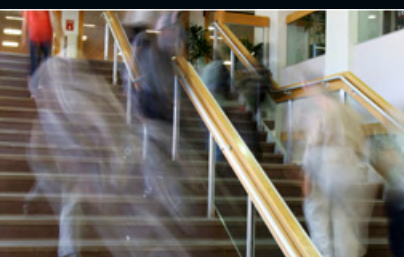


# Job & Internship Guide



**University Career Center**  
2100 Pullen Hall • 919-515-2396  
[www.ncsu.edu/career](http://www.ncsu.edu/career)

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## Principles of Professional Conduct

### For Career Center staff and students

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

#### Our Responsibility

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

#### Your Responsibility

- Prepare for your career by using campus and Career Center resources for maximum employability.

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

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Job and Internship Guide

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

## Our Services

### Individual Appointments

For an appointment with your Career Counselor, call our office at 919. 515.2396.

### Drop-ins

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

### ePACK

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

### On-campus Interviewing

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

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

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

### Mock Interviews & Resume Critiques

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

### 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 Web site for details and a list of employers in attendance.

### Alumni Services

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

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# Developing a Career Path

## FRESHMAN YEAR

### Prepare

- Take courses that will help you decide if your major is a good fit for you.
- Take career assessments online to understand your values, attributes and abilities when it comes to a career.
- Check out the majors and careers Web site: [www.ncsu.edu/majors-careers](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.

## JUNIOR YEAR

### Prepare

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

### Practice

- Conduct informational interviews with professionals in your career field of interest.
- Attend 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 employers of interest and to secure an internship or part-time job.

### Participate

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

## SOPHOMORE YEAR

### Prepare

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

### Practice

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

### Participate

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

## SENIOR YEAR

### Prepare

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

### Practice

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

### Participate

- Apply for jobs and participate in on-campus interviews. Sign up in ePACK.
- Attend campus career fairs, 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.

## 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
- CHOICES

### Fee based:

- Keirsey Temperament Sorter II
- Campbell Interest & Skills Survey

**Counseling Center**  
**Career Assessments**  
(919.515.2423):

### Fee based:

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

EXPLORING  
YOUR OPTIONS

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## Graduate School

### The Right Option for You?

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

- Research your career field of interest- is a graduate degree necessary? Should you work a few years before going back to graduate school?

- Research the outcome of what a graduate degree will provide. More money? More opportunities in your field? Evaluate what is most important to you.

- Talk to faculty and advisers in your field of interest and get their feedback on your graduate school plans.

- Check the Web site for additional questions and strategies at [www.ncsu.edu/career/students/explore/informational.php](http://www.ncsu.edu/career/students/explore/informational.php)

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

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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 time frame.

### What Should I Ask?

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

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

Additional questions are on our Web site: [www.ncsu.edu/career](http://www.ncsu.edu/career)

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

### What Are the Benefits?

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

## Networking

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

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

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

Begin your networking list with accessible people whom you already know and with whom you are more relaxed. Include family, friends, neighbors, community members, classmates and their families, faculty and administration, past and present work associates, former employers and their colleagues, and club members. Contact alumni, professional, industry, and trade associations, recruiter contacts, headhunters, consultants, and volunteer civic, religious, social, recreational, and political organizations. Contact people of all ages. Have a wide-ranging list so you will not rely on any one person for too many requests. Enlist others to help you brainstorm. Do not underestimate the value of any contact or referral.

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

### Preprofessional advising and resources:

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



Chad Weatherman reviews resume guidelines with D.R. Ingram.

PHOTO BY MATT MOORE

## 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

### Get started

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

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

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

### Create a structure

Create your heading and place these two categories first.

1. Objective
2. Education

Select two to five additional categories from the list below. Choose those that best present your strengths and prioritize them.

