CAREER AND PROFESSIONAL DEVELOPMENT GUIDE
2018-2019

COACHING APPOINTMENTS
JOB STRATEGIES
INTERNSHIPS

MOCK INTERVIEWS
CAREER CLOSET
NETWORKING

RESUMES
CAREER FAIRS
CAREER EXPLORATION

COVER DESIGN BY: CHRIS CELERA
CREATING CONNECTIONS. PREPARING WARRIORS.

TEXAS A&M UNIVERSITY
CENTRAL TEXAS.
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Texas A&M University-Central Texas

CAREER & PROFESSIONAL DEVELOPMENT
2018-2019 Guide

Come see us!
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Career and Professional Development (CPD) supports the campus community as they move through their careers. To support the development of career and life-long goals, we empower the campus community with the necessary professional tools to explore careers, engage with the career of choice, and embark successfully in their career fields.

**What Can CPD Do For You?**

“Excited to formally announce that I’ve been offered a position with Killeen ISD at the Early College High School as a Social Studies teacher, teaching 9th grade World Geography for the 2017-2018 school year. Super excited about this as it was the school I’ve been eying for the past year. Thanks for all your help so I can get to this glorious point in the journey!”

-Julie R. Cochran
A&M-Central Texas Alumni
Killeen ISD

“CPD helped me reformat and perfect my resume and helped me understand my career path through Strong Interest Inventory. Later, I attended a Career Fair where I met a representative from CGI and gave her my resume. Thereafter, I received an email from CPD to set up an interview with CGI on campus. For my second interview, I was able to rely on the Career Closet for a professional suit on short notice. CPD was instrumental in my first steps towards a career beyond the graduation state.”

-Capri Sims
A&M-Central Texas Alumni
CGI

“I truly believe that utilizing the Career Service Program with Texas A&M University-Central Texas gave me an advantage over other candidates. Not only was I able to walk away with a strong resume, but it provided me with a plan towards getting me noticed by employers.”

-Kenndba Hayden
A&M-Central Texas Alumni
Fort Hood Military Housing Leasing Consultant

“I just recently accepted a firm offer from the Department of Treasury. Thank you CPD for your assistance and all resources you and your staff provided.”

-Mitos Sontzi
A&M-Central Texas Alumni
Department of Treasury

“I had a wonderful internship experience at NASA. I went to a few tours and lectures, including the Neutral Buoyancy Laboratory, Mock-Up Facility, Robotics Laboratory, and hands-on meetings with some very high-level leaders including the NASA Administrator Charles Bolden, JSC Center Director Ellen Ochoa, and procurement leaders from the Headquarters. I also worked productively with my Mentor to learn about the work of a contract specialist at NASA.”

-Tsui Cheng
A&M-Central Texas Alumni
NASA Intern (Fall ’16-Summer ‘17)

“Career and Professional Development has been a great partner to have while pursuing my degree at TAMUCT. The staff helped me make improvements to my resume that helped me get an internship at Texas Hydraulics, which has proven to be an excellent opportunity for my professional development and has given me a chance to use my skills that I learned at TAMUCT.”

-Gary Yagodabowski
A&M-Central Texas Alumni
Texas Hydraulics Intern

“Beyond thrilled to begin an e-internship with the U.S. Department of State through the Virtual Student Foreign Service program. Thank you CPD for aligning me with yet another amazing opportunity. You all have been monumental in this career growth I’ve made this year and I am forever grateful.”

-Kentina Basson
A&M-Central Texas Alumni
U.S. Department of State Intern

“Thank you so much for your help. Practicing with you made all the difference in the world for me. I was shooking out about my interview but after applying the strategies that you gave me, I nailed my interview. Your office is amazing, everyone should use your services before a big interview. Thanks again!”

-Cynthia Lynn Rogers
A&M-Central Texas Alumni

Design: Ike Oyewole
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Texas A&M University-Central Texas

WARRIOR CAREER ACTION PLAN

Sophomores (90 Credit-Hrs)
- Use Strong Interest Inventory from Career & Professional Development to choose a major.
- Take TAMUC300 to be better prepared for your major.
- Visit your academic advisor to discuss your plans.
- Complete the Strong Interest Inventory, an assessment that helps you match your interests with potential education, career, and leisure activities, using an online tool to assist you in discovering what you might enjoy doing with your time and life.
- Résumé
- Complete the résumé inventory as soon as possible after you have identified areas of interest.
- Complete the résumé inventory in your areas of interest for additional opportunities (temporary, unpaid exposure to occupational areas of interest).
- Visit career fairs and other events on campus to network with employers that interest your interests.

