

NORTHWESTERN STATE UNIVERSITY CAREER CENTER



# CAREER GUIDE



NORTHWESTERN STATE  
UNIVERSITY OF LOUISIANA

# Northwestern State University **Career Guide**

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LinkedIn Profile Checklist  
NACE Career Readiness  
NACE Social Media  
Shutterstock.com  
National Association of Colleges  
and Employers

**To Contact the Career Center:**  
**call 318-357-4050 or**  
**visit us in the Friedman**  
**Student Union, Room 306**

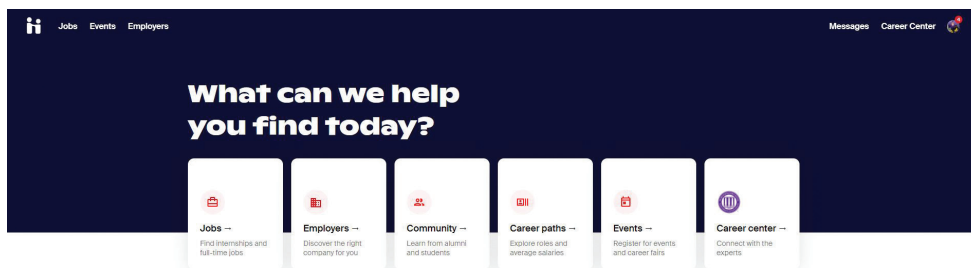
# Career Center Resources

## Handshake,

an online career services platform that students can use to search and apply for jobs and internships, research employers, schedule appointments and register for career events. This is a great resource for you throughout your time at Northwestern State University!



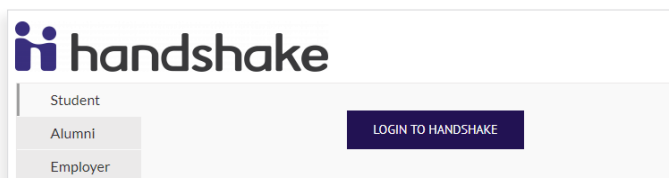
## Handshake Features



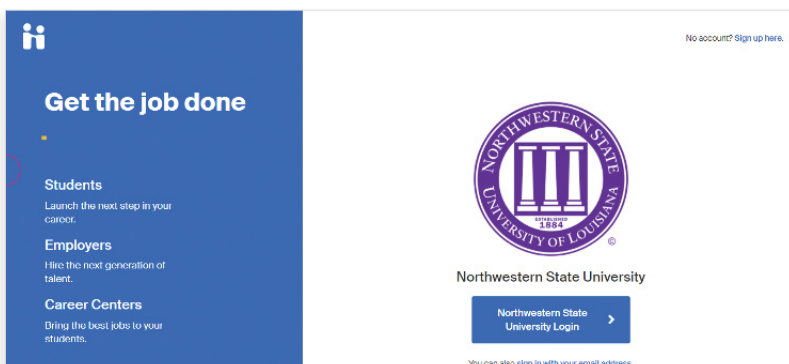
## How to find/log in to Handshake

### There are a few ways to log in to Handshake:

- 1 You can log into handshake using the **Career Center Home Page (careercenter.nsula.edu)**



- 2 You can also use [nsula.joinhandshake.com/login](https://nsula.joinhandshake.com/login)

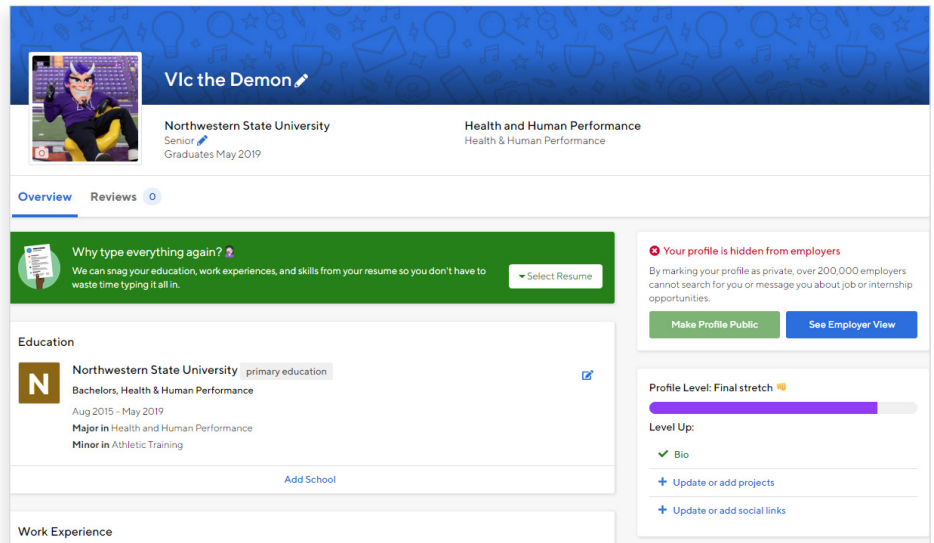


- 3 **myNSU**- There is a link to Handshake at the bottom of the myNSU login page



# How to Build Your Handshake Profile

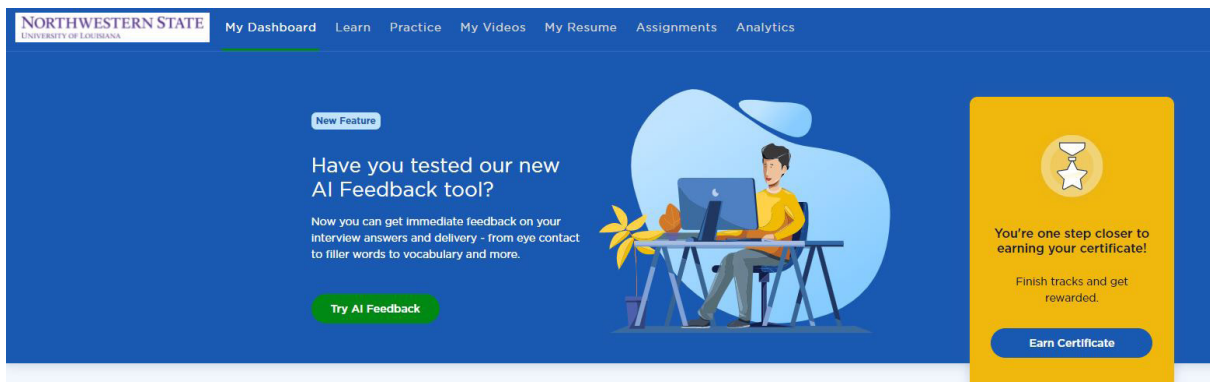
- 1** Upload resume, so that Handshake can complete the autofill process.
- 2** Upload a professional head shot.
- 3** Fill in any missing information, be sure to include skills, major, education info, etc.
- 4** Double check that all information is correct and accurate!



## Big Interview,

an online platform that prepares you to ace your next interview. Big Interview offers full training plus a powerful AI practice tool. You will also get practice with mock interviews tailored to your specific industry, job, and experience. From interview fundamentals to how to close the interview to asking smart questions, you will learn how to answer tough questions.

**Go to: [nsula.biginterview.com](https://nsula.biginterview.com)** to create an account using your NSU email address.



# Explore

## Choosing a Major

**During your search for majors and careers**

**be sure to consider the answers to the questions below:**

- ☑ Does the career match your personality, interests, and values? If you are unsure be sure to take a career assessment provided in the resources list.
- ☑ What are the job requirements and qualifications? Determine the skills and educational background required for the position.
- ☑ What is the job outlook? It is important to consider the turn-over/burnout rates as well as continued growth for certain careers.
- ☑ What are the typical work hours and job duties? A job may or may not pay a good salary, but you should always know if you can fulfill the requirements and work the required schedule.
- ☑ Feel free to use the following resources during your career and major exploration process.
- ☑ **TypeFocus:** <https://v6.typefocus.com/>
- ☑ **Occupational Outlook Handbook:** <http://www.bls.gov/ooh/>
- ☑ **ONET Online:** <https://www.onetonline.org/>
- ☑ **NSU Academic Programs:** <https://www.nsula.edu/academics/>
- ☑ **NSU General Catalog:** <https://www.nsula.edu/documentprovider/docs/16/Northwestern%202018-2019%20Catalog1.pdf>

### **Exploring career options can be overwhelming.**

For this reason, it is important to have an idea of the career or major in which you are most interested.

After determining the career or major that interests you the most, you can begin learning more about them. Gaining knowledge of the various careers and majors will assist more in the decision-making process.



### **Four-Year Plan**

**(on the next page)**

**Success needs a plan.**

There are steps every student should take to ensure they are prepared to be a successful professional in their future career.

The Four-Year Career Plan can help you stay on track and succeed in the career planning process.

# FRESHMAN

INVESTIGATE

1<sup>ST</sup> YEAR

4 YEAR PLAN



## UNDECIDED

### Questioning your major?

Meet with a career counselor and

## EXPLORE

possible careers and majors that fit your interests and goals.

## EXPLORE

**Interests** - What do you like?

**Skills** - What do you perform well?

**Values** - What is important to you?

**Goals** - What are your educational goals?

## LEARN

### Take UNIV 1000: University Experience

Explore career paths through TypeFocus assessment, create a resume, and create your Handshake profile.

### Meet with Your Academic Advisor Every Semester

Ensure you take the right academic major courses and met University requirements.

### Attend the Career Fairs

Meet faculty and department representatives to discuss major/minor options.

## RESEARCH

### Occupations

<http://ccs.nsula.edu/students/> to learn more about Handshake and employment opportunities.

### Career Assessments

Take the TypeFocus assessment in your University Experience course or visit <https://v6.typefocus.com/> and use your student login information.

### Informational Interviews

Interview the people in your field(s) of interests.

