

Job & Internship Guide



University Career Center

Your Career Starts Here! » www.ncsu.edu/career » Professional Development » Developing a Career Path » Career Assessments » Interviewing » Service Overview » Graduate School » Resume Writing » Action » References » Attire » Letters of Recommendation » Portfolios » Transcripts » Interviews » Internships » Interviews » ePack » Career Fairs » Job Offers » Getting Started » Success on the Job »

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NC State

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Raleigh, NC 27695 919.515.2396
career_center@ncsu.edu
www.ncsu.edu/career

Other Career Offices at NC State

Agriculture & Life Sciences,
111 Patterson, 515.3249

Co-op, 300 Clark, 515.2300

Textiles, 2348 Textiles
Complex, 515.3780

Design, 200 Brooks Hall,
515.8306

Veterinary Medicine, 4700
Hillsborough St., 513.6203

*First Year College students
may meet with the career
counselor who works
with majors in an area of
interest.



We look forward to helping you in the Career Center. PHOTO BY MATT MOORE

Meet the Staff

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Our Services

Individual Appointments

For an appointment with your Career Counselor, call our office at 919.515.2396.

Drop-ins

A career counselor is available Monday through Friday from 11 a.m. - 2 p.m. for quick questions while classes are in session from August to May. No appointment necessary.

ePACK

Looking for a job or internship? Use the Career Center on-line job/internship search system called ePACK. Upload your resume electronically, search for jobs/internships, sign up for on-campus interviews, and access a database of more than 6,000 employers. You can find ePACK on-line: www.ncsu.edu/ePACK

On-campus Interviewing

Each semester, employers from all over the United States visit the Career Center to conduct on-campus interviews with students seeking jobs and internships. To participate in on-campus interviews, log in to ePACK and click on the interview schedules tab. All interviews take place at the Career Center unless otherwise indicated.

Web site- www.ncsu.edu/career

Visit the University Career Center Web site for detailed information about planning for your career. The site is comprehensive and includes on-line career assessments, tips and tools for the job/internship search, information on career fairs and workshops, resume instruction and samples, interviewing tips, and much, much more!

Career Library

The Career Center Library, located in 2100 Pullen Hall, has information regarding major/career selection, various career paths, graduate school, job & internship search, and resumes & interviewing. A complete list of all books in the library is posted on the Web site. Computers with Internet access are also available. The library is open from 8 a.m. - 5 p.m., Monday-Friday.

Mock Interviews & Resume Critiques

Employers volunteer their time to assist students with their resumes and interviewing skills. To view upcoming resume critique sessions or mock interviews, log on to ePACK and click on the Career Events tab. You may also schedule a mock interview at anytime with your career counselor by calling 919.515.2396.

Career Talk

Career Talk is a podcast devoted to providing information on job searching and career development. The program includes topics such as interviewing skills, dress attire, and resume writing. Career Talk also includes interviews with staff, students and employers. Access these podcasts through iTunes U or on the Career Center Web site.

Meet The Employer Sessions

Employers present information about their organization to students throughout the academic year. Learn about potential career opportunities by attending these sessions. Log on to ePACK to access the Career Center calendar of events.

Career Fairs

The Career Center hosts several career fairs on campus throughout the year, providing excellent job and internship opportunities for students. Visit the Career Center Web site for details and a list of employers in attendance.

Alumni Services

Beyond graduation, the Career Center continues to be a resource for NC State alumni. You can receive services from the Career Center for one semester after graduation. Log on to the following Web site for complete information on services provided: www.ncsu.edu/career/alumni/index.htm



Career Ambassadors

The Career Ambassadors are a group of student volunteers who dedicate their time, energy and talent to the University Career Center. Some of the ways they help the Center in serving the campus community include:

- Represent the Career Center at campus events.
- Provide presentations to student organizations and residence hall programs.
- Welcome employers, faculty, staff and students to the University Career Center.
- Help students with resume building.

Interested in being a Career Ambassador? Check ePACK for available opportunities or call the UCC at 919.515.2396.

Ambassadors pictured:

Tiffany Gladney
senior, communication/media

Ashley Hansen
senior, communication/media

Carmesha Scott
senior, psychology

Linh Nguyen
junior, management/finance

Marta Schmid
junior, management/finance

Meaghan Lynch
sophomore, psychology



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Utilizing your University Career Center

The secret to job-search success for new college graduates may be using their campus career center, according to a new study conducted by the National Association of Colleges and Employers (NACE).

NACE's 2007 Graduating Student Survey found that 52 percent of students who reported securing full-time jobs had applied for a job through a campus career center-sponsored career fair, and 41 percent had posted their resumes through their campus career center's Web site.

"Our study shows that students who actually got full-time jobs tended to use their college career center and its resources more heavily than those who skipped over the career center and went directly to the employer. This confirms the value the career center brings to the student and the employer."

-Marilyn Mackes, NACE executive director

Source: www.nacweb.org
National Association
of Colleges and Employers

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At the Frito Lay booth, Laila Shahid-El, a senior in Spanish and public relations, talks to Greg Ferguson. "It's important for us to have opportunities to find a job," Shahid-El said. "For me it's important because I'm graduating in May." PHOTO BY MATT MOORE

Principles of Professional Conduct

For Career Center staff and students

Choosing and attaining a meaningful career requires active participation in all phases of the search as well as sincere commitment to professional conduct.

Our Responsibility

- Provide the best available advice and assistance to you regarding career choice and job search assistance, based on our professional experience.
- Treat each student with respect and care. Create an atmosphere that encourages participation of all students at NC State without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and provides reasonable accommodations upon request.
- Provide access for all students to participate in services, programs, and events.
- Maintain a recruitment process that is fair and equitable to both students and employers.
- Ensure your confidentiality. Your conversations with our staff, whether in person, on the phone, in writing, or via e-mail, are always confidential.

Your Responsibility

- Prepare for your career by using campus and Career Center resources for maximum employability.
- Provide accurate information to the Career Center and to employers about your academic record, work experience, honors, activities, skills, and visa status. Misrepresentations may be subject to Student Conduct proceedings.
- Conduct yourself professionally during all encounters with employers. This includes written or e-mail correspondence, phone contact, and personal interactions during career fairs and interviews.
- Be prepared for every interview by researching employers in advance and preparing answers to interview questions. Show recruiters why they should continue to recruit at NC State.
- Follow through on your commitment when you sign up for an interview. If you need to cancel your interview, let us know in advance when possible. (Being a "no show" hurts at least two people: you and the student who could have taken your spot. NC State's status as a desirable place to recruit could be jeopardized.)
- Accept a job offer in good faith. Once you accept an offer, honor that commitment. Withdraw from the recruiting process and notify other employers you are actively considering. Do not continue to interview.
- Ask questions if you are unclear about any service, resource, or program offered by the Career Center.

Developing a Career Path

FRESHMAN YEAR

Prepare

- Take courses that will help you decide if your major is a good fit for you.
- Take career assessments online to understand your values, attributes and abilities when it comes to a career.
- Check out the majors and careers Web site: www.ncsu.edu/majors-careers for information on choosing a major or learning what to do with your selected major.

Practice

- Talk with a career counselor about possible interest areas and career direction.
- Talk with professors, mentors, family and friends about occupations.
- Create a resume and profile in ePACK to explore opportunities.

Participate

- Develop job skills by joining social, athletic or academic organizations;
- Attend career workshops to learn more about resume writing, interviewing skills and career choices.

SOPHOMORE YEAR

Prepare

- Update and fine-tune your resume.
- Learn to write a cover letter.
- Join a professional society or organization that is related to your career field of interest.

Practice

- Attend career fairs and events, which provide full time and internship opportunities and information on careers.
- Clarify career and major connections.
- Become familiar with ePACK and how to use it to its fullest extent.

Participate

- Gain career related experience through an internship, volunteer, part time job or co-op opportunity.
- Shadow a professional who works in a career field of your interest.

JUNIOR YEAR

Prepare

- Meet with your career counselor to discuss your career path and possible next steps.
- Thinking about grad school? Research application deadlines and admission requirements.

Practice

- Conduct informational interviews with professionals in your career field of interest.
- Attend "meet-the-employer" sessions to learn about various opportunities within an organization.
- Strengthen your interviewing skills by doing a mock interview with a career counselor.
- Attend a career fair to learn more about employers of interest and to secure an internship or part-time job.

Participate

- Gain career related experience through an internship, volunteer, part time job or co-op opportunity.
- Update your resume and your profile in ePACK.
- Develop relationships with faculty and employers to use as references.
- Build your leadership skills by getting involved in a campus or community organization.

SENIOR YEAR

Prepare

- Start your job search two semesters prior to graduation.
- Meet with a career counselor to review job search techniques.
- Use ePACK and other career center resources to engage in a targeted search.
- Be sure your resume is up to date and in A+ shape.

Practice

- Know which strengths and accomplishments you want to share with an employer.
- Focus these strengths to communicate them clearly to hiring managers.

Participate

- Apply for jobs and participate in on-campus interviews. Sign up in ePACK.
- Attend campus career fairs, meet the employer sessions, and other networking events.
- Network! Share your job search with everyone you know.
- Follow up with employers that you meet through career fairs and interviews.

Ten tips for career success:

1. Find ways to learn continuously.
2. Find ways to improve whatever you do. Be willing to incorporate the new ideas that you learn in #1.
3. Do your work completely and with pride.
4. Be true to your own values.
5. Clear up those irritations (energy drains) so that you can devote your energy to your work.
6. Practice self-care so that you feel good about yourself.
7. Keep work in perspective so that you have time for other parts of your life (family, friends, hobbies, volunteer work).
8. Listen carefully to everyone. Managers need to walk around and talk to employees and customers.
9. Network within your company and outside.
10. Delegate tasks when appropriate and empower those doing the work to do it their own way.

Source: Alvah Parker for www.executiveagent.com



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Ways to Explore Your Options

As you move along during your time at NC State, you will have numerous ways in which to explore your career options and discover who you are, what you value and interest and which path to take upon graduating. In each of the areas below, you will find suggestions for the ways to evaluate yourself, expand your network of professional contacts and get some tips on pursuing a post-baccalaureate degree. Each of the counselors at the Career Center can talk with you about these strategies and the ways to use them successfully.

Career Assessments

Assessments can help you explore your career interests, skills, values, and preferences. While no assessment can perfectly describe who you are or what your career is to be, they are valuable in helping you narrow your search and discovering options you may not have previously considered. To explore all of the implications of your career assessment results, you are encouraged to talk with your career counselor.

On-line assessments (located at www.ncsu.edu/career):

No cost:

- Career Key
- Jung Typology Test
- SIGI Plus
- CHOICES

Fee based:

- Keirsey Temperament Sorter II
- Campbell Interest & Skills Survey

Counseling Career Assessments (919.515.2423):

- Myers Briggs Type Indicator
- Personality Research Form
- Strong Interest Inventory

Graduate School

The Right Option for You?

Among the many paths you have to choose from after graduation is the pursuit of a graduate degree. As you decide whether or not graduate school is the right move for you, be sure to do the following:

- Research your career field of interest- is a graduate degree necessary? Should you work a few years before going back to graduate school?
- Research the outcome of what a graduate degree will provide. More money? More opportunities in your field? Evaluate what is most important to you.
- Talk to faculty and advisers in your field of interest and get their feedback on your graduate school plans.
- Check the Web site for additional questions and strategies at www.ncsu.edu/career/students/explore/informational.php

Start researching graduate schools and programs your junior year to become informed of deadlines and options. Depending on the application deadlines, you will want to start the application process a few months in advance. Applications are usually time consuming and require personal statements and letters of recommendation. Visit the Career Center for additional information on graduate school, including test and program information.



