

University of Georgia.

CAREER GUIDE



UNIVERSITY OF
GEORGIA
Career Center



career.uga.edu | @ugacareercenter

706-542-3375 | 2nd Floor, Clark Howell Hall

MASTER OF ACCOUNTANCY



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2019 MAcc graduates posted a 98 percent career placement rate at graduation

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PROGRAM



MAcc/MS FINANCIAL
PLANNING
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- AUDIT
- TAXATION
- ADVISORY

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UNIVERSITY OF
GEORGIA
Terry College of Business

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Get Accepted

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A Quick Guide to Our Services



The Career Center provides a wide variety of services to UGA students and alumni, including:

- Resume & Cover Letter Critiques
- Portfolio Critiques
- Major & Career Exploration
- Professional Etiquette & Networking
- Employer Communication & Research
- Salary Negotiation
- Interview Prep
- Graduate/Professional School Exploration
- Job & Internship Searching
- Career Fair Prep
- Social Media & LinkedIn Tips
- Evaluating Job Offers

Individual Career Counseling — Career consultants are available to meet individually with students at any point during their time here at UGA. To find out the name and contact information for your designated career consultant, visit our website at career.uga.edu. To schedule an appointment, log in to your Handshake account or call 706-542-337.

Drop-In Hours — Have a quick question? Stop by the Career Center Multipurpose Room from 11 a.m. until 2 p.m., Monday-Friday during fall and spring semesters, to meet with a Career Center team member for 10-15 minutes. No appointment necessary.

Satellite Drop-In Hours — Check our website to find out when your career consultant will be holding satellite hours on-campus at a location near you. Drop in during those times to ask quick questions. No appointment necessary.

Arch Ready Professionalism Certificate — This program includes a series of workshops designed to help you prepare for professional life after graduation. Students who complete the program will receive a certificate and a lapel pin. Learn more at career.uga.edu/archready.

Mock Interviews — Have an interview coming up or want to hone your interviewing skills? Schedule a practice interview with your career consultant using your Handshake account to help you prepare.

Career Assessments — Learn how your personality, interests, values, and skills can help you choose a major and career. See career.uga.edu/majors_careers/assessments to take a career assessment.

Explore Labs — Attend one of these small-group sessions, held throughout each semester, to learn about the tools and resources used to explore major options at UGA. To see the full listing with dates and times, visit career.uga.edu/calendar.

Handshake — This internship and job board helps UGA students and alumni land meaningful opportunities. Begin here when looking for internships and jobs, including part-time, full-time, and on- and off-campus opportunities. Log in at the bottom of the Career Center homepage at career.uga.edu/#handshake.

Intern for a Day — Need experience? Check out the Career Center's job shadowing program. Find more info at career.uga.edu/job_search/internships/intern_for_a_day.

Online Career Guides & Resources — Under the "Resources" tab at career.uga.edu, check out the "Career Guides" link and "Online Resources" link for additional tools, including our Graduate Student Guide, International Student Career Guide, Federal Resume Guide, and more.

UGA Mentor Program — We are personalizing the networking experience; connecting you with alumni mentors that are just right for your commitment. Learn more at mentor.uga.edu.

To access a full list of services, visit career.uga.edu.

Four-Year Career Development Plan



This plan provides suggestions for your time at UGA. The timing and priority of each task can be dependent on your career goals. If you need help deciding where to start or what to do next, attend Career Center Drop-In Hours every weekday from 11 a.m. until 2 p.m. to meet with a Career Center team member.

First Year	Second Year	Third Year	Fourth Year
<p>Declare a Major & Explore Career Options</p> <ul style="list-style-type: none"><input type="checkbox"/> Visit career.uga.edu and complete career assessments to help explore your interests, values, and personality type.<input type="checkbox"/> Read What Can I Do With A Major In...? pages to discover some career options.<input type="checkbox"/> Use the UGA Bulletin to access course descriptions and syllabi, as well as learn more about degree options. <p>Get Involved</p> <ul style="list-style-type: none"><input type="checkbox"/> Find a mentor via the UGA Mentor Program.<input type="checkbox"/> Join a student organization.<input type="checkbox"/> Participate in residence hall activities.<input type="checkbox"/> Volunteer.<input type="checkbox"/> Attend Career Center programs and workshops.<input type="checkbox"/> Ask about research opportunities with professors. <p>Get Experience</p> <ul style="list-style-type: none"><input type="checkbox"/> Utilize Handshake for on- and off-campus part-time jobs and internships.<input type="checkbox"/> Shadow professionals through our Intern for a Day program.<input type="checkbox"/> Attend career fairs to chat with employers about opportunities.<input type="checkbox"/> Create a resume and seek feedback from a career consultant.	<p>Declare a Major & Explore Career Options</p> <ul style="list-style-type: none"><input type="checkbox"/> Work with academic advisor on process of declaring a major.<input type="checkbox"/> Learn about options from people in potential career areas.<input type="checkbox"/> Shadow professionals in chosen field of interest through the Intern for a Day program.<input type="checkbox"/> Create a LinkedIn profile and start building your professional network. <p>Stay Involved</p> <ul style="list-style-type: none"><input type="checkbox"/> Join a professional organization related to your major.<input type="checkbox"/> Interact with guest speakers and college personnel to build connections.<input type="checkbox"/> Maintain membership in clubs, organizations, and intramurals.<input type="checkbox"/> Become a leader in a student organization. <p>Get Experience</p> <ul style="list-style-type: none"><input type="checkbox"/> Update your resume.<input type="checkbox"/> Consider studying abroad, or other experiential learning opportunities.<input type="checkbox"/> Utilize Handshake and apply for positions relevant to your major.<input type="checkbox"/> Ask family, friends, professors, and career consultants about internship or part-time job leads.	<p>Research Graduate Schools</p> <ul style="list-style-type: none"><input type="checkbox"/> Talk to professors and career consultants.<input type="checkbox"/> Search gradschools.com or petersons.com to find programs and professors doing interesting work.<input type="checkbox"/> Study for entrance exams and take practice tests.<input type="checkbox"/> Look at class profiles for info on currently admitted class. <p>Connect with Employers</p> <ul style="list-style-type: none"><input type="checkbox"/> Review company websites and literature.<input type="checkbox"/> Read magazines and journals to become familiar with trends and areas of opportunity.<input type="checkbox"/> Access company info through Career Insider powered by the Vault on our website.<input type="checkbox"/> Attend career fairs and company information sessions on campus.<input type="checkbox"/> Follow employers' social media accounts. <p>Increase Involvement and Experience</p> <ul style="list-style-type: none"><input type="checkbox"/> Complete an internship or secure a career-related part-time job.<input type="checkbox"/> Try to gain leadership roles related to major or career of choice.<input type="checkbox"/> Interact with guest speakers and club advisors.<input type="checkbox"/> Join local chapters of national organizations related to your chosen field or career path.	<p>Complete Graduate/Professional School Prep</p> <ul style="list-style-type: none"><input type="checkbox"/> Take entrance exams.<input type="checkbox"/> Ask for letters of recommendation; be mindful of deadlines.<input type="checkbox"/> Request transcripts be sent to graduate programs.<input type="checkbox"/> Have admission essays reviewed by the Writing Center and a career consultant. <p>Develop a Job Search Strategy</p> <ul style="list-style-type: none"><input type="checkbox"/> Participate in career fairs related to areas of interest.<input type="checkbox"/> Take advantage of on-campus interviewing.<input type="checkbox"/> Complete the Career Center's Career Outcomes Survey to tell us what you are doing after graduation. <p>Leverage Involvement and Experience</p> <ul style="list-style-type: none"><input type="checkbox"/> Conduct a mock interview and continue to update your resume with career consultant.<input type="checkbox"/> Seek positive references from professors and supervisors from internship and part-time positions.<input type="checkbox"/> Give references a copy of your resume.<input type="checkbox"/> Maintain relationships with those who are references.<input type="checkbox"/> Request recommendations on LinkedIn.

WHO HIRED YOUR MAJOR?



UNIVERSITY OF
GEORGIA
Career Center

To address questions such as "What does my major prepare me for?" and "Where did UGA graduates with this major go post-graduation?"

Check out the UGA Career Outcomes Survey results:



<http://bit.ly/whohiredmymajor>



BECOME **ARCH READY** WITH THE UGA CAREER CENTER

The Arch Ready Certificate program covers a wide range of professional development topics, ranging from resume writing and interviewing to choosing a major and pursuing your dream job.

Attend 5 or more eligible events each semester to attain the

ARCH READY PROFESSIONALISM CERTIFICATE

ARCH READY

Learn more at career.uga.edu/archready

UNIVERSITY OF
GEORGIA
Career Center

Exploring Majors at UGA



Meet with Your Career Consultant

The UGA Career Center has two career consultants who work specifically with undecided and exploring students. Make an appointment to learn more about how your interests, personality, values, and skills can help you make an informed choice about your major and potential career path.

Attend an Exploring Workshop

All 1st and 2nd year students are encouraged to explore their options by attending a workshop. We offer sessions to show you resources, review career assessments, and identify strategies to assist you in your major exploration. To see upcoming Explore Labs and other workshops, visit career.uga.edu/calendar.

Know Your Options

Fill out the Majors Checklist and view the **What Can I Do With A Major In...?** pages, both found at career.uga.edu under the “Majors and Careers” tab. You can also meet with your academic advisor for course information or schedule options.

Use the Bulletin

Visit bulletin.uga.edu to review course descriptions and required courses for majors that interest you. The bulletin also lists all of the minors and certificates UGA has to offer.

Browse Department Websites and Buildings

Gather more information on majors by visiting department websites, which include information about the major, student opportunities, and alumni and faculty bios. Touring buildings can also help you imagine yourself in the major, and help you decide what will be right for you.

Conduct Career Research

Utilize the following resources to learn more about careers related to majors you are interested in:

O*Net Online | onetonline.org

My Next Move | mynextmove.org

Occupational Outlook Handbook | bls.gov/ooh

Candid Career | career.uga.edu/resources/online_resources

Get Involved

The UGA Career Center believes that gaining experience is one of the best ways to discover what you like.

Check out p. 9 as well as some of the options below:

Student Organizations | involvement.uga.edu

Center for Undergraduate Student Research Opportunities (CURO) | curo.uga.edu

Center for Leadership and Service (CLS) | cls.uga.edu

Handshake | uga.joinhandshake.com

Career Assessments Breakdown



The UGA Career Center has a number of assessments that can aid you in choosing your major and your potential career path. Career assessments are a great way to learn more about your skills, interests, values, and personality- information that is essential for making informed choices about your career.

Why are career assessments vital to your major and career exploration process?

This information is useful for clarifying your thinking and guiding your exploration of options. Students who self-assess often report more satisfaction with their major and career choice.

The UGA Career Center offers the following assessments, which can be found at career.uga.edu/majors_careers/assessments:



O*NET Interest Profiler

The O*NET Interest Profiler is a free online resource which can help you explore your interests and how they relate to the world of work.

TypeFocus

TypeFocus offers free online career assessments for you to learn more about your personality, interests, and values. To use this resource, you will need the password uga4400.

Strong Interest Inventory

The Strong offers an in-depth report about your interests and how they match individuals working in a variety of professions. This test is available online for a nominal fee of \$30.

Career Assessment Workshops

Consider attending a Career Assessment 101 or 102 workshop for major or career exploration.

Career Assessment 101: Discover Your Interests

In this interactive workshop, you will learn the importance of self-assessment as it relates to your interests and how they can be applied to major and career choice.

Career Assessment 102: Discover Your Personality

In this interactive workshop, you will learn the importance of self-assessment as it relates to your personality and how it can be applied to major and career choice.





Career Center Tips

Succeeding in the 21st Century

Experiential Learning (EL) enhances student learning, on-time graduation, and transition to the workforce. UGA's EL initiative promotes opportunities to gain hands-on experiences.

For more information, visit el.uga.edu.

5 Ways to Get Experience



When searching for resume-building experiences, consider options outside of full- and part-time jobs and internships. There are many other ways to gain experience that will build your resume and gain the interest of employers and graduate schools.

Join a Campus Organization - There are many student organizations on campus that cover a broad range of interests. Stay involved, pursue a leadership role, and make a difference. Learn more at involvement.uga.edu and uga.campuslabs.com/engage.

Volunteer in the Community - Give back to causes you care about in Athens or your hometown in order to hone meaningful skills. Volunteering can be a single day, a few hours each week, or a whole summer. Learn more at servicelearning.uga.edu and libs.uga.edu/athens/organizations.html.

Serve Through Leadership - Examples include Leadership UGA, the Arch Society, LeaderShape, or IMPACT Service Breaks to add robust involvement to your background. Learn more at cls.uga.edu.

Study Away - Leaving the country for a few weeks, a semester, or a year can enhance your cultural awareness, spark a passion or vision, and give you a bigger perspective on your career values and goals. Learn more at studyaway.uga.edu.

Seek a Research Project - You can learn new things about an interesting field while building valuable relationships with faculty. The Center for Undergraduate Research Opportunities (CURO) can support your research efforts. Learn more at curo.uga.edu.

It Doesn't Have to be Paid to be Valuable

Unpaid experiences such as student organizations and volunteer work can help you develop the career readiness skills found on p. 26. These critical competencies provide knowledge that employers value and can be included on your application materials.

To see how unpaid experiences can be effectively displayed on a resume, see p. 29.

Visit Career Center Drop-In Hours

To learn more ways you can get experience, and how to translate this experience to an employer or graduate program, stop by the UGA Career Center's Drop-In Hours from 11 a.m. until 2 p.m., Monday-Friday during fall and spring semesters.

Navigating Your Job and Internship Search



Career Fairs

Use this great opportunity to meet a large number of companies in one place and learn about several career opportunities. Look at the list of participating employers and make a note of who you would like to meet. Prepare a brief introduction of yourself, bring resumes, and wear business professional attire. See p. 18-19 for more tips.

UGA students and alumni have access to this list of part-time, full-time, and internship opportunities. Create a “saved search” to set up email notifications when new positions are uploaded to the system. Check for on-site interview opportunities and Career Center events.

Handshake

On-Campus Recruiting

Conduct interviews with employers on-campus in the Career Center interview wing. Sign up to participate using Handshake. Attend other on-campus events such as information sessions, employer panels, student group meetings, and more.

In-person networking can give you an edge over the competition and is one of the top ways to find a job. Join LinkedIn to keep track of and grow your network. Reach out to your network as you can to keep in touch.

In-Person Networking

Online Networking

Using platforms like LinkedIn, Instagram, and Twitter makes networking easier, and many companies use social sites for hiring purposes. Follow company/organization accounts for insight in their culture, industry trends, services, and information. Professionally interact with their posts. For help, see our social media tips on p. 15.

Search for opportunities by reflecting on your priorities. This could mean searching for positions based on specific factors (company name, company values, geographic location, position title, and more). You can identify common job titles by using our What Can I Do With A Major In...? pages. You can also research lists of top organizations affiliated with your values, such as: green organizations, LGBTQ-supporting, philanthropy, etc.

Targeted Search

Professional Groups

You can connect with individuals interested in similar career paths who can provide helpful career advice. Be aware that you may need to pay a fee to join professional organizations and access certain career opportunities. Look for a “Careers” or “Jobs” tab on their websites to find opportunities. Attend professional conferences and meetings to develop your network.

Broad job boards are a good way to learn about opportunities and in-demand career areas, but competition is higher because anyone is able to apply through the site. Searching on more specific sites lessens your competition.

Public Job Boards

Applying to a Job in the Federal Government? Your application materials and timeline will look different! See more information in our Federal Resume Guide, found at career.uga.edu/resources/career_guides.