### Job Shadow/Externships

Ask a professional to observe them for a day.

# SOPHOMORE

EXPERIENCE

2<sup>ND</sup> YEAR

4 YEAR PLAN

## ASSESS

### Re-examine Options

How have they changed? Why?

### Review Your Transcript

What do you still need?

### Decide on a Major

Review programs.

### Update Your Resume

Have us review it.

## LEARN

### Use Your Account in Handshake

This is where students find jobs and internship opportunities. Download Handshake App Now!

## DO

### Internships

Gain experience before you graduate.

### Volunteering

Contact:

Steven Grusebeck

Instructor and Director of Service Learning

Phone: 318.357.5911

Bienvenu Hall - 328

[sgruesbeck@nsula.edu](mailto:sgruesbeck@nsula.edu)

### Study Abroad

Expand your horizons.

### Clubs & Organizations

Get involved with campus activities.



**Handshake**

Download  
Handshake App Now!

# JUNIOR

PREPARE

3<sup>RD</sup> YEAR

4 YEAR PLAN



## NETWORK

It's the

## #1 WAY

to find a job!

Employers are more likely to hire from a personal reference than any other method.

## INTERN

### Find Openings

Check Handshake.

### Build Your Network

Create a LinkedIn profile.

### Tailor Your Resume

We'll show you how.

### Prepare for Interviews

Schedule a mock interview.

## LEARN

### Seek Research Opportunities

Current research looks great on resumes, vitae, and grad school applications.

### Stay Current with Industry Trends

Trade publications and journals in your field will help you with career planning.

## PLAN

### Target Activities that Meet Your Goals

Internships, research, extracurricular activities

### Connect with Professionals

Join professional associations.

### Graduate School

Research programs and schools.

### Attend Pre-Graduation Workshops

GRE, LSAT, MCAT, Career Planning  
To learn more about collegiate exams visit: <https://studentdevelopment.nsula.edu/testing-center/>

# SENIOR

IMPLEMENT

4<sup>TH</sup> YEAR

4 YEAR PLAN

## SEARCH

### Find Openings

Handshake, job websites, and networks

### Build A Network

Faculty, Family, Friends, and Alumni

### Update Your Resume

Have NSU Career Center review it and do a resume critique.

### Prepare for Interviews

Schedule a mock interview.

## ENGAGE

### Build Skills

Seek opportunities where you can coach, train, mentor, or supervise others.

### Participate in Professional Development

Attend Career Services workshops and career fairs. You can do this every semester!

## CONSIDER

### Location

Urban? Rural? Sedentary? Traveling?  
Cost of Living?

### Salary and Benefits

Acceptable range?  
What kind of benefits?

### Environment

Office? Outdoors? Teamwork? Alone?

### Schedule

Do you need flexible hours?



## SEARCH

Do not wait to start searching until you graduate. The average time between graduation and a career is

## 6 MONTHS

Begin your search NOW!



## CAREER READINESS

# Competencies for a Career-Ready Workforce

### Career Readiness Competencies

There are **eight career readiness competencies**, each of which can be demonstrated in a variety of ways.



Career & Self-Development



Leadership



Communication



Professionalism



Critical Thinking



Teamwork



Equity & Inclusion



Technology

### What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

CAREER READINESS  
COMPETENCIES

<https://www.naceweb.org/uploadedfiles/files/2021/resources/nace-career-readiness-competencies-revised-apr-2021.pdf>





### TOP 10 THINGS EMPLOYERS LOOK FOR ON YOUR RESUME

- 1 Problem-solving skills
- 2 Ability to work in a team
- 3 Strong work ethic
- 4 Analytical/quantitative skills
- 5 Communication skills (written)
- 6 Leadership
- 7 Communication skills (verbal)
- 8 Initiative
- 9 Detail-oriented
- 10 Technical skills



### EXPERIENCE IS (ALMOST) REQUIRED

Students with a paid internship received **nearly 50% more job offers** than those who had an unpaid internship or no internship.



### 7 THINGS THAT GIVE YOU AN ADVANTAGE IN THE JOB MARKET



- 1 Internship with the organization
- 2 Internship within the industry
- 3 Major
- 4 Leadership position
- 5 General work experience
- 6 Extracurricular activities
- 7 High GPA (3.0 or above)

Source: Job Outlook 2021, Job Outlook 2020, 2019 Internship & Co-op Report, 2019 Student Survey, 2019 Recruiting Benchmarks Survey Courtesy of the National Association of Colleges and Employers | [www.naceweb.org](http://www.naceweb.org)

# Work Experience

## What Job is Right For You?

### On-Campus Jobs

It can be challenging to find part-time jobs on campus. Most on-campus jobs are funded and distributed through financial aid, but some are funded by individual departments.

If you are eligible for Federal Work Study, you can contact the **Office of Financial Aid** for more information about on-campus employment. Some on-campus departments who hire separately from Federal Work Study are Sodexo (all campus dining), the campus book store and the WRAC. You can search on Handshake or go to these departments to ask about openings.

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### Part-Time Jobs Off Campus

All Part-Time jobs sent to NSU can be found on Handshake. Go to the Career Center website or the myNSU page and click the Handshake link at the bottom. You can also go to: [nsula.joinhandshake.com](https://nsula.joinhandshake.com) and login with your NSU email and password. Click the Jobs tab and search for part-time jobs.

### Internships and Co-Ops

Internships and Co-Ops are valuable opportunities to make sure your career path is right for you. Real-world experience is an essential component in learning and competing for full-time positions after graduation. Below are some great reasons to seek out some experiential learning opportunities:

- » Gain experience in a professional environment
- » Check out the corporate culture at a company you are considering for full-time employment
- » Apply what you've learned in the classroom
- » Build your professional network
- » Clarify your career focus and goals
- » Gain confidence

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### Volunteer Work

**Volunteering** is a great way to gain work experience. Whether the experience is in your field or done in service to the community be sure to keep track of duties, hours worked and a contact or supervisor's information. Plan on adding volunteer experience to your resume.

# Career Documents

## What is a Resume?

A Resume is a brief summary of your skills, experience, and accomplishments.

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### There are three main types of Resume formats:

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**1 Functional Resumes** are resumes used to highlight skills and accomplishments. They are most suitable for students with a great deal of volunteer work, school and community involvement, and to highlight achievements.

Tips for Functional resumes:

- » List work experience in reverse chronological order (*most recent to oldest*).
- » Best for individuals with little to no gaps in work experience.

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**2 Chronological Resumes** are used to highlight work experience. This resume format is best for students with a consistent work history. It is important to highlight and prioritize relevant professional experience and accomplishments.

Tips for Chronological resumes:

- » List work experience in reverse chronological order (*most recent to oldest*).
- » Highlight professional experience relevant to the position you are applying for.
- » Ideal if a person several years of experience in one career path or have for several employers in one particular industry

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**3 Combination Resumes** are used to highlight work experience and skills relevant to the job. This format is typically used for professionals who have several years of experience from diverse backgrounds.

Tips for Combination resumes:

- » List work experience in reverse chronological order (*most recent to oldest*).
- » Not ideal if there are gaps in work history
- » Should have several years of experience relevant to position applying for.

## Transferable Skills

Transferable skills are developed through experience from employment, education, or training. These skills can be used in a role you are hired to fill for a company. Many people have difficulty identifying their transferable skills. If you have found yourself experiencing difficulty identifying your skills take a moment to make a list of your experiences including paid and unpaid to help in developing a list of transferable skills.

## How to use Verbs on your Resume

When writing your resume, you want to include action verbs. **Action Verbs** are best used when listing job duties because they help make a great impression on potential employers. Action verbs help your resume stand out and highlight your accomplishments.



## Using Transferable Skills on your resume?

### Use these examples:

*Coded a Java program for an App. (Technical)*

*Organized courthouse documents for attorney research. (Problem Solving)*

*Initiated new members into Student Government Association. (Leadership)*

*Choreographed and performed the Nutcracker. (Creative)*

*Trained middle school students to insert tables into Microsoft Word. (Training)*

*Assembled hardware for student computers. (Technical)*



### Having difficulty identifying your skills?

Schedule an appointment with the Career Center staff to help you further explore your transferable skills to highlight on your resume!

# Skills Verb Examples

## Financial

Accounted  
Allocated  
Audited  
Balanced  
Budgeted  
Calculated  
Estimated  
Forecasted  
Formulated  
Invested  
Projected

## Creative

Adapted  
Conceived  
Composed  
Created  
Designed  
Developed  
Devised  
Established  
Forecasted  
Illustrated  
Imagined  
Improvised  
Improved  
Integrated  
Originated  
Invented  
Performed  
Publicized  
Published  
Revitalized  
Updated  
Visualized

## Human Resources

Advised  
Assisted  
Counseled  
Encouraged  
Empowered  
Facilitated  
Helped  
Guided  
Joined  
Listened

## Communication

Arranged  
Authored  
Assigned  
Collaborated  
Conducted  
Consulted  
Corresponded  
Disseminated  
Drafted  
Edited  
Explained  
Influenced  
Interacted  
Interpreted  
Introduced  
Mediated  
Planned  
Presented  
Proposed  
Reported  
Researched  
Promoted  
Translated  
Wrote

## Leadership

Achieved  
Administered  
Assigned  
Chaired  
Coached  
Contracted  
Coordinated  
Delegated  
Directed  
Enforced  
Evaluated  
Expedited  
Formed  
Founded  
Generated  
Governed  
Hired  
Initiated  
Implemented  
Judged  
Led  
Managed  
Motivated  
Negotiated  
Persuaded  
Produced  
Provided  
Recruited  
Scheduled  
Staffed  
Supervised

## Problem Solving

Adjusted  
Analyzed  
Anticipated  
Changed  
Completed  
Converted  
Determined  
Diagnosed  
Directed  
Discovered  
Doubled  
Eliminated  
Examined  
Executed  
Expanded  
Identified  
Planned  
Prepared  
Performed  
Recommended  
Reconciled  
Reorganized  
Resolved  
Reviewed  
Selected  
Set up  
Simplified  
Solved  
Tested  
Verified  
Utilized

## Training

Demonstrated  
Evaluated  
Instructed  
Taught  
Tutored  
Trained

## Research

Assessed  
Compared  
Compiled  
Defined  
Drafted  
Interviewed  
Organized  
Solved  
Surveyed  
Summarized

## Technical

Adapted  
Assembled  
Built  
Coded  
Clarified  
Drafted  
Engineered  
Inspected  
Installed  
Maintained  
Mapped  
Operated  
Planned  
Programmed  
Repaired  
Surveyed  
Tested

# Breaking Down a Resume

---

**1 Heading** – The heading will include your contact information. You will list your full name (first and last name is acceptable), address (city and state), phone number, and email address. Your name should be boldface and the largest font size on your resume. The heading should not include personal information such as race, religion, political affiliation, social security number, or citizenship.

