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ASU Career Center
Boykin Wright Hall,
2nd floor

Monday-Friday
8:00AM-4:30PM

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Overview of SERVICES

The Augusta State University Career Center is a comprehensive career planning and employment center that provides services to Augusta State students and alumni. It provides a range of services and resources regarding career development, graduate and professional school preparation, experiential education, and employment services.

Individual Career Advising: Meet with a career advisor to explore your options and develop a plan to reach your career goals. Advisors provide individualized attention to students and alumni to assist with the career exploration and development process. An advisor can serve as a valuable resource to gain information regarding employment outlooks, job search strategies, and employer profiles.

ASU Career-Link: Job Postings: ASU CareerLink is an online system that allows ASU students and alumni to access postings for part-time and full-time employment as well as internship, co-op, and volunteer opportunities. Additionally, you can access an employer database of local and regional employers recruiting ASU students and alumni. You can apply for opportunities through the system and post their your for employers to view.

Optimal Resume: Optimal Resume is an online software program that helps you to write your resumes by providing step-by-step guidance and templates. You can also schedule an appointment with a Career Center staff member for a resume critique and additional resume writing assistance.

Optimal Interview: Practice your interviewing skills using a multimedia software package complete with over 1,500 interview questions, answers, and hints, which have all been professionally produced on digital video. After logging on, you specify the type and length of interview that you want to practice. The interview begins, and the questions appear on the computer screen in full-motion video and sound.

Interview Preparation &

Mock Interviews: Don't make the mistake of scheduling your most important interview without the proper preparation. Schedule an appointment with a Career Center staff member to discuss interviewing strategies and techniques, in addition to scheduling a mock interview to practice your interviewing skills.

Student Employment: If you are seeking part-time employment, schedule an appointment to meet with the Student Employment Administrator to explore the Federal Work Study, Graduate Assistant, and Student Assistant programs.

Co-op Program: The Co-op Program seeks to provide qualified students with opportunities to gain experience related to their major and/or field of interest prior to graduation through **PAID** work experiences. Academic credit is not awarded, but co-op participation is noted on the permanent transcript. To enroll in the program, you must meet certain co-op requirements and schedule an appointment to meet with your Career Advisor.

Job Correspondence Critiques: Increase your success by having your cover letters, resumes, and other job related correspondence critiqued. Simply drop off your correspondence or e-mail it to the Career Center, and it will be returned within one business day.

Career-Related Programming: The Career Center facilitates programs throughout the year to assist you in your career development (ie. resume writing, interviewing, job search strategies, dining etiquette, etc). Visit the Career Center website for a current listing of programs and seminars.

Career Fairs/Employer Events: The Career Center provides two local career fairs during the Spring semester and multiple regional career fairs throughout the year through symposium participation. Visit the Career Center website for dates and locations. Employers also showcase their opportunities through information sessions, information tables, and sponsored programming events.

Graduate/Professional School Assistance:

Thinking about pursuing advanced studies? The Career Center can help you explore and research your options, and successfully complete the application process.

Alumni Career Services: Graduating seniors have one year to utilize the services of the office after their graduation date for no cost. After this time period, alumni can pay a fee for six months of access to the services and resources. Alumni are allowed one free consultation to determine if services are necessary. Current members of the ASU Alumni Association receive a \$10 fee reduction.

On-Line Resources: There are multiple online resources, available through the Career Center website

regarding employer research, salary information, job outlooks, and career exploration. Complete an online assessment using SIGI and learn more about occupations and career options using CareerSpots.

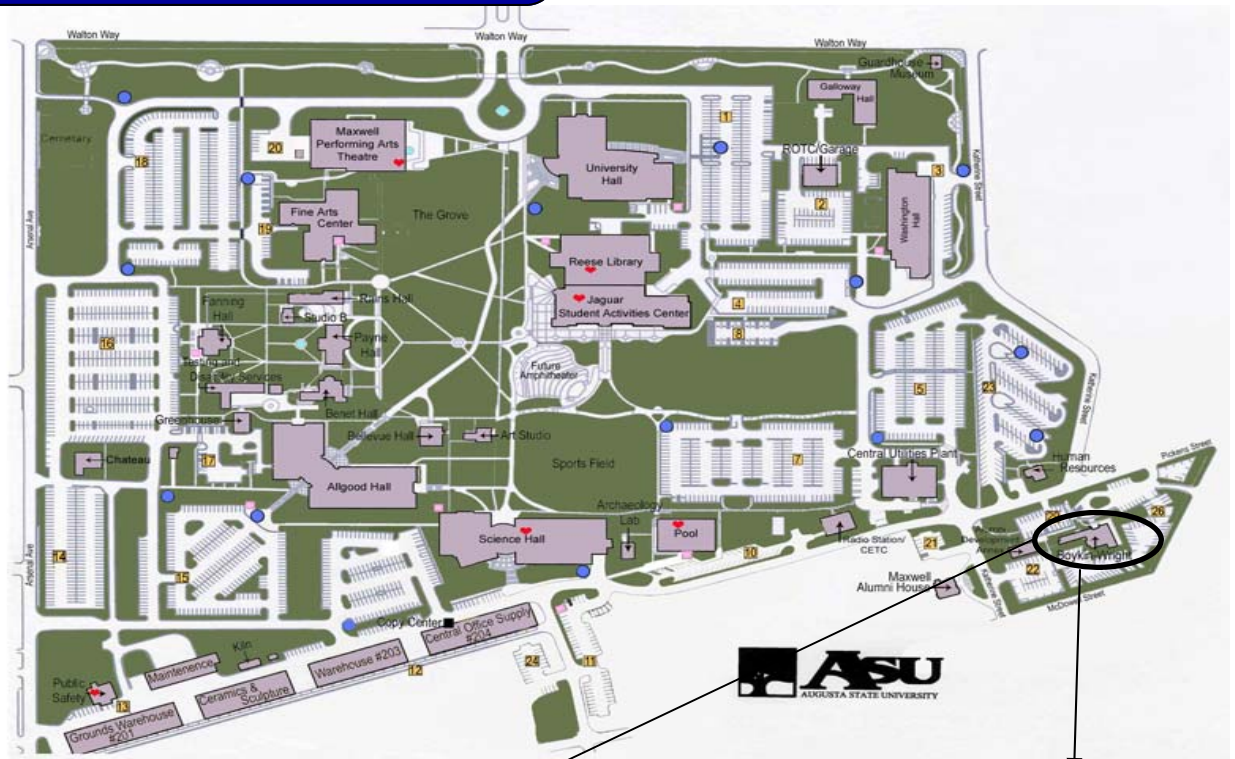
GCIS/Career Exploration: The Georgia Career Information System (GCIS) is a computer based library of occupational and educational information, a primary component in the career decision-making process. You can gain access to the GCIS system via the Career Center website.

Electronic Newsletter: Stay updated on Career Center events and "hot jobs" by receiving the electronic newsletter. Sign-up for the newsletter in your ASU CareerLink profile.

Career Library: The ASU Reese Library contains many career-related resources. Visit the Career Center website for a



Campus Map



AUGUSTA STATE UNIVERSITY
CAREER CENTER

Linking Student Success to Employer Satisfaction

Augusta State University Career Center

Location:

Boykin Wright Hall, 2nd floor
 1015 Johns Rd.
 Corner of Johns Rd. and McDowell St.

Hours:

Monday-Friday
 8:00AM-4:30PM
 Evening appointments
 available upon request.

Parking:

Plenty of parking is available in the
 Boykin Wright parking lot.

Contact Information:

Phone: 706-737-1604
 Fax: 706-731-7097
 CareerCenter@aug.edu
 www.aug.edu/career_center

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Career Development Timeline

Prepare For Your Future

Freshman Year

Assess, Explore, Investigate

Assess Your Interests and Skills

Visit the Counseling Center and complete assessments to help you determine your interests, values, skills, and personality.

Explore Majors and Careers

Explore various majors at ASU and maintain a strong GPA.

Meet with a career advisor at the Career Center 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.

Investigate Career-Related Information

Attend Career Center programs to learn more about different industries and career options.

Obtain an internship or volunteer with an organization to gain major-related experience.

Sophomore Year

Focus & Refine

Declare a Major

Focus on a major and continue to research major options.

Complete your core coursework and declare a major to begin your major coursework.

Obtain Career-Related Information and Experience

Research and enroll in the co-op program to gain experience related to your major.

Continue to research career options by conducting informational interviews with employers.

Continue to refine and build your resume with additional work experiences and extra-curricular activities.

Develop Your Skills

Join student organizations and develop your leadership skills.

Volunteer with an organization or obtain an internship to further explore occupations and industries.

Junior Year

Planning

Build Your Network

Develop and maintain relationships with your professors, seeking their advice and considering them as potential networks and references.

Familiarize yourself with potential employers. Attend career fairs and employer information sessions, and review job postings on ASU CareerLink.

Increase your involvement with student or community organizations and assume leadership roles.

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

Meet with a career advisor at the Career Center to discuss your employment preferences and develop an action plan.

Research graduate school admissions requirements and prepare for standardized tests.

Senior Year

Action

Begin Your Action Plan

Meet with your Career Advisor the summer before your senior year to create a job search strategy.

Begin to research employers of interest to determine their hiring activity and training programs for new graduates.

Attend as many local/regional job fairs as possible to build your network.

Fine tune your resume and cover letter writing skills and perfect the job interview through a series of mock interviews.

Submit your resume for positions posted on ASU CareerLink.

Attend employer information sessions and on-campus interviews.

Complete the application process for Graduate School or Professional School (take standardized tests, get letters of recommendation, write your personal statement, and complete applications).

The ROAD to Choosing a Major or Career



Assess Yourself

Complete Assessments: It's important to learn about your values, skills, interests, and personality before you dive into a major or career. Learning about yourself can help you make better decisions about your major and career choices. Schedule an appointment with the Counseling Center to complete the Myers-Briggs Type Indicator and the Strong Interest Inventory.

Access Your Resources

Meet with a Career Advisor. Schedule an appointment to meet with a Career Counselor at the Counseling Center to review and interpret your assessment results. The counselor will help you to further identify your skills, interests and abilities and refer you to resources to explore careers that may be of interest to you.

Meet with the Career Center. After meeting with the Counseling Center, walk upstairs and schedule an appointment to meet with a Career Center staff member. If possible, bring your assessment results for further exploration. The Career Center can provide you with information regarding specific industries, careers, and professions. They can also help you further explore career options through volunteering, job shadowing, internships, co-ops, and part-time employment.



Research and Gather Information

Conduct informational interviews. Build your network while learning about different careers and industries by identifying and interviewing professionals in your field of interest. (See page 18 for more information.)

Job Shadow: Follow a professional for a day or week to experience a “typical day”.

Complete an internship or co-op experience. Gain extensive knowledge and build your skill set as a way to explore a career field. (See pages 9-10 for more information.)