Part-Time Employment at UGA



Having a job while attending UGA is a great way to build the important skills employers want to see on your resume. See p. 26 and p. 28 to learn more about how you can translate these skills onto your resume.

Take Initiative

Job Inquiry Emails Some jobs may not be posted online, so take the initiative to reach out to departments, offices, and companies if you are interested in working for them. See p. 40 for an example email.

Application Follow Up Emails After you apply, it is a good extra step to email the potential employer notifying them of your application. See p. 40 for an example email.

Network in Person Did you know that 40-50% of students rely on networking to secure part-time employment? You may consider going to your goal workplace in-person to have a conversation regarding potential employment opportunities.

Let the Career Center Help

Part-Time Job & Internship Fair Every August, the Career Center hosts an opportunity for students to engage with on-campus and local employers who are hiring part-time positions.

Summer Job & Internship Fair In March, come to this fair to learn about part-time opportunities available over the summer, either on-campus or across the country.

Handshake When searching for positions on Handshake, use the filters, like "on-campus" or "part-time," or a specific location, to narrow down your search.

Drop-Ins If you would like a Career Center staff member to look over your application materials before submitting for your job, visit our Drop-In Hours to meet with a Career Center team member. Drop-Ins are held from 11 a.m. until 2 p.m., Monday-Friday during fall and spring semesters. No appointment necessary.



Career Center Tips

Here are some other things to consider while conducting a part-time job search:

Know Your Value

Even if you have never held a paid position before, it is important to demonstrate to the employer the benefit of hiring you over another candidate. See p. 9 to learn what other experiences you can highlight (it doesn't have to be paid to be great experience!) Once identified, see p. 26 to brainstorm how these experiences translate into valuable skill sets.

Know Where to Look

Did you know that four UGA departments account for almost 50% of the student jobs on campus? You may consider beginning your search with one of the following:

Dining Services
900 Jobs

Recreational Sports
600 Jobs

Housing
300 Jobs

Library
200 Jobs

Find on-campus opportunities at auxiliary.uga.edu.



Top 5 Job Search Resources



1. Handshake This job board is accessible to UGA students and alumni. Employers post full-time and part-time jobs, on-campus and off-campus opportunities, and internships. Visit career.uga.edu/#handshake to log in with your MyID and password, and set up your Handshake profile. Check out p. 13 for more detailed information.

2. LinkedIn This large, global job board houses a variety of opportunities for students seeking a position in a variety of industries and locations. As well as the formal job board, networking on LinkedIn can also result in great opportunities. See p. 21 to learn more. Visit [linkedin.com](https://www.linkedin.com) to make a free profile and get started.

3. Professional Organizations Use your desired search engine to find professional associations in your field. Professional associations often advertise openings in the field. Be aware that you may need to pay a fee to join the organization to get access to certain opportunities. Look for a "Careers" or "Jobs" tab on their websites.

4. "What Can I Do With a Major In...?" Pages Designed by the UGA Career Center, these pages address questions such as "What does my major prepare me for?" and "Where did UGA graduates with this major go post-graduation?" Pages feature a list of employers and position titles of recent graduates. Check out career.uga.edu/wcidwami.

5. Specialized Job Boards For certain industries, there are specialized job boards to help focus your search. For example, search for federal jobs on usajobs.gov or nonprofit jobs on idealyst.org.

Career Center Tips

Here are some other things to consider while conducting a job search:

What Should I Search For?

Not sure what job title to search for? Check out MyNextMove.org to find position titles and synonyms for position titles based on keywords.

Applicant Tracking Systems

Keep in mind that many organizations use applicant tracking systems to organize job applications. These systems use technology to identify which applications are the best matches for each position. Be sure to use keywords from the job description in your resume to increase the chances that your application makes the cut.

Diversity Resources

The Career Center is committed to serving all students at UGA. To find diversity resources and events, tell Bark Bot, "show me diversity resources." Also check out p. 22 for more.



Each year, DiversityInc releases a list of the top companies for diversity. Check out the list at diversityinc.com.

Handshake Student User Guide



Handshake, UGA's job and internship platform, connects students to thousands of jobs, internships, employers, and events using simple and powerful search tools and alerts. You can quickly access your account using the log in box at career.uga.edu/#handshake.

To maximize Handshake's potential in your job or internship search, be sure to use the following tips after logging in to your Handshake account:

Update Your Profile

- Click the “My Profile” link, located in the drop-down menu under your name.
- Edit your primary education section with your major(s), GPA, and expected graduation date.
- Use the “Upload Resume” tool to autofill your profile from your resume.
- Add copies of your resume/cover letter/transcript/additional items to the “Documents” section for easy access.
- Stand out to employers by filling out the various sections of your profile, and upload relevant projects as examples of your work.

Employer Search

- Click “Jobs” along the top menu, then click “Employers.”
- Search for employers by keyword, name, location, employer size, or industry.
- On the employer’s Handshake page, view any current jobs/internships they have posted, upcoming campus events they are attending, and on-campus interview opportunities.
- Once you find an employer you are interested in, you can click “Favorite” in the upper right corner of their employer page. You will then receive updates when they post a new job, internship, or event on campus.

On-Campus Interviews

- Click “Jobs” along the top menu, then click “On-Campus Interviews.”

- Search for or select the company who requested to interview you.
- Most companies only allow you to sign up for an interview after a pre-selection process. If you are selected, you will be able to sign up for a time on their interview page.

Events Tab

- Click “Events” along the top menu.
- Search by upcoming events or click “Event Search” to search for specific workshops, employer panels, and online events hosted by the UGA Career Center.
- Information sessions hosted by employers on campus will also be listed under the Events tab.
- Click “Fair Search” to see information specifically about upcoming fairs on campus.
- When you have clicked on a career fair, click on “View All Employers” to see who will be attending. Click “View Details” under an employer’s name in the list to learn more about the company, job openings they have posted on Handshake, and more.

Job/Internship Search

- Click “Jobs” along the top menu.
- Select “Full-Time Job,” “Part-Time,” “Internship,” or “On-Campus” along the top, or use the search bar to search for specific employers, job titles, or locations.
- Click “Filters” to narrow down the results by location, major, job function, and more.
- View “Employers Preferences” to only see positions for which you are fully qualified based on major, GPA, graduation date, and work authorization.
- Favorite jobs/internships from the homepage and view them by clicking the star icon.
- Save the search and get notification alerts when new jobs are posted by selecting “Save Your Search.”

International Student Employment FAQ



If you are an international student at the University of Georgia, you may have specific questions relating to your job search. Below you will find answers to common questions about international student employment.

Can I work on campus?

With an F-1 Visa, you can work on campus for a limited number of hours without prior authorization.

With a J-1 Visa, you can work on campus, but must request authorization from UGA Immigration Services.

What is CPT (Curricular Practical Training)?

CPT is temporary work authorization available for students on F-1 visas. CPT must be tied to an academic requirement or course. Eligibility includes being enrolled at UGA for one academic year prior to application and you must have an offer first. Applications are free and processed by UGA Immigration Services.

What is OPT (Optional Practical Training)?

OPT is temporary work authorization available for students on F-1 visas. OPT is most commonly used after graduation. Training does not need to be tied to an academic course, but it must be directly related to your field of study. You have one year of eligibility for OPT. Those in STEM fields can apply for an additional 24 months of eligibility. Applications are \$410 and are processed by USCIS. Please contact UGA Immigration Services before applying.

Where can I work on a J-1 visa?

With a J-1 visa, you may apply to work on campus. UGA Immigration Services will authorize all on-campus work. To work after graduation, you may apply for Academic Training. You must have a job offer and the length of time eligible for Academic Training is based on the length of time of your academic program. Applications are processed through Immigration Services.

How do I answer “work authorization” questions on applications?

If you are eligible for OPT/CPT/Academic Training but have not yet been granted that status, you should say that you do not currently have authorization to work in the U.S. You can use your cover letter or a conversation with the employer to explain your current status.

Where can I find a list of companies who sponsor H1B?

You can find this information at: myvisajobs.com and h1bdata.info.

Apply for work authorization on compass.uga.edu and visit is.uga.edu for more information.

Career Center Tips

Interstride

Interstride is an interactive tool designed for international students to enhance their employment potential. The platform consists of job-listings, hiring trends, H1B information, self-assessments, and immigration advice. Log in to Interstride today using your UGA MyID and password at web.interstride.com.

On Interstride, click on the "Visa Insights" tool to see a list of companies in your field who have recently filed H1B petitions. This information can help you determine which companies to target.

DiversityInc Top Employers

Each year, DiversityInc releases a list of the top companies for diversity in categories including: Global Diversity, Workers with Disabilities, and LGBT. Check out the list at diversityinc.com.

Additional Resources

On our Career Center homepage, ask Bark Bot:

"What are some resources for international students?" to find more.



Social Media Tips



According to the 2018 Career Builder survey, **70%** of employers use social media to screen candidates during the hiring process. **57%** of surveyed employers chose not to hire a candidate because of content they found. Below are three tips to help you ensure your social media is appropriate and professional.

Reputation Management

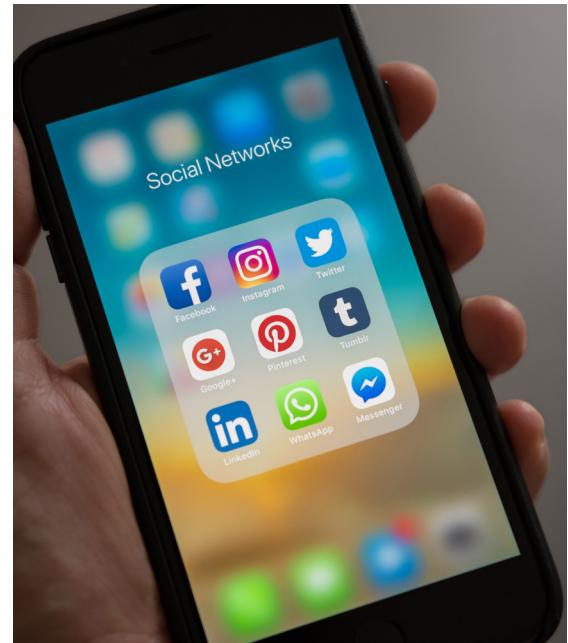
- Remove any current content that could be found professionally unflattering, and refrain from posting similar content in the future. This includes inappropriate photos, negative comments about current or previous positions, profanity, and references to alcohol and drugs.
- If you have questions regarding your social media content, meet with your consultant for review.

Personal Brand

- Proactively promote yourself and relevant work content under a professional username. Check privacy filters often to manage your public profile.
- Market yourself by posting what projects you are working on or have accomplished. Consider sharing articles that are relevant to your expertise.

Networking

- Follow employers (both companies and campus recruiters when applicable) on social media and like/comment on their posts when the opportunity arises.



Leveraging Online Resources



All Career Center online resources can be accessed via career.uga.edu/resources/online_resources.



Vault is one of the world's leading sources of career intelligence. It makes researching employers, industries, job titles, and career subjects significantly easier and more efficient.

Candid Career can help whether you are exploring options or preparing for an interview, by providing you with access to thousands of informational video interviews with real professionals. Filter by job title, company name, industry, or major.



Glassdoor is a jobs and career community that offers an inside look at jobs and companies. Check Glassdoor for salary information, company reviews, and interview questions.

Big Interview is an excellent tool to prepare for an upcoming interview. Log in to learn interview strategies and complete practice interviews via your webcam.





COMMIT TO FINDING THE ANSWERS

APPLY TO THE
MASTER OF SCIENCE IN BUSINESS ANALYTICS



Terry College of Business
UNIVERSITY OF GEORGIA

GeorgiaAnalytics.com

**INTERESTED IN GRADUATE STUDIES IN PLANT SCIENCE AT UGA?
CHECK OUT THE **INTEGRATED PLANT SCIENCES (IPS)** PROGRAM**

- + PhD training in interdisciplinary plant research areas
- + Customized research specializations
- + Competitive financial support
- + Plant-focused seminars, retreats, and symposia
- + A highly interactive plant sciences community
- + Strong mentoring and job placement



**Integrated Plant Sciences
UNIVERSITY OF GEORGIA**



Know Before You Go: Doing Research



Researching a company, organization, or graduate school is integral in any search. By gaining more information about the structure and culture, you can better assess if the environment suits you and your career aspirations.

Where to Look

Handshake

UGA's job and internship platform has a feature to search employers. Click "Jobs" along the top menu, then click "Employers." Learn more about a company's products and services, if they are currently recruiting, and if they will be at UGA soon.

UGA Career Center Online Resources

Career Insider, Powered by the Vault and Candid Career are two helpful platforms for researching employers. Access these resources through career.uga.edu/resources/online_resources.

LinkedIn

Search for a company, current employee, or alumni of a graduate program on the company or college LinkedIn page. This will provide you with access to multiple contacts when researching a company or graduate program.

What to Look For

- What is the organization's mission/vision?
- Where is the company located?
- How many people are employed there?
- What good(s) or service(s) do they provide?
- How old is the company?
- What is the organizational structure? How would this role fit into that?
- Who is the CEO/President/other leaders?
- Who are the company's main competitors?
- What are some major trends in the industry?

- How do they present themselves on social media? The news? What is their brand?
- How do they describe themselves?
- What is the company's statement on diversity?
- When will they be on UGA's campus?
- What do they want the person in this position to contribute?
- How do you match their profile? What examples do you have to show that?
- How can you help them achieve their goals?

Put it Into Practice

In an Interview

"Based on the research I've done, this company is an industry leader. When I visited your website, I found _____ to be very impressive. I also align with what your company values states about _____. Due to my background in _____, _____ and _____, I feel that I would be a great addition to your company or organization. I could utilize these skills to _____!"

While Networking

"Hi _____. I recently met one of your colleagues at the UGA Career Fair. They expressed that you were seeking candidates with a strong technical background in Java. Through my programming class at UGA, I have learned to _____ which will contribute to your work on _____. Can you tell me more about other projects your division is working on?"

For Graduate School

"Dear Dr. __: I am planning to apply for your school's _____ program. I was reviewing the program's directory and noticed your research focus is very similar to my interest in _____. I have recently been involved in coursework and undergraduate research related to this topic. At your convenience, could we briefly discuss how I can apply these interests to your program?"

How to Get Career Fair Ready



Career fairs are an easy way for students and alumni to meet recruiters, find internships and jobs, and gather company information. Below are five steps to help you prepare and leave a great first impression.

Step 1: Write a Winning Resume

- Create your resume and make sure it's updated (see p. 27-35).
- Schedule an appointment with your career consultant or visit Drop-In Hours to have your resume critiqued.
- Bring 10+ printed copies to the fair to give to employers.
- Consider printing your resume on resume paper.

Step 2: Dress for Success

- Note the dress recommendations on the Career Center fair registration page in Handshake.
- Choose your professional outfit (see p. 44-45 and the UGA Career Center's Pinterest account for examples of professional dress).
- Carry a folder or padfolio with your materials.
- Remember to set your phone to silent or turn it off.
- Remember to get rid of gum or lozenges prior to visiting a recruiter.
- Finish your look with a smile!

Step 3: Do Your Homework

- Review the list of employers attending the fair on Handshake.
- Identify your top 3-5 employers and research those companies. (See the Employer Research section on p. 17 for more information).
- Consider searching companies on Handshake that have checked the "Accepts All Majors" box.
- Preview job descriptions in Handshake; if there aren't any listed, check the company website for openings.
- Develop pertinent questions to ask employers. See sample questions in the column to the left.

Step 4: Make Your Move

- Prepare and practice your pitch (see tips on p. 19).
- When you arrive, review the map of employers to plan your route.
- Be patient when waiting to speak to employers.
- Show enthusiasm!
- Be confident and network independently.