**2 Objective** – An objective is optional but encouraged. Be specific and state the position you are applying for, what you hope to gain, and skills you may possess qualifying you for the position.

**3 Education** – The listing of your education should include your school name, location (city, state), expected date of graduation, degree name, major(s), minor(s), and concentration(s). You may also list relevant coursework and honors received such as dean’s list or honor’s list. If your GPA is a 3.0 or higher you may consider highlighting it on your resume. Be sure to list post- secondary education only in reverse chronological order (most recent to oldest).

**4 Experience** – You can include all types of experience in this section; full and part-time jobs, internships, volunteer work, student-athlete experience, band experience, projects and more. When listing any of your experiences be sure to list them by dates in reverse chronological order (most recent to oldest). When listing each experience be sure to list the company/organization name, location (city,state), position title, dates of employment, and three to five job duties for each position. These job duties are best listed using a bullet point format, beginning with an action verb, and stating your responsibilities while working in that particular position.

**5 Activities** – Activities or campus/community involvement should be listed in an organized format preferably by dates. Be sure to include the organization, position(s) held, location (city, state) and dates.

**6 Skills** – Be sure when listing skills they are relevant to the position you are applying and a correlation between the skills listed and experiences listed on your resume can be made by the potential employer. Consider listing computer skills, second languages, and any training or additional certifications you may obtain.

## Accounting-Student Athlete Example

### Vic T. Demon

Natchitoches, LA • (318) 555-3333  
emailaddress@gmail.com – linkedin.com/in/yourname

#### OBJECTIVE

Detail-oriented accounting major with team management experience seeking to contribute in an auditing role at ExxonMobil that utilizes prior experience with advanced accounting software and auditing best practices.

#### EDUCATION

**Northwestern State University**  
*Bachelor of Science in Accounting*  
GPA: 3.7, Accounting GPA: 3.9

Natchitoches, LA  
May 2021

##### Honors

- Dean's List 2018 - 2021

#### EXPERIENCE

**Money Management CPA**  
*Accounting Intern*

Natchitoches, LA  
January 2021 – Present

- Verified the sources and processes by which information is produced to ensure accuracy within the company
- Maintained business relationships through face-to-face and electronic communication with clients
- Identified control deficiencies through internal control inspections
- Organized a team to explore the internal use of the client management system to increase productivity

**Northwestern State University Football Team**  
*Offensive Lineman/Team Captain*

Natchitoches, LA  
July 2017 – Present

- Committed approximately 30 hours per week to training, meetings, film study, travel, and games
- Elected Team Captain for 2020-21 season
- Led strength training small group, increased group strength by 15% from first practice to beginning of season
- Selected for Southland Conference All-Academic Team 2019-2020

**Mammoth Summer Camp**  
*Fitness Camp Counselor*

Mammoth, CA  
May 2017 – July 2017

- Designed fitness activities for campers aged 8-12 with a variety of fitness levels
- Communicated daily with over parents and camp leaders
- Administered First Aid, as needed

#### PROFESSIONAL ORGANIZATIONS/ACTIVITIES

**Natchitoches Chamber of Commerce, Northwestern State University**  
*Natchitoches Young Professionals, Member*

Natchitoches, LA  
May 2020 – Present

- Attended professional development
- Attended monthly meetings to network with various industry professionals

#### SKILLS

Microsoft Office  
QuickBooks

Adobe Software  
Microsoft Teams

1

2

3

4

5

6

## Nursing Example

Shreveport, LA                      **Victory Demon**                      (318) 555-5555  
 Nursing\_Student@yahoo.com

### ***OBJECTIVE***

Patient-focused Certified Nursing Assistant and ambitious nursing student with 4+ years of experience in health care field with a passion for learning and growing professionally within a dynamic healthcare environment seeking nursing position in medical-surgical unit.

### ***EDUCATION***

**Northwestern State University:** Natchitoches, LA                      May 2022  
 Bachelor of Science in Nursing, GPA: 3.9

### ***CLINICAL EXPERIENCE***

Pediatrics	Willis-Knighton, Shreveport, LA	Fall 2021
Obstetrics	Willis-Knighton, Shreveport, LA	Fall 2021
Operating Room	Willis-Knighton, Shreveport, LA	Spring 2021
Medical-Surgical	Willis-Knighton, Shreveport, LA	Spring 2021
Psychiatrics	Physicians Behavioral Hospital, Shreveport, LA	Spring 2021
Medical-Surgical	CHRISTUS, Shreveport, LA	Fall 2020

### ***EXPERIENCE***

**Willis-Knighton:** Shreveport, LA                      March 2021-Present  
 Nurse Tech

- Obtain and record patients' vital signs, intake and output and blood glucose
- Assist patients with activities of daily living
- Follow isolation precautions and infection control procedures
- Obtain sample for urinalysis and stool samples
- Experience using Eclipsys EHR software
- Experience with patient positioning
- Experience with JP drains, abscess drains, nasogastric tubes, Foley Catheters, rectal tubes

**CHRISTUS:** Bossier City, LA                      August 2019-March 2021  
 Patient Care Tech

- Obtained and recorded patients' vital signs, intake and output and blood glucose
- Worked with diabetic, cardiac and oncology patients
- Assisted patients with activities of daily living
- Followed isolation precautions and infection control procedures
- Obtained sample for urinalysis and stool samples
- Experience using Meditech HER software

**Garden Park Nursing & Rehabilitation Center:** Shreveport, LA                      January 2019-August 2019  
 Certified Nursing Assistant

- Provided behavioral and emotional support, companionship, and supervision for those with dementia and Alzheimer's
- Followed infection control procedures
- Assisted patients with activities of daily living
- Worked with primarily Hispanic populations

**Southern Oaks Nursing & Rehabilitation Center:** Shreveport, LA                      May 2018 – December 2018  
 Certified Nursing Assistant

- Followed infection control procedures
- Provided feeding and mobility assistance
- Aided with activities of daily living

### ***CERTIFICATIONS, ADDITIONAL SKILLS and AWARDS***

- Certified Nurse Aide
- CPR certified through American Heart Association
- Write and speak Spanish and English fluently



## CIS Example

### Victorious Demon

Alexandria, LA • (318) 222-3333 • firstname.lastname@gmail.com  
www.linkedin.com/in/yourname

#### EDUCATION

##### Bachelor of Science in Information Systems

Northwestern State University

GPA: 3.8

May 2022

Natchitoches, LA

#### EXPERIENCE

St. Francis Cabrini

##### Cybersecurity Engineer

- Developed and maintained system security risk assessment and mitigation plans.
- Performed system certification planning and testing along with customer liaison activities.
- Assessed proposed system changes to determine impact to security design.
- Developed and maintained security control baselines.
- Conducted and developed security resilience testing and stress testing process assessments.

Natchitoches, LA

May 2021 – Present

##### Cybersecurity Analyst Intern

- Responded to and analyze cybersecurity threats in real time using ArcSight, including suspicious emails, external threats, and confidential patient information.
- Troubleshoot account and authentication issues and work with other teams to ensure user and patient information are safe.
- Investigated technology violations of company policy and report to the appropriate authorities.
- Practiced for CCNA and CSA+ Exams as part of the onboarding process.

Feb 2021 – May 2021

Northwestern State University, College of Business

##### Student Worker

- Maintained computer lab equipment, including desktops (Linux and Windows), printers, and user accounts.
- Assessed student and faculty problems while working at the computer lab Help Desk.
- Built and installed 75 lab computers in preparation for the 2016-2017 academic year.

Natchitoches, LA

Oct 2019 – Feb 2021

#### SKILLS

**Programming:** Java, PHP, MySQL

**Data Loss Prevention:** Symantec DLP

**Data Analytics:** R, Tableau, RapidMiner

**Authentication:** Vasco Digipass Enterprise Authentication

**Web Development:** HTML, CSS, Bootstrap, JavaScript

**Network Monitoring:** Lancope Stealthwatch, TrustWave

#### PROJECTS

##### Web Based Applications –Rentals Inc

- Interactive website that links to a modifiable database of rental housing, functions are similar to Airbnb.

Jan – May 2020

##### Database Fundamentals – Target ER Diagram

- A modifiable database created to represent and fulfill the business needs of Target.

Jan – Mar 2019

#### ACTIVITIES

##### TEK Club (AIS Chapter) – President

- Manage team of 8 officers and coordinate professional development opportunities for undergraduate and graduate IS and CS students.

Jun 2019 – Present

##### Women's Tech Council of Student Innovators – Student Representative

- One of 3 David Eccles School of Business students tasked with empowering women in STEM, attending events, and bringing in new members to participate in WTCSI.

