# Table of Contents

## Major & Career Exploration
- Exploration Process .................................. 2
- Four Year Planning Guide .......................... 3
- Skill Seeker ........................................... 5
- Self-Assessments ..................................... 7
- Informational Interviewing ........................ 8

## Resumes & Job Search Documents
- Resume Overview ..................................... 11
  - Resume Action Verbs ............................... 13
  - Resume Format ................................... 16
  - Resume Examples ................................ 16
  - CV Example ....................................... 33
- Cover Letter & Supporting Materials Overview 39
  - Cover Letter Format ............................... 40
  - Cover Letter Examples ........................... 41
  - Professional Reference List Example ........ 45
  - Networking Letter Example ..................... 46
  - Thank You Letter Example ...................... 42
  - Acceptance and Rejection Letter Example .... 49
- Online Branding ..................................... 51
  - LinkedIn ......................................... 52

## Job & Internship Search
- Getting Experience ................................ 55
- Job Search Process ................................ 56
  - Benefits & Cautions – Job Search Methods .... 57
  - Top Tips for Job Search ............................ 58
  - Job Search Tracking Sheet Example .......... 59
- Certified Internship Program (CIP) ........... 60
- Federal Government Job Search Process ...... 61
- International Job Search ............................ 63
- Resources for Special Populations ............ 64
- Negotiating Salaries ................................ 66
- Reviewing Job Offers ................................ 67

## Interview Preparation
- Interview Overview ................................ 69
  - Before, During & After ............................ 70
    - 60-Second Commercial .......................... 72
  - Tips & Strategies .................................. 73
  - Prep Sheet – STAR Method ...................... 75
  - Professional Attire ................................ 78

## Graduate & Professional School
- Planning for Graduate School ..................... 80
- Powerful Personal Statements .................... 81
- Pre-Professional Information (Law/Health) .... 82

## Professionalism in the Workplace
- Transitioning to the Workplace .................. 84
- Professionalism in the Workplace ............... 85
- So You Want to Stay in Wilmington ............. 87
MAJOR & CAREER EXPLORATION
Students change their major an average of three to five times before graduation. Choosing a major doesn't limit you to one career. Most majors give you the education and skills that can enable you to enter a variety of careers. Here are the most effective steps in choosing a major / career:

**BEGIN WITH SELF ASSESSMENT**

What Are Your:
- Interests?
- Skills?
- Goals?
- Personality Traits/Preferences?
- Career Interests?
- Preferred Work Environment?

Take Career Assessments:
- Jobzology
- pathwayU

Evaluate – is this the right major/career for me?
When/if things change, begin the process again

**GATHER INFORMATION**

About Majors and Careers:
- What Can I do With a Major In?
- Occupational Outlook Handbook (www.bls.gov/ooh)
- O*NET (www.onetonline.org)
- Academic Departments
- Consider Major course requirements
- UNCW Undergraduate Catalog
- LinkedIn (www.linkedin.com/alumni)
- CandidCareer (www.candidcareer.com/uncw)

Use the information you gathered to explore using the following resources

**TEST DRIVE YOUR OPTIONS**

- 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**

- Conduct Informational Interviews
  - Talk to professionals in your field
  - UNCW Alumni
  - UNCW faculty and advisors, and
  - Current students
- Job Shadow
- Meet with a Career Counselor
- Meet with your Academic Advisor

Adapted from *The Job Search Process* from Meredith College
FOUR YEAR PLAN – A COLLEGE TIMELINE

EXPLORE – First Year
- Explore your interests 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 Handshake to find a part-time, summer, or internship experience.
- Attend the Academic Majors and Minors Fair and other helpful workshops.
- Attend all of your classes, keep up with assignments, and establish a good GPA.
- 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.

ENGAGE – Third Year
- Continue to explore internship, career, and graduate school options.
- 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 career experience that will contribute to your resume.
- Join LinkedIn and update your profile with relevant experiences.
- Seriously considering graduate school? Learn the application/admission requirements and process.

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 Handshake 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!

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 through LinkedIn to create 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 Handshake or Careershift 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 “Big Interview” to conduct a practice interview.
- Inform the Career Center when you have a job offer and accept our assistance when negotiating an offer.
Four Year Plan

**Explore- 1st Year**
- Be curious: explore courses, majors, interests, and abilities
- Become acquainted with resources available to you on campus, including your career counselor, academic advisor, and the Career Center website
- Get involved with various on-campus or community clubs and organizations that pique your interest

**Experience- 2nd Year**
- Make a plan to be intentional with your time: do you want to study abroad, conduct research, gain leadership experience through an organization, do an internship?
- Put your plan into action: conduct informational interviews, shadow professionals, volunteer for projects or bigger roles within your organization
- Explore part-time work and internship opportunities using Handshake; consider taking advantage of the Certified Internship Program (CIP)

**Signature Event:**
- Academic Majors & Minors Fair
- CareerFest

**Engage- 3rd Year**
- Research targeted organizations, industries, and graduate programs to gain deeper understanding
- Grow your professional network and use LinkedIn to track progress. Reach out to faculty, advisors, supervisors, co-workers, alumni, and career counselors
- Complete an internship either through the Certified Internship Program (CIP) or through your academic department

**Embark- 4th Year**
- Participate in Taking Flight to make meaning of your UNCW experience and transition into the post-graduate world
- Have your resumes, cover letters, professional statements, & ePortfolios reviewed by faculty or a career counselor
- Use Handshake to find full-time opportunities and start applying early

**Signature Event:**
- Career Fair
- Career Success Week

All signature events are open to students of all years at UNCW

Created by April Feldman ’17
**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. These career readiness competencies 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. Critical Thinking Skills – analytical, problem-solver, detail-oriented, organized, creative, strategic
- 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 oriented, influence/motivate others, enthusiastic
- Gain leadership education and experience through the Office of Student Leadership & Engagement, 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 ITS
- 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


Campus leadership and peer educator positions include Resident Assistant, Orientation Leader, Ambassador, Seahawk Link, ACE, Fraternity & Sorority Life, SGA/GSA, Office of Student Leadership & Engagement, CARE/Crossroads, Health Promotion and the University Learning Center.

For More Information
Become a Skill Seeker © Student Organizations Jobs & Internships

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

Rev. July 2016
**Self-Assessments**

**Interest Assessments**

PathwayU is a great solution to help you plan for the right career! Based on your specific needs, PathwayU provides reliable tools to assess your interests/skills/values, suggests education and career options, prepares you for careers relative to your interests, and connects you to today's jobs. Giving students the guidance based on scientific analytics to make the best decision toward their career paths.

**CareerLeader** is a fully integrated approach to business career self-assessment built on the premise that one's interests, motivators and skills will drive their future business career success. "Business" as a field is much harder to define than alternatives such as "medicine" or "law", and can be overwhelming for students to evaluate. The CareerLeader can be an essential resource to help find the right path in business. The cost of the CareerLeader is $30, and can be purchased by credit card – contact the Career Center for more information.

**Internship Predictor**

A quick and easy process to help you evaluate your personal preferences and show how they can help you pursue the right academic major, internship and career for you! Results include your career interests, profiles of careers that match your interests, strengths, and the best work environment all for free. [http://www.internships.com/predictor](http://www.internships.com/predictor)

**Personality Assessments**

The **Myers-Briggs Type Indicator** (MBTI) is the most widely used personality inventory in the world. The preferences suggested by the MBTI can help you make career decisions, with scores highlighting preferences. The various combinations of these preferences result in 16 personality types, which relate to career choices, communication modes and learning styles. Cost to UNCW students: $17. Contact the Career Center to purchase.

This assessment allows you to get a concrete, accurate description of who you are and why you do things the way you do, for free. Your personality preferences influence your academic and career planning, friendships, etc. Complete the assessment at this link: [https://www.16personalities.com/](https://www.16personalities.com/)

**HumanMetrics**

HumanMetrics is a free test based on Carl Jung's and Isabel Briggs Myers' typological approach to personality. There are 72 questions that 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)
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 with an employee in your desired occupation.
- 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.
- 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 & Major
  - Evaluate labor trends to identify fields to research that match your interests

- **Identify People to Interview**
  - Start with people you know: family, friends, fellow students, supervisors, co-workers, professors, etc.
  - 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 that interest you

- **Prepare for the Interview**
  - Research the field prior to meeting with your contacts. Use CareerShift (located inside Handshake, https://uncw.joinhandshake.com), the Occupational Outlook Handbook (www.bls.gov/ooh), O*NET (www.onetonline.org)
  - Prepare questions you would like answered (or see our suggestions list)

- **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 10-20 minutes at a mutually convenient time

- **Conduct the Interview**
  - Dress appropriately
  - Arrive promptly and maintain a polite and professional demeanor
  - Refer to your prepared list of questions to 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)
Potential Questions to Ask:

- What is a typical day like in your position?
- What training or education is required?
- Which skills have you found most helpful, and which ones will be most important in the future?
- What part of this job do you find most satisfying? Most challenging?
- How did you find your job? What was your first job after graduation?
- What opportunities for advancement are there in this field?
- What entry level jobs are best for learning as much as possible?
- What is the salary range for various levels in this field?
- How do you see jobs in this field changing in the future?
- What challenges does this industry face?
- What is the demand for people in this occupation?
- What advice would you give a person entering this field?
- What types of training do companies offer people entering this field?
- Which professional journals and organizations would help me learn more about this field?
- If you could do things all over again, would you choose the same path for yourself? Why?
- How would you evaluate the experience I’ve had so far for entering this field?
- What related or other fields or job titles would you suggest I research further?
- 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 Handshake [https://uncw.joinhandshake.com](https://uncw.joinhandshake.com)

- **General Web Resources:**
  - [www.LinkedIn.com](http://www.LinkedIn.com) (Search for Alumni through LinkedIn.com (UNCW Alumni Tab)
  - [https://careercenter.tamu.edu/guides/networking](https://careercenter.tamu.edu/guides/networking)
  - Local young professionals associations
RESUMES & JOB SEARCH DOCUMENTS
Resume Overview

The Resume is...
- Your professional advertisement
- A highlight of your background
- An individually designed document used by employers as a screening device

Is There Such a Thing as a Perfect Resume?
No. There is no perfect resume. However, when it comes to resume content and format, it is important to think about the industry and company you're applying to. Each resume is as unique. It's up to you to select the appropriate content that best highlights your skills for the position you hope to acquire, and then effectively communicate your qualifications in a format that is clear 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.