Step 5: Seal the Deal

- Collect business cards from employers.
- Determine follow-up and know your next step.
- Send a thank you email within 24 hours (see a sample email on p. 40).

Pro Tip: Students are encouraged to begin attending career fairs during their first year to learn how they work, meet recruiters, gather company information, and explore various employment opportunities. Many companies are excited to hire first-year students! It is also never too early to start forming strong professional relationships.

Career Center Tips

Appropriate Questions to Ask

- What are the characteristics of an ideal candidate?
- What are the hiring projections and trends?
- What are the staffing needs of [your location preferences]?
- What are the travel requirements?
- What are the professional development opportunities/requirements?
- Could you tell me more about the hiring timeline?

Inappropriate Questions to Ask

- What jobs are you offering?
- What is the salary for this position?
- What benefits do you offer?
- What can I do with my major?
- What is your background?

Additional Tips

On our homepage, ask Bark Bot, "When is the next career fair?" for a list of our upcoming career fair dates.



Introducing Yourself to an Employer



Career Fair Pitch Template

An elevator pitch can be used to introduce yourself at a career fair or networking event with employers. See below for a template. Fill in appropriate information as it relates to your experience, your industry, and the reason you are speaking to an employer. Don't forget to practice to sound natural!

"Hello, my name is (name). I am a (1st/2nd/3rd/4th year) studying (major/minor) and am looking for a (full-time/part-time/internship) in (industry). Over the past few years, I have (worked/volunteered/researched) with (company/student group/etc.) as the (position/role). Through this position I have developed a better understanding of (industry) as well as useful (skills/knowledge) that I hope to use in my next position. I know that (company name) is currently hiring for (name of open position). I am very interested in applying. Could you tell me more about (opportunities available/application process/training/etc.)?"

Pitch Example 1 "Hello, my name is Dan. I am a senior studying Communication Studies and am looking for an internship in public relations. Over the past year, I have worked with my communications student organization as the Marketing Director. Through this position I have developed a better understanding of the PR field as well as useful marketing and communication skills that I hope to use in my next position. I know that you are currently hiring for your summer marketing internship. I am very interested in applying. Could you tell me more about the application process?"

Pitch Example 2 "Hello, my name is Jamal. I am a first-year Intended Management student and am seeking a summer opportunity in the supply chain industry. Currently, I am a member of Freshman Leadership Council at UGA. This organization has improved my teamwork and communication skills that I hope to utilize during a summer internship. Can you tell me about the opportunities available to first-year students within your organization?"

Conversation with a Recruiter Example

You may find that the interactions you have with employers differ depending on the person. Reciting your pitch all at once may not always be appropriate. See below for an example of how you can still incorporate the information from your pitch into a conversation with an employer.

Student: Hello, I'm (your name).

Employer/Recruiter: [introduces themselves and you might shake hands]

Student: I am a (fill in the blank) major with an emphasis on (your particular area of focus if it is related to the employer). I'm very interested in (fill in what the organization does), and in your company in particular due to your value for (insert value or information gathered from their website). I would like to learn more about what internship/job opportunities your company offers.

Employer: [Mentions internship/job opportunities]

Student: That sounds very interesting! What skills and experience are needed to qualify for your entry level positions?

Employer: [Lists some of the skills and experience they look for]

Student: Between my coursework, employment, and volunteer experience I've been able to develop a number of skills including (list your relevant skills and experiences relevant to this particular employer). And I bring a sense of passion and enthusiasm to everything I do! What are the next steps for applying to your organization?

Employer: [Offers information on next steps]

Student: Thank you so much! This was very helpful. May I leave a copy of my resume with you? / May I have your contact information so I can follow up with you later?

Pro Tip: Be sure to follow up with the person you met within 24 hours. Check out p. 41 for an email example.

Build Your Network



According to a U.S. Bureau of Labor Statistics and Yale University report, **70%** of today's jobs are obtained through networking. Networking does not require that you know lots of people—only that you want to know more people than you do now. Though it may seem intimidating, all you need is preparation, time, and effort.

Getting Started

Know Yourself. To facilitate this self-assessment, consider your skills, interests, personality, and values. Take a few minutes to reflect on these areas.

Determine Your Purpose. If you are exploring major or career options, your purpose is to gather information about careers that interest to you. If you are looking for full-time employment, your purpose is to obtain advice and job leads.

Develop a List of Potential Contacts. This list can include classmates, family members, family of classmates, roommates, professors, and advisors, as well as current and former employers. Initiate new contacts through guest speakers, career fair representatives, members of professional organizations, and web-based networks. You can also find a UGA alumni mentor via the UGA Mentor Program.

Practice Introductions. The elevator pitch, an abbreviated introduction of yourself, can be used in a situation where you don't have much time to talk. It is also a good lead-in for telephone conversations with contacts. See p. 19 to learn how to craft an introduction.



Ways To Network

Face-to-Face

- Ultimately, you want to end up networking face-to-face.
- Talk to people you know well and let them know your purpose for networking.
- These initial contacts will lead to meetings with secondary contacts.
- Have a list of questions to facilitate the conversation. See p. 24 for inspiration.

Telephone & Video Calls

- Use telephone or video calls to network with individuals who are not local to your area.
- Minimize noise and be aware of your background if you are using video.
- Always clearly identify yourself, the reason you are calling, and give the name of who referred you, if applicable.
- Suggest a follow-up conversation.

Email

- Use this if you are familiar with the contact and know their organization's culture is email friendly.
- Send a message that uses professional language. See p. 21 and 41 for sample networking emails.
- Use formal greetings like, "Dear Mr./Ms. [last name]."
- Include a signature with your name, major, and contact information.

Online

- There's a better way to network. Visit **mentor.uga.edu** today and find an alumni mentor who can help you see your future.
- Use LinkedIn to connect with professionals in your field. See p. 21 for tips.
- Check **career.uga.edu/calendar** for UGA networking events with alumni and/or industry professionals.

Harden, P. (2016). How to Land a Job by Networking. *The Washington Post Jobs*. jobs.washingtonpost.com/article/how-to-land-a-job-by-networking

Career Center Tips

Sample LinkedIn Message

Dear Mr. Jones,

I am currently a senior psychology major at UGA hoping to enter the counseling field. I noticed on your profile that you are also a UGA alumnus with experience in this field. I would love the opportunity to connect with you and learn more about your career path. Thanks!

Sincerely,
Samantha Meyer

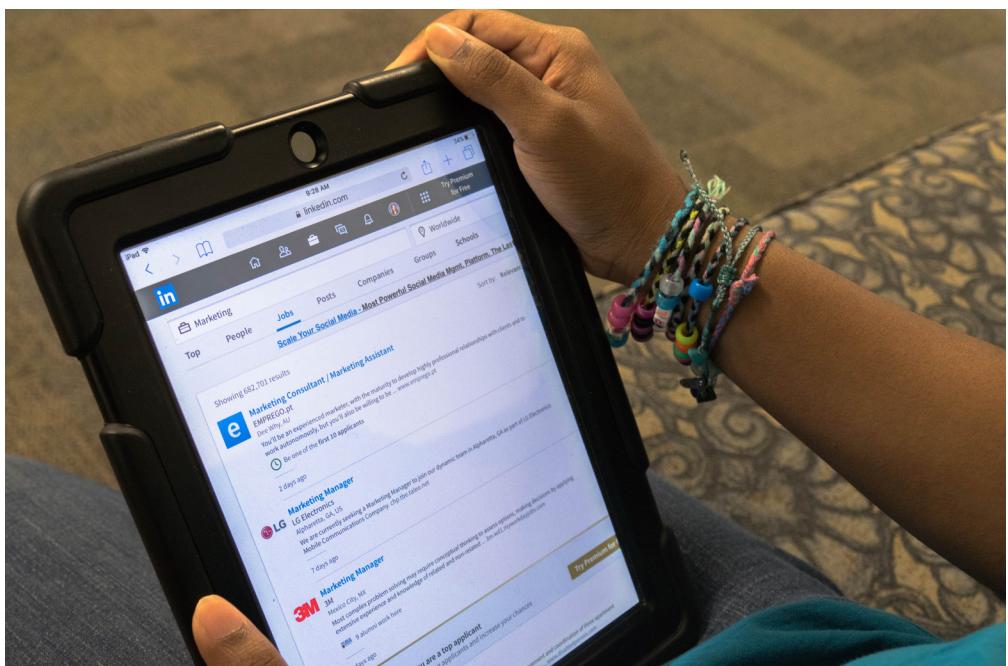
Pro Tip: Be aware of character limits when sending these personalized LinkedIn connection requests.

Need a professional headshot?

1. Free professional headshots can be taken at both the Fall and Spring Career & Internship Fairs.
2. Have a friend take your photo with their phone in portrait mode. Stand in front a neutral background or outside.
3. The UGA Card Services office (located in Tate) provides headshots for a charge of \$15.

Profile Pro Tips

On our homepage, ask Bark Bot, "How do I make a great LinkedIn profile?" to get tips and a checklist to ensure you have everything you need.



How To Leverage LinkedIn



LinkedIn Alumni Tool This tool allows you to filter alumni of your university by location, company, industry, and more. To find UGA alumni, search for UGA's LinkedIn profile and select "Alumni" from the menu in the left margin, or go to linkedin.com/school/university-of-georgia/people. You can use the graphs or keyword searches to filter alumni by location, company, industry, area of study, and more.

Groups Joining groups is a quick way to build your network on LinkedIn. If you add valuable input to group conversations, you can enhance your professional brand. Access groups by clicking the "Work" box in the upper right corner; then click on the "Groups" icon.

Job Search Tools There are many ways LinkedIn can support your job search efforts, including job alerts. LinkedIn will also suggest jobs you might be interested in and allow you to save those jobs.

People Search You can use the LinkedIn search bar to find more people to expand your network. You can search for keywords (such as a job title), and/or apply filters using the dropdown list.

Company Research Prepare for an upcoming interview by using LinkedIn to learn more about the company and see who you know that works there. Search for the company, follow their page, and learn more about their culture from their posts.

Search Appearances On your LinkedIn profile, you can now see how many people found you from a LinkedIn search. You can see the companies and job titles of those who found you. Knowing who is searching for you could help you learn who you may want to network with in your job and internship search.

Diversity & Inclusion Resources



The Career Center is committed to serving all students at UGA. We are excited to provide resources for any UGA student who values diversity and inclusion. These resources and events focus on topics including, but not limited to, race, ethnicity, sexual orientation, gender identity, first-generation college students, ability, class, and other identity-based experiences.

Diversity and Inclusion Career Conference During this annual event, explore the benefits and challenges of being your full self in the workplace. Take this opportunity to network with employers who have a commitment to diversity and inclusion and learn about opportunities firsthand.

Arch Ready Diversity & Inclusion Track Explore our diversity-focused Arch Ready Professionalism Certificate workshops. Presented by Career Center staff, employers, and campus partners, topics include "Identity in the Workplace," "Diversity Internships," and "Women in the Workplace." To see dates and times, visit career.uga.edu/archready.

Campus Partnerships The UGA Career Center has dedicated staff who serve as liaisons to multiple on-campus offices and resources. Our office is happy to connect you with these offices that are committed to supporting student equity and success.

For more information on the Diversity and Inclusion resources the UGA Career Center offers, please visit career.uga.edu/resources/diversity_campus_resources.

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1785

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eco-restoration, urban design
studies in plant communities
therapeutic garden design
cultural landscape studies
geo-design, sustainable design

NO PREREQUISITES

Find a UGA Mentor



Networking with experienced UGA alumni can help you get ahead in life and career, but where do you even start? The UGA Mentor Program narrows down the world of possibilities to meaningful connections. It personalizes the networking experience; connecting you with mentors that are just right for your commitment.



“It has definitely been amazing having someone in my corner to help me through the uncertainties and keep me motivated! I truly enjoyed the experience and the impact it has made on my first year in college. I value the life-long connection I have made with my mentor.”

-Kevin Nwogu (UGA '22)

Getting started is simple.

1. Create a profile at mentor.uga.edu.
2. Attend an in-person or virtual orientation session.
3. Request a mentor. You can find the right mentor for you by narrowing down your search based on location, identity, industry, and more.
4. Commit to a 16-week mentorship (investing 1-2 hours/month).



Mentor Program
UNIVERSITY OF GEORGIA

Tips to develop a successful mentoring relationship.

- Take the lead in the relationship and establish the expectations for the mentorship.
- Use our online resources to guide your mentorship.
- Display professional behavior by responding promptly and communicating professionally.
- Work with your mentor to set goals for the year, soliciting constructive feedback and guidance to promote personal and professional development related to your goals.
- Accept and act upon constructive feedback.
- Send your mentor a hand-written thank you card or email for investing in you.

There's a better way to network.

Visit mentor.uga.edu today and find a mentor who can help you see your future.

Inspiring our students to do more, achieve more, and become more. That's our commitment.

Informational Interviews 101



An informational interview is an opportunity to spend time with a professional in a career field of interest. These interviews may also be useful in a graduate school search as you explore and narrow down your options. Informational interviews can help you build your network, tap into the hidden job market, and learn unpublished details about a specific company, organization, or school. Follow the guidelines below to respect the time and energy of the professional you contact.

Preparation

- Identify a professional to contact in a career field of interest to you. See the LinkedIn Alumni Tool information on p. 21 for help identifying professionals to contact.
- Research the professional and their organization/industry.
- Reach out via phone or in writing/email to schedule a meeting.
- Prepare for the informational interview using some of our sample questions below.
- When arranging an informational interview, plan for the interview to take 30 minutes or less.
- Pay close attention to the time so that you can respect the professional's schedule.
- It is not appropriate to ask the professional about salary. To review salary ranges and benefits within a field, check out Glassdoor on p. 15.

Sample Questions To Ask

1. How did you get started in this field?
2. What is your educational background?
3. What are your major responsibilities?
4. Could you tell me more about the company/organization you currently work for?
5. What is the most rewarding/challenging aspect of your career?
6. What is the most rewarding/challenging aspect of your current company?
7. What is a typical day like?
8. What is the most common entry-level career path to get to where you are?
9. What did you consider when selecting this field?
10. What are some common entry-level positions (or graduate programs) in this field?
11. What do you predict is the future of this career?

12. What kind of individual (skills/personality) seem to do well in this field?
13. What are important factors used when hiring?
14. What is the best educational preparation for a career in this field?
15. Which classes and experience would be most helpful to obtain while still in college?
16. How does one move within the organization? What does turnover look like?
17. How do people find out about open positions in this field?
18. How would you describe your work environment/company culture?
19. What are areas for potential growth/decline?
20. Which professional journals/organizations would be most helpful in evaluating the field?
21. Who else do you recommend I talk with, and may I have permission to use your name?
22. Can you recommend other types of organizations I might investigate or contact?

Sample Script

"Hello, my name is _____. I was given your name/ found your name by _____. I am a (class year) (major) at UGA and am interested in arranging an informational interview to learn more about your journey to _____. If you are interested, please let me know when would be a good time for me to meet with you over the phone, in person, or via online video for a half hour conversation. I am happy to provide dates and times that are suitable for my schedule should you find this more convenient."



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#1

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"As a sociology major, I'm always interested in understanding people's decisions and motivations. The MMR program provided me with the skills to turn these interests into a career with a business focus."
– Brea Wagner, 2016 Sociology Major

"The MMR program is the best of both worlds: it allows me to pursue my psychology interests and apply them to marketing research."
– Kelly Willis, 2018 Psychology Major

"The MMR program has not only strengthened my existing knowledge of advertising and promotion, but also taught me a number of new analytical tools and techniques."
– Mary Martin Shook, 2018 Public Relations Major

START YOUR PATH TO CAREER SUCCESS AT TERRY.UGA.EDU/MMR



[FACEBOOK.COM/TERRYMMR](https://www.facebook.com/TERRYMMR)



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Career Readiness Skills



Employers and graduate programs want students and recent graduates who know how to articulate and use their talents, strengths, and skills. Career Readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. These competencies are as follows:



Critical Thinking/Problem Solving

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.



