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### NC State

### University Career Center

2100 Pullen Hall, Campus Box 7303  
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

Veterinary Medicine, 4700  
Hillsborough St., 513.6203

\*First Year College students may meet with any counselor who works with the students in the major under consideration. Undecided students are encouraged to meet with Dr. Woody Catoe.



## Meet the Staff

We look forward to helping you achieve your career goals.

### **Carol Schroeder, Director**

Serving students in the College of Natural Resources  
carol\_schroeder@ncsu.edu

### **Leslie Rand-Pickett, Assistant Director**

Serving students in the College of Engineering (computer, computer science, electrical, nuclear)  
leslie\_randpickett@ncsu.edu

### **Beverly Marchi, Assistant Director**

Serving students in the College of Engineering (aerospace, biological, biomedical, civil, construction, environmental, materials, mechanical, mechatronics)  
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### **Sara Concini, Counselor**

Serving students in the College of Humanities and Social Sciences  
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### **Sue Simonds, Alumni Career Services**

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### **Leslie Bowman, Counselor**

Assisting with internships & ePack

### **D.R. Ingram, Assistant Director**

Serving students in the College of Education, Engineering (chemical, industrial), and Physical & Mathematical Sciences  
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### **Jeff Sackaroff, Director of College of Management Career Services**

Serving students in the College of Management  
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### **Dr. Woody Catoe, Assistant Director**

Serving Undecided students and students in the College of Humanities & Social Sciences  
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### **Amy Frisz, Counselor**

Serving students in the College of Design  
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### **Bridget Yarborough, Recruiting Coordinator**

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### **Eddie Lovett, Computing Consultant**

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Student Media

Bradley Wilson, Coordinator

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Career Center

Job and Internship Guide

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# Our Services

## Individual Appointments

Meet one on one with a career counselor to address your specific career-related questions by calling 515.2396.

## Drop-ins

A career counselor is available Monday through Friday from 11am-2pm for quick questions. 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 2000+ employers.

## 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. Job/internship postings with the symbol © beside them indicate the employer will conduct on-campus interviews. All interviews take place at the Career Center unless otherwise indicated.

## Website- [www.ncsu.edu/career](http://www.ncsu.edu/career)

Visit the University Career Center website 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!

## Workshops

Various career related workshops occur throughout the semester. Topics include resume writing, interviewing, and internships. To access the schedule, pick up a hard copy at the University Career Center or visit the website at <http://www.ncsu.edu/career>.

## 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 website. Computers with Internet access are also available. The library is open from 8am-5pm, Monday-Friday.

## Employer Mock Interviews & Resume Critiques

Employers volunteer their time to assist students with their resumes and interviewing skills. To sign up for a resume critique session or mock interview, log on to ePack.

## 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 on the Career Center website.

## Employer Information 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 website 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. Log on to the following website for complete information on services provided: <http://www.ncsu.edu/career/alumni/index.htm>



## Career Ambassadors

The Career Ambassadors are a group of student volunteers that 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:

**Sarah Johnston**  
senior, management/human resources

**Aurora Comanescu**  
senior, management/finance

**Tiffany Gladney**  
junior, communication/media

**Ashley Hansen**  
junior, communication/media

**Linh Nguyen**  
sophomore, management/finance

**Marta Schmid**  
sophomore, First Year College



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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](http://www.nacweb.org)  
National Associate  
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

### 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 provide 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 email, 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 email 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. We are here to help.

# 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, beliefs and abilities when it comes to a career.
- Check out the Majors & Careers website: <http://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.
- 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 that 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 standardized test information.

### Practice

- Conduct informational interviews with professionals in your career field of interest.
- Attend employer information 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 companies 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.

### 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, information 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:

Find ways to learn continuously.

Find ways to improve whatever you do. Be willing to incorporate the new ideas that you learn in #1.

Do your work completely and with pride.

Be true to your own values.

Clear up those irritations (energy drains) so that you can devote your energy to your work.

Practice self-care so that you feel good about yourself.