Aug 2019 – Present

##### Carnival for Autism & Breast Cancer Walk – Volunteer

- Assist with various roles, including: set-up/teardown, parking attendant, ride manager, registration assistant, and security.

Sep 2019 – Sep 2021

## Education Example

### Vic Demon

Natchitoches, LA | (318)-567-3425 | VDemon@yahoo.com

#### Objective

Educator with broad knowledge of technology and media seeking position as a School Library Media Specialist. Interested in career advancement, cross-curricular activities, and further development of research skills.

#### Education

*Master of Science in Elementary Education* 05/2022  
**Louisiana State University**  
Baton Rouge, LA

*Bachelor of Science in Elementary Education* 05/2020  
**Northwestern State University of Louisiana**  
Natchitoches, LA

#### Experience

**East Natchitoches Elementary** - Natchitoches, LA 08/2019-05/2020  
*Resident Teacher, 1<sup>st</sup> Grade*

- Conducted group activities and plan lessons for students.
- Observed the teacher during class time.
- Led daily activities such as learning center and circle time.
- Monitored the students during recess, centers, and field trips.
- Created art activities aligned with curriculum.

**Fairview Alpha Elementary/Jr. High School**- Natchitoches, LA 08/2019-05/2020  
*Resident Teacher, 6<sup>th</sup> Grade*

- Observed the teacher during class time.
- Worked with small groups to reinforce lessons and monitor mastery of skills.
- Led daily English/Language Arts activities to reinforce previous lessons.
- Evaluated student progress through assessments and one on one interactions.

**Stage** – Natchitoches, LA 08/2018-05/2019  
*Sales Associate*

- Assisted customers in finding or selecting items and provided recommendations.
- Assisted team members when necessary in handling cash registers, organizing inventory room, and labeling products.
- Maintained merchandise displays within the store.

#### Skills

First Aid  
Certifications: Microsoft Office Specialist  
Google Classroom

Pearson Curriculum  
SMART Board Technology  
Response to Intervention (RTI)

# Vic T. Demon

Natchitoches, LA · (318) 555-5555  
vicwins@gmail.com

## OBJECTIVE

Undergraduate at Northwestern State University with a major in Industrial Engineering Technology and a minor in Computer Information Systems pursuing an internship in the fields of Industrial Engineering, Facilities Engineering, Quality, IT solutions, or Computer Information Systems.

## EDUCATION

### BACHELOR OF SCIENCE INDUSTRIAL ENGINEERING TECHNOLOGY

NORTHWESTERN STATE UNIVERSITY, Natchitoches, LA

DECEMBER 2021

- 3.0 Overall GPA, 3.4 Major GPA
- Honor Roll: Fall 2019, Spring 2020, Spring 2021, Dean's List for Fall 2020

## EXPERIENCE

### KITCHEN MANAGER

ALEXANDRIA, LA

BREW HOUSE

SUMMERS, JULY 2018 – CURRENT

- Manage kitchen staff and ensure efficient workflow by delegating to 5+ employees.
- Maintain sanitation and safety standards in the kitchen.
- Order food supplies and kitchen equipment.
- Mediate with front of house staff, and customers to resolve any issues.
- Interview potential new employees and train kitchen staff.

### TREASURER

NATCHITOCHEES, LA

MU KAPPA CHAPTER – PI KAPPA ALPHA FRATERNITY

NOVEMBER 2020 – CURRENT

- Create and analyze Microsoft Excel spreadsheets to record and report budgets.
- Track and approved spending against approved budget of \$50,000+.
- Update member accounts, billing statuses, and financial records daily.
- Collaborate with national organization and collection agencies.
- Create monthly budget reports that included future trend analysis, and recommendations to reduce cost.

### SERVER

NATCHITOCHEES, LA

GREEK CAFE

JANUARY 2020 – APRIL 2020

- Managed shift assignment for 10+ servers.
- Served and prepared foods.
- Ensured customer satisfaction with a friendly and inviting demeanor.

## SKILLS AND CERTIFICATIONS

- C++, JavaScript.
- AutoCAD and Inventor
- Microsoft Word and Excel Certified
- Teamwork and Project Management
- Budgeting and Finance Skills
- WebEx and Zoom

## Biology Example

# Vic Demon

Natchitoches, LA  
(318) 555-5555  
vickthewinner@gmail.com

### OBJECTIVE

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Biology major currently attending Northwestern State University, pursuing a medical internship while working towards becoming an Occupational Therapist.

### EDUCATION

---

#### NORTHWESTERN STATE UNIVERSITY OF LOUISIANA

*Bachelor of Science, Biology*

**GPA:** 3.4

**Natchitoches, LA**

*December 2022*

### EXPERIENCE

---

#### Cato Fashions

*Sales Associate*

**Pollock, LA**

*Jun 2020 - Present*

- Helped an average of 50 customers per day locate items and complete transactions
- Handled cash registers, including sales and returns
- Organized inventory, unloaded merchandise and labeled products
- Provided outstanding customer service

#### Natchitoches Regional Medical Center

*Emergency Room Volunteer*

**Natchitoches, LA**

*Jan 2020 - Mar 2020*

- Assisted admitting clerks during patient intake
- Checked submitted registration paperwork for completion
- Answered patient and family questions

#### Super 1 Foods

*Head Cashier*

**Pineville, LA**

*Aug 2017 - Dec 2019*

- Assisted customers in locating items and price verifications
- Maintained cleanliness and organization of checkout areas
- Led a team of 10 cashiers, coordinating breaks and troubleshooting checkout issues

### SKILLS/CERTIFICATIONS

---

Microsoft Word and Excel

CPR

Medical Database

WebEx

Zoom

Infant and Adult First Aid

### ACTIVITIES/HONORS

---

President's Honor Scholarship

2021

Outstanding Student Award

2021

Alpha Lambda Delta Honor Society

2020

American Society of Microbiology

2020

## References Example

### Vic Demon

Natchitoches, LA  
(318) 555-5555  
vickthewinner@gmail.com

#### REFERENCES

---

**Dr. Thomas William**

*Instructor, Biology Department*  
Northwestern State University  
Natchitoches, LA  
twilliam@nsula.edu  
318-555-5555

**Sydney Oliver**

*Manager*  
Cato Fashions  
Pollock, LA  
soliver@cato.com  
318-555-5555

**Wayne Smith**

*Emergency Room Supervisor*  
Natchitoches Regional Medical Center  
Natchitoches, LA  
wsmith@nrmc.com  
318-555-5555

## CAPA Example



### CONTACT

VTdemone@gmail.com

(318) 357-0000

Linked.com/in/vt-demon

Natchitoches, LA

### EDUCATION

**NORTHWESTERN STATE  
UNIVERSITY OF LOUISIANA**  
Bachelor of Science in  
Theatre

*Graduation Date: 05/2021*

**GPA: 3.5**

# VICTOR T. DEMON

## ACTOR

### OBJECTIVE

Junior Theatre Major pursuing an acting career in theatre while utilizing a wide range of theatre skills. Continue to be creative by utilizing theatre skills.

### EXPERIENCE

#### TEACHER ASSISTANT

08/2016-07/2019

Covered Summer Camp

Natchitoches, LA

- Led learning centers, arts and crafts, and circle time
- Monitored children
- Created a fun, learning environment for positive social interaction

#### SALE ASSOCIATE

08/2016-05/2017

Stage

Natchitoches, LA

- Assisted customers in finding items and provided recommendations
- Operated registers
- Organized inventory room and products
- Maintained merchandise displays within the store

### THEATRE EXPERIENCE

Northwestern State University Productions Natchitoches, LA

- Our Country's Good ~Actor Spring, 2020
- Songs for a New World ~Actor Fall, 2020
- Moving Through Time ~Production Assistant Spring, 2019
- Doubt ~Actor Spring, 2019
- Newsies the Musical ~Stagehand Fall, 2018
- Christmas Gala ~Actor Fall, 2018

### ACTIVITIES

Northwestern State University

Natchitoches, LA

Demon Writers' Guild Member

01/2019-05/2021

Alpha Lambda Delta Honor Society

05/2018-05/2021

Baptist Collegiate Ministry Member

01/2017-05/2021

### SKILLS

- Bilingual, Spanish
- Singing
- WebEx; Zoom
- Microsoft Office

*Note: Photos are only appropriate for acting or performing roles.*

## HMT Example

**Vic T. Demon**  
Natchitoches, LA  
(555) 555-5555  
victdemon@gmail.com

### **OBJECTIVE**

---

Friendly and courteous Front Desk Clerk seeks employment with an upscale hotel. Consistently delivers first-rate service and fosters positive relationships with guests to promote customer satisfaction and loyalty.

### **EDUCATION**

---

#### **NORTHWESTERN STATE UNIVERSITY**

*Bachelor of Arts in Hospitality Management and Tourism*

**GPA: 3.7**

**Natchitoches, LA**

June 2023

### **EXPERIENCE**

---

#### **CHATEAU ST. DENIS**

*Front Desk Clerk*

**Natchitoches, LA**

*November 2020 – Present*

- Greet and register guests in a hotel using a Point of Sale (POS) Terminal, memorizing faces and names to ensure personalized service throughout guest stays.
- Train new front desk clerks in using POS Terminals, room inspection, providing guest services, and confirming online room reservation services.
- Take and confirm reservations over phone, email, and in person, ensuring no reservation overlaps or hotel over-booking.

#### **MARGARITAVILLE RESORT CASINO**

*Bellhop*

**Bossier City, LA**

*May – August 2019*

- Transferred luggage, trunks, and package to and from rooms, loading areas, and vehicles by hand or using baggage carts in a 300+ room hotel.
- Supplied guests with directions, travel information, and other information such as available services and points of interest.
- Delivered messages and room service orders and ran errands for guests.