Oral/Written Communication

Articulate thoughts and ideas clearly and effectively in written and oral forms to audiences inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.



Teamwork/Collaboration

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.



Digital Technology

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.



Leadership

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage their emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.



Professionalism/Work Ethic

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from their mistakes.



Career Management

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.



Global/Intercultural Fluency

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people, understanding individuals' differences.

Resume Breakdown



Below is a resume template to serve as a guide. Note that experiences should be in reverse chronological order. Each experience should include dates and locations. As a student, your education should be at the top of your page. The rest of the page is ordered by relevance to the position. While not represented here, study abroad and volunteer experience, certifications, and relevant coursework are other options to present on a resume. See p. 32-35 for examples.

Name (14pt-16pt font)

City, State ZIP • Professional Email Address • Phone Number • Portfolio, Website or LinkedIn Address (Optional)

EDUCATION

University of Georgia

Bachelor of Science / Arts in Major

Concentration, Second Major, Minor, Emphasis
Academic Awards (optional)

Athens, GA

Month and Year Received/Expected

GPA:X.XX/4.00

RELEVANT EXPERIENCE

Name of Company

Job Title

City State

Month and Year Range

- To access our resume templates, go to career.uga.edu/resumes.
- Include 2-5 bullet points demonstrating skills you have gained through this position that relate back to the job description. Emphasize accomplishments over day-to-day tasks.
- Place an action verb at the beginning of a bullet point to make the statement impactful. See p. 30-31 for help.
- Use quantifiers such as numbers, money amounts, or percentages whenever possible.

ADDITIONAL EXPERIENCE

Name of Company

Job Title

City State

Month and Year Range

- An easy bullet-point formula is Task + Skill + Quantity + Result/Purpose.
- Do not feel you need to add each element of this formula to your bullet, but use it as a guide.
- Using the formula, you might create a bullet point that looks like the ones below.

PROJECT EXPERIENCE

Name of Project

Name of Course

City State

Month and Year Range

- Communicated with customers by answering 50+ calls a day and directing them to the appropriate resource, resulting in increased customer satisfaction.
- Reacted quickly to address incoming patient needs when shadowing a team of 6 ER nurses.
- Led a team of 3 to design a website and establish a new user interface using Visual Basic to increase the number of clients at a local business.

CAMPUS & COMMUNITY INVOLVEMENT

Your title (if applicable), Club/Organization Name

Month and Year Range

- As an option, add 2-3 bullet points to describe your role in the organization. Focus your contributions to the organization and quantify whenever possible.
- Pay attention to tense of your verb- use simple present or simple past tense to describe your action. Be as consistent as possible when formatting.

SKILLS

List skills in order of what most pertains to your field. Skills can include language, technical, or laboratory.

Skill 1

Skill 2

Skill 3

Skill 4

Skill 5

Skill 6

HONORS AND AWARDS

Name of Honor/Award/Grant

Month and Year Given

Marketing Your Part-Time Work



Below are examples of jobs UGA students might have during college, along with examples of strong bullet point descriptions. Note that the descriptions include not only specific tasks and responsibilities, but also skills gained. Remember to tailor your resume and highlight transferable skills relevant to the job for which you are applying.

Childcare Provider

- Ensured the safety, health, and welfare of 4 children ages 5 to 11 every day after school.
- Organized safe, fun, and educational activities such as visits to the park and artistic crafts.
- Provided daily transportation to and from school.
- Supported learning by explaining homework and walking through problems together.

Bartender

- Checked identification of 75+ customers per night to verify age requirements for purchase of alcohol.
- Attended to bar patrons while simultaneously communicating with servers to fill bar and restaurant drink orders.
- Served as bartender for private parties and functions.
- Trained 8 new bartenders and servers on computerized cash register ordering system.

Tutor

- Tutored 10 undergraduate students in ___, ___, ___, and ___.
- Monitored student progress and provided candid feedback.
- Incorporated simple and straightforward language to effectively convey complex concepts.
- Developed detailed examples and tutorial exercises to increase student understanding and retention of material.

Shadowing

- Observed for 60 hours at Animal Medical Hospital, viewing blood draws, dental surgeries, intubation/extubation, x-rays, and ultrasounds.
- Shadowed a physician assistant in pediatrics to learn about patient/parent interactions, the diagnostic process, and patient health education.
- Gained knowledge about surgery as a medical specialty by observing 170+ patient contacts through making rounds and 40+ minimally invasive surgical procedures.

Volunteer

- Provided 15 hours of service per semester to elderly residents through the Meals on Wheels program.
- Designed and distributed program brochures to 100+ residents in the community.
- Trained 15 new volunteers in the proper care of animals, including grooming and exercising techniques.

Restaurant Services

- Effectively performed multiple tasks such as ___, ___, and ___ within a fast-paced environment.
- Managed guest relation issues such as complaints, recommendations, and accommodation requests.
- Handled a daily revenue averaging \$___.
- Focused on proper safety procedures for preparation and storage of food.
- Recommended nightly specials to customers and enhanced sales by 10%.
- Maintained approximately #___ hours per week while enrolled as a full-time student.

Retail Sales Associate

- Completed administrative tasks such as ___ and ___ in a fast-paced environment.
- Handled a daily revenue average of \$ ___.
- Engaged customers with a friendly and helpful attitude when providing product recommendations.
- Effectively utilized company-specific point-of-sale system.
- Processed returns and purchases of \$2,000+ with cash, credit cards, and gift cards.
- Increased product knowledge and sales experience by working in different areas of the store.

Lifeguard

- Maintained safety for an average of 100+ swimmers daily.
- Certified to perform emergency techniques for the safety of all guests.
- Participated on a team of 6 staff members.
- Taught daily, hour-long swim lessons to individuals and groups of children ages #___ to #___.
- Obtained Red Cross CPR certification.

Lawn Care Service Provider

- Maintained lawns for 12 clients per week.
- Manicured customers' lawns and tailored services to please individual customer expectations.
- Promoted additional lawn care services through flyers, emails, and calls to obtain new customers.
- Managed weekly schedules for up to 4 people.

Student Worker/Intern/Part-Time Worker

Pro Tip: Use descriptive titles for the roles listed on your resume. For example, try "Accounting Intern" rather than "Intern", or try "Office Assistant" rather than "Student Worker".

Marketing Your Other Experience



Below are additional ideas of experiences you can include on your resume. Remember, employers and graduate schools like to see what you are doing outside of the classroom. Notice that the bullet points still focus on specific skills as well as tasks and responsibilities. A section like this can also be a great way for you to highlight your UGA experiential learning!

Class Project

- Collaborated with 3 peers to develop a marketing campaign for a hypothetical company.
- Contributed to the research and writing of a 15-page paper to accompany the pitch.
- Presented the finished project to a class of 100+, including 3 professors from the Marketing Department.
- Successfully earned the top level of "A."

Intern for a Day

- Shadowed an insurance services professional for 2 days.
- Conducted 4 informational interviews with various staff members to gain valuable insight into the industry.
- Accompanied a broker on a site visit and observed daily protocol, professional etiquette, and client-company confidentiality.
- Attended a weekly staff meeting to learn about current projects involving the expansion of the division.

Research Assistant

- Conducted research for 3 months with the goal of _____.
- Regulated control elements for _____ by taking daily measurements of _____.
- Recorded results utilizing Excel spreadsheets.
- Presented analysis and results in poster format at the annual regional conference.
- Facilitated 3 additional experimentation to verify initial findings.

Student-Athlete

- Train 20 hours/week while maintaining a full course load
- Represent interests of other athletes on the Student-Athlete Advisory Committee.
- Improve time management, goal-setting, leadership, and teamwork skills.
- Competed with SEC Conference Championship Team: 2018, 2019, 2020.

Student Organization

- Planned and led weekly meetings of 85 student members.
- Co-managed a \$30,000 yearly budget and appropriately allocated funds for philanthropic engagements, social events, and professional development.
- Ensured all members completed 15+ community service hours each semester.
- Upheld all members to UGA academic standards and honor code requirements.

Study Abroad

- Earned 6 academic credit hours by completing 2 cultural linguistics courses.
- Developed a global perspective on international issues through discussions with local students.
- Improved written and verbal communication skills by conducting oral presentations and writing research reports in Spanish.
- Traveled independently to France and Italy to become fully immersed in European culture.

Arch Ready Professionalism Certificate

- Attended 5 workshops during 1 semester with topics including interview preparation, social media and LinkedIn, and business etiquette.
- Learned to effectively communicate with employers by participating in networking panels.
- Completed an online assessment to provide helpful feedback to the UGA Career Center regarding the programming series.

Inventory Associate

- Collaborated with a team of 7 to ensure shelves were fully stocked at all times in order to maintain the professional appearance of the store.
- Demonstrated a wide range of product knowledge by assisting customers in merchandise selection.
- Operated a fork lift to transport goods.
- Reconciled invoices with products received.

Office Assistant

- Accurately entered patient information by utilizing Excel spreadsheets.
- Exhibited excellent communication skills by managing multiple phone lines and promptly greeting customers in a cheerful manner.
- Maintained an organized office by quickly filing and sorting documents.
- Scheduled individual appointments with office personnel.

Mentee

- Participated in the UGA Mentor Program as a mentee to grow personally and professionally.
- Initiated and drove mentoring relationship through effective communication, setting expectations, and establishing goals.
- Observed day-to-day processes of a business analyst at a large food and beverage corporation.

Strong Action Verbs



The categories below represent skills and qualities employers and graduate schools often say they want candidates to demonstrate on a resume. Use these action verbs to describe your experiences. Remember to add in numbers, dollars, and percentages when possible.

Organizational

Approve	Conserve	Extract	Log	Process	Review	Streamline
Arrange	Consolidate	Generate	Maintain	Purchase	Revise	Substitute
Categorize	Correct	Identify	Monitor	Record	Schedule	Standardize
Classify	Diagram	Implement	Obtain	Reshape	Screen	Systematize
Code	Distribute	Incorporate	Operate	Reorganize	Set up	Tabulate
Collaborate	Enlist	Inspect	Organize	Respond	Shape	Target
Collect	Execute	Integrate	Prepare	Retrieve	Specialize	Update
Compile	Expedite	Join	Prioritize	Revamp	Specify	Validate

Creative

Act	Conceptualize	Display	Fashion	Integrate	Photograph	Remodel
Adapt	Conduct	Draft	Forge	Introduce	Pilot	Renovate
Advertise	Create	Dramatize	Formulate	Invent	Pioneer	Replace
Begin	Customize	Draw	Found	Market	Plan	Revise
Broaden	Demonstrate	Entertain	Illustrate	Model	Present	Revitalize
Combine	Design	Establish	Imagine	Modernize	Produce	Shape
Compose	Develop	Execute	Improvise	Modify	Recommend	Sketch
Conceive	Direct	Exhibit	Initiate	Originate	Redesign	Spearhead
Condense	Discover	Explore	Institute	Perform	Rehearse	Transform

Financial

Account for	Appraise	Compute	Develop	Market	Prepare	Reconcile
Adjust	Audit	Conserve	Estimate	Measure	Procure	Reduce
Administer	Balance	Control	Finance	Monitor	Project	Research
Allocate	Budget	Correct	Forecast	Net	Purchase	Retrieve
Analyze	Calculate	Determine	Manage	Plan	Qualify	Transfer

Helping

Adapt	Assess	Deliver	Ensure	Handle	Protect	Represent
Advise	Clarify	Demonstrate	Evaluate	Help	Prevent	Resolve
Advocate	Coach	Diagnose	Expedite	Moderate	Provide	Serve
Aid	Collaborate	Educate	Facilitate	Observe	Reconcile	Simplify
Answer	Contribute	Enable	Familiarize	Orient	Rectify	Supply
Anticipate	Cooperate	Encourage	Foster	Predict	Refer	Support
Arrange	Counsel	Enlist	Guide	Prescribe	Rehabilitate	Volunteer

Leadership/Management

Accomplish	Conceptualize	Develop	Execute	Lead	Perfect	Replace
Account for	Conduct	Devote	Formulate	Leverage	Preserve	Review
Administer	Consolidate	Direct	Generate	Manage	Preside	Revitalize
Adjust	Consult	Dispatch	Handle	Maintain	Prioritize	Reward
Analyze	Contact	Dispense	Head	Merge	Produce	Save
Appoint	Contract	Eliminate	Hire	Motivate	Propose	Set goals
Approve	Coordinate	Employ	Implement	Orchestrate	Protect	Schedule
Assign	Decide	Emphasize	Improve	Order	Realize	Streamline
Assume	Decrease	Enforce	Incorporate	Organize	Recommend	Strengthen
Attain	Delegate	Enhance	Increase	Overhaul	Recruit	Supervise
Chair	Design	Establish	Initiate	Oversee	Regulate	Terminate
Choose	Determine	Evaluate	Institute	Plan	Reorganize	Unify

Strong Action Verbs



Communication

Address	Confront	Document	Incorporate	Meet	Promote	Respond
Advertise	Consult	Draft	Influence	Moderate	Publicize	Solicit
Arbitrate	Contact	Edit	Inform	Motivate	Publish	Specify
Arrange	Convey	Educate	Interact	Negotiate	Question	Speak
Ascertain	Convince	Elicit	Interpret	Network	Reconcile	Stipulate
Author	Correspond	Enlist	Interview	Observe	Recruit	Suggest
Brief	Define	Explain	Involve	Outline	Refer	Summarize
Collaborate	Describe	Express	Lecture	Participate	Reinforce	Synthesize
Communicate	Develop	Follow-up	Market	Persuade	Report	Translate
Compose	Direct	Formulate	Mediate	Present	Resolve	Write

Problem-Solving/Analytical

Accumulate	Chart	Diagnose	Evaluate	Identify	Reduce	Revive
Acquire	Clarify	Design	Examine	Interpret	Remedy	Solve
Address	Collaborate	Detect	Extract	Interview	Research	Study
Analyze	Collect	Determine	Formulate	Investigate	Revamp	Summarize
Brainstorm	Compare	Discover	Gather	Modify	Review	Survey
Calculate	Conduct	Disprove	Hypothesize	Organize	Revitalize	Troubleshoot

Results

Accelerate	Award	Eliminate	Fortify	Map	Reduce	Succeed
Accomplish	Complete	Enlarge	Improve	Maximize	Reinstate	Transform
Achieve	Compound	Establish	Increase	Measure	Resolve	Trim
Add	Contribute	Exceed	Initiate	Minimize	Secure	Triple
Advance	Decrease	Excel	Introduce	Obtain	Solicit	Validate
Attain	Demonstrate	Expand	Launch	Pioneer	Stabilize	Widen
Augment	Double	Extend	Lower costs	Prove	Standardize	Win

Teaching

Accept	Clarify	Designate	Explore	Inform	Organize	Simplify
Adapt	Coach	Develop	Facilitate	Initiate	Persuade	Solicit
Advise	Command	Direct	Focus	Inquire	Ponder	Speculate
Analyze	Communicate	Discipline	Generate	Instill	Postulate	State
Apply	Complement	Educate	Guide	Instruct	Praise	Stimulate
Appraise	Conduct	Elaborate	Head	Integrate	Provoke	Structure
Appreciate	Consider	Elicit	Hypothesize	Interact	Question	Synthesize
Assess	Cooperate	Emphasize	Identify	Investigate	Reinforce	Systematize
Assign	Coordinate	Enable	Implement	Listen	Rephrase	Teach
Attend	Correct	Encourage	Incorporate	Model	Research	Thank
Categorize	Critique	Evaluate	Indicate	Modify	Reward	Theorize
Challenge	Define	Excite	Individualize	Motivate	Set goals	Train
Choose	Demonstrate	Explain	Infer	Observe	Set standards	Tutor

Technical/Research

Activate	Compute	Create	Display	Integrate	Reconfigure	Service
Adapt	Configure	Define	Experiment	Investigate	Rehabilitate	Solve
Apply	Conserve	Deliver	Exhibit	Maintain	Remodel	Streamline
Appraise	Consolidate	Design	Fabricate	Navigate	Repair	Supply
Assemble	Construct	Detect	Formulate	Operate	Rectify	Survey
Begin	Contrive	Determine	Fortify	Overhaul	Regulate	Train
Build	Convert	Develop	Implement	Participate	Resolve	Troubleshoot
Calculate	Coordinate	Devise	Install	Program	Screen	Upgrade

Resume Examples



Freddie First-Year

firststudent@uga.edu • 770-555-1234

OBJECTIVE

To obtain a Summer 2021 internship in order to demonstrate my strong communication skills and educational background related to consumer product research.