Eric Mason with Federated Insurance talks with Randi Smith, a junior in business management, at the CHASS/COM career fair in Talley. Smith said she came to the fair because "It's a great opportunity to get an outlook on the future." PHOTO BY MATT MOORE

Informational Interviewing

The Fine Art of Finding Out

If you are still exploring career options or want to find out more about a chosen career direction, one of the most helpful strategies around is informational interviewing.

How Does It Work?

You make contact with a professional in a career field in which you think you would like to work. Career Center counselors, professors, friends and family can be helpful simply by asking, "Do you know anyone who works in the field of _____?"

Once you have a name and contact information, how you approach the resource person will be very important. Ask if it would be possible for you to meet with them for no more than 30 minutes and be sure to honor this time frame.

What Should I Ask?

Four basic questions can help you get started with gathering helpful information.

1. How did you get into this kind of work and what was your preparation?

2. What are the rewards and challenges of this kind of career?
3. What advice would you give a person who wants to pursue this work as a career?
4. Who else do you know who would be a good resource person for me to talk to?

Additional questions are on our Web site: www.ncsu.edu/career

Appropriate dress (at least business casual) is important since you will be making first impressions with people who could be potential job or internship resources in the near future. Always ask for a business card and be sure to send a brief note of thanks for giving you the gift of their time and insights.

What Are the Benefits?

Informational interviewing can have both short-term and long-term benefits. You immediately gain information and insights that can be helpful in focusing your career direction. In the long run, you have established personal contact with professionals who can be resources to assist you with your job search. Also, be sure your resume is in good shape since you never know when a conversation may lead to an immediate opportunity.

How to Find Jobs

- Cold resumes work 1-3 percent of the time
- Company Web sites work 3-8 percent of the time
- Major Internet sites (Monster, etc) work 3-10 percent of the time
- Search firms work 10-15 percent of the time
- Targeted marketing letters work 10-15 percent of the time
- Personal networking works 50-70 percent of the time



Bharath Kaushik Krishnan, a graduate student in integrated manufacturing systems engineering, talks to a Target representative about a future employment opportunity. "I'm an international student from India, and I'm just trying to get a feel for career possibilities," Krishnan said. PHOTO BY MEREDITH FAGGART

WAYS TO EXPLORE YOUR OPTIONS continued
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Networking

Your network is an organized system of contacts from family, friends, and associates: a chain of information and support. Networking is a powerful tool, exposing you to experts, resources, and contacts, as well as leads and referrals for your job-search. Networking means cultivating relationships by investing personal time and attention to the give-and-take necessary for success. Networking is two-way: establishing a partnership means that information and helpfulness goes in both directions; returning courtesies is essential.

Networking is not a fevered quest to amass as many names as you can so you can ask favors and beg for a job. An excellent strategy is to build your network when you are not desperate to get a job.

Take offers of help willingly. Do not assume you are being a pest; most people, when contacted, are happy to be helpful and actually enjoy speaking about themselves and what they know.

Begin your networking list with accessible people whom you already know and with whom you are more relaxed. Include family, friends, neighbors, community members, classmates and their families, faculty and administration, past and present work associates, former employers and their colleagues, and club

members. Contact alumni, professional, industry, and trade associations, recruiter contacts, headhunters, consultants, and volunteer civic, religious, social, recreational, and political organizations. Contact people of all ages. Have a wide-ranging list so you will not rely on any one person for too many requests. Enlist others to help you brainstorm. Do not underestimate the value of any contact or referral.

Always keep a detailed record of your connections, noting what you said, when, where, and what you need to do to follow up. The more you stay "in the loop" and remain in contact with your growing network, the more likely you will be positioned to hear about hidden opportunities or referred for the job you want.

Preprofessional advising and resources:

- Pre-Law: Mary Tetro, 919.513.0912, www.ncsu.edu/project/prelaw
- Pre-Med/Undeclared Adviser: Anita Flick, 919.513.7312, www.cals.ncsu.edu/health_pac
- Pre-Vet/Undeclared Adviser: James Gilliam, 919.515.2589, <http://www.cvm.ncsu.edu/studentservices/admissions.html>

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Action Verbs

Use action verbs to communicate effectively your accomplishments in the experience section of your resume. Take a look at the two job descriptions below and note the positive impact made by using action verbs.

Without action verbs

IBM, Research Triangle Park, NC

Human Resources Intern, Summer 2008

- Duties included administrative tasks in an office setting.
- Responsible for distributing a survey to current employees.
- The needs of recent hires were collected, documented, etc.
- I was involved in a variety of other activities, as needed.

With action verbs

IBM, Research Triangle Park, NC

Human Resources Intern, Summer 2008

- Worked with a project team on the redesign of New Employee Orientation.
- Created a survey to use with current employees. Received an 80% response rate.
- Interviewed 15 recent hires to gain insight into the needs of new employees.
- Wrote report and presented results to project team.

A

accepted
accomplished
achieved
acquired
adapted
administered
advanced
advised
amended
analyzed
approached
approved
assembled
assigned
attained
augmented
automated

B

balanced
brainstormed
broadened
budgeted
built

C

calculated
categorized
chaired
clarified
coached
collaborated
collected
communicated
completed
composed
computed
conceived
conceptualized
configured
confirmed
connected
consolidated
constructed
consulted
contributed
converted
coordinated
counseled
crafted
created

D

debugged
decreased
dedicated
defined
delivered
demonstrated
designed
determined
developed
devised
diagnosed
discovered
displayed
distributed
documented
drafted

E

earned
edited
educated
eliminated
enabled
encouraged
engaged
enhanced

enlisted
enriched
established
evaluated
examined
exceeded
exchanged
executed
expanded
experienced
expressed
extracted

F

fabricated
facilitated
familiarized
financed
followed
forecasted
formed
formulated
fostered
founded
functioned
funneled
furthered

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G

gained
gathered
gauged
generated
governed
guided

H

handled
headed
helped
honored
hired

I

identified
illustrated
implemented
improved
improvised
incorporated
increased
influenced
initiated
innovated
inspected
installed
instructed
integrated
interacted
interfaced
interpreted
interviewed
introduced
invented
invested
investigated
involved

L

launched
learned
led
linked
lobbied
located

M

made
maintained
managed
manipulated
manufactured
marketed
maximized
mediated
minimized
modeled
moderated
modified
monitored
motivated
multiplied

N

negotiated
nominated
nurtured

O

observed
obtained
operated
optimized
orchestrated
organized
originated
oversaw

P

participated
performed
persisted
persuaded
pioneered
planned
positioned
prepared
presented
prioritized
processed
produced
programmed
promoted
proofread
proposed
proved
provided

publicized
published
purchased

Q

quantified
queried
questioned
quoted

R

raised
reached
realized
recognized
recommended
recovered
recruited
redesigned
reduced
referred
refined
related
renovated
reorganized
repaired
replaced
reported
represented
researched
reserved
resolved
responded
restored
restructured
reviewed
revised
revitalized

S

scanned
scheduled
searched
secured
selected
separated
served
shaped
simplified
simulated
sold

solved
spearheaded
specified
sponsored
stabilized
standardized
streamlined
strengthened
summarized
supervised
supplemented
supported
surpassed
surveyed
synthesized
systematized

T

tabulated
tailored
targeted
taught
tested
tracked
trained
transferred
transformed
translated
transmitted
treated

U

uncovered
undertook
updated
upgraded
used
utilized

V

validated
verified
visualized
volunteered

W

worked
wrote

Characteristics of a resume that gets results

- Professional in appearance
- Clear, concise, well-organized
- No errors
- One page preferred, two pages if needed
- White or off-white paper, 10-12 pt. font
- Tailored for the organization or position
- Career-related projects, skills, interests
- Relevant paid and unpaid experiences
- Demonstrated accomplishments
- Involvement on campus, in the community

Resume Writing

A resume is used when applying for internships, co-ops, and full-time jobs. It may also be requested as part of graduate school, scholarship, and fellowship applications. A resume is always accompanied by a cover letter unless you hand-deliver it to an individual.

Your resume should not be a complete history, but rather a summary of what you have to offer. Your goal is to create a resume that will attract an employer's interest and result in an interview. It must make an immediate positive impact. Create one general resume that will work in most situations. Customize it later for specific opportunities.

As you create your resume, look for opportunities to convey the following characteristics employers seek in a new hire

- Energy and enthusiasm
- Flexibility and adaptability
- Ability to multi-task
- Capacity for teamwork
- Leadership potential
- Honesty and integrity

Resume templates

Certain Web sites and software offer resume templates for you to use to construct a resume. We advise you to avoid using templates since they often prevent you from developing a resume that utilizes the space on the page effectively and organizing your information the way you would prefer. We recommend using a blank word document and looking at samples as a guide when creating your resume.

Get started

First timers may like to start with the resume worksheet found on our Web site. Fill in the blanks and you are on your way to creating your first draft.

If you are updating or fine-tuning a current resume, take a look at the samples provided in this guide and on-line. Visit the Career Library for a more extensive collection. Evaluate formats and choose one that presents your accomplishments in the best light.

We invite you to bring your resume to the Career Center to have it critiqued by a Career Counselor. Call to make an appointment with your Counselor (919.515.2396) or stop by 2100 Pullen during "drop-in" hours — 11 a.m. - 2 p.m. daily, to meet with the Counselor on duty.

Create a structure

Create your heading and place these two categories first.

1. Objective
2. Education

Select two to five additional categories from the list below. Choose those that best present your strengths and prioritize them. A first year student may choose "Honors" next. A graduating senior may choose "Projects" or "Experience" next. (see samples)

- Courses
- Projects
- Experience
- Related Experience / Other Experience
- Skills (subcategories optional)
- Computer Skills
- Study Abroad
- International
- Leadership
- Honors & Activities
- Choose your own!

Choose content

Heading – include your name, current address, phone, and e-mail (be sure your e-mail address is professional). If you are going home for the summer or moving in the near future, include your permanent address.

Objective – in one or two lines, briefly state the type of position you seek or career area of interest. You may include specific skills you will contribute, allowing the employer to match these to positions. Customize your objective for each position, when possible. A general objective is advisable for situations such as career fairs.

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Chad Weatherman, a senior in sports management, reviews resumes guidelines with D.R. Ingram.

PHOTO BY MATT MOORE

Education – place N.C. State first, previous degrees (including college transfer) next. Mention high school if you are a freshman or if you attended a high school of distinction. Most students drop high school from their resume after their sophomore year. Highlight your best GPA, overall or major. Study abroad fits well here, but you may prefer to create a separate section for this experience.

Courses – use this section for one of the following reasons: (1) You are a freshman and you do not have much to put on your resume. (2) Your major is not well known; selected courses will help to clarify. (3) You have taken some hot courses in your field that will interest employers. (4) Your coursework reflects your true career interest more than your major.

Projects – list career-related projects and go into detail if space permits. Where practical or space permitting, add your role within project description- chances are an employer will ask. Note the project sponsor, when appropriate. This section is a jewel, often underestimated by students, and valued by employers.

Experience – list internship, co-op, volunteer, and other work experiences in reverse chronological order (most recent first). Select those most relevant to the reader. Include name and location of the employer, your title, and the dates you worked. Use action verbs (see list on pages 14 and 15) and create short statements in bullet or paragraph form to describe your duties, skills developed, and accomplishments.