- The reverse chronological format is most frequently used. 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 format is a functional resume which emphasizes skills and capabilities instead of the timeline of a person's experience.
  - Tip – Very often students with significant experience will use 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, email, and LinkedIn url. If you have a professional personal web page include this as well.
  - Tip - Make your name stand out with larger font or bold letters, Careful don't choose a hard to read font.
- **Objective/Summary**: Keep it short and specific and include the 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: schools you have attended, degrees completed, the major, minor, and 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.
  - Tip#2 – List GPA if over 3.4 when applying to graduate schools as they are normally required along with your GRE, GMAT, LSAT, MCAT, TOEFL, etc.
- **Experience**: This section includes not only paid positions, but also related volunteering, 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 accomplishments 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 Professional Experience.
- **Additional Information**: Include activities, sports, or organization affiliations that may generate interest from the employer. Include level of proficiency 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 .5 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](http://www.csoresearch.com/resume_gallery)

Resume DOs and DON'Ts

<table>
<thead>
<tr>
<th>DOs</th>
<th>DON'Ts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep it short and provide facts</td>
<td>Do not use MS Word or other Templates; format manually</td>
</tr>
<tr>
<td>Individualize your resume, not everyone will have the same categories or format</td>
<td>Refrain from listing personal information such as: age, height, social security number, picture, etc.</td>
</tr>
<tr>
<td>Maintain professionalism and keep information updated</td>
<td>Don't add, “References available upon request”</td>
</tr>
<tr>
<td>Present your strongest qualifications first</td>
<td>Omit experiences from high school after your freshman year of college</td>
</tr>
<tr>
<td>Start with action words to describe experiences</td>
<td>Don't use busy or decorative fonts</td>
</tr>
<tr>
<td>Quantify information to indicate results</td>
<td>Avoid personal pronouns (i.e. “I”, “We”, etc.)</td>
</tr>
<tr>
<td>Always include your name and contact information at the top of the resume</td>
<td></td>
</tr>
<tr>
<td>Organize section headings so the most important points are listed first</td>
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</tr>
<tr>
<td>Use similar paper and headings when writing your cover letter</td>
<td></td>
</tr>
<tr>
<td>Maintain consistency with format: alignment, bullets, fonts, sizes, etc.</td>
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</tr>
</tbody>
</table>

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
Ascertain
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
Edit
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

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

FUNDRAISING
Analyze
Contact
Coordinate
Develop
Direct
Inquire
Motivate
Persuade
Program
Strategize

HELPING
Adapt
Advocate
Aide
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Assess
Assist
Coach
Collaborate
Coordinate
Counsel
Educate
Encourage
Facilitate
Guide
Insure
Interview
Inventory
Invest
Manage
Project
Reconcile
Reduce

HUMAN RESOURCES
Align
Analyze
Appraise
Assess
Categorize
Counsel
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
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
Manage
Merge
Motivate
Organize
Originat
Overhaul
Oversee
Preside
Prioritize
Produce
Recommend
Represent
Strengthen
Supervise
Termint
Transform

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

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

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
DEVELOPMENT
Analyze
Construct
Coordinate
Design
Develop
Formulate
Implement
Prepare
Recommend
Strategize

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

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

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
DEVELOPMENT
Analyze
Construct
Coordinate
Design
Develop
Formulate
Implement
Prepare
Recommend
Strategize

PUBLIC RELATIONS
Assess
Coordinate
Facilitate
Negotiate
Present
Promote
Strengthen
Troubleshoot

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

SELLING
Assist
Convince
Educate
Handle
Inform
Negotiate
Persuade
Present
Provide
Serve
Trade

SERVICE
Anticipate
Assist
Coordinate
Enhance
Maintain
Troubleshoot
Welcome

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
Originat
Persuade
Simulate
Teach
Train
Transmit
Tutor

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

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
Summary of Qualifications

The summary of qualifications is your marketing pitch, which allows you to boast about your talents. It should correspond with your skill set and should include specific achievements, certifications, licenses, computer skills, or other job-related skills. It is important that you list only the skills and the achievements that will help you with the position that you are seeking.

Summary of Qualifications Samples

- Over___________ years of experience in management and supervision
- Highly effective in promoting a positive, productive environment
- Committed to bringing about real practical results in peoples lives
- Diplomatic and assertive when dealing with people
- Sincere commitment to the welfare of the student
- Experience with children and parents from varied cultures
- Proven skills in problem solving and customer relations
- Reputation for excellence and high quality service to clients
- Work well under pressure and enjoy challenging projects
- Experience in radio production at a university radio station
- Good eye for detail; well organized, skill in setting priorities
- Resourceful and self-confident; can get the job done, and do it well
- Strong interpersonal and communication skills
- Remain calm and work well under demanding conditions
- Proven record of innovative and effective staff development
- Strong commitment, vision and leadership to complete new initiatives
- Developed innovative programs for major___________, incorporating trends on the leading edge of _________ field
- Effective problem Solver, thorough researcher
- Keen perception perception for extracting important data
- Innovative in designing and carrying out projects
- Proven ability to grasp a situation, adapt, and learn quickly
- Highly motivated to achieve set goals
- Successful in mastering new skills through hands-on experience
- Effective and persuasive with all segments of the community.
- Skilled and thorough in analyzing problem situations and finding creative timely solutions
- Sharp, quick, learner, willing to learn new software, and digital techniques
- Strength in analyzing, researching, organizing, and problem solving
- Excellent organizational and communication skills.
- Fluent in __________ and ___________ languages
- Proficient in MS Office, html, Java, Adobe, Basic, Python
Sammy Seahawk  
601 South College Road • Wilmington, NC 28403 • (910) 962–3174 • seahawks@uncw.edu

EDUCATION

University of North Carolina Wilmington (UNCW)  
Bachelor of Arts, Psychology  
Minor: English  
GPA: 3.0

Start with your most recent educational experience and list backwards and only list school information in which you obtained a degree or certificate – don’t list information of schools from where you transferred

Relevant Courses: If applicable, you can list courses you feel would boost your marketability for the opportunity in which you are pursuing – only the course title is needed

Cape Fear Community College, Wilmington, NC  
Associate of Arts, History  
GPA: 3.5

Show off your GPA if it’s over a 3.0

RELATED EXPERIENCE

Job Title  
Name of Organization  
Employment Timeframe  
City, State

Intern  
DREAMS of Wilmington, Inc.  
February 20xx – present  
Wilmington, NC

- Coordinate the annual fundraiser in conjunction with 5 additional professional staff
- Collaborate with professional staff in order to create relevant content to post on social media sites
- Execute specific administrative tasks including: daily routine correspondence, file organization, management of online accounts database, MS Excel spreadsheets, and organize presentation evaluations

ADDITIONAL EXPERIENCE

Job Title, Name of Organization  
Employment Timeframe  
City, State

Host, Oceanic  
Wrightsville Beach, NC  
January 20xx – November 20xx

Camp Counselor, Camp Firewood  
Waterville, ME  
May 20xx – August 20xx

LEADERSHIP

Leadership Role, Name of Organization  
Involvement Timeframe

Study Abroad Ambassador, Office of International Programs – UNCW  
September 20xx – present

Pit Crew, Association for Campus Entertainment – UNCW  
October 20xx – present

Volunteer Tutor, Cape Fear Literacy Council  
January 20xx – May 20xx

If experiencing difficulty in documenting job functions, conduct a google search; [“job functions performed by [job title]”] or use onetonline.org
This should provide you with a professionally written list of functions an individual would perform in that specific role. Identity functions from the list that you perform(ed), and use them help you write your own resume

Only basic information is needed for other experiences – unless additional content is needed to show off additional skills or knowledge or the experience relates to the objective of your resume

Start with your most recent educational experience and list backwards and only list school information in which you obtained a degree or certificate – don’t list information of schools from where you transferred

Show off your experiences in reverse chronological order

Experiences within the “Related Experience” section should be relevant to your objective. If your resume doesn’t have a specific objective or you lack related experience, consider utilizing a general “Experience” section. Have 3 – 5 bulleted job functions documented

Additional sections can vary; some examples include “Community Involvement”, “Affiliations”, “Professional Development and Training”, etc.
JESSICA A. SEAHAWK
601 South College Road • Wilmington NC 28403 • 910-123-4567 • abcd1234@uncw.edu

EDUCATION
University of North Carolina Wilmington
Bachelor of Arts, Communication Studies
Specialty Areas: Advertising and Public Relations GPA 3.46, Dean’s List

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 resulting in $XX.00

Glamour Magazine, New York City NY
Intern
• Assisted stylist during photo shoots by organizing wardrobe and dressing models
• Represented Glamour Magazine at meetings with content editors and designers
• Organized, prepared, and maintained inventory in fashion closet
• Provided support during 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

WORK EXPERIENCE
The Fortunate Glass Catering, Wilmington NC
Caterer
• Provided customer service that included: food distribution, event preparation and customer interaction
• Assisted Chef with food placements and onsite event coordination

LANGUAGES
Portuguese – Full Professional Proficiency
Spanish – Elementary Proficiency, Oral

INvolvement

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
SAMPLE RESUME

Michael A. Seahawk
5555 Riverwoods Drive, Apartment 105 Wilmington NC 28403
(910) 555-8765 | abcd1234@uncw.edu

EDUCATION
University of North Carolina Wilmington
Master of Science, Data Science
Bachelor of Science, Statistics | Bachelor of Arts, Psychology
Minor: Mathematics
Overall GPA 3.87, Summa Cum Laude

TECHNICAL SKILLS
Software and Programming Languages: SAS (Macro, ODS, Graph, SQL, Stat, Base), R, Python (numpy, pandas, matplotlib), SQL, PSS, Microsoft Excel, LaTeX, HTML5
Statistical Methods: Regression Models, Hypothesis Testing and Confidence Intervals, Analysis of Variance, Nonparametric Tests
Selected Coursework: Introduction to Computational Data Science, Data Mining & Statistical Learning, Linear Algebra, Data Analytics with Python, Design of Experiments & Analysis of Variance, Multivariate Calculus

STATISTICAL ANALYSIS PROJECTS
Trillium Health Resources; UNCW
• Develop a predictive model using R and Python for patient services in the mental health field alongside the mentorship of Dr. James Blum.
• Collaborate with Trillium team on cleaning up large database using Microsoft SQL Server.

Data Mining a College Football Data Set; UNCW
Fall 2016
• Explored various supervised and unsupervised statistical learning methods with a group of graduate students using R to predict winning seasons for power five college football teams.
• Presented results at UNCG Regional Mathematics and Statistics Conference, Greensboro, North Carolina.
• Presented poster at UNCW Fall Showcase of Student Research and Creativity, Wilmington, North Carolina.

Space Utilization of UNCW Campus; UNCW
Fall 2016
• Created reports and visually represented data analyzing the effectiveness of space utilization on UNCW campus from 2006 – 2016 using advanced SAS skills, such as Macro, SQL, Report and SGPlot.

LEADERSHIP EXPERIENCE
Math and Statistics Peer Tutor
University Learning Center; UNCW
January 2017 – May 2017
• Assisted students in learning mathematical theories and statistical concepts.
• Tailored new approaches to learning and studying depending on each individual student’s needs.

Lab Coordinator
Psychology Research Lab; UNCW
August 2015 – September 2016
• Oversaw all technical aspects of multiple projects and ensured the lab functioned efficiently.
• Provided statistical consulting for all projects and publications using SAS and SPSS.
• Managed datasets and created multiple SAS Macros to generate analysis datasets.
• Responsible for testing schedule, task assignment, training, and organizing weekly lab meetings.

