

Career Design Center



Applying for Jobs

UtahStateUniversity®

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Your career development can be both exciting and overwhelming at the same time. The process involves a series of manageable steps and the good news is you don't have to do every step in order or on your own. You can receive assistance for each of these steps with the help of your Career Coach. Perhaps the most important issue regarding the internship or career search is to understand that action is required. Start checking off as many of these activities as you can, and you'll find yourself on your way to a great career.

Step 1: Clarify Your Goals—"Know Yourself"

- Identify your personal strengths, skills, interests, and values.
- Practice articulating what skills you have that solve problems for employers.
- Identify key skills/projects you obtain(ed) from your academic major.

Step 2: Research Opportunities—"Know the World of Work"

- Research potential career fields: job titles, typical industries, entry-level jobs, and salaries.
- Consider geographic locations, size of firms, and government employment.
- Research organizations or companies that might hire someone with your skills, interests, and background.
- Identify the top three geographic areas where you would like to live and work.
- Identify five to seven potential employers you intend to reach out to (Step 3).
- Conduct informational interviews with practicing professionals in careers of interest to you.

Step 3: Get Ready for the Search—"Prepare Yourself"

- Complete your profile in Aggie Handshake.
- Make an appointment with your Career Coach to review documents and to discuss effective networking.
- Prepare a LinkedIn profile and/or a portfolio to highlight your skills, talents, and experiences.
- Develop a 30-second introduction for short encounters with employers and at career fairs.
- Identify international opportunities for internships/career positions and research business practices abroad.
- Identify 3-5 individuals who will serve as references and ask if they will provide a good recommendation.
- Attend employer panels, workshops, and fairs. Check the events on Aggie Handshake.
- Join a national association representing your specific career field.
- Access a variety of online job posting sites beginning with links listed on the Career Services' website.
- Complete a mock interview with your Career Coach and use the *Acing the Interview* guide.
- Obtain interview attire which is appropriate for the field in which you plan to work.
- Ensure your voicemail greeting and email address are professional.
- Create a neutral/professional email address to give employers.
- Review your social networking sites (i.e., *Facebook*, blogs, etc.) and be comfortable with the image they portray of you to potential employers.

Step 4: Start Searching—"Take Action"

- Check Aggie Handshake frequently for internship and career opportunities.
- Prepare to attend career fairs by visiting the Career Services' website and researching organizations.
- Develop a system for tracking your contacts, interviews, and other career-search activities.
- Follow-up on every interesting job lead with a targeted cover letter and resume.
- Prepare a strong resume and cover letter to share with employers you may network with.
- Develop a list of potential networking contacts—both employers and alumni—and keep in touch with them.
- Follow-up on each cover letter/resume you send to the employer requesting an interview.
- Send thank you letters or emails to every person who interviews you.
- Review the results of your actions with your Career Coach to adjust your career search plans as needed.
- Negotiate a starting salary and benefits package that suits your needs and matches your skills.
- Report your job offer to Career Services or contact your faculty internship coordinator to receive internship credit for your related experience.

By graduating with one or more internship experiences, you position yourself for meaningful career employment in the global economy. Internships allow you to combine career-related work experience with academic coursework to enrich your total educational experience, while earning academic credit and pay!

Through an internship, you:

- Gain the career-related experience employers want.
- Become more marketable for the job market or graduate school.
- Build networking relationships/contacts for the future.
- Earn college credit and pay.

Where to Look for Internships:

- Handshake
- Indeed.com
- Internships.com
- LinkedIn
- Career Fairs
- Company websites
- Personal Connections

Tips to Look for an Internship:

Visit your Career Coach to create a customized strategy to find the internship that will give you the employment and skills necessary to succeed in your field. Start early to obtain an internship that fits your career. Once hired as an intern, see your department's internship coordinator and review the internship student manual on the Career Services website under the Student Employment and Internship tab.

Improve Your Employability

How to Succeed in an Internship:

(derived from Lisa Quast's *College Grads: 10 Things You Need To Know To Succeed At Your First Job*)

1. *Create a game plan:* work with your internship coordinator to understand what you'll be doing in 2 weeks, 4 weeks, 6 weeks. Understand key tasks and projects you'll need to complete by setting meaningful objectives for your internship.
2. *Understand how you will be reviewed:* Internships are a great opportunity for constructive feedback. Understand how your supervisor will be reviewing your performance and seek out feedback.
3. *Be professional, on-time, and efficient:* dress professionally, be on-time every day, stay for your full hours, and work hard during your hours. Make a great impression and get your tasks done in a timely manner.
4. *Get to know others in the office:* this is a great time to network and learn about what they are working on. You might learn valuable information about the company and areas you are interested in exploring. If you build good relationships, these individuals can be important assets in your job search upon graduation.
5. *Pay attention during meetings:* Meetings are the perfect time to learn about what is going on in other parts of an office. Focus on the conversation. Make sure to share what you are working on If you have the opportunity.
6. *Prove you are an asset to the organization:* Many times, internships can lead to future full-time jobs. Finish your work on time, go above and beyond what is expected, be professional, build relationships. You can make your internship what you want it to be!

Nearly 60% of students who complete internships receive at least one job offer upon graduation.

National Association of Colleges and Employers, 2015

Employers consistently remark that the best candidates have effectively researched their organizations.