EDUCATION

University of Georgia

Bachelor of Science in Family and Consumer Sciences
Major: Consumer Economics; Minor: Food Science

Athens, GA
May 2024

Maple High School

Honors High School Diploma, GPA: 4.57/5.00

Covington, GA
May 2020

WORK & OTHER EXPERIENCE

Dining Room Attendant, UGA Food Services, Athens, GA

August 2020 – Present

- Maintain a clean and safe environment for campus dining hall serving 1,000+ patrons daily
- Provide excellent customer service by interacting with students and staff to ensure a quality dining experience
- Completed the Student Manager Training Program within the first month of work

Arch Ready Professionalism Certificate, UGA Career Center, Athens, GA

December 2020

- Attended 5 workshops during 1 semester with topics including business etiquette, LinkedIn, and resume building
- Effectively communicated with employers, alumni, and peers by participating in networking panels
- Completed an online assessment for each workshop to provide constructive feedback to the Career Center

Cashier, CVS Pharmacy, Covington, GA

June 2018 – July 2018 (Seasonal)

- Processed financial transactions totaling \$1,000+ nightly
- Accurately issued receipts, refunds, credits, and change due to customers
- Compiled monthly balance sheets with total dollar amounts and number of transactions

CAMPUS & COMMUNITY INVOLVEMENT

Rower, UGA Men's Club Rowing Team, Athens, GA

August 2020 – Present

- Selected as 1 of 15 members after completing a 20-hour intensive training period
- Dedicate 15 hours per week to training and practice while balancing 15 academic hours
- Received 3rd place medal at annual Head of the South Regatta in Augusta, GA

Member, UGA Banking & Finance Society, Athens, GA

August 2020 – Present

- Contribute articles and updates to campus-wide newsletter
- Attend monthly networking events with employers and participate in company site visits

Eagle Scout, Boy Scouts of America, Covington, GA

January 2015 – June 2019

- Earned 21 merit badges, completed 300 hours of service, and developed and implemented 2 leadership community projects in the Covington area

Volunteer, Habitat for Humanity, Quito, Ecuador

Summer 2018

- Participated in a 6-week service project working with underprivileged children in the Quito community
- Assisted with the planning and construction of 9 homes for young families
- Transitioned into the local culture and developed strong Spanish language skills

SKILLS

Technical: Microsoft Access, Publisher, Prezi

Language: Intermediate knowledge of written and conversational Spanish

Caitlin Communications

catcomm@uga.edu || 770.555.1234 || www.caitlincomm.com || Twitter: @catcomm

May 2021

EDUCATION

University of Georgia, Athens, GA

Bachelor of Arts Major: Advertising

Minor: French, **Certificate:** New Media

Cumulative GPA: 3.4/4.0

RELEVANT COURSEWORK

Advanced Graphic Communications, Media Planning, Editing and Production, Law of Mass Communication, Marketing Strategies and Decision Making, New Media Analytics, New Media Technologies, Public Relations Communications, and Web Programming

MULTIMEDIA EXPERIENCE

Web Designer/Graphic Artist, Information Security Center, Athens, GA

August 2019 – Present

- Design and maintain 3 corporate websites for nonprofit organization
- Manipulate web pages and graphics using JavaScript in an office environment
- Maintain organized documentation to ensure that web pages are dynamic and readily updatable for future employees
- Provide advice to clients regarding graphic design and layout issues
- Instruct 25+ peers on website organization and use of Dreamweaver to edit HTML

Assistant Editor/Writer, Red & Black, Athens, GA

August 2019 – Present

- Earn repeated commendations for excellence in writing; promoted to Assistant Editor within first 6 months
- Write 2-3 articles weekly on a variety of topics such as Sports, Music, and Food & Dining
- Report on local events, secure sources, double-check facts, and meet strict deadlines
- Pitch unique and engaging story ideas to Editor-in-Chief for publications

Production Assistant Intern, Global Digital Media Production, Atlanta, GA

May 2018 – August 2018

- Assisted in the editing and post-production of video and media projects using Final Cut Pro
- Organized travel schedules, meetings, and routes for 10 production team members
- Prepared and distributed briefing notes and scripts for production team daily
- Learned how to be adaptable and responsive to change in a fast-paced environment

PROJECT EXPERIENCE

New Media Analytics Course, Dawgy Dawg Social Media Campaign Project, Athens, GA

May 2019 – August 2019

- Created a uniquely targeted social media plan to be executed primarily through Facebook and Twitter
- Increased brand awareness by 300 likes on Facebook and 100 followers on Twitter within 2 months of campaign
- Evaluated Google Analytics, expanding marketing strategy to include Pinterest; increased website traffic by 32%
- Designed promotional material using InDesign and Illustrator software

ADDITIONAL EXPERIENCE

Pool Manager, Atlantic Pool Service, Atlanta, GA

May 2017 – August 2017

- Developed strong leadership abilities by managing 400-member swimming facility
- Maintained organized records for 35 employees utilizing PeopleSoft Database System
- Effectively communicated with Board of Directors to ensure that members' needs were consistently met
- Collected entrance fees totaling up to \$500 per day

TECHNICAL SKILLS

- Software:** Macromedia Flash, Dreamweaver, Fireworks; Adobe InDesign, Photoshop, ImageReady, Illustrator, Premiere, After Effects; Microsoft Office Suite (including Access); Apple Final Cut Pro, Quicktime Pro; Digidesign Pro Tools
- Analytics:** Google Analytics and Hootsuite
- Programming Languages:** HTML; SQL; CSS; ActionScript; JavaScript; Director Lingo; VBA

Resume Examples



WALTER WASHINGTON

wwashington@uga.edu • Athens, GA 30602 • (706) 555-1234 • www.linkedin.com/in/wwashington

EDUCATION

University of Georgia, Honors Program

Bachelor of Arts in Political Science, School of Public & International Affairs
Bachelor of Arts in Spanish, Franklin College of Arts & Sciences

GPA: 3.73/4.00

Athens, GA
May 2021

Certificate in Personal and Organizational Leadership

- Participant in highly selective, individualized 2-year leadership development program including academic courses, personal assessments, externships, team building, and community service

August 2019 - Present

Study Abroad: Oxford University, Oxford, England

- Earned 6 credit hours while experiencing European culture

May 2019 - July 2019

INTERNSHIP EXPERIENCE

Benton, Getchell & Grayson, LLC: Law Intern, Athens, GA

- Contribute to daily operations of workers' compensation and general liability law firm representing employers and insurers
- Draft motions and briefs for numerous cases and participate in depositions, mediations, and trial preparation
- Maintain updated correspondence with clients, opposing counsel, and physicians regarding case information

August 2019 - Present

The Population Institute: Intern, Washington, D.C.

- Conceptualized, created, and negotiated student scholarship program that served 15 students per year
- Managed relations for World Population Day Symposium with international press, NGOs, and government employees
- Successfully wrote 4 grant proposals and worked to improve the effectiveness of direct mailing fundraising
- Advocated with Congress and NGOs for issue awareness in legislative decisions

June 2018 - August 2018

LEADERSHIP EXPERIENCE

UGA Department of University Housing: Resident Assistant, Athens, GA

- Design, implement, and evaluate educational programs for up to 100 participants, including an Effective Leadership workshop series
- Extensively utilize communication and counseling skills to supervise 65 students in a residence hall setting
- Quickly respond to various crises in a building of 800 residents
- Explain, interpret, and enforce university housing policies such as substance infractions and noise complaints
- Compile an annual facility inventory and year-end report to present to the Housing Executive Board

August 2019 - Present

YMCA Camp Harbor: Leadership Counselors Program, Head Counselor, Gainesville, GA

- Selected by supervisor to interview, hire, and train 36 counselors
- Developed an innovative leadership training curriculum for new staff onboarding
- Taught leadership lessons to groups of 5-15 campers, ages 7-10
- Managed cabin of 11 campers 24 hours per day, 5 days per week
- Designed detailed and comprehensive camp schedule for all children and staff
- Maintained order in daily activities involving 300+ campers

May 2017 - July 2017

OTHER WORK EXPERIENCE

UGA Honors Program: Student Assistant, Athens, GA

Russell Hall: Desk Assistant, Athens, GA
Dillard's: Sales Associate, Alpharetta, GA

September 2017 - Present
August 2018 - May 2019
May 2016 - August 2016

HONORS & AWARDS

HOPE Scholarship Recipient (Fall 2017 - Present)
Governor's Scholarship (Fall 2017 - Spring 2018)

Dean's List (5 semesters)
UGA Rotary Top 12 Award Winner (Spring 2018)

Evan Exercise

dmexercise@uga.edu | (706) 542-5555 | @evanworksout

OBJECTIVE

To obtain an internship with Velocity Sports Performance Group in order to expand my knowledge in the field of exercise science and sports medicine.

EDUCATION

University of Georgia

Bachelor of Science in Education

Major: Exercise and Sport Science; GPA: 3.80/4.00

Athens, GA
May 2021

RELATED EXPERIENCE

UGA Career Center Education Excursion Shadowing

Atlanta, GA
March 2020

- Selected to participate in selective professional networking visit to the Georgia Department of Public Health, Shepherd Center, and Children's Healthcare of Atlanta to explore healthcare careers
- Participated in informational panels with public health professionals, physical therapists, occupational therapists, speech language pathologists, certified rehabilitation therapy specialists, and child life specialists
- Gained insight regarding collaborative and interdisciplinary approaches to healthcare
- Accompanied professionals on site tours and observed daily protocol, patient interactions, and use of assistive technology and rehabilitative devices

Athens Sports Care Center and Rehab Shadowing

Athens, GA
August 2019 - May 2020

- Assisted patients with daily exercises and activities
- Recorded and filed daily logs of patients' activities
- Prepared patients for electrical stimulation treatments
- Applied ice, heat packs, and proper wrappings for patients

Athens-Clarke County Parks and Recreation

Basketball Camp Coach/Coordinator

Athens, GA
Summers 2019 - 2020

- Instructed 60-70 1st – 9th grade athletes on proper athletic skills development
- Created interactive and participatory sessions to engage youth and help them understand correct and safe techniques and strategies
- Worked with other coaches in a team-related environment
- Monitored and evaluated drills and activities to ensure proper safety measures were in place
- Created camp schedules for distribution to coaches, referees and volunteers
- Maintained positive communication with campers and parents

LEADERSHIP EXPERIENCE

UGA Sport Management Club

President

Athens, GA
Spring 2020 - Present

- Attend and professionally lead all bi-weekly meetings
- Actively recruit club members and appoint all 5 officer positions
- Oversee fundraising efforts, with a team of four raising \$300 in one semester
- Create and send weekly emails to Correspondence Officer for distribution to club members

Member

Fall 2018 - Present

- Build relationships with area business leaders in the sports management field and invite them to speak on panel discussions
- Participate in discussions about the current state of industry and network with professionals in the field

Resume Examples



Erica Engineer, E.I.T.

555-555-5555 • EricaE@uga.edu • issuu.com/eengineersample

SUMMARY OF QUALIFICATIONS

- Experienced in designing solutions for environmental problems that require integration of environmental and human health constraints compatible with economic growth, sustainable development, and ethical standards
- Proficient with a variety of modeling and drafting software including AutoCAD and ALGOR
- Efficient at utilizing project management and teamwork skills to further accelerate the overarching goals of the company

EDUCATION

University of Georgia – Athens, GA
Bachelor of Science in Environmental Engineering
Cumulative GPA: 3.75/4.00
Engineer in Training (E.I.T.), State of Georgia, 2020
Passed Fundamentals of Engineering Exam, 2020

May 2021

RELEVANT PROJECT EXPERIENCE

Group Project, Environmental Engineering Design Methodology – Athens, GA January 2021 – March 2021

- Joined a 5-person team tasked with developing an action plan for addressing societal, environmental, regulatory, and economic constraints related to a local wastewater project in Athens, GA
- Researched client needs and developed a solutions-based layout to best suit functionality requirements
- Served as project leader by organizing team meetings, tracking progress, and providing a forum for discussion

RELEVANT EXPERIENCE

ABC Pollution Control June 2020 – August 2020
Environmental Engineering Intern – Miami, FL

- Assisted with inspection of sites and performed detailed monitoring of industrial pollution control measures based on the state and local regulations
- Served on a committee dedicated to designing and implementing a new waste water treatment system
- Collaborated with a team of 3 engineers to provide onsite environmental investigation of projects

Globe & Legion Engineers May 2019 – August 2019
Intern – Athens, GA

- Researched building code items, materials, and similar building plans for 2 large commercial projects in Atlanta
- Assisted engineering and design teams in decision making process for ADA compliance
- Worked on a team of 7 focused on research and identification of suitable locations to install groundwater dams

MEMBERSHIPS AND ASSOCIATIONS

The National Association of Environmental Professionals – Athens, GA January 2020 – Present
The Society of Environmental Engineers, UGA – Athens, GA August 2018 – Present

- Attend weekly meetings which focus on strengthening engineering skill sets and further developing as a professional

CAMPUS INVOLVEMENT

Co-Captain, UGA Tennis Team – Athens, GA August 2018 – May 2021

- Instrumental in team motivation, encouragement, and success

Member, Sigma Pi Kappa, UGA – Athens, GA December 2017 – December 2020

- International Honor Society

TECHNICAL PROFICIENCIES

Modeling Programs: ALGOR, eQUEST, and EnergyPro (LEED project with a VRF system)
Drafting Software: AutoCAD, AutoCAD LT

Danielle Dual Degree

Athens, GA 30605 • danielledd@uga.edu • (222) 544-5987

EDUCATION

Master of Arts in English, Franklin College of Arts & Sciences May 2022
Bachelor of Arts in English, Franklin College of Arts & Sciences May 2020
University of Georgia, Athens, GA

INTERNSHIP EXPERIENCE

GeorgiaNOW, Athens, GA January 2018 - Present
Reader/Associate Editor

- Review poetry submissions online with a team of 7 readers and recommend the highest quality creative works to be published in *GeorgiaNOW*
- Foster collaboration with other managing editors on magazine's theme, mission, and design using Adobe InDesign and Microsoft Publisher to review monthly
- Create marketing for current and forthcoming issues on social media platforms, including Instagram, Twitter, and Facebook, increasing online readership by over 15% in one year

Carter Entertainment, Athens, GA May 2017 - December 2017
Event Planner

- Established and oversaw 25 online marketing promotions, advertising, and sponsorships on company webpage
- Interviewed 15 promotional employees and evaluated operating systems, sales plans, schedules, and activity plans

City of Madison Parks and Recreation, Madison, GA June 2016 - August 2016
Design Intern

- Redesigned and updated brochure and pamphlet information for 6 parks
- Organized, edited, and designed layout and content for print and website
- Structured and supervised the design and editing team for publication's activity guide

Brown Road Day Camp, Madison, GA May - August 2017, 2018
Head Counselor and Supervisor

- Implemented and evaluated schedules, programs, and job positions for over 150 campers and 15 counselors
- Planned and devised lessons and activities for 30 teenagers that enforced responsibility and dependability
- Coordinated end-of-summer awards ceremony for over 100 teenagers and parents

UGA Rowing Team, Athens, GA August 2017 - May 2018
Coxswain and Coach

- Commanded, coached, and oversaw 2 boats of 8 rowers
- Provided motivation, support, and tactical assistance during practice and regatta races
- Dedicated 25+ hours each week to conducting and overseeing training, practice, planning, and team building

RESEARCH & PRESENTATION EXPERIENCE

Southern Region Literary Conference, Atlanta, GA June 2020
Presenter

- Presented to 100+ conference participants about the findings of a research study on folklore trends in the Southeast
- Conducted 3 breakout sessions with conference participants to answer questions and provide feedback about the study

HONORS & AWARDS

Creative Writing English Award April 2019

- Earned first place in an Advanced Poetry class of 35 for a Poetry Chapbook

Outstanding Student Award December 2018

- Awarded for exceptional work, effort, and communication by English Literature professor in a class of 105

Steps to Cover Letter Success



A cover letter is a great way to show how your experiences, characteristics, and skills align with a job or internship opportunity. Find below the foundational elements for a successful cover letter and frequently asked questions answered by one of UGA's top employers.