Consider adding work challenges you overcame, and/or what you learned or taught yourself as well as the value to you and the employer.

Skills – create a list or use subcategories (such as laboratory, computer, language, technical, artistic) to organize your skills.

Computer Skills – prioritize a list of skills developed in class, at home, and at work. Use subcategories (such as operating systems, programming languages, software) if they help to organize information. Use descriptive words (such as proficient, experienced, exposed, familiar) to help describe your ability.

Honors and Activities – prioritize honors and activities from campus and the community. Include awards, leadership, organizations and clubs, athletics, conferences, travel experiences, interests and hobbies. Significant items from high school may be included. Note leadership roles or specific accomplishments when appropriate.

References – it is not necessary to place a statement such as “References Available Upon Request” on your resume. Employers assume that you will provide them if requested.

RESUME WRITING continued on page 18

Top ten mistakes

- Typos or grammatical errors
- Unprofessional in appearance
- Inconsistent formatting
- Poor organization
- Objective that does not fit the position
- Inaccurate or exaggerated information
- Too long or too short
- Inappropriate use of capital letters
- Includes a personal photo or stats (age, height, place of birth)
- Flat job descriptions without accomplishments



Bridget Yarborough helps Lorenz Hampl, a senior in mechanical engineering. The Center offers students a variety of services to help them find employment. PHOTO BY MATT MOORE

RESUME WRITING continued from page 17

Adapt for electronic delivery

When employers ask you to submit your resume electronically, consider the following suggestions.

E-mail – Your e-mail message acts as a brief introduction or cover letter. It is well written, concise, and professional. It is not casual. Use a descriptive subject line to catch the reader's eye.

Attach your resume to the e-mail. We suggest you do a test run by e-mailing your resume to yourself - note and correct any problems you discover with transmission.

Web site Forms – Web site forms vary from employer to employer; however, instructions are generally provided to ensure your success

with their system. Some Web sites allow you to cut and paste from your personal resume, while others ask you to complete fields of information. In either case, keep it simple and avoid the use of tabs, bullets, and other special characters. Use only keyboard characters such as the asterisk (*) and dash (—).

If you have the benefit of a job description, look for ways to incorporate their requirements into your resume.

Proofread carefully

Employers report that a typo or grammatical error on a resume is one of the top reasons for rejection. Once you have reviewed your resume carefully, ask a friend to look it over. It is often difficult to catch your own mistakes.

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Freshman Resume

GPA not included, no prior experience

JAMES BAXTER
jsbaxter@ncsu.edu

12222 Lee Hall
Raleigh, NC 27607
919.555.4444

5555 Cedar St.
Raleigh, NC 27606
919.555.7777

OBJECTIVE

A summer internship or co-op in mechanical engineering where I will bring technical ability, creativity, and a strong work ethic.

EDUCATION

North Carolina State University, Raleigh, NC
B.S. in Mechanical Engineering, May 2012

Select courses: Introduction to Engineering & Problem Solving, Calculus I, Chemistry, Introduction to Computing Environments

Enloe High School, Raleigh, NC
4.2 GPA, May 2008

TECHNICAL EXPERIENCE

GE Aviation, Durham, NC
Job Shadowing, 2/08

- Spent one week shadowing a manufacturing engineer.
- Exposed to a variety of design, materials, and quality challenges to be solved.
- Learned about different roles of mechanical engineers in an engine assembly plant.

OTHER EXPERIENCE

CVS, Raleigh, NC

Customer Service, Summer 2008

- Assisted Pharmacist in the preparation of prescriptions.
- Demonstrated attention to detail and accuracy under time constraints.
- Received "Outstanding Customer Service" award.

YMCA, Raleigh, NC

Lifeguard/Swim Instructor, 8/06-5/08

- Enforced rules and policies to ensure safety of swimmers.
- Maintained pool area including daily chemical balance.
- Trained new lifeguards.
- Taught swimming lessons to children ages 3-10.
- Worked 15 hours per week while in school.

SKILLS

Computer: Windows XP, Linux, Microsoft Office

Technical: Woodworking, welding, restoration of '64 Skiff Craft boat

AWARDS & INVOLVEMENT

National Honors Society

Eagle Scout — led team in building of structure at Pullen Park

Team Member — Science Olympiad, 2nd place

Council Representative — planned & managed budget for youth missions committee

Co-captain — Lacrosse Conference Championship team (H.S.)

Caution! Be Smart About Social Networking Sites

- Use the privacy features to keep your personal information protected.
- Pay attention to the pictures and sayings associated with your page; they reflect on you!
- Employers will form opinions about you based on the content of your page.
- Make sure you know where pictures of you end up on the Internet.
- Remove any derogatory language or offensive comments.
- Check your own name on Google to know what pages include your name or identity.
- Think critically before posting to blogs, Web site forums, etc.



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Resume resource

When it comes to resumes, this is what employers are looking for:

"I usually look at the extracurricular activities a student has participated in throughout his or her college career. The type of activities a student participates in helps us determine who would be a better candidate for our hiring needs."

-Alicia, Amarr
Garage Door Corp.

Sophomore/Junior Resume

Student athlete

SARAH ZELLINGER
stzellin@ncsu.edu

101 Wolf Village
Raleigh, NC 27607
919.555.2222

505 Walde
Concord, MA
617.555.8888

OBJECTIVE

A summer internship in marketing where I will bring a commitment to teamwork and excellence developed through athletics.

EDUCATION

North Carolina State University, Raleigh, NC
B.S. in Sports Management, May 2011
GPA: 3.06/4.00, Dean's List

Courses: Writing & Speaking in Sports Organizations, Fundamentals of Economics, Business Ethics, Concepts in Financial Reporting

ACHIEVEMENTS

NC State Scholarship Athlete — Gymnastics
East Atlantic Gymnastics League — Conference Champion
Caterpillar Scholar Athlete
All Conference Champion — H.S.
Varsity Gymnastics — Captain
National Honor Society

WORK EXPERIENCE

NC State Gymnastics Camps, Raleigh, NC
Assistant Coach, Summers 2007, 2008

- Led group activities for campers age 8-10.
- Worked individually on technique and performance.
- Used management skills and creativity to accomplish goals.

NC State Athletics Ticket Office, Raleigh, NC
Sales Assistant, Summer 2008

- Interacted with the public regarding group and individual ticket purchases.
- Contributed to a marketing brochure for alumni.
- Represented NC State professionally.

SKILLS

Computer: Microsoft Word, Access, Excel, PowerPoint, Publisher
Personal: Creativity, project management, attention to detail

COMMUNITY INVOLVEMENT

Habitat for Humanity — NC State Coordinator
Youth Group — Highland Service Project Leader
Artsposure — Volunteer
Special Olympics — Volunteer

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PAGE 20 ■

Senior Resume

Higher overall GPA

LES IZMORE
231 Career Success Dr., Apt. 200
Raleigh, NC 27695
anybody@ncsu.edu
919-555-5555

OBJECTIVE:

Seeking a position where I can use my human services experience to provide programs and personal assistance to people with special needs.

EDUCATION:

North Carolina State University
Bachelor of Arts — Psychology
Minor in Sociology
Overall GPA: 3.20, Major GPA: 2.92

May 2009

Related courses: Social Psychology, Developmental Psychology, Perception, Abnormal Psychology, Behavioral Research 1 & 2, Cognitive Processes, Adolescent Development, Psychology of Emotion.

EXPERIENCE:

Intern – Haven House, Raleigh, NC September 2008 – present

- Work with team leader to maximize learning experiences of youth performing court-ordered community service.
- Provide positive role model in teaching communication and social management skills.
- Gain cross-cultural exposure and took part in learning experiences and documenting participant behavior and activities.

Waiter - Olive Garden, Charlotte, NC

May - August 2008

- Interacted with customers to provide friendly and efficient service. Took orders, delivered food, and bussed tables.

Habilitation Worker - Maxim Healthcare, Raleigh, NC

August 2007- March 2008

- Served as sole provider for wellbeing and direction of severely handicapped children
- Created consistently challenging learning atmosphere and productive routines to enhance quality of life in the home and in the community.
- Gained experience with sign language, cue cards, as well as valuable human interaction skills.

Editorial Writer - Charlotte Observer Explorers Program, Charlotte, NC

May – August 2007

- Met weekly with student group at a major regional newspaper to investigate opportunities in the world of journalism.
- Published article in editorial section of Charlotte Observer

LEADERSHIP/COMMUNITY SERVICE:

Uptown Homeless Shelter, Charlotte NC

2004 - 2005

- Prepared and served food for homeless men's shelter provided by the city and through many local churches.

Refugee Committee, Catholic Social Services

2003 - 2004

- Provided political refugees with food to assist in transitioning to the US.

Habitat for Humanity Tutor

2002

- Tutored children living in Habitat homes in the subjects of science and math.

SKILLS & INTERESTS:

Software Applications: Word, Excel, Power Point

Certification in Standard First Aid and Adult/Child CPR

Elementary and Intermediate Spanish Coursework – Functional conversational ability

SENIOR RESUME: Higher overall GPA

Resume resource

When it comes to resumes, this is what employers are looking for:

“A good GPA, internship or co-op experience, and extracurricular involvement. These things make the ideal candidate.”

-Lamarr, Washington
Savannah River Co.

Etiquette tips for job seekers

Be on time. If you're late, no matter how valid your reason, you're making a statement about your ability to plan and prepare for the unexpected.

Be polite. According to Chris Lucy, an OfficeTeam area manager in Rochester, N.Y., a staffing firm based in Menlo Park, Calif., interviewers will often ask the receptionist, following the interview, how the candidate behaved when he came in the front door. Of course, you always should be polite. But you should be especially polite to the front-office staff, knowing they might be asked their impressions of you. Know that simple courtesies, if not extended, could cost you a job. A vice president of a well-known bank in Los Angeles, for example, decides against any applicant who calls him by his first name before being invited to do so.

Don't ramble. Be mindful of the amount of time allotted to the meeting. "If he indicated you'll have about 45 minutes, try to honor that," says Ms. Lucy, who's been advising candidates for 16 years. "Don't rattle on and on, but instead glance at your watch discreetly and stop talking if you need to." Additionally, don't interrupt the interviewer.

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Senior Resume

Project and work experience

202 Wolfview Dr., #C Raleigh, NC 27606	ROBERT MITCHELL	919.787.5 rjmitche@ncsu.edu
OBJECTIVE A civil engineering position with a focus on structures where I will contribute strengths in leadership and project management.		
EDUCATION North Carolina State University, Raleigh, NC B.S. in Civil Engineering, May 2009 2.9/4.0 GPA Taking FE exam, October 2008 Select Projects/Courses • Reinforced Concrete Beam Project, Team Leader • Matrix Structural Analysis I/II, Reinforced Concrete Design, Structural Steel Design, • Materials of Construction, Properties of Structural Materials, AutoCAD		
EXPERIENCE Progress Energy, Raleigh, NC Engineering Intern, Summer 2008 • Worked in the Transmission Line Engineering unit assisting in the design of transmission lines throughout North Carolina. • Used Microstation to update standard structure drawings for transmission lines and substations. • Completed an individual project and gave a presentation at the conclusion of the internship. Engineering Summer Programs @ NC State, Raleigh, NC Workshop Assistant, Summer 2007 • Guided and encouraged H.S. students in the exploration of civil and construction engineering. • Organized and led hands-on activities designed to introduce the application of coursework and teamwork to solving engineering problems. Camp Oak Hill, Oxford, NC Senior Counselor, Summers 2004-2006 • Provided leadership to Counselor, Counselor-in-training and 15 campers during six different camp sessions. Required flexibility, patience, and creativity.		
COMPUTER SKILLS • Windows XP • Microstation • SAP • Microsoft Office • AutoCAD • MATLAB • Maple		
LEADERSHIP & INVOLVEMENT • ASCE, Vice President • Eagle Scout • Mission trip to Costa Rica, Construction Team • Student Wolfpack Club, Member • Varsity Baseball, Co-captain • Bass guitar, write music and perform		

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Senior Resume

Leadership experience

TAYLOR SOLLOWAY
123 Main Street
Raleigh, NC 27695
(919) 867-5309
taylor_solloway@ncsu.edu

OBJECTIVE

To obtain a HR related position utilizing my strong interpersonal, organizational, and creative skills.