Keep work in perspective so that you have time for other parts of your life (family, friends, hobbies, volunteer work).

Listen carefully to everyone. Managers need to walk around and talk to employees and customers.

Network within your company and outside.

Delegate tasks when appropriate and empower those doing the work to do it their own way.

Source: Alvah Parker for [www.executiveagent.com](http://www.executiveagent.com)

## 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 websites, 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, so long as they're real options — and 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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Eric Mason with Federated Insurance talks with Randi Smith, a junior in business management, at the CHASS 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

## 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](http://www.ncsu.edu/career)):

#### No cost:

- Career Key
- Jung Typology Test
- SIGI Plus

#### Fee based:

- Keirsey Temperament Sorter II
- Campbell Interest & Skills Survey

### Counseling Career Assessments (515.2324):

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

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# 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 timeframe.

### 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 that would be a good resource person for me to talk to?

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.

## 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.

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.

### Preprofessional advising and resources:

*Pre-Law:* Mary Tetro, 515.5830

*Pre-Med/Undeclared Adviser:* Anita Flick, 515.5978

*Pre-Vet/Undeclared Adviser:* James Gilliam, 515.2589

### 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

# 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 2006

- 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 2006

- Worked with a project team on the redesign of New Employee Orientation.
- Created a survey to use with current employees. Received an 80 percent 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



## 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 websites 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 website. 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.

Small group resume workshops are offered each semester and facilitated by a career counselor. These are drop-in sessions that offer the opportunity for informal group discussion about resumes. A schedule is available on-line.

## 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 email (be sure your email 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.

**Education** – place NC State first, previous degrees (including college transfer) next. Mention high school activities and awards if you are a freshman or if you attended a high school of distinction. Most students drop high school information from their resume 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.

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Chad Weatherman, a senior in sports management, looks over the old career guide with D.R. Ingram.

PHOTO BY MATT MOORE

**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 be of interest to 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) 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 & 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 H.S. 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.

### Adapt for electronic delivery

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

**Email** – Your email 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.

Place your resume within the email message

**RESUME WRITING** continued on page 12





Bridget Yarborough helps a student fill out paperwork at the Career Center. The Center offers students a variety of services to help them find employment. PHOTO BY MATT MOORE

### RESUME WRITING continued from page 11

itself, just below the brief introduction. In addition, include it as an attachment. The employer will decide which format suits their needs. We suggest you do a test run by emailing your resume to yourself - note and correct any problems you discover with transmission.

**Website Forms** – Website forms vary from employer to employer; however, instructions are generally provided to ensure your success with their system. Some websites 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 to maximize your success with their keyword search.

### 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.

We invite you to bring your resume to the Career Center to have it critiqued by a career counselor. Call to make an appointment (515.2396) or stop by 2100 Pullen during “drop-in” hours - 11 a.m. to 2 p.m. daily, to meet with the counselor on duty.

Employer representatives make themselves available to critique resumes at the Career Center each year. Look for these valuable critique opportunities in ePack.

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PAGE 12 ■

# Sample Resumes

IAN WILLIAMSON

1508 Student Street  
Raleigh, NC 27605

919  
irwilliamson

## OBJECTIVE

A civil engineering position where I will contribute technical and leadership experience to structural projects.

## EDUCATION

**North Carolina State University**, Raleigh, NC  
B.S. in Civil Engineering, Structures Concentration, May 2008  
2.9/4.0 GPA  
Taking FE exam, October 2007

Senior Design Project: Team project charged with designing four story steel office building using AISC standards. Designed structural steel beams, columns, and tension members. Used SAP 2000 to verify analysis.

## EXPERIENCE

**Black & Veatch**, Cary, NC  
Summer Intern, 5/07-8/07  
Provided technical assistance to engineers in structural and transportation design projects. Learned about bridge plans and observed bridge design. Designed reinforced concrete structures, roadway signposts, and steel reinforcement for segments of bridges. Performed various calculations such as concrete and steel quantities and geometry of bridges. Participated in weekly staff meetings to discuss the status of projects.

