as well as my _____, will make me a strong asset to your organization.

My experience at XXX Company enabled me to develop strong _____ skills and to consistently exceed _____ expectations. While interning with XXX Company, I _____ (*Give specific example of how you used these skills.*). Additionally, I gained knowledge/experience with _____ while volunteering with _____ this past semester.

My background and career goals seem to match your job requirements well. Furthermore, I am genuinely interested in the position and in working for XXX Corp. I would appreciate the opportunity to meet with you to see how I can contribute to _____ Company. I will contact you next week to discuss the next step. In the meantime, you can reach me at 706-XXX-XXXX. Thank you for your consideration.

Sincerely,

(Your signature here)

Your Printed Name Here

Use this template as a guide to writing your first cover letter. Then email your cover letter to your Career Advisor for feedback and suggestions.

Binder and Web Portfolios

What is a portfolio?

A portfolio is a collection of materials to document your experience and skills. A well-prepared portfolio highlights skills and experiences related to a targeted job search in an industry or field of interest. Use your portfolio during interviews to capture the attention of graduate school committees, hiring managers, and prospective clients.

Types of Portfolios:

Binder portfolios:

- Ideal for face to face interviews
- Provides tangible evidence of your skills and experiences during an interview
- Displays your creativity and attention to detail
- Most effective when developed for a specific opportunity

Web-based portfolios

- Ideal for use as presentation tools for research, art, or community presentations
- Web-link to portfolio allows you to easily share materials by adding the link to your email signature line or by inserting the link in an email message
- Allows for the collection and display of large numbers of documents and graphic files

Types of Web-Based Portfolios

- **Slideshare** — <http://www.slideshare.net/> is a FREE application to upload and display Microsoft PowerPoint based presentations
- **Behance Creative Portfolio** — <https://www.behance.net/>
- **LinkedIn** — <http://www.linkedin.com/>: The world's largest professional networking site. Provides FREE applications for professional profile creation and management

When do you use a portfolio?

- As required in **college courses** that require the production of a collection of your body of work
- As requested by **graduate school applications committees**
- As a presentation tool for **job interviews**
- As a presentation tool for **class, community or research audience**



Materials for your Portfolio

- Updated, tailored **resume**
- **Reference list**
- **Letters of recognition** or thanks
- Recommendation **letters** from professors, employers and mentors
- **Articles** written by or about you or a group you represent
- **Internship or co-op** summaries and evaluations
- Samples of your skills or talents:
- **Writing samples:** letters, essays, reports, articles, newsletters, ad copy, speeches, flyers, press releases, lesson plans, manuscripts
- **Design, art, technical samples:** photographs, pictures of art compositions, graphic design presentations, computer programming/networking projects
- **Audio and video files** of presentations or completed projects
- Lists of **conferences or trainings** you have attended
- **Programs**, pictures or other documentation of your participation in an event or performance
- High school and/or college **transcripts, certificates** of completion
- **Award** notifications

What's in Your Portfolio?

How do you assemble a binder portfolio?

Step 1: Collect Academic, Professional, and Creative Materials

- Start saving work related to your major like reports, articles, essays, photos, presentations.
- Don't rely on your supervisor, professor or internship manager to save your work samples.
- Select a place to store your hard copy documents, brochures, flyers, work samples like a drawer, filing cabinet or box.
- Select a safe place to store computer documents like a cloud storage site, portable hard drive, or USB drive.

Step 2: Sort Your Materials by Relevance

- Determine the purpose of your portfolio? Will it be mailed or emailed to a hiring manager or graduate school committee for a specific application. If so, only include items that represent the desired skills and experiences being reviewed for this application.
- Select the materials and documents for your portfolio that represent your **best and most recent work**.
- Writers include 10-15 writing samples.
- Artists include 10-15 visual samples of your work.