EDUCATION

North Carolina State University, Raleigh, NC
B.S., Business Management, May 2009
Concentration: Human Resources Minor: Spanish
Overall GPA: 3.3/4.0 Major GPA: 3.2/4.0

Work 25+ hours a week to help finance education

Related Course Project: Managerial Effectiveness- Fall 2008

- Conducted a comprehensive strategic analysis of national retail chain.
- Researched and analyzed information from all aspects of the business including Marketing, Operations, Human Resources and Finance.
- Completed 10-year Strategic Action Plan for company, which included both short and long term recommendations for growth.

LEADERSHIP EXPERIENCE

Resident Advisor, University Towers, Raleigh, NC (August 2007-Present)

- Create and plan one new professional and social development program each month and help manage a monthly budget of \$750 - \$1000.
- Demonstrate communication, problem-solving, crisis management and leadership skills while advising 60 residents.

First Year College Ambassador, North Carolina State University, Raleigh, NC (May 2006-May 2007)

- Assisted first year students in making informed decisions about majors, classes and fields of study.
- Used communication and public speaking skills to deliver presentations to 30+ incoming and potential students about benefits of the First Year College program.
- Marketed and advertised upcoming events by designing bulletin boards and sandwich-board displays.

Relations Coordinator, Habitat for Humanity, Raleigh, NC (August 2005-May 2006)

- Conducted monthly fundraisers generating an average of \$100 per event.
- Served as the contact person for outside Habitat housing requests and helped in the family donation selection process.

WORK EXPERIENCE

Server/Trainer, Sullivan's Steak House, Raleigh, NC (March 2005-Present)

- Demonstrate strong customer service skills to facilitate pleasant dining experience for restaurant patrons.

TECHNICAL SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint and Access
- Business Proficiency in Spanish (Moderate speaking fluency with strong reading and writing skills)

HONORS & ACTIVITIES

- Dean's List- two semesters
- University Scholars Program- attend various seminars pertaining to leadership and ethics
- Member of Society of Human Resource Management (SHRM)
- Active participant in student political organization

Etiquette tips for job seekers (cont.)

Be aware of your body language. A surprising number of candidates slouch, instead of sitting upright, says Ms. Lucy.

Good posture projects energy and enthusiasm. Additionally, she says, "the inability to look directly into the interviewer's eyes probably will be interpreted as a lack of professionalism or — worse yet — a lack of honesty. Crossed arms often suggest a lack of receptivity to new ideas."

Be honest. Up to 15% of executive candidates lie on job applications, according to Jude M. Werra & Associates, a consulting firm in Brookfield, Wis., that reviews executive applications. For some employers, the penalty for a discovered lie on an application is immediate dismissal. Is it worth the risk? If a lie is uncovered, even if the sanctions aren't so severe, your employer probably will have trouble trusting you.

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Senior Resume

Technical Skills and Relevant Projects

MARTIN LEWIS
2100 Pullen • Raleigh, NC 27695
(919) 515-2396 • mdlewis4@ncsu.edu

OBJECTIVE

To obtain a full-time position in the field of Computer Science

EDUCATION

North Carolina State University, Raleigh, NC
Bachelor of Science in Computer Science, May 2009

GPA: 3.2/4.0

COURSES

Assembly Language Programming, SAS, Calculus I, II & III, Software Engineering, Web Programming, Data structure, Computer Automata, Grammar and Theory, Ethics in Computer Science, Fundamental Principles of Accounting, Basic and Intermediate Microeconomics, Technical Writing

PROJECTS

Digital Logic Lab: Built software, using java and its GUI interface to build circuits in a Digital Logic Lab
Reporting Databases: Updated database using the concept of data warehousing, and reported the updated database using crystal reports

TECHNICAL SKILLS

Operating Systems: Linux, Unix and Windows NT/2000/XP/Vista
Programming Languages: Assembly Language, C, Java, C++, HTML, JavaScript, Turbo, Pascal, SQL
Applications and Tools: Eclipse, Python, MATLAB, Tomcat, Apache, Oracle, Visual Slick Edit, Adobe Photoshop, Auto-CAD, MS Studio, Visio, FTP clients, MS Office Tools (Word, Excel, Power Point)
Other Skills: Network Configurations (CCNA)

EXPERIENCE

Tutoring, Raleigh, NC July 2007-present
• Serve as personal tutor for Chemistry II and Organic Chemistry I

SAS, Raleigh, NC May 2008-August 2008
Summer Technical Student (PBS team)
• Implemented new functionality in an application
• Tested and debugged the code, and completed data Migration
• Updated the requirements document reflecting new functionality of the application

Hollister, Raleigh, NC August 2007-April 2008
Store Associate
• Provided quality service to consumers and developed teamwork skills interacting with managers and co-workers in a work environment

HONORS & ACTIVITIES

- Dean's List – 4 Semesters
- Recipient of Paschal Scholarship
- Mathematical Association of America Conference - Technical Assistance Volunteer

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Senior Resume

Formatted for online submission

ALEXANDRA MAYBERRY

2100 Pullen Hall * Raleigh, NC 27695 * 919-515-2396 * abmayber@ncsu.edu

OBJECTIVE

To obtain an internship position related to computer and electrical engineering.

EDUCATION

North Carolina State University, Raleigh, NC

Bachelor of Science- Computer Engineering, December 2009

Bachelor of Science- Electrical Engineering, December 2009

GPA- 3.3 * Dean's List - 3 semesters

RELEVANT COURSEWORK

Microprocessors, Programming Concepts, Electrical Circuits, Fundamentals of Logic Design, Linear Systems, Microelectronics, Embedded Systems, Introduction to Computing- Java

COMPUTER SKILLS

Languages: Java, Verilog, Assembler, C, PSpice, Visual Python, HTML, MySQL

Operating Systems: Windows, Linux, and Unix

Software Packages: Adobe Suite, Macromedia Flash, Microsoft Office Suite

WORK EXPERIENCE

Intern, NCSU WolfTech

Raleigh, NC * August 2006-present

- Supported the Electrical and Computer Engineering departments' computer needs by assisting with software installation, systems upgrades/patches and basic troubleshooting.
- Provided support to more than 800 desktops, laptops, and printers.

Counselor, Sailing Instructor and Lifeguard, Camp Don Lee

Arapahoe, NC * Summers 2003-06

- Supervised all activities and safety of 16 campers each week, ages ranged from 4-16.
- Planned group team-building activities and led classroom instruction on the sport of sailing.
- Led groups of campers and counselors on overnight sailing/camping trips along the Neuse River and in the Pamlico Sound.

HONORS AND INVOLVEMENT

- Eta Kappa Nu-Electrical and Computer Engineering Honor Society, 2005 – Present
- Institute of Electrical and Electronics Engineers, Inc (IEEE), 2004 – Present
- University Scholars Program
- Kappa Sigma Sorority 2005 – Present
- New Member Educator – Fall 2006

Etiquette tips for job seekers (cont.)

Be assertive. While you may have reservations about calling to learn if a decision has been made, some organizations view such calls as a positive. "We like it when applicants follow up an interview with a phone call," says Jamie Columbus, president of Judy Columbus Inc., a residential real-estate and sales organization in Brighton, N.Y. "It shows initiative. We're biased in favor of assertive people who call for feedback following the meeting."

Be prepared. Your answers [to interview questions] should show that you've taken the time to learn about the company — that you're not just looking for a job, you're looking for a job with this particular employer.

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Senior Resume

Pre-professional experience

JEFFREY L. DAVIS
Jldavis@unity.ncsu.edu

Present Address:
12345 Wood Hall
Raleigh, N.C. 27607
Phone: (919) 512-4321

Permanent
456 East Main Street
Wilmington, N.C. 28403
Phone: (910) 678-1234

OBJECTIVE

Seeking middle grades language arts & social studies teaching position where I can contribute my instructional, organizational, and classroom management skills.

EDUCATION

North Carolina State University, Raleigh, N.C.
B.S. Middle Grades Education (Language Arts & Social Studies)
GPA: 3.49/4.0, May 2008

CERTIFICATIONS

- NC Teaching License in Middle Grades Language Arts & Social Studies (June 2008)
- CPR Certification

TEACHING EXPERIENCE

Student Teacher, Daniels Middle School, Raleigh, N.C. Jan. 2008 – April 2008

- Taught, assisted, and observed 7th grade students in language arts
- Planned and prepared daily lesson plans and instructional materials
- Instructed 7th grade language arts classes and was solely responsible for three days during cooperating teacher's emergency leave of absence
- Adapted and modified instruction to suit learning styles of students
- Created a behavior management plan
- Attended 7th grade team meetings (The Barracudas), staff meetings, and parent conferences

CAREER RELATED EXPERIENCE

Camp Counselor, Camp High Rocks, Cedar Mountain, N.C. June 2007 – Aug. 2007

- Co-organized instructional sessions on life skills and social activities
- Instructed swimming, lake & whitewater canoeing, and backpacking
- Supervised group of 15 adolescent boys with cabin maintenance

Swimming Instructor, Wilmington YMCA, Wilmington, N.C. May 2006 – Aug. 2006

- Instructed multiple levels of swimming
- Developed daily lesson plans and communicated with parents

HONORS/ACTIVITIES

- Kappa Delta Pi, International Honor Society
- Phi Kappa Tau (Social Committee — Chair)
- Dean's List
- Intramural Football & Baseball

INTERESTS

Swimming, Canoeing, Weight Training, Hiking, and Traveling

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Master's Resume

Relevant Courses and Projects

JOHN Q. BROOKS

2500 Champion Court • Raleigh, NC 27606 • 919-515-2396 • jqbrooks@ncsu.edu

OBJECTIVE

Seeking a challenging, full-time network engineering position

EDUCATION

North Carolina State University, Raleigh, North Carolina
Master of Science in Computer Networking

GPA: 3.50/4.0
anticipated May 2009

University of Mumbai, Mumbai, India
Bachelor of Software Engineering

First Class graduate
May 2007

RELEVANT COURSEWORK

Computer Networks, Operations Research, Object Oriented Design Principles, Internet Protocols, Web Development with ASP, Information System Security, Operating Systems Principles, Advanced Internet Protocols, Wireless Networks, Enterprise Resource Planning, LAN/WAN Design Principles, Artificial Intelligence, Office Automation

TECHNICAL SKILLS

Languages: C, C++, C#, Java, VB 6, HTML, XML, ASP.NET, ASP, PERL, JavaScript, UML, SQL
Databases: Oracle 10g, SQL Server, MS Access
Platforms: Windows 9X /XP, DOS, UNIX, LINUX
Networking: TCP/IP, Routing Protocols, VPN, ATM, MPLS, CDMA/GSM/UMTS, Socket Programming
Tools: Office, Ethereal, ClearCase, NDoc, LaTeX, Fireworks, Photoshop, Dreamweaver

RELEVANT EXPERIENCE

Intern, NetApp, Research Triangle Park, NC May 2008 – August 2008
Worked in the Performance Measurement and Quality Assurance team
Created a software simulation of the scheduler used in the lab
Evaluated performance and usage of lab equipment as part of the equipment utilization project
Collected data, verified data integrity, provided solutions for representation of data, and provided solutions and fixes for problems

Development Intern, Tata Consultancy Services, Mumbai May 2007 — August 2007
Designed, developed and tested features for Red Hat Network 4.10.0, released July, 2006
Utilized Java, JSP/struts, Hibernate, HTML, CSS, XML as part of the project
Ported previous Red Hat Network releases from Perl to Java

COURSE PROJECTS

TCP/UDP Connection Relay Agent: Developed software for a relay server that transparently sits between an intranet and the Internet and intercepts TCP/UDP connections/packets and relays the same to the appropriate host.

e-Commerce Web site: Designed and developed an extensive Web site with support for e-commerce using HTML, ASP scripting, and Oracle backend. Used ASP to implement a key feature, the shopping cart, which allowed customers to purchase more than one item and provided billing facilities.