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

## Resume templates

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

## Top ten mistakes

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

## Choose content

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

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

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

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

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

**Experience** – list internship, co-op, volunteer, and other work experiences in reverse chronological order (most recent first). Select those most relevant to the reader. Include name and location of the employer, your title, and the dates you worked. Use action verbs (see list on pages 10 and 11) and create short statements in bullet or paragraph form to describe your duties, skills developed, and accomplishments.



**Learning about applying for internships, Justin Trubin, a student in business management, talks about building a resume with Sara Concini at the Career Center. "I was working on my resume to start the internship process," Trubin said. PHOTO BY MICHELE CHANDLER**

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

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

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

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

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

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

### Adapt for electronic delivery

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

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

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

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

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

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

### Proofread carefully

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

### Characteristics of a resume that gets results

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

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# Action Verbs

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

## Without action verbs

IBM, Research Triangle Park, NC

Human Resources Intern, Summer 2008

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

## With action verbs

IBM, Research Triangle Park, NC

Human Resources Intern, Summer 2008

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

## A

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

## B

balanced  
brainstormed  
broadened  
budgeted  
built

## C

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

## D

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

## E

earned  
edited  
educated  
eliminated  
enabled  
encouraged  
engaged  
enhanced

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

## F

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

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**G**

gained  
gathered  
gauged  
generated  
governed  
guided

**H**

handled  
headed  
helped  
honored  
hired

**I**

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

**L**

launched  
learned  
led  
linked  
lobbied  
located

**M**

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

**N**

negotiated  
nominated  
nurtured

**O**

observed  
obtained  
operated  
optimized  
orchestrated  
organized  
originated  
oversaw

**P**

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

publicized  
published  
purchased

**Q**

quantified  
queried  
questioned  
quoted

**R**

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

**S**

scanned  
scheduled  
searched  
secured  
selected  
separated  
served  
shaped  
simplified  
simulated  
sold

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

**T**

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

**U**

uncovered  
undertook  
updated  
upgraded  
used  
utilized

**V**

validated  
verified  
visualized  
volunteered

**W**

worked  
wrote

## MARTA ROBINSON

444 Sunset Dr.  
Raleigh, NC 27605

(919) 536-2222  
mprobins@ncsu.edu

### OBJECTIVE

A summer internship or co-op in biomedical engineering with a special interest in biomechanics.

### EDUCATION

#### **Bachelor of Science in Biomedical Engineering**, May 2011

North Carolina State University, Raleigh, NC  
GPA: 3.2/4.0 major, 3.0/4.0 overall

**Associate of Science**, May 2008  
Carteret Community College, Morehead City, NC  
GPA: 3.8/4.0

**Related Courses:** Mechanics of Solids, Fluid Mechanics, Hydraulics, Thermodynamics, Materials Science of Biomaterials, Circuits

### EXPERIENCE

#### **Beacon Prosthetics**, Raleigh, NC

- Intern, Summer 2009
- Assisted technician in the creation of orthotic prototypes.
- Learned about the design process to meet individual patient's needs.
- Expanded my knowledge of materials and processes used in research and development.

#### **WakeMed**, Raleigh, NC

- Physical Therapy Volunteer, January 2009-May 2009
- Observed physical therapists' treatment of adults and youth.
- Gained familiarity with assessment tools and rehab equipment.
- Prepared patients with stretching exercises prior to appointments.
- **Health Promotions (NCSU)**, Raleigh, NC
- Volunteer, Fall 2008
- Led small group workshops to promote a healthy lifestyle on campus.
- Conducted surveys to obtain baseline of student health.
- Helped students set goals and structure activities to meet their goals.

### COMPUTERS

SolidWorks, Matlab, Maple, Microsoft Office

### LEADERSHIP

- Zeta Tau Alpha Sorority
- Athletics Director: Oversaw teams, schedules, and equipment.
- Public Relations Committee Member: Designed and maintained chapter Web site.

