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EXPLORE

... values, interests, skills, and personality to optimize academic and career planning
THE MAJOR DECISION PROCESS

BEGIN WITH SELF ASSESSMENT

What are your
- Interests?
- Skills?
- Values?
- Goals?
- Personality Traits/Preferences?
- Career Interests?
- Preferred work Environment/Lifestyle?

Evaluate- is this the right major/career for me?

When/if things change, begin the process again.

GATHER INFORMATION

Information about Majors and Careers:
- What Can I do With a Major In?
- Occupational Outlook Handbook (bls.gov/ooh)
- O*NET (onetonline.org)
- Academic Departments
- Consider Major course requirements
- UNCW Undergraduate Catalog
- Take Career Assessments

Use the information you gathered about yourself to explore using the following resources.

Use the narrowed down list of possible majors to learn more about fields that are right for you.

TEST DRIVE YOUR MAJOR & CAREERS

- Job Shadowing
- Volunteering
- Internships
- Related Part-Time Job
- Study Abroad
- Undergraduate Research
- Join a Student Org
- Take exploratory courses

Get experience in the fields that you want to consider.

DISCUSS YOUR OPTIONS

- Talk to professionals in your field, UNCW Alumni, faculty, advisors, and current students
- Job Shadow
- Meet with a Career Counselor
- Meet with your Academic Advisor
FOUR YEAR PLAN – A COLLEGE TIMELINE

EXPLORE – First Year

• Explore your interest and abilities through academic courses.
• Meet with a Career Counselor to explore majors and utilize self-assessment tools.
• Get active in a student group or other campus activities that match your interests.
• Familiarize yourself with the various offices/resources on campus available to you.
• Utilize SeaWork to find a part-time, summer, or internship experience.
• Attend the Academic Majors Fair and other helpful workshops like MAJOR Confusion and MAJOR Decision.
• Get Organized! Use the Career Center Planner and begin to save major papers and projects.
• Attend all of your classes, keep up with assignments, and establish a good GPA.
• Turn your high school resume into a college resume. Utilize our website or this guide to help you get started.
• Thinking about pre-health or pre-law? Meet with the appropriate advisors to learn more.

EXPERIENCE – Second Year

• Visit with a Career Counselor to discuss career options and explore various opportunities.
• Choose a major that you will enjoy studying and develop a plan for graduation with your academic advisor.
• Remain involved and take on more responsibilities in your extracurricular activities.
• Attend job fairs and employer information sessions related to your interests.
• Find a summer job or internship using SeaWork to test out career fields and increase your ‘relevant’ work experience. Also check out the Career Center Certified Internship program.
• Explore potential study abroad opportunities.
• Maintain that good GPA!

ENGAGE – Third Year

• Continue to explore internship, career, and graduate school options. Narrow your career interest areas.
• Research potential organizations. Conduct informational interviews in the career fields you want to explore.
• Meet with a Career Counselor to have your resume and job search documents reviewed.
• Provide leadership or plan events in your student or community organizations.
• Obtain an internship or other practical career experience that will contribute to your resume.
• Consider joining LinkedIn and updating your profile with relevant experiences.
• Seriously considering graduate school? Learn the application/admission requirements and process.

EMBARK – Final Year

• Visit with a Career Counselor regarding grad school applications or finalizing career goals.
• Reflect on the skills you developed while at UNCW through classes, internships, and experiences. Record your observations to use in your job search.
• Reach out to LinkedIn, personal and alumni connections for job search advice and information.
• Stay up-to-date with Career Center events and participate in job fairs and employer information sessions.
• Keep your resume and cover letter updated and ready for the professional job search.
• Select faculty and professionals that will provide references for jobs, graduate or professional school.
• Utilize SeaWork to find job listings and start early.
• Applying for graduate school? Stay on top of deadlines.
• Research employer information and prepare for upcoming interviews. Consider using InterviewStream to conduct a practice interview.
• Inform the Career Center when you have a job offer and accept our assistance when negotiating an offer.
How to Develop Skills Sought By Employers

Year after year, regardless of job market conditions, employers have a similar wish list for candidates’ skills and qualities. Below is a list distilled from employer surveys published by eminent national associations, universities and research groups. Listed below each skill are some opportunities to explore and develop that particular skill or behavior. Use these suggestions to create your own powerful set of skills while at UNCW-- in and out of the classroom. A strong set of these skills and behaviors will increase your marketability for internships, jobs and graduate school.

The number one way to develop any of these skills is through becoming a student leader or peer educator on campus! 2

1. Communication Skills- oral & written
   - Write stories, advertisements, press releases or newsletters for Student Media, or a campus or community organization
   - Enroll in an academic class that is writing intensive, or includes presentations or speeches
   - Work in a campus office; i.e. at an information desk, or in an operations or program assistant position
   - Improve the way you listen to others; use empathy and self-control when diffusing disagreements
   - Refine your job search materials (resume, cover letter, interview preparation) at the Career Center
   - Act with a theater group, film or broadcast production
   - Do fundraising for charities or nonprofit events; volunteer to work on a political campaign
   - Help in a literacy or conversational English program

2. Interpersonal Skills- relates well to others, self-confident, tactful, friendly, outgoing, sense of humor
   - Engage in discussions with people different from you
   - Participate as an active team member in class, a campus organization, or at a job
   - Live in a group living environment (on or off campus)
   - Conduct interviews with people to gather information for a class project, organization or personal goal
   - Volunteer for a telephone hotline, women’s shelter, after school program, hospital, nursing home, etc.
   - Work as a tutor, coach, camp counselor, mentor, literacy or conversation partner, or teacher
   - Work as wait staff, info desk assistant, office or retail staff, recreation assistant, customer service staff, etc.
   - Become a personal assistant for an individual with disabilities
   - Develop interpersonal skills in classes that emphasize human relationships or intercultural issues

3. Teamwork Skills- works well with others, flexible, adaptable
   - Lead a project team or committee in class, a student organization or job
   - Use an internship, study group, class or research project to help turn a group of people into a team with common goals
   - Help a new team develop through the stages of forming, storming, norming and performing
   - Join a musical group or act in a play
   - Participate on intramural team or sports club, coach Little League, become a summer camp counselor or recreational leader
   - Contribute as a valuable member of a team focusing on team goals more than personal goals

4. Initiative- strong work ethic, risk-taker, entrepreneur
   - Identify a campus or community need and proactively find and implement solutions
Select a skill which you would like to improve, and seek out experiences which help you achieve that goal
- Appropriately balance academics, co-curricular activities and employment
- Solicit strong instructor/supervisor references from academic, co-curricular or employment activity
- Take pride in your work
- Study abroad; interact with other cultures
- Start your own business while in college

5. Analytical Skills - problem-solver, detail-oriented, organized, creative, strategic planner
- Participate in undergraduate research with a faculty member
- Work as a lab assistant with computers, science or language
- Organize a campus event, including volunteer staff, budget, publicity, etc.
- Seek opportunities to evaluate data to support decision making
- Manage your time well; meet deadlines
- Take a topic you are passionate about, and research the opposing view
- Read an article in an academic area different from your own and develop implications for your area
- Develop a decision tree for an upcoming purchase, researching all relevant information (brand, model, size, etc.)
- Develop a three-year strategic plan for a student organization
- When considering a difficult decision, appraise your choices realistically and seek professional advice when appropriate

6. Leadership Skills - communicate vision, action orientated, influence/motivate others, enthusiastic
- Earn Leadership Certificates through the Center for Leadership Education & Service (CLES), the Cameron School of Business or a Leadership Studies minor
- Run a campaign for student government or campus issue; or get involved in local or state politics
- Be an active officer or committee chair of a campus organization
- Identify a campus or community need and proactively find and implement solutions
- Facilitate group discussions in class or in a campus organization
- Organize and manage an intramural sports team, camp or recreation group
- Lead children’s programs, tutor kids in a local school, or coach a children’s sports team
- Get an internship in an area of career interest; consult with the Career Center and your department’s internship coordinator
- Train new campus organization members or employees at your job

7. Technical Skills - utilize computer software & hardware, web and financial resources
- Work as a student network or computer lab consultant with Residence Life or ITSD
- Design or maintain web sites for a student or community organization, campus office or yourself
- Design a brochure, advertisement or newsletter using desktop publishing software
- Assist community agencies with databases, statistical analyses, financial or service reports
- Keep budgets or financial records for campus or community organizations, or work in a billing office
- Design PowerPoint presentation for class or a campus organization
- Work as a tech or projectionist in Campus Life
- Sell computer hardware or software, or start a web-based business
- Work in the studio or control room of a radio or TV station
- Learn computer and technical skills in classes and workshops that focus on software programs and applying technology

1 Sources include the National Association of Colleges & Employers (NACE), Michigan State University, University of Illinois at Urbana-Champaign, Hart Research Associates, CareerBuilder, US News & World Report, World Future Society, American Society for Training & Development and the U.S. Department of Labor.
2 Campus leadership and peer educator positions include Resident Assistant, Orientation Leader, Ambassador, Seahawk Link, ACE, Fraternity & Sorority Life, SGA/GSA, CLES, CARE/Crossroads, Health Promotion and the University Learning Center.

For More Information
Become a Skill Seeker © http://www.uncw.edu/career/documents/beaskillseeker.pdf
Student Organizations http://uncw.edu/studentorgs/
Jobs & Internships www.myseawork.com

Career Center • Division of Student Affairs
Creating Experiences for Life
Fisher University Union 2035 * 910.962.3174
careercenter@uncw.edu • www.uncw.edu/career

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ASSESSMENTS

Interest Assessments

*Kuder Journey* is a great solution to help you plan for the right career! Based on your specific needs, *Journey* provides reliable tools to assess your interests/skills/values, suggests education and career options, prepares you for the job search, and connects you to today’s jobs. The cost of the *Kuder Journey* is $5 and can be purchased by credit card inside your *SeaWork* account - click the “Career Events” tab- or by cash or check at the Career Center.

*CareerLeader* assesses your interests and motivators to help you determine where those fit as compared with those with successful business careers. The combination of your interests, motivators, and skills are the "hidden key" often overlooked in setting your career course. Your motivators (financial gain, security, etc.) and your skills (communication, quantitative analysis, etc.) are very important as modifying influences to your interests. But, it is your unique profile of all three factors that should drive how you approach your career in business. The cost of the *CareerLeader* is $20 and can be purchased by credit card inside your *SeaWork* account – click the “Career Events” tab- or by cash or check in the Career Center.

Personality Assessments

The MBTI is the most widely used personality inventory in the world. The preferences suggested by the MBTI can help you make career and personal decisions, with scores highlighting preferences on four dimensions. The various combinations of these preferences result in 16 personality types, which relate to career choices, communication modes and learning styles. The MBTI is taken online, and the results provided during an individual appointment with a career counselor, or through group feedback in a class, etc. Cost to UNCW students: $15. Login to your *SeaWork* account, and click “Take/View Assessment” on the left side of page.

There are 72 questions that will take 20-40 minutes. This assessment will give you a description of your personality type and how it relates to careers and educational programs. [www.humanmetrics.com/cgi-win/JTypes2.asp](http://www.humanmetrics.com/cgi-win/JTypes2.asp)
ACADEMIC MAJORS FAIR

Don't just show up for the majors fair! Prepare before you go and get the most out of the opportunities they provide to connect with a number of academic departments all at once! There are three stages to the Academic Majors Fair – Before, During, and After!

Before the Majors Fair:
- **Consider** your interests, skills, work values, and strengths/weaknesses
- **Remain open minded** about the academic majors/departments participating in the fair and plan to talk to a variety of them
- **Do not do your research at the fair.** Research the majors you want to speak with prior to the fair
- **Create a game plan:**
  - Determine majors you want to learn more about in advance so you don't wander aimlessly at the fair
  - Consider questions you want to ask representatives of the majors
  - You may find that some majors have a long line. Maximize your time, visit other majors then return
  - Be prepared to concentrate and listen carefully in a large room with lots of talking going on!

During the Majors Fair:
- **Arrive earlier**, rather than later
- **Check in** at the front desk; pick up a nametag, and map of the fair
- **Orient yourself** using the room layout. Watch for a few moments, and then begin by approaching an academic major
  - **Communicate** who you are
  - **Explain** why you decided to stop by their table
  - **Ask questions** about the major
  - **Pick up important information** about the major
  - **Be aware** of other students waiting to talk to the representative, gain appropriate information but don’t monopolize his/her time
  - **Jot down notes/details** about the major - take a few minutes after you leave each table to jot down these notes
- **Attend one of the mini-workshops** before or during the fair on **Making Your Major Decision**

After the Majors Fair:
- **Reflect** upon your major options
  - Does one major seem like a **better fit over the other**
  - How do the majors you’re considering fit into your **interests, skills, and work values**
  - Schedule appointments with your **academic advisor and career counselor** to your discuss options
INFORMATIONAL INTERVIEWS

An Informational Interview is...
- One of the best sources for gathering information about an occupation, industry or company - by talking with people who actually work in your field.
- A means to evaluate your interest in and “fit” for a particular field.
- An interview that YOU initiate.
- NOT an interview for employment.
- A way to find out about jobs you might like—to see if they fit your interests and personality.

Why Conduct Informational Interviews?
- Explore careers and clarify career goals.
- Expand your professional network.
- Build confidence for actual job interviews.
- Access up-to-date career information.
- Identify professional strengths and weaknesses.
- Tap into the “hidden job market” (employment opportunities that are not advertised).

Steps to Conduct an Informational Interview
Identify Target Occupations/Industries.
- Assess Your Interests, Skills, Abilities & Values.
- Evaluate labor trends to identify fields to research that match your interests.

Identify People to Interview.
- Start with people you know: family, friends of family, family of your friends, fellow students, present or former supervisors, co-workers, professors, neighbors, doctors, dentists, religious leader and so forth.
- Let everyone know about your career interests.
- Search online or contact organizations for the name of an appropriate person by job title.
- Call an employer in the field – often someone in HR can provide information about areas they employ.
- Utilize Career Center resources such as CareerShift to find employers & employees in fields that interest you.
- Read trade magazines and newspapers and join a professional association or club.

Prepare for the Interview.
- Prepare questions you would like answered.

Arrange the Interview.
- Contact your identified person by phone or email. Be sure to indicate who referred you to this person or organization.
- Be prepared to state the purpose of your call to whomever answers – to arrange an informational interview only!
- Ask for 20-30 minutes at a mutually convenient time.

Conduct the Interview
- Dress appropriately.
- Arrive promptly.
- Maintain a polite and professional demeanor.
- Refer to your prepared list of questions.
- Stay on track, but allow for spontaneous discussion. Ask for names of others who might be helpful and ask permission to use your contact’s name.
- Take a copy of your resume for review; ask for suggestions to improve it.
- Ask for your contact’s business card.

Follow Up
- Immediately following the interview, record pertinent information. Maintain good records!
- Send a thank you note within 48 hours. Email is acceptable.
Ask Questions Based on What You Want to Know
1. What is a typical day like in this position?
2. What training or education is required?
3. What personal qualities or abilities are important to being successful in this job?
4. Which skills have you found most helpful, and which ones will be most important in the future?
5. What part of this job do you find most satisfying? Most challenging?
6. How did you find your job? What was your first job after graduation?
7. What opportunities for advancement are there in this field?
8. What entry level jobs are best for learning as much as possible?
9. What is the salary range for various levels in this field?
10. How do you see jobs in this field changing in the future?
11. What challenges does this industry face?
12. What is the demand for people in this occupation?
13. What advice would you give a person entering this field?
14. What types of training do companies offer people entering this field?
15. Which professional journals and organizations would help me learn more about this field?
16. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
17. How would you evaluate the experience I’ve had so far for entering this field?
18. What related or other fields or job titles would you suggest I research further?
19. Would you critique my resume?
20. With whom else should I talk? When I contact him/her, may I use your name?

Tips for Informational Interview Success
- Do your homework.
- Plan and practice your “opener.”
- Call or e-mail again in a week if your contact has not responded.
- Maintain your connections and nurture them. This is relationship building!
- Be patient. Networking takes time. NEVER stop networking!

Resources for Building Your Network
UNCW Resources:
- UNCW Alumni
- CareerShift – Access via SeaWork (www.myseawork.com)
Web:
- LinkedIn.com (Search for UNCW Alumni through LinkedIn.com/alumni)
- careercenter.tamu.edu/guides/networking/
- www.asktheheadhunter.com/hanetwork1.htm
- www.asktheheadhunter.com/hanetwork2.htm
- careerplanning.about.com/od/networking/a/networking.htm
- www.quintcareers.com/networking_guide.html
EXPERIENCE

... to develop skills sought by employers through applied learning opportunities
CAREER-RELATED EXPERIENCE

There are many ways to get experience. The key is to get some!