OPNET Simulations: Conducted simulations to analyze and optimize network performance based on delay, load and point-to-point utilization

Etiquette tips for job seekers (cont.)

Be professional. Make sure your resume and cover letters are neat and clean. Check them for typos and an improper tone. "The first things we look for in a cover letter are accuracy, creativity and directness," says Columbus.

Send a thank-you note. You have a better chance of making a favorable impression. More than 76% of employers like receiving a post-interview thank-you note, but only 36% of applicants write them, according to a survey by Accountemps, a staffing firm in Menlo Park, Calif.

Source: Dr. Marlene Caroselli, a corporate trainer and speaker in Rochester, N.Y., is the author of "Principled Persuasion" (C.P.D. Press, 1999) and other books.

Curriculum Vitae

The curriculum vitae is a detailed synopsis of your professional experience typically used by master's and doctoral students seeking an academic or research position. The format of the CV is different from a resume in terms of length, content, and use. Its length may be extended (2-6 pages) and the categories of information you choose are likely to differ. Its format will vary from discipline to discipline and will contain more detail than a resume. Consult with faculty in your academic department as you prepare an appropriate curriculum vitae for your field.

To get started, select and prioritize categories of information that best present your credentials. A sample can be found online at www.ncsu.edu/career. Additional information and examples are available in the Career Center library.

- Education
- Study Abroad
- Scholarships / Fellowships
- Skills (language, computer, laboratory, technical)
- Areas of Expertise
- Certification / Licensure
- Academic Interests
- Honors
- Research Experience
- Conferences
- Teaching Experience
- Presentations
- Administrative Experience
- Publications
- International Experience

List of References

If you are graduating this year, we recommend that you prepare a list of references in advance since some employers will request it. Select individuals who know you well and can clearly articulate your strengths, interests, and accomplishments. These are typically individuals who have supervised you in a work or community experience and/or faculty members or advisors on campus.

Once you have their permission, add them to your list. Provide each reference with a copy of your resume and as much information as you can about your career direction. Send or e-mail a thank you note to each one.

When you are asked to provide a list of references, provide just that. It is not necessary to provide reference letters. It is standard practice for employers to check your references by phone. References should only be provided if requested by the employer.

ROBERT MITCHELL
202 Wolfview Drive, #C
Raleigh, NC 27606
(919) 787-5555
rjmitche@ncsu.edu

REFERENCES
Ms. Sharon Stewart
Project Engineer
Progress Energy
P.O. Box 1551
Raleigh, NC 27602
(919) 555-7777
sharon.stewart@progress-energy.com
(Supervisor during summer internship, 2008)

Dr. C. Maurice Balik
Director of Undergraduate Programs
Civil Engineering
NC State University
Box 7907
Raleigh, NC 27695
515-2222
balik@ncsu.edu
(Academic advisor, 2004-present)

Mr. Chris Edwards
Youth Director
Camp Oak Hill
819 Main Street
Oxford, NC 27912
451-9494
chris.edwards@campoakhill.org
(Supervisor during counselor position, summers 2004-2006)

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Letters

The two most common letters you will use for your internship, co-op, or full-time job search are the cover letter and thank you letter. When carefully crafted and customized for each reader, these letters can be the determining factor in your selection as a candidate to interview and hire.

Cover Letter

A cover letter accompanies your resume when you send it to an employer by e-mail or U.S. mail. It is not necessary to use a cover letter when you hand deliver your resume at a career fair or during an interview.

The cover letter is your introduction and sales pitch. Its goal is to quickly capture the interest of the reader by effectively matching your qualifications to their needs. There is no such thing as a general cover letter — a cover letter is specific and targeted to the job. Draw upon your self-knowledge and employer research to highlight relevant skills, interests, and experiences. Convey energy and enthusiasm for your field, their industry, and the specific position.

While a resume provides a quick overview of everything you have done and accomplished over the years, a cover letter highlights only one or two skills or experiences in detail that are related to the position for which you are applying.

Tips for letters

- One page
- Quality paper (match resume)
- Professional appearance (match resume)
- Address to a person (when possible)
 - Dear Ms. Larson:
 - Dear Representative:
 - Dear Creative Director:
- Your Signature
- Proofread

COVER LETTER

Your Address
City, State ZIP

Date

Their name
Title
Organization
Address
City, State ZIP

Dear Mr./Ms./Dr./ last name:

Paragraph 1: This paragraph is brief; 1-3 sentences. Tell the reader why you are writing. State the specific position for which you are applying. (If unknown, describe the type of work you seek.) Mention how you heard about the opportunity or the organization. If the position is out of town, state your interest in their location.

Your goal: Make an immediate connection with the reader.

Paragraph 2: This paragraph is longer, 3-8 sentences. It may be split into two paragraphs, if needed. Show your knowledge of the employer by matching your background with their needs, as discovered through your research. Highlight relevant skills, experiences, interests, and personal qualities that present your qualifications in the best light. If you have the benefit of a job description, show you meet their requirements. Convey energy and enthusiasm for your field and their opportunity. Refer the reader to the enclosed resume that will provide additional information.

Your goal: Show you are the ideal candidate for the position.

Paragraph 3: This paragraph is brief, 1-2 sentences. Close by stating your genuine interest in working for them and in obtaining an interview at their convenience. Thank the reader for their time and consideration.

Your goal: Convey your sincere interest and appreciation.

Sincerely,

(signature)

Your typed name

Enclosure

Five Mistakes New Graduates Make

1. Allowing "helicopter parents" to contact employers. "You'll stand out from the pack as exceptionally mature and professional if you keep your parents' advice entirely behind the scenes," Ivey says.
2. MySpace misjudgments. Don't post anything on any publicly accessible Web site that you wouldn't feel comfortable showing a recruiter or hiring manager racy photos or rants about a job or professor you hate, for example, Ivey says. Employers will search the Web for you, so make sure your online act is squeaky-clean.
3. Failure to network. Let everyone know you're job hunting, explain what kinds of roles or industries you're aiming for, and be sure to follow up on any leads. Your school's alumni association is an often-overlooked source of great job leads, too.
4. Forgetting to say a simple "thank you." "Most new college graduates show poor manners, so being polite is just one more way to stand out from the crowd."

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*Your Career
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SAMPLE COVER LETTER

515 Brooks Ave.
Raleigh, NC 27606

February 21, 2009

Mr. Jeff Hopkins
Account Manager
Epley Associates
3200 Beechleaf Ct.
Raleigh, NC 27604

Dear Mr. Hopkins:

I am writing to express interest in a summer internship with Epley Associates. I learned about your organization through a public relations class where we studied a plan you developed for Deere & Company. Your multidisciplinary approach to the plan caught my attention.

As a sophomore in Communications at NC State with an interest in public relations, I would like to contribute my corporate experience to your current projects. Last semester I worked part-time at IBM in the Public Affairs Department on the 2009 "It's Your Benefit" publication. I worked on a multidisciplinary team that included members from Human Resources, Marketing, and Graphic Design. My specific role involved the research and writing of summaries for the "Wellness" section. I have attached a writing sample for your review.

Your full-service firm prides itself on its creative, high-energy, team approach to problem solving. I am eager to speak with you about the contributions I will make to your organization as a summer intern.

Sincerely,

Michael Greene

Michael Greene

Enclosures

SAMPLE COVER LETTER

1234 Glenwood Ave.
Raleigh, NC 27605

November 1, 2008

Ms. Jessica Martin
Project Engineer
Law Engineering & Environmental Services
3301 Atlantic Ave.
Raleigh, NC 27604

Dear Ms. Martin:

I had the pleasure of meeting Mary Weiss, a recent graduate of our program who now works at Law Engineering. She gave a presentation last night for the Society of Women Engineers. I am very interested in the Environmental Engineering position, specializing in air quality. This December I graduate from NC State with a B.S. in Environmental Engineering.

During the past two summers, I interned with Trigon Engineering Consulting. As an intern, I was exposed to many aspects of assessment and remediation while working closely with project engineers on three air quality projects. At the end of each summer, I prepared and presented final projects to the staff and received positive feedback.

I look forward to bringing this experience and my enthusiasm for the field to Law Engineering. Your wide range of projects will provide outstanding opportunities for me to develop as an engineer and to work toward obtaining my PE. I successfully passed the FE exam in April of this year.

I have attached my resume for your review. If I can provide additional information, please do not hesitate to ask. Thank you for your consideration.

Sincerely,

Suzanne Thompson

Suzanne Thompson

Enclosure

E-mailing a Cover Letter

When sending a cover letter electronically, you have two options: attach it to the e-mail or make it the body of the e-mail. Each option is described below with additional instructions.

- Option #1: Attach your cover letter created in a word processor to the e-mail. In the body of the e-mail, include a brief note directing the reader to your attached cover letter and resume.
- Option #2: Cut and paste the text from a cover letter created in a word processor into the body of the e-mail. Delete the address and date information when sending in this format.

Sample e-mail cover letter

From:	mtpurcel@ncsu.edu
Send to:	e-mail.pittman@ae.com
Subject:	Cover letter
Message:	<p>Dear Ms. Pittman:</p> <p>It was a pleasure to meet you yesterday at the NC State College of Management Career Fair. Thank you for taking the time to describe the Leadership Development Program at American Express in detail. As you requested, I am sending my resume for your review.</p> <p>I will graduate in May with a B.S. in Business Management with a concentration in Information Technology. Both my internship experience at Morgan Stanley and leadership position in Alpha Kappa Psi have prepared me well for your competitive program.</p> <p>You may contact me at mtpurcel@ncsu.edu or 919.555.4433 to talk about the program further. I look forward to hearing from you soon.</p> <p>Sincerely, Mark Purcell</p>
Attachments:	Resume.doc

Five mistakes new graduates make (cont.)

5. Bad voice-mail greetings. Ivey says that 90 percent of the greetings she hears when she calls new grads sound "immature and much too casual. Make sure to give recruiters your cellphone number so they can reach you easily, but remember to change your greeting." Instead of, "Whassup, it's Greg, leave a message," say something like, "Hello, you've reached Greg. Please leave a message."