Juniors (90 Credit-Hrs)
- Determine your career-related strengths & skills, determine what you can offer an employer.
- Meet with a representative from Career & Professional Development to learn more about professional skills such as networking & interviewing skills.
- Visit the Career Services website to learn more about the current job market.
- Create a résumé for interview purposes with contact names & info for employers you are interested in.
- Meet with your career advisor to review your résumé & cover letter reviewed.

Seniors (90 Credit-Hrs)
- Get an internship or other career experience.
- Participate in workshops offered by Career & Professional Development to learn more about professional skills such as networking & interviewing skills.
- Meet with a career advisor to keep your record up-to-date.
- Network with current graduates in your major about the current job market & potential employers.
- Research relevant salary expectations.
- Interview, evaluate job offers & accept one

Graduate (Completion Undergrad)
- Meet regularly with your faculty advisor, ask questions & keep your advisor informed of any changes in your academic progress.
- Complete a comprehensive description of your program, including course requirements, exams, deadlines & expectations for the final.
- Visit the Writing Center for assistance with academic papers.
- Find a faculty mentor by speaking with your faculty advisor for recommendations of faculty that align with your career plans.
- Select a major specific to your job & begin sending your résumé & publication.
- Participate in seminars or workshops offered by your career service office to learn more about job search strategies such as networking & interviewing skills.

Internship
- An internship gives you an opportunity to gain experience in your chosen career field and can add great value to your résumé. Internships also give you the chance to be the best interviewer and move up the career ladder.
- Students have the opportunity to internships that may also lead to full-time employment.

Sell Your Brand
- There are many ways you can sell and sell your personal brand. This is the first step is to put yourself out there. Create a professional and professional social media account and make that account open to employers. Ensure that you are taking a step by step job fair, job search, and other job search activities.
- You can visit CPD and do an interview to practice the skills you learned once you get the interview.

HireWarriors
powered by Handshake

TO REGISTER FOR A HANDSHAKE ACCOUNT:

Tip: To confirm your registration, click on the link that you received in your email.
Tip: If you don’t find your confirmation email, please check your spam folder.
Tip: If you still have difficulty please contact Career and Professional Development at 512-515-5936

1. Find the link to HireWarriors on the Career and Professional Development webpage.
2. Click the Student / Alumni button.
3. Use your tamuc.edu email and password.
4. You may see additional details or information required by your specific university. Make sure to follow these steps also.
5. Next, you should see a screen asking you to confirm your registration.

ONCE YOU’VE CONFIRMED YOUR EMAIL ADDRESS, YOU ARE REGISTERED AS A STUDENT AND NOW LOG IN TO COMPLETE YOUR HANDSHAKE PROFILE. YOU WILL NEED TO REACH OUT TO CAREER AND PROFESSIONAL DEVELOPMENT TO BE LINKED TO YOUR SCHOOL.

Friends of CPD

Sponsors and recruiters that made our guidebook possible.
# Evaluating Yourself

**AN IMPORTANT PART** of deciding what you want to do is first understanding yourself. Self-evaluation will help you analyze what is important in the work you choose and the kind of employer for whom you will work. Answer each question honestly. There are no “right” or “wrong” answers.

1. What do you do best? Are these activities related to people, things or data? _______
   ________________________________________________________________________________

2. Do you communicate better orally or in writing? __________________________________________

3. Do you consider yourself a leader of a team or group? ________________________________

4. Do you see yourself as an active participant in a group or team? ________________________

5. Do you prefer to work by yourself? ________________________________________

6. Do you prefer working under supervision? _________________________________________

7. Do you work well under pressure? ________________________________________________

8. Does working under pressure cause you anxiety? _________________________________

9. Do you like taking responsibility? ______

10. Would you rather follow directions? ________________________________

11. Do you enjoy new projects and activities? _________________________________________

12. Do you prefer to follow a regular routine? __________________________________________

13. Rank the following things in order of importance to you when thinking about a job:  
   - Career Advancement  
   - Prestige of Employer  
   - Location  
   - Salary  
   - People (Boss and Colleagues)  
   - Type of Work

14. Do you prefer to work a regular 9:00 a.m. to 5:00 p.m. schedule or an irregular schedule? ________________________________

15. Would you like a job with a lot of travel, a moderate amount, or a small amount? _______

16. What kind of work environment do you prefer?  
   - Indoors  
   - Urban Setting  
   - Outdoors  
   - Suburban Setting  
   - Rural Setting

17. What size of organization would you like to work for? ________________________________

18. Are you willing to move? _________________________________________________________

19. Do you prefer to work for a nonprofit or for-profit organization? _____________________

20. Are there other factors to consider? ________________________________________________

Adapted with permission from the University Career Services department at Rutgers University, New Brunswick Campus.
Informational Interviews

One of the easiest and most effective ways to meet people in a professional field in which you are interested is through informational interviewing. An informational interview is a networking approach which allows you to meet key professionals, gather career information, investigate career options, get advice on job search techniques and get referrals to other professionals.