Employers comparing graduating seniors as job candidates want and expect you to have experience outside the classroom. Freshman year is not too early to start! Look for volunteer work, a part-time or summer job that will be a stepping stone to something more competitive later. Types of opportunities available can vary by career field; however, here are some choices you have for gaining experience:

- **Internship** ([www.myseawork.com](http://www.myseawork.com))
  Can be paid or unpaid, full-time or part-time, and are sometimes for academic credit; these factors vary by career field and employer. Internship eligibility varies by employer; some offer internships to students who are freshmen; others require a higher academic level. Academic credit can only be granted by an academic department, and involves paying tuition. Also check out the Career Center Certified Internship Program ([www.uncw.edu/career/cip.html](http://www.uncw.edu/career/cip.html))

- **Summer Job/Part-time employment** ([www.myseawork.com](http://www.myseawork.com))
  A job does not have to be an "internship" to be valuable. The value hinges on the job's relevance to your career field or industry, the skills you develop, and the level of responsibility you earn. These can be a stepping stone to getting a competitive internship later.

- **Service Learning/Volunteer Work** ([www.uncw.edu/osle](http://www.uncw.edu/osle))
  This is sometimes a first way to get a foot in the door of an organization or career field. Volunteer work can be something you do as an individual, or as part of club or organization involvement. Volunteering can develop skills and experience that you can list on your resume and thus can be a stepping stone to help you get other kinds of experience. Volunteering shows initiative; always a good thing.

- **Study/Work Abroad** ([www.uncw.edu/international](http://www.uncw.edu/international))
  Study abroad can be good for you academically and personally no matter what your major. Moreover, employers want to hire people with international experience, and graduate schools consider study abroad a "plus" when reviewing applications.

- **Leadership/Involvement in Student Organizations** ([www.uncw.edu/activities](http://www.uncw.edu/activities))
  Leadership in student community organizations is viewed very favorably by employers. You don't have to be president to be a leader. You could be the volunteer recruiter, an event planner or budget manager. The important things are what you accomplish and the skills you use and develop.

- **Research** ([www.uncw.edu/csurf](http://www.uncw.edu/csurf))
  Frequently a one-on-one arrangement between you and a faculty member, usually in your academic department, that may be for academic credit. And while many opportunities are for science and technical majors, opportunities also exist for research in humanities and social sciences. Additionally, organizations external to the university, such as research centers, can offer undergraduate research opportunities.

- **Externship** (Job shadowing)
  Can be a bridge between exploring career options and getting a look at a real world environment. They may be short-term or long-term in duration: a few hours to a few days, or perhaps a few hours per week over a semester or year (similar to an internship). Externships are mostly for the purpose of learning more about a career field or work environment, but if you make a very good impression on the people you meet, it could open the door to another experience (internship, summer job, etc.) later.

- **Field Study**
  These are typically done through your academic department, for academic credit, and are sometimes required for certain majors. Consult your academic department to see if field studies are offered or required.
Your cover letter or other professional correspondence provides the opportunity to:

- Introduce yourself and state your objective
- Personalize your resume
- Highlight information that addresses the needs and interests of the employer

Cover Letter Tips

- No longer than one page and no more than 4 paragraphs
- Tailor each letter to the company and position. Know your reader and his/her organization
- Address your letter to a specific person. Use “Hiring Manager” or “Human Resources Manager” only as a last resort. Call and ask to whom you should address your letter
- Your letter should be easy to read, printed neatly on a single page of good quality paper and free of spelling, punctuation and grammatical errors
- Write each letter in your own words
- Do not just list your skills and strengths, use concrete examples of how you have developed your skills and used your talents
- Proofread, proofread, proofread!!! Then have someone else proofread it for you
- Send a cover letter with all resumes

Cover Letter Rubric

<table>
<thead>
<tr>
<th>Professional format and overall quality of writing</th>
<th>Cover letter should get you noticed</th>
<th>Cover letter is ordinary and average</th>
<th>Cover letter needs significant improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses correct professional format with date and addresses on top and a signature on the bottom. It is clear and concise and, grammatically correct. There are no spelling errors.</td>
<td>There are minimal grammar and spelling errors. This letter is decent in content but does not convince an employer to call. There are minor issues with formatting.</td>
<td>Professional formatting not used. The letter is not signed. There are multiple grammar and spelling errors. The content of the letter does not make sense to the reader.</td>
<td></td>
</tr>
</tbody>
</table>

| Paragraph 1: Introduction | This section identifies what position you are applying for, the reason you are sending the letter, how you heard of the opening, and that you are genuinely interested. Grabs the employer’s attention quickly. | This section defines the position you are seeking. Does not describe how you heard about the opening. You vaguely describe why you are interested in this job. Might not catch someone’s attention. | Does not clearly identify what position you are seeking. No description of how you heard about the position or why you are interested. |

| Paragraph 2: Identification of skills and experiences related to the position | This paragraph identifies one or two of your strongest qualifications and clearly relates how these skills apply to the job. This letter explains specifically why you are interested in this position, company, and how you can benefit the company. | This paragraph identifies one of your skills, but it may or may not be related to the position at hand. This paragraph does little to explain your interest and vaguely connects your skill to how you can benefit the company. | This paragraph does not discuss any relevant qualifications or skills. It does not explain your interest in the position, company, and/or location and does not connect your skills to how you can benefit the company. |

| Paragraph 3: Closing | This paragraph refers the reader to your resume or any other enclosed documents. It thanks the reader for taking time to read it. You are assertive as you describe how you will follow up with the employer. | This paragraph may or may not thank the reader for taking time to read this letter. You do not refer the reader to your resume or application materials. This letter is not assertive and assumes that the employer will contact you. | This paragraph does not thank the reader for taking time to review this letter. There is no reference to a resume or other materials. It does not include any contact information and is not assertive about following up after a given amount of time. |

Source: National Association of Colleges and Employers
Cover Letter Format

Your Street Address
City, State Zip Code

Month Day, Year

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

Dear Mr./Ms./Dr. Last Name:

Opening Paragraph – Tell why you are writing. Name the position, field or general career area about which you are inquiring or applying. Tell how you heard of the opening, the company or organization (mention a contact name, if you have one) and basic information about yourself.

Middle Paragraph – Tell why you are interested in the company/organization, or specific type of work. Mention the qualifications you believe are of greatest interest to the employer. If you have related experience or specialized training, point it out. Do not repeat what is on your resume, but customize your skills and experiences to the employer’s needs. This is the place to “sell” your skills and abilities to a potential employer. Document your claims with statements to show evidence of your skills. End the paragraph with a statement indicating your confidence in your ability to perform in the position.

Closing Paragraph – Refer the reader to your enclosed resume or application. If this is a letter of inquiry, request an application or other informational materials and an interview. If this is a letter of application, state what you will do to follow up, such as telephone the employer within two weeks to check on the status of the application. Include your phone number and state that you would be glad to provide any additional information needed. Thank the employer for their consideration of your application/resume.

Sincerely,

(Your handwritten signature)
Your typed name

Enclosure(s)
Sample Cover Letter

601 South College Road
Wilmington, NC 28403
April 11, 20XX

Ms. Samantha Hire
Human Resources Manager
Original Company, Inc
123 Real Road
Raleigh, NC 27601

Dear Ms. Hire:

As a rising senior at the University of North Carolina Wilmington majoring in Psychology with a minor in Latin American Studies, I am writing to apply for the Summer Research Internship at Original Company, Inc. From online research in SeaWork via the UNCW Career Center I learned of the internship program and I am very interested in this opportunity where I could put my leadership and customer service skills to work. I believe that my education and experience background make me an excellent candidate and I would like to be considered for the position.

As the enclosed resume indicates, I have participated in a marketing research project through the University in which we collected and analyzed data from a local Wilmington based company to determine the success of exporting goods to another country. This involved interaction with vendors and employees on a weekly basis, review of financial records and preparation of marketing tools to infiltrate the sale of merchandise overseas. The employer was so impressed with our results and marketing tools that he has taken measures to initiate exporting by the end of the 2014 calendar year. In addition to marketing research experience, I have acquired technical skills from work in computer labs on the University campus assisting an average of 20 students per day with systems software, including Microsoft Word, Outlook, and Excel.

With qualifications and experiences that match your position description, I am confident that I can be an asset to your office. I will call you next week to check on the status of the application, and if you have questions or need additional information you may contact me anytime via email or phone. Thank you very much for your time and consideration.

Sincerely,

Sammy Student
Dear Ms. Smith,

I am eager to achieve new goals, learn new skills and interact with new people. These are the reasons I am responding to the advertisement recently posted with the UNC Wilmington Career Center for the Social Media Specialist position with The United Way of the Cape Fear Area. I have attached my resume. You will find my previous field experiences to be an asset for this position.

I bring numerous experiences where I have used social media and implemented social media into marketing and fundraising strategy. In my most recent position as an intern with the Cape Fear Community College Foundation I worked to promote various events on various Social Media Platforms including Facebook and Twitter. We strategically pushed out information and connected with groups and individuals who will continue to support the mission of the Cape Fear Community College Foundation. Over the previous year we increased attendance at foundation events by over 30 percent. Through this process we also increased donors and total fundraising dollars by 15 percent. I know that this experience will translate to me being able to use Social Media to promote the United Way of the Cape Fear Area.

Thank you for your time and consideration. I look forward to discussing my qualifications with you in person. I will contact you this week to follow up and to answer any questions.

Sincerely,
Jessica

Jessica A. Seahawk
University of North Carolina Wilmington
Jessica.seahawk@gmail.com
910.123.4567
June 18, 2013

Ms. Anne Jackson  
Recruiter  
Computer World, Inc.  
1001 Fantasy Boulevard  
Raleigh, NC 27609

Dear Ms. Jackson:

Recently I spoke with Sylvia Chase who suggested I contact you regarding available research positions within your marketing department. This summer, I will graduate from the University of North Carolina Wilmington with a Bachelor of Science degree in Business Administration with a Concentration in Marketing and feel strongly that my education and research experience would be a perfect match for Computer World, Inc.

As the enclosed resume indicates, I have participated in a marketing research project through UNC Wilmington in which we collected and analyzed data from a local Wilmington based company to determine the success of exporting goods to another country. This involved interaction with vendors and employees on a weekly basis, review of financial records and preparation of marketing tools to energize the sale of merchandise overseas. The employer was so impressed with our results and marketing tools that he has taken measures to initiate exporting by the end of the 2013 calendar year. In addition to marketing research experience, I have acquired technical skills from work in computer labs on campus assisting an average of 20 students per day with software, including Microsoft Excel, Access, Adobe Photoshop, and InDesign.

I look forward to meeting with you to further discuss how my education and work experience would be beneficial to Computer World, Inc. On Friday, June 28, I will contact you to arrange a time in which we can discuss positions further. If you need to reach me before then, you may call (910) 962-3174 or email me at cas1234@uncw.edu. Thank you for your time and consideration.

Sincerely,

Christopher Seahawk
Dear Ms. Green,

Thank you so much for taking the time to interview me today. I really enjoyed getting to meet you and talk about Bellamy Elementary and the Second Grade Teaching Position. I again wanted to reiterate my interest and excitement in the position, and the school. I know that my experiences at Forest Hills Global Elementary School, Bellamy Elementary School, and Murrayville Elementary School have prepared me for this position.

I really valued getting to speak with the current Second Grade Teachers as well. Their excitement for what they do, and for working with the students at Bellamy Elementary also reinforced my interest in the position.

Thank you for your time today and your consideration. I look forward to hearing from you.

Sincerely,

Matthew

Matthew G. Seahawk
UNC Wilmington Alumni, May 2013
Matthew.seahawk@gmail.com
704-111-1111
Dear Mr. Edwards,

Thank you for the opportunity to meet with you and see your facilities yesterday. Both the interview and the chance to meet other members of the office made me even more excited about the possibility of working at your organization. I was particularly impressed to learn about the new services and amenities you are implementing for your clients.

Again, thank you for your time and consideration. I am very interested in the Sales Trainee position, and I look forward to hearing from you.

Sincerely,
Samantha Seahawk
910-962-3174
samanthaseahawk@uncw.edu
March 19, 2013

Mark Simmons
TEKsystems
1201 Edwards Mill Road, Suite 201
Raleigh, NC 27607

Dear Mr. Simmons:

Thank you for your offer to join your Raleigh site as a Recruiter/Sales Management Trainee. I am pleased to accept your offer and look forward to beginning work with TEKsystems.

You indicated that I will be receiving a salary of $___ per year and I will begin work on July 16th. In mid-June, after I relocate to the area, I will call you to see what information I need before starting work in July. In the meantime do not hesitate to contact me if you require any additional documents from me.

Again, thank you for offering me this exciting opportunity.

Sincerely,

Taylor Seahawk
Sample Decline Job Offer Letter

601 South College Road
Wilmington, NC 28403
910-962-3174
joshuaseahawk@uncw.edu

May 6, 2013

Worldwatch Institute
1400 16th Street NW, Suite 430
Washington, DC 20036

Dear Ms. Smith:

Thank you for your telephone call and letter offering me the Research Coordinator position with the Worldwatch Institute. While I am still very much an advocate for the mission of your organization and respect all the work you and your staff complete on a daily basis, I have had another offer which I believe more closely matches my current career goals and interests. Therefore, while it was a difficult decision, I must decline your offer.

I appreciate all the kindness extended to me by the staff at the Worldwatch Institute, and I wish you well in your search to fill the position and all your future endeavors.

Sincerely,

Joshua Seahawk
RESUMES

The Resume is...
- an advertisement
- a highlight of your background
- an individually designed document
- used by employers as a screening device
- just ONE piece of the job search process

Is There Such a Thing As a Correct Resume?
No. There is no right and wrong when it comes to résumé content and format. Each résumé is as unique as the individual it represents. It is up to you to select the appropriate content that best highlights your skills for the employment you hope to acquire, and then effectively communicate your qualifications in a format that is clear and easy to read.

Resume Formatting
Choose a format which allows the most impressive presentation of your experience history. Whatever the case, be sure to emphasize your key skills and accomplishments with the use of action verbs.
- Most frequently used is the reverse chronological format. It lists the most recent experiences first and preceding experiences in reverse chronological order.
  - Tip – This format has the advantages of being easier to read and more familiar to employers.
- The second most widely used is the functional format which emphasizes skills and capabilities instead of the timeline of a person’s experience.
  - Tip – Very often students with significant experience will used this format to categorize the breadth of skills and involvement.
- The scannable format is typically retrieved using keyword searches.
  - Tip – Scannable resumes are somewhat plain in appearance with no underlines, bolding, italicized wording or bullets.

What goes on Your Resume?
- **Identification Information**: Include your name, address, telephone and email. If you have a professional personal web page include this as well.
  - Tip - Be sure you make your name stand out.
- **Objective/Summary**: Keep it short and specific that includes position, industry and relevant skills.
  - Tip – Objectives/Summaries are optional and are not needed for every resume. It depends on the situation.
- **Education**: In reverse-chronological order include the schools you have attended, degrees completed, the major, minor, dates of graduation. Other information might include: scholarships, honors, related coursework, percentage of college expenses earned by you and special projects (e.g. research projects, thesis, and dissertations).
  - Tip – List GPA if over 3.0. Otherwise, optional unless required by employer.
- **Experience**: This section includes not only paid positions, but also related volunteer, field experiences, internships, or other relevant experience. Include the name and location of employers, date range, position title and a detail of the level of responsibility. This is also listed in reverse-chronological order. Stress any accomplishment or unique contribution you made.
  - Tip – Quantifiable information supports the scope of your accomplishments and give range to your duties. Consider categorizing in two sections: Relevant Experience and Additional Experience.
- **Additional Information**: Include activities, sports, organization affiliations that may generate interest from the employer. Include level of proficiencies for any languages and software applications that you have significant strength.
  - Tip – Include references on a separate page that includes the name, phone number, email address and type of source (intern supervisor, work supervisor, professor).
Resume Tips
- Edit and proofread several times
- Set margins between 1/2 to 1 inch
- Chronological resumes list information in reverse date order
- Consider separating relevant and other work experience
- Develop several resume versions depending on type of job or purpose of resume, i.e. graduate school application
- See various examples specific to your field: http://www.csoresearch.com/resume_gallery

Resume DOs and DON'Ts

**DOs**
- Keep it short and provide facts
- Individualize your resume, not everyone will have the same categories or format
- Maintain professionalism and keep information updated
- Present your strongest qualifications first
- Use action words to describe experiences
- Quantify information to indicate results
- Always include your name and contact information at the top of the resume
- Organize section headings so the most important points are listed first
- Use similar paper and headings when writing your cover letter
- Maintain consistency with format: alignment, bullets, fonts, sizes, etc.