Header Address

- This is your contact information.
- Format exactly like the heading on your resume.

Date

- This should be the date that you are applying/submitting the cover letter.

Employer Address

- Always include the person's title (e.g., Director of Human Resources).
- Address the recipient by their full name.
- If you don't have the address, look it up on the organization's website.

Greeting

- Refer to the reader by their full name if possible, but if not, use "Dear Hiring Manager:"
- Use a colon after the greeting, not a comma.

Opening: Why am I Writing?

- Identify the position and the organization.
- Indicate how you learned about the position.
- Introduce basic information about yourself that explains why you would be the best candidate for the position.
- Connect yourself to the organization/position in a unique way, for example, your shared values and how they fit with the organization/position.

Middle: Why Should You Hire Me?

- Relate your skills, experiences, and qualities that would benefit you in the position.
- Synthesize your experiences and skills; do not simply restate your resume.
- Highlight one or two of your strongest qualifications and explain how they relate to the needs of the employer.
- Explain why you are interested in the employer and position.
- Demonstrate that you are a good candidate for the position based upon the job description and make another unique connection.

Conclusion: What is My Next Step?

- Refer the reader to your enclosed resume (and other documents).
- Reiterate your strong interest in the position/organization with another personal connection.
- Specify how you intend to follow up, then be sure to do so.
- Close with the word "Sincerely."
- Add your virtual signature followed by your full name typed.

Pro Tip: You can find a cover letter template on the Career Center website at career.uga.edu/job_search/correspondence.

Cover Letter Questions Answered by an Employer

Do I always submit a cover letter with an application?

"Always be prepared to provide a cover letter and if there is an opportunity to submit one, do it! That may help your chances, especially if your cover letter provides additional information not covered on your resume for what makes you the best candidate for the position and further highlights your competitiveness for the role." – E. Butler, Recruiter

What are employers looking for in cover letters?

"Additional information that may not be included on the resume, and further explains why you are the best candidate for the position. It should further identify your competitiveness. The cover letter should also be an interesting read that introduces you to the reader, while the resume goes deeper into your skills and experience that are transferable and would make you successful for the role you are applying to. The cover letter can also be used to explain gaps in the work experience. The cover letter should not be used to restate everything covered on the resume." E. Butler, Recruiter

Cover Letter Example



Preyesh Kapoor

Athens, GA 30605 • (706)555-1212 • pkapoor@gmail.com • linkedin.com/in/p_kapoor

February 20, 2021

Sara Dawson
Recruiting Coordinator
Georgia Pacific
111 Peachtree St.
Atlanta, GA 30032

Dear Sara Dawson:

It is with great enthusiasm and interest that I am submitting this letter and resume as application for the Operations Intern position at Georgia Pacific. I was excited to learn of this internship through communicating with Georgia Pacific representatives at the University of Georgia Spring Career and Internship Fair. I am confident that my collaboration skills, attention to detail, and operations knowledge make me an excellent candidate for this position.

As a management major in the Terry College of Business, I have completed a number of courses that have equipped me with the content knowledge necessary to succeed in this role. For instance, in my Operations Management course, I collaborated with a group of four students to simulate just-in-time philosophies in a manufacturing environment. Our creative solution led to a 12% downtime decrease and significant labor costs savings. Working with this team improved my communication skills, as I needed to openly discuss potential solutions and clearly delegate tasks to guarantee the project's success.

In addition, my on-campus position as a student assistant in the Fanning Institute has sharpened my attention to detail and organizational skills, which are two abilities that will help me to succeed as an Operations Intern. In this role, I maintain detailed records and ensure that they can be easily and quickly located when needed. I also designed a new Excel spreadsheet to track expenditures, which has helped my colleagues to save valuable time as they complete their daily tasks.

If given the opportunity, I am confident I can exceed your expectations as an Operations Intern. Thank you for your time and consideration. Should you require any additional information or like to speak with me further about my qualifications, please contact me by phone at (706) 555-2020 or by email at pkapoor@gmail.com. I look forward to meeting with you soon!

Sincerely,

Preyesh Kapoor

Preyesh Kapoor

References Example



Preyesh Kapoor

Athens, GA 30605 • (706)555-1212 • pkapoor@gmail.com • linkedin.com/in/p_kapoor

REFERENCES

Ms. Linda McCoy
Residential Counselor Coordinator Outward Bound
1400 Peachtree Street
Melbourne, FL 32902
404-555-2314
lmccoy@myemail.outwardbound.com
Outward Bound Supervisor

Dr. Laura McPherson
Associate Professor
The University of Georgia
Department of Psychology
400 Park Hall
Athens, GA 30603
706-555-1234
lmcpherson@myemail.edu
Faculty Research Supervisor

Mr. Donald Spencer
Administrative Associate IV
The University of Georgia
Department of Mathematics and Science Education
Aderhold Hall
Athens, GA 30603
706-555-2345
dspencer@myemail.edu
Former Student Worker Supervisor

Pro Tip: Who could you ask to be a reference? Professional references include people who can attest to your skills and qualifications. Consider using a current supervisor, past employer, colleague, instructor, coach, or advisor.

Tailored Job Search Materials



Job Description and Tailored Application Materials

Tailored (or targeted) application materials are those that help differentiate your candidacy by highlighting specific skill sets that support those identified in the job description. Note how each point highlighted in the job description is addressed in the resume and cover letter.

Requisition Number: 07-0604

Post Date: 07-11-2018

Title: Program Assistant, Northern Tier Europe

Location: Washington, D.C.

Description

National Endowment for Democracy (NED)

The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant making organization that works to support freedom around the world, seeks a Program Assistant with emphasis on Northern Tier Europe. This is **an entry-level position** on our Europe regional program team. This position is based in Washington, D.C.

Position Summary:

The Program Assistant provides **day-to-day administrative and programmatic support** to the Europe program staff.

Responsibilities:

- Provide general administrative support to the Europe Section staff;
- **Receive, process and distribute incoming proposals and grantee materials;**
- Respond to general inquiries regarding the proposal process;
- Assist in preparing proposal summaries, budgets and related materials;
- Provide **programmatic support to Program Officer and the Senior Director;**
- Maintain a database of contacts in the region;
- Help to **organize meetings, roundtables and other events on Europe-related topics;**

Qualifications:

Knowledge/Experience:

- **Bachelor's degree in political science**, regional studies, international relations, history or other relevant discipline;
- Proficiency in Microsoft Office applications;
- **Administrative and/or programmatic experience**, preferably in the nonprofit sector.

Other Qualifications:

- Demonstrated **interest in and knowledge of the political and civil society issues in Europe;**
- Strong written and oral communications skills in English required;
- **Fluency in Russian** (reading, writing and speaking) is required;
- Proficiency in relevant regional languages is an advantage;
- Authorized to work in the United States.

Competencies:

- Attention to detail and the ability to multi-task;
- **Excellent interpersonal communication skills;**
- High degree of organization and initiative.

Michael K. Scott

mkscott@uga.edu • Athens, GA 30602 • (706) 555-1234 • www.linkedin.com/in/mkscott

EDUCATION

Bachelor of Arts in Political Science, School of Public & International Affairs

Bachelor of Arts in Russian, Franklin College of Arts & Sciences

GPA: 3.79/4.00

Athens, GA
May 2020

Certificate in Personal and Organizational Leadership

August 2018 - Present

- Participant in highly selective, individualized 3-year leadership development program including academic courses, personal assessments, externships, team building, and community service

Study Abroad: Oxford University, Oxford, England

May-June 2018

- Earned 6 credit hours while experiencing European culture

INTERNSHIP EXPERIENCE

Benton, Getchell & Grayson, LLC: *Law Intern*, Athens, GA

August 2019 - Present

- **Contribute to day-to-day operations of workers' compensation and general liability** law firm representing employers and insurers
- **Draft motions and briefs for numerous cases** and participate in depositions, mediations, and trial preparation
- Maintain updated correspondence with clients, opposing counsel, and physicians regarding case information

The Population Institute: *Intern*, Washington, D.C.

June 2017 - August 2017

- Conceptualized, created, and negotiated student scholarship program that served 15 students per year
- **Managed relations** for World Population Day Symposium with **international press, NGOs, and government employees**
- Successfully **wrote 4 grant proposals** and worked to improve the effectiveness of direct mailing fundraising
- Advocated with Congress and NGOs for issue awareness in legislative decisions

LEADERSHIP EXPERIENCE

UGA Department of University Housing: *Resident Assistant*, Athens, GA

August 2018 - Present

- Design, implement, and evaluate educational programs for up to 100 participants, including an Effective Leadership workshop series
- Extensively **utilize communication and counseling skills** to supervise 65 students in a residence hall setting
- Quickly respond to various crises in a building of 800 residents
- Explain, interpret, and enforce university housing policies such as substance infractions and noise complaints
- **Compile an annual facility inventory and year-end report** to present to the Housing Executive Board

YMCA Camp Harbor: *Leadership Counselors Program, Head Counselor*, Gainesville, GA

May 2016 - July 2016

- **Maintained order in daily activities** involving 300+ campers
- Selected by supervisor to interview, hire, and train 36 counselors
- Developed an innovative leadership training curriculum for new staff onboarding
- Taught leadership lessons to groups of 5-15 campers, ages 7-10
- Managed cabin of 11 campers 24 hours per day, 5 days per week
- **Designed detailed and comprehensive camp logistical schedule** for all children and staff

OTHER WORK EXPERIENCE

UGA Career Center: *Career Development Intern*, Athens, GA

September 2017 - Present

Russell Hall: *Desk Assistant*, Athens, GA

August 2017 - May 2018

JCPenny: *Sales Associate*, Alpharetta, GA

May 2016 - August 2016

HONORS & AWARDS

HOPE Scholarship Recipient (Fall 2016 - Present)

Dean's List (5 semesters)

Governor's Scholarship (Fall 2016 - Spring 2017)

UGA Rotary Top 12 Award Winner (Spring 2017)

Tailored Job Search Materials



Michael K. Scott

mkscott@uga.edu • Athens, GA 30602 • (706) 555-1234 • www.linkedin.com/in/mkscott

January 31, 2021

John Dawson
Program Manager Supervisor
1025 F St NW, Washington, DC 20004, USA

Dear John Dawson:

It is with great enthusiasm and interest that I am submitting this letter and resume as application for the Program Assistant, Northern Tier Europe in Washington, D.C. Having interned in D.C. last summer with The Population Institute, I plan to move back to the D.C. area after graduating as a double major in Political Science and Russian from the University of Georgia. I was excited to learn of this available position through communicating with Northern Tier Europe representatives at the University of Georgia Spring 2019 Career Fair. I believe my previous experience has cultivated my attention to detail, excellent interpersonal communication skills, and ability to apply a high degree of organization, and will make me an excellent candidate for this position.

My experience as a Law Intern for Benton, Getchell & Grayson, LLC in Athens, GA, has prepared me well for this position. While working there, I contributed to day-to-day operations of workers' compensation at the general liability law firm representing employers and insurers. In addition, I have been tasked with drafting motions and briefs for numerous cases and participate in depositions, mediations, and trial preparation. I also possess a great deal of fluency in Russian, a friendly personality and strong attention to detail, all of which will prove helpful in this position as I provide daily administrative and programmatic support to the Europe program staff.

Prior to working at Benton, Getchell & Grayson, LLC, I worked as an Intern for The Population Institute in Washington, D.C where I was in charge of creating structure around the student scholarship program that served 15 students per year. I also was able to successfully write grant proposals and worked to improve the effectiveness of direct mailing fundraising. I am a quick learner and would be comfortable providing cross-training to other team members.

If given the opportunity, I am confident I can exceed your expectations as a Program Assistant. Thank you for your time and consideration. Should you require any additional information or like to speak with me further about my qualifications and flexible class schedule, please contact me by phone at (706) 555-1234 or by email at mkscott@uga.edu. I look forward to hearing from you soon!

Sincerely,

Michael K. Scott

Michael K. Scott

Tailored Cover Letter T-Chart Tool

Utilize the method below to tailor your cover letter to the position description. Pull requirements, preferences, words, and phrases from the job description and place them on the left side of the chart. Then, brainstorm how you fit each qualification and add this to the right side of the chart.

Job Description	My Qualifications
Fluency in Russian	Russian & Political Science double major
Excellent interpersonal communication skills	Friendly personality and communication style
Receive, process, and distribute incoming proposals and grant materials	Law internship where I wrote grant proposals
Day-to-day administrative and programmatic support	Performed administrative duties during my internship

Pro Tip: Save documents professionally using this short formula: Your last name + document. Example: Howell_CoverLetter.

Application Follow-up



Subject Line: Application for Wells Fargo Summer Internship

Dear Mr. Bond,

My name is _____ and I am writing to let you know of my interest in the Financial Analyst internship with Wells Fargo. I recently applied for the position on your website, and I believe I am a strong candidate due to my strong _____, _____ and _____ skills as well as my experience in _____ and _____. A copy of my resume is enclosed for your review, and I would greatly appreciate your consideration. If you have any questions or would like to speak with me further about my qualifications, please feel free to contact me by phone at (706) 555-2222 or by email at georgiared@uga.edu. Thank you for your time.

Sincerely,

Georgia Red
(706) 555-2222
georgiared@uga.edu

Job Inquiry



Subject Line: Project Engineer Opportunity at Caterpillar

Dear Mr. Hooper,

I am writing to make you aware of my interest in (working/interning) as a Project Engineer at Caterpillar. I believe I can bring a strong skillset and experience base to your company, including leadership, a high technical proficiency, and clear communication. A copy of my resume is enclosed for your review. Should a position become available at Caterpillar, I would greatly appreciate your consideration.

If you have any questions or would like to speak with me further about my qualifications, please feel free to contact me by phone at (706) 555-4321 or by email at tombrown@uga.edu.

Sincerely,

Thomas Brown
Bachelor of Science in Environmental Engineering, UGA 2020

Thank You: After Interview



Subject Line: Interview Follow-Up and Thank You

Dear Ms. Chan,

Thank you for the opportunity to interview last week for the Client Specialist position at Worldwide Systems, Inc. I appreciate the time that you and your colleagues dedicated to speaking with me about the community liaison role that I could fulfill in your office.