Volunteer. Get involved in the local community, meet people, and gain skills related to your area of interest or career you think you may want to pursue.

Research websites for career-related information. Utilize the many online resources the Career Center and Counseling Center can provide to assist you with learning more about various careers, professions, and industries. (ie. GCIS, SIGI, Discover, O* Net, Occupational Outlook Handbook)

Plan and Take Action

Prepare materials. Start preparing the necessary resources for your job search and/or graduate school applications. (i.e. Resumes, Cover Letters, Interview Preparation, etc.)

Take action. Start applying for jobs and graduate programs, always reflecting on and evaluating your strategy.

Evaluate: The career development process is a PROCESS. Your interests and skills will change, and you may have to experience the process many times throughout your professional career.

Academic Advisement

**Providing academic advising
and transition support
for students
exploring the options
available at ASU.**



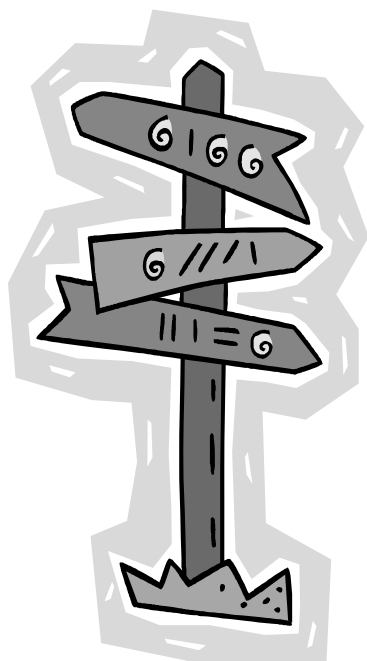
**Washington Hall
2nd floor
706-731-7979
www.aug.edu/advising**

Minority Advising Program



Promotes the retention and advancement of minority students through organizational meetings, student success seminars, motivational speakers, and campus activities.

Karen Mobley, M.Ed
Director of Student Development
(706) 729-2351 or (706) 729-2078
kmobley@aug.edu
www.aug.edu/student_development



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WEBSITE: WWW.AUG.EDU/COUNSELING

MAJOR MYTHS

Choosing a major is a necessary part of your college experience. Some students know exactly which major and career they want to pursue. Other students have a few ideas and are working to narrow the list of options. Many students have no idea where to start. No matter where you are in the process, we offer resources and information to help you take the next step!

MYTH: Most students are "decided" about their major.

REALITY: Colleges and universities nationwide reveal that up to 80 percent of entering college students admit they are uncertain what they want to major in, even if they have initially chosen a major. Additionally, over 50 percent of first-year students change their majors at least one time before graduation.

MYTH: It is better to declare a major than be "undecided."

REALITY: Exploring various majors can be extremely positive. Pre-major or "exploratory" students may be more open-minded, willing to consider options, and eager to learn new things. Allowing yourself time for exploration and careful investigation of the academic programs that are available to you is key to finding the major that best suits you. However, don't wait too long...you should have a major selected by the second semester of your sophomore year.

MYTH: An academic major ties you to a specific career path.

REALITY: While some majors strongly relate to career options other majors are less related. Remember the principal qualities employers are looking for in potential employees are skills, rather than subject matter. In college, it is important to acquire marketable skills, such as problem solving, written and oral communication, interpersonal communication, the ability to work in groups, and sensitivity to other cultures.

MYTH: Students majoring in the arts, humanities, or social sciences are not qualified for any job, or are only qualified for careers in those specific areas.

REALITY: Liberal arts majors can find meaningful work in business, research, human resources, teaching, the military, and various other occupations. Liberal arts majors can also prepare students for many graduate or professional schools (e.g., law school, medical school). The skills you develop in a liberal arts curriculum are often those most desired by employers – communication skills, interpersonal skills, analytical skills, and the ability to adapt to change. When choosing a major, it is best to consider what skills your undergraduate education will help you to develop.

MYTH: I should study the job market and select my major based on the careers that show the most rapid growth.

REALITY: If you follow your passion, success will follow you. The job market today may be very different from the job market in four or five years. Choose a major that genuinely interests you, and the rest will fall into place.

MYTH: Selecting my major is the same as choosing my career.

REALITY: Most studies show that less than 50% of graduating seniors report accepting a job directly related to their major. While there are certain degree programs lending themselves to particular careers, such as Engineering and Accounting, the majority of majors have a wide variety of opportunities. To get an idea of some of the career opportunities for different majors visit the Career Center website and click on "What Can I Do With A Major In..."

MYTH: "There is a test or an expert that can tell me what to do with the rest of my life."

REALITY: The only expert on what is best for you, is you! There are several individuals and resources you can use for support, but in the end, you make your own decisions.

Career advisors can help you clarify information about your interests, skills, personality, or decision-making patterns. Based on your individual situation, the advisor may suggest an assessment to help with this. Still, no test or expert will know you better than yourself.



Co-op Program

COOPERATIVE EDUCATION is a Career Center program that seeks to provide qualified students with opportunities to gain experience related to their major and/or field of interest prior to graduation through **PAID** work experiences. Academic credit is not awarded but co-op participation is noted on the permanent transcript.

THREE TYPES OF CO-OP

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.

Alternating Co-op:

Allows a student to **ALTERNATE** between semesters of full-time work and school. This type can delay graduation; however, employers often use the alternating Co-op to screen a student for full-time potential upon graduation. It also allows students to become more involved in projects at work and earn more money. Positions last for at least two work semesters and usually longer.

Co-op Intern:

A position (not for academic credit) obtained through the Co-op office 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 2 semesters.

QUALIFICATION REQUIREMENTS

Student Must:

- Have Completed at Least **30 Credit Hours**
- Have an Established GPA at ASU
- 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 to meet with your Career Advisor to complete co-op paperwork, 706-737-1604.
- Sign a Transcript Release Form.
- Create a resume and upload resume into your ASU CareerLink account.



Internships & Volunteer

Opportunities



VOLUNTEERING and completing an **Internship** are two of the best ways to gain experience in a field you are interested in pursuing. The important component of a volunteer or internship experience as it relates to a career decision is your ability to test the water and see if you are truly motivated to pursue a career in this area.

Think carefully about the type of experience you want and whether or not it will provide you with skills you may be lacking, while also challenging 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.

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
- Developing a sense of fulfillment

CHARACTERISTICS OF A GOOD VOLUNTEER/INTERN

Take initiative and be a problem-solver.

Look for ways to improve the effectiveness of the program and ask for opportunities to do more.

Have a sense of direction.

Know what you want to accomplish and find out how to most effectively make that happen.

Let your supervisor know your career goals.

When the supervisor knows what interests you most, they may be better able to offer experiences to satisfy those interests.

Take advantage of training.

Many volunteer experiences offer specific training courses, so always take advantage of those opportunities to further your skills.

Be consistent, responsible and dependable.

Show up on time, fulfill your responsibilities in an effective manner – your supervisor may be a good source for writing a recommendation letter one day.

Learn from challenges.

Always ask yourself what you can learn from any experience you may encounter while volunteering.

ONLINE RESOURCES

Volunteer Match: www.volunteermatch.org

Idealist.org: www.idealism.org

Volunteer Solutions: www.volunteersolutions.org

Volunteer.gov: www.volunteer.gov/gov/

Opportunity Knocks: www.opportunityknocks.org

ServeNet.org: <http://servenet.org>

Network for Good: www.networkforgood.org

United Way of the CSRA: www.uwcsra.org

Vault Internship Guide: www.vault.com

Peace Corps: www.peacecorps.gov

Wetfeet Internship Guide: <http://internships.wetfeet.com>

Cross Cultural Solutions: www.crossculturalsolutions.org

ASU CareerLink: www.aug.edu/career_center



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Job Search Strategies

STRATEGY #1:

ASU CAREERLINK— CAREER CENTER EVENTS

Employers contact the ASU Career Center to specifically recruit ASU students and alumni to fill their job vacancies. The Career Center staff work to build relationships and partnerships with employers. They ultimately help students to secure employment and assist employers with their hiring needs. Many times the Career Center is able to “tap” the hidden job market and inform students and alumni of those opportunities.

- **ASU CareerLink** is an online system that manages postings for jobs, internships, co-op, and volunteer opportunities. (See page 13 for more information.)
- Attend **Career Fairs** and other **Career Center events** such as the “Spotlight Series”, employer information sessions, and etiquette dinner programs to network with employers.

STRATEGY #2: NETWORKING

Networking is establishing relationships with professionals in your field of interest for the purpose of making contacts and sharing information for personal or professional gain. Students can network through their current relationships and ready-made networks such as professional organizations, religious organizations, social organizations and ASU Alumni Association. (See page 16 for more information.)

Informational Interviewing: Informational interviewing is a great way to establish relationships with people in your industries of interest. (See page 18 for more information.)

STRATEGY #3: INDUSTRY SPECIFIC JOB SEARCH

1. **Brainstorm a list of companies or organizations within a particular geographic area.**
 - Visit their websites and search for open positions.
 - Send a formal prospecting letter. Attach a resume inquiring about future career opportunities.
 - Visit on-site to inquire about opportunities.
2. **Search industry specific job boards and professional association websites for job listings.**
 - Example: American Marketing Association, Society for Human Resource Management, computerjobs.com.

STRATEGY #4: ALTERNATIVE JOB SEARCHES

You’ve tried everything stated above and you still haven’t found success? Consider some alternatives.

- **Temporary/Employment Agencies:** Many employers have moved to hiring temporary workers so they can screen the worker before they hire him/her for the job. Temp work can be an excellent way to get your foot in the door!
- **Paid Internships:** Enhance your experience on your resume and network at the same time!
- **Part-Time Employment:** While you are continuing to try to find full-time employment, go ahead and secure part-time employment to “pay the bills.” You may be able to build your network through your coworkers at your place of employment.
- **Additional Coursework/Certifications:** Some industries look for a specific skill set or training, and taking additional coursework may make you more competitive in the applicant pool.

Visit the Career Center website for links to local, regional, and national job search websites,
www.aug.edu/career_center.

An estimated 80% of
available jobs are
not publicly
posted anywhere!



ASU CareerLink is an online system that allows ASU students and alumni to access postings for part-time and full-time employment and internship, co-op, and volunteer opportunities. Currently enrolled students can apply for opportunities through the system and post their resumes for employers to view.

Getting Started

1. Click on the ASU CareerLink logo located on the Career Center website, www.aug.edu/career_center.
2. Login to your account:
 - **Username:** (Your 927 student ID number)
 - **Password:** *success* (You may change your password to a unique code upon login.)

When you first log into ASU CareerLink, you will be prompted to complete your profile. You must complete all required information listed under the following tabs before the system will allow you to search jobs: "Personal Information", "Academic Information", and "Privacy".

Uploading Resumes

1. Click on the "Resume" tab located at the top of the screen.
2. Then scroll to the bottom of the page and click on "Add New".
3. Create a "Label" for your resume and click on "Browse" to locate your resume on your computer.
4. Click "Submit" at the bottom of the page.