The art of informational interviewing is in knowing how to balance your hidden agenda (to locate a job) with the unique opportunity to learn firsthand about the demands of your field. Thus, never abuse your privilege by asking for a job, but instead execute your job search techniques and get referrals to other professionals.

How do you set up informational interviews?

One possible approach is to send a letter requesting a brief informational interview (clearly indicating the purpose of the meeting, and communicating the fact that there is no job expectation). Follow this up with a phone call to schedule an appointment. Or, initiate a contact by making cold calls and set up an appointment. The best way to obtain an informational interview is by being referred from one professional to another, a process which becomes easier as your network expands.

How do you prepare for informational interviews?

Prepare for your informational interview just as you would for an actual job interview: polish your presentation and listening skills, and conduct preliminary research on the organization. You should outline an agenda that includes well-thought-out questions. Begin your interview with questions that demonstrate your genuine interest in the other person such as, "Describe a typical day in your department." Then proceed with more general questions such as, "What are the employment prospects in this field?" or "Are you active in any professional organizations in our field and which would you recommend?" If appropriate, venture into a series of questions which place the employer in the advice-giving role, such as, "What should the most important consideration be in my first job?" The whole idea is for you to shine, to make an impression and to get referrals to other professionals.

Always remember to send a thank-you letter to every person who grants you time and to every individual who refers you to someone.

Questions to Ask During Networking Meetings

- What do you like most (least) about your work?
- Can you describe a typical workday or week?
- What type of education and experience do you need to remain successful in this field?
- What are the future career opportunities in this field?
- What are the challenges in balancing work and personal life?
- Why do people enter/leave this field or company?
- What advice would you give to someone trying to break into this field?
- With whom should I recommend you speak? When I call, may I use your name?

Networking Defined

A network is an interconnected group of supporters who serve as resources for your job search and ultimately for your career. Some great networking contacts might include people you meet at business and social meetings who provide you with career information and advice. Students often hesitate to network because they feel awkward asking for help, but it should be an integral part of any job search.

Networking requires avoidance of the feeling of discouragement if networking does not provide immediate results or instant answers. You should be prepared to keep networking for a slow down after you get started. Stay politely persistent with your leads and build your network. Networking is like gardening. You do not plant the seed, then quickly harvest. Networking requires cultivation that takes time and effort for the process to pay off.

Be Focused on Quality—Not Quantity

In a large group setting, cultivate and meet people, but don’t try to talk to everyone. It’s better to have a few meaningful conversations than 50 hasty introductions. Don’t cling to people you already know; you’re unlikely to build new contacts that way. If you are at a reception, be sure to wear a nametag and collect business cards so you can later contact the people you meet.

Be Professional

Ask your networking prospects for advice—never for a job. Your networking meetings should be a source of career information, advice and contacts. Start off the encounter with a firm handshake and a warm smile. Focus on asking for one thing at a time. Your contacts expect you to represent yourself with your best foot forward.

Do’s & Don’ts of Networking

Do keep one hand free from a briefcase or purse so you can shake hands when necessary.
- Do bring copies of your resume.
- Do tell them your life story; you are dealing with busy people, so get right to the point.
- Don’t be shy or afraid to ask for what you need.
- Don’t pass up opportunities to network.

Written by Thomas J. Denham, managing partner and career counselor of Careers in Transition LLC.

Network Your Way to a Job

Many people use the classified ads as their sole job search technique. Unfortunately, statistics show that only 10% to 20% of jobs are ever published—which means that 80% to 90% of jobs remain hidden in the job market. For this reason, networking remains the number one job search strategy.

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Though you might feel nervous when approaching a potential contact, the art of networking is a skill that develops with practice, so don’t give up. Most people love to talk about themselves and their jobs, and are willing to give realistic—and free—advice.

Eight Keys to Networking

1. Be Prepared

First, define what information you need and what you are trying to accomplish by networking. Remember, your purpose in networking is to get to know people who can provide information regarding careers and leads. Some of the many benefits of networking include increased visibility within your field, propelling your professional development, finding suitable mentors, increasing your chances of promotion and perhaps finding your next job.