### ACHIEVEMENTS/ACTIVITIES

EMT-Basic Certification  
Phi Sigma Pi National Honor Fraternity  
BME Club, Member  
Waterski/Wakeboard Club, Member

## JAMES BAXTER

Lee Hall, Campus Box 12222  
Raleigh, NC 27607  
jbaxter@ncsu.edu

555  
Raleigh, NC 27606  
919.555.3333

### OBJECTIVE

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

### EDUCATION

**North Carolina State University**, Raleigh, NC  
B.S. in Mechanical Engineering, May 2013

**Enloe High School**, Raleigh, NC  
4.2 GPA, May 2009

### TECHNICAL EXPERIENCE

#### **Hovercraft Project**, Team Member, August 2009-present

- Design and build a hovercraft that can perform specific maneuvers within time constraints.
- Research potential designs, materials and power supplies.
- Learn how to work with a team of students toward a common goal.

#### **GE Aviation**, Job Shadowing, February 2009

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

### OTHER EXPERIENCE

#### **CVS**, Raleigh, NC

- Customer Service, Summer 2009
- Assisted Pharmacist in the preparation of prescriptions.
- Demonstrated attention to detail and accuracy in a fast-paced pharmacy.
- Received "Outstanding Customer Service" award.

#### **YMCA**, Raleigh, NC

- Lifeguard/Swim instructor, August 2007-August 2009
- Enforced rules and policies to ensure safety of swimmers.
- Maintained pool area including daily chemical balance.
- Trained new lifeguards.
- Taught swimming lessons to children ages 3-10.
- Worked 15 hours per week while in school.

### SKILLS

**Computer:** Windows XP, Linux, Microsoft Office, build and troubleshoot computers

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

### ACCOMPLISHMENTS

National Honors Society  
Eagle Scout – led team in building of structure at Pullen Park  
Team Member – Science Olympiad, second place  
Council Representative – planned & managed budget for youth missions committee  
Co-captain – Lacrosse Conference Championship high school team



101 Wolf Village  
Raleigh, NC 27607  
919.513.2222

**SARAH ZELLINGER**  
szellin@ncsu.edu

505 Walden Way  
Concord, MA 01742  
617.555.8888

## OBJECTIVE

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

## EDUCATION

**North Carolina State University**, Raleigh, NC  
B.S. in Sports Management, May 2012  
GPA: 3.06/4.00, Dean's List

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

## ACHIEVEMENTS

NC State Scholarship Athlete – Gymnastics  
East Atlantic Gymnastics League – Conference Champion  
Caterpillar Scholar Athlete  
All Conference Champion – High School  
Varsity Gymnastics – Captain  
National Honor Society

## WORK EXPERIENCE

- NC State Gymnastics Camps**, Raleigh, NC  
Assistant Coach, Summers 2008, 2009
- Led group activities for campers ages 8-10.
  - Worked individually on technique and performance.
  - Used management skills and creativity to accomplish goals.
- NC State Athletics Ticket Office**, Raleigh, NC  
Sales Assistant, Summer 2009
- Interacted with the public regarding group and individual ticket purchases.
  - Ensured customer satisfaction, resolving concerns quickly and professionally.
  - Contributed artwork and text to a marketing brochure targeting young alumni.

## SKILLS

**Computer:** Photoshop, Publisher, Word, Access, Excel, PowerPoint  
**Personal:** Creativity, attention to detail, discipline, perseverance

## COMMUNITY INVOLVEMENT

Habitat for Humanity – NC State Coordinator  
Youth Group – Highland Service Project Leader  
Special Olympics – Volunteer  
Artsplasure – Volunteer

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

## OBJECTIVE:

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

## EDUCATION:

**North Carolina State University**  
Bachelor of Arts - Psychology  
Minor in Sociology  
Major GPA: 3.49

May 2010

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

## EXPERIENCE:

- Intern** – Haven House, Raleigh, NC
- Worked with team leader to maximize learning experiences of youth performing court-ordered community service.
  - Provided positive role model in teaching communication and social management skills.
  - Gained cross-cultural exposure and took part in learning experiences and documenting participant behavior and activities.
- Waiter** - Olive Garden, Charlotte, NC
- Interacted with customers to provide friendly and efficient service. Took orders, delivered food, and bussing tables.