If this is your first time uploading your resume, your resume will need to be approved by a Career Center staff member via the ASU CareerLink system. Your resume will remain "pending" until your resume is approved. Once your resume is approved, you will be able to submit your resume for jobs posted in the system.

Once your resume has been approved, select a "Default" resume. Your default resume is the resume the Career Center will send to employers for resume referrals in addition to the resume employers will view in a resume book.

Searching for Jobs or Internships

1. Click on the "Jobs" tab located at the top of the screen.
2. Highlight "ASU CareerLink" jobs. All available jobs and internships posted with the ASU Career Center will appear. (NACELink jobs primarily require a degree with experience, where as, CareerLink jobs may not require a degree and/or experience.)
3. To narrow your search, select your parameters utilizing the pull down menu boxes and click "Search".
4. Click on the job title to learn more about the opportunity and to submit your resume.

Tips:

- Read the qualifications and application criteria carefully and only submit resumes for positions that match your qualifications.
- Do not keyword search by "Augusta, GA" because you'll miss opportunities in Evans, Martinez, North Augusta, etc.
- Don't narrow your search too much because you may be limiting your search results.
- Check the job postings frequently as new postings are added daily.

Responsibilities

- Update changes to your personal information and/or your resume each semester.
- Schedule an appointment with your Career Advisor to gain additional resources and guidance. This assistance will increase your chances of success with your job or internship search!
- Please let us know when you get a job so we can record your success for our records. Once we receive your information, you will also be registered in a semester drawing for \$100!
- Your account and resume will be inactivated if you are not enrolled at ASU for two consecutive semesters in the Fall, Spring, and Summer term cycle. Your account will remain active for one semester of non enrollment provided you show enrollment the following term.
- Graduating seniors can access services free of charge for one year after their graduation date. Alumni fee-paid services are available to graduates out for more than one year. Contact the office to inquire about Alumni Career Services.

Student Employment

Part-Time Opportunities

Student Assistant & Graduate Assistant Programs

Overview

The Student Assistant Program provides **on-campus** part-time positions for students to aid in meeting a portion of their educational expenses and to obtain valuable employment experience. Student Assistants are employed in departments on campus and must be enrolled in a degree or certificate program.

Students Assistants can work up to 25 hours per week while classes are in session.

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

How To Apply

All Student Assistant positions are posted in ASU CareerLink, www.aug.edu/career_center. Some positions require a resume, while others do not.

Students selected as Student Assistants must obtain and complete an employment packet from the Career Center located in Boykin Wright Hall, 2nd floor. Employment packets may also be downloaded from the Career Center website, www.aug.edu/career_center. A Criminal Background Investigation Form is included in the employment packet and students will not be able to begin work until the background form is processed and cleared.

Questions? Contact:
Amber Zimmerman
Student Employment Administrator
ASU Career Center
Boykin Wright Hall, 2nd floor
706-737-1604
azimmer2@aug.edu

Federal Work Study Program

Overview

The Federal Work Study Program is a federally funded program that provides part-time employment for students to help pay for educational expenses. Federal Work Study employment opportunities are available to full-time and part-time undergraduate and graduate students. Positions are on-campus or off-campus with a state or non-profit office.

Federal Work Study students are allotted a certain amount of money each semester which will determine the number of hours the student can work. Students will not be paid for hours worked once their allotted amount has been depleted.

How To Apply

Students must complete the Free Application for Federal Student Aid (FAFSA) and state their interest in the Federal Work Study Program. Once the Financial Aid office verifies your FAFSA, you will be contacted by the Career Center with your allocated funds for the semester.

Once you have received notification from the Career Center of your Federal Work Study eligibility and funds allocation, you will need to search ASU CareerLink for Federal Work Study opportunities via the Career Center website, www.aug.edu/career_center.

Students selected for an interview for Federal Work Study opportunities, must present the hiring department with documentation of your Federal Work Study eligibility and allocated funds. Then the student must complete an employment packet from the Career Center located in Boykin Wright Hall, 2nd floor. Employment packets may also be downloaded from the Career Center website, www.aug.edu/career_center. A Criminal Background Investigation Form is included in the employment packet and students will not be able to begin work until the background form is processed and cleared.

Payment

Federal Work Study students must track their earnings to avoid exceeding the allotted amount of funds. Students will complete and submit a timesheet every two weeks and payment will be distributed biweekly via direct deposit.

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www.upsjobs.com

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- * In "Drop Down Box", select Package Handling/Operations & Driver Helpers
- * Under Locations (Search by zip code or by state) * Click continue
- * Select Location/Position of your choice – * Complete job inquiry/application

UPS is an equal opportunity employer.



Benefits of Networking

Focuses your major or career choice.

Helps you explore career options and industries of interest.

Provides industry-related professional advice for your job search.

Refines your interviewing skills.

Taps the hidden job market.

Helps you gain “insider” information about an organization.

Helps you develop your knowledge and skills.

■ ■ ■

Networking is NOT:
Schmoozing
Asking for Jobs
Using People
Getting Contact Information

■ ■ ■

**According to the
Dept. of Labor, over 60% of
individuals currently
employed found their jobs
through networking.**



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 give and take

IDENTIFY YOUR CURRENT NETWORK

- **Take Inventory:** Brainstorm a list of people you know: parents, friends, professors, co-workers, relatives, neighbors, doctors, dentists, parents' friends, coaches, church members, etc.
- **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; however, you may need to utilize your current networks to gain access to that individual.
- **Tap Ready-Made Networks:** Many networks already exist and you simply need to become a member. Common ready-made networks include professional associations, church groups, social organizations, and same sex groups (i.e. Women in Business). Contact your local Chamber of Commerce for a list of organizations in your area. Also visit your Career Center for additional resources to help you identify ready-made networks.
- **Places to Network: Everywhere!** Professional association meetings, religious gatherings, school, work, airports, weddings, sporting events, conventions, health clubs, etc. You never know who is around you...just start talking and asking and you'll be pleasantly surprised. Always be ready to network!
- **Informational Interviewing:** Informational interviewing is a great way to build relationships and gather useful information. It is the most utilized and highly successful networking technique. (See page 18 for more information.)
- **Social Networking Sites :** Utilize FACEBOOK, MySpace, and professional networking sites like LinkedIn. Begin searching for profiles of people working in your areas of interest and seek to establish a friendly and professional online rapport.

Networking Etiquette

Know your purpose: Be able to clearly articulate your purpose for wanting to build a relationship. People are not going to be able to help you if you don't know what you need and how they can help you. If you are in the early stages of exploring majors and careers, then your purpose is to gather information about jobs and careers of interest to you. If you are in the later stages and looking for full-time employment, then your purpose is to obtain advice on how to conduct your job search and to develop job leads.

Do your homework. If you have an appointment scheduled to meet with an individual regarding their employer or current profession, research the employer and/or the industry, and background information of the individual. Having some knowledge of the employer, industry, and individual will help you ask appropriate questions and present a professional image.

Dress professionally. To present a professional image, dress professionally for informational interviews. (See page 43 for more information.)



Networking is a two-way street. Remember, networking is cultivating relationships, not developing contacts. There should be give-and-take in the relationship and you should be willing to provide assistance if requested. Don't act desperate and demand information from your contact. Trust must be established before information and/or job leads will be shared.

Be respectful. Many professionals are extremely busy; therefore, respect their time. If you requested a 30-minute meeting, do not past 30 minutes. Get permission and ask for a time that is convenient for the professional. Confirm the selected time appropriately through a phone call or e-mail. During your appointment, make eye contact, listen, and actively engage in the conversation.

Be thankful and follow-up. Thank the professional for his/her time and send a thank you letter within 24 hours. (See page 30 for more information). Follow-up with the professional in the near future to continue to build and maintain the relationship.

SAMPLE BRIEF INTRODUCTION

"Hello, Mr. Jones, my name is John Smith. I'm currently a senior Computer Science major at Augusta State 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."

SAMPLE MINI-COMMERCIAL INTRODUCTION

"Hi Mr. Jones, my name is John Smith and I am currently a senior Computer Science major at Augusta State University. I am interested in the field of IT, and I see that you are currently a Technical Support Analyst at IBM. I would like to learn more about your career and how you got there. I feel that I have enhanced my technical skills and interpersonal skills through my studies at ASU and I think the IT field would be a good match for my skills and abilities. I've researched the field quite a bit, and it seems that my skills and education could make me a strong candidate for an analyst position. As a professional in the field, would you be able to talk to me more about your career path and your perspective on the IT industry?"

SAMPLE NETWORKING COLD CALL

"Hi, my name is John Doe and I am a senior Management major at Augusta State 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 see if I can schedule an appointment to conduct a short informational interview with you about your career. I will not take any more than 30 minutes of your time."

SAMPLE VOICEMAIL

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 Augusta State University, and I am considering a career in the industry of human resources. I would like to see if I can schedule a 30 minute informational interview with you to learn about your career path and profession. I would greatly appreciate it if you could call me back at 706-555-5555. Thank you for your time and I'm looking forward to hearing from you.

SAMPLE NETWORKING LETTER

(See Page 36 for Sample Networking Letter)

Informational Interviewing

INFORMATIONAL INTERVIEWS...

- ... are a great way 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 A SNEAKY WAY TO ASK FOR A JOB OR INTERVIEW FOR A JOB!

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 counselor to identify occupations of interest.

2. Research the professional and their organization/industry.

- Do your homework so you can intelligently state specifically why you are contacting this person and what they can provide you. Prepare your list of 15 questions to ask before the interview. The better prepared you are, the better information you can get from the professional.

3. Contact the professional.

- Speak directly to the person, or explain to a secretary why you need to speak directly to this person. Ask if you reached them at a good time, and take only a few minutes to explain why you are contacting them and arrange an interview meeting.

4. Conduct the interview.

- Ask for their time, and stick to it! If you scheduled 20 minutes on the phone or 30 minutes in person, do not stay longer than you promised. Follow the same etiquette guidelines for interviewing skills. Even though you are not there to get a job, look professional and have an updated resume with you in case they ask about your previous experience. Arrive early, be courteous, and thank them for taking time to share their advice and experience.

5. After the Interview...

- Find a quiet place to write down answers to the questions you asked. Review your notes and prepare a follow-up plan for the other contacts you gained. Send them a thank you note for their time and stay in touch to keep the professional updated on your progress. Remember, you can't base your decisions on one interview! Quickly make an appointment with another professional to learn more.