### **ADDITIONAL SKILLS**

---

- Point of Sale (POS) Terminals
- Microsoft Office – PowerPoint, Word & Excel
- Microsoft Teams
- WebEx

# Victor Demon

Natchitoches, LA  
victordemon@gmail.com  
(318) 555-5555

## OBJECTIVE

Mature and reliable student with customer service and volunteer experience looking for part-time position to improve skills.

## EDUCATION

NORTHWESTERN STATE UNIVERSITY, Natchitoches, LA May 2024  
*Bachelor of Science in General Studies*

LIBERTY HIGH SCHOOL, Frisco, TX May 2020  
*High School Diploma*  
GPA: 3.5

## EXPERIENCE

### CREW MEMBER

**Wendy's** **Frisco, TX** **June 2019 – March 2020**

- Maintained high standards of customer service during high-volume, fast-paced operations.
- Handled currency and credit transactions quickly and accurately.
- Followed procedures for safe food preparation, assembly, and presentation.

### WEEKLY VOLUNTEER

**YMCA** **Frisco, TX** **March 2018 – May 2019**

- Taught young high school students key studying skills to study more effectively.
- Motivated youth to achieve better grades and put more effort into school.
- Mentored through tough life decisions.

## SKILLS

Microsoft Office, Zoom, Google Docs

## ADDITIONAL ACHIEVEMENTS

Boy Scouts of America 2013 - Present  
National Honor Society Member 2018 - 2020



# A Quick Guide To Resume Writing

## 9 Key Guidelines to make sure that your resume is at the top of the stack

- 1 WHO GETS THE JOB** is not always the one who can do the job best but who knows best how to get the job! Hence, each detail of this process should have your meticulous attention since people are often screened out on the basis of a poor letter or resume.
- 2 PEOPLE DON'T READ RESUMES**, they skim them. So think of your resume more as a marketing tool instead of a comprehensive data sheet. Use margins and good spacing which makes it easy for scanning.
- 3 DON'T USE A LOT OF DATES OR NUMBERS.** This makes it hard to skim. It is best to list dates using month and year. If abbreviating the month or using numbers, be consistent by using one format or the other.
- 4 USE ACTION VERBS.** Don't use "responsible for..." Instead of "I did", "I was", and "I am", use verbs like "initiated, created, developed, supervised, managed, instructed, counseled, negotiated, maintained, ..." etc.
- 5 EMPHASIZE SKILLS**, especially those which transfer from one situation to another. The fact that you coordinated a student organization leads one to suspect that you could coordinate other things as well.
- 6 DON'T USE NEGATIVE WORDS.** Don't apologize for lack of experience or weaknesses. Be positive, capitalize on strengths, and leave out the negative or neutral words. If your health is "excellent" then don't say "not bad". Avoid negative prefixes or suffixes
- 7 RESUMES SHOULD BE ONE OR TWO PAGES.** Anything longer is an autobiography, not a resume. Don't overwhelm employers with information.
- 8 EXPOUND ON YOUR RELEVANT EXPERIENCES**, condense jobs or experiences which are not directly related. This means that you slant your resume to the type of job you are seeking. Hence, you will need more than one resume if you're applying for different types of jobs.
- 9 EXPECT A PHONE CALL** if they are interested. Most employers call to make an interview. Seldom will they write. Hence, make sure they have your phone number.

VISIT THE NSU CAREER CENTER FOR MORE TIPS

online: [www.careercenter.nsula.edu](http://www.careercenter.nsula.edu) • or call: 318.357.4050

# Resume Checklist

## VISUAL APPEAL

- Fill one page without overcrowding
- Page margins are balanced & appropriate
- Font style is consistent and professional
- Font size is readable
- Print on high quality paper
- Title document appropriately if sent via email ex: [lastname]resume.doc
- Consistent use of special characters and styles (ex. periods, bold lettering, all CAPS, italics, indentions, etc.)

## ORGANIZATION

- Use reverse chronological order when listing items
- Use consistent formatting of bullets, bold lettering, italics, capitalization, etc.
- List most important items in the top half of the resume

## HEADING

- Header contains name, city, state, phone number and email address
- Remove hyperlink for printed version
- Name stands out
- Include a line or other minor graphic to set heading apart from the rest of the resume

## OBJECTIVE/SUMMARY

- An objective briefly describes specific, short-term goals
- A summary is a brief (1-3 sentence) description of skills and experience

## EDUCATION

- Include only post-secondary education
- Official degree name is listed
- Minor is included, if applicable
- Name of the institution and location (City, State) is included
- List month and year degree will be earned
- List GPA, only if 3.0 or above
- Include academic honors or study abroad

## SKILL DESCRIPTION

- List at least two experiences with three-five bullet points highlighting skills
- Skill descriptions begin with action verbs and clearly define skill development
- Each Experience lists; position title, company/organization, location (city, state), and dates worked
- Use appropriate verb tense

## GRAMMAR & SPELLING

- No first person or personal pronouns used
- Check for spelling errors
- Limit use of abbreviations
- Check for grammatical errors



**Not sure if your resume will help you get the job?** Use this Checklist as a guide when creating or revising your resume

# Curriculum Vitae

Curriculum Vitae, also known as CV, is a document listing all a person's life accomplishments. CVs are commonly used for seeking employment pertaining to research in academia.

## Curriculum Vitae Example

### Vic the Demon

Natchitoches, Louisiana

123.456.7891

victhedemon@nsula.edu

#### Educational Background

Northwestern State University of Louisiana  
Natchitoches, Louisiana

Ph.D. in Adult Education

December 2019

Northwestern State University of Louisiana  
Natchitoches, Louisiana

Master of Science, Psychology

May 2015

Northwestern State University of Louisiana  
Natchitoches, Louisiana

Bachelor of Science, Psychology

December 2011

#### Awards and Honors

- Victory Foundation Fellowship 2018 – 2019
- Demon Graduate Research Fellowship 2017 – 2018
- Alpha Lambda Si 2016 – 2017
- Future Expectations Honoree 2015 – 2016

#### Research Experience

- Doctoral research: Gallapsy College of Education, NSU 2015 – 2019
- Comparison of retention rates in students with developmental disabilities seeking disability services
  - Development of career curriculum to promote job outcomes for students

#### Teaching Experience

- Teaching Assistant, SAHE 4000** August 2017 – December 2019  
Northwestern State University, Natchitoches, Louisiana
- Facilitated class discussions for various class sections
  - Held regular office hours and graded papers
  - Created outreach events and activities to meet curriculum requirements

#### Professional Experience

- Child Care Worker** May 2017 – August 2017  
Little Feet and Future Leaders, Bossier City, Louisiana
- Prepared children ages 0 – 8 meals daily
  - Ensured kids hygiene was properly cared at designated times and as needed
  - Assisted children with learning school lessons designed by the teacher
  - Ensured all areas were safe and clean for children

## CV vs. Resume

- ☑ CVs are typically several pages whereas resumes are generally 1–2 pages in length.
- ☑ CVs have more categories than resumes such as publications, research experience, and providing services to universities such as serving on advisory board councils and committees.
- ☑ CVs are often formatted differently. Preference for formatting will be made by industry or employer. Be sure to check on the latest updates, preferences, and trends from a faculty member of the university.

# Cover Letters

It is important to write a cover letter when applying for a job. Cover letters allows you to give a brief introduction as to why you qualify for the position, reason(s) for being interested in the job and gives you an opportunity to briefly mention personal characteristics that may not be on your resume.

## Tips for Writing a Cover Letter:

- 1 Separate your content into 3 or more paragraphs, but do not exceed 1 page.
- 2 List the contact or employer information and be sure to address it accordingly. If it's not listed, address your cover letter using the following introductions: Dear Sir or Madam, Dear Hiring Manager, Dear Hiring Committee. Try not state "To whom it may concern."
- 3 Use similar terms and language listed in the position description when writing your cover letter to help employers see that you possess the skills and traits they are seeking
- 4 Be sure to skip four lines between "sincerely" and your typed name to allow enough space for your handwritten signature.

### COVER LETTER SAMPLE

Suzie Smith  
Anytown, LA 12345  
555-555-5555  
[qsuzie@email.com](mailto:qsuzie@email.com)

September 1, 2020

Ms. Jane Doe  
Director, Human Resources  
ABCD Publishing  
123 Business Rd.  
Business City, CA 54321

Dear Ms. Doe,

I would like to express my interest in a position as an editorial assistant for your publishing company. As a recent graduate with writing, editing, and administrative experience, I believe I am a strong candidate for a position at the ABCD Publishing Company.

As an English major, a writing tutor, and an editorial intern for both a government magazine and a college marketing office, I have become a skilled writer with a variety of experience. Working as an office assistant at the Career Services Office at Northwestern State University has given me the skills necessary to perform various administrative tasks required of an editorial assistant. My job has helped me gain experience in making phone calls, performing ordinary office duties, and executing numerous tasks that involve computer programs such as Microsoft Access and Excel. For three years I have carried out these responsibilities and others with organization, speed, and accuracy, and I know I will be able to apply these abilities to a position with your company.

I have enclosed my resume and would like the opportunity to meet with you. You can reach me by phone at 555-555-5555 or by email at [qsuzie@email.com](mailto:qsuzie@email.com). Thank you so much for your time and consideration.

Sincerely,

Signature [Handwritten]

Suzie Smith

### WRITING YOUR COVER LETTER: WORKSHEET

[Date]

John Smith  
Director, Human Resources  
ABC Solutions, Inc.  
123 Texas Avenue  
Big Town, Texas 78787

Dear Mr. Smith,

**[FIRST PARAGRAPH/INTRODUCTION]:** Opening paragraph establishes a purpose and identifies the position you are applying for.