Step 3: Assemble Your Tailored Portfolio

- **Divide your portfolio** into sections by skill or type of experience: research, writing, marketing, volunteer experiences.
- Provide a **title page**, a **table of contents**, and section dividers to organize your binder portfolio.
- **Use sheet protectors** in binder portfolio to protect and to display your documents.
- **Scan and mount** news articles and pictures carefully.
- Download news articles from media archives and include them in your portfolio.
- **Follow instructions carefully** for graduate school applications to ensure you have included all the documents and samples requested.
- For job interviews, **assemble a separate 'give away' portfolio** to leave with the interviewer.
- Have your portfolio reviewed by a professor, academic or career advisor before distributing or presenting portfolio.

Your Portfolio Items:

Academic documents:

Samples of your leadership, creativity, research:

Letters of Recommendation: Awards:

Documentation of projects, internships, volunteer work:

Beat the competition by maintaining an up to date portfolio and give away portfolios that can be shown or emailed at a moments notice.

Interview Tips and Etiquette

An employer decides whether or not to seriously consider you for a position within the first 4-9 minutes of your interview. Are you ready?

Three Main Types of Interview Questions

1. Traditional Interview Questions: Traditional interview questions are asked to gain basic information about your background, interests, skills, and reasons for applying.

HOW TO PREPARE:

Know Yourself:

- What are your employable skills and how do they correspond with this position?
- Is this opportunity compatible with your work values?
- Are your interests consistent with the general career area and this specific job?

Know the Organization:

- Knowledge of the organization, its products or services, and needs are essential.
- The more you know about the organization, the industry it represents, the job position under consideration, and how this all relates to your own career goals, the better impression you will make during the interview.

Know the Fit:

- Understand how your qualifications address the needs of the organization.
- Be prepared to explain how your skills and experiences can benefit the organization.

2. Behavioral Based Questions:

- Behavioral based interview questions require that applicants discuss the best examples of previous experiences. These questions are based on the premise that past performances can predict future performances.

HOW TO PREPARE:

- Identify critical skills needed for the position and brainstorm 3-5 success stories from your academic background, activities, or work experiences that demonstrate those skills.
- Use the **STAR** Technique:

S- State the **SITUATION**.
T- What **TASKS** were involved?
A- What **ACTION** did you take?
R- What was the **RESULT**?

3. Case/Situational Based Interview Question:

- Case-based interview questions present the candidate with a situation or case to analyze. Employers are more interested in how your response shows your approach and analysis of the situation.

HOW TO PREPARE:

- Practice thinking out-load and explaining your reasons for providing a particular conclusion or solution.

Personal Factors Interviewers Seek:

Articulate: Clear, concise expression of ideas including the correct use of grammar — no slang.

Attitude: Outlook on life in general.

Appearance: Physical appearance, neatness, posture and dress.

Maturity: Social behavior and mental stability.

Sociability: Ability to work and get along with others.

Motivation: Initiative, drive, enthusiasm, energy, desire to succeed.

Intelligence: Mental ability, judgment, alertness, organization of thoughts.

Self Confidence and Poise: At ease, self-assurance, interest in challenge.

Interest: Indication of sincere interest in position.

Potential: Ability to progress.

Interview Tips and Etiquette

Before the Interview:

- Accept or decline the invitation to interview for the position in a timely manner.
- Set up a professional voicemail announcement on your home and cell phone.
- Disable ring back tones on your cell phone when expecting calls from prospective employers.
- Research the position for which you will be interviewing.
- Research the organization/employer thoroughly.
- Obtain interviewer (s) name and title.
- Confirm the time/date/location of the interview.
- Identify your skills that relate to the job; review your resume and be able to elaborate on it.
- Review frequently asked questions and practice by doing a mock interview!
- Prepare questions to ask the interviewer.
- Know the general salary range for the position. (**See Dress for Success**)

During the Interview:

- Arrive 15 minutes early.
- Bring extra copies of your resume.
- Relax; be yourself; be positive.
- Follow the lead of the interviewer. (Don't try to take over the interview).
- Listen closely to the interviewer's questions; ask for clarification if needed.
- Be concise in your answers; give concrete examples to back up your claims.
- Never slight a former employer or colleague.
- Be aware of your posture and body language; watch your grammar.
- Be sure to clarify any follow-up arrangements.