SAMPLE INFORMATIONAL INTERVIEW QUESTIONS:



- What is your job like? A typical day? What percentage of your time is spent doing what?
- What do you do? What are the duties/functions/responsibilities of your job?
- What are some challenges of your job?
- Why did this type of work interest you and how did you get started?
- Can you suggest some ways a student could obtain this necessary experience?
- What are the most important personal satisfactions and dissatisfactions connected with your occupation?
- What do you like and not like about working in this industry?
- 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 is the best way to enter this occupation? What are the advancement opportunities?
- 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?
- How would you describe the working atmosphere and the people with whom you work?
- 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, place of residence, etc.?
- 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? How rapidly is the field growing? Can you estimate future job openings?
- Are there organizations you are expected to join?
- 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, travel, etc.?
- 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? Why? 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 have 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?
- If you were entering this career today, would you change your preparation in any way to facilitate entry?
- What abilities or personal qualities do you believe contribute most to success in this field/job?
- What are the typical entry-level job titles and functions?
- Do you know of other people whom I might talk with who have similar jobs?
- Do you have any advice for someone interested in this field/job? Are there any written materials you suggest I read? Which professional journals and organizations would help me learn more about this field?
- What kinds of experience, paid or unpaid, would you encourage for anybody pursuing a career in this field?
- [If you feel comfortable and it seems appropriate:] Would you mind taking a look at my resume?



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Brandon, MS 39042

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Employer Research

CONDUCTING EMPLOYER RESEARCH CAN HELP YOU...

- Make an informed employment decision.
- Discover if the employer is a good match for you.
- Identify the employer's needs to market yourself more appropriately.
- Show potential employers your initiative and enthusiasm.
- Answer interview questions more confidently.
- Know what questions to ask of the prospective employer.



IMPORTANT INFORMATION TO RESEARCH

Industry Information

- **Industry Trends:** Success/Failures; Employment Outlook; Industry Leaders; Current Events

Employer Information

- **Financial Information:** Profit vs. Non-profit; Funding Sources; Total Revenue; Projected Growth
- **Organizational Structure/Personnel:** Leadership of Organization (i.e. President, CEO, etc.); Management Team, ASU Alumni; Size of Organization
- **History/Mission/Goals:** Age of Organization; Major Events in History; Mission Statement
- **Location:** Headquarters; Satellite Offices
- **Products/Services:** New Products; Existing Products; Key Brand Names; Primary Users of Products (Demographics); Sector of Market Where Product Utilized
- **Key Clients:** New Client; Existing Clients
- **Major Competitors:** Location of Competitors; Competitors' Products; Competition Strategy
- **Current Events:** Good News; Bad News

Position Information

- **Recruiting Profile:** Location of Recruiting Efforts; Recruiting Strategy, Recruiting Materials
- **Position Description:** Requirements/Qualifications of Position, Duties & Responsibilities; Position Location Within Organization; Reporting Lines (Supervisor/Manager)

Employer research can be one of the most important steps you take in your job search.



RESEARCH RESOURCES

The Internet: Company Websites, Search Engines, Online Newspapers, Industry Websites

The Employer: Current Employees (informational interview), Company Website, Company Literature, Employer Information Sessions

ASU Career Center: Staff Members, The Vault, Hoovers, Wetfeet, Dun & Bradstreet, (www.aug.edu/career_center).

ASU Library: Electronic Journals via Galileo

Outside Publications: *Augusta Chronicle*, *The Wall Street Journal*, *Augusta Magazine*, *US News & World Report*, etc.

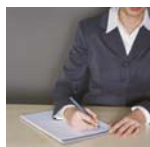
Career Fair Preparation

Career Fairs are a great way to meet recruiters, network for jobs and internships, and gather company information. Whether you are actively job seeking or not, take advantage of the opportunity to learn more about what employers have to offer.

Step #1: GET YOUR RESUME READY!

Create a generic resume and get it critiqued.

Schedule an appointment with the Career Center to help you create a sharp and professional resume. If you already have a resume, drop it off or e-mail it to the Career Center for a resume critique.



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. This is to comply with federal regulations about the way employers track their applicants.*

Step #2: LOOK SHARP AND DRESS THE PART!

Dress Professionally: Career Fairs require the same dress attire as an interview because in essence, the Career Fair is your first interview. You only have one chance to make a

positive first impression, so don't blow it! (See page 43 for more information regarding appropriate dress.)



Cologne and Perfume: Avoid overpowering scents. Strong scents in small spaces may be overwhelming and distracting.

Bags & Backpacks: Try to avoid bringing your backpack. Carry a portfolio with a notepad, copies of your resume, a pen, and any other pertinent information. If you choose to carry a purse, keep it small and professional.

Turn it off and spit it out! Leave your cell phone in the car or at home to avoid distractions. Do not chew gum while interacting with the employers. Breath mints are preferred.

Step #3: DO YOUR HOMEWORK!

Research the participating employers. Review the list of participating employers and identify your top 5-10 employers before the fair. Do extensive employer research to better facilitate dialogue with the employer at the fair. (See page 21 for more information.)

Have a plan. Before beginning the fair, review the map of employers and locate your top employers. Devise a plan to ensure you talk with each employer in your allotted amount of time.

Step #4: YOUR APPROACH

Prepare your "30-second commercial". Prepare and practice your 30-second script that introduces you, states your interest in the organization, and your related experiences to the position in which you are pursuing.

Be confident and network independently. Don't bring a friend, child, or parents to accompany you during the fair. Demonstrate confidence and approach the employer independently.



Be patient. Employers want to talk with multiple applicants the same way candidates want to talk with multiple employers. 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.

Show interest and enthusiasm. If you are interested or excited about an employer or opportunity, don't be afraid to show it!

Be organized. Be prepared for employers to give you literature and give-away items (pens, t-shirts, cups, etc.). Utilize a career fair bag to carry your items and do not pick-up freebies from every table because that is more than you can carry. 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? Are there travel opportunities/requirements?"



Inappropriate questions are: "What jobs are you offering? What is the salary for this position? Tell me about your training program? What can I do with my major? What is your background and why did you chose this employer". Questions such as these are more appropriate for an informational interview, not a career fair.

STEP # 5: FOLLOW-UP

Determine next steps. 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 for the position.

**Visit the Career Center Website
for dates and locations
of local and regional career fairs,
www.aug.edu/career_center.**

Mark Your Calendars!

GA Career Consortium Career Fair

Thursday, November 13, 2008

12PM-3PM

Cobb Galleria, Atlanta, GA

GACE College-to-Career Fair

Thursday, April 14, 2009

11AM-3PM

Cobb Galleria, Atlanta, GA

ASU Educator Expo

Thursday, February 19, 2009

11AM-2PM

ASU Athletic Complex

Christenberry Field House

ASU Employer Expo

Friday, February 20, 2009

11AM-2PM

ASU Athletic Complex

Christenberry Field House

Bring resumes and dress professionally!

Visit the Career Center website for additional information and a list of participating employers, www.aug.edu/career_center.



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Resume: (noun) ré·su·mé:

- A tailored document highlighting a person's education, work experience, and skills.
- Personalized marketing tool.
- A summary of qualifications for a job, internship, or scholarship.

RESUME WRITING GUIDELINES

1. Think before you write. Ask yourself, "What is the purpose of my resume? Who is the intended reader? What message do I want to send?" Your resume should be tailored for each purpose and serve as your personal brochure. If you plan to distribute your resume for a broad scale (i.e. career fair), design it with a generalized industry in mind.

2. Take inventory. Brainstorm a list of your past experiences, volunteer efforts, honors, activities, classes you completed and schools you attended. Keep a master list to refer to when creating your resume(s).

3. Avoid using resume templates: The automatic formatting on templates limits your ability to format and update your information. Instead, choose a format that you like and copy it.

4. Keep it to one page. In most cases, your resume should not exceed one page in length. Exceptions are made for teaching resumes and federal resumes. In some industries, master level candidates may present a two page resume.

5. Format, Format, Format. Only use one font style and font size, 10-12 point font and Times New Roman or Arial. Margins should be .5 inch to 1 inch in length. Utilize bolds, italics, and underlining. Print your final version on quality white or ivory paper.

6. Make it your own. This is no exact formula for the perfect resume. Include sections that highlight your skills and experiences. Put the most relevant and recent information first. Within each section, your information should be listed in chronological order.

RESUME CHECKLIST



- ☐ Neat, well-organized, and easy to read.
- ☐ Consistent with formatting, font, and content.
- ☐ Tailored to the position for which you are applying.
- ☐ Not in a Microsoft Word Template.
- ☐ Checked for proper grammar and punctuation.
- ☐ Appealing to the eye.
- ☐ One page in length.
- ☐ Free of spelling errors.
- ☐ Uses strong action words and power words.
- ☐ Updated and current.
- ☐ Avoids high school information (after your 1st year of college).
- ☐ Uses numbers, such as % and \$.
- ☐ Has been proofread by at least three people.
- ☐ Avoids personal comments like "I" and "my".
- ☐ Avoids "Duties included..." and "Responsible for..."
- ☐ **Has been critiqued by the Career Center.**

**An employer scans a resume for 10-20 seconds...
that is all the time you have to persuade the
employer to continue reading.
A quick scan of your resume should impress the
reader and convince him or her
of your qualifications and
result in an interview.**

Resume Format

	FORMAL NAME Email Address City, ST Zip Code Home Phone • Cell Phone	Use a professional e-mail address or your school e-mail address (yourname@aug.edu).
Create a professional voicemail message.		Tailor your objective for each position of interest.
OBJECTIVE	Concise statement of your career goal, position sought, and industry of interest.	
EDUCATION	Name of Institution (spelled out), City, ST Degree and Month/Year of Graduation Major, Minor, Concentration GPA: Overall and/or in Major (if >or=3.0; Indicate 4.0 scale) List other schools attended and/or Study Abroad experiences (Usually do not include high school)	Spell out the name of your degree, do not abbreviate. Don't include personal information like age or gender.
RELEVANT COURSEWORK	List coursework that supports your objective and demonstrates knowledge Don't list every class you've taken; Be strategic with your selections	
EXPERIENCE	Job Title, Name of Organization <ul style="list-style-type: none">List job title, organization, location & dates for all experiences related to your objective.Include volunteer work, jobs, internships and relevant leadership positions.Give a brief description of duties & skills learned, highlight important aspects of position.Use Action Verbs to describe duties performed, accomplishments and contributions.Use numbers whenever possible. (\$, #, %)	Dates of Employment City, ST
Avoid pronouns like "I" and "My".		
PROJECTS	Class Name (not number), School, Location, Date Demonstrate real world relevance Identify your role in the project	
LICENSES/CERTIFICATIONS	Resume should only be one page in length. Font Size = 10-12 point font Font= Times New Roman	
PUBLICATIONS/PRESENTATIONS		
ACTIVITIES	List names and offices held of school and community organizations Include function of organization and any major accomplishments or positions of leadership	
HONORS & AWARDS	Include academic scholarships/awards, athletic awards, honorary societies, recognitions within organizations.	
SKILLS	Computer: Relevant Software, Hardware, Technical Programs Languages: Intermediate Conversational Knowledge of Spanish	Indicate level of knowledge: Basic, Proficient, Fluent, Native
REFERENCES	Available By Request	References should not be listed on your resume, but on a separate "reference" document. It is not necessary to list "References" or "available upon request".