I would like to express my interest in the accounting position at ABC Solutions, Inc. I am a recent accounting graduate with extensive experience in preparing invoices, analyzing financial data, and managing payroll. I found this job posting on Handshake.com and believe I am a strong candidate for this position.

**[SECOND PARAGRAPH/BODY]:** The Body of the letter should illustrate how you can contribute to the organization. Highlight education, experience, training, and skills.

I recently graduated with honors from Northwestern State University with my Bachelor of Science in Accounting. While attending NSU, I served as Treasurer of Student Government with responsibility for all financial accounting. In addition, I have two years work experience at XYZ Accounting Firm in Natchitoches, LA. Through this position, I have gained knowledge and experience with client management, financial statements, invoicing, and assisting with accounts receivable. I have been trained in accounting and payroll software such as Quickbooks and ERP. My strong communication skills, eye for detail and accuracy and sense of integrity would be an asset to your accounting department.

**[THIRD PARAGRAPH/CLOSING]:** This is your action plan to maintain contact. Include a well-written statement of appreciation. Request for an interview with contact information and mention resume.\

I have attached my resume and I would greatly appreciate the opportunity to speak with you more about this accountant position. I invite you to contact me at (555)555-5555 or by email at [demonv@email.com](mailto:demonv@email.com) to schedule a meeting with you. Thank you for your consideration.

Sincerely,

Vic the Demon

# Social Media

Building your brand online and networking with professionals in your field using social media can be a valuable tool in building your career.

Below are some recommendations for using social media in your career search. Recruiters and employers use social media to learn more about candidates.



## Twitter

Use a professional profile photo. Your cover photo can indicate your interests.

Choose a Twitter handle that will be recognizable as you.

Tell your story in your bio: university, class year, major, and keywords describing your career interests.

Add a link to your LinkedIn profile, your personal website, blog, and/or online portfolio.



## Facebook

Use a professional-looking picture—you can use the same picture on all of your social media pages.

Add the following to the “about” section: internships and other educational experience, a short bio, and links to other professional social media.

Follow organizations you’re interested in to discover intern and full-time job opportunities, announcements about the company, and potential contacts in the organization.



## Pinterest

Drop your professional-looking picture on your main page.

Select a username that is consistent with your other social media platforms.

Create a bio that reflects your goals and brand. Who are you? Why are you using Pinterest? What are your professional aspirations?

Create boards using images and content to share your interests and experiences in your field.

*Information courtesy of the National Association of Colleges and Employers.*




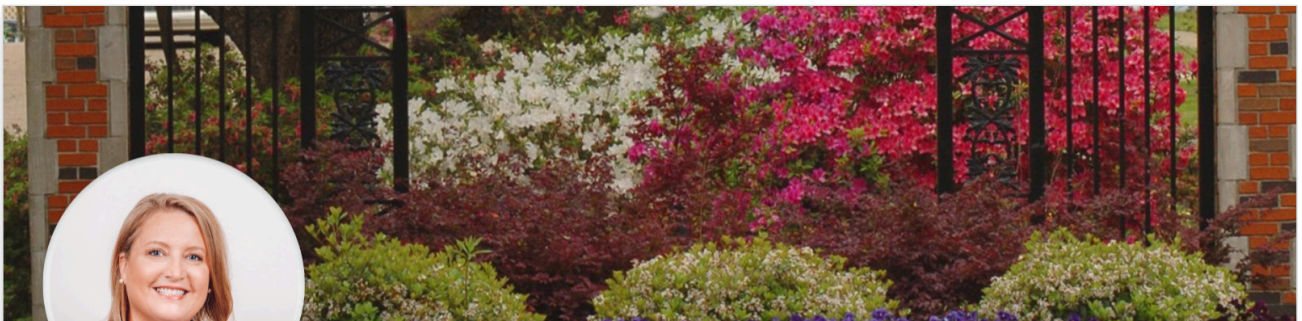
A positive online presence on social networking sites such as **LinkedIn** can provide excellent ways to connect with recruiters and other professionals. It can also be a valuable way to promote your professional image online.

### On LinkedIn, You Can:


- ☑ Keep up with trends and specific industries and industry experts
- ☑ Follow companies in which you are interested in working
- ☑ Connect with recruiters you meet at Career Fairs or Events
- ☑ Search for jobs
- ☑ Research before an interview
- ☑ Join groups related to your academic and career interests


### Professional Headshots:

- ☑ Having a current, professional photograph on LinkedIn can help you network and connect with people you have met at Career Fairs, Events and through interviews.
- ☑ Attire for headshots is business professional or business casual.
- ☑ Students can have a professional headshot made at no charge. Current students can contact the NSU Supervisor of Photography at 318-357-4201 to schedule an appointment for a headshot.



**Karen Loach** · 3rd  
Career Services- Education  
Natchitoches, Louisiana · 346 connections · [Contact info](#)

 [Message](#) [More...](#)

 **Northwestern State University**



# LinkedIn Profile Checklist

**PHOTO:** It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

**HEADLINE:** Tell people what you're excited about now and the cool things you want to do in the future.

**SUMMARY:** Describe what motivates you, what you're skilled at, and what's next.

**EXPERIENCE:** List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

**ORGANIZATIONS:** Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

The screenshot shows a LinkedIn profile for David Xiao. The header includes his name, title 'Econ Major and Aspiring Financial Analyst', location 'San Francisco Bay Area | Financial Services', and previous roles at 'Berkeley Ventures' and 'University of California, Berkeley'. It also shows '153 connections' and buttons for 'Improve your profile' and 'Edit Profile'. The background section is titled 'Background' and contains a 'Summary' section with a paragraph about his interests in economics and startups. Below that is an 'Experience' section for 'Venture Capital Internship' at Berkeley Ventures, with a description of his research. There is also a media post for a presentation titled 'INTRODUCTION TO VENTURE CAPITAL'. The 'Organizations' section lists 'Berkeley A Capella' as 'Lead Singer' from March 2012 to present, with a description of his role.

**EDUCATION:** Starting with college, list all the educational experiences you've had - including summer programs.

**VOLUNTEER EXPERIENCE & CAUSES:** Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

**SKILLS & EXPERTISE:** Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

**HONORS & AWARDS:** If you earned a prize in or out of school, don't be shy. Let the world know about it!

**COURSES:** List the classes that show off the skills and interests you're most excited about.

**PROJECTS:** Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

**RECOMMENDATIONS:** Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

**Education**

**University of California, Berkeley**  
Economics, B.A.  
2010 – 2014 (expected)

**Volunteer Experience & Causes**

**Big Buddy**  
Skyline High School  
September 2012 – May 2013 (9 months) | Education  
Mentored an Oakland high school student through the college application process, helping him get into his dream school.

**Skills & Expertise**

Most endorsed for...

- 12 Economics
- 11 Start-ups
- 10 Due Diligence
- 10 Venture Capital
- 10 Management

**Honors & Awards**

**The Achievement Award Program**  
UC Berkeley  
Four-year scholarship awarded to community-minded students with a proven track record of academic success.

**Courses**

**University of California, Berkeley**

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)

**Projects**

**Venture Capital Financing in India**  
May 2013

For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members

**David Xiao**  
Econ Major and Aspiring Financial Anal...

**Paul Smith**  
Student at UC Berkeley

**Recommendations** Received (2)

**Venture Capital Internship**  
Berkeley Ventures

**Tim Lee**  
Partner

David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don't normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed

Want more LinkedIn tips for students? Check out [students.linkedin.com](http://students.linkedin.com)





# The Job Search



- 1 Start with the end in mind.** What roles, industries, companies, and locations are you going to target? Research positions that align with your interests, skills, experience and degree.
- 2 Get Organized.** Create a strategy and timeline for your search
- 3 Update your documents.** Build a great resume. Draft a sample cover letter that you can customize for each job. Consider printing business cards with your basic information to hand out at Career Fairs.
- 4 Get out there.** Check Handshake often for Career Fairs and events on campus and virtual Career Events. Search for positions often. Join professional organizations and attend events often. Talk with professors and instructors about your plans and seek connections.
- 5 Get social.** Create a LinkedIn account and connect with former co-workers, fellow students, mentors, and professors. Clean up your other social media accounts. Employers really do check! Google yourself and see what pops up.
- 6 Apply.** Apply for positions that match your interests, skills and qualifications. Utilize Handshake, company websites and LinkedIn.
- 7 Follow-up.** After the position closes, follow up with the hiring manager, if possible.
- 8 Get Ready.** Prepare for a successful application. Brush up on your interview skills and make a Mock Interview appointment with the Career Center.

# Avoiding Fraudulent Employers & Scams

## Use extra caution if:

Company does not have an established website.

You receive a job posting or offer via spam email .

Email is sent from yahoo, gmail, etc. instead of a company domain name.

Correspondence includes typos or misspellings.

Companies request your social security number, bank information, or a photo ID before a job offer or interview.

You are offered a different position than what was advertised.



## Research Employers

- Visit the company's website. Review it carefully for legitimacy. Is it poorly developed or unprofessional? Google the contact information to verify.
- Search glassdoor.com, ftc.gov, or bbb.org to read reviews and get additional information about a company.
- Review the job posting carefully. Make sure you understand the pay rate, whether the position is paid hourly or on a salary basis.

## Don't Fall for Payment Transfer/Forwarding Scams

- Never...**Provide personal bank account, PayPal or credit card information. A legitimate company will only ask for direct deposit information after you have been hired and have filled out formal paperwork.
- Never...**Wire or transfer money from a personal bank or PayPal account to an employer. Fraudulent employers will ask you to deposit a check keep a portion and wire the rest back. The checks are almost always no good.
- Never...**Pay upfront fees for an employer to hire you.

# Navigating Career Fairs



## Creating Your Elevator Pitch

You can always practice your elevator pitch, which is a brief speech about you. An elevator pitch may be used at career fairs, during an interview when asked, “Tell me about yourself,” at a networking event, or when visiting companies.