After the Interview:

- Write a thank-you letter to the interviewer (s).
- Evaluate your performance by asking yourself questions such as:
 - *"How well did I present my qualifications?"*
 - *"Did I use clear, concrete examples?"*
 - *"What points did I make that seemed to interest the interviewer?"*
 - *"How can I improve on my next interview?"*
- Follow up with a phone call to find out the status of your application if the employer has not contacted you within the time frame stated.

If You Don't Get the Job:

- Ask for feedback from your interviewer.
- Do a self-analysis to determine how to perform better in the next interview
- Schedule mock interviews to better prepare for the next interview
- Disappointment is normal. Be careful not to blame or badmouth others.
- Keep in mind that your resume may be passed on to another employer.
- Establish an action plan and activate that plan.
- Don't give up. Lean on your support system and career advisors for encouragement.

Possible Reasons You Didn't Get the Job:

Appearance:

Poor grooming and careless dress.

Attitude:

Attitude of "what can you do for me".

Enthusiasm:

Lack of enthusiasm and/or interest; no evidence of initiative.

Expression:

Inability to express self well, poor speech habits.

Goals:

Lack of goals and ambition; does not show interest; uncertainty and indecision about career goals.

Maturity:

Lack of maturity; no leadership potential.

Preparation:

Lack of preparation for the interview: failure to research the position, inability to ask thoughtful questions during or at the conclusion of interview.

Personality:

Poor presentation of self; lack of poise; lack of self confidence; hesitant approach; arrogance.

Watch 1- 4 minute videos on career topics from interview attire to employer research in the **Video Vault**

www.gru.edu/careerservices/

Sample Interview Questions for Graduate Programs, Internships, Fellowships, Professional Residencies and Jobs.

INTERVIEW QUESTIONS BY CATEGORY

Traditional Interview Questions:

- Tell me about yourself. (Walk me through your resume.)
- How has your education prepared you for this position?
- What are your strengths? Weaknesses?
- Which completed courses will contribute the most to your effective performance in this job?
- If we were to ask your professors about your most outstanding quality, what would they say?
- What actions have you taken in your educational career and brief work experience to prepare you for this position?
- What 2-3 accomplishments in college have given you the most satisfaction?
- What motivates you as a person?
- How do you handle stress?
- Where do you see yourself in 5 years?
- What are you looking for in an organization?
- How do you define success?
- Why should we hire you?
- What is the best way to resolve conflicts?
- What have you read lately?

Behavioral Interview Questions:

- Discuss an instance when your work was criticized.
- Discuss a difficult person you worked with and how you handled this.
- Describe a poor decision you have made.
- Tell me about a challenge you faced and how you overcame it.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of when something you tried to accomplish failed.
- Give me an example of when you motivated others.
- Tell me about a situation in which you disagreed with a superior and how you handled it.

Industry Specific Questions:

- What do you see as the future of the _____ field?
- Discuss the market for our products. For example, what could we do better, what do you think we do well?
- How would you summarize what we do as a business?
- What do you know about our customer base?

Questions to Ask the Employer:

- How would you describe your corporate culture?
- Where do you see your company in two years?
- Can you please discuss the review and promotion process at your organization?
- Why is this position open? How often has it been filled in the past five years?
- What are the immediate challenges and objectives facing an individual in this position?
- What are the next steps in your search process and what is your timeline?
- Can I provide you with any additional information to assist you in your hiring decision?
- **NEVER ASK ABOUT SALARY, VACATION, OR BENEFITS DURING AN INTERVIEW!**

Illegal and Inappropriate

Questions: There are certain questions an interviewer should avoid asking during an interview.

Illegal Question Topics:

Questions the interviewer has no legal right to ask because the answers are protected by federal, state, and local employment laws.

- Marital Status
- Sexual Orientation
- Family Status/Background
- Disability
- Age
- Gender
- Race/Ancestral/National Origin (questions about citizenship is lawful)
- Religion

Inappropriate Question Topics:

While not illegal, inappropriate questions should not be asked during an interview. They include

- Questions that invade privacy
- Questions of a sexual or intimate nature
- Questions about your political views
- Questions that may be described as bizarre.