**NC State College of Engineering Summer Programs**, Raleigh, NC  
Counselor, 5/06-8/06  
Guided and encouraged high school juniors and seniors in the exploration of engineering. Organized and led activities designed to introduce the coursework and commitment required as well as the exciting applications found in the field.

**NC Department of Transportation**, Raleigh, NC  
Transportation Technician, 5/05-8/05  
Performed traffic engineering crash and safety analysis for regional offices. Utilized MicroStation to produce crash diagrams that revealed crash patterns.

## SKILLS

Computer: Windows XP, UNIX, MicroStation, AutoCAD, SAP, SolidWorks, Microsoft Office.  
Language: Intermediate level Spanish, 6 years study

## LEADERSHIP/ACTIVITIES

ASCE, vice president, member of concrete canoe team  
AGC, member  
Mission trip to Costa Rica, construction crew leader  
NC State Ski and Snowboard Team, member  
Varsity baseball, co-captain  
Bass guitar, write original music

### Why this resume works:

Objective mentions the specific field of interest as well as skills he will contribute

Major GPA is listed first since it is higher in importance. The FE exam is mentioned early in the resume because of its value to potential employers

Ian chose to include his senior project because it is relevant to his career direction. He chose not to include courses that are standard for his major.

Each position in the experience section begins with an introduction to the experience. The statements that follow are prioritized and show the breadth of his accomplishments.

Ian uses a block format for his descriptions rather than bullets. This saves space on his resume. Notice that after each description, he adds a period to separate each statement.

Ian chooses a "Skills" section since he had two categories of skills to highlight.

Since Ian has gained leadership experience, he uses this term in the title of this section. He prioritizes the list of activities for the reader. He includes those that will help an employer get to know him as a human being and potential colleague.

## 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

## Before

### IMOSO GOODE

123 Country Drive, Durham, NC 27662  
(919) 555-1234  
email@unity.ncsu.edu

#### OBJECTIVE:

To obtain a job in a human services setting.

#### EDUCATION:

##### B.A.– Psychology

December 2007

North Carolina State University - Raleigh, NC

GPA: 3.1/4.0 Dean's list 3 semesters

#### EXPERIENCE:

##### Health Unit Assistant, September 2006 - present

Rex Hospital - Raleigh, NC

Transcribe physician orders.

Responsible for helping during busy hours.

Filed, faxed and answered the phone.

##### Internship, Summer 2006

Women's Center of Wake County - Raleigh, NC

Worked with women and children in providing a variety of support services.

Helped to gather donations from churches and other organizations.

##### Research Assistant, 9/05 – 6/06

North Carolina State University - Raleigh, NC

Put data in using SPSS.

Worked with a focus group.

##### Emergency Department Health Assistant, Summer 2005

Moses Cone Memorial Hospital - Greensboro, NC

Assisted with checking in patients.

Prepared charts for doctors and nurses.

##### Server, Summer 2004

Bailey's Bistro - Greensboro, NC

Cleaned tables and server station.

Brought food to customers.

#### ACTIVITIES:

CommUnion 2007

Psychology Club

Alternative Fall Break: Asheville, NC

Habitat for Humanity and United Way

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# After

## IMOSO GOODE

123 Country Drive, Durham, NC 27662  
(919) 555-1234  
email@unity.ncsu.edu

### OBJECTIVE:

A position working with children and families in a human services setting where I can use my skills in critical thinking, problem solving, and human relations as well as utilize my strong interpersonal, organizational and relationship skills.

### EDUCATION:

#### B.A.- Psychology

May 2007

North Carolina State University - Raleigh, NC

GPA: 3.1/4.0

Dean's list 3 semesters

Paid for more than 50% of education expenses through part-time jobs while enrolled full-time

### Related Coursework:

Human Behavior, Theories of Social Structure, Women and Men in Society, Sociology of Family, Educational Psychology, Personality, Industrial and Organizational Psychology, Developmental Psychology, Behavioral Research Methods, Literature of Medicine

### SKILLS:

Computer: Microsoft Office, SAS, SPSS, Medius, Excel

Languages: Spanish (strong conversational skills)

### EXPERIENCE:

#### Health Unit Assistant

September 2006 - present

Rex Hospital - Raleigh, NC

Transcribe physician orders using advanced medical terminology and direct patient/family interaction.