**DON'Ts**
- Do not use MS Word or other Templates; format manually
- Refrain from listing personal information such as: age, height, social security number, picture, etc.
- Don’t add, “References available upon request”
- Omit experiences from high school after your sophomore year of college
- Don’t use busy or decorative fonts

Get a Resume Review!
- Drop in to the Career Center for Express Lane  
  - Monday - Friday from 2:00 - 4:00 p.m. or Wednesday/Thursday from 9:00-11:00 a.m.
- Make an appointment with a Career Counselor at 910-962-3174
**ACCOUNTING**
- Appraise
- Assess
- Audit
- Calculate
- Estimate
- Examine
- Figure
- Forecast
- Maintain
- Measure
- Prepare
- Record
- Verify

**ADMINISTRATION**
- Access
- Assess
- Coordinate
- Furnish
- Monitor
- Organize
- Process
- Serve
- Track

**ANALYSIS**
- Assess
- Clarify
- Conceptualize
- Conclude
- Discern
- Discover
- Dissect
- Illuminate
- Infer
- Interpret
- Observe
- Quality
- Quantify
- Review

**ARTISAN**
- Build
- Choreograph
- Compose
- Conceive
- Construct
- Create
- Design
- Draw
- Entertain
- Illustrate
- Mold
- Perform

**COMMUNICATION**
- Address
- Advertise
- Arbitrate
- Articulate
- Author
- Clarify
- Collaborate
- Convey
- Convince
- Correspond
- Debate
- Define
- Describe
- Develop
- Express
- Formulate
- Incorporate
- Influence
- Mediate
- Moderate
- Outline
- Persuade
- Present
- Propose
- Publicize
- Reconcile
- Respond
- Solicit
- Summarize
- Translate
- Write

**CONSULTING**
- Arrange
- Assess
- Assist
- Contribute
- Counsel
- Guide
- Motivate
- Problem
- Solve
- Serve
- Survey
- Train
- Troubleshoot

**COUNSELING**
- Align
- Analyze
- Assist
- Coordinate
- Help
- Listen
- Understand

**CREATIVE**
- Begin
- Combine
- Compose
- Conceptualize
- Condense
- Customize
- Design
- Develop
- Direct
- Display
- Entertain
- Fashion
- Formulate
- Illustrate
- Initiate
- Integrate
- Introduce
- Invent
- Model
- Perform
- Photograph
- Plan
- Revise
- Revitalize
- Shape

**DESIGN**
- Build
- Create
- Display
- Draft
- Draw
- Explore
- Formulate
- Organize
- Patter
- Plan
- Sketch
- Style

**EDITING**
- Advise
- Amend
- Analyze
- Check
- Comment
- Compare
- Correct
- Improve
- Initiate
- Investigate
- Read
- Revise
- Rework

**FINANCE**
- Acquire
- Adjust
- Allocate
- Analyze
- Appraise
- Audit
- Balance
- Calculate
- Conserve
- Construct
- Evaluate
- Inventory
- Invest
- Manage
- Project
- Recruit
- Reconcile
- Reduce

**FUNDRAISING**
- Analyze
- Contact
- Coordinate
- Develop
- Direct
- Inquire
- Motivate
- Persuade
- Program
- Strategize

**HELPING**
- Adapt
- Advocate
- Aide
- Answer
- Assess
- Assist
- Coach
- Collaborate
- Contribute
- Cooperate
- Counsel
- Educate
- Encourage
- Facilitate
- Guide
- Insure
- Intervene
- Prevent
- Provide
- Resolve
- Simplify
- Support
- Volunteer

**HUMAN RESOURCES**
- Align
- Analyze
- Appraise
- Assess
- Categorize
- Coordinate
- Design
- Document
- Inform
- Interview
- Inventory
- Manage
- Mediate
- Organize
- Process
- Program
- Recruit
- Screen
- Survey
- Train

**INNOVATING**
- Activate
- Change
- Create
- Design
- Establish
- Implement
- Improve
- Modify
- Restructure
- Transform
- Upgrade

**INVESTIGATION**
- Analyze
- Examine
- Explore
- Interrogate
- Probe
- Pursue
- Search
- Seek

**LANGUAGE**
- Compare
- Comprehend
- Converse
- Fluency
- Interpret
- Negotiate
- Proficiency
- Translate
- Understand
LEADERSHIP
Advise
Appoint
Approve
Assign
Attain
Authorize
Chair
Compare
Consider
Create
Decide
Delegate
Direct
Encourage
Govern
Implement
Increase
Initiate
Inspire
Lead
Manager
Merge
Motivate
Organize
Originate
Overhaul
Oversee
Preside
Prioritize
Produce
Recommend
Represent
Strengthen
Supervise
Terminate
Transform

MARKETING
Advance
Advertise
Analyze
Announce
Assess
Boost
Identify
Improve
Promote
Quantify
Review
Survey

ORGANIZING
Arrange
Catalogue
Classify
Collect
Compile
Coordinate
Distribute
File
Generate
Liaison
Maintain
Monitor
Obtain
Operate
Order
Record
Review
Schedule
Simplify
Standardize
Streamline
Systematize

MANAGEMENT
Conduct
Consult
Coordinate
Delegate
Develop
Direct
Evaluate
Facilitate
Guide
Listen
Mediate
Monitor
Operate
Plan
Schedule
Strategize

PERSUADING
Arbitrate
Articulate
Challenge
Clarify
Convince
Influence
Mediate
Negotiate
Present
Reconcile

PROGRAM
Analyze
Construct
Coordinate
Design
Develop
Formulate
Implement
Prepare
Recommend
Strategize

PROFILES
Assess
Coordinate
Facilitate
Negotiate
Present
Promote
Strength
Troubleshoot

PUBLIC RELATIONS
Assist
Convince
Educate
Handle
Inform
Negotiate
Persuade
Present
Provide
Serve
Trade

RESEARCH & DEVELOPMENT
Analyze
Clarify
Collect
Compare
Conclude
Critique
Diagnose
Evaluate
Examine
Experiment
Explore
Formulate
Investigate
Measure
Recommend
Review
Summarize
Systematize

SELLING
Double
Educate
Handle
Inform
Negotiate
Persuade
Present
Provide
Serve
Trade

TECHNICAL
Analyze
Apply
Assemble
Build
Conceptualize
Construct
Convert
Design
Develop
Edit
Engineer
Implement
Inspect
Locate
Modify
Operate
Overhaul
Print
Program
Regulate
Remodel
Repair
Replace
Restore
Solve
Specialize

STANDARDIZE
Troubleshoot
Upgrade
Utilize

TEACHING
Adapt
Advise
Awaken
Clarify
Coach
Commence
Communicate
Conduct
Coordinate
Counsel
Critique
Develop
Educate
Enable
Encourage
Entertain
Evaluate
Explore
Facilitate
Guide
Individualize
Inform
Instill
Instruct
Motivate
Originate
Persuade
Simulate
Teach
Train
Transmit
Tutor

TEACHING
Provide

WRITING
Abstract
Capture
Conceive
Conclude
Construct
Craft
Express
Integrate
Interpret
Inform
Summarize

Sources: Virginia Tech Career Planning Guide
Auburn University Student Handbook
Meredith College Academic & Career Planning Career Guide
EDUCATION

University of North Carolina Wilmington
Bachelor of Arts, Communication Studies
Specialty Areas: Advertising and Public Relations
GPA 3.46

Federal University of Parana, Curitiba, Brazil
Study Abroad

RELEVANT EXPERIENCE

Cape Fear Community College Foundation, Wilmington NC
Intern
- Planned various events including Brunswick County Alumni Basketball game
- Composed and distributed foundation press releases
- Provided assistance and input during weekly foundation meetings
- Designed and created a variety of event invitations utilizing InDesign software
- Tracked progressive donors through fundraising process

Glamour Magazine, New York City NY
Intern
- Assisted stylist during photo shoots by organizing and dressing models
- Represented Glamour Magazine at meetings with editors and designers
- Organized, prepared, and maintained inventory in fashion closet
- Provided support during cover photo shoots with celebrities such as Naomi Campbell and Jonathan Rhys Meyers
- Participated in Glamour Woman of the Year Events
- Prepared fashion storyboards for upcoming issues

OTHER EXPERIENCE

The Fortunate Glass Catering, Wilmington NC
Caterer
- Provided customer service that included: food distribution, event preparation and customer interaction

LANGUAGES
Portuguese – Full Professional Proficiency
Spanish – Elementary Proficiency

IN VolVEMENT

UNCW Advertising Chapter
UNCW Communication Studies Society
Centro Hispano
International Criminal Justice Communications Program
Wilmington’s Residential Adolescent Achievement Place Inc. (WRAAP)

TECHNOLOGY
Adobe InDesign
Adobe PhotoShop
Adobe Illustrator
Microsoft Access
OBJECTIVE: To obtain the position of Laboratory Chemist at SGS Environmental to utilize my education in Chemistry and relevant laboratory skills.

EDUCATION
Bachelor of Science, Chemistry, May 2012
University of North Carolina Wilmington
GPA: 3.233

RELEVANT EXPERIENCE
Directed Individual Study
University of North Carolina Wilmington
August 2011-May 2012
- Extracted Fe-Phosphate and Mg-Phosphate from soil samples using KCl and CBA
- Used an inductively coupled plasma mass spectrophotometer to determine the mass of phosphates in soil
- Studied the relation of soil type to amounts of phosphates in relations to plant and coral growth

Analytical Chemistry
University of North Carolina Wilmington
January 2011-May 2011
- Theoretical and Experimental applications of modern analytical instrumentation and techniques
- Molecular Absorption Spectrophotometry, Atomic Emission Spectroscopy, Fourier Transform Infrared Spectroscopy
- Chromatography: Gas, HPL, and Ion
- Electrochemistry: Potentiometry: Molecular Mass GC-MS, Molecular Mass LC-MS, Atomic Mass Spectrometry

LABORATORY SKILLS
- Theory and practice of chromatographic methods of separation and spectroscopic methods of identification
- Theoretical and Experimental applications of modern forensic techniques
- Quantitative and Qualitative laboratory experience with each technique
- Trace Organics and Metals Analyses, Fiber and Polymer Analyses, Toxicology, Serology, Drug and DNA Chemistry, Fingerprinting

ADDITIONAL EXPERIENCE
Resident Assistant
University of North Carolina Wilmington
August 2010-present
- Provide paraprofessional advising and guidance for 52 undergraduates
- Plan, organize and execute educational, diversity and social programs for UNCW while maintaining a conducive environment for studying/learning
- Facilitate and mediate group conflicts and encourage a cooperative/considerate group living environment
- Coordinate with 10 staff members to provide vision and goal setting in an innovative environment

Server
Apple Jack’s, Wilmington, NC
May 2009-April 2011
- Attained the title of In Store Trainer and Top 10 Server by developing an understanding for the company’s values
- Team leader and managed the time of 4 employees
Carly Seahawk
123 Academic Dr.
Matthews, NC 28105
(704) 111-2222
carly.seahawk@uncw.edu

**EDUCATION**

**Bachelor of Arts, English, May 2016**
University of North Carolina Wilmington
GPA: 3.2

**High School Diploma, June 2012**
Providence Senior High School – Charlotte, NC
GPA: 3.5

**INvolvement**

**Alpha Delta Pi Sorority - Eta Alpha Chapter, UNCW** 2012 – Present
- Homecoming Chair: led team of 30 sisters to plan and implement event for 300 alumni
- Participate in service events including Habitat for Humanity and Red Cross Blood Drive
- Assist with two philanthropy events per semester for Ronald McDonald House raising $2000

**Siskey YMCA Leaders Club, Matthews, NC** 2009 – 2011
- Leadership positions as Social Chair, Service Chair and Secretary
- Planned weekly meetings to promote a healthy spirit, mind, and body

**Community Involvement**

**Lotus Runway Show:** Charity event whose proceeds are for the Leukemia and Lymphoma Society 2011

**Susan G. Komen Race for the Cure** 2008 – 2010

**Habitat for Humanity** 2008 – 2009

**Work Experience**

**Receptionist, Office of Admissions, UNCW** January 2012 – Present
- Complete administrative duties (answer phones, greet visitors, and create information packets)
- Answer general questions about the University
- Respond to questions from perspective students on Facebook page

**Activity Leader, Ballantyne Country Club, Matthews, NC** August 2011 – Present
- Forged well-built relationships with customers, members, guests and staff,
- Organized and planned weekly activities to promote proper youth development,
- Monitored and encouraged the well-being of young children

**Lifeguard, Ballantyne Country Club, Matthews, NC** Seasonal June 2011 – Present
- Established safe and organized environment
- Managed daily operations of pool and monitored pool area for violations and potential hazardous situations
- Ability to extend hospitable attitude toward visitors and customers at pool, ensuring a safe and enjoyable stay

**Computer Skills**
Proficient with Microsoft Office: PowerPoint, Excel, Word; Experience with social media

**Certifications / Training**
CPR, AED, Blood Borne Pathogens, Lifeguard, Water Safety Certification
Brittany Seahawk

Current Address:  
601 South College Road  
Wilmington, NC 28403

(910) 962-3174  
brittany.seahawk@uncw.edu

Permanent Address:  
7890 Pine Forest Lane  
Charlotte, NC 28555

OBJECTIVE  
Seeking part-time position involving sporting goods retail sales and service

EDUCATION  
University of North Carolina Wilmington (UNCW)  
University College, expected graduation May 2016

Richard Petty High School, Charlotte, NC  
High School Diploma, May 2012  
GPA: 3.65  
Honors Graduate

SKILLS  
– Interact well with customers, sales staff and supervisors  
– Accurately work with cash register, sales receipts and returns  
– Effectively manage time, work and academic responsibilities

WORK EXPERIENCE

Legal Aide  
Malcolm Fralderworth & Associates  
Wilmington, NC  
Summer 2012

– Conducted library and computer research for active cases  
– Provided administrative support to the entire office staffed by 8 people  
– Assisted clients with questions over the phone and in person

Sales Associate  
Sports R US  
Mint Hill, NC  
September 2010 – May 2012

– Assisted customers with equipment and clothing options  
– Arranged group sales with area sports teams  
– Exceeded sales quota every month; increased average by 20%  
– Managed store closing on weekends, depositing $2500 in daily receipts  
– Trained new sales associate

Assistant Baker  
The Pier Bakery  
Wrightsville Beach, NC  
Summer 2010

– Provided customer service by taking orders and answering questions  
– Conducted retail and wholesale sales

Varsity Baseball Team Manager  
Richard Petty High School  
Charlotte, NC  
Fall 2008 – Spring 2012

– Assisted team at practices by ensuring all equipment was ready to use  
– Traveled with team to all away games and helped with scoring and equipment

Coach  
City League Soccer  
Charlotte, NC  
February 2009 – April 2009

– Coached teams of eighth grade girls and seventh grade boys  
– Managed practice and game schedule

ACTIVITIES  
Yoga Club, UNCW, Fall 2012 – present  
Women’s Studies Student Association, UNCW, Spring 2012 – present  
Key Club, Richard Petty High School, Fall 2009 – Spring 2012
OBJECTIVE
To obtain an elementary education teaching position in New Hanover County

EDUCATION
Bachelor of Arts in Elementary Education, May 2013
University of North Carolina Wilmington
Concentration in Mathematics
GPA: 3.72

HONORS
- Dean’s List
- Chancellor’s Achievement Award

TEACHING EXPERIENCE
Student Teacher, Forest Hills Global Elementary School, Wilmington, NC, Spring 2013
- Taught a culturally diverse classroom of 26 students, 2 of which were learning disabled
- Emphasized positive reinforcement to manage classroom behavior
- Created and implemented lesson plans differentiated to meet the needs of each individual student
- Based and taught lesson plans to the North Carolina Standard Course of Study
- Utilized technology, such as the Mimio, to aid various learning styles
- Participated in meetings and workshops for staff development
- Attended IEP meetings, SIT meetings, parent-teacher conferences, and student-led conferences
- Worked collaboratively with partnership teacher, administration, parents, and students