Second, know yourself—your education, experience and skills. Practice a concise, one-minute presentation of yourself so that people will know the kinds of areas in which you are interested. Your networking meeting should include the following elements: introduction, self-overview, Q&A, obtaining referrals and closing.

2. Be Targeted

Identify your network. For some, “I don’t have a professional network. I don’t know anyone,” may be your first reaction. You can start by listing everyone you know who are potential prospects: family members, friends, faculty, neighbors, classmates, alumni, bosses, co-workers and community associates. Attend meetings of organizations in your field of interest and get involved. You never know where you are going to meet someone who could lead you to your next job.

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7. Be Proactive

Stay organized and track your networking meetings. Keep a list of your contacts and update it frequently with the names of any leads given to you. Send a thank-you note or email if appropriate. Ask if you can follow up the conversation with a phone call, or even better, with a more in-depth meeting in the near future.

8. Be Dedicated to Networking

Most importantly, networking should be ongoing. You will want to stay in touch with contacts over the long haul—not just when you need something. Make networking part of your long-term career plan.

Written by Thomas J. Denham, managing partner and career counselor of Careers in Transition LLC.
Technology has revolutionized the hiring process. In 2003, LinkedIn introduced an online business-networking platform that gave candidates and recruiters unprecedented access to over 60 million users across the globe, making the search for the right job and the right candidate a more efficient process. As a current or recent graduate, you may be unsure about how best to use LinkedIn. Is it like Facebook? What information should be in your profile? How do you use it to network or find a job?

Is LinkedIn Like Facebook?

Nope, LinkedIn isn’t like Facebook. LinkedIn isn’t about personal details, like what you did last weekend. While you have a profile and a profile picture, the focus is this business. This platform is where you showcase your educational background, relevant experience, volunteer experience, your skills, knowledge of your desired industry, interaction with other business professionals, and communicate your “value proposition” to employers.

What Should Be Included In My Profile?

A polished LinkedIn profile is the crux of successful online networking. Consider your profile your first impression to a global online business community. While that can feel a bit intimidating, don’t overthink it. It’s easy to create a profile you can be proud to share with other professionals. To help you get started, use the following tips for constructing a professional profile beyond just your work experience.

1. Headshot
LinkedIn profiles that have a headshot are more likely to be viewed by recruiters. Unlike your Facebook picture, your LinkedIn picture should be business-oriented. Your profile picture should be a preview of what you would like to see you come in for an interview. Look professional and smile. Keep in mind that selfies are strictly prohibited if you want to land the job!

2. Keyword Rich Headline
The second most important piece of your profile is the headline. This is an opportunity to announce to the global business community who you are or who you seek to become. Use this prime real estate space to convey your profession, industry, and skills. This is your chance to position yourself as a knowledgeable resource. Share interesting facts about your work experience, industry insights, and knowledge in your field.

3. Summary
This summary section is your 30-second elevator pitch. Use this section to introduce yourself and highlight significant skills, qualifications, and interests in your desired field. Be sure to communicate your passion and enthusiasm for the industry and the work.

4. Education
The education section is the place to list your full degree, indicate your major, and list any minors, study abroad experiences and certificate programs at your institution, and graduation or anticipated graduation date. Be sure to include any honors, study abroad experiences and certificate programs related to the degree.

5. Language
Share that you have the ability to speak a second language; include the language and proficiency. Sharing this information can give you a competitive advantage over other candidates.

6. Samples of Your Work
LinkedIn offers a great feature for users to upload samples of their work. Showcasing examples of presentations, research projects, senior capstone assignments, and portfolios add value and credibility to your profile.

7. Volunteer Experience
List your volunteer experience. Be sure to include the name of the organization, your role within the organization and the number of hours you committed. Also include things such as lasting results, event coordination, management experience and more. Your volunteerism, in many cases, can be as valuable as work experience, especially for those interested in non-profit work.

8. Awards and Honors
Highlight any awards and honors received during your collegiate career including non-academic awards received for community or civic engagement. List the full name of the award (avoid acronyms), awarding organization or department, and the year the award was received.

9. Select Your Skills
Identify your top industry-specific, technical and general skills. Adding this information to your profile will allow others to endorse your skill set, giving you instant credibility. A solid list of at least 8-10 skills demonstrates value and capability.

10. Share Your Interests
Disclosing your personal interests and hobbies can help demonstrate your work-life balance. Personal interests sometimes can score a few extra “top candidate” points, but be sure to avoid sharing too much personal information. Remember, the LinkedIn profile is a platform for professionals. Don’t use it as an impression management tool or to share the same information you would in a personal profile.