Suggested Ways to Field These Questions:

- Decide whether the interviewer made a mistake or is deliberately trying to avoid hiring you; consider whether you want to join an organization that condones such behavior.
- In a non-confrontational tone, ask for further clarification about the question and how the question relates to your assessment as a job candidate.
- If you feel comfortable answering the question, do so, but consider the ramifications of any answer you provide.
- If you are so offended that you realize you do not want the job, politely decline the question and end the interview at an appropriate time.

My Answers to Interview Questions

Question 1:	<hr/> <hr/> <hr/> <hr/> <hr/>
Question 2:	<hr/> <hr/> <hr/> <hr/> <hr/>
Question 3:	<hr/> <hr/> <hr/> <hr/> <hr/>
Question 4:	<hr/> <hr/> <hr/> <hr/> <hr/>
Question 5:	<hr/> <hr/> <hr/> <hr/> <hr/>

Dress for Success

More than 70% of your first impression is what people see. Make a good first impression by dressing professionally and by being well-groomed at your interview.

FOR WOMEN

Grooming:

- Hair should be pulled away from your face and neatly cut and styled.
- Wear daytime, natural looking makeup— no heavy eyeliner or glittery shadows.
- Nails should be neat and clean
- Avoid overly long fingernails and flashy nail polish.
- Avoid overpowering scents, such as lotions and shower gels.



Suit: Wear a dark-colored conservative, two piece matching business suit. Knee-length skirts or pant suits are both appropriate.

Blouse: Light-colored professional button-down shirt or blouse should be worn under your suit jacket.

Hosiery: Never show bare legs in an interview! Wear near skin-toned pantyhose, and always have a spare pair in case you get a run.

Shoes: Low-heeled and closed-toe pumps are a must. Polish your shoes!

Accessories: Keep it simple.

- No visible tattoos or piercings.
- Remember the “wear five rule”, two rings (one of each hand), two earrings (one in each ear), and one watch.
- Carry either a small purse or professional bag, but not both.

FOR MEN

Grooming:

- Have your hair neatly trimmed, including facial hair.
- Heavy cologne or other overpowering scents should be avoided.
- Nails should be neat and clean.

Suit: Wear a conservative dark-colored, two piece matching business suit.

- Two or three button suits are preferred, and the bottom button should be undone.

Shirt: Wear a long-sleeved, light-colored, button-down shirt. Shirt should fall 1/4 to 1/2 inch below suit sleeve.

- Be sure to iron your shirt.
- Consider wearing a white t-shirt underneath to hide perspiration and protect your suit.

Ties: Choose a tie with a conservative pattern that ends at mid-belt.

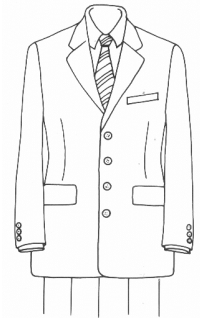
Socks: Wear dark-colored dress socks to match your suit. Socks should be worn over the calf.

Shoes:

- Wear comfortable polished dress shoes with laces.
- No sneakers, sandals, or casual shoes.

Accessories:

- Leather belts should match the color of your shoes.
- No visible piercings or tattoos.



GENERAL TIPS

- Bring a professional briefcase or leather notebook to carry extra copies of your resume or portfolio, keys, pens, and breath mints.
- **NO CELL PHONE!** Leave it in the car or at home!
- Appropriate professional dress depends on the industry. If you are unsure about appropriate dress, always dress conservatively to ensure a positive first impression.
- In a manufacturing or factory setting, consult with your Human Resources contact for appropriate dress.
- For more information on dressing for an interview, visit: www.symsdress.com, www.quintcareers.com/dress_for_women, or www.quintcareers.com/dress_for_men.

Watch **CareerSpots** videos about interview dress for men and women in the **Video Vault**

www.gru.edu/careerservices

Your Experience Examples

Practice telling the story of how you came to apply for your job of interest. First, think of key experiences in which you developed an ability to work in challenging work or project situations and in which you solved problems effectively. Then list four examples of these experiences in the chart below.