Field Experiences, Bellamy Elementary School, Rachel Freeman School of Engineering, and Murrayville Elementary School, Wilmington, NC, Fall 2010 – Fall 2012
- Observed classroom teacher and behavior management systems
- Assisted in teacher responsibilities and participated in classroom activities
- Created and taught lesson plans

RELATED EXPERIENCE
Tutor, Spring 2010 – Fall 2012
- Watson School of Education: tutored a 5th grade student in math and reading
- Good Shepherd Center: tutored homeless children
- Private: tutored two 5th grade students in math

Childcare
- Cared for children from ages eight months to ten years old

ACTIVITIES AND ASSOCIATIONS
- Girls on the Run Coach, Forest Hills Global Elementary School
- Special Olympics Volunteer, Porter Ridge High School and Porter Ridge Middle School
- Student North Carolina Association of Educators (SNCAE)
- North Carolina Council of Teachers of Mathematics (NCCTM)
Joshua Seahawk
601 South College Road, Wilmington, NC 28403
Email: joshuaseahawk@uncw.edu
Cell: 910-962-3174

PROFILE
Dedicated environmental resource manager with excellent technical, analytical and communication skills gained during experience at the North Carolina National Estuarine Research Reserve

EDUCATION
Bachelor of Science in Environmental Studies, expected graduation December 2013
Concentration: Biology
University of North Carolina Wilmington
Relevant Coursework:
- Coastal Ocean Research & Monitoring Methods Research Cruise
- Human Dimensions Natural Resource Management
- Advanced Natural Resource and Wildland Management
- Hazwoper
- Environmental Chemistry
- Environmental Site Assessment

Associates in Science, May 2011
Cape Fear Community College, Wilmington, NC

CERTIFICATIONS
Hazwoper 40 hour general site worker certified, May 25, 2011
First Aid / CPR, expires Month, Year
USLA Lifeguard Certification

EXPERIENCE
Intern, North Carolina National Estuarine Research Reserve, Wilmington, NC, Fall 2012
- Conducted research with emphasis on Masonboro Island monitoring of visitor impacts, marsh birds, Diamondback turtles, and fox populations
- Equipment used in research included the following:
  - GIS (Tremble)
  - John Deere Gator
  - Kayak
  - Small skiffs (Boater Licensed)
  - Vehicle for towing skiff
  - Basic Hand and Power Tools

Swim Coach, Waves of Wilmington, Wilmington, NC, 2007-2011 (summers)
- Directed the training of state and nationally ranked age group swimmers
- Effectively communicated with parents, peers and US Swim Association officials

SPECIAL EQUIPMENT KNOWLEDGE
- Conductivity Temperature Depth (CTD)
- Dissolved Oxygen sensor
- Acoustic Doppler current profiler
- Salinity
- Turbidity sensors
- Vacuum water filtration
- pH sensors

CAMPUS INVOLVEMENT
Beta Beta Beta, National Biological Honor Society, UNCW, Fall 2012 – present
Environmental Concerns Organization, UNCW, Fall 2011 – present
Surfrider Foundation, organization to protect our oceans, waves and beaches, UNCW, Fall 2011 – present
Samantha Seahawk  
601 South College Road  
Wilmington, NC 28403  
Tel: 910-962-3174  
samanthaseahawk@uncw.edu

EDUCATION

Bachelor of Science, Business Administration, May 2014  
Concentration: Management and Leadership  
University of North Carolina Wilmington

RELEVANT EXPERIENCE

Carolina Bank  
Sales and Service Specialist  
Wilmington, NC  
Jan 2013-May 2013
- Proactively sold complementary bank products to new and existing customers
- Prospected for new customers over the phone and in person outside of branch
- Gained excellent customer service experience while servicing customers’ accounts and managing any questions or concerns as they arose

Management Inc.  
Management Trainee  
Durham, NC  
Summer 2012
- Provided exceptional customer service to clients in person and remotely
- Developed communication skills selling customers on the benefits of purchasing additional coverage
- Promoted company by making sales calls with area businesses

Acme Sportscenter  
Sales Representative  
Wilmington, NC  
Oct 2011-May 2012
- Promoted and sold merchandise to potential customers
- Provided assistance to customers with concerns/questions about the club

UNCW TV  
Intern  
Wilmington, NC  
Jan 2011-May 2011
- Promoted the television station and its programs
- Worked with sales department in finding new advertising clients
- Wrote scripts and edit clips for promotion of television programs
- Worked with the management team to decide which stories to run each day

INVolVEMENT

Pi Sigma Epsilon (National Sales & Marketing Fraternity), UNCW, Fall 2012 – present
Delta Sigma Theta Sorority, UNCW, Spring 2011 – present
- Scholarship Chair, Spring 2013
- Social Chair, Fall 2012
Hurricane Sandy Clean-up efforts, Volunteer Trip, Fall 2012
TYLER SEAHAWK

601 South College Road • Wilmington, NC 28403 • 910-962-3174 • tylerseahawk@uncw.edu

OBJECTIVE: To obtain a career in the media or film industry

EDUCATION:
Bachelor of Arts, Film Studies, May 2013
University of North Carolina Wilmington

Associate of Arts, December 2010
Cape Fear Community College, Wilmington, NC

RELEVANT EXPERIENCE:
Key Cut Out Assistant, Ichthyopolis, Wilmington, NC, Summer 2012 - Fall 2012
• Used Adobe Photoshop to digitally alter film images frame by frame for Professors Master’s Thesis Film

Production Technician, University of North Carolina Wilmington, Wilmington, NC, Fall 2011 - Fall 2012
• Managed and implemented assembly and operation of sound and lighting equipment, such as Mackie 8 and 16 Channel Mixers, LCD projectors, and microphones
• Communicated effectively with clients to ensure satisfaction with event
• Trained new employees how to operate and set up equipment

Digital Film Editor, Whirlygig Farm, Wilmington, NC, Fall 2012
• Managed and organized footage for student generated film using Final Cut Pro editing software
• Assisted in camera operation

Third Key Holder, Movie Stop, Wilmington, NC, Fall 2010 - Fall 2011
• Trained employees on procedures at store
• Handled opening and closing procedures at store
• Processed inventory and assisted needs of customers

Digital Film Editor, Glottis and Meet the Grimlees, Wilmington, NC, Fall 2010
• Managed and organized footage for student generated films
• Assisted in on-set sound recording for Meet the Grimlees

Third Key Holder, FYE, Goldsboro, NC, Summer 2009 - Fall 2010
• Trained employees on procedures at store
• Handled opening and closing procedures at store
• Processed inventory and assisted needs of customers

ACTIVITIES/ PERSONAL FILM FESTIVAL SCREENINGS:
• Sound Experiment, Dead Alive Redux, University of North Carolina Wilmington Student Screening, 2013
• Wilmington Trans-media Film Co-op, 2010-present
• Pre-screener for Cucalorus 14th Film Festival, 2011
• In the Land of the Blind, The Man with One Eye is King, Visions Student Showcase and University of North Carolina Wilmington Student Showcase, 2011
• Flicker Film Society, 2011- 2012

TECHNOLOGY:
Windows and MAC operating systems, Word, PowerPoint, Excel, Pro Tools, Final Cut Pro/ HD, Adobe Illustrator, Adobe Photoshop, DVD Studio Pro, Adobe After Effects, various film (8 and 16 mm) and digital cameras, Marantz sound recorders, and Mackie sound mixers
Brandon Seahawk  
601 S. College Road, Wilmington, NC 28403  
Tel: 910-962-3174    Email: brandonseahawk@uncw.edu

### EDUCATION

**Bachelor of Arts, Physical Education, Exercise Science Concentration**  
University of North Carolina Wilmington (UNCW)  
Minor in Leadership Studies  
May 2013

### EXPERIENCE

#### Resident Assistant, University of North Carolina Wilmington  
August 2010–present

- Provide paraprofessional advising and guidance for fifty-two undergraduate women
- Utilize organizational and public speaking skills to create and present educational hall programs on critical issues to residents
- Assisted in the supervision of 10 residence halls of 1100 residents
- Coordinated with fifteen staff members to provide vision and goal setting in innovative environment

#### Seahawk Link, University of North Carolina Wilmington  
August 2011–present

- Provide support for freshmen through programming and outreach; support Freshmen Seminar classes
- Coordinate some class content with assigned Freshmen Seminar instructor
- Share knowledge and resources about UNCW; acclimate new students to campus environment
- Participate in and promote University Common Reading Program and peer evaluation
- Attend and participate in Freshmen Convocation
- Serve as role model and mentor
- Volunteer for Freshmen Move-In, UNCWWelcome, and Family Weekend

#### Orientation Leader, University of North Carolina Wilmington  
February 2011–August 2012

- Facilitated the adjustment of new students and their parent to UNCW campus and community
- Explained academic opportunities and procedures
- Acquainted new students with campus services and building locations
- Prepared orientation materials (stuffed envelopes, made name tags, created banners)
- Aided in development of class schedules
- Answered questions, concerns and sensitive issues of students and parents

### INVOLVEMENT

#### National Communications Coordinator, UNCW Residence Hall Association  
October 2009–present

- Provide communication between the Residence Hall Association, the National Association of College and University Residence Halls (NACURH), the South Atlantic Affiliate of College and University Residence Halls (SAACURH), and the North Carolina Association of Residence Halls (NCARH)
- Attend and vote at NACURH, SAACURH, and NCARH conferences and business meetings
- Serve as delegation chair for conferences
- Affilate with NACURH, SAACURH, and NCARH by submitting dues and annual reports

#### National Residence Hall Honorary  
April 2012–present

- Work closely with other top 1% of student leaders on campus
- Recognize student leaders in residence halls
- Participate in ongoing service

### COMMUNITY SERVICE / CIVIC ENGAGEMENT

- **Pack the Van**  
  December 2012
- **Running Noses Planning Committee**  
  January 2010–April 2012
- **Young at Heart Social**  
  February 2010
- **Masquer-AID Date Auction Planning Committee**  
  November 2009
SARAH SEAHAWK  
601 South College Road ● Wilmington, NC 28403 ● 910-962-3174 ● sarahseahawk@uncw.edu

EDUCATION

Bachelor of Arts, History  
Bachelor of Arts, Spanish  
University of North Carolina Wilmington (UNCW)  
Cumulative GPA: 3.187  
May 2014 
May 2014

Study Abroad

University of Granada, Granada, Spain  
UNCW program at SAFA, Úbeda, Spain  
Summer 2011 & Fall 2012

SUMMARY OF QUALIFICATIONS

- Highly proficient in Spanish  
- Basic conversational ability Russian and French  
- Computer skills in Microsoft Word, Excel, PowerPoint, Outlook, Internet, QuickBooks and other sales software  
- Proficient at time management while maintaining a great work ethic  
- Excel at multi-tasking under pressure  
- Strong communication skills  
- Knowledgeable in event planning  
- Experience in marketing strategies

LEADERSHIP & INVOLVEMENT

Student Government Association, UNCW  
Freshman Representative, Sophomore Representative & Academic Affairs Chair  
- Represented constituents by attending weekly meetings and voting for wishes of student body  
- Led committee responsible for academic affairs on campus  
- Delegated responsibilities within committee  
- Communicated with Professors and University Officials  
- Planned events to provide opportunities to meet Professors and explore majors

Alpha Phi Sorority, UNCW  
Director of Administration & Recording Secretary  
- Held position on Executive Board  
- Managed paperwork and bylaws of the organization while maintaining the calendar and all event scheduling  
- Handled election process and oversaw transition.  
- Maintained the minutes and daily activities of the sorority  
- Upheld communication within the organization as well as outside organizations.

Seahawk Link, UNCW  
- Assisted freshmen transition into college life. Helped introduce them to on campus activities and resources while providing them with insight and help in any other personal issues.

Order of Omega Honors Society, UNCW

COMMUNITY SERVICE

- Relay for Life, Wilmington, NC  
- Heart Walk, American Heart Association, Wilmington, NC  
- Heart Ball, American Heart Association, Wilmington, NC  
- Beach Sweep, Wrightsville Beach, NC  
- Jump for Joy (private event to raise money for American Cancer Association) Apex, NC  
- Special Olympics, Raleigh, NC  
Spring 2012 & Spring 2013  
Fall 2012  
Spring 2011  
Fall 2010-Spring 2013  
Fall 2009  
Summer 2008

WORK EXPERIENCE

- Sales Associate, Trendys, Wilmington, NC  
- Swim Instructor, Wilmington YMCA, Wilmington, NC  
- Lifeguard, Cary Family YMCA, Cary, NC  
- Swim Instructor, Cary Family YMCA, Cary, NC  
Summer 2010-present  
Summer 2011  
June 2007-August 2010  
June 2007-August 2010
EDUCATION
University of North Carolina Wilmington (UNCW), December 2013
Bachelor of Science in Business Administration
Concentration: Human Resources Management and Operations Management
Minor: Leadership

LEADERSHIP
UNCW Habitat for Humanity, Spring 2010 – present
- President - Helped students gain knowledge about the organization and planned builds, fundraisers and community service projects for the chapter to complete
- Outreach Coordinator - Worked on small teams to plan events and fundraisers

Chi Omega Sorority, Fall 2009 – present
- Treasurer - Responsible for the receipt, care and disbursement of money
- Community Service Chair - Coordinated community service events for the chapter

Cameron School of Business Student Advisory Council, Fall 2011 – present
- President - Formed a link with all Cameron Student Presidents
- Communicate student concerns with the School of Business Dean

Relay for Life, Spring 2010 – present
- Team Captain - Organized the walk among 70 members

Cameron Executive Network, Fall 2012 – present
- Worked with a mentor to gain knowledge about the field of business

EXPERIENCE
Peer Educator: Crossroads, UNCW, Spring 2011 – present
- Facilitate Alcohol Awareness Week
- Organize Safe Spring Break
- Trained for drug and alcohol abuse counseling; promote alcohol and drug awareness to all students

Mentor: Seahawk Link, Transition Programs, UNCW, Fall 2011 and Fall 2012
- Mentor to freshman students and consulted with them on campus life issues
- Participated with UNI classes and created programs to assist students

President, Human Resources Association, UNCW, Spring 2012 – Spring 2013
- Developed a training program for UNCW students
- Undertook comprehensive needs analysis, selected appropriate training methods and design, evaluated post training
- Learned and co-authored an executive summary of training process and results
- Planned and coordinated the Lower Cape Fear Human Resources March Vendor Fair
- Networked with individuals in the community and at UNCW to help gain knowledge for the university in the area of HR

AWARDS
The Lower Cape Fear Human Resources Association Scholarship, Fall 2012 – present
NC State Council for the Society for Human Resources Student Chapter Scholarship, Fall 2011 – Spring 2013
Eileen G. Brown Scholarship awarded by Chi Omega Sorority, Fall 2011 – Spring 2013
Omicron Delta Kappa the National Leadership Honor Society, Fall 2010 – Spring 2013
The Holly Baughman Service Scholarship, Fall 2009 – Spring 2012

INVolVEMENT
Society of Human Resources Management, Spring 2011 – present
Lower Cape Fear Society of Human Resources Management, Spring 2011 – present
Information Systems Management Organization, Spring 2010 – present
Student Organization Leadership Conference, Fall 2010
Make-A-Wish Foundation, Spring 2010
Campus Tobacco Coalition, Fall 2009
UNCW Sailing Club, Fall 2009 – Spring 2012
EMILY R. SEAHAWK
601 S. College Rd □ Wilmington, NC 28403 □ (910) 962.3174 □ emily.seahawk@gmail.com

PROFILE
 Professional new graduate seeking full-time employment with Baker Hughes
 Passionate about exploring and understanding techniques used in exploration and development of oil and gas
 Creative problem solver with strong fundamental geology background
 Organized, clear and articulate written and oral communication skills

EDUCATION
Bachelors of Science, Geography; Bachelors of Fine Arts, Creative Writing, May 2013
University of North Carolina Wilmington

Pertinent Courses Include:
Mineralogy                          Stratigraphy                          Field Methods
Petrology                           Sedimentology                        Optical Mineralogy
Historical Geology Structural      Global Tectonics Invertebrate        Geophysics Chemistry
Geology                             Paleontology