John J. Brown
155 Johns Road
Augusta, Georgia 30909
706-737-1604
jjbrown@aug.edu

OBJECTIVE

To secure a position in which I can apply my customer service experience and further develop my customer service skills.

EDUCATION

Augusta State University
Bachelor of Arts in Communications, Public Relations Track
HOPE Scholarship Recipient
Augusta, Georgia
May 2010

EXPERIENCE

Crazy Tim's Funsville,
Assistant Manager
Assist manager with scheduling and supervising 20 member team
Prepare clubhouse for special events and supervised all weekend events
Sell over 200 tickets per day to families and community groups
Increased sales by 20% during the winter season
Evans, Georgia
August 2006 - Present

Dillard's,
Sales Team Leader
Supervised men's clothing department
Assisted store manager in scheduling sales staff
Developed monthly budgets for departmental staff
Augusta, Georgia
January 2006 – April 2006

U-Haul
Customer Service Representative
Assisted customer in coordinating rental truck pick and deliveries
Processed rental transactions and daily deposits
Answered multi-line telephone
Augusta, Georgia
August 2005 – December 2005

ACTIVITIES

English Club, Member
Bell Ringer, Contributing Writer
Academic Year 2006
Academic Year 2006

SKILLS

Computer Skills: Microsoft Word, Excel, PowerPoint
Language Skills: Conversational Spanish speaking ability.

Boykin W. Hall
1015 Johns Road
Augusta, GA 30904
(706) 737-1604
careercenter@aug.edu

OBJECTIVE

To secure a part-time position as a Volunteer Coordinator at the YMCA.

EDUCATION

Augusta State University
Bachelor of Science in Psychology
• Overall GPA: 3.0
Augusta, GA
May 2010

WORK EXPERIENCE

XYZ Company
Front Desk Assistant
• Greet customers and provide quality customer service
• Answer multi-line phone and transfer calls as needed
• Complete clerical tasks such as faxing, coping, and filing documents
Augusta, GA
January 2007-Present

Wild Wings Restaurant

Waiter
• Expanded interpersonal and customer relations skills by interacting with customers and restaurant personnel
• Represented a team of five waitresses and servers which provided quality customer service
• Prepared customer checks and managed financial transactions
• Developed a product knowledge base to assist customers with choices
Augusta, GA
May 2005-August 2006

VOLUNTEER EXPERIENCE

Habitat for Humanity
Volunteer Laborer
• Assisted with the construction of 18 area homes
• Negotiated the donation of needed items with local businesses
Aiken, SC
October 2002-December 2004

COMPUTER SKILLS

- Skilled at Microsoft Word, Excel, PowerPoint; Internet; E-mail

HONORS & ACTIVITIES

- HOPE Scholarship, *Recipient*
- Accounting Club, *Member*
- Intramural Sports, *Participant*
- Academic Year 2006-2007
- Academic Year 2006-2007

Betty Wright

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

EDUCATION

Augusta State University, James M. Hull College of Business

Bachelor of Business Administration in Marketing

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

Augusta, Georgia
August 2008

University of Salamanca

Study Abroad

Salamanca, Spain
June 2007 – July 2007

RELATED EXPERIENCE

McKinney, Inc., Retail Service Associate, Evans, Georgia

- Participated in meetings with Wal-Mart District Managers and Store Managers
- Conducted surveys and other general merchandising functions
- Worked with Department Managers on product placement, orders, and sales trends
- Interacted with consumers through demonstrations and customer service

June 2000-present

American Eagle, Sales Associate, Augusta, Georgia

- Provided quality customer service and assisted store patrons with merchandise selection
- Constructed displays to promote merchandise and increase sales

May 2005-April 2007

Disney Resorts, Server, Ali'i Lualu, Miami, Florida

- Performed in a diverse work environment as hostess, server, and actor.
- Managed customer relations through creative problem solving (ex.: seating issues, language barriers)

June 2002-August 2002

PROJECT EXPERIENCE

Wild Wings Cafe, MKTG 4780: Advertising and Promotion Management, Augusta, Georgia

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

April 2007

Fox 54, MKTG 4740: Marketing Research, Augusta, Georgia

- Completed exploratory research and analysis of a broad range of topics including attitudinal trends, age, and gender
- Made recommendations for further research

December 2006

LEADERSHIP SKILLS

Newly Devoted, Membership Chair, Augusta, Georgia

- Coordinate weekly meetings and events for religious program for young single adults
- Plan and execute semi-annual regional activities, such as dances, sports, and weekend conferences

April 2006-Present

International Friendship Program, Volunteer, Augusta, GA

- Welcome new international students to Augusta State University and offer guidance throughout the year with any questions that arise about school, culture, language, etc.

August 2005-December 2005, 2006

HONORS AND ACTIVITIES

- Beta Gamma Sigma, (International Honor Society for Business Students), Member, April 2006; Alpha Mu Gamma, (National Collegiate Foreign Language Honor Society), Member, May 2007; Dean's List, 12 semesters

SKILLS

- Language Skills: Proficient in Spanish
- Computer Skills: Microsoft Excel, Word, Power Point, SPSS

John J. Smith

noname@aug.edu
www.aug.edu/~smith

Present Address

120 Jaguar Way
Augusta, GA 30909
(706) 777-5555

Permanent Address

15 Woodward Way
College Park, GA 30919
(404) 727-1111

OBJECTIVE

To obtain a career in the Information Technology field that utilizes my computer knowledge in a dynamic team environment.

EDUCATION

Augusta State University

Bachelor of Science in Computer Science

Augusta, GA
Expected May 2009

COMPUTER SKILLS

- Languages: Visual Basic 6.0, SQL
- Graphics: PowerPoint, Photoshop
- Operating Systems: Windows 3.x, 95, 98, 2000, NT, UNIX
- Database: Access
- Software: Microsoft Excel, FrontPage, Word, and Major Internet Browsers

RELATED EXPERIENCE

Financial Network Services, Pty Ltd

Unix Co-Op

- Operated Unix Hp/Ux 10.20 to transfer files between development and testing regions
- Configured notebooks and installed multilingual software for overseas consultants
- Created user accounts and set permissions and passwords with UNIX - SCO
- Performed hardware maintenance, technical support, and software research

Augusta, GA
June 2007 – August 2007

PROJECT EXPERIENCE

Edgefield Wastewater Treatment Plant

CSCE 4712 Senior Capstone Project

- Developed an interface between plant system and web server asset management system
- Consumed the asset management web services with code written in VB .NET
- Enabled plant operators to enter a work order or browse existing work orders from their native SCADA system versus logging onto the web based system
- Automated meter reading entry into the maintenance system through a web service call

Edgefield, SC
January 2008 – April 2008

ADDITIONAL EXPERIENCE

Shepard Construction, Inc.

Lead Foreman

- 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 97 and Quicken

Augusta, GA
Summers 2003–2005

Self - Employed Lawn Service

Lawn Maintenance

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

Augusta, GA
Summers 2003–2006

HONORS/ACTIVITIES

- National Society for Collegiate Scholar (Top 7% of Class), HOPE Scholarship Recipient; Order of Omega, Greek Honor Fraternity (Top 2% of Greek Chapters); Dean's List; Presidential Scholar; Jaguar Student Activities Board, *Committee Member*; Intramural football and softball

Candace Rains

1509 Cedar Town Road • Evans, GA 30809
706-737-1604 • crains@aug.edu

OBJECTIVE

To obtain a position in the Department of Pediatric Oncology at the Medical College of Georgia.

EDUCATION

Augusta State University, Augusta, GA

Bachelor of Science – Biology, Expected May 2009

- Minor: Chemistry
- Overall GPA: 3.23, Major GPA: 3.08

RELATED COURSE WORK

Biology I	Biology II	Zoology	Botany
Inorganic Chemistry I	Inorganic Chemistry II	Genetics	Physics II
Organic Chemistry I	Organic Chemistry II	Physics I	Bioscientific Term.
Human Anatomy & Physiology I			

SKILLS/CERTIFICATIONS

Proficient at Microsoft Word, Excel, Access, PowerPoint, and Publisher
Fluent in Farsi, Portuguese, and Spanish
First Aid and CPR Certified

WORK EXPERIENCE

Department of Biology, Augusta State University

Clerk/Office Aid

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

January 2007 to Present

Department of Biology, Augusta State University
Lab Assistant

- 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

August 2006 to December 2007

Cambridge and Associates, Lawrenceville, GA

Research Assistant/Office Aid

- 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

August 2004 to December 2005

Decorators Outlet, Atlanta, GA

Customer Service/Sales Clerk

- Developed interpersonal skills by interacting with the public daily
- Processed transactions by cash, credit/visa, and checks; wrote out receipts and warranties
- Set up inventory lists, customer information, and organized sale receipts on Microsoft Access

June 2003 to December 2005

VOLUNTEER EXPERIENCE

Baby Cuddler, NICU Department, Medical College of Georgia

Adopt-a-Stream, Spirit Creek, Augusta State University

Kiwanis Club, Community Service, Atlanta, GA

Present

Present

2004 to 2005

ACTIVITIES/CLUBS

International Club Member, Augusta State University

Tri-Beta Honor Society Secretary and Member, Augusta State University

Biology Club Secretary and Member, Augusta State University

Pre-Med Club Member, Augusta State University

Chemistry Club Member, Augusta State University

January 2007- present

January 2007- present

January 2006- present

January 2006- present

August 2006- present

Kate Robin

498 Albany Street • Augusta, GA 30909
H: (706) 545-1212, C: (706) 498-8121
krobin@aug.edu

EDUCATION:

Associate of Science in Nursing, May 2009

Augusta State University, Augusta, GA

- Scheduled for National Council Licensure Exam for Registered Nurses (NCLEX-RN), June 2009

CLINICALS:

May 2007-August 2007

- Medical College of Georgia: Performed nursing duties in a level one trauma hospital
- St. Joseph's Hospital: Med-Surgery Unit
- Augusta Nursing Home: Long-Term Care

SKILLS AND CERTIFICATIONS:

- Direct care of patients
- Educated patients for home care and discharge planning
- Operated and maintained monitors of bio-medical equipment
- Medical terminology and medication administration skills
- Maintained sterile fields and application of dressings
- Catheter, IV, and suctioning training
- Charting and documentation of patient care
- Acute and chronic care experience
- P.C. and Microsoft Office literate
- N.A.R. license # 3779948, State of Georgia, 2006
- C.P.R. and First Aid Certified, American Red Cross, 2007

EXPERIENCE:

Certified Nursing Assistant: United-Methodist Care, Waynesboro, GA; November 2005-Present

- Performed patient care in a long term, geriatric care center
- Provide hospice and terminally ill care of patients and families
- Responsible for patient care of 13 bed unit
- Provide bathing and care of patients
- Charted and documented activities
- Worked in teams with doctors, H.U.C.'s and ancillary personnel