September 2009 - present

- Habilitation Worker** - Maxim Healthcare, Raleigh, NC
- Served as sole provider for wellbeing and direction of severely handicapped children
  - Created consistently challenging learning atmosphere and productive routines to enhance quality of life in the home and in the community.
  - Gained experience with sign language, cue cards, as well as valuable human interaction skills.
- Editorial Writer** - Charlotte Observer Explorers Program, Charlotte, NC
- Met weekly with student group at a major regional newspaper to investigate opportunities in the world of journalism.
  - Published article in editorial section of Charlotte Observer

August 2008 - March 2009

## LEADERSHIP/COMMUNITY SERVICE:

- Uptown Homeless Shelter**, Charlotte NC
- Prepared and served food for homeless men's shelter provided by the city and through many local churches.
- Refuge Committee**, Catholic Social Services
- Provided political refugees with food to assist in transitioning to the US.
- Habitat for Humanity Tutor**
- Tutored children living in Habitat homes in the subjects of science and math.

2005 - 2006

2004

## TECHNICAL SKILLS:

Software Applications: Word, Excel, Power Point  
Certifications: Standard First Aid and Adult/Child CPR  
Language: Elementary and Intermediate Spanish Coursework – Functional conversational ability

**Jeffrey L. Davis**  
jldavis@ncsu.edu

Present Address:  
0001 Wood Hall, Box 12345  
Raleigh, N.C. 27607  
(919) 512-4321

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

**OBJECTIVE**

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

**EDUCATION**

**North Carolina State University**, Raleigh, N.C.  
B.S. Middle Grades Education (Language Arts and Social Studies)  
3.49/4.00 GPA, May 2010

**CERTIFICATIONS**

NC Teaching License in Middle Grades Language Arts and Social Studies (June 2010)  
CPR Certification

**TEACHING EXPERIENCE**

**Student Teacher**, Daniels Middle School, Raleigh, N.C.

January 2010 – April 2010

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

**OTHER**

**EXPERIENCE**

**Camp Counselor**, Camp High Rocks, Cedar Mountain, N.C.  
Summer 2009

- Co-organized instructional sessions on life skills and social activities
- Instructed swimming, lake and whitewater canoeing, and backpacking
- Supervised group of 15 adolescent boys with cabin maintenance
- Swimming Instructor**, Wilmington YMCA, Wilmington, N.C.  
Summers 2007, 2008
  - Instructed multiple levels of swimming
  - Developed daily lesson plans and communicated with parents

**HONORS/ACTIVITIES**

Kappa Delta Pi, International Honor Society  
Phi Kappa Tau (Social Committee Chair)  
Dean's List  
Intramural football and baseball

**INTERESTS**

Swimming, Canoeing, Weight Training, Hiking, and Traveling

**TYLER R. WILLIAMSON**

104 Peace St., Apt. 4  
Raleigh, NC 27605

(919) 555-4444  
trwillia@ncsu.edu

**OBJECTIVE**

A construction engineering position where I will bring a strong work ethic as well as strengths in leadership and teamwork.

**EDUCATION**

**North Carolina State University**, Raleigh, NC  
B.S. **Construction Engineering & Management**, expected December 2009  
3.2/4.0 GPA, Dean's List  
Taking FE exam, October 2009

**EXPERIENCE**

**Brasfield & Gorrie**, Raleigh, NC

Summer Intern, Summer 2009

Reported to a team of three project managers working on healthcare and retail projects. Prepared bids, completed takeoffs, created scope sheets, solicited and reviewed subcontractor bids. Created and submitted RFIs and kept up with project documents log. Updated project schedules and project drawings. Assembled construction closeout documents. Travelled to job sites to check on progress. Attended client meetings.

**Clancy & Theys**, Charlotte, NC

Construction Intern, Summer 2008

Worked under a project manager overseeing construction of a public school. Learned the scope of responsibility and sequencing from pre-bid to final closeout. Verified drawings, processed change orders, submitted transmittal letters, and performed quantity takeoffs. Learned how to work in a fast-paced professional environment.