Handle confrontations, assign workspaces, and assist co-worker during busy hours and codes.

#### Internship

Summer 2006

Women's Center of Wake County - Raleigh, NC

Worked with homeless and low-income women and children in providing a variety of support services.

Coordinated volunteer group that processed donations from churches and other organizations.

#### Research Assistant

September 2005 - June 2006

North Carolina State University - Raleigh, NC

Analyzed statistical data in SPSS and organized and computed battery scores.

Mediated focus group and served as assistant mediator for department of Ergonomics and Aging.

#### Emergency Department Health Assistant

Summer 2005

Moses Cone Memorial Hospital - Greensboro, NC

Assisted with checking in patients (direct family patient interaction), and encouraged and supported families during extended wait periods.

Prepared charts and acquired skills for working with high stress or guarded patients.

#### Server

Summer 2004

Bailey's Bistro - Greensboro, NC

Provided service and dining assistance for customers in an upscale restaurant setting.

### ACTIVITIES/HONORS:

Alternative Fall Break: Asheville, NC

Habitat for Humanity and United Way

CommUnion 2007 - presented independent research paper

Psychology Club - Vice President

## Why this resume works:

The objective is specific and demonstrates the skills that Imoso brings to the position.

The mention of paying for educational expenses lets the reader know that Imoso can balance both academics and work to achieve a college education.

Related Coursework exemplifies experience that comes from the academic setting which is a good addition to employment, internship and leadership experience.

Notice that the experience section includes a variety of positions held, including, paid work experience and an internship. The student uses solid action verbs and concise phrases to describe duties and responsibilities.

The Activities/Honors section is in two columns to save space and includes a variety of positions, including both volunteer and academically related items.

**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  
Svannah River Co.

**Andrea Jenkins**  
1505 Student Street, #4D  
Raleigh, N.C. 27606  
(919) 555-1234  
ajenkins@unity.ncsu.edu

**OBJECTIVE**

To obtain an internship/co-op position in statistics where I can utilize my problem solving skills.

**EDUCATION**

**North Carolina State University**, Raleigh, N.C.  
B.S. in Statistics, May 2008  
GPA: 3.54/4.00 in major, 3.25/4.00 overall

**Coursework:** Statistics By Example; Statistical Methods I and II; Introduction to Mathematical Statistics I; Regression Analysis; Methods for Quality Improvement

**EXPERIENCE**

**Statistics Intern, NCSU**, Raleigh, N.C., 5/2007-Present  
Program in SAS. Analyze statistical data in SPSS. Design and develop databases in Microsoft Access and organize files for the Statistics Department.

**Seminar Organizer, Statistics Department, NCSU**, Raleigh, N.C., 4/2006-7/2006  
Assisted in planning the Summer Institute in Statistical Genetics. Performed office duties which included copying, faxing, mass-mailings, and packet assembling. Managed Institute funds. Welcomed and assisted Institute guests.

**Resident Advisor, NCSU**, Raleigh, N.C., 8/2006-6/2007  
Initiated, planned, and organized educational, cultural, social, safety, service, academic, and recreational programs for the residence hall. Counseled 52 residents on issues relating to campus life. Utilized problem solving skills to mediate conflicts between residents.

**COMPUTER SKILLS**

SAS software, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, SPSS software, Unix.