Thoroughly researching the organization can help you:

- Describe in detail your ability to contribute to the employer’s needs and how you will be successful in that environment. How will your skills help fill a need or solve a problem?
- Articulate why you have an interest in working for that organization.
- Quantify your experience with success statements identifying what you accomplished, the tools and processes you used, and your results.
- Understand how your personality will “fit” in the environment and how your career goals align with the company’s goals.

Getting Started

- Research the company’s website thoroughly—use the Employer Research Checklist below to prepare.
- Visit your Career Coach to identify alumni and employers who work inside the organization.
- Search publications online and in print.
- Join professional organizations in your field to access member directories.
- Speak with recruiters at career fairs to gain knowledge of the company.
- Use LinkedIn and GlassDoor to view company profiles and contacts.

Employer Research Checklist

As you research the employer, pay particular attention to the following:

Basic Facts

- Age/size of organization
- Complete products & services
- Geographical locations of divisions/subsidiaries

Employer History/Image

- Corporate culture
- Industry outlook
- CEO’s background
- Local and national reputation
- Competitors
- Awards (if relevant) and other recognitions

Financial Information

- Stock prices (if relevant)
- Sales, assets, earnings, growth potential
- Mergers/acquisitions

“Thoroughly research the company so you can discuss who we are, what we do, and how your skills apply.”

Recruiter, Rio Tinto

Skills/Qualities Employers Want

(Based on a 5-point scale; 5 = extremely important)

- | | |
|---|------|
| • Verbally communicate with persons inside/outside the organization | 4.63 |
| • Work in a team situation | 4.60 |
| • Make decisions and solve problems | 4.51 |
| • Plan, organize, and prioritize work | 4.46 |
| • Obtain and process information | 4.43 |
| • Analyze quantitative data | 4.30 |
| • Technical knowledge related to the job | 3.99 |
| • Proficiency with computer software programs | 3.95 |
| • Create and/or edit written reports | 3.56 |
| • Sell or influence others | 3.55 |

Source: Job Outlook 2016, National Association of Colleges and Employers

Crafting Success Statements

Create success statements for your resume, cover letter, and to help you successfully answer questions in an interview.

Action Verb + Skill/Responsibility + Actions/Tools + Benefit/Result = Success Statement

Scope & Scale- Use numbers/data to illustrate your success
No periods- success statements are not complete sentences

RELEVANT SKILLS & EXPERIENCE

Planning & Organizational

- Meet deadlines and manage time effectively as a Division I student athlete in tennis to successfully balance academics and athletics
- Assess needs for staffing and create weekly work schedules for 12 employees ensuring efficiency and complete coverage of office
- Manage multiple demands at work and school successfully while maintaining a 3.5 GPA

Leadership & Teamwork

- Led and collaborated with executive council of Social Work Club to develop programs for 37 members
- Oversaw annual inventory for 100,000 square foot production facility as a night manager
- Worked effectively with other students to achieve a 50% increase in recycling in campus housing

Communication

- Organize and present ideas effectively using technology and writing skills for presentations to large and small groups
- Write and speak French fluently
- Wrote articles and columns for a bi-monthly arts and entertainment publication to increase awareness of events taking place on campus

Computer & Technical

- Used iMovie to create a 90-second social marketing campaign on childhood vaccines
- Procured, installed, and maintained hardware and software for 60 users

Engineering

- Applied knowledge of thermodynamics and reactor design to complete simulation from preliminary coding
- Developed 2D rocket trajectory simulator using MATLAB

Customer Service & Sales

- Contacted vendors to rent booths and sent promotional materials to potential buyers, increasing festival sponsors by 80%
- Sold home security systems door-to-door earning over \$25,000 in 3 months

Science

- Developed laboratory microcomputer systems for instrument automation and custom test equipment
- Conducted more than 500 manual and computerized assays of steroids and fibrogens in a hospital lab

Crafting Success Statements

The following verbs will help you best describe your experience in an “action-oriented” fashion. Use these words in conjunction with nouns; the nouns are what will be picked up by an applicant tracking system. NOTE: The items in bold could be subheadings on a Skills Resume.

Leadership & Teamwork

Advocated	Formed	Mentored	Recruited
Approved	Founded	Moderated	Represented
Authorized	Governed	Monitored	Responded
Counseled	Guided	Motivated	Reviewed
Determined	Headed	Negotiated	Spearheaded
Developed	Hired	Operated	Sponsored
Diagnosed	Influenced	Originated	Staged
Directed	Initiated	Oversaw	Started
Disseminated	Inspired	Pioneered	Streamlined
Elected	Installed	Presided	Strengthened
Enforced	Instituted	Prioritized	Supervised
Enlisted	Instructed	Processed	Taught
Ensured	Integrated	Produced	Trained
Examined	Led	Promoted	
Explained	Managed	Recommended	

Planning & Organizational

Arranged	Ensured	Maintained	Reorganized
Assembled	Examined	Monitored	Reviewed
Catalogued	Executed	Operated	Routed
Collected	Explained	Organized	Scheduled
Coordinated	Formalized	Planned	Streamlined
Disseminated	Initiated	Processed	Updated
Distributed	Installed	Recorded	

Communication

Advised	Corresponded	Interpreted	Recruited
Answered	Demonstrated	Interviewed	Reported
Apprised	Drafted	Introduced	Responded
Assessed	Edited	Lectured	Scheduled
Authored	Educated	Planned	Screened
Briefed	Explained	Presented	Spoke
Clarified	Facilitated	Projected	Summarized
Composed	Familiarized	Proofread	Taught
Conducted	Handled	Publicized	Trained
Constructed	Informed	Published	Translated
Contacted	Instructed	Reconciled	Wrote