**North Carolina State University Housing**, Raleigh, NC

Resident Assistant, August 2007-May 2008

Oversew 22 residents in freshman dorm. Provided guidance and resources to help with the transition to campus life. Created monthly workshops on topics related to personal and professional development. Managed a monthly budget, enforced University policies, resolved conflicts, and developed leadership skills.

**Habitat for Humanity**, Raleigh, Volunteer, Spring 2007

**Williamson Landscaping**, Matthews, NC, family-owned business, Summers 2003-2006

**COMPUTER CAPABILITIES**

Timberline, Primavera, SureTrak, Microsoft Office, SolidWorks, Java, Matlab, Maple

**LEADERSHIP / ACTIVITIES**

Eagle Scout  
Chi Epsilon Honorary Society - Member  
AGC & NAHB Student Chapter - Member  
ASCE Student Chapter - Member, concrete canoe construction team  
Carolinas AGC Scholarship – Recipient  
Student Wolfpack Club – Member  
Avid golfer

**Molly A. Elliott**

22 Peace St. • Raleigh, NC 27605  
maelliott@ncsu.edu • (919) 876-5432

**Objective:** A position in sales and marketing within the pharmaceutical industry.

**Education:** **North Carolina State University**, Raleigh, NC  
B.S. in Business Management, Concentration: Marketing, June 2010  
2.9/4.0 GPA

**Selected Courses:**  
Public Speaking, Business Communication, Financial Management, Business Statistics, Human Resource Management, Marketing I and II.

**Marketing Project:**

- Worked on a team of five and created a business plan to address marketing needs and strategies for WorldView, a simulated business environment project.
- Designed and administered marketing/consumer research surveys before launch of product to test viability/future usage of product.

**Experience:** **Carolina Hurricanes**, Raleigh, NC  
**Communications Intern**, Summer 2009

- Used organizational and analytical skills to maintain and update a 1,500+ clientele Excel database.
- Conducted 40 cold calls per day to generate sales leads; raised \$20,000 in donations.

**Activities:** **NC State Varsity Soccer Team**, 2006-present

- Recruited to a nationally ranked soccer program; started four consecutive seasons.
- Serve as team leader and positive role model for newly recruited teammates.
- Use communication skills to interact with media to professionally represent the team and the university.
- Attend team-sponsored networking events to increase support of NC State athletics.

**Big Brothers/Big Sisters of NC**, 2006-2008

- Performed community outreach to educate at-risk youths on the benefits of athletics and academics.
- Sponsored "Little Brother;" assisted teenager with academic and personal development.

**Computers:** Peachtree Accounting Software; Microsoft Word, Excel, PowerPoint and Access

**Honors & Awards:**

- Dean's List
- NC State Scholar Athlete; demonstrating athletic and academic excellence
- NC State Soccer Leadership Award; chosen by coaching staff for leadership and character

**JOHN Q. STUDENT**

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

**OBJECTIVE**  
Seeking a challenging, full-time software engineering position

**EDUCATION**  
**North Carolina State University**, Raleigh, North Carolina  
**Master of Science in Computer Science**  
GPA: 3.50/4.0  
anticipated May 2010

University of Mumbai, Mumbai, India  
**Bachelor of Software Engineering**  
First Class graduate  
May 2008

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

**TECHNICAL SKILLS**  
**Languages** C, C++, C#, Java, VB 6, HTML, XML, ASP, NET, ASP, PERL, JavaScript, UML, SQL  
**Databases** Oracle 10g, SQL Server, MS Access  
**Platforms** Windows 9X/XP, DOS, UNIX, LINUX  
**Networking** TCP/IP, Routing Protocols, VPN, ATM, MPLS, CDMA/GSM/UMTS, Socket Programming