How Do I Network to Land the Job?

Now that you have completed your profile, land the job by using these top features to start connecting with other professionals:

Customize the Invitation to Connect
Every time you send a message to connect with someone on LinkedIn, make sure you customize the text. Share who you are, why you want to connect, and how you found or know the individual. For example, if you met in-person, tell them where you met and when.

Alumni Connections Feature
LinkedIn offers a dynamic tool that connects individuals who share the same alma mater. Search for alumni who are practicing in your desired field, have the same degree, attended your institution during a specific time period, and more. Many individuals are happy to assist their fellow alumni with career advice and even hire alumni. Don’t forget to tag in-person or online conversations in that personalized invitation to connect!

Follow Companies, Join Groups, and Connect With Recruiters
Start following your dream companies on LinkedIn and join industry-specific groups. Be the first to know about company news and job postings. As you start following companies, make note of who is posting updates and job announcements. Use these clues to connect with recruiters and company leaders.

Share Content
Position yourself as a knowledgeable resource. Share interesting industry or work productivity articles. Comment on posts shared by others in your network. Reinforce your professional brand by sharing your knowledge and personal insights.

Gala Jackson, M.Ed. is a Millennial Expert & Career Management Consultant with InterviewSnoah, a career consulting boutique for millennials. Connect with Gala @interviewsnoah and check out her website at www.interviewsnoah.com

There are many social media profiles of job candidates are an area of scrutiny for recruiters. In fact, there are now even online research analysts who will comb the internet for damaging information on job candidates. (On the flip side, there is “Scrub Serve” that will clean up a job hunter’s digital footprint.) Here are some simple ways to take a DIY approach to scrubbing your online presence.

Google Your Name
Search for your name online occasionally to see what comes up, or set up automatic name alerts on Google alerts. If you discover results for many people with the same name, possibly with embarrassing or outrageous content. To find the “real you,” try tweaking your name (e.g., Sam versus Samuel) or add some additional identifying modifiers (perhaps your city or school). Search for your name in all the networks to which you’ve ever belonged, including Facebook and YouTube. (Recruiters check everywhere.) After a thorough review, ask yourself: Will this social media profile foster callbacks, interviews and job offers? If not, keep reading.

Keep Some Mystery
"Most new grads grew up texting, Tweeting, Facebooking and blogging and creating a lot of noise about the work they enjoyed or loved. This is the time to dial it back. "Don’t let your resume or digital footprint cause recruiters to wonder what you’re trying to hide. Plus, many of them seek employees with social media skills, so cleaning up what’s out there is usually better than shutting it down.

How to Roll Out the Bitter
Have you ever gone online while under the influence or in a lower mood? Bad idea. “Whatever you wouldn’t do at the networking event, don’t do online,” says Oliver. Some examples of social media gaffes include: making inappropriate comments or set up automatic name alerts at Google. You may or not want to see your own name every time you send a message to connect with someone on LinkedIn, make sure you customize the text. Share who you are, why you want to connect, and how you found or know the individual. For example, if you met in-person, tell them where you met and when.

Netiquette Tips
Dan Schwab, a personal branding expert and author of Ms 2.0, offers these tips to keep your digital reputation clean:

- Don’t ever promote yourself on social media if you are sick
- Do share industry insights, useful resources, quotes and facts with your audience.
- Don’t send your resume to employers on Facebook.
- Do build a relationship through tweeting before you email blindly.
- Don’t come to an interview without researching the company and the hiring manager online, using LinkedIn first.

Written by Jeba Turner, a former human resources manager, who writes career issues and other business topics from her home in Portland, Ore.
Getting the Most Out of a Career Fair

Many employers use career fairs—both on and off campus—to promote their opportunities and to pre-scan applicants. Career fairs come in all shapes and sizes, from small community-sponsored events to giant regional career expos held at major convention centers. 

Most career fairs consist of booths and/or tables manned by recruiters and other representatives from each organization. For on-campus events, some employers also send alumni representatives. Large corporations and some government agencies have staffs who work the career fair “circuit” nationwide. An employer’s display area is also subject to wide variability. It could be a simple table with a stack of brochures and business cards and a lone representative or an elaborate multimedia extravaganza with interactive displays, videos, posters and a team of recruiters.