Technical & Analytical

Administered	Developed	Generated	Maintained
Analyzed	Devised	Identified	Operated
Assessed	Discovered	Improved	Programmed
Audited	Documented	Increased	Reduced
Charted	Drafted	Inspected	Researched
Classified	Edited	Installed	Restored
Compiled	Evaluated	Instituted	Searched
Computed	Examined	Integrated	Streamlined
Conducted	Expanded	Interfaced	Surveyed
Consulted	Forecast	Interpreted	Systematized
Designed	Formed	Interviewed	Tested
Detected	Gathered	Launched	Wrote

Creative & Innovative

Arranged	Developed	Initiated	Presented
Authored	Devised	Invented	Produced
Composed	Directed	Launched	Revitalized
Conceived	Edited	Modernized	Restored
Conceptualized	Established	Originated	Shaped
Created	Fashioned	Performed	Stimulated
Designed	Formulated	Planned	

Counseling & Helping

Aided	Contributed	Helped	Supported
Assisted	Counseled	Instilled	Treated
Attended	Facilitated	Mentored	Tutored
Collaborated	Fostered	Provided	
Comforted	Guided	Settled	

Marketing & Sales

Arbitrated	Educated	Increased	Proposed
Attained	Ensured	Influenced	Publicized
Augmented	Established	Integrated	Published
Boosted	Exceeded	Launched	Purchased
Broadened	Excelled	Led	Researched
Calculated	Expanded	Maintained	Resolved
Centralized	Expedited	Marketed	Revamped
Consulted	Familiarized	Mediated	Revitalized
Convinced	Gained	Negotiated	Secured
Decreased	Generated	Performed	Sold
Developed	Identified	Persuaded	Solicited
Dissuaded	Implemented	Produced	Strengthened
Documented	Improved	Promoted	Supplemented

Your Success Statements should be more than just a list of duties and tasks. They should be focused on your responsibilities and unique contributions.

A resume and cover letter should be tailored to a job description. A general resume or cover letter will not be as effective. Use the job description to guide how you tailor the documents.

Networking means developing a broad list of contacts and accessing them when looking for a job. The best place to start developing your network is with your family, friends, and neighbors. Expand your network through your Career Coach, alumni, professors, and potential employers working in your field—both in person and in your social networks.

Continue to broaden your network through volunteering, participating in extra-curricular activities, completing internship experiences, and joining professional student organizations. Your Career Coach can help you identify alumni who have volunteered to help students in their networking efforts.

Informational interviews or job shadowing with professionals working in your field will help you gain more information about an occupation or an industry. These individuals can also help you expand your network by referring you to their colleagues and co-workers. The next page offers more details about informational interviews.

Prior to scheduling informational interviews or job shadowing, make sure you have a well-developed, targeted resume. Your Career Coach can help to ensure you are marketing your qualifications appropriately. Make sure to send a follow-up thank you email or letter in a timely fashion showing your appreciation for your contact's time and assistance—include your updated resume.

Consider developing a spreadsheet or database for organizing your networking contacts. This will help you track the contact you've had with this ever-expanding list. Remember, in order for your networking contacts to remember you and your skills, you must continue communicating.

Above all, networking is a skill that requires practice and patience. You will use these networking skills throughout your career. Every relationship you develop increases the likelihood of your getting a job offer!

Build Your Network Through:

- Alumni and Employer Contacts
- Alumni Organizations
- Networking Sites (LinkedIn)
- Faculty and Advisors
- Clubs and Professional Organizations
- Former Employer Contacts
- Family, Friends, and Neighbors
- Sororities and Fraternities
- Classmates
- Church Groups
- Hobby/Sport Groups
- Conferences, Seminars, Workshops
- Political Groups
- Service Providers (dentist, insurance agent, etc.)
- Volunteer Organizations

Your career search begins before you ever write a resume or cover letter. It begins the moment you develop a relationship with someone inside the organization.

Donna Crow, Executive Director
Career Services & Student Success

Informational interviewing is a valuable way to gain specific information and advice, establish your career goals, uncover job openings, expand your network of contacts, and refine your resume.

Make a Connection and State Your Purpose

Initiate the interview by emphasizing your appreciation and identifying the source of your contact.

"I found your name in the Student Alumni Mentor Network at Career Services at USU. My Career Coach recommended I connect with you via LinkedIn. My economics degree coupled with my data analysis skills prepares me for an opportunity with Goldman Sachs. Securities, trading, and investment banking all sound interesting to me at this point, but I want to go into my interviews with a clear sense of direction. I would like to get your advice on my career path."

Sample Questions

- How did you first get started in this industry?
- What strategies would you recommend for getting a job in your field or with your organization?
- Will my education, skills, and experience prepare me for a job in your field? If not, where am I deficient?
- What do you do in a typical workday?
- What is the availability of housing and the cost of living in this area?
- What skills are necessary to perform well in a position similar to yours?
- Do you know of anyone else I could speak to about this type of position or who might have an interest in my background?

Follow-up Immediately and Regularly

Not only do you want to let the professional know you appreciate the advice he or she shared, but you may also want to use this individual as a valuable contact in your career search. Send a thank you note or email immediately after your meeting (**see sample Follow-up below**). As you read an interesting article, do research, work on a project, or need a "real-world" resource, re-connect with this contact.