**Tools** Office, Ethereal, ClearCase, NDoc, LaTeX, Fireworks, Photoshop, Dreamweaver

**RELEVANT EXPERIENCE**

**Intern, NetApp**, Research Triangle Park, NC May 2009 – August 2009

- Worked in the Performance Measurement and Quality Assurance team
- Created a software simulation of the scheduler used in the lab
- Evaluated performance and usage of lab equipment as part of the equipment utilization project
- Collected data, verified data integrity, provided solutions for representation of data, and provided solutions and fixes for problems

**Development Intern, Tata Consultancy Services**, Mumbai May 2008 – August 2008

- Designed, developed and tested features for Red Hat Network 4.10.0, released July, 2006
- Utilized Java, JSP/servlets, Hibernate, HTML, CSS, XML as part of the project
- Ported previous Red Hat Network releases from Perl to Java

**COURSE PROJECTS**

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

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

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



## 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. Employers will search the Web for you, so make sure your online act is squeaky-clean.

3. Failure to network. Let everyone know you're job hunting, explain what kinds of roles or industries you're aiming for, and be sure to follow up on any leads. Your school's alumni association is an often-overlooked source of great job leads, too.

4. Forgetting to say a simple "thank you." "Most new college graduates show poor manners, so being polite is just one more way to stand out from the crowd."

continued on page 19

## Curriculum Vitae

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

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

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

## List of References

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

a work or community experience and/or faculty members or advisors on campus.

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

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

### ROBERT MITCHELL

202 Wolfview Drive, #C  
Raleigh, NC 27606  
(919) 787-5555  
[rjmitche@ncsu.edu](mailto:rjmitche@ncsu.edu)

### REFERENCES

Ms. Sharon Stewart  
Project Engineer  
Progress Energy  
P.O. Box 1551  
Raleigh, NC 27602  
(919) 555-7777

[sharon.stewart@progress-energy.com](mailto:sharon.stewart@progress-energy.com)  
(Supervisor during summer internship, 2008)

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

Mr. Chris Edwards  
Youth Director  
Camp Oak Hill  
819 Main Street  
Oxford, NC 27912  
451-9494

[chris.edwards@campoakhill.org](mailto:chris.edwards@campoakhill.org)  
(Supervisor during counselor position, summers 2004-2006)

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# Letters

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

## Cover Letter

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

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

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

### COVER LETTER

Your Address  
City, State ZIP

Date

Their name  
Title  
Organization  
Address  
City, State ZIP

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

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

**Your goal:** Make an immediate connection with the reader.

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

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

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

**Your goal:** Convey your sincere interest and appreciation.

Sincerely,

(signature)

Your typed name

Enclosure

## Five mistakes new graduates make (cont.)

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

Source: Anne Fisher,  
Fortune senior writer

## 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:
- Proofread
- Your Signature

## E-mailing a Cover Letter

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

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

### SAMPLE COVER LETTER

515 Brooks Ave.  
Raleigh, NC 27606

February 21, 2009

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

Dear Mr. Hopkins:

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

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

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

Sincerely,

*Michael Greene*

Michael Greene

Enclosures

### Sample e-mail cover letter

**From:** mtpurcel@ncsu.edu

**Send to:** e-mail.pittman@ae.com

**Subject:** Cover letter

**Message:** Dear Ms. Pittman:

It was a pleasure to meet you yesterday at the NC State College of Management Career Fair. Thank you for taking the time to describe the Leadership Development Program at American Express in detail. As you requested, I am sending my resume for your review.

I will graduate in May with a B.S. in Business Management with a concentration in Information Technology. Both my internship experience at Morgan Stanley and leadership position in Alpha Kappa Psi have prepared me well for your competitive program.

You may contact me at mtpurcel@ncsu.edu or 919.555.4433 to talk about the program further. I look forward to hearing from you soon.

Sincerely,  
Mark Purcell

**Attachments:** Resume.doc

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## Thank you letters

The thank you letter is your expression of appreciation. It follows an interview (within 24 hours) when you would like further consideration as a candidate. It is your opportunity to reiterate key points in your interview or background and restate your genuine interest in

the position. It also follows conversations with those who have generously offered their time and expertise to help you with your job search.