Source: Fortune

Tips for thank-yous

- Two paragraphs
- Address to a person
Dear Mr. Martin:
- Meaningful subject line
(if sent as an e-mail)
- Your signature
- Proofread

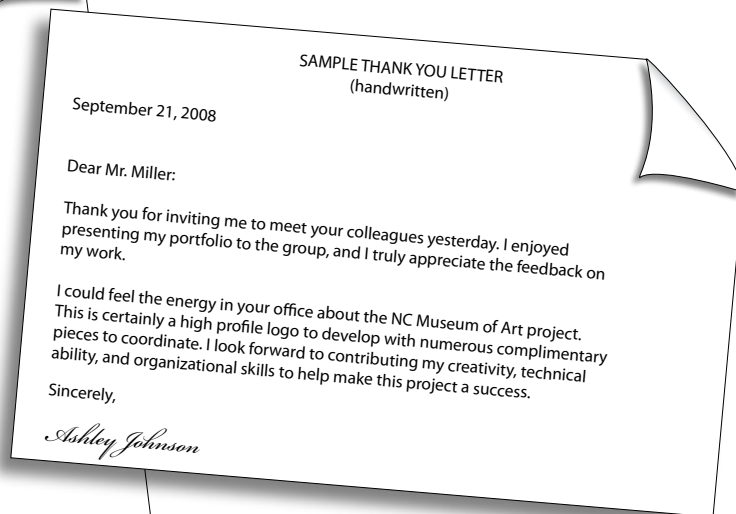
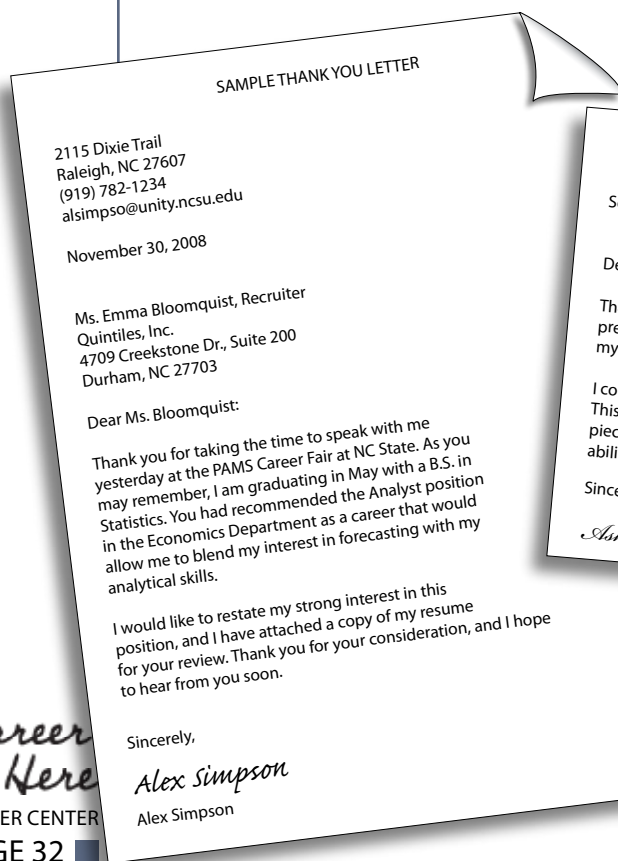
Thank you letters

The thank you letter is your expression of appreciation. It follows an interview (within 24 hours) when you would like further consideration as a candidate. It is your opportunity to reiterate key points in your interview or background and restate your genuine interest in the position. It also follows conversations with those who have generously offered their time and expertise to help you with your job search.

Thank you letters show strong follow up skills and may be sent by e-mail, sent via U.S. mail, or handwritten.

Sample e-mail thank you letter

From:	mtpurcel@ncsu.edu
Send to:	perkins@ccbe-mail.org
Subject:	Thank you
Message:	<p>Dear Ms. Perkins:</p> <p>I wanted to thank you for the interview yesterday at the University Career Center at NC State. As you may recall, I am working as a part-time intern at Capitol Broadcasting in Raleigh.</p> <p>The Associate position we discussed is exactly what I am looking for. It will allow me to immediately contribute the technical skills I have acquired at Capitol Broadcasting and provide an opportunity for growth in the field of media research. Again, thank you for your time and consideration. If you need further information, please do not hesitate to contact me at (919) 781-1234.</p> <p>Sincerely, Mary Martin</p>



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Brandon Blevin, a senior in applied mathematics, talks to Jill Stover from GEICO at the CHASS/COM career fair in Talley Student Center. PHOTO BY MATT MOORE

Letters of Recommendation

Letters of recommendation may be required for graduate programs, scholarships, fellowships, positions in academia, and occasionally for internships and full-time jobs. Those who serve as your references may also write your letters of recommendation.

These letters take time to compose and should be requested well in advance of published deadlines. We advise you to meet with your references personally (when possible) to provide a description of the opportunity, a copy of your resume or curriculum vitae, and information about how this fits your career direction. This will help them tailor their letter of recommendation to your specific need.

Portfolios and Work Samples

Employers want to learn as much as they can about you. If you have a visual representation of a project you would like to share, consider preparing it for presentation. This is an opportunity to bring your work to life. Take a moment to reflect on past academic, personal, and work-related projects. Choose a project that displays skills or interests relevant to the employer.

If you are a writer, you may wish to share a report, proposal, press release, or brochure. If you are a designer, you may wish to share 1,2, or 3-D projects in print or electronic form.

If you are in the College of Design, you have been steadily working on your portfolio. Studios, internships, and personal projects are experiences to draw from as you build and refine yours. Show the range and depth of your abilities and interests. Title projects with a brief explanation of the problem you were solving or the situation that inspired you. Faculty members are pleased to review and critique your portfolio with you.

Transcripts

An unofficial version of your transcript is most commonly used in the job search. Download an unofficial transcript (at no cost to you) from MyPack Portal when you begin your search.

Bring a copy of your transcript with you to interviews. You will not automatically hand it to employers as you would your resume. Rather, you will make it available to them upon request.

There will be situations when an official transcript is required. You may download or pick up a copy through Registration and Records for a small fee.



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Four steps for effective interview follow-up

1. Establish next steps. Ask your interviewer when they will be contacting you or you can reverse it and ask if you can contact her in a few days to see where you stand. Either way, make sure you have a course of action set before you leave the interview.

2. Always send a follow-up thank you note, either by hand or electronically.

What to include:

Your name, the position for which you interviewed, and the date the interview took place.

A restatement of your interest and your strengths. You can also add anything that you didn't have a chance to mention in the interview or elaborate on something that was discussed. You might want to include a related article that you feel might be of interest to the recipient or one that touches on a topic you covered in your meeting.

A request to be contacted regardless of whether you are chosen for the position.

A thank you for the reader's time.

Specific action statement. Once again you need to state that you will call and also let those you met with know that you are available to come in for a second interview.

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Interviews

An interview is your opportunity to shine. Knowing what to expect and preparing for it will give you confidence and allow you to perform to the best of your ability.

Visit the UCC for a mock interview.

Preparation is one of the keys to a successful interview. Your career counselor can help you in practicing the questions you might receive at an interview as well as provide suggestions and tips to calm pre-interview jitters.

Employers want to learn three things about you during an interview.

- Can you do the job? (your skills/credentials)
- Will you do the job? (your motivation)
- Are you a good fit? (relationships)

Since no two interviews are exactly the same, your goal is to quickly assess each interaction and adapt accordingly. The interviewer will lead and give you cues. Ask questions when you are unclear.

Look for opportunities to match your background with their needs.

This requires preparation — employer research and self-knowledge. Employer research can be as simple as a review of their Web site or more advanced to include conversations with representatives of the organization or the use of tools found on our Web site to conduct research. Self-knowledge includes a careful evaluation of your background to identify the breadth of your skills, interests, and accomplishments developed in every part of your life — academic, work, campus, and community. Since employers are also hiring a colleague, your personal characteristics count. Look for ways to convey these through your thoughtful, well-prepared questions and answers.

Attire

Most employers expect traditional interviewing attire. Interns and co-ops may dress in business casual, though still professionally. Choosing appropriate attire allows you to feel comfortable in your interactions and confident that you are making a positive first impression.

Traditional attire

- Men: Dark suit for conservative employers, khakis and dark jacket work well for others. Conservative shirt and tie. Dark socks to match slacks. Dark shoes, polished.
- Women: Dark suit (slacks or skirt) with conservative blouse or a dress. Dark shoes, natural color stockings with dress or skirt, dark socks to match slacks. Low to medium heel shoes, polished. Conservative jewelry.



Business casual

Business casual is one notch down from traditional interviewing attire and is acceptable for interns and co-ops at all times and graduating students attending information sessions, receptions, and social events hosted by employers.

- Men: (1) Slacks with coordinating (not matching) jacket with or without tie. (2) Slacks, shirt, and tie (no jacket).
- Women: Dark slacks or skirt with tailored shirt, blouse, or sweater.



At the Engineering Career Fair in the McKimmon Center, David Schlosser, a junior in computer science, shakes hands with representatives of an online publishing company. "This is my first time at a career fair. I'm not even really sure what I'm looking for," said Schlosser, "I'm just going to see what I can find."

PHOTO BY NATHAN BULLEN

Screening & Site Interviews

Screening interviews

These are used by employers to quickly gauge your fit with their position or organization. Because this interview is brief, two minutes to one hour, you must make an immediate positive impression. If mutual interest is established, you will be invited for a second interview, the selection interview.

Phone interview: Arrange a quiet place to make or receive your call. Use a landline rather than a cell phone when possible. Have your resume and supporting documents in front of you. Realizing you are not able to exchange non-verbal cues with the interviewer, you will need to convey your energy and enthusiasm through your voice. Hint: standing up helps! This interview is typically 5-30 minutes in length, though it can go as long as one hour.

Career fair interview: This is likely to be a brief interaction in a busy environment, ranging from 2-15 minutes. Prepare a brief introduction to begin your conversation. Be aware of the employer's cues as to whether it is appropriate to elaborate or wrap up. Some employers will create their phone, campus, or site interview schedules at the fair.

Information session interview: This is generally one to two hours in length. A formal pre-

sentation by the employer is followed by informal conversations between students and representatives. Meet the employer sessions are often scheduled the evening before on-campus interviews. These are posted in ePACK.

On-campus interview: This is typically 30 minutes in length, but some employers prefer 45 minutes to one hour. This interview takes place in the Career Center interview rooms, 2100 Pullen Hall. Information about these interviews (employers, opportunities, and requirements) is found in ePACK.

Selection (site) interviews

The selection interview follows a successful screening interview and usually takes place at the employer's site. This interview can range from two hours (for a local employer) to two days (for an out-of-town employer). Most interviews are 30 minutes to one hour in length. You will have the opportunity to observe the work environment.

In a selection interview, you have several opportunities to make a positive impression since many personnel often have a voice in the hiring decision. You will meet with three to eight individuals who represent various positions and units — human resources, a recent college hire, team members, a supervisor, a high level manager. Every interaction counts from the time you arrive to the time you leave.

SITE INTERVIEWS continued on page 40

Four steps for effective interview follow-up (cont.)

3. Make that call. It's not always easy, but it is essential that you follow through on your follow-up. Make sure you call on the day you established in your interview. If the answer is the dreaded "no decision yet," then you need to find out when you should check in.

4. Be patient, not passive. While you want to make sure your prospective employer keeps you in mind, it is also important to understand that decision-makers do not move according to your ideal time frame.