FIELD EXPERIENCE
Summer Field Course; UNCW; NC, WV, NM; Summer 2012
 Conducted intensive geological field mapping in four diverse geological settings
 Pre-Cambrian to Cambrian meta-igneous rocks in the Eastern Piedmont region of NC
 Ordovician to Silurian sedimentary strata in the Valley and Ridge province, VA
 Permian to Cretaceous sedimentary strata uplifted by Precambrian igneous basement of the Nacimiento uplift, NM
 Precambrian meta-sedimentary rock of the Picuris Range, NM
 Constructed geologic maps and cross-section interpretations using topographic data and aerial photographs
 Utilized surface data to understand geological relationships within the subsurface

Browns Mountain Mapping Project; UNCW; Pocahontas County, WV; April 2011
 Produced a structural analysis of Ordovician to Silurian sedimentary strata of the Browns Mountain Anticlinorium in the foreland fold and thrust belt within the Valley and Ridge province

Warm Springs Mapping Project; UNCW; Bath County, VA; April 2010
 Collected measurements and produced a geologic map and cross-section of Silurian to Devonian sedimentary strata in the Valley and Ridge province

INVolVEMENT
Co-founder / Vice President; Women in Science and Engineering; UNCW; 2010-2012
 Collaborated with fellow women science majors to provide academic support and mentoring programs between students and faculty
 Organized public science lectures at UNCW and volunteered in community events
 Judged and facilitated annual science fair for local K-12 students

Web Administrator; Geology Club; UNCW; 2010-2012
 Managed website content and created Facebook fan page to invite interaction with club members
 Planned and organized club field trips and functions with members and faculty

Association of Environmental and Engineering Geologists; 2011
Geological Society of America – Southeastern Section; Annual Meeting March 2011

EMPLOYMENT HISTORY
Office Assistant, Campus Recreation UNC Wilmington, Wilmington NC, September 2010-present
Office Assistant, Museum of Natural History, Raleigh NC, May 2011-August 2011
Christopher Seahawk
601 S. College Road, Wilmington NC, 28403 | (910) 962-3174, cas1234@uncw.edu

OBJECTIVE
A career in human resource management involving training, coordinating, communicating, and researching

EDUCATION
Bachelor of Science, Business Administration, May 2013
Concentration: Human Resources Management
University of North Carolina Wilmington
GPA: 3.251

SKILLS
Training
• Created and presented two-hour workshop, "Persuasive Writing Strategies for Promotional Materials," to 18 volunteer coordinators: United Way Voluntary Action Center
• Designed and presented one hour workshop, “The New Look in Resumes,” to 26 high school seniors
• Contributed writing techniques, story ideas, time management guidelines, and format and production procedures to the Write Place newsletter staff
• Motivated individuals toward healthy lifestyle by teaching aerobic dance classes to groups of 20-40 people: Learning Exchange, Shoemaker Hall - UNCW, Whispering Hills Girl Scout Camp

Coordinating
• Supervised and established Speech Communication Week idea, events, program time schedule, budget allocations, delegated responsibilities to faculty, community members, and students
• Planned and organized UNCW Shoemaker Hall 2012 Spring Formal Dinner-Dance for 200: location, entertainment, transportation, menu, beverages, invitation, decorations, advertising
• Coordinated Writing Consultants’ Ink newsletter production; assisted in implementing newsletter purpose, content, and format: The Write Place
• Organized, promoted, and participated in fundraising event during annual community summer festival: United Way Voluntary Action Center
• Directed and organized Drama Night and Synchronized Swimming Show: Whispering Hills Girl Scout Camp

Communicating
• Performed administrative responsibilities and resolved potential personnel problems: The Write Place
• Wrote budget development proposal, final report, and internal-external correspondence: Speech Communication Week
• Edited and contributed articles to newsletter; developed, typeset, key lined student manual and promotional brochure: The Write Place
• Wrote weekly newspaper column for local newspaper; wrote news releases and promotional materials: United Way Voluntary Action Center
• Assisted in writing and creating media kits promoting Speech Communication Week
• Explored printing options, expense estimates for fundraising project by making phone call and personal visits to area print shops and lumber companies: United Way Voluntary Action Center
• Presented Write Place services information to groups of 20-30 students in UNCW classes

VOLUNTEER EXPERIENCE
United Way Voluntary Action Center, Wilmington, NC, April 2010-April 2011
Speech Communication Week, Wilmington, NC, August 2009-January 2010

EMPLOYMENT
Office Assistant, UNC Wilmington Campus Recreation, Wilmington NC, August 2010-present
Server, Tower 7, Wrightsville Beach NC, August 2009-May 2010
Host, Outback Steakhouse, Raleigh NC May 2007-August 2009
ASHLEY D. SEAHWARK
601 Fayetteville Rd ♦ Durham, NC ♦ (910) 962-3174 ♦ ads1234@gmail.com

SUMMARY OF QUALIFICATIONS:
- Over seven years’ experience in customer service and management
- Received several promotions from same company and given excellent ratings at annual reviews
- Experience supervising and training staff at different levels of company
- Take initiative to start projects and see them through completion; dedicated team player and strong work ethic
- Disciplined self-starter ready for take-charge position
- Exceptional ability to establish cooperative, professional relationships with customers, executives and staff
- Goal-driven person who goes above and beyond the job; Excellent time management and organizational skills

MANAGEMENT / LEADERSHIP:
- Managed, planned and budgeted general administration in Operations area and teams of supervisors and managers
- Reviewed and revamped HR policies and procedures to meet needs of both business and employees
- Facilitated meetings, set goals, met timelines and communication of the project status to departments and executives
- Coordinated work processes and projects; delegated responsibilities to and empowered staff
- Tracked service failures and implemented corrective action
- Analyzed customer data to determine overall customer trends
- Prepared and distributed quarterly sales history reports and worked on strategies to insure continued company growth
- Developed attendance policy that decreased unscheduled absences in each call center

TRAINING AND DEVELOPMENT:
- Helped promote five individuals to leadership positions
- Served on cross functional teams to review strategic initiatives, non-standard opportunities, and departmental statistics and trends
- Developed “Member First” policy and technical support standards to ensure positive member interaction
- Provided leadership development to Quality Support Analysts on site to continue career development
- Developed new procedures and formal training documents for new hire training
- Analyzed job duties to increase efficiency
- Created training with HR to assist call center coaches standardize and understand documentation process
- Created motivational contests within the call center to motivate consultants to reach objectives

COMMUNICATION:
- Worked on teams to develop programs that fostered positive environment for new and tenured employees and decrease attrition
- Reported to Call Center Director about daily and weekly performance as related to company objectives
- Developed new business from current clients and targeted, researched and met with potential accounts
- Provided excellent customer service for existing accounts and ensured customers were serviced and satisfied
- Listened to staff concerns and provided feedback to ensure positive transition for new hires which decreased turnover
- Motivated team of 30 Consultants to ensure a quality interaction while company objectives were met

WORK HISTORY:
Call Center Manager, Lenovo, Durham NC, January 2010-present
Assistant Operations Manager, SAS, Cary NC, June 2005-December 2009
Human Resources Assistant, SAS, Cary NC, May 2003-June 2005

EDUCATION:
University of North Carolina Wilmington
Bachelor of Arts, Psychology, December 2002
THE JOB SEARCH PROCESS

BEGIN WITH SELF ASSESSMENT

What are your
• Interests?
• Skills?
• Values?
• Goals?
• Personality Traits/Preferences?
• Career Interests?
• Preferred work Environment/Lifestyle?

Congratulations on getting a job! When things change begin the process again.

GATHER CAREER INFORMATION

Use the information you gathered about yourself to explore using the following resources.

Use what you know about yourself and actual jobs to begin looking for specific opportunities.

JOB SEARCH

• Use resources through SeaWork (myseawork.com)
  o CareerShift
  o Current Jobs for Graduates
  o Job search in SeaWork
• Tailor Each Contact
• Adapt your Plan as you go
• Follow up & Follow through
• Be Persistent & Patient
• Send Thank you Notes/Letters

Now that you've gathered information, get started by applying to positions.

DEVELOP JOB SEARCH SKILLS

• Talk to professionals in your field, UNCW Alumni
• Connect through LinkedIn to professionals and Alumni
• Write Resumes and Cover Letters
• Create a Job Search Plan
• Learn about resources available through SeaWork
• Develop Interviewing Skills – Use Interview Stream to practice

UNCW CAREER CENTER
<table>
<thead>
<tr>
<th>Method</th>
<th>Benefits</th>
<th>Cautions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SeaWork</td>
<td>Employers list jobs specifically for UNCW students and alumni. Posted jobs typically mean the employer needs it filled soon. Additionally, many other job search resources can be accessed within SeaWork.</td>
<td>Not every industry or job field is represented.</td>
</tr>
<tr>
<td>CareerShift</td>
<td>Allows you to bring everything together to search for jobs in one place. Search listings from millions of companies posted across the web and save your searches; find contacts within target organizations along with their email addresses; and manage your job search all within this site.</td>
<td>Avoid solely relying on the job listings. Access contacts at target companies and reach out to them when a listing is not posted.</td>
</tr>
<tr>
<td>Going Global</td>
<td>If you are looking to broaden your horizons overseas, this is a great place to start. Information includes international job postings and tips on relocating to a new country. Also has relocation and job search information for major U.S. cities, including H-1B Visa info for international students.</td>
<td>There are a lot of details to pay attention to (e.g., passports, cost of relocation and living, language/cultural barriers). Not all countries are included in the Country Guides.</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>LinkedIn not only allows you to search for jobs, but allows you to immediately find and get in touch with decision makers. Additionally, it offers the ability to research companies, find related news, learn about job openings and find out more about a company's corporate culture.</td>
<td>You'll get out of LinkedIn what you put in. It is important to spend your time creating a well-rounded profile and you'll also need to take some time researching companies in your area.</td>
</tr>
<tr>
<td>Current Jobs for Grads</td>
<td>Provides entry-level job vacancies in the fields of liberal arts and the arts &amp; humanities. Each bulletin contains hundreds of current vacancies, all with direct links to the original posting for further information and application instructions.</td>
<td>As with any internet search the majority of jobs are never posted so it is necessary to combine any internet search with networking by reaching out to individuals and organizations.</td>
</tr>
<tr>
<td>Job Listings Online</td>
<td>Find a wide variety of Major Specific job sites. You can view them at your own convenience and from the comfort of your own home.</td>
<td>Not every industry or type of job represented. Web-hunting is not about finding jobs instantly. You need patience to navigate a variety of sites and read listings.</td>
</tr>
<tr>
<td>Networking – Talking to Personal Contacts and Career Fairs</td>
<td>It's one of the top methods by which graduates find jobs. It's real and it works! In fact many jobs are never advertised and networking is how you find them.</td>
<td>If you are shy it could be somewhat uncomfortable. You need effective interpersonal skills and strong motivation.</td>
</tr>
</tbody>
</table>

Source: Virginia Tech Career Planning Guide
TOP TIPS FOR YOUR JOB SEARCH

 There is more to the job search than just sending out resumes
The job search includes self-assessment, learning about careers and employers, and talking with professionals. Responding to job postings is just one part of your job search.

 Use multiple job search strategies
Limiting your search to one method (ex: just applying to positions online) limits your options. There are many jobs you will not find through online job boards as many jobs are never even posted. If you want more options, use more methods, including networking, attending Career Center Events (Career Fair, Info sessions, etc.), and SeaWork.

 Start early
One year out is not too early to being a job or internship search. Some employers find employees 6+ months before the anticipated work start date. If you don’t begin early there are still opportunities to be found, but you may miss out on some options.

 Talk with others in your career field about how they have been successful (informational interview)
Talk with a variety of people that can help: faculty in your department, students that have graduated in your major/department, alumni, and networking contacts in the fields you are considering. You can find these contacts through LinkedIn.com, your department, professional associations, etc.

 Realize that your major oftentimes doesn’t equal a job title
Think beyond your major. The workplace is not organized by academic majors, instead think about occupations, career fields, and organizations. And from these where do your skills, interests, and work values fit?

 Understand that the job search is a job in itself
The job search is hard work and it is very likely that it will not be quick and easy. Your attitude and motivation will help you through the process. Expect to put in as much work as you would for your classes. The more work you put in the better the chance that you’ll get that great job.

Source: Meredith College Academic and Career Planning,
**JOB SEARCH TRACKING SHEET**

*Instructions: Complete the Position Criteria section, using the job description as your guide. Then list your skills (including transferrable skills) from your relevant experience to compare.*

<table>
<thead>
<tr>
<th>Company/Organization:</th>
<th>Website Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website Username:</td>
<td>Website Password:</td>
</tr>
<tr>
<td>Position Title/Purpose:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION CRITERIA</th>
<th>YOUR RELEVANT EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and Experience:</td>
<td></td>
</tr>
<tr>
<td>Other Qualifications:</td>
<td></td>
</tr>
<tr>
<td>Duties and Responsibilities:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall strengths related to this position:</td>
</tr>
</tbody>
</table>

| Overall development needs related to this position: |

<table>
<thead>
<tr>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Submit resume _____________ (date) □ Submit cover letter _____________ (date)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOLLOW UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Interview ________________ (date) □ Send thank you letter ________________ (date)</td>
</tr>
</tbody>
</table>

Progress:

Source: Dartmouth College Office of Human Resources
MAKING THE MOST OF THE CAREER FAIR

Don’t just show up for career fairs! Prepare before you go and get the most out of the opportunities they provide to connect with employers, learn about job and internship opportunities, and practice your interviewing and networking skills. There are three stages to your career fair participation: Before, During and After.

Before the Career Fair:
- **Clarify your goals and know yourself**
  - Interests, skills, work values, strengths/weaknesses, and ideal environment
  - What are you hoping to get out of the fair?
  - Consider examples and stories of your experiences you can share and prepare a list of questions to ask
- **Research, research, research!**
  - Type of employers attending, what they do, and their company culture
  - Possible opportunities available and job descriptions
- **Create a game plan**
  - Determine employers you will talk to in advance so you don’t wander aimlessly – but be open minded to a variety of employers
  - Consider questions you want to ask representatives
  - Be prepared to concentrate and listen carefully in a large room with lots of talking going on!
- **Practice your 60-Second Commercial** – a quick summation of who you are and what you can offer
  - Prepare what you would like to share - a short (60 second) response to “tell me about yourself”
- **Consider what you are going to bring**
  - Create and bring multiple copies of your clear, concise 1-page resume
  - Consider business cards in addition to a resume as many employers won’t accept paper resumes.
  - Use a professional looking padfolio or folder to carry your resume and business cards
- **Plan your attire**
  - Business attire (i.e. a suit) is appropriate if you are looking for a job - err on the side of professional

During the Career Fair:
- **Survey the room and make a game plan**
  - Use your time wisely so you can visit your priority organizations
  - Meet with other recruiters you previously hadn’t considered: you might surprise yourself by your interest in an organization you had not considered earlier
- **Approach employers:**
  - Be confident - shake his or her hand
  - Introduce yourself, give your elevator speech, ask your questions, and answer any questions asked by the recruiter. This should feel more like a conversation!
  - Present your resume/business card and ask to connect
- **Write down notes** after each conversation - reflect on your conversation – this will help add personalization to your thank you notes.

After the Career Fair:
- **Send thank you notes** to representatives you met with/complete the follow-up you discussed
  - Remind the recruiter of the skills and experiences you contribute and why you are interested in their company
- **Reflect upon your options**
  - Utilize the contacts you’ve made
  - Evaluate your interests, skills, values, and personality and how they fit with each employer

Source: Campus Career Coach
Meredith College Academic and Career Planning
SAMPLE 60-SECOND COMMERCIAL

The 60-second commercial is a guide to help you consider how to begin a conversation and points you want to mention as you introduce yourself to employers.

*You will not follow this style/format word for word, but it serves as an example as you prepare to communicate appropriately and confidently with employers.*

My name is _________________________________________________, a freshman/sophomore/junior/senior, _______________ major at UNC Wilmington. I am very interested in your company because (focus on the employer, not your needs/desires). May I give you a copy of my resume?

I am interested in talking with you because _____________________________ (keep it employer focused while touching on what you can provide/bring to them. Intertwine your interests as appropriate. Share how your background fits with an employer's needs). Share a story/experience that is relevant to your career/industry interests that would be appropriately memorable to an employer.

**Remember: this is a conversation and this serves as a guide with talking points**

Possible Talking Points:

- From the research I completed about your organization I realized ___________________________. Your company appeals to me because ___________________________.
- I have taken a variety of courses in __________________ that have prepared me for this next step. My experience with ________________ has further prepared me for this opportunity because ___________________________.