Research Assistant
Psychology Research Lab; UNCW
June 2014 – July 2015
• Collaborated on research team running subjects on cognitive tasks and generating SAS code for raw data.
• Structured qualitative data based theoretical psychology interviews
# Sample Resume

Carly Seahawk  
123 Academic Dr.  
Matthews, NC 28105  
(704) 111-2222  
carly.seahawk@uncw.edu

## Education

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts, English</td>
<td>University of North Carolina Wilmington (UNCW)</td>
<td>May 20xx</td>
</tr>
<tr>
<td>High School Diploma</td>
<td>Providence Senior High School – Charlotte, NC</td>
<td>June 20xx</td>
</tr>
</tbody>
</table>

## Leadership & Involvement

<table>
<thead>
<tr>
<th>Organization</th>
<th>Dates</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Alpha Delta Pi Sorority - Eta Alpha Chapter | 20xx – 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     | 20xx – 20xx | - Leadership positions as Social Chair, Service Chair and Secretary  
- Planned weekly meetings to promote a healthy spirit, mind, and body  |

## Community Involvement

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lotus Runway Show: Charity event</td>
<td>20xx</td>
</tr>
<tr>
<td>Susan G. Komen Race for the Cure</td>
<td>20xx – 20xx</td>
</tr>
<tr>
<td>Habitat for Humanity</td>
<td>20xx – 20xx</td>
</tr>
</tbody>
</table>

## Work Experience

<table>
<thead>
<tr>
<th>Position</th>
<th>Dates</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Receptionist, Office of Admissions    | January 20xx – 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 | August 20xx – 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     | Seasonal June 20xx – 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, 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
(910) 962-3174
brittany.seahawk@uncw.edu
Permanent Address: 7890 Pine Forest Lane, Charlotte, NC 28255

EDUCATION
University of North Carolina Wilmington, May 2020
Bachelor of Arts in Film Studies, Minor in Digital Arts

CREDITS
2018 – Sunny Days (Motion Graphic) – Animator
2018 – Sandy Toes (Rotoscoped Animation) – Creator/Narrator/Animator
2017 – Sea Shells (Short Film) – Gaffer
2017 – Bumper for NC College Films Conference (Motion Graphic) – Animator
2017 – High Seas (Mobile Game) – Graphic Designer
2017 – Totally Tim (Short Film) – Sound Mixer and Boom Operator
2017 – Memorial Day (Short Film) – Animation Assistant
2017 – Seascap (Short Film) – Loader
2016 – Rough Seas (Short Film) – Camera PA
2016 – Washed Ashore (Short Film) – Grip

RELEVANT EXPERIENCE
Internship | Lighthouse Films | Wilmington, NC | January 2018 - Present
- Lead animator - Sunny Days – 15 min. short film
- Created two- and three-dimensional models for upcoming films
- Assisted Creative Director with day-to-day duties

Camera Operator | UNCW Student Media | August 2017 - Present
- Operate stationary and portable cameras
- Use digital, electronic, and film cameras
- Carry out director's instructions for shot composition
- Assess elements of performance, art direction, lighting, composition and camera movement

Assistant Animator | Crimson Films | Wilmington, NC | Summer 2017
- Created storyboards depicting script and narrative - Memorial Day – HD film
- Designed models, backgrounds and characters - Memorial Day – HD film

Festival Volunteer | Wilmington, NC
Visions Film Festival and Conference Volunteer, March 2017
- Camera operator
- Projectionist
- Cucalorus Festival, November 2017
- Stage Manager at various stage events

HONORS AND AWARDS
Dean's List - Spring 2017, Fall 2017, Spring 2018
Member of Tau Sigma Honors Society, UNCW - Spring 2017-Present

SOFTWARE PROFICIENCIES
- Adobe Illustrator
- Adobe Premiere Pro CC
- Adobe After Effects
- Adobe Photoshop
- Adobe Media Encoder
- Cisco WebEx
- Cisco Spark
- Echo 360
- OBS
- Microsoft Office Suite
- EQ Software
- Canva
- GIMP

HARDWARE PROFICIENCIES
- Polycom
- Various microphones
- Nikon cameras
- Sony HD cameras

HIGHLIGHTED SKILLS
- Attention-to-detail
- Able to meet deadlines
- Able to set priorities
- Critical thinker
- Takes initiative

INTERESTS
- Writing short stories/scripts
- Gaming and eSports
- Developing characters for gaming (drawing characters and writing back stories)
- Collecting movie memorabilia
Emily Seahawk
email@uncw.edu  910-555-5555

Skillset

• Mammalian Cell Culture
• Isolation of RNA from cell culture, and conversion into cDNA
• Gene expression analysis using RT-qPCR
• Design and use of in-situ hybridization probe
• Western Blotting
• Molecular cloning of PCR products
• Fluorescence microscopy
• Digital Droplet PCR
• Viral RNA Isolation
• Wastewater pathogen detection
• Viral titer analysis through plaque assay

Grants & Awards

• Mammalian Cell Culture
• Undergraduate Research Scholar Award
• Center for Undergraduate Research Support Foundation Grant
• University of North Carolina Wilmington $1000
• Internal Funding Award for Digital Droplet PCR System
• University of North Carolina Wilmington $75,000

EDUCATION

University of North Carolina Wilmington (UNCW)
Masters of Science Biology  May 2021
Concentration in Virology

University of North Carolina Wilmington
Bachelors of Science Biology  May 2018

EXPERIENCE

UNCW, Department of Biology and Marine Biology
Graduate Student with Dr. Arthur Frampton, Jr  2019-Present
• Worked on SARS CoV-2 pathogen detection in wastewater both on campus and municipal using RT-qPCR and Digital Droplet PCR.
• Studied the pro-inflammatory chemokine response to equine herpesvirus infection and resulting effects of treatment with JAK-STAT inhibitor AG-490 on gene expression using RT-qPCR

North Carolina Wastewater Pathogen Detection Network
• Worked with a statewide collaboration between UNCW, UNC-Chapel Hill, UNC-Institute of Marine Science, NC State University, and UNC Charlotte
• Monitoring level’s of SARS CoV-2 RNA in municipal wastewater supply across the state of North Carolina during 2020 coronavirus pandemic. Lead PI Dr. Rachel Noble

UNCW, Department of Biology and Marine Biology
Independent Study with Dr. Arthur Frampton, Jr  Jan-Dec 2018
• Analyzed samples of tunicates for presence of viral DNA and RNA using molecular techniques.
• Learned basics of polymerase chain reaction, DNA sequencing, and primer design

Brunswick County Emergency Services Shallotte, NC
National Registry Paramedic  April 2016- March 2020
• Treated patients in emergent situations as lead paramedic.
• Taught continuing education classes for other paramedics on a variety of subjects including electrophysiology and pharmacology.
• Served on state medical assistance team which serves during disasters and major incidents.

TEACHING EXPERIENCE

UNCW
Guest Lecturer  September 2020
Honors 110 Freshmen Introductory Class for Honors Students
Topic: Research on SARS CoV-2 and Life as a Graduate Student at UNCW

email@uncw.edu  910-555-5555
MATTHEW G. SEAHAWK
6109 Four Wood Drive • Matthews, NC 28104 • 704-111-1111 • matthew.seahawk@gmail.com

EDUCATION

Bachelor of Arts, Elementary Education: Concentration in Math and Technology University of North Carolina Wilmington, UNCW Major GPA 3.91, Dean’s List

TEACHING EXPERIENCE

Student Teacher, Edwin A. Anderson Elementary School, Wilmington, NC

• Taught all curriculum to a classroom of 20 students in 2nd grade
• Planned and implemented hands on learning for students below, at, and above level
• Used the 'I do We do You do' model which allowed students to explore concepts before teaching
• Incorporated multiple teaching strategies, in order to reach all students, that included small group teaching, partner work, group work, hands on activities
• Prepared multicultural lessons to teach students about various cultures
  - Conducted a two-week unit plan on different Cinderella stories from different countries
  - 9 different stories were read and students created story maps and filled out multiple Venn diagrams to compare different versions
  - To end the unit, students chose their favorite version and write a argumentative paper on why it is the best version
• Attended staff meetings weekly, as well as RTI meeting, IEP meeting, and parent-teacher conferences

Field Experience, John J. Blair Elementary School, Wilmington, NC

• Observed instructional strategies and classroom management strategies of cooperating teachers
• Taught 5 lessons with a partner throughout all subject areas
• Took over the morning calendar routine for one week
• Helped students with work throughout the day

Field Experience, Gregory School of Science, Math, and Technology, Wilmington, NC

• Observed teaching strategies of cooperating third grade teacher
• Learned about Multi Tiered Systems of Support for students with behavioral issues
• Assisted students with Read to Achieve corrections

RELEVANT EXPERIENCE

Tutor, Watson College Education Laboratory, UNCW

• Assessed a second grade student in order to determine his areas of highest need
• Designed tutoring plans for Math and Reading
• Communicated with parents about student’s improvement with a conference

Nanny, Wilmington, NC

• Creatively incorporated playtime into learning experiences
• Taught the child colors, letters, how to count, and increased motor skills
• Included all aspects of child care

WORK EXPERIENCE

Chick-fil-A, Charlotte, NC and Wilmington, NC

August 20xx – August 20xx
Hector Seahawk
601 South College Road | Wilmington, NC 28403 | hectorseahawk@uncw.edu | (910) 962-3174

EDUCATION
Bachelor of Arts in History, Social Studies Teaching Certification, Grades 9-12
University of North Carolina Wilmington (UNCW)
Historical Honor Society, 2014-2017, GPA 3.6, Dean’s List
Sunshine Lady Foundation Scholar, 2012-2017

May, 20xx

CERTIFICATIONS
- Mental Health First Aid Training
- First Aid & CPR Certified
- USCG OUPV Captain’s License
- USCG Ordinary Seaman/Wiper Document

RELEVANT EXPERIENCE
Teacher Intern, Sgt. Eugene Ashley High School, Wilmington, NC, January 20xx – May 20xx
- Teach American History – The Founding Principles, Civics and Economics to 30 students in grades 10-12
- Assist in teaching AP Psychology to 35 students in grades 11-12
- Manage classroom behavior through differentiation of instruction and inclusion of competition in learning
- Manage and accommodate the needs of students with IEPs and 504 Plans in the general classroom setting
- Assess student learning through informal assessments such as interactive group trivia, Exit Ticket Questions, and journal exercises to gather student insight and opinion. Incorporate formal assessments such as unit tests, quizzes, & projects
- Experienced in the education of ELL and special needs students within the general classroom setting
- Well versed in the design and implementation of differentiated lesson plans, assessments, & lesson materials for English Language Learners

Assistant Coach-Men’s Tennis, Sgt. Eugene Ashley High School, Wilmington, NC, January 20xx – May 20xx
- Teach the fundamental skills & rules of tennis to 15 student athletes
- Assist with implementation of exercise and conditioning plan, preparing students for competition, and educating students on the sportsmanship associated with the game of tennis

Field Experiences, New Hanover, Pender, and Brunswick County, NC Schools Fall 20xx – Fall 20xx
- North Brunswick High School: Observation and STAE Tutoring, American History I
- Emsley A. Laney High School: Observation and Assistant Teaching, Honors World History
- Sgt. Eugene Ashley High School: Observation and Assistant Teaching, Civics and Economics
- Heide Trask High School: Observation and Assistant Teaching, American History II

VOLUNTEER EXPERIENCE
- Disaster relief efforts and youth basketball coach, Church of Jesus Christ of Latter Day Saints
- Photography Archive Research, Core Sound Waterfowl Museum

LEADERSHIP
Noah’s Ark Fishing Charters, United States Coast Guard Licensed Captain, 20xx – Present
- Oversaw the safety and wellbeing of 6 passengers at a time in weather conditions and situations ranging from adverse to optimal during fishing excursions
- Obtained sponsorships from variety of companies as a pro-staff captain

RESEARCH EXPERIENCE
Historical Research Assistant to Dr. William McCarthy, Department of History, UNCW, 20xx
- Research topic: History of Ancient Pacific Island Trade Routes
- Assisted in finding of research sources including electronic sources, archival sources, ancient literature, & micro-film/micro-fiche
- Conducted research correspondence with professors at other academic institutions around the world in an effort to find additional research information from experts examining similar fields of study
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 at The North Carolina National Estuarine Research Reserve. Working to preserve and conserve our natural resources