Tory Johnson is the CEO of Women For Hire and the Workplace Contributor on ABC's "Good Morning America."

Source: Yahoo! HotJobs

Interviewing insight

What are some good questions for a candidate to pose to an interviewer?

"If I'm selected for this position, what kind of training can I expect?"

"What are you looking for in an ideal candidate?"

"Tell me about your (the interviewer's) career path with the company."

— Christie, Progress Energy

SITE INTERVIEWS continued from page 39

Interview Styles

Behavioral interviews

The majority of employers are now using behavioral interviews. Employers first identify the characteristics important for success in their organization. Then employers choose questions to help them identify candidates who possess these characteristics. Behavioral interviews are based on the notion that past behavior is a good predictor of future behavior. A behavioral question will ask you to recall a past situation or task, explain how you responded or the action you took, and describe the outcome or results you achieved.

Sample behavioral interview questions:

(additional samples found at www.ncsu.edu/career)

- Describe a situation in which you were able to persuade someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve that goal.
- Tell me about a recent situation in which you had to deal with an upset customer, co-worker, or classmate.

Compliments of Monsanto

Your preparation: Which situations or tasks will you draw from? Examine past or present experiences on campus, at work, and in the community. Think through those you are likely to use as examples. Prepare an outline for each with a beginning, middle, and end — keeping in mind the employer's use of the STAR approach. Be sure the result reflects positively on you, even if the result itself was not favorable.

Use the S-T-A-R method to answer behavioral questions:

Situation or Task	Describe a specific event or situation. Give enough detail for the interviewer to understand. Draw from campus, work, or community experiences.
Action you took	Describe the action you took. If you are describing a group project, focus on your role.
Results you achieved	What did you accomplish? What did you learn?

Traditional interviews

A smaller group of employers conduct traditional interviews. These interviews follow the organization of your resume. Your resume is used as a guide to probe your preferences, decisions, and achievements as demonstrated through academic, work, campus, and community involvement.

Sample traditional interview questions:

- Tell me about yourself.
- What do you consider to be your greatest strengths?
- What is your proudest accomplishment?
- What motivates you most in a job?
- Why should we hire you?
- What do you know about our organization?
- Why did you choose your major?

Your preparation: A well-prepared resume will help you with this style of interview. Think through every accomplishment on this document. What did you learn from each experience so that you can clearly articulate this to the employer? Help an employer get to know you and all that you have to offer.

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A company representative talks to Bellanov Apilli, a freshman in computer science, during an internship interview at the Career Center. PHOTO BY MATT MOORE

Checklist for Success

Before the interview

- ☐ Know your strengths and weaknesses.
- ☐ Research the organization.
- ☐ Clarify the details of the interview in advance – date, location, schedule, attire.
- ☐ Arrive 10 minutes early.
- ☐ Prepare questions to ask employers.
- ☐ Bring several copies of your resume and a list of references, if you are graduating this year, use a portfolio notebook to hold your documents and for jotting down important information.
- ☐ Bring your portfolio or samples of your work, if appropriate for your field.
- ☐ Bring an unofficial copy of your transcript.

During the interview

- ☐ Be a good listener. Let the interviewer guide you.
- ☐ Watch your body language – smile, practice a firm handshake, maintain good eye contact, sit and stand in an attentive manner, stay focused on the conversation at hand.
- ☐ Ask for clarification if you are unsure of the question.
- ☐ Be honest if you are asked a question you are unable to answer. Offer a thoughtful way in which you would try to find the answer.
- ☐ Be positive about yourself and your experiences.

- ☐ Display energy and enthusiasm for your field and the organization.
- ☐ Adjust your answers as the situation demands. You may use more technical terminology while speaking with someone in your field.
- ☐ Be prepared to give specific examples to back up statements you make about yourself. These can be from academic, professional, and personal experiences.
- ☐ Look for opportunities to highlight your strengths and match them to their needs.
- ☐ Ask good questions.
- ☐ Thank the interviewer for his/her time and ask about next steps in the process.
- ☐ Conclude with a sincere statement of interest in the position.

After the interview

- ☐ Evaluate your performance.
- ☐ Follow up with a thank you note within 24 hours.

Interviewing insight

When answering the “describe your weaknesses” question in an interview, one employer suggested the following way to respond:

“Knowing your weaknesses and how to rise above them is a skill that some of the best leaders possess. Practice some of these trickier questions with a career counselor to gather feedback on your responses.”

— Lisa, Youth Advocacy and Involvement Office

Interview insight

When answering the “describe your weaknesses” question in an interview, these employers suggested the following way to respond:

“We all have weaknesses. The question is... what progress is being made in addressing them? Utilize a specific example from your past work or school experience that details your explanation in a positive fashion. In addition, be confident.”

-Bonnie, Fastenal Corporation

“Be honest. How you are working on it is most important to me.”

- Steve, Enterprise Rent-A-Car

Answering Tough Questions

1. Tell me about yourself.

Keep your answer short. Avoid giving your life story and information not pertinent to the job. This is your 90-second introduction. Include information such as your education, accomplishments, internships, experience, what you are seeking in a job, and how this position fits into your future goals. This question is also your opportunity to answer the question “Why should we hire you?”

2. What do you know about our organization?

This is where, if you haven’t done your homework for the interview, it is going to show. Employers ask this question to see how motivated you are and how enthusiastic you are about the position. Show your genuine interest by doing some research, which will also help you determine if the employer is the right fit for you and your career goals. Doing research is more than just going to the homepage of a Web site. Take the time to thoroughly research the employer by becoming familiar with current events, products or plans of the company. Rileyguide.com is an excellent resource to learn various ways to obtain information about an employer.

3. What is your greatest weakness?

There is another part to this question that isn’t stated that you should address “...and describe how you are turning this weakness into a strength.” Never say you don’t have any weaknesses. Reframe the question to put the emphasis on places where you are still growing and typically use only one example. Don’t use the word “weakness.”

Example: “One of the areas I want to grow in is my Web site development skills. I think this will always be valuable in the kind of work I am doing. Right now, I am enrolled in a course which will enable me to add two new software programs to my skill set.”

4. What are your strengths?

Connect your strengths directly to the job. Supporting your answers with specific examples gives them more credibility.

Example: “I was pleased to see you were seeking someone with strong organizational skills. I have strong leadership and organizational skills, developed from when I was in charge of Alumni Relations for my fraternity, which required significant event planning and maintaining a 300+ alumni database.”

5. What type of salary are you looking to make?

This question also requires research in advance. If the range is not given in the job description, research average and starting salaries posted on-line and available at the Career Center. Come up with a range based on your research. Present your findings as suggested below and then put the conversation back in the employer’s court.

Example: “After doing some research on starting salaries in this field, I have come up with a range of \$_____ to \$_____. However, I am open to negotiation and also realize that other benefits are part of this position’s package.”

6. Why should we hire you?

Another opportunity to communicate the value you will bring to the organization. Select two or three strengths relevant to the job that you can highlight, supported by specific examples.

Example: “You should hire me because I am someone who has a strong work ethic as demonstrated by my ability to maintain a GPA over 3.0 while working 20 hours/week. I am reliable and a leader among my peers. My position of vice president of the PRSSA provided many avenues to develop my leadership skills. And finally, in all that I do, I bring professionalism and a positive attitude. I look forward to contributing all of these attributes to your organization.”

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Priyanka Adusunalli, a graduate student in electrical engineering, speaks with representatives of Harris Corporation about a possible career field. PHOTO BY NATHAN BULLEN

Sample Questions to Ask Employers

Additional questions found at www.ncsu.edu/career

When an employer asks, "Do you have any questions?" the appropriate response is YES! If you say, "No thank you, you have answered all of my questions" you have missed an outstanding opportunity. Asking questions shows the employer that you have come to the interview prepared, you are serious about the organization and opportunity, and you are interested in learning more.

- Could you describe a typical assignment of a summer intern?
- Could you describe the career paths available to someone with my skills or background?
- How is performance evaluated?
- I have read about the mentoring program on your Web site. Would you tell me more about the program?
- What is the supervisory style of the manager in this group?
- Could you describe the current projects the group is working on?
- How would you describe your working environment?
- What are the organization's plans for future growth?

20 great employers for new grads:

- *Capital One*
- *CDW*
- Citigroup
- Electronic Arts
- Hyatt Hotels
- *Intel*
- Key Bank
- *Lehman Brothers*
- L'Oreal
- *Microsoft*
- *Northrop Grumman*
- *Pacific Northwest National Laboratory*
- *Pricewaterhouse CoopersCOM*
- *Progressive Insurance*
- *QualComm*
- *Randstad*
- Rockwell Collins
- Sprint Nextel
- Stockamp & Associates
- *Teach For America*

italicized companies
recruited at NCSU
in 2006-2007

Source: *Fortune*



Joe Teleoglou, a senior in electrical engineering, talks to a representative from Cisco. The Career Center offers students the chance to meet with potential employers. PHOTO BY MATT MOORE

Job & Internship Search Strategies

Successful students spend more of their job search time actively engaging prospective employers through on-campus interviews, by speaking with company representatives, by going to information sessions, and by seeking out employers at career fairs. Unsuccessful students tend to pursue their searches in a more passive manner, relying heavily on researching and responding to ads on Web sites.*

Most successful strategies:

1. Start early and use the Career Center

Students who use the Career Center experience a higher rate of success.

Begin your search with the Job & Internship Guide. Consult with your career counselor as needed.

2. Participate in on-campus interviews

Employers conduct on-campus interviews each semester for internships and jobs.

Details are found in ePACK under "Interview Schedules."

3. Speak with company representatives

Employers seek opportunities to speak directly with students via presentations, projects, seminars, and events organized through student organizations, faculty, and other departmental venues. Watch for announcements.

4. Attend employer information sessions

Employers schedule "meet the employer sessions" through the Career Center for you to interact with representatives and learn about specific opportunities. Details are found in ePACK under "Career Events."

5. Turn an internship or co-op into a job

Securing an internship or co-op can lead to a full-time job offer at graduation. Employers often hire interns or co-ops early as a means of cultivating a long-term relationship.

6. Attend career fairs

Employers attend career fairs to meet students of all majors and degree levels to share information about careers and opportunities. Details about career fairs scheduled this semester are found in ePACK.

7. Network

Employers look for referrals of quality candidates. They even encourage their employees to recommend hires. Do not overlook the expertise and assistance of others. Let everyone know about your search.

Least successful strategy

1. Commercial job search sites

While successful students do visit commercial job search sites, they seriously limit their activity. Finding a job or internship means going beyond mega job listing sites such as Monster and Careerbuilder.**

* NACE (National Association of Colleges and Employers), 2007

** Wall Street Journal, May 2006

Job & Internship Resources

Many jobs and internships are not posted. This does not mean that these employers are not hiring. This is your opportunity to market yourself as the ideal candidate. Make direct contact with those employers of interest and communicate your relevant strengths and interests.

ePACK

ePACK is the University-wide system that posts jobs and internships and connects students with employers.

ePACK allows students to do the following:

- Upload resumes electronically;
- Apply for jobs and internships;
- Sign up for on-campus interviews;
- View a calendar of career related events;
- View employers using the employer database.

How do employers use ePACK?

- Post jobs and internships;
- Schedule on-campus interviews;
- Set up meet-the-employer sessions;
- Search the database of student resumes;
- Conduct mock interviews and resume critiques;
- Provide company contact information.

How do I log into ePACK?