Fashions and Accessories

Generally, the appropriate attire for career fair attendees is more relaxed than what you’d wear to an actual job interview. In most cases, “business casual” is the norm. If you’re unsure of the dress code (particularly for off-campus events), it would be wise to err on the overdressed side—you’ll make a better impression if you appear professional. Take a look at the job fair’s agenda to promote your opportunities and to pre-screen applicants. Career fairs come in all shapes and sizes, from small community-sponsored events to giant regional career expos held at major convention centers. It is essential to chat with the company representatives who are doing the “do’s and don’ts.”

Stop, Look and Listen

In order to maximize your career fair experience, you must be an active participant and not just a browser. If you do it all around, take company literature and load up on the ubiquitous freebies, you really haven’t accomplished anything worthwhile. Typically, career fairs involve a key chain, mouse pad and pocket flashlight. Keep track of the recruiters with whom you speak and send follow-up notes to those who impressed you. Don’t take your backpack; it’s cumbersome for you, it gets in the way of others and it screams “student” instead of “candidate!”

You’re a Prospector—Start Digging

The questions you ask at a career fair can depend upon your goals. Are you interested in finding out about a particular career field? Then ask generalized questions about working within the industry. If you’re seeking career opportunities with a specific employer, focus your questions on the application and interview process, and ask for specific information about that employer.

Fair Thee Well

By all means, try to attend at least one career fair before beginning your formal job interview process. For new entrants into the professional career marketplace, this is a good way to make the transition into “self-marketing mode” without the formality and possible intimidation of one-on-one job interviews. It’s an opportunity that’s too valuable to miss.

A Few Words About Career Fair Etiquette

1. Don’t interrupt the employer reps or your fellow job-seekers. If someone else is monopolizing the employer’s time, try to make eye contact with the rep to let him or her know that you’re interested in speaking. You may be doing a favor by giving the recruiter a break. If all else fails, move to the next exhibit and plan to come back later.

2. If you have a real interest in an employer, find out the procedures required to secure an interview. At some career fairs, initial screening interviews may be done on the spot. Other times, the career fair is used to pre-screen applicants for interviews to be conducted later (either on campus or at the employer’s site).

3. Sincerity always wins. Don’t lay it on too thick, but don’t be too bland either. Virtually all employers are looking for candidates with good communication skills.

4. Don’t just drop your résumé on employers’ display tables. Try to get it into a person’s hands, and at least say a few words. If the scene is too busy, you can’t get a word in edgewise, jot a note on your résumé to the effect of, “You were so busy that we didn’t get a chance to meet. I’m very interested in talking to you.” Look around the display for the employer’s business card (at the very least, write down his or her name and get some literature with the company’s address) and send a follow-up note and another copy of your résumé.

5. If you know ahead of time that one of your “dream companies” is a career fair participant, do some prior research (at minimum, visit their website). A little advance preparation goes a long way and can make you stand out among the masses of other applicants.
How to Find the Right Job

Finding the job you want takes many steps and involves just as many decisions. This checklist is designed to help you along the way and guide you to the appropriate sources. Be sure to discuss your progress with your career advisor.

Knowing What You Want
✓ Choose your ideal work environment—large corporation, small business, government agency or nonprofit organization.
✓ Choose your ideal location—urban, suburban or rural.
✓ List your three most useful job skills and know which is your strongest.
✓ Know whether you want to work with people, data or things.
✓ Know whether you enjoy new projects or prefer following a regular routine.
✓ List some of the main career areas that might interest you.
✓ List your favorite leisure time activities.
✓ Know what kind of reward is most important to you in a job—money, security, creative authority, etc.

Researching Career Options
✓ Develop a list of career possibilities to research.
✓ Visit your career services library and utilize the internet to learn about various careers. The Dictionary of Occupational Titles and the Occupational Outlook Handbook are valuable resources.
✓ Consider whether your desired career requires an advanced degree.
✓ Keep up with current trends in your field through trade publications, news/business magazines and newspapers.
✓ Identify employers interested in interviewing someone with your academic background and experience, create a list of three or more employers in the field you are considering.
✓ Use the internet to learn more about potential employers and check out salary surveys and hiring trends in your anticipated career field.
✓ Make at least three professional contacts through LinkedIn, friends, relatives or professors to learn more about your field of interest.
✓ Meet with faculty and alumni who work or who have worked in your field to talk about available jobs and the outlook for your field.

Getting Experience
✓ Narrow down the career options you are considering through coursework and personal research.
✓ Participate in a work experience or internship program in your chosen field to learn of the daily requirements of the careers you are considering. Such assignments can lead to permanent job offers following graduation.
✓ Become an active member in one or more professional associations—consult the Encyclopedia of Associations for organizations in your field.
✓ Volunteer for a community or charitable organization to gain further work experience. Volunteer positions can and should be included on your resume.