EDUCATION
Bachelor of Science in Environmental Studies
Concentration: Biology
University of North Carolina Wilmington

Expected December 20xx
Bachelor of Science in Environmental Studies
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
Cape Fear Community College, Wilmington, NC

May 20xx

CERTIFICATIONS
Hazwoper 40-hour general site worker certified, May 25, 20xx
First Aid / CPR, expires Month, Year
USLA Lifeguard Certification

EXPERIENCE
Intern, North Carolina National Estuarine Research Reserve, Wilmington, NC
Fall 20xx

- 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
Summers 20xx – 20xx

- 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
Environmental Concerns Organization, UNCW
Surfrider Foundation, organization to protect our oceans, waves and beaches, UNCW

Fall 20xx – present
Fall 20xx – present
Fall 20xx – present
Heather Seahawk  
601 South College Road Wilmington, NC 28403  
(910)-962-3174 heatherseahawk@uncw.edu

EDUCATION

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

RELEVANT EXPERIENCE

Carolina Bank  
Sales and Service Specialist  
Wilmington, NC  
Jan 20xx-May 20xx

- 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 20xx

- 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 20xx-May 20xx

- Promoted and sold merchandise to potential customers
- Provided assistance to customers with concerns/questions about the club

UNCW TV  
Intern  
Wilmington, NC  
Jan 20xx-May 20xx

- Promoted the television station and its programs
- Worked with sales department in finding new advertising clients
- Wrote scripts and edited 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 20xx – present
Delta Sigma Theta Sorority, UNCW, Spring 20xx – present
- Scholarship Chair, Spring 20xx
- Social Chair, Fall 20xx

Hurricane Florence Clean-up efforts, Volunteer Trip, Fall 20xx
TYLER SEAHAWK
601 South College Road ● Wilmington, NC 28403 ● 910-962-3174 ● tylerseahawk@uncw.edu

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

Associate of Arts, December 20xx
Cape Fear Community College, Wilmington, NC

RELEVANT EXPERIENCE:
Key Cut Out Assistant, Ichthyopolis, Wilmington, NC, Summer 20xx - Fall 20xx
• 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 20xx - Fall 20xx
• 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 20xx
• 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 20xx - Fall 20xx
• 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 20xx
• 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 20xx - Fall 20xx
• 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, 20xx
• Wilmington Trans-Media Film Co-op, 20xx-present
• Pre-screener for Cucalorus 14th Film Festival, 20xx
• In the Land of the Blind, The Man with One Eye is King, Visions Student Showcase and University of North Carolina Wilmington Student Showcase, 20xx
• Flicker Film Society, 20xx- 20xx

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  
910-962-3174  
Email: brandonseahawk@uncw.edu

**EDUCATION**

<table>
<thead>
<tr>
<th>Bachelor of Arts, Physical Education, Exercise Science Concentration</th>
<th>May 20xx</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of North Carolina Wilmington (UNCW)</td>
<td></td>
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<tr>
<td>Minor in Leadership Studies</td>
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</tbody>
</table>

**EXPERIENCE**

<table>
<thead>
<tr>
<th>Resident Assistant, University of North Carolina Wilmington</th>
<th>August 20xx–present</th>
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</thead>
<tbody>
<tr>
<td>• Provide paraprofessional advising and guidance for fifty-two undergraduate women</td>
<td></td>
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<tr>
<td>• Utilize organizational and public speaking skills to create and present educational hall programs on critical issues to residents</td>
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<tr>
<td>• Assisted in the supervision of 10 residence halls of 1100 residents</td>
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<tr>
<td>• Coordinated with fifteen staff members to provide vision and goal setting in innovative environment</td>
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</table>

<table>
<thead>
<tr>
<th>Seahawk Link, University of North Carolina Wilmington</th>
<th>August 20xx–present</th>
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</thead>
<tbody>
<tr>
<td>• Provide support for freshmen through programming and outreach; support Freshmen Seminar classes</td>
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<tr>
<td>• Coordinate some class content with assigned Freshmen Seminar instructor</td>
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<tr>
<td>• Share knowledge and resources about UNCW; acclimate new students to campus environment</td>
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<tr>
<td>• Attend and participate in Freshmen Convocation</td>
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<tr>
<td>• Serve as role model and mentor</td>
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<tr>
<td>• Volunteer for Freshmen Move-In, UNCWelcome, and Family Weekend</td>
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<table>
<thead>
<tr>
<th>Orientation Leader, University of North Carolina Wilmington</th>
<th>February 20xx–August 20xx</th>
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<tbody>
<tr>
<td>• Facilitated the adjustment of new students and their parent to UNCW campus and community</td>
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<tr>
<td>• Explained academic opportunities and procedures</td>
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<tr>
<td>• Acquainted new students with campus services and building locations</td>
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<tr>
<td>• Prepared orientation materials (stuffed envelopes, made name tags, created banners)</td>
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<tr>
<td>• Aided in development of class schedules</td>
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<tr>
<td>• Answered questions, concerns and sensitive issues of students and parents</td>
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</tbody>
</table>

**IN volVEMENT**

<table>
<thead>
<tr>
<th>National Communications Coordinator, UNCW Residence Hall Association</th>
<th>October 20xx–present</th>
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</thead>
<tbody>
<tr>
<td>• 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)</td>
<td></td>
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<tr>
<td>• Attend and vote at NACURH, SAACURH, and NCARH conferences and business meetings</td>
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<tr>
<td>• Serve as delegation chair for conferences</td>
<td></td>
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<tr>
<td>• Affili ate with NACURH, SAACURH, and NCARH by submitting dues and annual reports</td>
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<table>
<thead>
<tr>
<th>National Residence Hall Honorary</th>
<th>April 20xx–present</th>
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<tbody>
<tr>
<td>• Work closely with other top 1% of student leaders on campus</td>
<td></td>
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<tr>
<td>• Recognize student leaders in residence halls</td>
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<tr>
<td>• Participate in ongoing service</td>
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</tr>
</tbody>
</table>

**COMMUNITY SERVICE / CIVIC ENGAGEMENT**

<table>
<thead>
<tr>
<th>Pack the Van</th>
<th>December 20xx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Running Noses Planning Committee</td>
<td>January 20xx–April 20xx</td>
</tr>
<tr>
<td>Young at Heart Social</td>
<td>February 20xx</td>
</tr>
<tr>
<td>Masquer-AID Date Auction Planning Committee</td>
<td>November 20xx</td>
</tr>
</tbody>
</table>
Harvey Seahawk
2117 Seahawk Road • Wilmington, NC 28405 • (910) 111-1111 • email@gmail.com

EDUCATION

Bachelor of Science, Environmental Conservation; Geospatial Technologies minor
University of North Carolina Wilmington; GPA: 3.58
Graduating with Distinction – Cum Laude

Associate of Arts
Cape Fear Community College, Wilmington, North Carolina; GPA: 3.75

HONORS

Dean’s List, UNCW and CFCC
Gilman International Scholarship
Phi Theta Kappa National Honor Society
Phillips Merit Scholarship

RESEARCH EXPERIENCE

Directed Independent Study, Department of Earth and Ocean Sciences, UNCW
January 20xx – present
- Perform a comparative analysis between the locations of three separate shale basins to determine the environmental, social, and economic effects of hydraulic fracturing during the process of natural gas extraction
- Compile scientific findings into research poster format for presentation at an Undergraduate Research Showcase

Senior Seminar, Environmental Science, UNCW
January 20xx – present
- Utilize scientific findings from the above Directed Independent Study, along with various outside resources, to draft and present a federal regulation proposal regarding best management practices for the natural gas extraction industry

Ecology Class, Biology, UNCW
November 20xx
- Designed and conducted a study on longleaf pine forest ecology and prescribed burn management with lab partners

Internship, Conservation Volunteers, Melbourne and Victoria region, Australia
May 20xx – June 20xx
- Participated in 120 hours of environmental conservation efforts with both local and international volunteers; activities including habitat restoration, revegetation of coastal areas, invasive species control, and data collection and assessment for future conservation plans
- Maintained a daily work log of all personal contributions toward projects
- Compiled a professional portfolio containing a detailed overview of the company as well as the work that I had completed with them during my internship

Environmental GIS Research Project, Geography, UNCW
October 20xx – December 20xx
- Completed a least cost path analysis using Arc-GIS software to determine a new railroad route from the Midwest to the Pacific Northwest in order to alleviate agricultural shipment delays associated with the recent oil production boom

Remote Sensing Research Project, Geography, UNCW
March 20xx – May 20xx
- Performed supervised classification with ENVI Classic and carried out a regression analysis to determine deforestation rates in Rondonia, Brazil and forecast future trends regarding those rates

SPECIAL EQUIPMENT KNOWLEDGE

<table>
<thead>
<tr>
<th>ENVI Classic</th>
<th>Compound Microscope</th>
<th>Handheld Anemometer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arc-GIS products</td>
<td>UV-Spectrofluorometer</td>
<td>Soil Analysis kit</td>
</tr>
<tr>
<td>Trimble GNSS handhleds</td>
<td>Dissolved Oxygen sensor</td>
<td>pH sensor</td>
</tr>
<tr>
<td>Turbidity sensor</td>
<td>Salinity probes &amp; graphing toolkit</td>
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</tr>
</tbody>
</table>

OTHER QUALIFICATIONS & SKILLS

- Computer skills in Microsoft Word, Excel, PowerPoint, Outlook, Access, and OneNote
- Organized and proven work ethic with proficiency in time management and multi-tasking
- Strong written and interpersonal communication skills
- Moderate fluency in conversational Spanish up to the intermediate level
- PADI Open Water Scuba Diving Certification #16020B0381
SAMPLE RESUME

SARAH SEAHWAK
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 20xx
May 20xx

Study Abroad
University of Granada, Granada, Spain
UNCW program at SAFA, Úbeda, Spain

Summer 20xx & Fall 20xx

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
• Excels at multi-tasking under pressure
• Knowledgeable in event planning and scouting locations
• 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

Spring 20xx-Spring 20xx

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.

Fall 20xx-Spring 20xx

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.