- Go to www.ncsu.edu/ePACK and follow the instructions listed.

How often should I check ePACK?

- Check ePACK weekly. New opportunities are added daily.
- View the calendar on the Web site to see upcoming campus interviews, meet the employer events and career fairs.



Tiffany Gladney discusses plans for and upcoming presentation with Aurora Comanescu. Both students worked at the Career Center as ambassadors. PHOTO BY MATT MOORE

Final tips

- Review your profile and resume each semester to be sure they reflect your up-to-date accomplishments.
- Use the employer database to view employers of interest directly.
- Consider a wide range of opportunities; you may be surprised.
- Use ePACK as one of multiple job search strategies you will need for a successful job search.

Tips on using the internet for your job search

Start with your specific job targets in mind. Research companies and organizations that will provide the experience you are seeking and focus on their independent Web sites, rather than large-scale job boards.

Identify specific locations where you want to live and work. Your most important search parameter is where you want to live. Choose several locations if you wish, as long as they're real options — even if a company won't pay for relocation.

Get the names of all the employers — public and private — in each location, whether or not they have posted jobs. This will give you a big advantage. It's also easy. On your search engine, enter the location and the words "business directory," "laboratory," "small-business directory" or similar term. This list of companies is the hidden job market in your desired geographical area and the foundation for your personalized job-finding expedition.

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Tips on using the internet for your job search (cont.)

Find out more about organizations that appeal to you, regardless of whether they have advertised openings. Know their competitors, industry, products and financial condition, as well as their mission, values and relationships to the community. This information is easy to locate online.

Get up-close and personal. Check the companies' Web sites for job postings, if any. If you find a listing that matches your qualifications, don't respond yet. Instead, find a way to meet face-to-face with someone who can make or influence the hiring decision or consider performing an informational interview with someone in the field.

Source: Excerpted from CareerJournal.com by the Wall Street Journal



How to successfully use ePACK

Home: Return to your ePACK Web page for notifications.

My Account: Success with ePACK begins here.

» My profile: complete carefully.

» My documents: upload your resume.

» My activity: track your activity.

Tip: Your profile determines which jobs/interviews you are eligible for.

Employee Directory: Find the contact information for employers who recruit at NC State.

Tip: Contact employers on your own to express interest.

Job Search: Search for posted internships and jobs.

Tip: Search by major & create a saved search. If you are unable to apply, use the employer contact information in ePACK to express interest.

Interview Schedules: Search for on-campus interviews.

» Qualified interview schedules: apply for on-campus interviews (you meet the requirements.)

» All interview schedules: view (only) all on-campus interviews; search by major to narrow list.

Tip: if you are unable to apply, use the employer contact information in ePACK to express interest.

Career Events: Search for on-campus interviews.

» Find career events on campus.

» Information sessions: find "meet the employer sessions."

» Career fairs: find upcoming fairs at NC State.

Tip: attend all events related to your major or career interest.

Sign out: Log off ePACK.

Tip: Make sure to sign out to end your ePACK session.

More Job & Internship Resources

Network: Everyone you know should know about your job search. Friends, family, classmates, faculty, and community contacts may be aware of opportunities for you to explore.

Career Search: This database of 4M+ employers is available on the Career Center Web site. Create a list of potential employers by industry, size, and location. Obtain contact information of key employees.

eLeads: This database of employers is available on the Career Center Web site to help you identify potential employers and contacts within the following fields: environmental, public relations/advertising, publishing, sports management/marketing, public policy, and social services for youth and adult organizations.

Vault: Gain inside information about what it is like to work in specific industries, employers and careers. This is available through the Career Center Web site.

Riley Guide: Use the "Target & Research" section of this Web site to obtain employer rankings, on-line company research tools, stock market and financial information, international job resources, and resources for relocation (rileyguide.com).

Employer directories: A variety of electronic and print directories are available on the Career Center Web site and in the Career Center library, Health & Human Services Directory (www.irissoft.com/tuw1/) and Research Triangle Park Directory (www.rtp.org/).

Trade journals/publications: These resources help you to identify the leaders and participants in your field as you keep abreast of the latest trends. Contact employers who catch your eye. Reference an article or project you learn about when you make contact.

Success on the Internship or Job

Here are our suggestions to help you to be a success in your internship, co-op, or job.

Set realistic goals and expectations

Meet with your supervisor to discuss your work plan. What specific skills and competencies do you need to acquire and demonstrate? What is the timeframe? What training is available? Monitor your progress and arrange to meet with your supervisor regularly. Share your career interests and ideas. Communicate concerns early.

Maintain a "can do" attitude

Show your eagerness to learn new things by welcoming new assignments. Understand that all positions engage in a wide range of activities ... some that catch your eye while others do not. Tackle all assignments and projects with enthusiasm. Seek additional projects when appropriate.

Perform to the best of your ability

Be sure you understand the assignment and its deadline before you begin. If you need assistance, ask. Check your work before submitting it to your supervisor. Ask for feedback.

Be respectful of colleagues

You are the new person in the office and you can learn from every colleague, regardless of rank. Show all of your colleagues that you value their opinion and experience.

Support the team

Your ability to work well with others is key to your success. The team's goals are your goals. Understand how your work fits into theirs.

Understand the unwritten rules

As a new employee, you will absorb a tremendous amount of information. Observe. What is appropriate attire? What are expected hours? How do things get done? How do colleagues interact with one another? Are there office politics to steer away from?



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Career fair strategies

The qualities of an ideal candidate at a job fair:

“Enthusiastic,
conservative
professional dress,
creative questions.”

-Steve, Enterprise
Rent-A-Car

“Confident, eye
contact, knows what
our company does
and the positions
we are hiring for.
A prepared job fair
attendee sticks out on
a recruiter's mind.”

-Mike, Amarr
Garage Door Corp.



Students attended the College of Management and CHASS Career Fair in Talley to meet face-to-face with local employers. Students found the fair to be a good opportunity to find job openings.

PHOTO BY MATT MOORE

SUCCESS ON THE INTERNSHIP OR JOB
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Be flexible

You may be near the end of a project when you are asked to start a new one. Be aware that priorities in an organization change. Your willingness and ability to switch gears easily is required for your success. Your supervisor will help you to prioritize your assignments.

Identify a mentor

A mentor may be assigned to you or you may need to identify your own. This is often a more senior, respected professional in your field who would like to take a personal interest in your career development. With your mentor, you will feel free to ask advice about your career decisions.

Document your success

Record assignments, projects, and achievements. Keep copies of evaluations and samples of your work. Ask for letters of recommendation. Keep these handy for future career conversations.

Making Effective Use of a Career Fair

Each year, more than 700+ employers visited NC State's campus to attend career fairs. Most colleges on campus host a career fair, and all students from all majors are invited to attend. A career fair is an excellent opportunity to:

- Obtain an interview with an employer.
- Expand your network of contacts.
- Explore career fields and current opportunities with your major and background.
- Receive advice from recruiters on the job/internship search.

*Your Career
Starts Here*

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Josh Smith, a junior in Computer Engineering, discusses potential internship opportunities with Ken Griffin from Sony Ericsson at the Engineering Career Fair. Students had over 190 companies from a variety of engineering disciplines to submit resumes and pose questions to at the all-day event.

PHOTO BY JOHN COSGROVE

The following checklist will help prepare you to make a lasting impression with recruiters:

Before the fair:

- ☐ View the list of attending employers in advance on the Career Center Web site.
- ☐ Research the employers you would like to speak with so you can have a knowledgeable conversation with recruiters about their organization.
- ☐ Prepare your resume and have a career counselor review it; don't wait until the last minute to get a review
- ☐ Take several copies of your resume to the fair carried in a portfolio notebook or folder.
- ☐ Practice your 20-second introductory speech that includes:
 - 1) Who you are
 - 2) Your area of interest
 - 3) Why you are interested in their organization
 - 4) Relevant skills you have to offer

"Hi, my name is Joe Smith, and I am a senior studying Communications with a concentration in Public Relations. I am seeking a full-time position in a PR Firm where I can contribute skills I've developed at a recent PR internship with the XYZ corporation, including project management and interpersonal skills."

Day of the fair:

- ☐ Dress professionally. Seeking a full time position? Wear a business suit (men and women). Seeking an internship? Business casual will work. Read chapter on Interview Attire for more detailed descriptions.
- ☐ Speak to recruiters. Don't just wander, picking up a brochure or two. Have conversations with the recruiters — they want to speak with you!
- ☐ Collect business cards from everyone you speak with to follow up and send thank you notes.
- ☐ If you are nervous, approach an employer that is not on your target list to use as a "practice" session. When you have developed confidence, approach your targeted employers.
- ☐ Go early, if possible, when recruiters are fresh.

After the fair:

- ☐ Send thank you notes to employers of interest and follow up with the application process as directed.

A complete list of career fairs, dates and participating employers can be found at the University Career Center Web site (www.ncsu.edu/career)

Career fair strategies

The qualities of an ideal candidate at a job fair:

"Know something about the company before you approach the table. The biggest turnoff a candidate can project is by starting off a conversation with.... so, what does your company do... what's your company about...? Where are you located?

No gum chewing... get rid of it!

The ideal candidate has a firm handshake introduces himself/herself, maintains eye contact and begins to talk to me about career opportunities.

First impressions mean a great deal... don't show up in a T-shirt and shorts."

-Christie, Progress Energy

Career Fair Follow-Up

When looking for a job or internship, you might wonder if you are being pushy if you contact an employer after submitting a resume. A survey conducted by Robert Half International Inc. asked 150 executives with the nation's 1,000 largest companies, "How long should a job seeker wait to follow up with the hiring manager after submitting a resume?" Eighty two percent of executives polled said job seekers should contact hiring managers within two weeks of submitting application materials, while just 5 percent said professionals should refrain from communicating once a resume has been sent.

Executives participating in the survey also were asked, "In your opinion, what is the best way for a job seeker to follow up with a hiring manager after submitting a resume?" The top three responses were via e-mail (38 percent), telephone (33 percent), and a handwritten note (23 percent).

Evaluating & Accepting a Job Offer

Congratulations! You've been offered a job and now you are evaluating the offer. Many factors can affect whether or not you accept a job. Be sure to request the offer in writing and evaluate all aspects of the offer. Ask yourself these questions:

- Is the organization a good place to work?
- What do I like/dislike about the job?
- How does this job fit with my career goals and values?
- What are the pros and cons of the offer? (salary, benefits, location, etc)

Accepting a job offer is an exciting time! You are expected to do the following once you have accepted a job offer:

- Notify other employers who also extended job offers.
- Discontinue interviewing with other employers.
- Let the Career Center know of your post graduation plans.

Handling Rejection

Rejection is part of the job search process. You will not be the right candidate for every internship or job. At the same time, not every internship or job will be right for you.

Keep these tips in mind

- Do not take an employer's decision personally. There are many factors that go into their decision.
- The job search process is competitive. There are many qualified candidates.
- Analyze the fit of the employer and opportunity with your background before making contact. Help employers see that you are the right fit.
- You are more likely to find an internship or job if you believe you can.
- Evaluate your progress. Is your resume or interview the issue? You may need to re-visit "roadblocks."
- Confer with your career counselor early if you are not experiencing success. We are here to help.
- Make corrections in your approach with employers immediately while they are still actively recruiting.
- Move forward and stay positive. Consider each new application a "fresh start" and leave your frustration from previous rejections behind. Employers can detect negativity, and it will reflect poorly on you.

We wish you great success!

— The University
Career Center Staff

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