Camp Nurse, YMCA of CSRA, Augusta, GA; May 2006-August 2006

- Provided daily care to children ages 8-12 for summer residential camp
- Administered medications and basic first-aid for illnesses and injuries
- Served on-call for nightly medical emergencies

Resident Advisor: Augusta State University, Augusta, GA; August 2006- Present

- Provide supervision and support of students in a community housing environment
- Organize and implement social and academic activities
- Served as tutor for students in housing community center

Sales Clerk: T.J. Maxx, Augusta, GA; September 2004- November 2005

- Assisted customers for sales and marketing of clothing items
- Operated cash register, kept inventory and trained new employees

<p>523 Glendale Road North Augusta, SC 29860</p> <p>OBJECTIVE Provide leadership in recruiting, developing and retaining talented and diverse individuals within the teaching profession.</p> <p>EDUCATION Augusta State University – Augusta, GA Master of Education in Educational Leadership and Administration</p> <p>University of South Carolina – Aiken, SC Bachelor of Arts in Elementary Education</p> <p>RELATED EXPERIENCE South Carolina Center for Teacher Recruitment (CERRA) Teacher in Residence</p> <ul style="list-style-type: none"> Coordinate recruitment, retention, and advancement efforts for twenty-one school districts Maintain Pre-Collegiate programs and services for teacher cadet instructors and students Collaborate with institutions of higher education to provide services for Pre-Service educators Facilitate Mentor Trainings, National Board Awareness, and Teacher Leadership Activities <p>Aiken County School District – Aiken, SC Title II Coordinator and Induction Teacher Coach</p> <ul style="list-style-type: none"> Coordinated multiple staff development opportunities for administrators and teachers Assisted district with No Child Left Behind Title II Legislation interpretation and compliance Supervised and trained retired educators to serve as mentor coaches for induction teachers Coached elementary induction teachers through Peer Coaching Model <p>University of South Carolina Aiken Lecturer</p> <ul style="list-style-type: none"> Developed syllabus and overall course structure for induction teachers Fostered professional learning community for induction teachers Served on Advisory Council for School of Education <p>Center for Educator Recruitment, Retention, and Advancement – Rock Hill, SC June 2003 – June 2004 South Carolina Teacher of the Year</p> <ul style="list-style-type: none"> Chaired South Carolina Teacher Forum Spearheaded South Carolina Teacher Leadership Initiatives as Teacher in Residence Served on Association of Supervision and Curriculum Development State Board Presenter at National and State Educational Conferences <p>Washington Elementary School – Barnwell, SC August 2000 – June 2003 Third Grade Teacher</p> <ul style="list-style-type: none"> Served as Grade Level Chairperson and member of Principal Leadership Team Implemented Supporting Teachers to Achieve, Reach, and Succeed (STARS) professional development program for beginning teachers Supervised University of South Carolina Aiken Education Practicum Students Assisted in special projects of School Improvement Council, Fine Arts, and Yearbook <p>HONORS</p> <ul style="list-style-type: none"> 2004 National Teacher of the Year Finalist 2004 South Carolina Teacher of the Year 2003 Aiken County District Teacher of the Year and Redcliffe Teacher of the Year 2000 USC Aiken Senior Student of the Year and Elementary Education Student of the Year 	<p>803-555-1112 mwilliams44@aug.edu</p> <p>December 2008</p> <p>May 2000</p> <p>August 2007 - present</p> <p>June 2005 – August 2007</p> <p>August 2004 – December 2005</p> <p>June 2003 – June 2004</p> <p>August 2000 – June 2003</p>
<p>2500 Walton Way Augusta, Georgia 30904 • (706) 737-1604 anybody@hotmail.com</p> <p>PROFESSIONAL PROFILE</p> <ul style="list-style-type: none"> Competitive, results-oriented achiever with progressive experience in sales, retail management and project coordination Excellent track record of commitment, through 5 years of business travel across the U.S. Confident public speaker, experienced delivering presentations to variety of work groups Expert at cultivating strong business relationships in a fast-paced, competitive work environment Skilled in leading special projects and implementing change <p>RELATED EXPERIENCE ALLTEL Wireless</p> <p><i>Retail Operations Support Manager- Northwest Region</i> Nationwide, US July 2006 - present</p> <ul style="list-style-type: none"> Responsible for productivity, development and travel expenses for team of 6 senior analysts that support over 60 wireless retail stores and managers with 90% travel required in MN, NE, ND, SD Ranked #1 out of 6 regions in retail store consistency scores for three consecutive quarters Monitor and assess performance of remote team members via on-site visits and conference calls Oversee implementation of operating processes through timely execution of project plans Identify and report operational barriers and determine corrective action; Work with retail management teams to ensure necessary improvements are made, to include store managers, retail sales managers and vice presidents of retail operations Revised process and forms used to evaluate over 50 senior analysts company-wide for annual performance reviews Report compliance and improvements to various work groups- internal audit, retail channel support, cash assurance and inventory control Ensure consistent training of retail teams and implement company operating procedures in newly acquired wireless markets <p><i>Senior Analyst- Retail Operations Support- East Region</i> June 2003- June 2006</p> <ul style="list-style-type: none"> Served as an on-site trainer and consultant for wireless retail stores and managers that required 90% travel in: GA, SC, NC, VA, WV, TX, MO, NM, OK & CO Conducted quarterly store reviews to ensure consistency and compliance in daily processes and work flows- cash handling, inventory, customer management, merchandising, store security and sales representative product knowledge Assessed and reported performance and compliance against company objectives Worked with management to identify skill gaps and developmental opportunities Recommended performance solutions and conducted leadership training as needed <p><i>Retail Store Manager- Houston, TX</i> September 2001- May 2003</p> <ul style="list-style-type: none"> Responsible for sales quotas and daily operations of 6 sales representatives, 2 wireless retail stores and 2 kiosks 1 of 7 company employees featured on cover of ALLTEL 2003 annual report <p><i>Leadership Development Program- Houston, TX</i> June 2001- August 2001</p> <ul style="list-style-type: none"> 1 of 4 college graduates selected from over 400 applicants nationwide to participate in fast-track management training program with primary focus in sales, marketing and retail operations <p>EDUCATION Bachelor of Business Administration in Marketing, December 2000 <i>Augusta State University</i>, Augusta, GA</p> <p>SKILLS</p> <ul style="list-style-type: none"> Computer-Proficient: MS Word, MS Excel, MS PowerPoint, MS Outlook Core Leadership Values: Ranked relatively high in the categories of Respect, Integrity and Results on 360 Feedback Report, where 15 colleagues, managers and direct reports anonymously assessed current job-related behaviors 	

Action Verbs

COMMUNICATION SKILLS

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

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/ORGANIZATIONAL SKILLS

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

FINANCIAL SKILLS

Accurate	Attend	Detail	Keep books	Organize	Purchase	Research
Administer	Audit	Develop	Keep records	Plan	Qualify	Retrieve
Allocate	Calculate	Forecast	Maintain	Prepare	Reconcile	Solve
Analyze	Compute	Inventory	Negotiate	Procure	Reduce	Transfer

SERVICE SKILLS

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

LEADERSHIP/MANAGEMENT SKILLS

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

TEACHING SKILLS

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

TECHNICAL SKILLS

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



A Great Place to Work A Great Place to Bank

Work here.

Georgia Bank & Trust has been serving the financial needs of the Augusta area for nearly two decades. Today, with nearly 400 employees and nine branches serving Richmond and Columbia counties, we stand as the area's oldest *and* leading community bank. If you're looking for a job in the financial services industry, we encourage you to consider a banking career at Georgia Bank & Trust. Call our human resources department for a list of open positions: 706-739-1350.*

Bank here.

Whether you're looking for a checking account, personal loan options, or just a convenient way to bank online, we're here to help. In fact, we offer a host of free products and services such as FREE checking, FREE online banking, FREE online bill pay, a FREE debit card, and a FREE gift when you open one of our checking accounts. Plus, when you open your account, we'll give you \$25 for your unused checks and debit card(s) from your previous bank. We're here to support our community with high quality financial products and services and we invite you to call or come by to see how: 706-738-6990

*The Human Resources Department of Georgia Bank & Trust accepts applications for employment only when we have openings. Applications are accepted Monday through Friday from 9 a.m. through 2 p.m. at our operations center located at 4487 Columbia Rd, Martinez, GA 30907. Applications must be completed in our office. A book of "Currently Open Positions" is available, or you may call 706-739-1350 to inquire about openings. Georgia Bank & Trust is an Equal Opportunity Employer, M/F/H.

www.georgiabankandtrust.com • 



Member FDIC

Letter Writing Overview

When mailing your resume to a prospective employer, you always want to include an original cover letter. The cover letter is a business letter and, at bare minimum, is used to transmit your resume (or other documents, such as transcripts) to a prospective employer.

More importantly, a cover letter is a job search and networking tool. It gives you the opportunity to introduce yourself to an employer, express your interest in a position, offer the employer insight into your personality through your writing style, and impress the employer with your communication skills.

Many times you will be required to send additional letters of correspondence for networking or application purposes. You should also send a thank you correspondence after you have completed an interview or networking meeting.

COVER LETTER FORMAT

Your Present Address
City, State, Zip Code

Date of Letter

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

Dear Mr./Ms. Last Name:

1st Paragraph “Why Am I Writing?” – Identify the position that you are applying for or the vocational interest area you are inquiring about. Identify how you heard of the opening or organization. Identify why you decided to contact the employer.

2nd Paragraph “Who Am I and Why Should You Hire Me?” – Identify your skills, experiences and qualities that relate to the position (or interest area). Highlight one or two of your strongest qualifications and explain how they relate to the needs of the employer. Do not simply restate the facts that are on your resume (“Through my public relations internship at WWOW, I have developed selling and communication skills that are essential to the position of X,” sounds more informative than “I have worked in public relations as an intern”). Explain why you are specifically interested in the employer and the type of work/location, etc.

3rd Paragraph “My Next Step?” – Refer the reader to the enclosed application, resume, vita, and/or status of other required documents. Close the letter with a strong interest in pursuing the next step of an informational interview, an employment interview, and/or additional information or application. Be assertive and state how you intend to follow up (“I will be calling you on ? date to see if an interview can be arranged” or “I will call you during the week of ? to arrange a convenient time to discuss career options”). Clearly indicate whether you or the employer will follow up and what that next step will be.

Sincerely,

(Handwritten Signature)



**Before submitting your cover letter to an employer, have it critiqued by the Career Center.
Simply e-mail your cover letter or drop it off at the Career Center,
Boykin Wright Hall, 2nd floor.**

SAMPLE LETTER OF APPLICATION #1

1312 Prince Avenue
Augusta, GA 30309

Month 00, 2009

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

Dear Ms. Clifton:

I am writing in response to the email from the National Internship Foundation (NIF) regarding summer internships with The Washington Center for Internships and Academic Seminars. As a junior at Augusta State University majoring in Political Science, I am very interested in applying my academic studies while gaining relevant skills and knowledge. Additionally, I would like to explore federal career options, develop professional networks, and develop a greater awareness of the role of federal agencies. I believe my education, campus leadership roles, and success in managing my finances makes me a strong candidate for the internship.