Sample Informational Interview Follow-up (email version)

Dear Mr. Thompson:

Thank you for taking time from your busy schedule to meet with me last Friday. Your insights into the future of online trading were fascinating, and I appreciated the opportunity to meet with several of your e-traders.

As you recommended, I contacted John Smith to discuss potential job openings at his company, and I will be meeting with him next week. Please let me know if you hear of any other job openings for a financial manager or if you have further suggestions for people whom I should contact. I have attached my resume for your review.

Thank you, again, for your assistance. I hope to see you at the Career Services MBA Networking Event at Utah State University in the fall.

Sincerely,

Jane Adams

Attachment

Social Media is becoming a factor in employability more and more. Your social media should be a positive factor in your employability. Here are some tips on “professionalizing” your online presence:

- Periodically search your name; online information can be inaccurate, out-of-date, or worse, embarrassing. Remove questionable pictures, blog entries, or comments.
- Fill your profiles with keywords. All of your social media profiles should include key words/phrases that describe your skills and what you can do for an employer. Use job posting sites, like Aggie Handshake, to view job listings. Look at social media profiles of people in positions of interest to you to help you brainstorm keywords.
- Expand your social networks via Facebook, LinkedIn, and Twitter with people engaged in your field of interest. Once a member, comment on discussions, network with people who share common interests/career goals, and find job listings.
- Blog about your career interests, campus life, travel, sports, activities, etc. Blogging can demonstrate your knowledge and enthusiasm to a potential employer. You can also comment on the posts of industry bloggers.
- Update your social networks by sharing articles that are relevant to the industry you want to work in.

LinkedIn

LinkedIn is a social networking site used for PROFESSIONAL networking. It is a great way to stay connected to individuals that can support you on your career path. LinkedIn also provides information regarding job opportunities, industry news, company research and much more. Below are some general tips.

- Write an informative profile headline**
(short, memorable, professional slogan- check out the profiles of professionals and recent alumni)
- Use a professional photo**
(this is not FaceBook- use a high-quality photo of you alone)
- Show off your education**
(include all your schools, majors, minors, courses, GPA, study abroad, etc. Don't be shy!)
- Develop a professional summary**
(this is similar to a cover letter- be concise, confident, personable, and talk about your goals)
- Fill “skills & expertise” with keywords**
(this is the place to use keywords that employers search for- find relevant contacts and look at their skills section)
- Update your status regularly**
(stay on your network's radar and build your professional image- mention articles, authors, etc.-recruiters read your posts!)
- Show your connectedness**
(join groups related to your goals and interests- stay updated on current news and learn the lingo- start with your university)
- Collect diverse recommendations**
(the best profiles have recommendations from various work experiences- they are very impressive from the recruiter perspective)
- Claim your unique LinkedIn URL**
(set your LinkedIn to “public” and create a unique URL that is easier to include on your resume)
- Share your work**
(add actual examples of your work or accomplishments to sell your skills more effectively)

	<i>Elements of a Successful Cover Letter</i>
Format	<ul style="list-style-type: none"> • <i>Use consistent format</i> • <i>Clear, concise writing</i> • <i>Correct grammar and spelling</i> • <i>Omit address if sending as an email</i>
1st Paragraph	<ul style="list-style-type: none"> • <i>Identify the position you are applying for</i> • <i>If possible, name any referral or contact</i> • <i>Link your education and work experience to the job</i> • <i>State why you are interested and a good fit for this organization</i>
2nd Paragraph	<ul style="list-style-type: none"> • <i>Identify your 2-3 strongest qualifications as they relate to the job</i> • <i>Build on applicable work, education, or service accomplishments</i> • <i>Include results-oriented success statements – using specific examples</i> • <i>Can be paragraph or bullet point format</i>
3rd Paragraph	<ul style="list-style-type: none"> • <i>Thank the employer</i> • <i>Request an interview</i> • <i>Discuss how and when you will follow-up</i>

1257 Michigan Avenue
Logan, UT 84321 (Omit return address and date if emailing)
(435) 483-5837
maria.lopez@aggiemail.usu.edu

March 14, 20xx

Continental Industries, Inc. (Omit inside address if emailing)
2900 Rosemont Blvd.
Rosemont, IL 60018

WEB DEVELOPER POSITION

My ability to create and implement dynamic web content using a variety of software and design tools makes me a great fit for your organization. In December 20xx I will complete my BS degree in Management Information Systems with an emphasis in web design.

My course work and related experience has refined my skills in Adobe Illustrator, Photoshop, ezPlug, and HTML. My experience as a departmental computer consultant gave me exposure to both PC and Apple platforms, while troubleshooting repairs on over 40 work stations. As an intern with the Red Cross, I designed enhancements to their website by working at several levels in the organization.

I will contact you next week to schedule an opportunity to discuss my qualifications as they relate to your needs. Thank you for your consideration, and I look forward to talking with you.

Sincerely

(Omit handwritten signature if emailing)

Maria Lopez

Enclosure

Cover Letter (Sample A)

If you are unable to address your cover letter to a specific person, use a subject line in place of the salutation.