**ACTIVITIES/HONORS**

Statistics Club  
Physical and Mathematical Sciences Council (President)  
Delta Sigma Theta Sorority, Inc. (Vice President)  
Dean's List  
National Freshmen Honor Society  
African American Academic Achievement Award

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## Resumes 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 Doors

RESUMES &  
LETTERS

### Margaret Anne Meade

email@unity.ncsu.edu

3320 Student Street  
Cary, NC 27511

1828 Swift Avenue  
Wendell, NC 27801

#### OBJECTIVE

Challenging internship position in events planning that draws on my related experience and leadership, management, and problem solving expertise.

#### EDUCATION

**North Carolina State University, Raleigh, North Carolina**  
BS in Parks, Recreation, & Tourism Management, Dec. 2008  
Concentration: Tourism Management  
G.P. A. in major: 3.8 Overall G.P.A.: 2.8

Related Courses: Park, Recreation and Tourism Management; Services, Facilities and Event Marketing; Leadership and Supervision in Recreation

#### PROFESSIONAL EXPERIENCE

##### **Cameron Clothing, Raleigh, NC**

**Sales Associate, May 2006-Present**

Enhanced ability to establish customer rapport in high-end women's clothing store

*Alpha Phi Sorority, NC State University, Raleigh, NC*

**Social Chair, December 2005-present**

Plan and implement social events for approximately 225 sorority members and guests. Communicate with local facilities and make decisions based upon social requirements and budget constraints.

*Sienna Hotel, Chapel Hill, NC*

**Front Desk Clerk, Summer 2006**

At busy front desk, answered phones, booked reservations, greeted clients, and performed other various customer service tasks as needed.

*Glen Eden Community Center, Raleigh, NC*

**Volunteer, August-December 2005**

Planned programs for children 6-12 through University program planning class. Planned Haunted Trail and North Carolina State Olympics Programs.

**UCC**

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## 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.

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

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### Taylor Solloway

123 Main Street  
Raleigh, NC 27695  
(919) 555-1234  
email@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 2008**

Concentration: Human Resources Minor: Spanish

Overall GPA: 3.3/4.0 Major GPA: 3.2/4.0

Worked 25+ hours a week to help finance education

#### Related Course Project: Managerial Effectiveness- Spring 2007

- 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 2006-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 2005-May 2006)

- 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 2004-May 2005)

- 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 2004-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

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**TERRI S. WILLIS**  
email@hooyoo.com

4538 Students' Place  
Raleigh, NC 27695

Phone: (555)  
Cell: (555)

## OBJECTIVE

To bring to a Public Relations firm a strong work ethic and a commitment to academic excellence coupled with communication and public relations skills developed through jobs and a PR internship.

## EDUCATION

**B.A. – Communication with Public Relations Concentration**  
North Carolina State University – Raleigh, NC

December 2007

Relevant Coursework: Communications Theory; Public Speaking; Organizational Communication; Editing; Introduction to Public Relations; Problems in Public Relations; Interpersonal Communication.

## EXPERIENCE

### Legal Assistant

September 2006 - present Schiller & Schiller Law

Firm – Raleigh, NC

- Supported practice through client correspondence, scheduling appointments, filing documents in court systems, basic accounting, client file maintenance, and notary services.

### Public Relations Intern

April - July 2006

ClearImage PR - Raleigh, NC

- Gained experience in client marketing, sales, and public relations activities.
- Provided event promotion designs as part of planning and implementation of The Tech Exec, a regional quarterly executive networking event.
- Created and updated databases for interactive gaming division.
- Researched potential clients, completed content analysis, and designed newsletter for GamesBizWire news release service.

### Waitress

June - September 2005

Houlihan's Restaurant Corporation – Raleigh, NC

- Coordinated for large groups including room set-up, menu planning, and special arrangements.
- Assumed leadership roles in resolving computer problems and trained new staff employees.

### Sales Representative

November 2004 – April 2005

Abercrombie and Fitch – Raleigh, NC

- Maintained inventory and set up merchandise displays.
- Trained new employees and recognized as "go-to" person for dealing with difficult customers.