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

### Sample e-mail thank you letter

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

### SAMPLE THANK YOU LETTER

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

November 30, 2008

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

## Letters of Recommendation

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

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

## Portfolios and Work Samples

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

If you are a writer, you may wish to share a

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

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

## Transcripts

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

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

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

## Attire

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

### Traditional attire

Men: Dark suit for conservative employers, khakis and dark jacket work well for others. Conservative shirt and tie. Dark socks to match slacks. Dark shoes, polished.

Women: Dark suit (slacks or skirt) with conservative blouse or a dress. Dark shoes, natural color stockings with dress or skirt, dark socks to match slacks. Low to medium heel shoes, polished. Conservative jewelry.

### Business casual

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

Men: (1) Slacks with coordinating (not matching) jacket, with or without tie. (2) Slacks, shirt, and tie (no jacket).

Women: Dark slacks or skirt with tailored shirt, blouse, or sweater.

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## Interviews

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

Contact the UCC to schedule a mock interview.

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

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

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

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

### Look for opportunities to match your background with their needs.

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

## 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 selection interview.

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

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

**Information session interview:** This is generally one to two hours in length. A formal 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. Most interviews take place in the Career Center interview rooms, 2100 Pullen Hall. Information about these interviews is found in ePACK.

### Selection (site) interviews

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

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



At the Engineering Career Fair in the McKimmon Center, David Schlosser, a student 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

## 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*

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

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

<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?

### 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.

### 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



## Interviewing insight

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

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

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

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

— Christie  
Progress Energy



Stephen Worth, a student in industrial engineering, goes over his resumé with Holly Weyrich, a representative from Exxon Mobil, at a career fair. This was Worth's third year attending the fair, but this is the first time he's come with the objective of being hired. "I wasn't looking hard before, I just came to get an idea for what their companies are about," Worth said. PHOTO BY TIM O'BRIEN

## Checklist for Success Before the interview

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

## During the interview

- ☐ Be a good listener. Let the interviewer guide you.
- ☐ Watch your body language – smile, practice a firm handshake, maintain good eye contact, sit and stand in an attentive manner; stay focused on the conversation at hand.
- ☐ Ask for clarification if you are unsure of the question.

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

## After the interview

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

*Your Career  
Starts Here*

UNIVERSITY CAREER CENTER

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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 Web site. Take the time to thoroughly research the employer by becoming familiar with current events, products or plans of the company. Rileyguide.com is an excellent resource to learn various ways to obtain information about an employer.

## 3. What is your greatest weakness?

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

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

## 4. What are your strengths?

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

**Example:** “I was pleased to see you were seeking someone with strong organizational skills. I have strong leadership and



**Kelsey Mitman, a student in business management, speaks with a representative of Full House Marketing at the CHASS and Management Career Fair. PHOTO BY DAVID MABE**

organizational skills, developed from when I was in charge of Alumni Relations for my fraternity, which required significant event planning and maintaining a 300+ alumni database.”

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

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

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

## 6. Why should we hire you?

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

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

## 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?
- Have you read about the mentoring program on your Web site. Would you tell me more about the program?
- What is the supervisory style of the manager in this group?
- Could you describe the current projects the group is working on?
- How would you describe your working environment?
- What are the organization's plans for future growth?

## More Job & Internship Resources

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

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

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

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Preston Cargile and Yupi Ngui, both students in computer science, talk through a plan before starting through the Engineering Career Fair at the McKimmon Center. "I'm getting the game plan together," Cargile said before going in to look for a full-time job. PHOTO BY TIM O'BRIEN

## Job & Internship Search Strategies

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

### Most successful strategies:

#### 1. Start early and use the Career Center

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

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

#### 2. Participate in on-campus interviews

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

Details are found in ePACK.