As we discussed, I am currently serving as the Campus Representative for the Athens Community Foundation where I have held several leadership positions, developed an extensive fundraising knowledge, and cultivated strong public speaking abilities. As a result of these experiences, I am confident that I can succeed as a Client Specialist for your company and meet the demands of the position.

Thank you again for your time and consideration for this exciting opportunity. After visiting your office and speaking with your company representatives, I feel that Worldwide Systems, Inc. is a great fit for my professional future. I look forward to hearing from you soon, and please let me know if you have any additional questions.

Sincerely,

Milo Santos
msantos@uga.edu
(770) 555-1010
linkedin.com/in/msantos

Career Center Tips

Thank-you notes are important! When surveyed, **68%** of hiring managers reported that receiving a gratuitous post-interview note impacts their decision. Nearly **20%** of employers reported dismissing a candidate because they did not receive a follow-up note.

Networking messages, like the one on p. 41, may be sent on LinkedIn. Be mindful of character limits, and check out p. 21 for a sample.

Career Fair Follow-up



Subject Line: UGA Career Fair Follow-Up

Dear Mr. Swan:

We met at the UGA Career Fair on September 22 where I expressed my interest in the Risk Consulting position with Federated Insurance. Thank you for taking the time to speak with me about his exceptional job opportunity. I enjoyed hearing more about the preventative side of insurance. I also appreciated learning about the collaborative office culture that Federated Insurance provides as well as the skills that you look for in a candidate.

Based on our conversation, I believe I would be a great addition to your company due to my _____ and _____ skills and my experience in _____ and _____. I am looking to relocate and Federated Insurance seems like a great fit for my personality and career goals. A copy of my resume is attached for your reference. Please feel free to contact me by phone (706-542-1234) or email (jillian@email.com) if you have any questions or would like to discuss my qualifications further.

Thank you again for your time, and I look forward to hearing from you.

Sincerely,

Jillian R. Gates

Faculty Research Request



Subject Line: Possible Undergraduate Research Opportunity

Dear Dr. Beaker:

My name is Leslie Knope, and I am a sophomore at the University of Georgia. I am writing to ask about opportunities for undergraduate research in your lab beginning in January 2020.

I have a GPA of 3.4, and I have taken courses in _____. Additionally, I have experience in _____. My research/academic interests are in _____. I am especially interested in your previous work on _____. I would like to get involved in research in this area because it will help me to better prepare for _____.

My resume/CV is attached, but if there is additional information that I have not included that you would like, I would be happy to provide it to you. Thank you for your consideration.

Sincerely,

Leslie Knope

Networking Email/Message



Dear Ms. Liberty,

I am a junior Communication Studies major at the University of Georgia, and I am in the process of researching leaders in the Public Relations field. I recently joined the UGA Alumni Association group on LinkedIn to make connections in the industry, as I am hoping to learn more about this field and best practices for beginning my career after graduation.

I am reaching out to you directly to request an informational interview at your convenience. I am interested in learning more about how you began your career and what recommendations you have for someone who is starting out in this field. Additionally, I would greatly appreciate your comments and suggestions for how to further strengthen my resume and increase my knowledge of public relations.

I will be in New York during the first week of December. If you are available, would you be willing to meet with me for a short informational interview during that week? I would also be available for a phone appointment if that is more convenient. Thank you in advance for your time and consideration. If you have any questions, please feel free to contact me at (706) 555-0939 or at sheinz@uga.edu. I look forward to hearing from you!

Sincerely,

Scott Heinz
(706) 555-0939
sheinz@uga.edu

Recommendation Request



Subject Line: Letter of Recommendation Request

Dr. Clayton,

As a Horticulture major, I have greatly enjoyed and benefited from the classes I have taken with you over the past year, including the Plant Propagation and Greenhouse Management classes. I appreciate that you were always willing to help me when I came to your office hours with questions. I am reaching out to ask if you would feel comfortable writing a recommendation letter for my application to several Master's programs in Plant Pathology.

I have included a summary sheet to refresh your memory about some of my key papers, including my senior thesis. I have also attached my resume. The application is due March 16th, and I would be happy to provide further information that can help you write your recommendation, if you agree to do so.

Thank you for all you have done for me and for taking the time to consider this request.

Sincerely,

Rosemary Greene

Accepting an Offer



Subject Line: Acceptance of the Buyer Position at Nelson

Dear Ms. Springer,

Thank you for the offer of employment as a Buyer at Nelson's headquarters in Sacramento. I am delighted to accept your offer, and I look forward to joining a company known for its strong training program, great prices, and commitment to local communities.

As the offer letter states, I will be earning a salary of \$ _____ per year and reporting to Kathryn Holmes. My start date will be November 15, and I plan to relocate to the area in late October. At that time, I will call you to see what information or materials I may need before my first day. In the meantime, please feel free to contact me at melinda@email.com or (828) 770-1616 if you have any questions, or if I need to provide any additional information.

Again, thank you for this exciting opportunity and I look forward to working with you!

Sincerely,

Melinda Brown
melinda@email.com
(828) 770-1616

Request for Extension



Subject Line: Bilingual Customer Service Representative Job Offer

Dear Mr. Roseman,

Thank you for the telephone call offering me the Bilingual Customer Service Representative position with Unified Uniforms. I am excited about the possibility of working with this particular group of clients as well as the advancement opportunities that you mentioned.

You asked that I notify you of my decision by October 9th. I am very interested in this job and am giving it serious consideration; however, would it work with your timeline if I let you know of my decision by October 15th instead? I want to make sure I have sufficient time to fully consider this opportunity and make an informed decision. I would greatly appreciate this extension and can assure you that I will be able to make a firm decision by that date.

Thank you for your consideration of this request. I will follow up with you next week.

Sincerely,

Minnette Clemons
(706) 555-1234
mclemmons@email.com

Declining an Offer



Subject Line: Environmental Health and Safety Officer Position

Dear Mr. Kinder,

Thank you for your telephone call offering me the position of Environmental Health and Safety Officer with Lava Technology Corporation in Atlanta. As I expressed in my phone call, I firmly believe in the core values of your organization, and I appreciate this challenging opportunity. This has been a difficult decision, but I must decline your offer as I did recently accept another position which I believe is more closely aligned with my current career goals and interests.

I sincerely appreciate the time you took to interview me and share information about Lava Technology Corporation. Thank you again for the offer and I wish you well in your future endeavors. I hope we will have the opportunity to see each other at the upcoming Project Safe Georgia conference.

Sincerely,

Torri Estrada
The University of Georgia
(555) 833-5393
estrada@email.com

Withdrawal from Search



Subject Line: Interview Follow-Up, Clinical Education Consultant

Dear Ms. Mitchell,

Thank you for the opportunity to interview with Blue Health Solutions for the Clinical Education Consultant opening in Alpharetta. I enjoyed our discussion about the responsibilities of the position as well as learning more about the culture and values of your organization; however, to follow up on our phone conversation from last week, I must respectfully withdraw from consideration for this position. I have accepted another employment offer that I feel is a better fit with my career goals at this time.

I appreciate your consideration for this opportunity.

Sincerely,

LaShawn Faber
The University of Georgia, May 2020
lfaber@email.com
(555) 443-0232

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How to Dress for Success



Business Professional Attire

Workplace attire varies greatly by company or organization. Industry standards for business professional attire typically include suits, dress shoes, and neutral colors and hues. Business professional attire should be crisp and clean and often reflect a more conservative look rather than bold prints and/or colors. Business professional is the attire most often worn to interviews.

Below are some tips for business professional dress. Consider opting for a more conservative look the first few weeks at an office or organization and adjust as appropriate.

- All clothing should be neatly pressed.
- All clothing should reflect a neutral color palette.
- Carry a portfolio/ padfolio. Briefcases and handbags should be black, navy, or other neutral tones.
- Dress shoes including flats, closed-toe shoes, heels, and loafers should be worn and polished. If heels are your preferred option, the heel should be no higher than 3.5 inches.
- Limit perfume or cologne.
- Nails should be clean and neat, as should any polish.
- Suits with matching pieces should be worn (can include skirts, dresses, or pants as you prefer).
- Use simple accessories and avoid large watches and jewelry.
- Wear neat, simple makeup if you feel inclined to wear any.



For additional examples and inspiration, follow the Career Center on Pinterest for both business casual and business professional samples.

Pro Tip: SGA's Professional Clothing Closet provides free professional clothing. As a UGA student, you have access to one free professional outfit per academic year. For more information, visit sga.uga.edu.



How to Dress for Success



Business Casual Attire

Business casual attire describes additional, suitable options, depending on your workplace environment. Your workplace should specify if they adhere to a business casual dress code, but in case they do not, do not hesitate to ask. Business casual attire allows you to add a bit of color and variety to your already professional wardrobe.

Much like interview attire, business casual should still be crisp, conservative, and neat. It is not as formal as an interview outfit but not casual attire. You are still in a workplace environment and want to reflect professionalism at all times. You should be prepared to meet even the CEO of your organization at any time.

Below are some tips for business casual dress. If you are in doubt, observe the people in your office and in your industry to understand the standard dress.

- All clothing should be neatly pressed.
- Blazers do not have to be the same color as the pants.
- Blouses, buttoned shirts, and polo shirts are all acceptable.
- Dress shoes such as flats, closed-toe shoes, heels, and loafers are acceptable.
- Dress slacks/pants, khaki pants, and dress capri pants are all acceptable options.
- Dresses and skirts should be knee-length.
- Polo shirts may be appropriate if the environment will be more casual or outdoors.
- Spaghetti straps and narrow tank tops should have a top or sweater over them.
- Ties are generally not necessary for business casual, but if in doubt, you can wear a tie.

For information about dress as it relates to gender expression or cultural identity, we encourage you to make an appointment with your career consultant.



Ultimate Guide to Interviews



An interview gives the opportunity for both the employer and candidate to evaluate each other. The employer has an opportunity to make a more in-depth assessment of the candidate; the candidate has a chance to interact with organization representatives. Use the information below as a guide through your interview process.

Accepting The Interview

- Acknowledge or decline an invitation to visit an employer within 24 hours of receiving the invitation.
- You should only accept an invitation if you are genuinely interested in the position and have not accepted another job offer.
- Be sure to have a voicemail message that is clear and professional, should you miss an expected call from an employer.
- Communicate absences with your professors. Avoid conflicts with exams or project deadlines.

Before The Interview

- Schedule a mock interview with your career consultant.
- Obtain the interviewer's name and title.
- Confirm the time, date, and location/platform of the interview.
- Research the position and organization thoroughly. See p. 17.
- Identify your skills and experiences that relate to the job.
- Review common questions and practice answering them out loud.
- Understand the four main types of interview questions, and how to prepare for them. See p. 47.
- Prepare 3-5 questions to ask the interviewer.
- Plan what to wear. Check out p. 44-45.

During the Interview

- Time your arrival to 10-15 minutes before the interview start time and have printed copies of your resume.
- Relax, be yourself, and be positive. Be aware of your posture, eye contact, and body language.
- Listen closely to questions and be concise in your answers while giving concrete examples.
- Clarify the hiring timeline to inform when you should hear back from the interviewer.
- Collect business cards, or at least the name and title, from everyone you meet.

After The Interview

- Write a thank you email to the interviewer(s). Review the email for spelling or grammatical errors. See p. 40.
- Follow up with the employer to determine your application's status if the employer has not contacted you within the stated time frame.
- In follow-up, express your interest in the position and make it known why you are the ideal candidate.
- Continue to apply to other roles and network with employers until you have accepted an offer.

Career Center Tips

Four Main Types of Interviews

Traditional: Gains basic information about an applicant's background, interests, skills, and reasons for applying.

Behavioral: Based on the premise that past behavior predicts future behavior on the job. Questions are situation-based and often start with, "Tell me about a time when..."

Case: Presents the interviewee with a problem to solve. Getting the correct answer is not as important as your analysis of the problem.

Situational: Presents the interviewee with a scenario to solve. The interviewer will pose a hypothetical situation and ask the interviewee how to resolve it.

Practice Online

Utilize the online resource Big Interview to practice your interview skills



and watch a playback of your performance. Log in with your UGA information at uga.biginterview.com, or by asking Bark Bot, "Where Can I Practice Interviewing?"

Sample Interview Questions



You can schedule a mock interview with your career consultant to practice your responses to any type of interview question.

Sample Traditional Questions

- Tell me about yourself.
- Why are you interested in this position?
- What do you know about our company/organization/school?
- What are your greatest strengths and weaknesses?
- What two or three accomplishments have given you the most satisfaction? Why?
- How would a friend or professor describe you?
- What was your thought process when selecting your college/university/major?
- What are your future career goals? Where would you like to be in 10 years?
- Why should I hire you over any other candidate?

Sample Behavioral Questions

- Tell me about a time when you had to resolve a difference of opinion with a co-worker, customer, or supervisor. How do you feel you showed respect?
- Tell me about a time you failed at something.
- Give me an example of a time when you did not meet a deadline. How did you handle it?
- Describe the most creative presentation or idea that you developed or implemented.
- Tell me about a tough decision you made. What steps and considerations did you take to make that decision?
- What have you done in your present or previous job that goes beyond what was required?
- Describe a situation in which you were able to use persuasion to successfully convince someone to approach things your way.
- Tell me about a time when you faced an ethical dilemma and how you handled it.
- What are three effective leadership qualities you think are important? How have you demonstrated these qualities in your past or current position?

- Give me a specific example of a time when you had to address an angry customer. What was the problem and what was the outcome?
- Tell me about a time when you demonstrated excellent communication skills. What did you need to communicate, and how did you communicate the information clearly?

Sample Case Questions

- How many pennies would it take to reach from the ground to the top of the Empire State Building?
- How many telephones are there in the U.S.?
- How would you redesign an ATM machine to make it more user-friendly?
- How many gallons of gasoline does an average gas station in America sell on an average day?

Pro Tip: Look at Career Insider powered by the Vault for case interview guides: career.uga.edu/resources/online_resources.

Sample Situational Questions

- What would you do if the priorities suddenly changed on a project you were working on?
- What would you do if a team member was not meeting your expectations?

Questions To Ask Employers

- How much travel will be involved in the position?
- How would you describe the work environment? Company culture?
- What type of training program or orientation does a new employee receive?
- What is the typical career path of someone in this position?
- What are the next steps in your search process, and what is your hiring timeline for this position?

Pro Tip: When asking questions, state your company research *and then* ask a question. For example: "I saw in the job description that I would be working on A, B & C. How much time will I spend on each area in a typical day?"

Acing the Interview



Practice the STAR Technique

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 describe.

Situation: Describe the situation that you were in or the task that you needed to accomplish. This should be a specific event or situation, not a generalized description. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

Task: What goal were you working toward? What was the problem? What was your role?

Action: Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on *you* by using the word "I" not "we" when describing actions. What specific steps did you take and what was your particular contribution, not just the team's?

Result: Describe the outcome of your actions and take credit for your successes. What happened in the end? What did you accomplish? If the result was less positive, what did you learn?

Sample Question 1

Tell me about a time you demonstrated excellent communication skills.

Situation: During my sophomore year at the University of Georgia, I demonstrated excellent communication skills serving as co-captain on my ultimate Frisbee intramural team.

Task: Our goal was to win the playoffs, and as one of the team captains of the 12 players I had to make sure to communicate with everyone so we understood the plan and strategy.

Action: I organized practiced times twice a week, communicated via group text, and sent calendar invites to everyone. I also recorded our practices and sent them via email afterwards so that my teammates could re-watch the moves we practiced together.