Fall 20xx

Order of Omega Honors Society, UNCW
• Fall 20xx-present

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 20xx & Spring 20xx
Spring 20xx
Fall 20xx-Spring 20xx
Fall 20xx
Summer 20xx

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 20xx-present
June 20xx-August 20xx
June 20xx-August 20xx
SAMPLE RESUME

TAYLOR SEAHAWK

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

EDUCATION

University of North Carolina Wilmington (UNCW) December 20xx
Bachelor of Science in Business Administration
Concentration: Human Resources Management and Supply Chain Management
Minor: Leadership

LEADERSHIP

● 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 20xx – 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 20xx – present
● President - Formed a link with all Cameron Student Presidents
● Communicate student concerns with the School of Business Dean

Relay for Life, Spring 20xx – present
● Team Captain - Organized the walk among 70 members

Cameron Executive Network, Fall 20xx – present
● Work with a mentor to gain knowledge about the field of business

EXPERIENCE

Peer Educator: Crossroads, UNCW, Spring 20xx – 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 20xx and Fall 20xx
● 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 20xx – Spring 20xx
● Developed a training program for UNCW students
● Undertook comprehensive needs analysis, selected appropriate training methods & 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 gain knowledge for the university in the area of HR

AWARDS

The Lower Cape Fear Human Resources Association Scholarship, Fall 20xx – present
NC State Council for the Society for Human Resources Student Chapter Scholarship, Fall 20xx – Spring 20xx
Eileen G. Brown Scholarship awarded by Chi Omega Sorority, Fall 20xx – Spring 20xx
Omicron Delta Kappa the National Leadership Honor Society, Fall 20xx – Spring 20xx

INvolvement

Society of Human Resources Management, Spring 20xx – present
Lower Cape Fear Society of Human Resources Management, Spring 20xx – present
Information Systems Management Organization, Spring 20xx – present
Student Organization Leadership Conference, Fall 20xx
UNCW Sailing Club, Fall 20xx – Spring 20xx
EMILY R. SEAHAWK  
601 S. College Rd • Wilmington, NC 28403 • (910) 962.3174 • emily.seahawk@gmail.com

SUMMARY OF QUALIFICATIONS

- 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**
University of North Carolina Wilmington  
May 20xx

Pertinent Courses Include:

<table>
<thead>
<tr>
<th>Mineralogy</th>
<th>Stratigraphy</th>
<th>Field Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petrology</td>
<td>Sedimentology</td>
<td>Optical Mineralogy</td>
</tr>
<tr>
<td>Historical Geology Structural</td>
<td>Global Tectonics Invertebrate</td>
<td>Geophysics Chemistry</td>
</tr>
<tr>
<td>Geology</td>
<td>Paleontology</td>
<td></td>
</tr>
</tbody>
</table>

FIELD EXPERIENCE

**Summer Field Course; UNCW; NC, WV, NM;**  
Summer 20xx

- 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 20xx

- 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 20xx

- 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**  
20xx-20xx

- 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**  
20xx-20xx

- 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; 20xx-20xx Geological Society of America – Southeastern Section; Annual Meeting March 20xx**

EMPLOYMENT HISTORY

**Office Assistant, Campus Recreation UNC Wilmington, Wilmington NC, September 20xx-present**

**Office Assistant, Museum of Natural History, Raleigh NC, May 20xx-August 20xx**

**Lifeguard, Carolina Pool Management, Matthews NC, May 20xx-August 20xx**
JESSICA NURSE
6213 Apple Drive, Raleigh, NC 28010  nurse123@uncw.edu  999-999-9999

PROFILE
• Ability to work independently and in a team; strong interpersonal and communication skills
• Excellent problem solving skills and ability to resolve issues effectively and quickly

EDUCATION
Bachelor of Science, Nursing
University of North Carolina Wilmington (UNCW)  December 20xx
GPA: 3.43

CLINICAL EXPERIENCE
Coronary Care Unit: New Hanover Regional Medical Center  Fall 20xx
• Provided care to arctic sun, post-cardiac catheter, respiratory failure, and MI patients
• Coordinated and provided care for complete nurse assignment and participated in various code situations

Progressive Care Unit: New Hanover Regional Medical Center  Fall 20xx
• Managed care for patients with tracheotomies, paralysis, stroke, and renal failure

Pediatric Nursing: New Hanover Regional Medical Center  Spring 20xx
• Provided collaborative care for children with different issues including RSV, MVC victim, and foreign body ingestion
• Administered of medications, tracheotomy care, and respiratory interventions

NICU: New Hanover Regional Medical Center  Spring 20xx
• Aided with premature neonates with issues such as respiratory, nutrition, and dependence

Community Nursing: Wilmington Health Department and Wilmington Community Clinic  Spring 20xx
• Collaborated with health care professionals to provide services for community members
• Assisted in administering vaccinations, cervical exams, STD testing, and education

Maternity Nursing: New Hanover Regional Medical Center  Fall 20xx
• Engaged in care for antepartum, intrapartum, and postpartum stages as well as newborns
• Performed insertion of catheters, fetal assessment, newborn care, cervical exams, and monitoring fetal activity

Mental Health Nursing: Ocean House and Wilmington Treatment Center  Fall 20xx
• Supported and comforted those with a variety of mental illnesses such as depression, schizophrenia, and dependence

Medical/Surgical Nursing: Cape Fear Hospital and Dosher Memorial Hospital  Spring 20xx
• Assisted in postoperative care including wound care, catheterization removal, and medication administration

RELEVANT EXPERIENCE
Officer, UNCW Association of Nursing Students (ANS)  September 20xx-Present
President (Fall 20xx), Vice President (Spring 20xx), Treasurer (Fall 20xx)
• Organized a formal event to raise money for Guardians of the Ribbon for December 20xx
• Coordinate and plan groups of individuals to promote healthy lifestyles in the community
• Arranged involvement in service projects for members such as “Paws4People Walk” and “Young at Heart”

Lab Assistant, UNCW School of Nursing  Fall 20xx
• Evaluated health assessment skills
• Mentored first semester nursing students

Volunteer, Research Department Emergency Room – Cooper University Hospital  June 20xx-Present
• Collaborated with Research Assistant and Doctor on studies involving hypertension and sepsis
• Recruited possible candidates for the above studies

Summer Volunteer, Camden Coalition for Healthcare Providers  Summer 20xx
• Collaborated with multidisciplinary team to aid patients in managing their long-term disease
• Utilized resources for patients such as housing options

CERTIFICATIONS
• Intraosseous Training, January 20xx
• American Heart Association BLS Certification, May 20xx
• National Institutes of Health training course “Protecting Human Research Participants”, May 20xx
ADAM NURSE

123 Lumina Avenue • Wrightsville Beach, NC 28480 • nurse123@uncw.edu • (910) 962-3174

EDUCATION
University of North Carolina Wilmington (UNCW) December 20xx
Bachelor of Science, Nursing GPA: 3.59
Minor: Spanish
Semester Study Abroad: San Jose, Costa Rica – September 2013 - December 2013

CLINICAL EXPERIENCE

Intensive Care Capstone Anticipated start date: October 20xx
Progressive Care Unit: New Hanover Regional Medical Center Fall 20xx
• Managed care for patients on ventilator support, with tracheotomies, and stroke victims.

Pediatric Nursing: New Hanover Regional Medical Center Spring 20xx
• Provided care for children with issues including RSV, MVC victim, and foreign body ingestion.
• Administered medications, tracheotomy care, and respiratory interventions.

NICU: New Hanover Regional Medical Center Spring 20xx
• Aided with premature neonates with issues such as respiratory, nutrition, and dependence.

Community Nursing: Boys and Girls home, Maxim Health Care, and New Hanover Health Department Spring 20xx
• Collaborated with home health to provide health and social services in the community.
• Assisted in administering vaccinations, cervical exams, STD testing, and education.
• Created teaching projects and mentored pregnant teen mothers.

Maternity Nursing: Onslow Memorial Hospital Fall 20xx
• Engaged in care for antepartum, intrapartum, and postpartum stages as well as newborns.
• Performed fetal assessment, newborn care, cervical exams, and monitoring fetal activity.

Mental Health Nursing: Brynn Marr Hospital and New Hanover Metro Treatment Center Fall 20xx
• Supported those with a variety of mental illnesses such as depression, schizophrenia, and addiction.
• Collaborated with professionals on addictions and practiced therapeutic communication.

Medical/Surgical Nursing: New Hanover Regional Medical Center and Davis Health Care System Spring 20xx
• Assisted in postoperative care including wound care, catheterization removal, and medication administration.

ADDITIONAL EXPERIENCE

Certified Nursing Assistant II and Sitter, New Hanover Regional Medical Center, Wilmington March 20xx - Present
• Provide patient care in all types of hospital settings and sitting with patients one on one.

Certified Nursing Assistant I, Forsyth Cardiology Associates, Winston Salem, NC May 20xx - September 20xx
• Collected vital signs, performed EKG’s, and assisted with management of the Coumadin clinic.

Volunteer, High Point Community Clinic, High Point, NC December 20xx - January 20xx
• Assisted with patient care, included taking vital signs and intake coordination.

INVolVEMENT
Member, Sigma Theta Tau, Nursing National Honors Society May 20xx - Present
Member, Sigma Alpha Lambda, National Honors Organization May 20xx - Present
Member, Association of Nursing Students January 20xx - Present
Study Abroad Ambassador, University of North Carolina Wilmington January 20xx - Present
Member, Sigma Sigma Sigma Sorority, University of North Carolina Wilmington August 20xx - Present
Alumnae Relations Chair, Secretary of Honor Council

AWARDS
Chancellor’s Achievement Award, UNCW Spring 2013 & Spring 20xx
Dean’s List, UNCW Spring 2013 - Spring 20xx

CERTIFICATIONS
CPR Certification, American Heart Association CPR Certification Expires April 20xx
CNA II, University of North Carolina Wilmington May 20xx
CNA I, Davidson Community College August 20xx
Christopher Seahawk  
601 S. College Road, Wilmington NC, 28403 | (910) 962-3174, cas1234@uncw.edu

EDUCATION  
Bachelor of Science, Business Administration, May 20xx  
Concentration: Human Resources Management  
University of North Carolina Wilmington (UNCW)  
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  
NC Society for Human Resource Management, The New Look in Resumes, August 20xx  
Whispering Hills Girl Scout Camp, Learning Exchange, Whispering Hills, SC, May 20xx  
United Way Voluntary Action Center, Wilmington, NC, April 20xx-April 20xx  
Speech Communication Week, Wilmington, NC, August 20xx-January 20xx

EMPLOYMENT  
Office Assistant, UNC Wilmington Campus Recreation, Wilmington NC, August 20xx-present  
Server, Tower 7, Wrightsville Beach NC, August 20xx-May 20xx  
Host, Outback Steakhouse, Raleigh NC May 20xx-August 20xx
SAMPLE Medical CV

ASHLEY D. SEAHAWK
601 Fayetteville Rd ♦ Durham, NC ♦ (910) 962-3174 ♦ ashleyseahawk@gmail.com

EDUCATION:
University of North Carolina Wilmington
Bachelor of Arts, Biology
GPA 3.7, Dean's List

Relevant Experience:

**Charge Nurse// Nurse Preceptor**
UCLA MEDICAL CENTER
March 20xx - October 20xx
Ensure high levels of patient-centric care in the ICU, PTCA, post-CABG and ER units. Worked collaboratively with teams of medical professionals on care plan development; managed execution of care plans and patient evaluations. Utilized strong critical thinking skills to respond efficiently and promptly to rapid changes in patient condition.
- Coordinated and conducted rigorous monitoring of patients, checking and recording vitals and ensuring that patient comfort was optimized.
- Monitored medical equipment and life support devices including, pulse oximeter, heart monitors and ventilators
- Managed IV's. chest tubes, catheters and endotracheal tubes, closely monitoring to ensure proper functioning
- Provided training to student nurses and new graduates, guiding and evaluating performance.