Possible questions/comments to add to your 60-Second Commercial:

- What would it take to exceed your expectations for the opportunity? What are you looking for in incoming interns/hires?
- What have been some challenges previous hires have faced in being successful in this position?
- What factors are most important in your candidate selection process? Grades? Experience? Something else?
- Can you tell me about appropriate follow up at this point?
- Thank you for your time today. I will follow up with you as you suggested. I look forward to speaking with you soon.
FEDERAL GOVERNMENT JOB SEARCH

Why Go Government?

1. The Nation’s Largest Employer is Hiring
   By 2016, 40% of all current federal employees will retire – that’s A LOT of job openings

2. Federal Service is Public Service
   Federal workers play a vital role in addressing national issues and make a difference in the lives of every American

3. Federal Jobs Pay Better Than You Think
   Low federal pay is a myth. Federal salaries are often competitive with private sector, plus there are great benefits, job stability and advancement opportunities

4. The Government Can Help Pay for School
   Federal agencies may help you pay back up to $10,000 per year of your student loans, and some agencies will pick up the tab if you decide to pursue a graduate degree.

5. You Can Develop a Unique Skill Set
   Advance your career by developing highly marketable skills. The federal government offers cutting-edge professional development, from technology to foreign language immersion.

6. Federal Jobs are Around the Country & World
   Nearly 85 percent of federal jobs are outside the D.C. area. Looking to go global? More than 50,000 federal employees work abroad.

7. The Federal Government Values Diversity
   Federal agencies actively encourage minorities and individuals with disabilities to consider government service through internships and fellowships.

8. There are Jobs for Every Interest and Major
   Not a political science major? Not a problem. There are federal jobs suited to every interest and skill, from art history to zoology.

   Agencies offer flexible work schedules, world class benefits, job sharing, on-site child care and other incentives to facilitate a high quality of life.

10. You Can Make a Difference
    The federal government is our most powerful agent in addressing national issues. There is no bigger stage for making an impact.

How to Find Federal Jobs?

As the main destination for federal jobs, USAJOBS.gov has around 30,000 vacancy announcements on the site at any given time.

However, navigating the website and understanding job listing information can be a battle. With a little help decoding the language used to describe the types of jobs that the government has available, you’ll be well on your way.

1. Create a USAJOBS.gov Account
   To gain full access to USAJOBS.gov, create your own account. Simply create a username and password, and once you are logged in to your main account page, you can:
   - Save your searches and edit your profile
   - Create and upload multiple resumes
   - Create and upload application materials
   - Track the status of your applications

2. Search for Positions
   USAJOBS.gov offers a variety of ways to search for current job openings. The easiest way to look through this database is to perform a broad keyword search and then refine your results according to your preferences.

To start you may want to refine your search results by:

- **Agency:** If you have a few agencies in mind, refine your search by selecting one or more agencies or offices.

- **Grade:** Selecting a GS grade level is an easy way to focus on positions that match your experience level. The GS is separated into 15 grades (1 through 15). Below are general guidelines to help determine what GS level to search:
  - GS-05 = bachelor’s degree
  - GS-07 = bachelor’s and 3.0 GPA or higher
  - GS-09 = master’s degree
  - GS-11 = doctorate

- **Location:** Look for jobs according to your geographical region by typing in your zip code and selecting a radius of 5 to 200 miles on the results page. You can also choose a specific city, state or country in the advanced search.

Reading Federal Job Announcements

While browsing positions, focus first on whether you meet basic qualifications. When first reviewing job
announcements, pay attention to the following sections:

- **Who may be considered:** Review this item in the overview section to ensure you are eligible for this position.

- **Qualifications and evaluations:** This will give you an idea if you have the qualifications to excel in this position. Applications will only be considered if you meet the minimum qualifications.

- **How to apply:** Missing documents or incomplete applications will not be reviewed. Make sure you understand what the application entails and follow directions closely to ensure your application is complete.

After you find a few positions that fit what you are looking for, it is critical that you read the position description closely. Even if the description seems unusually long, a careful reading will save you time and energy in the long run.

**Federal Resumes**

Forget what you know about resume writing. A federal resume should be more detailed and run 2-5 pages in length for an entry-level job.

A federal resume uses the same information from a typical resume, but goes into more depth about your skills, past duties and accomplishments. Some key points to remember when converting your resume into a federal resume are:

- Tailor Resume to the Job Announcement
- Numbers Impress Hiring Managers
- Sell Yourself and Your Achievements
- Check Spelling and Grammar
- Be Concise

To get more details on formatting a federal resume check out the below sites:

- GoGovernment.org – Your Federal Resume
  (www.gogovernment.org/how_to_apply/write_your_federal_resume/create_your_resume.php)

- USAJOBS.gov – Create Your Resume
  (https://help.usajobs.gov/index.php/How_to_create_your_resume)

Under Presidential mandate, the Federal Government has taken recent steps to help students and recent graduates join the Federal service.

The creation of the Pathways Program offers clear paths into federal service for undergraduates, graduate students and recent graduates to federal internships and/or full-time careers. Three programs are housed under the Pathways Program and you can begin your career in the federal government by choosing the program that is your best fit:

- **Internship Program:** This program offers current college and graduate students with paid opportunities to work in federal agencies while still in school. The intern’s work should be related to their field of study or career goals.

- **Recent Graduates Program:** A full-time, one-year program designed for individuals who have received undergraduate or graduate degrees. Candidates must apply within two years of graduation.

- **Presidential Management Fellows Program:** The federal government’s premier leadership development program for advanced degree candidates. For complete program information, visit: [www.pmf.gov](http://www.pmf.gov).

Additionally many federal agencies and departments offer unpaid training opportunities to students currently enrolled in an academic program. As a student volunteer, you will gain valuable work experience in the federal government as it relates to your field.

If interested in becoming a student volunteer with the federal government you should contact the personnel office at the federal agency or department of your choice.

**Veterans**

If you have served our country in a branch of the armed services, your experience and expertise uniquely qualifies you to serve in the civil service. To learn more about opportunities as a veteran:

- FedsHireVets.gov
- GoGovernment.org - Veterans

**Individuals with Disabilities**

As an individual with a disability, you have access to programs and hiring authorities to assist in securing federal employment. Learn More:

- GoGovernment.org – Disability

Source: [www.makingthedifference.com](http://www.makingthedifference.com)  
[www.gogovernment.org](http://www.gogovernment.org)
SPECIAL POPULATION RESOURCES

The Career Center is committed to ensuring a welcoming and inclusive atmosphere for all students. We encourage you to take advantage of the services and resources available to assist you with your career planning and job search needs. Check our website under “Multicultural Resources” for even more information.

**Diversity Link** – [www.diversitylink.com](http://www.diversitylink.com)
Site that links females, minorities and other diversity candidates with proactive employers and search firms offering outstanding career opportunities around the globe.

**Equal Opportunity Publications** – [www.eop.com](http://www.eop.com)
Find career-guidance and recruitment magazines for women, members of minority groups, and people with disabilities.

**IMDiversity** – [www.imdiversity.com](http://www.imdiversity.com)
Career site dedicated to providing jobs for minorities, females and other diversity job seekers looking for career employment.

**Insight Into Diversity** – [www.insightintodiversity.com](http://www.insightintodiversity.com)
The National Equal Employment Opportunity (EEO) recruitment publication directed to females, minorities, veterans, and all other applicants.

**Students with Disabilities**
- Career Opportunities for Students with Disabilities - [www.cosdonline.org](http://www.cosdonline.org)
- Association on Higher Education and Disability - [www.ahead.org](http://www.ahead.org)
- AbilityLinks - [www.abilitylinks.org](http://www.abilitylinks.org)
- ABILITYJobs - [www.abilityjobs.com](http://www.abilityjobs.com)
- Just One Break, Inc. - [www.justonebreak.com](http://www.justonebreak.com)
- National Center on Workforce and Disability - [www.onestops.info](http://www.onestops.info)
- Emerging Leaders Summer Internship Program - [www.emerging-leaders.com](http://www.emerging-leaders.com)

**Veteran Students**
- Build Your Career - U.S. Department of Veterans Affairs - [www.va.gov/jobs](http://www.va.gov/jobs)
- Hiring Our Heroes: - [www.uschamber.com/hiringourheroes](http://www.uschamber.com/hiringourheroes)
- Civilian Jobs - [www.civilianjobs.com](http://www.civilianjobs.com)
- Veterans’ Employment & Training Service (VETS) - [www.dol.gov/vets](http://www.dol.gov/vets)
- Transition Assistance Online-Careers for Transitioning Military - [www.taonline.com](http://www.taonline.com)
- Military.com - [www.military.com](http://www.military.com)
- MilitaryHire - [www.militaryhire.com](http://www.militaryhire.com)
- Key to Career Success for Veterans - [www.careeronestop.org/militarytransition](http://www.careeronestop.org/militarytransition)
- TurboTAP (Transition Assistance Program) - [www.turbotap.org/register.tpp](http://www.turbotap.org/register.tpp)
- JobCentral/VetCentral - [www.jobcentral.com/vetcentral](http://www.jobcentral.com/vetcentral)
- Vocational Rehabilitation & Employment Program - [www.vba.va.gov/bln/vre](http://www.vba.va.gov/bln/vre)
- Military Vet Jobs - [www.militaryvetjobs.com](http://www.militaryvetjobs.com)
- Student Veterans of America - [www.studentveterans.org](http://www.studentveterans.org)
- FedshireVets - [www.fedshirevets.gov](http://www.fedshirevets.gov)
- Helmets to Hardhats - [www.helmetstohardhats.com](http://www.helmetstohardhats.com)
- Veteran Employment - [www.veteranemployment.com](http://www.veteranemployment.com)
- Veterans Green Jobs - [veteransgreenjobs.org](http://veteransgreenjobs.org)
African Americans

- The Black Collegian – www.black-collegian.com
- Black Enterprise – www.blackenterprise.com/careers
- HBCU Career Center – http://club.hbcuconnect.com/cgi-bin/jobs/index.cgi

Asian/Pacific Islander

- AsiaMedia – http://asiamedia.com/jobs/

Hispanics

- Hispanic Alliance for Career Enhancement – www.haceonline.org
- Saludos Hispanos – www.saludos.com
- LatPro.com – www.latpro.com
- iHispano.com – www.ihispano.com

LGBTQ

- Out for Work – www.outforwork.org
- Internships for Gay Men, Lesbians, Bisexuals, & Transgendered Individuals – www.american.edu/ocl/gbta/Resources-GLBTA-Resources.cfm
- Pride at Work – www.prideatwork.org
- PrideNet – www.pridenet.com
- Simply Hired - Pro Gay Jobs on the Web – www.simplyhired.com/a/jobs/list/q-pro+gay
- Transgender at Work – www.tgender.net/taw
- HireDiversity – www.hirediversity.com
- LGBT CareerLink – http://outandequal.org/lgbtcareerlink

Source: DePaul Career Center, UMD Career Center, University of Illinois Springfield, Elon University
WORKING ABROAD

Before You Begin Your International Job Search

Clarify what you're looking for…

Do you want:
- Career-related work?
- Work that is not career-specific, but is located in a particular country?
- A working vacation through several countries?

Are you pursuing:
- Short-term employment?
- An international career?

Your answers to these questions will determine which international job search strategies will work best for you.

Resources

Working overseas is a dream for many students. However to make that dream a reality requires time and effort. Below are some of the resources that can help guide you in that process. Please note that the Career Center does not maintain the websites listed below, and we have no control over their content. Students should thoroughly research programs of interest.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Website</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GoingGlobal</td>
<td><a href="http://www.myseawork.com">www.myseawork.com</a></td>
<td>The leading provider of both country-specific and USA city-specific career and employment information. The database which can be accessed through your SeaWork account features 89 Country Career Guides and USA City Career Guides, corporate profiles and more than 600,000 internship and job listings within the USA and around the world.</td>
</tr>
<tr>
<td>US Government</td>
<td><a href="http://www.usajobs.gov">www.usajobs.gov</a></td>
<td>The Nation’s largest employer is hiring and more than 50,000 federal employees work abroad.</td>
</tr>
<tr>
<td>Peace Corps</td>
<td><a href="http://www.peacecorps.gov">www.peacecorps.gov</a></td>
<td>Since 1961, 210,000+ Peace Corps Volunteers have served in 139 host countries to work on issues ranging from AIDS education to information technology and environmental preservation.</td>
</tr>
<tr>
<td>Idealist</td>
<td><a href="http://www.idealist.org">www.idealist.org</a></td>
<td>Great site to find volunteer opportunities, nonprofit jobs, internships, and organizations working to change the world.</td>
</tr>
<tr>
<td>Transitions Abroad</td>
<td><a href="http://www.transitionsabroad.com">www.transitionsabroad.com</a></td>
<td>A guide to paid and volunteer work abroad, living abroad, study abroad and cultural immersion travel overseas.</td>
</tr>
<tr>
<td>GoAbroad</td>
<td><a href="http://www.goabroad.com">www.goabroad.com</a></td>
<td>A comprehensive database of study abroad, intern, volunteer, work, teach (and more) programs around the globe.</td>
</tr>
</tbody>
</table>

Work Placement Programs

There are various programs available to students and recent graduates. These programs typically place you in a job, usually procure work permits,
and sometimes assist with housing. Check individual program websites for information and advice from past participants.

ENGAGE

... and learn how to meet the needs of an ever-changing modern society
NETWORKING

Overview
Networking is the development of contacts and personal connections with a variety of people who might be helpful to you and your career. It is an especially important aspect of career management.

- The purpose is to gather information, not to ask for a job
- 80% of jobs are filled by networking – people they know
- It begins with simply talking to people

Keep an open mind. You never know what and who may connect you to a job lead until you get there and without even realizing it you already have a network. To start, your network includes:

- Family
- Friends
- Teammates
- Professors
- Advisors
- Student org members
- Supervisors/ Co-workers
- Classmates
- Neighbors

LinkedIn
LinkedIn operates the world’s largest professional network on the Internet with more than 225 million members in over 200 countries and territories. Individuals and companies use LinkedIn for networking, job searching, hiring, company research, and connecting with affiliates, including alumni, industry, and a variety of other business related groups.

Additionally, there are over 30 million students and recent college graduates currently on LinkedIn. Making that demographic LinkedIn's fastest-growing demographic. So, if you're not already on LinkedIn, you definitely need to be! Basically, it's a site that allows you to connect to people you know. It also allows you to see profiles of anyone else on LinkedIn, and gives you ways to connect to them.

LinkedIn Benefits for Students and Alumni
1 - Build a professional online presence
2 - Connect in a meaningful way with alumni and other contacts already in your network
3 - Research companies and industries
4 - Explore opportunities with organizations that don't recruit on campus
Tips for Using LinkedIn

LinkedIn Etiquette

1. Requesting Connections
   a. You’ll get a better response rate if you write a brief, personalized, polite note reminding them how you met (if necessary) and explaining why you’re interested in connecting.

2. Asking for Recommendations
   a. Only request from people who really know you and your work.
   b. Customize each request with a polite and personalized note.

3. No response from request or message
   a. If you haven’t heard from a potential connection in over a month, send an email to say that you’ve reached out and would like to connect.
   b. If that doesn’t work, it’s best to move on.

4. Professional LinkedIn Profile
   a. Be totally truthful.
   b. Write your experiences like you would on a resume or cover letter.

Job Search Tips

1. Reach Out
   a. Connect on LinkedIn with everyone you know (friends, family, neighbors, professors, family friends, internship colleagues and others).

2. Follow Companies
   a. When you see a job you like on another job board, use LinkedIn as a company research tool.

3. Use the LinkedIn Student Jobs Portal
   a. Access entry-level jobs and internships at some of the best companies worldwide at the student and recent grad job portal.
   - http://linkedin.com/studentjobs

4. You’re More Experienced than you think
   a. The more info you provide, the more people will connect with you.
   b. Think broadly about your experience:
      - Include summer jobs, unpaid/paid internships, volunteer work, and student organizations.

Steps to Building a Great Student Profile

1. Craft an informative profile headline.
   a. Many use their job title and company and/or highlight key skills:
      - e.g. Skilled Event Planner with experience in planning, scheduling and coordinating events.

2. Pick an appropriate photo.
   a. Use a head shot, professional looking picture of only you.

3. Show off your education
   a. Include your major and minor if you have one, as well as highlights of your activities.
   b. Don’t forget study abroad programs and summer institutes.

4. Share your experiences
   a. Keep your network informed.
   b. List current and past positions and include roles and responsibilities of positions.

5. Develop a professional summary
   a. Use key words that will pop up in searches.
   b. Emphasize unique skills:
      - What makes you special?