As the Fundraising Committee Representative for Student Activities, I have demonstrated the ability to operate in a complex environment. My typical duties consist of encouraging members to participate in fundraising activities while maintaining the budget of \$20,000. This responsibility has taught me budget management and how to work as a member of a team. I hope to utilize these skills and experience as an intern at The Washington Center.

Balancing school work, along with serving the community, has been a constant challenge and has taught me many valuable lessons about time management and self-motivation. In addition to budgeting time for Student Activities responsibilities, I also delegate time for my academic commitments and personal living responsibilities. I believe these experiences have made me responsible and reliable and I feel I can utilize these skills at The Washington Center.

I am a team player and an active contributor with all my endeavors. My fluency in French and English, my leadership, and my ability to work as a member of a team are a perfect match for The Washington Center. I believe that I will succeed, as well as thrive, in the global world of constant innovation and change.

I will call you next week to follow-up and I look forward to talking with you on the phone to discuss how I can contribute to The Washington Center. Until then if you have any questions, please e-mail me at noname@aug.edu or call me at 706-555-4321.

Sincerely,

(Written Signature)

Lisa Watson

enclosure

SAMPLE LETTER OF APPLICATION #2

178 Greene Street
Augusta, GA 30901

Date

Mr. John Doe
Director, Human Resources
XYZ Corporation
1140 Main Street
Augusta, GA 30901

Dear Mr. Doe:

The advertisement for a product sales representative in the December 13th edition of the *Augusta Chronicle* is of great interest to me. With a degree in Marketing from Augusta State University and over six years of part-time sales experience, I feel I have the qualifications needed for this position.

I have been involved in sales as a previous business owner and in a manufacturing environment. During high school and in my early years of college, I owned a landscaping business in which I successfully utilized various sales techniques including cold calling, telemarketing and prospecting. I learned how to stay internally motivated and developed a customer base that included residential and commercial accounts.

Through my recent internship with XYZ Manufacturer, I learned there are many elements that can affect the service and sale of the product to the customer including shipping, receiving and quality control. The importance of follow up with customers and teamwork within the manufacturing facility itself is essential in quality sales. I researched software for XYZ Manufacturer and implemented a new system to help the sales force track the process of orders and requests more effectively. During the Spring holiday from school, I accompanied their lead sales manager on calls throughout the state to learn more about the customers and the company's sales strategies.

As a leader in the production and sales of pressurized tanks, I would welcome the opportunity to apply my abilities with your organization. Attached is my resume for your review. I can be reached at the number listed above in the evening or at 706-123-4567 during the day. I will contact you at the first of next week to confirm you have received my material, and, based on your interest, assess the possibility of arranging an interview. Thank you for your consideration.

Sincerely,
(Allow four spaces to sign name here)

David Smith (typed here)

Enclosure (*type here if resume or other material included*)

SAMPLE LETTER OF APPLICATION #3

1200 Walton Way
Augusta, GA 30909

Month 00, 2008

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

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

Computer and analytical skills

Good communication skills

My resume, attached in Microsoft Word, 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,

Joe Black

An Executive Briefing not only enables you to customize your resume quickly to any specific job, it is also helpful to overworked HR and administrative staff. Its 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 combination of an Executive Briefing and resume provides a comprehensive picture of a thorough professional, with a personalized, fast and easy-to-read synopsis that details exactly how you can help with current needs. It works, in short, because it makes life easier for the reader.

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.

SAMPLE LETTER OF INQUIRY

1022 Broad Street
Augusta, GA 30304

Month 00, 2008

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 have acquired excellent quantitative and analytical skills as an International Business major with an emphasis in Marketing and a minor in Spanish. My academic coursework, in addition to my work experience has taught me the importance of time management and leadership skills. I have been employed by the Georgia State Employees' Credit Union and I am currently employed as a part-time nanny for several families.

In addition to my work experience, I have had the opportunity to demonstrate my creativity and maturity as an intern in the advertising industry. This position 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. I will contact you in two weeks to follow-up and pursue the potential opportunity to work for your company. If you have any questions please do not hesitate to e-mail me at swatson@aug.edu or call my cell at (706) 555- 1234.

Sincerely,

(Written Signature)

Susan S. Watson

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.

SAMPLE NETWORKING LETTER

2121 Lumpkin Place
Athens, GA 30622

Month 00, 2008

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 Augusta State 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. If your schedule permits, I would like to call you next week to schedule a time for us to meet. If you have any questions, you are welcome to call me at 706-555-8976.

Thank you for your time and consideration.

Sincerely,

(Written Signature)

Mike T. Watson

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 and how you plan to follow-up.
- A statement of appreciation for his or her time.

SAMPLE THANK YOU LETTER

290 Colgate Avenue
Augusta, GA 30909

June 29, 2008

Ms. Patricia Holler
Director of Personnel
Technology, Inc.
1105 Broad St
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 feel I could succeed in such an environment. I am confident my skills and qualifications are a good fit for the Systems Analyst position and the company as a whole. I am extremely excited about the Systems Analyst position and the many wonderful opportunities Technology, Inc. has to offer.

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)

Jane Doe

THANK YOU LETTER

Send a thank-you letter to follow-up and to express continued interest with an employer after any contact. Personalize the letter and make reference to your previous interaction.

We are now hiring in Augusta and Columbia !

Come work with the best technology, solutions, and people.

Marketing Representatives

This position is responsible for lead generation and qualification. Must evaluate customer needs and motivations every day, constantly seizing opportunities to show Pollock Company and our products in the best possible light.

Responsibilities include:

- Achieving sales quotas and expectations
- Building strong professional relationships with customers and prospects
- Running sales presentations and coordinating follow-up in an assigned territory
- Serving as an expert on the entire product line
- Coordinating internal pre-sales resources
- Understanding customer requirements
- Accurately forecasting future sales
- Staying informed about the copier industry
- Achieving expense management expectations

Qualifications:

- Solid PC skills required, including MS Office
- Excellent interpersonal communication and presentation skills

Service Technicians

Position will consist of performing preventative maintenance and diagnostic repair on copiers, faxes, printers and networked devices. Ideal candidate will be reliable, resourceful and solutions-oriented, with solid communication and customer service skills.

Qualifications:

- Strong customer service skills
- Clean driving record with the ability to travel to customer sites
- Ability to work independently

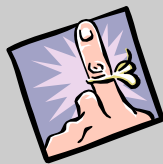


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Interviewing Overview



REMEMBER THE OBJECTIVES OF AN INTERVIEW

To help the **employer** find out the information **he** or **she** needs to know, in order to decide whether or not **they** want to hire you.

AND

To help **you** find out the information **you** need to know, in order to decide whether or not **you** want to work there.

3 MAIN TYPES OF INTERVIEW QUESTIONS

1. **Traditional Interview Questions:** Traditional interview questions are a set of questions employers will ask to gain basic information about applicant's background, interests, skills, and reasons for applying.

How to Prepare:

- **Know Yourself:** Before going into the interview situation, you will need to spend a considerable amount of time thinking about yourself. Are your interests consistent with the general career area and this specific job? What are your employable skills and how do they correspond with this position? Is this opportunity compatible with your work values? Employers look favorably upon candidates who have specific and well-defined career goals. Knowing what you want to do is difficult, but you will do well in an interview to start on a specific note. Focus as clearly as possible on your job objective.
- **Know the Organization:** Knowledge of the organization, its products or services, hierarchical structure, locations, and needs are essential. Have these issues clarified in your mind prior to the interview and be prepared to verbalize your thoughts. Be especially conscientious about reading and digesting the organization's "recruiting literature". Employers go to great expense to provide this literature, particularly for campus interviews, and they expect you to be thoroughly familiar with it. Generally, the more you know about the organization, the industry it represents, the position under consideration, and how this all relates to your own career goals, the more effective you will be. Thorough preparation will strengthen your self confidence and will demonstrate sincere interest in the job.
- **Know the Fit:** You can be extremely knowledgeable about your qualifications and the needs of the organization, but how do your qualifications address the needs of the organization? Make the connection and know how your skills and experience can benefit the organization.



2. **Behavioral Based Questions:** Behavioral based interview questions require applicants to discuss previous experiences and past behaviors. These questions are based on the premise that past performances are predictive of 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 demonstrates those skills.
- Utilize 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 your approach and analysis rather than your answer or solution to the question.

How to Prepare:

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

Interviewing Tips



BASIC INTERVIEWING TIPS

Before the Interview:

- 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, practice interviewing and request feedback from others for improving your interviewing skills; do a mock interview!
- Prepare questions to ask the interviewer.
- Know the general salary range for the position.
- Plan what to wear.

During the Interview:

- Arrive 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 answers 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 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.

PERSONAL FACTORS INTERVIEWERS SEEK:

Articulate: Correct use of grammar, no slang.

Attitude: Outlook 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.

Overall: Overall evaluation of candidate.

An employer decides whether or not to seriously consider you for a position within the first 4-9 minutes.



Interviewing Etiquette

Application & Invitation

You apply for a position and the employer contacts you to schedule an interview. Upon receiving the invitation, acknowledge or decline the invitation in a timely manner. Even if you choose to decline an invitation, always inform the employer you have declined the offer and that you would like to withdraw your application. You should **ONLY** accept an invitation if you are genuinely interested in the opportunity and have not accepted another job offer. If you decide to change your mind and decline the invitation after you have accepted the invitation, you should contact the employer immediately to inform him/her of your decision to decline the invitation.

Have a professional voicemail message that is clear and professional, should you miss a call from an employer.

Preparation: To help you prepare for the interview, ask for an interview schedule, including names of the interviewers and a confirmation of date and time of interview. An interview day can range from one hour to eight hours. Your interview visit may include multiple interviews, information sessions, tours, meals, and other activities. Knowing this ahead of time will help you plan accordingly.

Arrangements: Make arrangements with your professors or current employer to avoid scheduling conflicts. Also make travel arrangements to avoid any delays such as traffic, construction, getting lost, etc..

Day of Interview

First Impressions: You will be evaluated throughout every activity in the day, therefore be professional for the entire day. You only have one opportunity to make a first impression. Be polite and professional to every person you encounter from the moment you leave your house to the moment you return to your house upon completion of your interview. You never know who is around you, and you do not want to be evaluated for poor professionalism for something you did in the elevator or the parking lot.

Meals: Your interview may include a meal, and your primary goal during meals should be to talk, rather than eat. Your manners, conversation skills, and judgment may be evaluated, especially if the position requires client contact. Order a light meal and avoid foods that are messy to eat. When ordering, go for menu items that are mid-range price. Avoid alcoholic beverages during interviews.