1569 Andover Avenue
Logan, UT 84322
(435) 787-xxxx
david.lawson@aggiemail.usu.edu
February 1, 20xx

PTC
Engineering Division
2930 East Randolph Road
Chicago, IL 84039

IRRIGATION ENGINEER POSITION

Having recently studied the design-build process used at PTC and hearing your presentation in Dr. DuPont's research course, I became interested in joining PTC in order to effectively solve wastewater management challenges with your international clients. The following is an outline of the skills that will allow me to be effective on your design team:

- Working towards a BS degree in civil engineering with emphasis in wastewater management;
- Experience building wastewater treatment systems in Chile working with Engineers Without Borders;
- Ability to communicate project status in English and Spanish to clients, suppliers, and community members;
- Produced designs using CAD;
- Expanded leadership skills while serving as the ASCE vice president and student representative on the College of Engineering Dean's Council.

Working with local communities as a member of PTC is the way I want to begin my career. I would appreciate an interview and will contact you next week to schedule an appointment.

Sincerely

David Lawson

Enclosure

Cover Letter/Letter of Intent (Sample B)

RITA JOHNSON

(435) 787-xxxx r.johnson@msn.com

(Eliminate your physical address, if desired)

March 6, 20xx

Ms. Heather Preston
Marketing Manager
Alcoa
12345 West Bernardo Drive
San Diego, CA 92717

Dear Ms. Preston:

After reading about your company's successful publicity campaign in the March 3 edition of the *Examiner*, I became very interested in a marketing assistant position with your firm. I was given your name by Dr. Vernon Cluff, a former professor of yours, who suggested I meet with you to discuss my ability to support your marketing department. As a recent MBA, I can offer you strong member recruitment and event planning experience.

Last year, while planning an alumni event that attracted 400 people, I helped launch a new membership recruitment program for Utah State's Alumni Center. This strategy resulted in a 36% increase in revenue over the previous year's event. My work ethic is supported by outstanding organizational and networking skills.

I am prepared for the opportunity to work with vendors and manage events for Alcoa. I will be in San Diego on April 15-18 and would like to discuss how my combination of organizational skills and enthusiasm could significantly improve relationships with your vendors and guests. I will contact you on March 12 to schedule an appointment. I look forward to speaking with you soon.

Sincerely,

Rita Johnson

Enclosure

Remember to Follow-up

Whether you are following up after an interview or developing a relationship with a potential employer, keep the lines of communication open. If you say you are going to follow-up within a specified time frame, be sure to do so.

Follow-up Letter – an opportunity to inquire about your previous communications or encounters with a potential employer.

Thank You Letter – sent as a follow-up to any networking opportunity or interview.

Application Follow-up (Sample C)

4399 Grant Avenue
Logan, UT 84321
(435) 777-7777
myemail@yahoo.com
January 27, 20xx

Mr. Bryan Robinson
Baylee Financial
5687 Commander Circle
Denver, CO 98483

Dear Mr. Robinson

On April 6, 20xx, I applied for the financial analyst position that was posted on Handshake at Utah State University. I wanted to confirm that you received my resume and to reiterate my interest in this position. As a reminder, I will graduate this May with my BS degree in Finance from the Huntsman School of Business at Utah State University. To this position I can contribute:

- Internship experience with Bosch in Germany as a financial analyst supporting merger and acquisition projects;
- Excellent understanding of quantitative modeling and market share analysis;
- Leadership experience as president of the Finance Club; and
- Proficiency using spreadsheets to analyze and organize large amounts of data.

I have attached an additional copy of my resume for your review and am excited to discuss my ability to contribute to the dynamic work environment at Baylee Financial. I am excited about the prospect of an interview.

Sincerely

James Gordon
Attachment

Interview Follow-Up Email Version (Sample D)

Omit return address and date when emailing

Omit inside address when emailing

Dear Dr. Bryan:

Thank you for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work. My enthusiasm for the position and my interest in working for Atlantic Engineering Systems designing hydraulic systems were strengthened as a result of the interview.

My education and internship experiences fit nicely with the job requirements, and I can be immediately effective given my CAD and design skills. I neglected to mention in the interview my membership in IEEE. As a member of this student chapter, I gained valuable leadership skills and participated in a variety of community service activities.

I want to reiterate my strong interest in the position and in working with your staff. You provide the kind of opportunity I seek, and I would be happy to meet with you again. Again, thank you for the interview and your consideration.

Sincerely,

Omit handwritten signature when emailing

Jane Hancock

To ensure you are using the right resume format that best matches your skills, ask yourself:

“Is my work experience related to the job I’m applying for?”

If “yes,” consider using a chronological resume.
If “no,” consider using a skills resume.

*To be effective you may need both types.

Chronological Resume Format

Header *(include name, address, city, state, zip, telephone number(s), and email address)*

Headline *(position you are seeking)*

Education *(degree currently seeking, previous degrees, graduation date; major(s), minor(s), & emphasis; GPA (optional); academic institution (city & state or city & country); academic honors/scholarships (unless included elsewhere); and certifications/licenses)*

Projects/Research/Academics *(describe relevant projects/research using the language of your field, tools or technologies used, and results obtained)*

Work Experience *(start with most recent and work backwards)*

Job Title, Organization Name, Location, Dates*

- *responsibilities with a focus on quantifying achievements and results*

•

Job Title, Organization Name, Location, Dates*

•

•

Computer Technical Skills

- *include computer, field, lab, and other technical skills*

•

Leadership/Service/Activities

Job Title, Organization Name, Location, Dates*

- *contributions made through offices held, projects completed, services delivered, awards, etc.*