Example: You work in a retail environment. Describe a challenging day on the job that gave you an opportunity to grow professionally.

Summary/Overview Describe the project or situation, what you were trying to accomplish and who was involved.	Obstacles/Issues/Learning Opportunity Describe the task assigned and the obstacles you faced to show the interviewer that you can handle difficult challenges.	Final Result: The end of your story. What happened in the end? Were you successful? Did you learn something new? Describe the measurable result in numbers.
Example 1		
Example 2		
Example 3		
Example 4		

The key to telling your story with confidence is to
Practice, Practice, Practice.

Schedule a mock interview with your Career Advisor for feedback on your interviewing skills.

Career Fair Preparation

Career Fairs are a great way to meet recruiters and to network for jobs and internships

Step 1 Get Your Resume Ready!	<ul style="list-style-type: none">• Make 15-20 copies of your resume.• Print your resume on quality white or ivory colored resume paper.• Be prepared: some employers cannot accept hard copies of your resume and will ask you to apply online.
Step 2 Dress The Part!	<ul style="list-style-type: none">• Career Fairs require the same dress attire as an interview because career fairs serve as your first interview.• Do not wear perfumes and colognes.• Carry a portfolio with a notepad, copies of your resume, a pen, and samples of your work, if appropriate. If you choose to carry a purse, keep it small and professional.• Leave your cell phone in the car or at home.• Do not chew gum while interacting with the employers.
Step 3 DO YOUR HOMEWORK!	<ul style="list-style-type: none">• Review the list of participating employers and identify your top 5-10 employers before the fair.• Do extensive employer research to better interact with employers at the fair.• Before beginning the fair, review the map of employers and locate your top employers.
Step 4 Be Confident Be Patient Be Enthusiastic Be Prepared Prepare your "15- 30 second commercial"	<p>Be confident and network independently.</p> <ul style="list-style-type: none">• Don't bring a friend, child, or parents to accompany you during the fair.• Demonstrate confidence and approach the employer independently. <p>Be patient.</p> <ul style="list-style-type: none">• Do not interrupt a conversation and do not avoid a crowded table. Simply be patient, wait your turn, and you might even pick-up valuable information as you wait.• Watch your disposition and conversation while you wait. <p>Show interest and enthusiasm.</p> <ul style="list-style-type: none">• Don't be afraid to show your excitement about an employer. <p>Be organized.</p> <ul style="list-style-type: none">• Use a career fair bag to carry your items. You want to make the impression you are organized and polished.• Prepare appropriate questions. Prepare appropriate questions from your employer research to show interest and enthusiasm.• Appropriate questions are: "What are your hiring projections? What are your staffing needs at your preferred locations?"• Inappropriate questions are: "What jobs are you offering? What is the salary for this position?". Questions such as these are more appropriate for an informational interview, not a career fair.
Step 5 FOLLOW-UP	<ul style="list-style-type: none">• Collect business cards/contact information and determine the next step in the application process.• Send an e-mail or written "thank you" letter within 24 to 48 hours. Thank the employer for his/her time and restate your interest in the position.