Conclusion: Before leaving, inquire about the hiring timeline and when you should hear back from them. Collect business cards, or at least the name and title, from everyone you met during the interview process. Remember, stay in your “professional character” until you leave the employer premises.

After the Interview

Thank You: Send thank you notes within 24 hours of your interview. Personalize each note and restate your interest in the position.

Evaluate: Reflect on the interview and identify what you did well and what could be improved. Determine if you remain interested in the position. If not, contact the employer immediately and inform him/her of your decision. Be sure to thank the employer for his/her time and be able to clearly articulate your reason for withdrawing your application.

Offered Extended: If you are extended an offer, thank the employer for the offer and ask for additional details about the offer (i.e. salary, vacation time, benefits, etc.). You should further evaluate the offer; therefore, ask the employer for a reasonable amount of time to make your decision (24 hours- 1 week). Once the decision is made, you should contact the employer and inform him/her that you have accepted the offer and then provide an official acceptance in writing.

Offer Denied: If you do not receive notice from an employer regarding the status of your application, you can contact the employer to inquire about your status. If you receive notification that you have not be considered for the position, politely thank the employer for his/her time and consideration. Remember, this employer may consider you for another position in the future; therefore, professionalism is imperative. If you feel comfortable, ask the employer for feedback regarding your interview and ask for ways in which you could become a stronger candidate and/or interviewee.

If You Don't Get The Job:

- Remember, you can be considered more than once.
- Your name may be passed on to other colleagues who might need someone with your skills.
- Obtain feedback from your interviewers on their impressions and suggestions for improvement.
- Examine how you feel and determine the roots of your feelings.
- Talk through your feelings with another person.
- Do a self-analysis and determine how to make necessary changes the next time.
- Do more practice mock interviews.
- Don't get defensive and blame others.
- Establish an action plan and then activate your plan.



Possible Reasons Why You Didn't Get the Job:

- **Personality:** Poor personality and manner; lack of poise; poor presentation of self; lack of self confidence; hesitant approach; arrogance; conceit.
- **Goals:** Lack of goals and ambition; does not show interest; uncertainty and indecision about career goals.
- **Enthusiasm:** Lack of enthusiasm and interest; no evidence of initiative.
- **Appearance:** Poor personal appearance and careless dress.
- **Expression:** Inability to express self well, poor speech habits.
- **Maturity:** Lack of maturity; no leadership potential.
- **Preparation:** Lack of preparation for the interview-failure to get information about the position, therefore, unable to ask intelligent questions; does not ask any questions at the conclusion of interview.
- **Attitude:** Attitude of "what can you do for me", etc.

HOW TO FIELD ILLEGAL/INAPPROPRIATE QUESTIONS

Illegal Questions: While you should expect a variety of questions to be asked during an interview, there are certain topics that the interviewer should avoid. Illegal questions are those that the interviewer has no legal right to ask because the topics are protected by federal, state, and local employment laws. Topics include: marital status and sexual orientation, family status, disabilities, age, gender, race/ancestry/national origin (asking about citizenship is lawful), or religion.

Inappropriate Questions: Inappropriate questions are those that, while not strictly illegal, should not be asked in an interview setting. These questions range from civil rights and privacy issues to hard-classify- bizarre inquiries. Employers may ask such questions because they do not know any better or because they want the information and are willing to take the risk.

Suggestions:

- Review your resume and identify potential triggers for illegal/inappropriate questions. (For example, membership listing to a particular organization that identifies race, religion, gender, etc..)
- 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.
- If you are so offended that you realize you do not want the job, politely decline the questions and end the interview at an appropriate time.
- In a non-confrontational tone, ask for further clarification about the question and if necessary how the question relates to the function of the position.
- In some cases, you may feel comfortable answering the question. If so, you may answer it, but consider the ramifications with any answer you provide.



Don't Go in Cold...Schedule a Mock Interview!

Contact the Career Center to schedule a mock interview, 706-737-1604.

Sample Interviewing Questions

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?
- Why did you choose the college you attended and the major you completed?
- What classes in your major/college have been your favorite and why?
- If we were to ask your professors what single quality that you possess is the most outstanding, 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?
- Describe your leadership style.
- 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.
- What is your typical way of dealing with conflict? Give me an example.
- 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.
- You are given three assignments, all due on the same day, however you can only complete two. What do you do?

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!

Dress For Success

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 cleaned and manicured; avoid overly long fingernails and flashy nail polish. Perfume should be applied lightly, if at all. 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: Lighter-colored professional button-down shirt or blouse should be worn under your suit jacket. Be prepared to take off your 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.

GENERAL TIPS

- Bring a professional briefcase/bag 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; www.quintcareers.com/dress_for_men.

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 and cotton shirts breath well. 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: Comfortable dress shoes with laces. Polish your shoes! No sneakers, sandals, or casual shoes.

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

You want employers to remember you for your qualifications, not for what you are wearing.

More than 70% of your first impression is what people see.

Make a good first impression by dressing professionally and being well-groomed.

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63% of those employers who used social networking sites to research students did **NOT** hire candidates researched based on what they found.
—Aftercollege.com

Use the Internet & Social Networking Sites To Your Advantage

- **Make and maintain connections:** Keep in contact with friends, professors, and others who might be able to help you with your job search in the future.
- **Create a positive image that will impress employers.** Showcase your unique talents and interests for employers. Convey a professional image and highlight your communication skills and creativity.

Tips to Safeguard Your Online Image

- **Be careful.** Do you want a prospective employer to see those revealing photos or questionable jokes? Are you advertising your participation in inappropriate behaviors or events? Once something is posted, it can never be truly erased.
- **Be selective.** Consider setting your profile to “private” so that a limited number of people have access to it. Don't accept someone as your friend unless you really know them.
- **Be aware.** Check your profile regularly and search out information about yourself on the Internet so that you know what employers may be encountering.

Personal Information and The Internet

Employers are not able to ask you about certain information but might be able to easily find it online. Be aware of what employers might be able to see about you:

- Age
- Affiliations (religious, political)
- Physical Characteristics
- Disabilities



Unsure about your FACEBOOK or MYSPACE page?
Contact the Career Center for a FACEBOOK/MYSPACE critique, 706-737-1604.

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Graduate/Professional School

Many students consider pursuing advanced studies beyond their undergraduate experience. Deciding to go to graduate school or professional school is a big decision. There are many factors to consider: preparation, application, finances and more! **Ask yourself:**

Why am I pursuing an advanced degree?

- *Good Reasons:* Career preparation; Want to teach at college-level; Like school and learning.
- *Bad Reasons:* Can't find a job; Postpone paying student loans, Don't know what else to do.

Do I have the skills and personal characteristics necessary to be successful in graduate/professional school?

- *Skills:* Reading, writing, public speaking, research, group work, work experience.
- *Characteristics:* Motivated, hard-working, self-disciplined, good study habits, strong work ethic, takes initiative.

Am I qualified? Do I have the necessary credentials to be considered a "competitive applicant" ?

THE APPLICATION PROCESS

Step 1: Research and Select Schools

Determining a list of schools is one of the most time consuming parts of the application process. There are many factors to consider when narrowing down your list of schools: 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.

Resources:

- Professors and professionals in the field.
- Internet: www.gradschools.com, www.petersons.com
- Publications (printed program directories).

Step 2: Take Standardized Tests

Research and identify which standardized tests are required for admissions. Some schools require the GRE's while other many require a specific area test such as the LSAT, GMAT, or MCAT.

Resources:

- ASU Testing and Disabilities Office
- Educational Testing Services, www.ets.org
- Graduate Records Exam (GRE), www.gre.com
- Graduate Management Admissions Test (GMAT), www.mba.com
- Law School Admissions Council (LSAT), www.lsac.org
- Association of American Medical Colleges (MCAT), www.aamc.org

Step #3: Write Your Resume or Curriculum Vitae (CV)

To demonstrate your fit into a specific program, you will need to furnish a record of activities, including research, clinical, professional, and/or any other types of experiences. Have your document critiqued by the Career Center before submitting to the program.

Resources:

- Resume Writing: See pages 20-26 for more information.
- CV: Contact the Career Center, 706-737-1604.



Step #4: Write Your Statement of Purpose/Personal Statement

The statement of purpose is a summary of your goals and intent for applying to the specific program. Its main objective is to articulate your professional focus and vision, while also demonstrating your fit into the program. Some programs provide you with specific questions to answer in an essay format rather than submitting a statement of purpose.

Resources:

- Professors and Writing Center
- Career Center, 706-737-1604.

Step #5: Request Letters of Recommendation

Your letters of recommendation will provide the admissions committee with a view of you as a person and as a potential professional student. It is VERY important to choose the right three individuals to write your letters. You should provide your recommenders with the necessary resources to write you a strong letter, such as: cover letter (stating instructions for submission), unofficial transcript, copy of your resume/cv, copy of your personal statement, information sheet with detailed program information, required recommendation forms, and pre-addressed envelopes with postage (if appropriate).

Step #6: Complete Application Forms

Step # 7: Request Transcripts from Registrars Office

Step #8: Financial Aid

If you are applying for financial aid, research the financial aid deadlines and complete the necessary paperwork.

Step # 9: Follow-Up

Take responsibility for ensuring all materials are received by the application deadline. Make follow-up phone calls to inquire about your application status. Be persistent, but allow six weeks for processing.

Fifteen Things to Do If You Don't Get Into Your Program of Choice

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 get great grades! Remember, the most recent grade counts the most.
9. Study and retake the required standardized tests. With practice and appropriate studying techniques, you will increase 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. Plus, it will give you the opportunity to add recommendations from people working in the profession.
12. Get an intermediate degree (i.e. certificate, credential, etc.).
13. Get experience and try again. Many admissions committees value maturity.
14. Re-evaluate your interest in pursuing advanced studies. If your recommenders and personal statement weren't convincing, why? Is it possible your lack of passion for the subject area was evident?
15. Review all application materials. Many times, that's all it takes.

Adapted from *Graduate Admissions Essays* by Donald Asher (Ten Speed Press, 2000).

Four-Year Timeline

First and Second Year

- Develop a well-rounded curriculum. Research program pre-requisites and plan your schedule accordingly. Emphasis should be placed on completing the required courses and obtaining the appropriate knowledge for the standardized tests.
- Consider getting involved in research, doing internships, or other field-related experience to gain practical exposure to the field.
- Get to know faculty members and let them get to know you.
- Start researching programs of interest.

Third Year

- Continue strong academic preparation.
- Continue practical experiences to build your resume.
- Begin to investigate careers in your field of interest.
- Meet with professors to discuss your plans and continue fostering relationships.
- Begin preparing for standardized tests.
- Plan and schedule to complete standardized tests by the end of the year.

Fourth Year

- Write your personal statement and resume/cv.
- Meet with professors and request letters of recommendations.
- Complete application forms and financial aid forms.

The best time to apply for graduate/professional school is early in the fall, a full academic year before you want to start a specific program.



[illegible]