### A good formula to use for developing an elevator pitch is:

Name + what you’re currently doing + what you’ve done in the past + what you hope to do in the future  
= *A Great Introduction*

**Example:** “Hi, I’m Jill Smith, I’m currently a Junior Accounting major at NSU. I’ve just finished up an internship with Price Waterhouse Cooper in Dallas, and I plan on becoming a CPA and working in tax accounting when I graduate.”

### Talking Points:

- 1 Introduce yourself, give your first and last name
- 2 Tell employers about your chosen major and your potential career path
- 3 Talk about what you learned by researching their company
- 4 Ask questions about their company (*that you cannot find from researching online*)
- 5 Learn about internship and employment opportunities

### Benefits of attending Career Fairs:

- ✓ Learn about career opportunities and companies as you prepare for internship and job opportunities
- ✓ Network with employers and gain contacts that you can develop relationships with before you begin your full-time job search
- ✓ Become more comfortable with talking to recruiters while practicing your elevator pitch

## Navigating and Networking Tips:

- ✓ Be open-minded
- ✓ Research companies and employers that attend career events (*see what opportunities/roles are of interest to you*)
- ✓ Prepare for career events (*update your resume and print several copies*)
- ✓ Get employers' business cards so that you can follow up with them after the event
- ✓ ALWAYS thank them for their time



To learn what companies and employers are attending a Career Event:

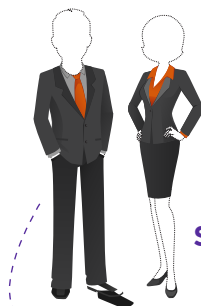
- » Log in to your Handshake account
- » View upcoming events/upcoming career fairs
- » Select the Career Fair
- » Check out the list of companies who have registered.

# Dress for Success!

A GUIDE ON HOW TO DRESS FOR YOUR NEXT JOB INTERVIEW

## Business Professional

JOB INTERVIEWING ATTIRE



CLOTHES SHOULD BE:

- ✓ SOLID, DARK OR NEUTRAL COLORS
- ✓ LIGHT COLORS CAN BE WORN UNDERNEATH
- ✗ NO STRIPES OR BRIGHT PRINTS/COLORS

SHOES SHOULD BE:

- ✓ CLOSED-TOE HEEL OR DRESS SHOES

SUIT JACKET & PANTS/SKIRT  
SUIT SHOULD BE MATCHING COLORS

PERSONAL ITEMS & CELL PHONES

Keep cellphones turned off and out of sight with personal items



BRING ESSENTIALS ONLY!

Carry a portfolio, professional bag or simple purse

## Business Casual

DAILY WORK ATTIRE

BUSINESS CASUAL  
COLORS & STYLES

- ✓ NICE PANTS/SLACKS
- ✓ DRESSES
- ✗ NO JEANS, SHORTS, SUNDRASSES OR ATHLETIC WEAR



SKIRTS & DRESSES

should be knee length when standing and thighs covered while seated

TIES  
(OPTIONAL)



JACKETS & SHOES

Blazers & cardigans with flats, boots, closed-toe shoes, or comfortable shoes for walking in



## General Recommendations

IT'S ALL ABOUT THE FIRST IMPRESSION

CLOTHES SHOULD BE:

- ✓ TAILORED
- ✓ IN GOOD CONDITION
- ✓ WRINKLE & LINT FREE



NEAT & CLEAN  
DRESS SHOES



HAIR

Well groomed hairstyle



NAILS & MAKEUP

Natural in style



JEWELRY & FRAGRANCE

Wear moderate jewelry with mild fragrance



PIERCINGS & TATTOOS

Align to company culture or standards



BELTS should match the color of your shoes and attire.

# Interviews

It is important to prepare for your interview by researching interview questions. Most people find it most difficult to prepare for behavioral and situational interview questions. To help prepare responses to behavioral and situational interview questions, start by reflecting on past experiences that involved teamwork, leadership, ethical dilemmas, problem solving, time management, failure and opportunities to take initiative.

## The S.T.A.R. Technique

Using the S.T.A.R. technique can help you provide clear concise responses to situational and behavioral questions. Below is an example of how to apply the S.T.A.R. technique when asked situational/behavioral interview questions.

**Question:** Tell us about a time you had to work under pressure to achieve a deadline for a particular project or task.

### **S** Situation

**Describe the situation that required you to demonstrate the skill.**

*I was assigned a team project for a history course in college.*

### **T** Task

**Describe the task assigned. Be sure to state the goal of the task you were working to achieve. Three classmates and I began working on the project together. However, one classmate became ill and was not going to be able to finish their part by the deadline which was two days away and we still had to finish our individual parts.**

### **A** Action

**Describe the actions you took to fix the situation. Be sure to give enough detail about the actions you took. To help you stay on track you can give those details step by step.**

*My two classmates and I decided to divide the remaining work to complete the project by the deadline.*

### **R** Result

**Describe the outcome of the situation based on your actions. Be specific in stating the effect, what happened, things you learned, and how you may apply what you learned going forward.**

*In the end, we were able to meet the deadline and it taught me teamwork is important and reassured me there truly is no "I" in team. In the future, I will likely set an earlier deadline than the actual deadline for both my part and the group to give us time to plan accordingly and prepare for issues similar to this situation that may arise.*

**Below are examples of questions you may find beneficial as you prepare for an upcoming interview.**

**Personal**

Describe yourself.  
What are some of your strongest assets?  
Are you creative?  
Give us one example of your creativity.  
Why should we hire you?  
What satisfactions have you gained from your studies?  
Tell me some things about yourself.  
What motivates you to put forth your greatest effort?  
What are your some of your weaknesses?

**Professional**

Tell me in your own words what this position entails.  
Where do you see yourself in the next 5 years?  
What action would you take as a supervisor to establish teamwork in the organization?  
What are some constructive methods of dealing with stress?  
How do you deal with risk on a job?  
What aspects of your career are you excited about?  
How would you support and motivate your team to achieve ambitious goals you set?  
What are the characteristics of a successful team?  
Name some of the pitfalls to be avoided in building an effective team.



**Many companies are now taking advantage of virtual and phone interviews.**

It is a efficient and cost saving way to conduct interviews. It is common for a person's first interview to be conducted virtually or by phone before their face to face interview.

**Situational/Behavioral**

Imagine you're assigned an important task, but your team members keep interrupting you with questions. How do you complete the task, and how do you respond to your team?  
Imagine you are required to work with people at various levels within your organization. What would be the best steps to take to work effectively with those people?  
You supervise a group of civilian employees. Your employees appear to be at odds with the uniformed personnel. What steps can you take to improve the teamwork between civilian and uniformed personnel?  
Tell me about a time/situation you had a conflict in the workplace? How did you work to resolve it?  
Tell us about a pressure situation you were in that would demonstrate your ability to work under pressure.  
What are some ways you maintain organization?  
Tell us about an experience you had where you were dealing with a variety of different people.

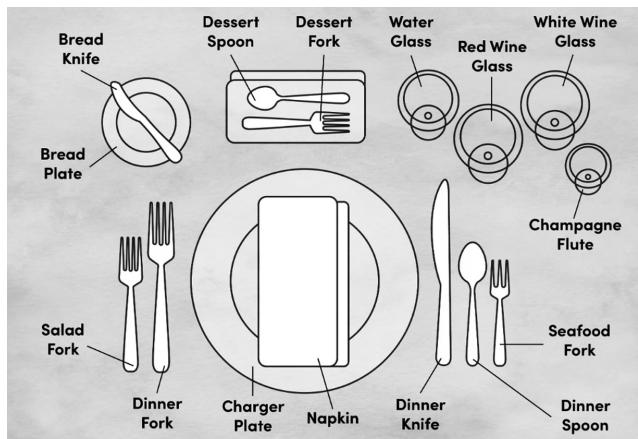
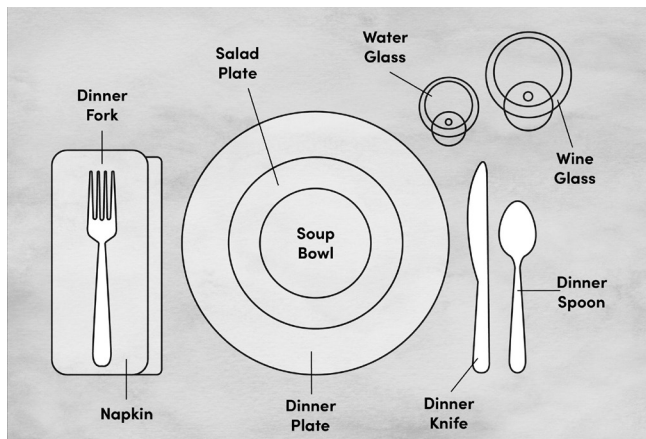
**Phone Interview**

Answer your phone on time for your interview. It is best to prepare and be ready at least 5 - 10 minutes early.  
Conduct the interview in a quiet location.  
Do not eat during your interview.  
Keep your resume nearby as a reference.  
Be near a landline, if possible in case your phone loses cellular signal.

**Phone & Virtual Interview Tips:**

- 1 Be sure to test out your technology, including the internet connection in advance.
- 2 Practice your interview before hand.
- 3 Conduct your interview sitting in a well-lit room.
- 4 Choose a clean and professional space to conduct your interview. Minimize distractions in your environment. No pets or loud noises should be in the background.
- 5 Maintain good eye contact. Be sure to look at your camera and not down at your screen. It is often helpful to prop your laptop on something a little higher to ensure you are looking at the camera.
- 6 Dress in full business attire.