10 Steps to Apply to Graduate or Professional School

Step 1 Research and Select Schools	Consider: geographic location, program emphasis, program/school size, professional/career opportunities, accreditation of the program, state regulations, length of program, cost/financial aid, and reputation of the program	Ask yourself these questions before you start this process: <ol style="list-style-type: none"> 1. Why am I pursuing a graduate degree? 2. Do I have the organization and study skills needed to be successful ? 3. Do I have the personal characteristics like discipline, motivation, and interest necessary to be successful in graduate school? 4. Am I qualified for this specific program? 5. Do I have the necessary GPA and completed course work to be considered a “competitive applicant”?
Step 2 Take Standardized Tests	Identify which standardized tests are required for admissions Websites: www.ets.org (GRE) www.gre.com (GMAT) www.mba.com (LSAT) www.lsat.org (MCAT) www.aamc.org (DAT) www.ada.org (TEAS) https://www.atitesting.com/Solutions/pre-program/TEAS.aspx	
Step 3 Write Your Resume or Curriculum Vitae (CV)	Update your resume or create a curriculum vitae to showcase all of your honors, awards, activities, research, and other accomplishments and experiences. Schedule an appointment with your Career Advisor to have your resume reviewed before submitting it.	
Step 4 Assemble Portfolio	Some programs may request samples of your work (papers, research, product development) <ul style="list-style-type: none"> • See the Portfolio Section in the career guide and the Career Services website for tips and guidelines 	
Step 5 Write Your Purpose/ Personal Statement	Schools ask for a summary of your goals and your reason/intent for applying because they want to know basically 3 things: 1) Why this school? 2) Why this program? 3) How are you going to be successful? <ul style="list-style-type: none"> • Read the instructions for writing your statement very carefully. • See your Career Advisor for guidance. 	
Step 6 Request Letters of Recommendation	Choose professors, supervisors, or professionals who know your work ethic and character from experiences. Provide your recommender with the following information and resources: <ul style="list-style-type: none"> • Send a detailed request in writing with a description of the program and your resume • Describe in your request how the recommender knows you and include a recent photo if you have not recent contact. • Provide Self-addressed stamped envelope, email link to provide reference and date that recommendation is due (or the date you intend to pick it up from the recommender). 	
Step 7 Complete Application Forms	Schedule an appointment with your Career Advisor for assistance with process and mock interviews, if applicable.	
Step 8 Request Transcripts from Registrar	Contact the registrar’s office of each school you attended to arrange receipt and delivery of your transcripts. <ul style="list-style-type: none"> • GRU Registrars Office Summerville Campus: 706-446-1430/1431 • www.gru.edu/registrar/ 	
Step 9 Request Financial Aid	Research the school’s financial aid deadlines and complete necessary paperwork in advance for loans, scholarships and graduate assistantships.	
Step 10 Follow-up	Take responsibility for ensuring all materials are received by the deadline. Make follow-up phone calls to inquire about your application status. Be persistent, but allow six weeks for processing, depending on the program.	

RESOURCES for Graduate School Preparation:

- Professors
- Career Advisor
- Academic Advisor
- Professionals in your field of interest

www.gradschools.com
www.petersons.com
www.graduateguide.com

What to Do if You are Not Accepted?

15 Steps to Future Success

1. **Apply earlier next year.** Avoid the last six weeks before the deadline.
2. **Apply to more schools.** Three or four is usually considered a good number.
3. **Apply to more “safe” schools.** Even 4.0 students and those who exceed the program’s entrance criteria can, and do, get rejected.
4. **Research similar programs** with less competitive application requirements.
5. Visit the programs you really want to pursue. **Demonstrate your interest and build relationships** with faculty and staff of the program.
6. Contact the program and **inquire about ways you could improve your applications** to become a stronger candidate.
7. **Go to summer school** in the targeted subject to demonstrate your interest in the area.
8. **Take one class at a time** in the targeted subject area and make great grades! Remember, the most recent grade counts the most.
9. **Study and retake required standardized tests.** With practice and appropriate studying techniques, you will **improve your scores.**
10. Get a **volunteer or internship experience** in the targeted area. It will boost your credentials even if it’s part-time, a few hours per week, or unpaid.
11. **Work in a “real job”** in the targeted field to gain related experience and to add recommendations from people working in the profession.
12. Get an **intermediate degree** like a certificate or other professional credential.
13. **Get experience and try again.** Many admissions committees value maturity.
14. **Re-evaluate your interest** in pursuing advanced studies. Is it possible your lack of passion for the subject area was evident?
15. **Review all application materials** before submitting to catch errors. Sometimes this simple check can make all the difference.

I never dreamed about success. I worked for it.

~
Estee Lauder

Success is really determined by how well you can learn from your failures.

~
Joel Brown

If you can dream it. Do it.

~
Walt Disney

The path to success is to take massive, determined action.

~
Tony Robbins