6. Show your connectedness with badges
   a. Join Groups and display the group badges on your profile.
   b. Start by joining UNCW LinkedIn groups as well as the larger industry groups related to the career you want to pursue.

7. Collect diverse recommendations
   a. Recommendations can come from many sources:
      - e.g. professors, internship coordinators, employers, and professional mentors.

8. Claim your unique LinkedIn URL
   a. Set your LinkedIn profile to “public” and claim a unique URL for your profile.
   b. To claim a unique URL go to Settings > Edit
   - Public Profile > Customize Public URL.

Source: LinkedIn Resource Center
## INTERVIEW RUBRIC

<table>
<thead>
<tr>
<th>First Impressions</th>
<th>Excellent interview</th>
<th>Average interview</th>
<th>Interviewing skills need significant improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your appearance is professional; you are wearing a business suit. You greet and shake hand with your interviewer correctly. Your conversation is enthusiastic and engaging</td>
<td>You look nice, but you do not wear a suit. Your greeting is appropriate, but you forget to shake hands with your interviewer. Your conversation is enthusiastic and engaging</td>
<td>Your attire is unprofessional; You wear flip flops and shorts to the interview. You do not greet or shake hands with your interviewer. Your conversation is not energetic.</td>
<td></td>
</tr>
</tbody>
</table>

| Interview Content | You are knowledgeable about the organization and position. You display poise and confidence. You relate your skills to the job very well. | You are knowledgeable about the position, but not about the organization. You display adequate confidence in your answers. You state your skills but do not adequately relate them to the job. | You are not knowledgeable about the position or organization. You are not confident in answering questions about yourself. You do not state the skills you have to do the job. |

| Interview Skills/Techniques | You have excellent eye contact with your interviewer (without staring). Your language and grammar are appropriate. (No use of “um”.) Your speed of speech is easy to follow and understand. | You have adequate eye contact. Your language and grammar are adequate. You use “um” and other inappropriate terms, but not enough to disrupt the interview. You speak a little too quickly or slowly. | You don’t maintain eye contact with your interviewer (you may even look at the floor or ceiling) when speaking. Your grammar and language are inappropriate. You speak too quickly or slowly. |

| Closing | You successfully convey your interest in the position. You ask appropriate questions, and what the next steps are. You thank the interviewer. | You convey some interest in the position. You are not prepared to ask questions and don’t ask what the next steps are. You thank the interviewer. | You do not show any interest in the position. You do not ask any questions or what the next steps are. You do not thank the interviewer. |

Source: Amy Diepenbrock
National Association of Colleges and Employers
What You Wish You’d Known Before Your JOB INTERVIEW

Common nonverbal mistakes made at a job interview
From a survey of 2000 bosses

21% Playing with hair or touching face
47% Having little or no knowledge of the company is the most common mistake job seekers make during interviews
67% Failure to make eye contact
38% Lack of smile
33% Bed posture
21% Crossing arms over their chest
9% Using too many hand gestures
26% Handshake that is too weak
33% Fidgeting too much

Statistics show that when meeting new people the impact is:

7% From what we actually say
38% The quality of our voice grammar and overall confidence
55% The way we dress, act, and walk through the door

Clothes

Bright colors are a turnoff

70% Employers claiming they don’t want applicants to be fashionable or trendy.

65% Of bosses said clothes could be the deciding factor between two similar candidates.

Top Ten Most common mistakes made at a job interview

10 Over-Explaining Why You Lost Your Last Job
9 Conveying That You’re Not Over It
8 Lacking Humor, Warmth, or Personality
7 Not Showing Enough Interest or Enthusiasm
6 Inadequate Research About a Potential Employer
5 Concentrating Too Much on What You Want
4 Trying to Be All Things to All People
3 “Winging” the Interview
2 Failing to Set Yourself Apart From Other Candidates
1 Failing to Ask For the Job

Most common tips about interviewing

4 Learn about the organization
3 Have a specific job in mind
2 Review your qualifications for the job
1 Be ready to briefly describe your experience

5 questions most likely to be asked

5 Tell me about your experience at
4 Why do you want to work for us?
3 What do you know about our company?
2 Why did you leave your last job?
1 Tell me about yourself
THE INTERVIEW PROCESS

Prepare For the Interview

Purpose:
- Convince an employer that you can make a contribution to their organization
- To see if the job/organization is right for you!
- Opportunity to avoid being screened out.
- LAND A JOB!

Research:
- Research the employer or graduate school
  - What the company does
  - Information about the industry
  - Products/Customers
  - What others say about the company
  - Current challenges and industry trends
- Ways to research:
  - Career Shift
  - LinkedIn.com
  - Company website
  - Glassdoor.com

Know Yourself:
- What skills/experiences do you bring an employer?
- How do these skills/experiences relate to the position you are interviewing for?
- Prepare a positive spin on any potential negatives. Instead of making excuses, redirect their attention to other activities/skills that will alleviate their concerns. EX: if you’re lacking related experience, discuss your skills gained through school projects, organizations you’re a part of, or volunteer work.

Anticipate
- Types of interviews
  - Directed/Structured
    - Guided by the interviewer, with job related questions
    - More formal and direct
    - The interviewer will usually go down a list of questions he/she asks each candidate
  - Non-directed/unstructured
    - Relaxed style that is conducive to shedding light on a candidate’s personality
    - Tends to flow more like a conversation, with open-ended questions
- Format of interviews
  - Group interviews
    - Several candidates are interviewed at once
    - Want to show initiative and creativity in answering questions without being pushy
  - Panel interviews
    - More than one interviewer posing questions
    - Make sure to maintain eye contact and engage each person who is interviewing you
  - Phone interviews
    - Have your resume, job description, water, pen & paper, and a list of questions to ask interviewer
    - Be in a comfortable, quiet place with no distractions
    - Use land line if possible.
  - Video interviews
    - Practice with the software so you are familiar with the program – have your phone as back up
    - Make sure the room is free of distractions – consider what the interviewer will see on camera
    - Dress professionally

***Remember the Career Center has interview rooms you can reserve***
During Your Interview

The key to any interview is preparation and as mentioned in the last section being prepared consists of researching the organization and the position in detail. However to be fully prepared requires an understanding of what will occur during your interview or the interview process: Introduction → Dialogue → Closing

Introduction: Make A Good Impression!
First impressions can set the tone for the rest of the interview. When your interviewer comes into the waiting room and calls your name, walk toward that person with confidence, make eye contact, extend your hand for a handshake, and say, “Hello I’m (insert your name here).”

Some additional tips include:
- Be on time! Even better, arrive 10 minutes early
- Do not chew gum or wear too much fragrance
- Turn off your cell phone

Dialogue: The Actual Interview
The most common type of interviewing today is Behavioral Interviewing. This is a popular method where questions are based on the idea that past behavior best predicts future behavior. For example, if you have shown initiative in a class project, you are likely to show initiative when you are working. So if an employer was looking to hire a candidate with leadership skills they might ask “Tell me about a time you had to take on a leadership role.”

You should respond to these questions with a specific example where you have demonstrated the skill the interviewer is seeking and the "S.T.A.R." method is a useful approach to structure your response:
- S – Situation – describe the Situation you were in
- T – Task – illustrate the Task you needed to accomplish
- A – Action – explain the Action you took
- R – Results – and don’t forget to tell them the Results.

But remember no matter what the question or interview format there are three key things that employers want to know:
- Are you capable of doing the job?
- Are you motivated to do the job?
- Are you a person they’ll like working with on their team?

Closing: Close the Sale!
Don’t forget that once the interviewer has finished asking you questions the interview is NOT complete. Always finish your interviews by completing these three steps:
- Have questions about the position or organization that you prepared ahead of time (3-5)
- Obtain all interviewers’ business cards
- Express your interest and how you fit!

Source: UC Berkeley Career Center
After Your Interview

The Five W’s of Follow Up
Following an interview, promptly write the interviewer a letter expressing appreciation and thanks for the interview. If you are not sure who or when to contact individuals just follow the five W’s of Follow Up:

1. Who?
   • Contact each person you met with in-person (or on phone)
   • Hopefully you obtained business cards from all your interviewers

2. What?
   • Express thanks for the opportunity
   • Summarize why you feel like the school/program is the right “fit”
   • Be genuine

3. When?
   • Immediately following your interview (within 2 business days)
   • Opportunity to reiterate & solidify your interest and fill in anything you may have left out

4. Where?
   • Sending an email and hand-written thank you card is best

5. Why?
   • Set yourself apart and create an excellent “last impression”

Interview Do’s And Don’ts

☐ DO know about the organization
☐ DON’T arrive late
☐ DON’T appear disinterested or arrogant
☐ DO Identify what you have to offer
☐ DO offer examples
☐ DON’T Dress unprofessionally
☐ DO Know where you’re going
☐ DO Develop your “close”
☐ DO Follow up

Want to practice interviews? Have a webcam? Check out Interview Stream
Available through SeaWork (www.myseawork.com)
INTERVIEWING QUESTION TIPS and STRATEGIES

Sample questions to anticipate in the job interview and possible ways to respond

Open Ended

Tell me about yourself.
Be focused and incorporate how you will add value to the employer
Spend about 15 seconds to respond to each of the following:
Can you do the job- discuss training, skills, accomplishments
Will you do the job- demonstrate your work ethic- give examples
Your fit with the organization- Explain how you will fit (teamwork)- give examples

Why our company?
Do your homework before the interview- visit the employers website, utilize Careershift, LinkedIn, and the researching employers part of the career center webpage (http://uncw.edu/career/researchingemployers.html). Be able to explain who they are, what they do, and how that matters to you.

Why did you decide to enter this field?
Tell your story

Describe your major strengths and weaknesses.
Mention a few strengths and just 1 weakness. Relate your strengths to the positions and their needs. Focus weakness on your work- have it be something you are trying to improve, or you could improve. Spin it positively or how you are working to improve that weakness.

Describe your best and toughest boss.
Best- describe what made it a positive work environment. Toughest- describe what you learned, and how you are better as a result.

What are your short term and long term career goals? OR Where do you see yourself in 3-5 years?
Include their organization and how you are going to grow and improve yourself and abilities, while working for them... how you may move up within the organization or how you will continue to grow.

Why should we hire you?
Why you can’t wait to work for the company/organization. The training, accomplishments, skills, expertise you possess and your ability to learn. Your work ethic, provide an example. Teamwork ability

Situational

What would you do if the work of a team member was not up to expectations?
Balance between being a tattle-tale with standing up and taking responsibility for the situation and doing something positive about it... How do you handle tough situations?

Describe how you would handle the situation if you met resistance when introducing a new idea or policy to a team or work group.
Discuss being able to listen to all perspectives and ideas and how you also stick to your thoughts, particularly those grounded in experience, training and research.

What would you do if you realized at deadline time that a report you wrote for your boss or professor was not up to par?
Discuss honesty and positive aspects that you completed. Focus on what you’ve done. Don’t make excuses...

You disagree with the way your supervisor says to handle a problem. What would you do?
Describe how you would approach the situation and the type of conversation you would have with him/her.
Behavioral
STAR method: Situation/Task, Action, Results/what you learned; use specific examples from your experiences. Focus should be on the action and results less on the situation - don't lose the interviewer.
Examples of questions:
- Can you tell me about a time when you felt you had to make an unpopular decision based on your beliefs and values?
- What are three effective leadership qualities that you think are most important in the workplace? How have you demonstrated these in your current/past experience?
- Describe a situation where you were able to comfortably delegate an important task to another team member.
- Describe a situation when you felt that you overpromised and under-delivered. What did you learn? (If they don’t ask you this, include...)
- Tell me about a time when you looked beyond the obvious to find an unusual solution.
- Tell me about a time where you admitted a mistake and it paid off.

Questions for the Interviewer
- What are the main objectives that you have for this position?
- Describe the typical first assignments.
- What are the challenging aspects of the job?
- What is your organization's culture?
- What do you enjoy/dislike about working here?
- What characteristics does a successful person have at your organization?
- Will there be opportunities for increased responsibility and broader experience?
- How will I and how often will I be evaluated? Who does the evaluation?
- What are the next steps?

What to see other sample questions and responses? Check out the Career Center website [www.uncw.edu/career].
Want to practice interviews? Have a webcam? Check out Interview Stream- available through [www.myseawork.com].
**INTERVIEW PREP**

**Prepare for Behavioral Interviews**
Use the STAR formula for responding to behavioral questions: **S** – Situation, **T** – Task, **A** – Action, **R** – Results. To help you prepare, use the STAR formula to come up with a story you would tell for each skill area below.

<table>
<thead>
<tr>
<th>SKILL</th>
<th>YOUR STAR STORY</th>
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<tbody>
<tr>
<td>Communication</td>
<td>Situation:</td>
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<td></td>
<td>Task:</td>
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<td>Interpersonal</td>
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<td>Teamwork</td>
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<td>Initiative</td>
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<td>Analytical</td>
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</tbody>
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Source: Virginia Tech Career Planning Guide
UNCW Skill Seeker
DRESS FOR SUCCESS

Business Professional (Interview Attire):

- **The Suit**: single breasted 2-3 buttons jacket. Matching jacket and pants or knee length skirt. Best colors grey, black, navy, or brown. Pant length should give a slight break at the front of your shoe. ½” of shirt collar showing.
- **Shirts/Blouses**: Thick enough so that it isn’t see through. Avoid tight fit, low necklines, and busy patterns. Best colors are white, light blue, pale color
- **Ties**: Darker than your shirt. Length should end at your belt. Keep it conservative

- **Shoes**: closed toe, 1” – 1 1/2” heel, comfortable, polished leather. Best colors are black or burgundy.

Business Casual:

- “**The Suit**”: Casual pants, skirts, or dresses. Pants/skirts/dresses neatly pressed. Recommended colors: navy, black, gray, brown, or khaki
- **Shirts/Blouses**: Button down, polo/golf shirts tucked in; sweaters; cardigans, knit shirts
- **Shoes**: Leather, low heels; boots; or dress sandals
- **Accessories**: Socks match shoes, can be bolder with jewelry. Neat and groomed hair on head and face

Where to buy locally:

- Dillard’s
- New York & Company
- Kohl’s
- Dress Barn
- T.J. Maxx
- Marshalls
- JC Penny
- Etc.

*Check with retailers for student discounts
EMBARK

... a time to make informed career decisions and develop further education and employment plans
**SALARY**

**Job Application Requesting Salary Requirements?**
Asking for your salary requirement is a great way for employers to find out whether or not you have done your research. If you throw out an unrealistic number – too high or too low – the employer can tell that you just took a wild stab in the dark; that you don’t know what the current "going rate" is for the position for which you are applying; or that you simply don’t care what they might be offering – you only care about how much you want to make.

**How Should You Respond?**
Do your homework (research salary data) and provide a range (not a single amount). Giving a range allows room for negotiation when that time comes. If you give a single, specific amount, and you leave no room to negotiate.

Let's say their hiring range for a job is $30,000-$40,000. If you say your salary requirement is $32,000, you have just told that employer that they don’t need to offer any more than $32,000. Provide a range – $32,000-$38,000, for example – you are leaving the door open to a higher offer.

If you don’t want to give a specific range, you can always just respond with “Negotiable,” but you will still need to do your homework and prepare for the eventual salary discussion.

**Salary Negotiation with Job Offer**
Sometimes when you receive a job offer it may seem like you are not getting fair market value for your skills, experience, and knowledge. This is an important distinction because you want to negotiate for the right reasons – because you’re worth more than the offered amount based on industry standards, NOT because you just want more money! No matter what below are some tips to help you through the negotiation process:

- Hold off negotiations until after you’re offered the position
- Be able to justify your salary expectations
- Research your career field and determine salary averages in relation to skills and experiences
- Practice negotiating and be prepared to overcome objections, while maintaining a professional attitude
- Finally - Be aware that some companies have formal pay structures and therefore aren’t negotiable

**An example of how to start negotiations:**
“I’ve done research of industry standards for similar positions in this area of the country, and it seems that salaries range from _____ to _____ depending on experience and qualifications. Based on my _____ experiences, I was hoping that I would be towards the higher end of that range. Is there a possibility of that?”

Additionally, remember to evaluate the entire compensation package, because salary isn’t everything. Consider things like health insurance, retirement package, vacation/sick leave, personal reward, opportunity for advancement, job security, etc.