Creating a Resume
✓ Know how your skills and experience support your application.
✓ Use action verbs to highlight your accomplishments.
✓ Limit your resume to one page and make sure it is free of misspelled words and grammatical errors.
✓ Print out your resume on high-quality neutral-colored paper, preferably white, light gray or beige. If you are submitting your resume online, be sure to include relevant keywords and avoid italics, bold and underlined passages.
✓ Compose a separate cover letter to accompany each resume and address the letter to a specific person. Avoid sending a letter that begins “Dear Sir/Madam.”

Preparing for the Interview
✓ Arrange informational interviews with employees from companies with which you might want to interview. Use your network of acquaintances to schedule these meetings.
✓ Thoroughly research each employer with whom you have an interview—be familiar with product lines, services offered and growth prospects.
✓ Practice your interviewing technique with friends to help prepare for the actual interview.
✓ Using the information you have gathered, formulate questions to ask the employer during the interview.
✓ Arrive on time in professional business attire.
✓ Collect the needed information to write a thank-you letter after each interview.
Job Search Strategies: Pros and Cons

There are many ways to look for a job, some of which are better than others. Presented below are some of the most popular ways, as well as helpful hints and pros and cons of each.

**INTERNET**
- **Tools:** Search online job banks and company websites. Submit résumé online/post on job boards.
- **Pros:** Easy access; worldwide geographic reach.
- **Cons:** May not find relevant positions.
- **Hints:** Apply to multiple positions to increase your chances.

**NETWORKING**
- **Tools:** Contact professional networks and use LinkedIn, Facebook, and Twitter to find job openings.
- **Pros:** Access to wide variety of employers, contacts, and current job openings.
- **Cons:** Requires a great deal of time to make a relatively small number of contacts.
- **Hints:** Network with professionals in your field.

**SOCIAL MEDIA**
- **Tools:** Use social media to connect with potential employers.
- **Pros:** Better approach than mass-mailing method. Access to the web and an electronic résumé.
- **Cons:** Résumé and cover letter will compete with large number of others. Ads follow job market; least effective in times of economic downturn.
- **Hints:** Use as a tool to network and meet people in your field.

**ON-CAMPUS RECRUITING**
- **Tools:** Use the interview schedule as a way to identify possible employers, even if you don’t get an interview on campus with them.
- **Pros:** Access to the web and an electronic résumé.
- **Cons:** Requires a great deal of time to make a relatively small number of contacts.
- **Hints:** Use the interview schedule as a way to identify possible employers, even if you don’t get an interview on campus with them.

**TARGETED MAILING**
- **Tools:** Targeted mailing involves sending a large number of résumés and cover letters to specific companies.
- **Pros:** Use as a meter on the job market in a certain career field. Try to get your materials in as early as possible.
- **Cons:** May be less effective for nontechnical/nonbusiness candidates.
- **Hints:** Use only in conjunction with other job search strategies.

**IN-PERSON VISIT**
- **Tools:** Visit companies to see what their work environment is like.
- **Pros:** Visiting companies can be a valuable resource in your job search.
- **Cons:** Requires a significant investment of time in researching companies and writing cover letters as well as following up with contacts.
- **Hints:** Research the companies prior to your visit. Ask for a specific person or ask about a specific type of job.

**RESUME REFERRAL**
- **Tools:** Register with a company that specializes in finding candidates for a certain type of job.
- **Pros:** Resume referral services can be a valuable resource.
- **Cons:** May be less effective for nontechnical/nonbusiness candidates.
- **Hints:** Identify agencies that specialize in your field. Make frequent contact with your counselor to obtain better service.

**EMPLOYMENT AGENCIES**
- **Tools:** Employment agencies can provide valuable assistance in finding a job.
- **Pros:** Helps you find a job, but they may require a fee.
- **Cons:** Provides employment opportunities but may not be the best option for everyone.
- **Hints:** Use as a tool to network and meet people in your field.

**WANT ADS**
- **Tools:** Use want ads. Mail résumé with cover letter tailored to specific job qualifications.
- **Pros:** Easy access. Can be a helpful tool in your job search.
- **Cons:** May not find relevant positions.
- **Hints:** Make sure your résumé and cover letter are tailored to the job.

International Students and the Job Search

Looking for a job is seldom easy for any student. For you, the international student, the job search process can be especially confusing. You may lack an understanding of U.S. employment regulations, or perhaps you are unaware of the impact your career choice has on your job search. You may also be unsure about your role as the job-seeker and the resources used by American employers to find candidates.