## VOLUNTEER WORK

NCSU Campus Child Care Center - Volunteer

2004 - 2005

Meals on Wheels, Raleigh, NC - Volunteer

2005 - 2006

## ORGANIZATIONS & ACTIVITIES

Lambda Pi Eta - Beta Chapter - Current member of Communication Honor Society at NCSU

PRSSA - Current Member of Public Relations Student Society of America at NCSU

## COMPUTER EXPERIENCE

- Microsoft Office Suite
- Word Perfect
- DreamWeaver
- Windows XP
- Digital Photography experience
- Picassa

Public Relations and Marketing portfolio available upon request.

## Etiquette tips for job seekers (cont.)

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. At 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.

**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."

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## Etiquette tips for job seekers (cont.)

**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.

**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 Ms. 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.

### MARTIN LEWIS

1234 Pullen • Raleigh, NC 27695  
(919) 515-1234 • email@ncsu.edu

#### OBJECTIVE

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

#### EDUCATION

North Carolina State University, Raleigh, NC  
Bachelor of Science in Computer Science, May 2008

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:*

*Programming Languages:*

*Applications and Tools:*

*Other Skills:*

Linux, Unix and Windows NT/2000/XP/Vista

Assembly Language, C, Java, C++, HTML, JavaScript, Turbo, Pascal, SQL

Eclipse, Python, MATLAB, Tomcat, Apache, Oracle, Visual Slick Edit, Adobe Photoshop, Auto-CAD, MS Studio, Visio, FTP clients, Microsoft Office Tools (Word, Excel, PowerPoint)

Network Configurations (CCNA)

#### EXPERIENCE

**Tutoring**, Raleigh, NC

July 2006-present

- Serve as personal tutor for Chemistry II and Organic Chemistry I

**SAS**, Raleigh, NC

May 2007-August 2007

*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 2006-April 2007

*Store Associate*

- Provided quality service to consumers and developing 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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# Curriculum Vitae

The curriculum vitae (CV) 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 CV for your field.

To get started, select and prioritize categories of information that best present your credentials.

A sample can be found on-line at [www.ncsu.edu/career](http://www.ncsu.edu/career).

- 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 email a thank you note to each.

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.

### HANNAH S. MARTIN

5555 Park Dr., Apt. B  
Raleigh, NC 27605  
(919) 515-1234  
email@ncsu.edu

### REFERENCES

Ms. Sharon Stewart  
Project Engineer  
GE Fanuc  
8844 Main St.  
Charlottesville, VA 22034  
555-1234  
email@ge.fanuc.com  
(Supervisor during summer internship, 2005)

Dr. C. Maurice Balik  
Director of Undergraduate Programs  
Materials Science & Engineering  
NC State University  
Box 7907  
Raleigh, NC 27695  
515-1234  
email@ncsu.edu  
(Academic advisor, 2003-present)

Mr. Chris Edwards  
Youth Minister  
Edenton Street United Methodist Church  
4444 West Edenton St.  
Raleigh, NC 27603  
555-1234  
email@esumc.org  
(Supervisor during youth leadership position, 2003-2005)

## 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

# 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 email 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.

### COVER LETTER - SHELL

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

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## Emailing a Cover Letter

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

- Option #1: Attach your cover letter created in a Microsoft Word document to the email. In the body of the email, 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 Microsoft Word into the body of the email. Delete the address and date information when sending in this format.

### SAMPLE COVER LETTER

515 Brooks Ave.  
Raleigh, NC 27606

January 6, 2007

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 2005 "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

Enclosure

### SAMPLE COVER LETTER

1234 Glenwood Ave.  
Raleigh, NC 27605

October 13, 2005

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

## 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 - for example, racy photos or rants about a job or professor you hate," Ivey says. Employers will Google 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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## Five mistakes new graduates make (cont.)

5. Bad voice-mail greetings. Ivey says that 90% 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 Magazine

## Tips for thank-yous

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

## Thank you letter

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 emailed, sent via U.S. mail, or hand-written.