**List dates as mm/yy-mm/yy, month year-month year, or month year-present*

Skills Resume Format

Header *(include name, address, city, state, zip, telephone number(s), and email address)*

Headline *(position you are seeking)*

Education *(degree currently seeking, previous degrees, graduation date; major(s), minor(s), & emphasis; GPA (optional); academic institution (city & state or city & country); academic honors/scholarships (unless included elsewhere); and certifications/licenses)*

Relevant Skills & Experience

Skill Subheading 1

- *outline your skills as they relate to the job you are seeking. Under each subheading, write statements that reflect that skill*

•

Skill Subheading 2

- *draw from: academics, projects, employment, internships, undergraduate research, volunteer service, leadership, extra-curricular activities, etc.*

•

Skill Subheading 3

- *when possible, share results, not simple job responsibilities*

•

Work/Volunteer History

Job Title, Organization Name, Location, Dates*
(include job titles, company name, location (city & state or city & country), and dates of employment by month and year)

Remember your skills heading should relate directly to the position you are applying for.

Chronological Resume—Sample A

VANESSA MILLER

(839) 738-4938

vanessa@aggiemail.usu.edu

Seeking a position in the management training program at Target

EDUCATION

Bachelor of Science., Marketing

Utah State University, Logan, UT
May 20xx
GPA 3.45
• Spent fall semester 20xx studying in Barcelona; wrote research paper comparing customer service practices in the US and Spain

MARKETING SKILLS

Survey Research
Retail Sales
Social Media Analytics
Report Writing
Graphic Design
Marketing Audits
Campaign Management
Internet Research

RETAIL & SALES WORK EXPERIENCE

Account Manager, Enterprise Rent-a-Car, Chicago, IL May 20xx- present
• Frequently served as store supervisor in the manager's absence
• Developed 26 new corporate accounts
• Trained 12 employees in rental procedures and liability issues
• Developed Access database to track frequency of customer usage

Retail Associate Intern, The Buckle, Logan, UT May 20xx – August 20xx
• Demonstrate effective sales skills; received 3 monthly sales awards
• Provide excellent customer service by phone and in person
• Resolve customer complaints including tracking lost items
• Selected to lead inventory team

LEADERSHIP & SERVICE

Member, Spanish Club, USU, Logan, UT mm/yy - Present
• Traveled to Mexico City to perform service at a local orphanage

Volunteer, Non-Profit Church Organization, Lompoc, CA mm/yy - mm/yy
• Developed strong work ethic by working 12 hours a day to meet specific goals

• Supervised up to 10 volunteers
• Fluent in reading/writing in Spanish; refined public speaking skills

Volunteer, Boys & Girls Club of America, Logan, UT mm/yy - mm/yy
• Planned activities and assisted with homework for 24 elementary students

Translator, Valley Hispanic Center, Logan, UT mm/yy - mm/yy
• Translated documents into English for native Spanish speakers
• Developed relationships with inter-community agencies

*Willing to Relocate * [linkedin.com/in/vmiller](https://www.linkedin.com/in/vmiller)*

Chronological Resume—Sample B

BRADY SMITH

[linkedin.com/in/bsmith](https://www.linkedin.com/in/bsmith)

(801) 435-3988

bsmith@gmail.com

ENTRY-LEVEL AEROSPACE ENGINEER

EDUCATION

Utah State University

M.S., Aerospace Engineering

May 20xx
GPA 3.7
B.S., Mechanical Engineering
May 20xx
GPA 3.4
• Passed FE Exam, November 20xx

ENGINEERING PROJECTS

- Participated on team of four to design flight mechanics of aircraft that took first place in NASA national student competition
- Served as team leader for group project analyzing incompressible flow over finite wings
- Completed a conceptual design and technical report of a theoretical imaging satellite

AEROSPACE WORK EXPERIENCE

Tool Design Intern

ATK Thiokol Propulsion mm/yy - mm/yy
Promontory, UT
• Researched and selected flight camera optimized for resolution and weight
• Performed extensive modeling and finite element analysis
• Developed a 2D rocket trajectory simulator using MATLAB

Engineering Assistant

Space Dynamics Lab mm/yy - mm/yy
Logan, UT
• Completed thermal/structural modeling and finite element analysis
• Conducted research on various launch requirements; coordinated the drawing package on a satellite
• Assisted with the Incident Energy Magnitude and Direction Sensor project

COMPUTER SKILLS

MathCAD Solid Edge Solid Works
C+ Fortran MATLAB
Lab VIEW Mathematica Microsoft Office

ACHIEVEMENTS & ACTIVITIES

Engineering Ambassador, Utah State University
Activities Committee Chairperson, AIAA
Recipient, Science Academic Achievement Award, Utah State University
Volunteer Math Tutor, Utah State University

Skills Resume—Sample C

JENNIFER WHARTON

(435) 755-3948

jenn123@gmail.com

Experienced feature writer seeks Wall Street Journal Internship

EDUCATION

B.A., Communications, Print Journalism; French Minor May 20XX
Utah State University (USU), Logan, UT GPA 3.5

RELEVANT SKILLS & EXPERIENCE Writing & Editing

- Revised the text and design for a 125-page student handbook distributed to 2,500 freshmen annually
- Contributed article monthly as feature writer for 16,000 circulation campus newspaper
- Organized a staff of 10 proofreaders and copy editors
- Designed layout and oversaw final production of monthly student housing newsletter