Result: Because of all the steps that I took to communicate with my team, we felt prepared for the playoffs and won the series. My teammates told me how much they appreciated my reminders and videos as it helped them feel more confident on what role they played on game day. I learned that communication is extremely important for a team to be successful.

Sample Question 2

Tell me about a time you failed at something.

Situation: When I was a first-year student, I was enrolled in a First-Year Odyssey course to learn more about the University and make connections with other first-year students.

Task: To learn more about each other, the class was required to do discussion posts every week on a different topic related to what we were learning in class and then respond to two of our classmates' reflections.

Action: I was having an extremely busy week with my academic course load and organization involvement, and I forgot to contribute to the discussion post and lost several points in the class.

Result: Ever since I made this mistake, I now use my Outlook calendar in the beginning of every week to organize my school work and involvement. I also review all my syllabi in the beginning of the semester to put the due date of any major assignments so that I can plan ahead. Since implementing this, I have not missed any more assignments.



Tips for Phone and Video Interviews



Employers often use telephone and video interviews to screen and narrow a pool of applicants just like they would with an in-person interview; therefore, you should adequately prepare for a phone or video interview, even though it may seem like a casual conversation.

Phone Interviews

- Have a professional voicemail message, should you miss a call from an employer.
- Choose a quiet interview location that is free from distractions.
- Disable notifications on your phone to minimize interruptions.
- Keep your resume and notes nearby.
- Refrain from reading off a script - it is often noticeable.
- Smiling helps to produce a pleasant voice.
- Sit up straight or stand during a phone interview to sound more confident and alert.
- Speak clearly and directly into the phone.
- Conduct your interview in a location that has reliable cell service or Wi-Fi.

Live Video Interviews:

- Download Skype, Zoom, or a similar program in advance and choose a professional username.
- Keep your background uncluttered.
- Turn your cell phone on silent. Keep pets in a separate room. Ask roommates for privacy.
- Adjust the camera to ensure the employer can see your professional attire, not just your face.
- Dress professionally from head to toe - you never know when you may need to stand up.
- Have a phone readily available in case of technical issues.

Pre-Recorded Video Interviews:

- Practice using a similar platform, like uga.biginterview.com, a resource that is free with your UGA email.
- Make (virtual) eye contact by looking at the camera. If you're using a laptop, try elevating the laptop by placing a book underneath it.
- The interviewer is interested in your personality as well as your answer. Smile, emit confidence, and remain authentic.



Tips for Distance Interviewing:

- Research the company, read through the job description, and practice answering interview questions in the same way you would for an in-person interview.
- Understand that many companies approach these as screening interviews, so don't worry if it seems brief. Ask about next steps.
- Be prepared to take notes. It's okay if your interviewer sees you writing something down. It shows you're taking the interview seriously.
- Let your interviewer know if you cannot hear or understand them. There may be an easily resolved connection problem, and it's better to speak up than to misunderstand them.
- Call in early. You'll want to have a few minutes to resolve any problems that may occur.
- Be concise. Depending on the scenario, you may not be able to pick up on visual cues that you've said enough. Keep your answers fairly brief; it is typical to spend 2-3 minutes per question.
- Keep your attention focused on the interview; do not attempt to multi-task.
- Consider calling the Career Center at least 24 hours in advance to inquire about using one of our interview rooms for your video interview.

Negotiation 101



Career Center Tips

The Negotiation Process

Salary negotiation can be an intimidating process, but the Career Center is here to help. Negotiation can be friendly and effective when handled in the proper manner. Be sure to identify the proper person(s) with whom to negotiate before beginning.

Negotiation Resources

Researching salary averages is key. Research comparable job titles and their salaries by using resources such as **Glassdoor**, **LinkedIn Salary**, **NACE Salary Survey**, and **O*Net Online**. Visit our website career.uga.edu/job_search/salary for more tools & tips.

Before Negotiation, Ask Yourself:

- What do you wish to negotiate and why?
- Do you know the minimum salary and benefits you are willing to work for?
- If you are negotiating with a company that is not willing to budge on salary, do you have other benefits you wish to include?
- What is the cost of living where you will be working? How may this factor in?

Practice Scenarios

Scenario 1

Early in the interview process you are asked the question, “What salary are you seeking?” How do you respond?

You: “What is most important to me is whether or not the job is a good match for me and the company. I am willing to negotiate, but I would rather wait and discuss salary until after we determine whether or not I am the best person for this position.”

Employer: “We need to know what you are expecting.”

You: “Based on the research I have conducted, the market rate salary for this type of position could be anywhere from \$50,000–\$55,000, depending on the specifics of the job, the location, and the total compensation package. I would expect a salary and benefits package that is comparable to market rate.”

Scenario 2

You are offered a salary of \$45,000 for a Financial Advisor position, but you would like to negotiate for a higher figure. What do you say?

You: “I am pleased to read the initial annual salary of \$45,000 provided by your company. According to my market research, the average salary for Financial Advisors in this region is above \$50,000. Such salaries correspond with the experience and knowledge that I will bring to your team. I am very interested in this position and your company; is there any room to negotiate this initial offer?”

Scenario 2 Alternative

You: “I am very excited to work for Company XYZ, and I am confident that I will bring value to the job. I appreciate the initial salary offer of \$45,000, but I am expecting to be in the \$50,000 range based on my experience, past performance, and offers extended to me by other companies. While salary is not my only motivation for working here, would it be possible to discuss a salary and/or benefits increase?”

Employer: “The company is not in a position at this time to offer a higher initial salary.”

You: “I understand. Are there other areas we can discuss such as start date, childcare, and/or a flexible work schedule to accommodate the gap in total compensation?”

Pro Tip: Be open to negotiating salary, health benefits, paid personal days, telework opportunities, or other items that are important to you.

Steps to Graduate & Professional School



Applying to graduate school is no easy task. It requires careful planning and consideration to make a sound financial and academic decision. Visit the Career Center website for more in-depth information regarding graduate school preparation and admissions. The considerations below can help you get started:

Start with, “Why?”

- Is an advanced degree required to enter the particular profession you’re interested in or in order to advance within the field?
- Do you have the financial resources or know of options to cover the cost of graduate school?
- Are you burned out academically, and do you need to take time off?
- Do you want to go to school full-time or part-time?

Compare reasons to attend graduate school.

Some good reasons to enroll in graduate school include:

- Your career goal requires an advanced degree, such as being a professor, lawyer, or doctor.
- You want to specialize in a subject that is important to you.
- You want to advance in your career or change career directions.

Some bad reasons to enroll in graduate school include:

- You don’t know what you want to do.
- You don’t want to get a job, or you don’t think you can get a job (but you haven’t tried yet).
- You want to postpone paying student loans.

Pro Tip: Visit the Career Center to explore post-collegiate alternatives and discuss if graduate school is right for you.

Research and select schools.

Consider all of the following when choosing a program:

- Geographic location
- Cost of program
- Cost of living in program location
- Duration of program
- Areas of emphasis and certificate options
- Accreditation
- Courses
- Faculty
- Program and school’s approach toward diversity and inclusion
- Research opportunities
- Practical field experiences/internships
- Application process and requirements
- Program deadlines
- Job placement rates and career support
- Availability of assistantships

Career Center Tips

Gap Year Options

If you are considering spending a year or more to gain experience before attending graduate school, go to career.uga.edu/graduate_school/gap_year to consider your options.

Alternatives to immediately pursuing a graduate degree include:

- Intermediate education and skill development (e.g., certificate, credential, licensing, etc.)
- Employment that offers relevant experience
- Internships or volunteer positions in your field

Some organizations within certain industries may provide rewards or incentives related to graduate study after working for them for a set amount of time (e.g. non-profits or educational institutions). Consider sites like idealyst.org or higheredjobs.com to broaden your search.

Taking a Gap Year

On our homepage, ask Bark Bot, "What should I do for a gap year?" to browse



resources regarding programs and application tips.

Applying to Graduate & Professional School



Step 1: Research and select schools.

See p. 51 for things to consider. During your research, make note of application requirements, such as if you need to apply to only the graduate school or both the school and specific program. When applying to a professional school, note the specific documents required for the national application system and each school to which you are applying.

Step 2: Take your standardized tests.

Research to find out which exams are required for admission. Some schools or programs require the GRE, GMAT, GRE Subject Tests, LSAT, MCAT, etc.

Resources:

- UGA Testing Services, testing.uga.edu
- Educational Testing Services, ets.org
- Graduate Records Exam (GRE), gre.com
- Graduate Management Admissions Test (GMAT), mba.com

Step 3: Refine your resume or CV.

To demonstrate your qualifications, you will need to provide a record of your activities (research, clinical, professional, etc.). Visit your career consultant to have your document critiqued before submission.

Step 4: Write your personal statement.

This is a summary of your goals and intent for applying to graduate school; its main objective is to articulate your professional focus and vision. See p. 53 for tips on writing your personal statement, and see p. 54 for snippets of example pre-health/pre-medical personal statements. For more examples, please visit our website.

Step 5: Request letters of recommendation.

It is important to choose the right individuals to write your letters. These can be professors, supervisors, and colleagues. Provide these individuals with a copy of your resume and personal statement to aid them in writing you a strong letter. Be mindful of deadlines, and ask for letters in a reasonable time-frame. Try to ask at least one month in advance.

Step 6: Complete application forms.

Most likely you will submit online, but if mailing your application, send it certified mail and request a return receipt. Remember to send the appropriate application fee.

Step 7: Request transcripts from the Registrar's Office.

You may have to send official transcripts from the Registrar's Office directly to the school, or you may have to include an official sealed transcript in your application materials.

Step 8: Financial aid and assistantships.

Check for financial aid deadlines. Make sure you indicate on your application (if space is provided) that you are interested in an assistantship. Most programs will provide information about applying for these opportunities on their website.

Step 9: Follow-up.

Make a follow-up call to the admissions office to inquire about your application status. Be persistent, but allow six weeks for processing.

Pro Tip: If you're a current graduate student, we offer a tailored guide for you! Visit the **Graduate Student Career Guide** under the Current Grad Student section of our website or go to career.uga.edu/resources/career_guides for an in-depth resource sharing resume/CV examples, industry and academia job search tools, and more.



Personal Statements: Do's and Don'ts



The personal statement is your opportunity to sell yourself in your application process. Check out the tips below to show yourself in the most positive way possible. Remember you can visit the Career Center during Drop-Ins or schedule an appointment with your career consultant for assistance with editing.

Rewrites are Important! UGA has a Writing Center with experts to help you at any point in the writing process. They can help you evaluate your personal statement or other documents and show you how to proofread your work for errors. Check out english.uga.edu/writing-center to learn more.

General, comprehensive personal statement: General statements are often prepared for standard medical school, law school, and schools that use the Centralized Application System (CAS). These statements are used to apply to multiple programs, so they are often broader in focus.

Response to specific questions: Business and graduate school applications often ask specific questions, so your statement should respond specifically to the question(s) being asked. You'll want to also write about why you're interested in the program, including your goals, research on the program, and the reasons why you are a unique candidate.

Top 7 Do's

1. Do strive for depth rather than breadth—narrow your focus to one or two key themes, ideas, or experiences.
2. Do tell the reader something that no other applicant will be able to say. Be yourself, not the "ideal" applicant.
3. Do provide the reader with insight into what drives you. Why are you interested in this field?
4. Do hook your reader with your opening remarks—consider using a story.
5. Do focus on the positives in the personal statement; consider using an addendum or other essay to explain blemishes.
6. Do proofread carefully for grammar, syntax, punctuation, word usage, and style.
7. Do use readable fonts, typeface, and conventional spacing and margins.



Top 7 Don'ts

1. Don't submit an expository resume; avoid repeating information found elsewhere in your application materials.
2. Don't complain or whine about the circumstances in your life.
3. Don't preach to the reader. You can express opinions, but don't come across as fanatical.
4. Don't talk about money as a motivator; provide more substantial reasons you're interested in the profession.
5. Don't remind the school of its rankings or discuss how great the program is.
6. Don't get the name of the school wrong if editing for multiple programs.
7. Don't incorporate technical language or very uncommon words; keep your writing clear and straightforward.

Pro Tip: Avoid clichéd statements, such as:

- "Allow me to introduce myself. My name is..."
- "This question asks me to discuss..."
- "It is my sincere hope that you will grant me the opportunity to attend your fine school."
- "In sum, there are three reasons why you should admit me..."

Personal Statement Examples



Interesting Intros:

Sample: I am pursuing graduate education in chemical engineering because I want to work in a field that directly impacts society. I value practicality over abstraction, and engineering is ideal because it applies the concepts of math and science to real-world problems. In addition, I crave an immersive and focused academic experience that builds on my rewarding undergraduate career. A PhD program will allow me to pursue my research interests to a much greater depth while also expanding my future career opportunities. I hope to continue improving the teaching ability I have already developed in my past extensive tutoring and current biochemistry preceptorship. Finally, joining a community of like-minded individuals will be a valuable chance for collaboration and personal growth.²

Sample: Having majored in Literary Studies (World Literature) as an undergraduate, I would now like to concentrate on English and American literature. I am especially interested in nineteenth-century literature, women's literature, Anglo-Saxon poetry, and folklore and folk literature. My personal literary projects have involved some combination of these subjects. For the oral section of my comprehensive exams, I specialized in nineteenth century novels by and about women. The relationship between "high" and folk literature became the subject for my honors essay, which examined Toni Morrison's use of classical, biblical, African, and Afro-American folk tradition in her novel. I plan to work further on this essay, treating Morrison's other novels and perhaps preparing a paper suitable for publication.¹

Describing Experiences:

Sample: On a personal level, these competitions helped me make friends all over the world, improved my confidence, and instilled in me a love of international travel. On an intellectual level, they exposed me to a wide variety of topics I would otherwise have never considered. I learned to think critically and examine an issue from multiple perspectives. I loved working past the rhetoric in my opponent's speeches and pointing out flaws in their arguments. Sometimes I was given many months to prepare a topic, and sometimes I was only given two minutes. Whichever the case, I always had to be creative in developing and articulating my arguments.³

Sample: I met Micah when I volunteered with Butterfly Dreams Farm Therapeutic Riding Program. Micah met the horses and was excited for his first ride, smiling brightly when he was placed in the saddle. I spoke to him gently and encouraged him to follow his therapist's instructions. As the weeks passed, I kept speaking to Micah—describing the horse, giving words of encouragement, and saying his name often. One week, Micah responded to me. It was one of the few times Micah has ever spoken, as Micah is nonverbal. I am pursuing occupational therapy because of children like Micah.

Concluding Ideas:

Sample: I am requesting admission to XYZ University's MPH program in epidemiology. My previous epidemiology experience, academic preparation, and personal qualities have prepared me for the expectations of your program. My objective for graduate school is to combine rigorous academic study with hands-on experience, and I believe that ABC City and XYZ University offer extraordinary opportunities for these endeavors. Lastly, I believe that I can contribute to your program through research, publishing, and multidisciplinary collaboration. My goal is to utilize the intellectual richness and diversity of XYZ University to enhance the quality of life of the world's people.¹

Sample: Shadowing showed me how difficult dentistry can be and motivated me to excel academically to become a successful dentist. I would like to continue to contribute as a dentist to my community—abroad and locally, like in XYZ country where Asaka got his first filling or in ABC free clinic where Jamie smiled proudly for the first time. Preventative dental care should be available at an early age, and I want to be a part of increasing that accessibility for all patients.

1. Purdue University. Examples of Successful Statements., 2. MIT: Chem E, Communication Lab. Graduate School Personal Statement., & 3. University of Toronto Law. Personal Statement Examples.

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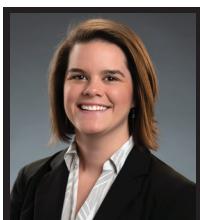
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