**Circulating/PACU Nurse**
THE KEYES SURGICENTER
August 20xx- February 20xx
Supported patients in recovery post surgery, consistently delivering exemplary and holistic care to maximize patient comfort and ensure treatment and recovery plans were clearly established.
- Educated patients on recovery process and provided them with guidance in response to inquires
- Managed wound dressings and administered medication to assist in pain management and healing.
- Monitored environment to ensure that levels

**STAFF/ Charge Nurse**
Orange County Medical Center
May 20xx - April 20xx
Assisted patients in prior to surgery, explaining procedures and precautions in compliance with hospital policy and standards.
- Helped promote five individuals to leadership positions
- Served on cross functional teams to review strategic initiatives, non-standard opportunities, and departmental statistics and trends
- Educated patients on recovery process and provided them with post surgery care and at home assistance
- Managed IV's. chest tubes, catheters and anesthesiologist, closely monitoring and ensuring proper functioning of surgical tools

**Work Experience:**

**Emergency Medical Technician**
Pender County, NC
November 20xx - April 20xx
- Respond to dispatched emergency assignments quickly and safely.
- Perform basic and advanced patient assessments.
- Interpret limited histories and examine patients to identify underlying critical issues.
JESSICA NURSE  
nursej@uncw.edu | (910) 123-4567 | www.linkedin.com/in/jessica-nurse

EDUCATION
University of North Carolina Wilmington  
Bachelor of Science, Nursing  
Dean’s List: 6 semesters  
May 20xx  
Current GPA: 3.8/4.0

CERTIFICATIONS
BLS Certified  
Expires September 20xx  
Certified Nurse Aid (CNA) II  
Expires December 20xx  
FEMA Certificate  
Cultural Competency Training  
NIH Stroke Certification

CLINICAL EXPERIENCE
Neonatal Intensive Care Unit, NHRMC – 135 hours  
Spring 20xx  
Progressive Care Unit, NHRMC – 135 hours  
Spring 20xx  
Pediatrics, NHRMC: Betty H. Cameron Women and Children’s Hospital – 90 hours  
Fall 20xx  
Community Health, Pender County – 90 hours  
Fall 20xx  
Shadowing, NHRMC – 12 hours  
February 20xx  
- Observed Carolyn Jones, Neonatal Nurse Practitioner, in NICU as she did assessments on patients and collaborated with the interdisciplinary team.  
Obstetrics, NHRMC: Betty H. Cameron Women and Children’s Hospital – 90 hours  
Spring 20xx  
Mental Health, NHRMC: Behavioral Health Hospital – 90 hours  
Spring 20xx  
Medical-Surgical, NHRMC – 135 hours  
Fall 20xx  
Long-term Care facility, Davis Nursing Home – 45 hours  
Spring 20xx

WORK EXPERIENCE
NHRMC, Wilmington NC  
May 20xx – January 20xx  
Nurse Aid II on 6th floor- Medicine/Oncology  
- Assisted 12-20 patients with ambulating, toileting, bathing and other tasks of daily living and comfort measures  
- Participated in interdisciplinary care to anticipate the plan of care for 12-20 patients  
- Assisted 2-5 nurses with repositioning, wound care, vitals, tracheostomy care, and other acute care tasks

Housing and Residence Life, UNCW  
August 20xx – May 20xx  
Desk Receptionist  
- Communicated with residents and assist in checking in and out up to guests each day  
- Served as a resource for residents interested in campus involvement

IN VolvEMENT & SERVICE
Association of Nursing Students  
January 20xx – Present  
President & Member  
- Demonstrate leadership by organizing meetings for 60 members, events, nursing guest speakers, volunteer  
- Attend National Student Nursing Association leadership meetings
Johnny Seahawk
601 South College Road • Wilmington, NC 28403 • 910-962-3174 • johnnyseahawk@gmail.com

Country of Citizenship: U.S.A.
Hiring Preference: Recent Graduate
Security Clearance: _________________
Veterans Preference: _________________

EDUCATION

University of North Carolina Wilmington (UNCW), Wilmington, NC
Bachelor of Arts, International Studies
Minor: English
GPA: 3.6/4.0 scale
May 20xx

The Center for Mesoamerican Research (CIRMA), Antigua, Guatemala
Semester Study Abroad
Spring 20xx

Walter Johnson High School, Bethesda, MD
Bachelor of Arts, International Studies
Minor: English
GPA: 3.87/4.0 scale
June 20xx

RELEVANT EXPERIENCE

Building Manager
Campus Recreation – UNCW
August 20xx – present
20 hours/week – Stipend $___/month
601 S. College Road, Wilmington, NC 28403
910-962-3241
Supervisor: ____________, Residence Coordinator; may be contacted

As Building Manager, I am responsible for the operation of the Student Recreation Center during weekday early morning, evening and the weekend hours. Through extensive training I am knowledgeable of all policies of the Campus Recreation operation and make decisions based on previous experience, general philosophy and mission of the facility and program.

- Supervise student employees in the absence of professional team staff
- Administer the policies and rules of the department to students, faculty, staff, and guests
- Act as the general “trouble-shooter” within the facility

Intern
DREAMS of Wilmington, Inc.
February 20xx – present
10 hours/week - Unpaid
901 Fanning Street, Wilmington, NC 28401
910-772-1501
Supervisor: ____________, Lead Program Coordinator; may be contacted

As an intern, I assist all programmatic areas at a non-profit organization dedicated to providing youth in need with high-quality, free-of-charge classes in the literary, visual and performing arts.

- Coordinate the annual fundraiser in conjunction with other professional staff
- Assist office staff with mailings, special event preparation, and a variety of other projects on an as-needed basis
Campus Conduct Board (CCB) Member
Office of the Dean of Students – UNCW
October 20xx – May 20xx
5 hours/week (varied) – Unpaid
601 S. College Road, Wilmington, NC 28403
910-962-3119
Supervisor: ___________, Assistant Dean; may be contacted

As a CCB member, I worked as a team with students and faculty to hear cases of alleged violations of the UNCW Code of Student Life. In this role I was trained by the Office of the Dean of Students to act as a jury member and advocate for justice in the conduct system.

- Conferring with other students on board regarding conduct system
- Hearing witness statements regarding offenses of UNCW students
- Working with Deans and Assistant Deans of UNCW
- Reminding others of student’s rights and how they should apply to conduct system

LEADERSHIP EXPERIENCES

International Student Mentor, UNCW-Office of International Programs
Fall 20xx – present
- Assist new international student acclimate to UNCW and the local community

Seahawk Admissions Network for Diversity (SAND), UNCW-Admissions
Spring 20xx – present
- Work to improve UNCW student diversity numbers through admissions programming
- Provide campus tours and to show perspective students qualities about UNCW that would make it their top school choice

Seahawk Leadership Conference, UNCW
Fall 20xx
- Participated in workshops covering Minimizing Risks with Sound Judgment and Decision Making, Making the Most of your Leadership Experiences, and Conflict Management Techniques

Program Tutor, Wilmington Youth Center (WIRE)
Spring 20xx
- Supported at-risk middle and high school students in New Hanover County by providing tutoring, games, and mentoring

INVolVEMENT

Sigma Alpha Lambda, National Leadership and Honors Organization, Spring 20xx – present
Habitat for Humanity, UNCW, Fall 20xx – present
Stop Hunger Now (meal packaging program), UNCW, Fall 20xx – present

REFERENCES

Name, Title, Organization, Telephone, Email
Name, Title, Organization, Telephone, Email
Name, Title, Organization, Telephone, Email

There is no page limit for a federal resume – so be sure to fully describe your experiences and tailor your resume for each application
COVER LETTER & SUPPORTING MATERIALS OVERVIEW

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 and highlights your personality

Cover Letter Tips

- No longer than one page and have no more than four 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, and 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>This section identifies the position you’re applying for, the reason you’re sending the letter, how you heard of the opening, and why you are genuinely interested. Grabs the employer’s attention and has a clear pitch.</td>
<td>Uses correct professional format with date and addresses on top and a signature on the bottom. It is clear, 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>
</tr>
<tr>
<td>This paragraph identifies one or two of your strongest qualifications and relates how these skills apply to the job. This letter explains specifically why you are interested in the position, and how you can benefit the company based on your skill set.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. Mention your degree or specialization as how it relates to the position you are applying to

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 by providing specific examples of when/how you demonstrated those 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:

With the utmost enthusiasm, I would like to express my interest in the [position title] position at [Company]. My interest in [field] has taken me from [experience] to [experience]. I believe that my passion for [aspect of your field or background], and interest in [aspect of your field or background] make me an ideal candidate to join the [department] staff at [Company].

As an effective [descriptor that reflects transferable skill #1], I am/can [action that fits one of the main qualifications]. In my role at [previous job], I [action or accomplishment]. I was also able to showcase my [skill] abilities as a [role] in [project name] by [what you did].

I am also a disciplined [descriptor that reflects transferable skill #2]. I have always displayed my careful approach to [job duty] by [action]. At [Previous Company, Club, or Class], I frequently [action]. In addition, I had the opportunity to [action or accomplishment], which further shows my dedication to [aspect of your field].

Everything that I have engaged in so far has all been driven by my keen interest in [aspect of your field]. Even as a [previous role], I made sure to dedicate part of my day to [action].

I look forward to hearing from you in the near future regarding an interview as I feel this position is a perfect merger of my skills and passion in working with clients and organizations looking to increase their revenue and productivity. If you should have any questions or need additional information you may contact me via phone: 910-123-4567 or email: sammys@uncw.edu. Thank you very much for your time and consideration.

Sincerely,

Sammy Student

Sammy Student
SAMPLE COVER LETTER

601 South College Road  
Wilmington, NC 28403

April 11, 20xx

Mr. Thomas Hire  
Human Resources Manager  
New Company, Inc.  
789 Seahawk Road  
Raleigh, NC 27601

Dear Mr. Hire:

Please accept this cover letter and resume for [position title] position at [Company] as posted on [Posting site]. I was very excited to see this position posted as I have been seeking an opportunity that aligns with my passion and skill set, maximizing my ability to contribute to your company in a significant way.

Over the past [time frame] of my collegiate career in [specify position], I have come to better understand the needs and issues of first year clients in a [professional] environment. I have in-depth understanding of client challenges and expectations and enhancements that companies can offer to assist future clients resulting in increased sales, revenue, marketing, and productivity. During my professional and collegiate career, I developed and honed my skills to excel as a [position]. I utilize an engaging, approachable, and information-based style with clients in an effort to instill a strong sense of confidence and trust.

I possess a strong "wide vision" perspective because I have made a concerted effort to learn as many aspects of the field as possible, including investments, market growth, transitions, and global involvement. In my career preparation, I have supervised up to 4 full-time [programs or students]. I am adept to assessing situations quickly, and developing strategies and providing solutions consistent with organizational values and vision. In addition, I had the opportunity to [action or accomplishment], which further shows my dedication to [aspect of your field].

Everything that I have engaged in so far has all been driven by my keen interest in [aspect of your field]. Even as a [previous role], I made sure to dedicate part of my day to [action].

I look forward to contributing my skills and experiences to the [position title] position at [Company] and hope to have the opportunity to speak with you in more detail about my qualifications. If you have questions or need additional information you may contact me anytime via phone: 910-123-4567 or email: sammys@uncw.edu. Thank you very much for your time and consideration.

Sincerely,

Sammy Student

Sammy Student
Dear Hiring Manager:

I am writing to express my interest in the New Graduate Registered Nurse Residency at New Hanover Regional Medical Center. I saw the job position on your website and have previously worked at NHRMC as a Nurse Aide. I previously worked on the sixth floor, Medicine/Oncology. I am in my last semester of nursing school at the University of North Carolina Wilmington. I plan to stay in Wilmington to start my career in the NICU after I graduate in May 20xx.