# Professional Etiquette



## Dining Etiquette Tips:

- ✓ Bread should be broken not cut. Put a serving of butter on your plate and use as needed.
- ✓ Always place your napkin in your lap. In the event you need to be excused to answer your phone or go to the restroom place your loosely folded napkin in your seat.
- ✓ When cutting meat be sure to use a knife and fork. You will hold the fork in your left hand with the prongs facing downward and the knife in your right hand with your index finger an inch from the handle.
- ✓ Only eat finger foods with your finger if the other foods served can be eaten with your finger/hand. Example of finger foods may be chips and salsa or French fries.
- ✓ Order foods that can be eaten with utensils and not the most expensive items on the menu.
- ✓ Your drink will always be on the right side.
- ✓ Do not put your arms or elbows on the table. When you are not eating be sure to put your hands in your lap.
- ✓ Wait until everyone is served before you begin eating.
- ✓ Before adding seasoning taste your food. If you need salt and/or pepper they should be passed to your left and set on the table not directly in your hands as a set. If someone asks you to pass those items.
- ✓ Servers typically serve food from their left and clear from their right.
- ✓ Chew with your mouth closed and do not talk or laugh with your mouth full.
- ✓ If you need to sneeze or blow your nose excuse yourself to the restroom.
- ✓ Avoid discussing topics related to religion or politics and instead focusing appropriate hobbies, books, movies, and traveling.
- ✓ When eating soup do not blow on it, let it sit and cool. Be sure to dip the spoon into the soup and lift spoon with the soup away from you. Sip from the edge of the spoon and do not slurp.
- ✓ Your utensils will be used beginning from the outside and working your way in. This is the proper etiquette due to the order in which our food will be served.

**Office Etiquette:** Keep your workspace clean and free of clutter. Be sure to clean up after yourself in any shared spaces. Be mindful of heating up strong smelling food and don't be the coworker who burns popcorn in the office! Make sure to reload paper in the copier if you deplete it, and empty the shredder if you fill it up.

**Business Socials:** Attend when you can. Important connections and team building happen at work socials. Try to meet new people. Keep your reputation in mind, this is not the time to cut loose and overshare or overconsume. Put your cell phone away and give the event your full attention.

**Be a good Teammate:** Contribute to all team projects and maintain your deadlines. Try to cooperate with all different personality types and set clearly defined goals. Check in often with your team to stay on track and help them stay on track. Please, thank you, holding the door open, returning borrowed items, and general kindness can go a long way to creating a great team environment.

**Punctuality:** Pay attention to work hours and company policies on breaks and absences. Be on time for work. Avoid requesting leave for the first few months on a new job. Be early or on time when meeting deadlines.

**Introductions & Greetings:** Stand up to meet a person, make eye contact and give a firm handshake.

**Phones:** Keep your cell phone on silent mode and avoid using it excessively during the workday. Answer your work phone with a professional greeting. Return messages and calls in a timely manner. Be sure to leave a voicemail with your name and phone number if you are trying to reach someone. Speak slowly and clearly, so you can be understood on voicemail.

**Email:** Respond to your emails in a timely manner. Most office communication is done via email and you will be expected to check it often and respond. Begin with a clear subject line. Use a professional salutation like, "Good morning," or "Dear Ms. Smith". Use exclamation marks sparingly. Be cautious with humor in email, it can be misunderstood. Think twice before hitting reply all. Include a signature block with your contact information. Proofread every message carefully. Add the email address last to avoid sending an email that is unfinished. Double check that you are sending an email to the correct recipient. "Mind your tone, it's easy to misconstrue meaning without facial cues to go along with it. No emails are confidential, your employer can read them any time and the recipient can forward an email to anyone. Make sure that you do not write anything in an email that you wouldn't want others to see.

From: HappyGirl@...com To: mrjones@nsula.edu

Subject: hey

hows everything? can you tell me what i missed today bc I was out. i need an A and can you tell me what to do to get it? also can you write me a refer-  
ence for my job application?

✖ Unprofessional

From: student@nsula.edu To: mrjones@nsula.edu

Subject: Reference Request

Dear Mr. Jones,

Thank you for taking the time to share what I missed in class last week. I also appreciate your advice on the potential job we discussed.

Would you be willing to write a letter of recommendation for me? I can stop by during your office hours tomorrow to discuss it.

Best regards,  
Full Name

✔ Professional



# The Job Offer



## You Got the Offer...NOW WHAT?!

### The Offer

**Get it in writing. Ask for an offer letter.** Offer letters confirm the details of the position and should include the position title, salary, start date, reporting supervisor and deadline to respond to the offer.

#### Tips to ask for an offer letter:

Be polite and show enthusiasm for the offer and position while asking for a letter that outlines the offer details and any benefits included.

### Deciding

Recruiting cycles can vary widely for employers. Employers spent time and money on searching for you and want to know your decision in a timely manner. Most job offers will have an expiration date or deadline for you to decide. One week is an acceptable timeframe to consider the offer and come to a decision.

### Some possible responses after an offer

#### Open with Gratitude:

"Thank you very much. I am excited to be selected."

#### Ask for more time:

"I would like time to discuss this offer with my family/advisor." **or**

"I have further interview commitments scheduled within the next week and would like time to complete them before accepting." **or**

"I have received another offer and would like to evaluate both before accepting."

#### Finish on a Positive Note:

"I am very excited to give you a formal response! I will be in touch by the end of the week. Please let me know if this works for you and if you have any further questions."

## Negotiating

### When should you negotiate?

If the offered salary and benefits are below average or below other offers you have received. If the position description lists the salary as negotiable.

**Keep in mind:** Employers may have a set pay scale for the position with a beginning salary, a midpoint and a maximum. Many factors go into determining pay on a scale. If you have the minimum qualifications for a position and no experience, the beginning salary is fair. If you have the minimum

qualifications, plus the preferred qualifications and more experience than is required, you might be able to justify negotiating a salary at the midpoint of the range. Make sure you consider what is reasonable and fair before you begin negotiations.

### Accepting the Offer

Call the person who extended the offer to accept the job. Confirm the date, time and location of your first day of work. Ask what you will need to bring with you to complete all hiring forms, and verify the dress code.

Immediately after the phone call, confirm with the hiring manager via email, as well. Be sure to include the position title, start date and pay in your confirmation.

Sign and the formal offer letter and return it to the employer. Contact any other employers who have offered you positions to decline and thank them for their interest.

### Declining the Offer

If you choose to decline an offer, make sure that you are professional and courteous. You never know when you might run into that hiring manager again. They might be a future co-worker! You should call the hiring manager and thank them for the offer and their time. Explain that after giving it much thought and consideration, you have decided to decline. You can choose to disclose where you decided to accept, or not. Just be sure to be professional and polite.

### Changing your mind

By accepting an offer in good faith, you have made a professional commitment to an employer. It is not a good practice to continue pursuing other positions. Employers and recruiters spend time and resources looking for great candidates to work with them and it's important to be respectful of that by fully evaluating an offer before accepting it. Ask for and take extra time to decide, if you need it.

### If you must turn down a job offer you have already accepted

**Be sure:** There is no going back once you've turned down an offer you have accepted.

**Read your contract:** Know if you have any legal obligations for rejecting the job.

**Do it now:** Let the employer know as soon as you have made your decision. They won't be happy, but they will appreciate having time to hire a replacement.

**Keep it short and sweet:** Call the employer and speak to the hiring manager directly. It will be an uncomfortable conversation, but it is the best strategy. Thank the employer,

they spent time and resources recruiting you and hiring you. Explain that it was a difficult decision and try to avoid burning bridges.

**Be prepared for a counteroffer:** The employer might ask what it would take to change your mind. Be prepared for that and know what it would take.

**Learn from it:** Try to avoid this scenario in the future. Ask for more time to decide, if that's what you need.

# Graduate School

## Tips for decision making and planning for Graduate School

### **Start Early**

**1**

Begin at least six months before you plan to apply by exploring options and researching graduate schools. Register for any entrance exams early and give yourself time to prepare for them.

### **Know Your Industry**

**2**

Learn as much as possible about your chosen field. Informational interviews and shadowing professionals for the day can help you understand the profession and gain insight into what it takes to be successful.

### **Identify Your Target Schools**

**3**

Create a spreadsheet with application requirements and deadlines and stay on track to complete all requirements on time. Build a timeline and stick to it.

### **Visit The Campus**

**4**

Contact the Graduate School and set up a tour to help you narrow down your selections.

### **Funding**

**5**

Know how you plan to pay for Graduate School and research all funding avenues including scholarships and fellowships.

# Job and Internship Strategies for International Students

- 1 Build a Network.** Making connections in your chosen field is one of the most effective ways to find out about positions and get hired.
- 2 Communication is Key.** Being able to collaborate with a team and effectively communicate with coworkers will be key to your success. Work on your English language skills, non-verbal communication and interpersonal skills. Get involved on campus and practice connecting with other students.
- 3 Find International Friendly Employers.** Research companies who are interested in international candidates and find out what they are looking for.
- 4 Prepare.** Follow the guidelines in the previous sections on developing a resume, cover letter, interview skills, etiquette, and preparing for a job search.
- 5 Understand Your Work Authorization.** Visit the International Student Resource Center website or office in Russell Hall for more information on work authorization
- 6 Have a Backup Plan.** Explore opportunities in the US and in your home country. Find out where your education and experience are most in demand and explore employment options there.
- 7 Be Honest with Employers.** You'll have to decide what point you want to reveal your immigration status to employers. Be sure to respond honestly about your immigration status and work authorization. Discuss this with employers before the interview process is over so they have all the information they need to make a hiring decision.





Points to Remember:

Blank lined writing area (left column).

Blank lined writing area (right column).



*Apply for our*

***collegiate  
checking account.***

*Official bank of NSU*



***Visit [bofm.com](http://bofm.com) for more info.***