### SAMPLE THANK YOU LETTER

2115 Dixie Trail  
Raleigh, NC 27607  
(919) 782-1234  
email@unity.ncsu.edu

November 4, 2005

Ms. Emma Bloomquist  
Recruiter  
Quintiles, Inc.  
4709 Creekstone Dr., Suite 200  
Durham, NC 27703

Dear Ms. Bloomquist:

Thank you for taking the time to speak with me yesterday at the PAMS Career Fair at NC State. As you may remember, I am graduating in May with a B.S. in Statistics. You had recommended the Analyst position in the Economics Department as a career that would allow me to blend my interest in forecasting with my analytical skills.

I would like to restate my strong interest in this position, and I have attached a copy of my resume for your review. Thank you for your consideration, and I hope to hear from you soon.

Sincerely,

*Alex Simpson*

Alex Simpson

### SAMPLE THANK YOU LETTER (email)

Dear Ms. Perkins:

I wanted to thank you for the interview yesterday at the University Career Center at NC State. As you may recall, I am currently working as a part-time intern at Capitol Broadcasting in Raleigh.

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.

Sincerely,  
Mary Martin  
(919) 781-1234

### SAMPLE THANK YOU LETTER (handwritten)

September 30, 2005

Dear Mr. Miller:

Thank you for inviting me to meet your colleagues yesterday. I enjoyed presenting my portfolio to the group, and I truly appreciate the feedback on my work.

I could feel the energy in your office about the NC Museum of Art project. This is certainly a high profile logo to develop with numerous complimentary pieces to coordinate. I look forward to contributing my creativity, technical ability, and organizational skills to help make this project a success.

Sincerely,

*Ashley Johnson*

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Brandon Blevin, a senior in applied mathematics, talks to Jill Stover from GEICO at the CHASS career fair in Talley Student Center. "I hope it gets me a job," Blevin said. 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 CV, 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 Pack Tracks 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.

### 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 Coopers*
- *Progressive Insurance*
- *QualComm*
- *Randstad*
- Rockwell Collins
- Sprint Nextel
- Stockamp & Associates
- *Teach For America*
- \* italicized companies recruited at NCSU in 2006-2007

Source: Fortune Magazine

# 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.

## 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 website or more advanced to include conversations with representatives of the organization or the use of tools found on our website 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

Traditional interviewing attire is expected by most employers. 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.

### Men



### Women



## 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. 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. Your focus on the conversation at hand is key. 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 presentation by the employer is followed by informal conversations between students and representatives. Information 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.

**Video interview:** This is similar to an on-campus interview though it is via laptop computer. It is uncommon and used by 1-2 employers each year who are unable to visit campus but would like to interview students face-to-face. These are posted 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

### 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



## 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

**SITE INTERVIEWS** continued from page 28

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.

## 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](http://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*

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

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

**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.

## 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 a job interview at the Career Center. PHOTO BY MATT MOORE

## Checklist for Success

### Before the interview

- ☐ Know your strengths.
- ☐ 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.
- ☐ 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 while in a group setting.
- ☐ 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.

### 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 (or the right fit) candidate?"

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

-Chirstie, Progress Energy

## 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, 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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# 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 website. 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 am wanting to grow in is my website 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?

Connecting 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. A good range is \$3,000- \$5,000. When you present this information, put it 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 hrs/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 a security and networking company about a possible career field. PHOTO BY NATHAN BULLEN

## Sample Questions to Ask Employers

Additional questions found at [www.ncsu.edu/career](http://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 website. 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?

### 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 you are staying top of mind with your prospective employer, 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

### After the interview

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



## 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.
- Contact employers using the employer database.

### **How do employers use ePack?**

- Employers use all or some of the following features to meet NC State students.
- Post jobs and internships.
- Schedule on-campus interviews.
- Set up information 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](http://www.ncsu.edu/epack) and follow the instructions listed.