**Resources for Salary Information**
- CareerOneStop Salary Info - [www.careeronestop.org/SalariesBenefits/Sal_default.aspx](http://www.careeronestop.org/SalariesBenefits/Sal_default.aspx)
- Glassdoor Salary Information - [www.glassdoor.com/Salaries](http://www.glassdoor.com/Salaries)
- Salary.com - [www.salary.com](http://www.salary.com)
- PayScale - [www.payscale.com](http://www.payscale.com)

Source: Campus Career Coach
Choosing Among Job Offers

First, make sure you know enough about the organization, the job, and the details of each offer to weigh one offer against another. If you lack information, seek it out by asking the employer, researching the organization, and talking to others who work at or are familiar with the organization or job.

There is no perfect formula for making your decision, but one of the best ways to begin is by making a list of all of the features that are important to you in your first job. These may include such items as the type of work you’ll be doing, the organization’s reputation/prestige, training program, salary, specific benefits, location of job, opportunity for advancement, work environment, opportunity for free time (evenings and weekends), opportunity for travel, colleagues with whom you’ll be working, and so forth. Add every possible item you can think of to your list.

What Matters Most?

After you have all the features on your list, rank them in order of their priority to you. For example, type of work may be most important to you, followed by salary, and then specific benefits.

Next, look at each job offer you are considering, and rate the features of each using a scale of one to five (with five being excellent and one being poor). For example, if ABC Company’s offer provides a great starting salary, you’ll most likely give that feature a “5” under ABC. If XYZ Company’s offer provides a lesser starting salary, XYZ might earn a “3” rating for salary.

After you have finished rating all the features for all your offers, add up the scores for each offer. Although this is an inexact science, it is a way to demonstrate which offer provides you with the most of whatever features are important to you.

Weigh Your Options Carefully

In the final analysis, remember to weigh carefully what is most important to you. Don’t be swayed by the job title or the prestige of the organization and how it will impress your relatives. While it is helpful to get advice from family and friends, you are the one who will be going to work every day. You need to be sure that your job will be a good experience for you and will allow you to achieve your initial goals. Remember, though, that no job is perfect or able to meet all your needs. Consider the factors that you are willing to compromise on or have met in other ways. For example, if you enjoy travel and your job provides little opportunity for it, you can use long weekends and vacations for this interest.

Nothing Is Forever

Keep in mind that while you want to make the best possible decision at this moment in time, your decision is not irrevocable. The odds are great that you will not remain with your first employer for your entire career. As you progress in your career, you will continue to learn which features are of highest priority for you (your priorities will also probably change with time) and how to find the best opportunity to have these priorities met. Good luck!
BACKPACK TO BRIEFCASE

First Year on the Job
Your first year on the job is a great opportunity to learn more about yourself, assess your strengths and weaknesses, and start devising a long-term career path. It seems like a lot to accomplish in 12 short months, but as any seasoned employee will tell you, the first year is one of the most crucial for both personal and professional growth, so it’s important to get as much as you can from it.

Master the Basics
As a new hire, it’s natural for you to want to dazzle your boss with your knowledge, revolutionary ideas, and unwavering team spirit. These are all important, but your first job is to demonstrate that you have mastered the basics:

*Show up on time every day, ready to work, and dressed appropriately.*

Sound simple? Many employers report an alarming shortage of qualified, enthusiastic job applicants who can be trusted to report to work each day. Your first job in your new job is to demonstrate your reliability, trustworthiness, and enthusiasm.

Know What’s Expected
It’s critical that you understand your job, your supervisor’s expectations, and how you fit into the larger picture of the company. So ask as many questions as you need to do your job well and learn about the organization and its culture. Don’t worry about looking foolish; it’s more foolish to pretend you know something (and risk getting it wrong) than to admit up front you don’t.

It’s also important to find out about your organization’s performance review process and terminology—such as “meets expectations” and “exceeds expectations.” You can’t meet or exceed expectations if you don’t know what they are!

Watch and Learn
While it might be tempting to contribute ideas at every staff meeting or team-building session, it is generally better for you as a new hire to sit back and observe your co-workers before jumping into a discussion. You don’t want to come across as a “know-it-all,” or as dismissive of the knowledge and insight those senior to you have. Listen. Pay attention. Not only will you gain information that is relevant to your job, but also you will learn about your company’s culture and your co-workers’ distinctive personalities. You will also learn quickly that the working world is very different from the insular life on campus.

Closing Out the Year
New hires in virtually every industry can expect a yearly performance review, and some employers require them at the end of the 90-day probationary period, or after the new hire’s first six months of employment.

Seek out constructive feedback periodically so there are no surprises at your review. This will also help you correct mistakes or improve your processes quickly. Use your performance review to your professional advantage. Build on your supervisor’s comments to assess your work style and improve your performance. Your review can help you get to the next step in your career.

With the right combination of a strong work ethic, the willingness to learn and improve, and the ability to accept constructive feedback, this year can be an amazing learning opportunity, and can help you lay the foundation for later career success.

Source: National Association of Colleges and Employers
PROFESSIONALISM IN THE WORKPLACE

Email Etiquette Tips
- Check your junk mail regularly. You may miss something important!
- Allow someone 24 hours to reply to your email before you email them again. Follow up by phone may be preferable.
- If you are replying to an earlier email, reference that in your reply
- Acknowledge receipt of emails from individuals
- Use proper business letter form and use a salutation
- Avoid using texting abbreviations (ur, btw, lol)
- If you need immediate response, call don’t email
- Use a professional email signature; it’s your billboard!

Phone Etiquette
- Allow people 24 hours to return your call before calling again
- In a voice mail message, leave name and phone number, a good day and time to call, and then repeat phone number
- Edit your voice mail message when your phone becomes a professional phone
- Avoid taking a call if meeting with someone in your office
- Avoid taking a calling or texting when in the presence of someone else or excuse yourself from the room
- If someone plans a meeting or meal with you, give them your undivided attention; leave calls, text replies for another time
- If in a public place, go outside to take a call!

Social Media Issues
- Save social networking for home - even if your company does not restrict use of these sites, you shouldn’t abuse this privilege by signing on every hour or Facebook-ing when you should be working.

Office Etiquette Tips
- Knock before entering offices even if the door is open
- Ask if they have a minute or better time to come back
- Avoid removing items on someone's desk without asking
- Watch your volume, especially in public areas
- Close an office door if having a private or heated convo
- Be kind to support staff and respect everyone
- Make your boss look good

Self-Management Tips
Introductions – Always explain who people are and use full names.

Handshakes – Make a “V” with your thumb and forefinger. Then extend your right arm across your body and pump about two times. Make sure your grip is not too hard or too weak.

Name Tags – A name tag should be worn on the right side of your front shoulder area. Pay attention to people’s names when being introduced, and use names after introductions. Use Ms., Mr. Professor, Dr., unless asked otherwise.

Socializing vs. Gossiping – In a professional setting, stay away from cliques. Be nice and friendly to everyone, and volunteer to help out when you can. It’s okay to have appropriate fun, and don’t forget to communicate regularly and effectively.
Professionalism in the Workplace
- By the Numbers -

96% of HR executives/managers believe that professionalism relates to the person, not the job title.

92% of HR executives/managers believe that colleges and universities should develop professionalism in students regardless of their field of study.

51% of HR executives/managers believe that the sense of entitlement has increased among employees.

96% of the HR executives/managers reported that a job applicant’s professionalism affects the likelihood of being hired.

Top Characteristics of Today’s Professional

34% Interpersonal Skills

21% Time Management

25% Communication Skills

9% Knowledgeable

27% Work Ethic

25% Appearance

IT Misuse on the Job

83% Excessive use of social media

82% Text messaging at inappropriate times

78% Inappropriate Internet use

65% Excessive personal cell phone usage

8% Unauthorized access of company files

Deadly Interview Mistakes

40% Inappropriate Attire

29% Late for Interview

26% Lack of Preparation

23% Poor Verbal Skills/Grammar

Source: Center for Professional Excellence at York College of Pennsylvania’s 2012 Professionalism in the Workplace Study. To download a copy of the full report, visit: www.ycp.edu/cpe.
SO, YOU WANT TO STAY IN WILMINGTON?

The Wilmington Job Market
The job market in Wilmington is tough! While there are jobs, you have to start early and reach out through networking, and hitting the pavement.

Join organizations, meet new people, get involved with things you are interested in, volunteer – all to network, and learn about opportunities!

Get Involved with Alumni Chapters
Alumni chapters give Seahawks the ability to connect with others who share a common interest or live in the same region. As alumni programming continues to grow, chapters remain at the core of keeping alumni connected. Events are seasonal and vary depending on the location or group preferences.

The Cape Fear Area Chapter, where the largest concentration of alumni lives, hosts over four events each year.

Networking Groups in Wilmington

Wilmington Young Professionals
Wilmington Young Professionals is an organization that provides young professionals who live and work in New Hanover County the opportunity to make connections with other young professionals (under age 40) in the city. Wilmington Young Professionals Blog: http://wilmontyoungprofessionals.blogspot.com/
Like us on Facebook-- Wilmington Young Professionals Network : Follow us on twitter-- @WilmYoungProf

Port City Young Professionals
The Port City Young Professionals (PCYP) is a network of professionals in their 20's and 30's designed to engage and introduce young professionals to Greater Wilmington's vast resources and opportunities.
Email portcityyoungprofessionals@gmail.com
www.portcityyoungprofessionals.com
Follow us on Twitter @PCYP

Wilmington Minority Professionals Networking Group
The Wilmington Minority Professional Networking Group (WMPNG) was started to address the challenges facing Wilmington’s Minority professionals. The organization is dedicated to bringing together diverse people who live and work in Wilmington, N.C., and share similar backgrounds and experiences for personal and professional awareness, interaction, and development.
For more information visit: www.wmpng.com

Business Networking International - Wilmington
BNI Wilmington is the premier BNI chapter in the Cape Fear Region. BNI is the largest business networking organization in the world. There are over 5000 chapters in 42 countries. BNI offers members the opportunity to share ideas, contacts and most importantly, business referrals. Wilmington BNI meets every Monday at Osteria Cicchetti. Meetings are from 11:30 am until 1:00 pm. For more information visit: www.bniwilmington.com

**Groups and their activity level changes periodically. Be sure to search other groups/areas of interest that may fall in line with your desired career path.**

Research Wilmington Area Employers
Use CareerShift and LinkedIn to research employers in the Wilmington area that are in your industry. Search jobs at those companies, see who you know, network, and conduct informational interviews with those employers.
PLANNING FOR GRADUATE SCHOOL

Is Grad School In Your Future?
Before deciding on graduate school, either at the masters (2 years) or doctorate level (4-8 years), it is strongly encouraged that you fully explore every aspect of your chosen career. Ask yourself...

- Should I go directly into grad school vs. taking some time off to work?
- Do I have the determination to devote the next 2-8 years in a specific field?
- Will grad school give me greater personal and professional development?
- Is a graduate degree necessary to gain entry into my chosen career field?
- Will I advance faster in my career?
- Is grad school worth the financial investment?
- Will I have a higher earning potential after grad school?

Which Academic Programs Should I Consider?

- What schools offer my desired program?
- What programs do faculty recommend?
- Which programs do professionals in the field recommend?
- Which are accredited?
- Which are highly rated by national or professional reports?

Evaluate your Choices

- Admissions requirements
- Academic program emphasis
- Quality of faculty
- Quality of facilities
- Cost and financial aid
- Location and size
- Post-graduation employment

Applying

Entrance criteria vary between programs and can even change from year to year within a program depending on the quality of applicants. Deadlines are usually 7-8 months before your entrance date. Determine all deadlines for graduate school applications, financial aid, and assistantship applications. Send in applications early! Don’t worry if you shine in some areas but are lacking in others. Most programs use a trade-off approach to gain an overall picture of an applicant. Criteria for admissions will typically include:

- GPA – most minimum requirements range from 3.0-3.5, although students can get in with lower GPAs. Official transcripts from all colleges attended will be required.
- Admissions tests
- Letters of recommendation (3) can really make a difference so think carefully about who you ask. Choose people that can truly attest to your academic or work life. Tips:
  - Ask for letters in person (consider asking 4 people in case one doesn’t get finished on time).
  - Provide your qualifications/resume that may include your personal attributes (shows you are well-rounded), goals, and what program you are seeking.
  - Give recommenders the deadlines.
  - Send a thank-you letter to show appreciation.
- Write your personal statement
- Field/Research Experience. Plan early so you’ll become invested in the research with faculty who could write recommendation letters for you.
- Clubs and organizations may be good if they provide you with experiences that graduate schools value.
- Resume and interviews (usually required by more competitive programs).
POWERFUL PERSONAL STATEMENTS

A Personal Statement provides info beyond your transcript and entrance exam scores, it provides a personal account of why the program should choose you!

Your statement should explain:

- Who you are
  - Your characteristics, skills, character, motivations, experiences
  - How you’ve changed over the years
  - How you’re different from other applicants
  - How you’ve dealt with past difficulties
  - Past experiences that have impacted your goals
- Your goals
- Why applying to grad school
- How you match their program

Make sure to consider:

- Who are they?
  - The audience for your statement
  - Their institution & culture
  - Their program
  - Their faculty
  - Unique attributes of their program
- How do you match their program?
  - Academic interests
  - Research experience or interests
  - Career focus
  - Teaching experience or interests
  - Service experience or interests
  - What you offer their program; their faculty
- Carefully read the application and instructions
  - Highlight your accomplishments relevant to each program
  - Personalize each statement to match with the targeted program
  - Edit and proofread; repeat

Get others to proofread:

- Have your personal statement reviewed by faculty, Writing Center tutors, Career Center counselors, etc.
- Did my opening paragraph capture your attention?
- Did you find the statement as a whole interesting?
- Did you find it to be well written?
- Did it seem positive, upbeat?
- Did it sound like me?
- Do you regard it as an honest and forthright presentation of who I am?
- Did it seem to answer the question(s)?
- Can you think of anything relevant that I might have inadvertently omitted?
- Is there material within the statement that seems inappropriate?
- Did you gain any insight about me from reading this?
- Did you notice and typos or other errors?
- Do you think the statement has in any way distinguished me from other applicants?
- Do you think my application to is logical?
PRE-PROFESSIONAL TRACK: HEALTH OR LAW

What is Pre-Professional?
“Pre-Professional” is a category for students who are interested in entering a professional school after graduation and a bachelor’s degree in any field from UNCW is excellent preparation for further educational opportunities.

Pre-health is for those interested in a health profession including:
- Chiropractic
- Dentistry
- Medicine
- Occupational Therapy
- Podiatry
- Pharmacy
- Physical Therapy
- Physician Assistant
- Veterinary Medicine

Pre-law is for students who want to attend law school.

Where Do I Go To Get Help? Pre-Professional Programs!
Within University College the office of Pre-Professional Programs is available to assist students interested in pursuing graduate school in either the Pre-Health or Pre-Law fields. The advisors in Pre-Professional Programs offer one-on-one advising and curricular programming for all students interested in pursuing a degree in legal education or a career in the health field. Advisors are available by appointment and can navigate application timelines, requirements, and program prerequisites.

Students are encouraged to get involved with volunteer opportunities, leadership roles in campus clubs and organizations, and take advantage of the Pre-Professional Programs' curricular programs and workshops that are offered to enhance their candidacy for graduate education.

You can learn more about getting involved with Pre-Professional Programs or the workshops/programs happening throughout the year by visiting www.uncw.edu/preprofessional at any time.

Resources for Researching Your Options

Pre-Health:
- Explore Health Careers – www.explorehealthcareers.org
- American Academy of Physician Assistants (AAPA) – www.aapa.org
- American Dental Association (ADA) – www.ada.org
- American Medical Association (AMA) – www.ama-assn.org
- American Occupational Therapy Association (AOTA) – www.aota.org
- American Osteopathic Association (AOA) – www.osteopathic.org
- American Pharmacists Association (APhA) – www.pharmacist.com
- American Physical Therapy Association (APTA) – www.apta.org
- American Podiatric Medical Association (APMA) – www.apma.org
- American Public Health Association (APHA) – www.apha.org
- American Veterinary Medical Association (AVMA) – www.avma.org

Pre-Law:
- Law School Admission Council (LSAC) – www.lsac.org
  - Provides services, including the LSAT, and information for students applying to law school
- American Bar Association – www.abanet.org
  - The national organization for the legal profession
  - Provides info and stats on current legal careers and recent salaries of law school graduates
- The Pre-law Commentator – www.prelawnews.com
  - Provides pre-law "news" and editorials that are relevant and interesting to pre-law students such as one entitled "The Law School That's Right For You"