Research

- Performed statistical analysis using R and SASS, including cross-tabs and regression analysis
- Constructed, administered, and interpreted questionnaires in Qualtrics for research

Communication & Interpersonal

- Created and taught 10 weekly classes on "Internet Research" to adult groups of up to 40 people
- Worked well under pressure and demonstrated strong customer relations skills while working as a server
- Spoke to large and small groups while a volunteer in France
- French tutor for USU students and local high school students

Computer

- Designed an Access database for community literacy program to track participant and volunteer hours
- Used ezPlug to re-design and maintain webpage for the USU French Student Club (www.usu.edu/clubs)
- Proficient in: ezPlug, InDesign, HTML, R, SAS, and Microsoft Office

WORK & LEADERSHIP HISTORY

Feature Writer, USU Statesman, Logan, UT, mm/yy – mm/yy
News Editor, USU Biology Department, Logan, UT, mm/yy – mm/yy
President, USU Biology Student Club, Logan, UT, mm/yy – mm/yy
Server, Café Sabor, Logan, UT, mm/yy – mm/yy
French-Speaking Volunteer, Non-Profit Organization, France, mm/yy – mm/yy

Freshman Resume—Sample D

Gracee Cisanaro

Experienced College Freshman seeks employment

435 555 XXXX

g.c@aggiemail.usu.edu

EDUCATION

B.S. International Studies, May 20XX
Utah State University (USU), Logan, UT GPA 3.987

- Languages: French and Arabic

H.S. Diploma

Grace High School (GHS), Grace, UT May 20XX
 • AP Courses: European History (4/5), US History (5/5), GPA 4.0
 • Calculus (4/5) Rank 1/484

WORK EXPERIENCE

Grader November 20XX—Present
Grace, UT

Grace School District

- Grade AP history papers giving feedback and assigning scores for students
- Keep detailed records of student grades in PowerSchool

Server

May 20XX—February 20XX
Grace, UT

Olive Garden

- Serve customers in a fast-paced work environment as a member of the wait staff
- Managed flow of customers as hostess while seating guests as well as bus duties
- Stayed organized, industrious, and presentable at all times

LEADERSHIP INVOLVEMENT & ATHLETICS

FBLA Vice President & Secretary, 20XX—20XX, 20XX—20XX

- Selected to manage the "March of Dimes" annual fundraiser, Spring 20XX
- Awarded 2nd place in the "Job Interview" competition, State FBLA Competition, Spring 20XX

Smile Club President, Service to Elementary Schools, 20XX

Varsity Golf, GHS, Varsity MC Letter Award, 20XX—20XX

Academic Olympiad, received two 1st place awards in Utah Invitational, fall 20XX

Providence City Youth Council, 20XX—20XX

Air-Bound Angels, 2 years competitive cheer, 20XX—20XX

SELECTED ACHIEVEMENTS

Key Club, Varsity Letter Award in Service, 20XX—20XX

National Honor Society, 20xx—20xx

Model United Nations, Honorable Mention at Regional Competition, fall 20XX

AAA Award, Amazing Academic Achievement 20xx – 20xx, 20xx – 20xx

Honor Roll, All Four Years

ATTRIBUTES & INTERESTS

Hardworking Committed Reading Rock Climbing Snowboarding/Wakeboarding

AMBER CRANE

435.555.xxxx amber.crane@aggiemail.usu.edu

February 27, 2016

INTERPRETIVE PARK RANGER INTERN

My love for wildlife and our national parks coupled with experience in Grand Teton National Park, has me very excited about sharing knowledge about this park to visitors with the National Park Service. Last summer I worked as an interpreter and first mate on Colter Bay Scenic Cruises. I enjoyed sharing information about landscapes, wildlife, and history in a fun and educational way with up to 40 guests on Jackson Lake. As a junior in Wildlife Science, I am prepared and excited to again work with guests in my favorite national park.

I am prepared to present short guided talks at visitor centers or on the trails I have hiked so often. The exposure to other divisions will allow me to apply my field and communication skills while learning to help manage this "National Treasure." Additionally, my love for the outdoors and commitment to preserving parks and wildlife is enhanced when I have the opportunity to share my passions with people of all ages from across the world.

After completing my degree in Wildlife Science, I hope to launch my career with the National Park Service; this chance to work with your team is an unmatched opportunity for me. I am ready to provide the park with an informed, enthusiastic, and hard working interpretive intern.

Sincerely,

Amber Crane

This is a sample of how you can tailor your resume and cover letter together. The cover letter ties in an experience from the resume and expands on it.

Remember, tailored resumes and cover letters are much more effective in the job/internship search.

AMBER CRANE

435.555.xxxx amber.crane@aggiemail.usu.edu

EDUCATION

B.S Wildlife Science, Quinney College of Natural Resources (QCNR) December 2017
Utah State University (USU), Logan, UT GPA 3.71

- Member, Wildlife Society
- Academic Scholarship Recipient
- Dean's List
- Tutor, GIS course

WORK EXPERIENCE

First Mate/Interpreter, Colter Bay Marina, Grand Teton Lodge Company, Vail Resorts, Moran, WY 5/15-8/15

- Interpreter for Jackson Lake meal and scenic lake cruises
- Educate 35-40 guests about flora, fauna, and geological formations
- Operated and serviced 40 ft. diesel twin engine cruise boat

Deck Hand/Elk Island Wrangler, Colter Bay Marina Grand Teton Lodge Company, Vail Resorts, Moran, WY 5/14 - 8/14