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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

According to NACE (National Association of Colleges and Employers), these are the top places employers find new college hires: (\* Indicates strategy for an internship search)

1. On-campus recruiting\*
2. Employer's internship program
3. Employee referrals\*
4. Employer's co-op program
5. Career or job fairs\*
6. Career Center job postings (ePack)\*
7. Faculty contacts\*
8. Employer website job postings\*
9. Student organizations\*
10. Other Internet job postings\*

What does this mean to you? You will need to use the very same strategies to connect with employers. Avoid spending your valuable time on less productive strategies such as combing on-line mega job banks, where employers seeking new graduates spend very little time.

Let's review each of these strategies and add valuable resources offered by the Career Center.

1. **On-campus recruiting.** Here's where ePack can benefit you. Many employers conduct on-campus interviews during the fall and/or spring semesters for internships and/or jobs. All students who meet the employers' requirements

are invited to participate and sign up for interviews on ePack.

### 2. **Employer's internship program.**

Interns often receive offers for full-time employment before graduation — especially when the experience has been positive and the employer has a current opportunity.

3. **Employee referrals.** Referral of classmates, family, or friends by employees for internships and jobs is encouraged and often rewarded by employers. Employees vouch for your ability, interest, and integrity and thus save valuable recruiting time.

### 4. **Employer's co-op program.** See #2

5. **Career fairs.** Many employers attend career fairs as a means of meeting students from a variety of majors and degree levels for both internships and jobs.

### 6. **Career Center job postings (ePack).**

Here's where ePack can benefit you. We invite employers to post their internships and jobs for you. You may apply directly through ePack for consideration.

7. **Faculty contacts.** Some employers go directly to faculty to post or announce their job and internship opportunities

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**SEARCH STRATEGIES** continued from page 32

in their academic departments. This is especially common when students with specialized training or knowledge are desired.

**8. Employer website job postings.**

As more employers are moving their recruiting to their website, more students are reporting success with this strategy. Your application shows very deliberate interest in their company.

**9. Student organizations.** Many employers target specific student organizations to meet students who share their career interest or meet their hiring criteria.**10. Other internet job postings.** Outside of company websites are mega job search banks that have jobs posted. Professional associations and newspapers may also post jobs on-line.

**Tiffany Gladney goes over paperwork with Aurora Comanescu. Both are students working at the Career Center as ambassadors.** PHOTO BY MATT MOORE

## 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.

**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 2M+ employers is available on the Career Center website. Create a list of potential employers by industry, size, and location. Obtain contact information of key employees.

**ePack employer database:** This database is found within ePack. These employers have interviewed on campus or posted positions for NC State students within the past three years.

**eLeads:** This database of employers is available on the Career Center website 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 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 website.

**Riley Guide:** Use the “Target & Research” section of this website 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 website and in the Career Center library, Health & Human Services Directory ([www.irissoft.com/tuw1/](http://www.irissoft.com/tuw1/)) and Research Triangle Park Directory ([www.rtp.org/](http://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.

**ePack (cont.)****How often should I check ePack?**

- Check ePack weekly  
- new opportunities are added daily.
- View the calendar on the home page to see upcoming campus interviews, meet the employer events and career fairs.

**FINAL TIPS**

- Review your profile and resume each semester to be sure they reflect your up-to-date accomplishments.
- Use the employer database to contact 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.

## 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 recruiters mind."

-Mike, Amarr  
Garage Doors



Students attended the CHASS Career Fair in Talley Feb. 28 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

## Making Effective Use of a Career Fair

Each year, more than 500 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.

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 website.
- ☐ 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.
- ☐ Take several copies of your resume to the fairs carried in a portfolio 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) Skills you have relevant to offer

"Hi, my name is Joe Smith, and I am a senior studying Communications with a concentration in Public Relations. I am currently 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."

*Your Career  
Starts Here*

UNIVERSITY CAREER CENTER

## 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 in order 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 website (<http://www.ncsu.edu/career>)*

## 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).

## 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 "road-blocks."
- 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.

## 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 turnover 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



## 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?
- 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 and other conversations with employers.
- Let the Career Center know of your post graduation plans.

## 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 and recheck 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?

### 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.

**We wish you  
great success!**

-The  
University  
Career Center  
Staff

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