#### 3. Speak with company representatives

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

#### 4. Attend employer information sessions

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

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

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

#### 6. Attend career fairs

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

#### 7. Network

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

### Least successful strategy

#### 1. Commercial job search sites

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

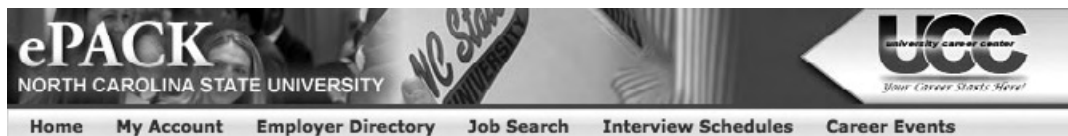
\* NACE (National Association of Colleges and Employers), 2007

\*\* Wall Street Journal, May 2006



# Job & Internship Resources

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



## ePACK

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

### ePACK allows students to do the following:

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

### How do employers use ePACK?

- Post jobs and internships
- Schedule on-campus interviews
- Set up information sessions
- Search the database of student resumes
- Schedule mock interviews and resume critique sessions
- 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.

### How often should I check ePACK?

- Check ePACK weekly. New opportunities are added daily.
- View the calendar on ePACK to see upcoming campus interviews, information sessions 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 view employers of interest.
- 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.

## How to successfully use ePACK

**Home:** Check the home page for notifications and announcements.

**My Account:** Success with ePACK begins here.

- **My profile:** complete carefully and accurately.
- **My documents:** upload your resume and cover letter.
- **My activity:** track your activity.

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

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

Tip: Contact employers on your own to express interest.

**Job Search:** Search for posted internships and jobs.

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

**Interview Schedules:** Search for information sessions and career fairs.

- **Qualified interview schedules:** apply for on-campus interviews (you meet the requirements.)
- **All interview schedules:** view (only) all on-campus interviews; search by major to narrow list.

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

**Career Events:** Search for on-campus interviews.

- Find career events on campus.
- Information sessions: find opportunities to meet employers.
- Career fairs: find upcoming fairs at NC State, nationwide and virtual career fairs.

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

**Sign out:** Log off ePACK.

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

## More Job & Internship Resources (cont.)

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

### Employer directories:

A variety of electronic and print directories are available on the Career Center Web site, in the Career Center library and through the 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.



## 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 Door Corp.



Scott Klein, a student in computer engineering, and Suraj Kasi Satyanarayana, a student in computer science, interview with representatives from Qualcomm at the Engineering Career Fair.

PHOTO BY TIM O'BRIEN

## Success on the Internship or Job

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

### Set realistic goals and expectations

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

### Maintain a "can do" attitude

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

### Perform to the best of your ability

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

### Be respectful of colleagues

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

### Support the team

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

### Understand the unwritten rules

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

### Be flexible

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

### Identify a mentor

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

### Document your success

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

# Making Effective Use of a Career Fair

Each year, more than 700+ employers visit 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 Web site.
- ☐ Research the employers you would like to speak with so you can have a knowledgeable conversation with recruiters about their organization.
- ☐ Prepare your resume and have a career counselor review it; don't wait until the last minute to get a review.
- ☐ Take several copies of your resume to the fair, carried in a portfolio notebook or folder.
- ☐ Practice your 20-second introductory speech that includes:
  - 1) Who you are
  - 2) Your area of interest
  - 3) Why you are interested in their organization
  - 4) Relevant skills you have to offer

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



**Manisha Agrawai, a student in textile chemistry, talks with a representative from Hollingsworth & Vose at the Engineering Career Fair.** PHOTO BY TIM O'BRIEN

## Day of the fair:

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

## After the fair:

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

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

## Career fair strategies

The qualities of an ideal candidate at a job fair:

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

No gum chewing... get rid of it!

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

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

-Christie  
Progress Energy

## Career Fair Follow-Up

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

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

## Evaluating & Accepting a Job Offer

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

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

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

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

## Handling Rejection

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

### Keep these tips in mind

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

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**We wish you great success!**

— University Career Center Staff

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