Working at NHRMC as a Nurse Aide interested me in staying with this hospital as a Registered Nurse. I feel that my experience as an employee here has given me an advantage above others because I am familiar with the way this hospital runs. Additionally, my time as a nursing student introduced me to the NICU where I feel passionately that I could be an asset. I had the opportunity to shadow RNs throughout the NICU as well as Neonatal Nurse Practitioner Carolyn Jones. Through these experiences I learned the basic routine of the floor, how to assess and prioritize care for the neonates on the floor, take part in interdisciplinary care, among many other things. NICU nursing has captivated me because I believe that I can provide holistic care for the patients as well as family care for the parents who must face difficult times for their newborn. I believe that my leadership, communication, and nursing skills will make me the perfect candidate for the NICU at NHRMC. I understand that as a new graduate I will need to work hard to adapt and learn how to provide the best care for my patients, and I am committed to working hard every day.

Thank you in advance for your time and consideration. Attached is my resume for your convenience. I look forward to communicating with you either in person or online. Please feel free to reach out to me with any questions at nursej@uncw.edu or (910) 123-4567.

Sincerely,

Insert Signature

Jessica Nurse
**SAMPLE EMAIL COVER LETTER**

Seahawk, Jessica C.

From: Jessica.seahawk@gmail.com  
To: Katie.smith@vminternational.org  
Subject: Accounting Position # 234321 Jessica Seahawk – Resume.pdf

Dear Ms. Smith,

When reviewing your posting for the Accountant job within V&M International, Inc. on LinkedIn.com, I was pleased to discover that my qualifications align perfectly with your needs and requirements. Therefore, I believe that I am an ideal candidate for the role. What is more, I am certain that I would be a valuable addition to your team and the whole company.

To shortly introduce myself, I am a detail and accuracy-oriented individual offering excellent analytical skills and the important ability to function well both independently and in deadline-driven team environments. At FT Group, Inc., where I worked for over 3 years, I was given the responsibility for completing and reviewing financial statements and records to ensure the accuracy of all data and working on the constant improvement of existing accounting systems to increase efficiency and reduce unnecessary costs. In addition, I stayed up-to-date with current laws and regulations, assisted in the payroll and tax management, reconciled financial discrepancies, and tracked and monitored all expenditures. For constantly executing perfect work and meeting all assigned objectives, I have been awarded the Employee of the Year once.

Next, I am the University of Edinburgh graduate with a bachelor’s degree in Accounting & Finance. At the university, I was not only among the top 2% of students with the best academic results but I also served as a Class Representative for 2 years. Offering the experience with all software programs necessary for the role, such as QuickBooks, GnuCash, and Sage, I am a native French speaker with a proficiency in English and a basic knowledge of Spanish.

Last but not least, I have attached my up-to-date CV for your review so please do not hesitate to contact me if you have any questions on my qualities. I can be reached at any time at 555-555-5555 or via email at hello@kickresume.com. Thank you for your time and consideration and I look forward to speaking with you in the near future.

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
# Sample Reference List

**EMILY R. SEAHWAK**  
601 S. College Rd • Wilmington, NC 28403 • (910) 962.3174 • emily.seahawk@gmail.com

## REFERENCES

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Organization</th>
<th>Address</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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## Reference List Tips

- Your list of references should match the format of your resume
- Typically, you can include 3-5 references on your list
- Sometimes you will not have all of the above information for each reference
  - Make sure to include as much contact information as possible
June 18, 20xx

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

Dear Ms. Jackson:

Dear Mr. Dorza,

Our paths first crossed several years ago when you spoke to my marketing class at the University of Mid Nebraska. At that time, you challenged each of us to make a difference in the world and told us of your early struggles to not only obtain a degree but also launch your company.

Since that time, I’ve followed the rapid growth of your cutting-edge marketing firm. This past year I read that Edgie had been awarded an Addy for the innovative marketing campaign you created for WarmStone Creamery.

Your advice to find an internship in my senior year was invaluable to me. Upon graduation, my mentor at that firm introduced me to ACB Multimedia. For the past three years, I have worked in all facets of marketing: internet, multimedia, and print. I would now like to explore where my education and experience would be of the greatest value to a firm located in the St. Louis area.

I do remember you telling us you would always be happy to answer questions, so I kept your business card. I will contact your secretary in a few days to arrange a meeting at your convenience. I will gladly clear my schedule for whenever you are available. I look forward to seeing you again and gaining your insight into my career path.

Thanks so much for the great advice you gave me while at college, which has shaped my career so far.

Sincerely,

Signature (hard copy letter)

Mary Smith

Sincerely,

Christopher Seahawk
**SAMPLE THANK YOU EMAIL**

Seahawk, Matthew D.

**From:** matthew.seahawk@gmail.com  
**To:** kimberly.green@newhanovercountyschools.edu  
**Subject:** Thank you – Second Grade Teacher Position

Dear Ms. Green,

Thank you so much for taking the time to interview me today. I really enjoyed meeting you and discussing 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 2016  
[Matthew.seahawk@gmail.com](mailto:Matthew.seahawk@gmail.com)  
704-111-1111
April 23, 20xx

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, 20xx

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 should 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

Taylor Seahawk
SAMPLE JOB REJECTION LETTER

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

May 6, 20xx

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

Joshua Seahawk
Get Noticed
Social media is a great way to stay in touch with friends and relatives, but it also can be a useful tool in your job search. Employers are using social media sites like LinkedIn, Twitter, Facebook, Instagram, and YouTube to both promote their organizations and connect with potential job candidates.

While social media can help you research employers (critical to your job-search success), be sure to use it more actively—as a way to connect with potential employers. By following a few basic tips, you can use social media to get in front of hiring managers.

Create a Profile That Gives a Positive Impression of You
- Think of it as your online resume: What do you want it to say about you?

Be Aware of the Keywords You Include in Your Profile
- Many employers do keyword searches to find profiles that contain skill sets they're seeking in candidates.

Don't Mix Personal With Professional
- Don't include photos, comments, or information you wouldn't want a potential employer to see. You are entitled to your own opinions, but certain speech may seem harmful to an employer and can cause you to be overlooked or

Make Sure Your Profile Is Error-Free
- You wouldn't offer up a resume rife with misspellings, would you?

Choose Appropriate Contact Information
- Your e-mail address or Twitter handle should be professional
  - Use your real name and minimal numbers.

Connect & Stay Connected
- Keep in touch with recruiters or other decision makers you may interact with in cyberspace.
- In addition to maintaining your network, use social media to build your network. Don't just establish a social media presence—work it. Reach out. Interact. You will get out of social media what you put in.

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. 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 and the people they know too! It also allows you to see profiles of anyone else on LinkedIn, and gives you ways to connect to them.

LinkedIn Benefits for Students & 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
5 - Learn professional networking etiquette

Source: LinkedIn Resource Center & National Association of Colleges and Employers
**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.
   - 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.
   - Students.LinkedIn.com

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, 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
LinkedIn Etiquette

20 Do's and Don't's

Do's
1. Personalize Connection Requests
2. Send a Welcome/Thank You Message
3. Respond Promptly
4. Have a Professional Headshot
5. Post Content Regularly
6. Personalize Recommendation Requests
7. Nurture Your Relationships
8. Stay Top of Mind
9. Keep it Professional
10. Introduce People

Don't's
1. Don't Send Spammy Messages to Your Connections
2. Don't Send Irrelevant Messages
3. Don't Send Messages With, "I see you viewed my profile..."
4. Don't Lock Down Your Profile
5. Don't Add Connections to Your Email List
6. Don't Ask New Connections or People You Don't Know to Endorse You
7. Don't Ask Strangers for Recommendations
8. Do Not Post Self-Serving Content
9. Don't Criticize Others or Comment Negatively
10. Don't Forget to Check & Reply to Comments

Author Melonie Dodaro - 2014
Job & Internship Search
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.uncw.joinhandshake.com](http://www.uncw.joinhandshake.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.uncw.joinhandshake.com](http://www.uncw.joinhandshake.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 stepping stones to getting a competitive internship later.

- **Service Learning/Volunteer Work** ([www.uncw.edu/osle](http://www.uncw.edu/osle))
  This can be your 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 regardless of 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.).

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

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

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

GATHER CAREER INFORMATION
• What Can I do With a Major In?
• Evaluate Career Fields/Industries
• Occupational Outlook Handbook (https://www.bls.gov/ooh/)
• O*NET (onetonline.org)
• Use CareerShift in handshake to find & research employers/jobs
• Read Job Descriptions
• Conduct Informational Interviews
• Take Career Assessments

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

JOB SEARCH
• Use resources through Handshake (http://uncw.joinhandshake.com)
  o CareerShift
  o Current Jobs for Graduates
  o Job search in handshake
  o Join LinkedIn to network and job search
• Tailor Each Contact
• 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 Handshake
• Develop Interviewing Skills – Use Interview Stream to practice
## Benefits & Cautions of Different Job Search Methods

Below are snapshots of the benefits and cautions of each method. See the Career Center website for more details.

<table>
<thead>
<tr>
<th>Method</th>
<th>Benefits</th>
<th>Cautions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Handshake</strong></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><img src="https://.uncw.joinhandshake.com" alt="handshake" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CareerShift</strong></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><img src="https://www.careershift.com" alt="careershift" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Going Global</strong></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><img src="https://www.goingglobal.com" alt="flyingmap" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LinkedIn</strong></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><img src="https://www.linkedin.com" alt="linkedin" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Jobs for Grads</strong></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><img src="https://www.collegegrad.com" alt="collegegrad" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Job Listings Online</strong></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><img src="https://www.uncw.edu/career/WhatsCanIDoWithaMajorIn.html" alt="universityjobs" /> <img src="https://www.uncw.edu/career/jobssearchlinks.html" alt="universityjobs" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Networking – Talking to Personal Contacts and Career Fairs</strong></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>
**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 who 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 specific 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>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Website Username:</th>
<th>Website Password:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Position Title/Purpose:</th>
</tr>
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</table>

### POSITION CRITERIA

<table>
<thead>
<tr>
<th>Education and Experience:</th>
</tr>
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</table>

<table>
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<tr>
<th>Other Qualifications:</th>
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</table>

<table>
<thead>
<tr>
<th>Duties and Responsibilities:</th>
</tr>
</thead>
</table>

### SUMMARY

Overall strengths related to this position:

Overall development needs related to this position:

### ACTION TAKEN

- □ Submit resume ________ (date)  □ Submit cover letter ____________ (date)

### FOLLOW UP

- □ Interview ________________ (date)  □ Send thank you letter ____________ (date)

Progress:
EXPERIENCE
GET IT NOW!

UNCW CERTIFIED INTERNSHIP PROGRAM

WHAT?
The Certified Internship Program (CIP) provides students with a framework to enhance knowledge through an internship or leadership experiences.

Impactful learning is achieved through assignments including: setting learning objectives with the on-site supervisor, engaging in critical reflections to process the experience, and more!

WHEN?
Students can enroll in the CIP during the Fall or Spring semester as well as over the summer; however, participation in the CIP must occur during the same academic term as the internship or leadership experience.

The application can be found on the CIP website, and if you don’t have an experience lined up, the Career Center is here to help!

WHY?
- It’s FREE — No tuition! No fees!
- Fulfill your “Explorations Beyond the Classroom” graduation requirement
- Earn a Professional Development certificate to show off on your resume
- Receive 1-on-1 coaching throughout your internship with a CIP Coordinator

Am I Eligible?
- Have an internship or leadership position where you can enhance your skills?
- Current UNCW student
- GPA = 2.5 or higher
- Good academic standing
- Position will be at least 50 hours over 5 or more weeks

QUESTIONS?
Contact a CIP Coordinator
Career Center
Fisher University Union, Rm 2035
910-962-3174
www.uncw.edu/career/cip.html

UNCW®
CAREER CENTER
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.