- Create "an experience of a lifetime" for each guest by providing outstanding customer service increasing guest satisfaction to a 98 out of 100 ranking
- Selected to serve guests on lake cruises to Elk Island
- Checked out kayaks, canoes, and motorboats and provided safety instructions to guests of all ages

Catering Server
USU Catering, Logan, UT 5/13 - 4/14

- Served large and small groups up to 500+ table side and buffets
- Paid attention to detail while providing outstanding customer service

RELEVANT SKILLS

Field: **Orienteeing & GPS:** stand exam and forest fuels analysis, range and vegetation analysis, **radio-telemetry**
Computer: **ArcGIS,** Microsoft Office & **Access**
Resort Rentals & Guest Services: Boat safety, cleaning and maintenance, effective communication, CPR certified
Volunteer: **Wildlife technician** for Rocky Mountain Amphibian Project in the Bridger-Teton National Forest, Cache Humane Society
Projects: **Urban deer survey** for the Mayor of Logan, UT
Interests: Research, backpacking, hiking, rock climbing, swimming, boating, camping

EMPLOYER'S COMMENTS

"Never missed a shift" "Honest & trustworthy" "Punctual" "Receptive to feedback"

Willing to relocate—Available May 9 to August 18, 2016

References & Organization

Important Tips for a Reference Sheet

- Always ask your references if they are prepared to give you a good recommendation. Provide your references with a resume, job description, and type(s) of job you are applying for so they can speak about your qualifications effectively.
- Provide three to five references.
- Use at least one (more is better) employment-related reference. Good sources include previous supervisors, co-workers, faculty, advisors, or service leaders.

- Keep personal references to a minimum.
- If printing, use the same color and quality of paper for the reference sheet as you do for your resume.
- Only submit your references when requested. Otherwise, take your reference sheet with you to the interview.
- Thank your references and anyone else instrumental in your job search when you accept a job offer.

*If a reference is at a different company from when you worked with them, list their current company and next to "Former _____" include the company you worked with them at.

Sample Reference Sheet

YOUR NAME
(repeat the header from your resume)

REFERENCES

Mr. George Hildall
Manager of Production
*ACME Company
1234 Address Avenue
City, UT 87888
801-752-9999
georgeh@acme.com
Former Supervisor

Ms. Gale Strong
Training Supervisor
XYZ Company
9444 Southwest Street
City, UT 87888
435-752-9898
gale@xyz.com
Former Supervisor

Dr. Carla Porter
Finance Professor
Business Administration Department
Utah State University
Logan, UT 84322-9999
435-797-0008
carla.porter@usu.edu
Current Professor

Are Your Attachments Getting Read?

Save and send your cover letter and resume as one document – this ensures your cover letter and resume are read as one effective marketing tool.

Organizing the Job Search

Create an organization system that works for you to keep track of important information as you apply for jobs. You can create an excel spreadsheet with every job you apply to or a folder for each job. Track important information such as these listed below, creating more categories as you need:

Job Title
Company
Contact Name
Contact Email/Phone
Job Description
When You Applied

When the Application Closes
Follow Up Call/Email
Website
1st Interview
Follow Up 1st Interview
2nd Interview

Follow Up 2nd Interview
Why You Are Interested
Salary/Benefits
Other Categories

AGGIE Handshake is your exclusive online resource to:

- View jobs & events based on your interests
- Apply for student employment, work-study, internship, and career positions
- Network with employers, alumni
- Schedule interviews with regional/global employers

Access AGGIE Handshake:

- Go to: usu.joinhandshake.com
- Select the Students/Alumni login option
- You will login with your USU SSO Login

The following headings reflect options on the toolbar <these>

1. Completing Your Profile

- a. In the <My Profile> tab you will be able to fill in important information such as, your name, grade, work experience, extracurricular activities, courses taken, projects, skills, personal information, and write a short biography for employers to see. You also will be able to see if any employers have viewed your profile.
- b. Make sure to upload a resume and any other important documents in the <Documents> tab.
- c. Also fill out the <Career Interests> survey, this will affect the jobs you will see later on when you begin your search.

2. Searching for Jobs

- a. Go to the <Jobs & Internships> tab, here you can see jobs that have been posted that go along with your career interest. Also you can narrow the search with the filters on the side. If you have work study the information should already be in so you should be able to see those jobs as well.
- b. If you are looking to work under a certain employer, you can go to the <Search Employers> tab and find the employer and any open positions that way.

3. Applying for jobs and On-Campus interviews

- a. Begin by clicking on the job you are interested in applying for. If you match the employer's preferences, you should see a button in the middle of the screen approximately that will say <Apply Now> upon clicking that button you will need to choose the proper documents to upload. If you do not have any uploaded, you can do so in the <Documents> tab.
- b. If you have applied for a job and need to schedule an interview that will take place on campus you will need to go in the <On-campus Interviews> tab and find a time and date that works for you. If you must cancel be sure to be responsible and contact the employer to tell them you are doing that.

4. Viewing past Job Applications

- a. To view jobs you have applied for go to the <Applications> tab. Here you can view the jobs you have applied for.

5. To find upcoming events

- a. Go to the <Events> tab. This will show all upcoming events that have been posted on AGGIE Handshake.
- b. If you are looking for a certain event or fair go to the <Search Events> or the <Search Fairs> tab.

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How 13: A Handbook for Office Professionals Clark, James L, and Lyn R. Clark, 2013