9. **Federal Jobs = Great Work/Life Balance**
   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](http://www.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](http://www.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.

Source: www.makingthedifference.com
www.gogovernment.org
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 min. 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 can 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:
- [USAJOBS.gov](https://help.usajobs.gov/index.php/How_to_create_your_resume) – Create Your Resume

Students and Entry-level Jobseekers
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](https://help.usajobs.gov/index.php/How_to_create_your_resume) 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](https://help.usajobs.gov/index.php/How_to_create_your_resume)
- [GoGovernment Veterans Individuals with Disabilities](https://help.usajobs.gov/index.php/How_to_create_your_resume)

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


Source: [www.makingthedifference.com](http://www.makingthedifference.com)
[www.gogovernment.org](http://www.gogovernment.org)
INTERNATIONAL JOB SEARCH & 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.goingglobal.com">www.goingglobal.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>
<tr>
<td>Work Placement Programs</td>
<td><a href="http://www.bunac.org">www.bunac.org</a></td>
<td>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.</td>
</tr>
</tbody>
</table>
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 and Alumni with Disabilities**
- 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)
- 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 & Alumni**
- Hiring Our Heroes – [www.uschamber.com/hiringourheroes](http://www.uschamber.com/hiringourheroes)
- 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)
- Vocational Rehabilitation & Employment Program – [www.vba.va.gov/bln/vre](http://www.vba.va.gov/bln/vre)
- Student Veterans of America – [www.studentveterans.org](http://www.studentveterans.org)
- FedshireVets – [www.fedshirevets.gov](http://www.fedshirevets.gov)
African American Students & Alumni
- Diversity Employers – www.diversityemployers.com
- Black Enterprise – www.blackenterprise.com/careers

Asian/Pacific Islander Students & Alumni

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

LGBTQI Students & Alumni
- Pride at Work – www.prideatwork.org
- Simply Hired - Pro Gay Jobs on the Web – www.simplyhired.com/a/jobs/list/q-pro+gay
**Negotiating Salaries**

**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, 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

**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!

Source: National Association of Colleges and Employers
INTERVIEW PREPARATION
**Interview Overview**

**What is an Interview?**
- Two-way conversation between you and the employer
- A selling situation
- First chance to meet and speak with a potential employer
- Second step of the job search process

**What Do 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?

**Types 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 – have your phone as back up
- Make sure the room is free of distractions – consider what the interviewer will see on camera
- Dress professionally

**BEFORE – Prepare for the Interview**

**Research:**
- Research the Employer or Graduate School:
  - What the company does (mission, vision, etc.)
  - Information about the industry
  - Products/Customers
  - What others say about the company
  - Current challenges and industry trends
- Ways to Research:
  - CareerShift
  - Company website
  - LinkedIn.com
  - 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.
  - For example: if you’re lacking related experience, discuss your skills gained through school projects, organizations you’re a part of, or volunteer work.

***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, being fully prepared requires understanding 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 took 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.

Remember that 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)

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

5. Why?
   - Set yourself apart and create an excellent “last impression”
   - Opportunity to reiterate & solidify your interest and fill in anything you may have left out

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 Big Interview
Log in at uncw.biginterview.com
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.
**INTERVIEWING TIPS & STRATEGIES**

Below are some 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 employer’s website, utilize CareerShift, LinkedIn, and the researching employers part of the Career Center webpage
- 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 discuss how you are already 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. Your ability to learn, work ethic or teamwork ability, provide examples.

**Situational**

**What would you do if the work of a team member was not up to expectations?**
- Balance between blaming others 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?
- 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?

Want 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 Big Interview - available through (www.myseawork.com).

Adapted from Meredith College Academic and Career Planning 2012
### The STAR Method

The STAR method is a structured manner of responding to a behavioral-based interview question by discussing the specific situation, task, action, and result of the situation you are describing.

<table>
<thead>
<tr>
<th>S</th>
<th>Situation</th>
<th>Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from volunteer experience, or any relevant event.</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Task</td>
<td>What goal were you working toward?</td>
</tr>
<tr>
<td>A</td>
<td>Action</td>
<td>Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what was your particular contribution? Be careful that you don’t describe what the team or group did when talking about a project, but what you actually did. Use the word “I” not “we” when describing actions.</td>
</tr>
<tr>
<td>R</td>
<td>Result</td>
<td>Describe the outcome of your actions and don’t be shy about taking credit for your behavior. What happened? How did the event end? What did you accomplish? What did you learn? Make sure your answer contains multiple positive results.</td>
</tr>
</tbody>
</table>

#### Advertising revenue was falling off for my college newspaper, The Review, and large numbers of long-term advisers were not renewing contracts.

#### My goal was to generate new ideas, materials, and incentives that would result in at least a 15% increase in advisers from the year before.

#### I designed a new promotional packet to go with the rate sheet and compared the benefits of The Review circulation with other ad media in the area. I also set-up a special training session for the account executives with a School of Business Administration professor who discussed competitive selling strategies.

#### We signed contracts with 15 former advertisers for daily ads and five for special supplements. We increased our new advertisers by 20 percent over the same period last year.

### How to Prepare for a Behavioral Interview

Make sure that you follow all parts of the STAR method. Be as specific as possible at all times, without rambling or including too much information. Oftentimes students have to be prompted to include their results, so try to include that without being asked. Also, eliminate any examples that do not paint you in a positive light. However, keep in mind that some examples that have a negative result (such as “lost the game”) can highlight your strengths in the face of adversity.

- Recall recent situations that show favorable behaviors or actions, especially involving coursework, work experience, leadership, teamwork, initiative, planning, and customer service.
- Prepare short descriptions of each situation; be ready to give details if asked.
- Be sure each story has a beginning, middle, and an end, i.e., be ready to describe the situation, including the task at hand, your action, and the outcome or result.
- Be sure the outcome or result reflects positively on you (even if the result itself was not favorable).
- Be honest. Don’t embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation.
- Be specific. Don’t generalize about several events; give a detailed accounting of one event.
- Vary your examples; don’t take them all from one area of your life.

Source: Georgia State University, University Career Services
Sample Behavioral Interview Questions

Practice using the STAR Method on these common behavioral interviewing questions:

1. Describe a time when you were faced with a stressful situation that demonstrated your coping skills.

2. Give me an example of a time when you used good judgment and logic in solving a problem.

3. Give me an example of a time when you set a goal and we’re able to meet or achieve it.

4. Tell me about a time when you had to use your presentation skills to influence someone’s opinion.

5. Give me a specific example of a time when you had to conform to a policy with which you did not agree.

6. Please discuss an important written document you were required to complete.

7. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

8. Tell me about a time when you had too many things to do and you were required to prioritize your tasks.

9. Give me an example of a time when you had to make a split second decision.

10. What is your typical way of dealing with conflict? Give me an example.

11. Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).

12. Tell me about a difficult decision you made in the last year.

13. Give me an example when something you tried to accomplish failed.

14. Give me an example of when you showed initiative and took the lead.

15. Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.

16. Give me an example of a time when you motivated others.

17. Tell me about a time when you delegated a project effectively.

18. Give me an example of a time when you used your fact-finding skills to solve a problem.

19. Describe a time when you anticipated potential problems and developed preventative measures.

20. Tell me about a time when you were forced to make an unpopular decision.

21. Please tell me about a time when you had to fire a friend.

22. Describe a time when you see your sights too high (or low).

23. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.

Source: Georgia State University, University Career Services
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>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>Situation:</td>
<td>Action:</td>
</tr>
<tr>
<td>Task:</td>
<td>Result:</td>
</tr>
<tr>
<td>Interpersonal</td>
<td></td>
</tr>
<tr>
<td>Situation:</td>
<td>Action:</td>
</tr>
<tr>
<td>Task:</td>
<td>Result:</td>
</tr>
<tr>
<td>Teamwork</td>
<td></td>
</tr>
<tr>
<td>Situation:</td>
<td>Action:</td>
</tr>
<tr>
<td>Task:</td>
<td>Result:</td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
</tr>
<tr>
<td>Situation:</td>
<td>Action:</td>
</tr>
<tr>
<td>Task:</td>
<td>Result:</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td></td>
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<tr>
<td>Situation:</td>
<td>Action:</td>
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<tr>
<td>Task:</td>
<td>Result:</td>
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<tr>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>Situation:</td>
<td>Action:</td>
</tr>
<tr>
<td>Task:</td>
<td>Result:</td>
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<tr>
<td>Technical</td>
<td></td>
</tr>
<tr>
<td>Situation:</td>
<td>Action:</td>
</tr>
<tr>
<td>Task:</td>
<td>Result:</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
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<tr>
<td>Situation:</td>
<td>Action:</td>
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<tr>
<td>Task:</td>
<td>Result:</td>
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<tr>
<td>Other:</td>
<td></td>
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<tr>
<td>Situation:</td>
<td>Action:</td>
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<tr>
<td>Task:</td>
<td>Result:</td>
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<tr>
<td>Other:</td>
<td></td>
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<tr>
<td>Situation:</td>
<td>Action:</td>
</tr>
<tr>
<td>Task:</td>
<td>Result:</td>
</tr>
</tbody>
</table>

Source: Virginia Tech Career Planning Guide
UNCW Skill Seeker
Professional Attire

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, and pale colors.

- **Ties**: Darker than your shirt. Length should end at your belt. Keep it conservative.

- **Accessories**: Stay conservative; jewelry and other accessories can overshadow you. No piercings other than earrings. Professional watch. Nude colored hose. Natural looking makeup. Shave or neatly trimmed beard. Professional haircut. Briefcase/portfolio OR purse. No book bags. Match belt and shoes. Calf length socks should match or be slightly darker than pants. No cologne/perfume. Cover tattoos if possible.

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

- Banana Republic
- J. Crew
- The Limited
- Ann Taylor
- JoS. A. Bank
- Men’s Warehouse
- Express
- Belk
- Dillard’s
- New York & Company
- Kohl’s
- Target
- T.J. Maxx
- Marshalls
- JC Penny

*Check with retailers for student discounts*
GRADUATE & PROFESSIONAL SCHOOL
**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**
Enterance 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 (see next page)
- 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 should provide 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 you are 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 any typos or other errors?
- Do you think the statement has in any way distinguished me from other applicants?
- Do you think my application 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 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.

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 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
- American Bar Association – www.abanet.org
PROFESSIONALISM
IN THE
WORKPLACE
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 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. 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.

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
Email Etiquette Tips
- Have more than 1 email address, 1 specifically for job applications
- Check your junk mail regularly. You may miss something!
- Allow someone 24 hours to reply to your email before you email them again. Following 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
- No texting abbreviations (ur, btw, lol)
- If 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 call 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

25% Communication Skills

21% Time Management

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 extremely 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 grows, 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 many events each year.

Networking Groups in Wilmington

*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.
Website: www.pcyppapp.com
Follow them on Twitter @PCYP – Like them on Facebook “Port City Young Professionals”

*Wilmington Minority Professionals Networking Group*
The Wilmington Minority Professional Networking Group (WMPNG) addresses 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.
Find them on Facebook: www.facebook.com/groups/wmpng

**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 employers.