The following is an overview of the issues most relevant to international students in developing a job search strategy. Additional information about the employment process and related topics can be found through your career center and on the internet.

**Bureau of U.S. Citizenship and Immigration Services Regulations**

As an international student, you should only obtain employment-related information from an experienced immigration attorney or your campus USCIS representative. Advice from any other source may be inaccurate. Once you have decided to remain in the United States to work, contact the international student services office or the office of human resources on your campus and make an appointment with your USCIS representative. In addition to helping you fill out necessary forms, the USCIS representative will inform you of the costs associated with working in the United States.

**Importance of Skills and Career Field**

Find out if your degree and skills-set are currently in demand in the U.S. job market. A professional degree, highly marketable skills, or extensive experience will all make your job search easier. Find out if you have the qualifications that the employer is looking for. You may need to relocate in order to find the job you want. Learn all you can about your targeted career field by talking to professors, reading industry publications, and attending professional meetings and regional conferences.

**Role of Employers**

It is the employer’s responsibility to find the right people for his or her company—not to help you find a job. The interview is successful when both of you see a match between the employer’s needs and your interest and ability to do the job.

**Career Center**

The career center can be a valuable resource in your job search. Be aware, however, that some employers using the career center won’t interview students who are not U.S. citizens. Though this may limit your ability to participate in some campus interviews, there are numerous ways to benefit from the campus career center:

- **Attend sessions on job search strategies and related topics.**
- **Work with the career services staff to develop your job search strategy.**
- **Attend campus career fairs and company information sessions to inquire about employment opportunities and to practice your networking skills.**

It’s a good idea to get advice from other international students who have successfully found employment in this country and to start your job search early. Create and follow a detailed plan of action that will lead you to a great job you can write home about.

Written by Rosita Smith.
Federal Jobs: Working for Uncle Sam

Searching for Federal Jobs

Federal agencies now fill their jobs like private industry by allowing applicants to contact the agency directly for job information and applications. However, most of these positions can be accessed through the USAJOBS site. All competitive service positions must be posted on the USAJOBS site, and although agencies are not required to post their excepted service positions on USAJOBS, many do.

Registered users to USAJOBS can create and post up to five résumés, which can be searchable, allowing recruiters from federal agencies to find résumés in applicant databases. Applicants can also use these résumés to apply directly to jobs that have an online application option. In addition, job applicants can create as many as ten “search agents,” which search for job openings using certain criteria (such as location, job type, agency, salary requirements), and email matching postings directly to their inbox. Applicants can also search for jobs directly using the “search jobs” button on the USAJOBS homepage.

Remember, excepted service positions are not required to be posted on USAJOBS. If you are employed with an excepted service agency, be sure to visit the recruitment section of its website for postings that may not have made it onto the USAJOBS site. It is often worthwhile to look at the sites of agencies that you do not associate with your field of study. If you are interested in the environment, you should definitely visit the EPA’s website. But you should also make sure to visit the websites of other agencies that you don’t associate with your major. It’s not unusual for a biology major, for example, to find a job with Homeland Security or the Department of Defense.

How to Apply

There is no general way to submit an application to OPM or to individual federal agencies. Instead, students should refer to each job posting for the method that the agency prefers. While competitive service and excepted service positions fall under OPM’s purview in private industry, however, both competitive service and excepted service positions must give preference to veterans who are either disabled or who served during certain periods of time. The Federal Reserve, the Central Intelligence Agency and the National Security Agency are examples of some excepted service agencies.

Most importantly, all federal job postings include a section titled “How to Apply.” Instead of letting this avalanche of information overwhelm you, it is as easy as putting together the best application possible. If you can, closely read the posting, take note of the requirements for the job and your qualifications, and make sure to do all of the steps described procedures, closely, your application may not be processed. “I would emphasize that applicants should carefully review the ‘fine print’ of all printed and online materials and applications,” says Dr. Richard White, Employer Relations Coordinator, Drew University. “Applicants should not rely on them and crowd all of them out in a way that diminishes their competitive advantage and rise to the top of the application pool.”

Federal agencies require specific information on your résumé before it can be processed. The OPM created the USAJOBS Résumé Builder in an effort to help applicants create a résumé which can be used for most government agencies. A total of 982 agencies, 615 of which are USAJOBS. Strictly following the “How to Apply” instructions will ensure that your application has all the information necessary.

Written by Chris Enstrom, a freelance writer from Nashville, Ind.

Transferable Skills

If you’re wondering what skills you have that would interest a potential employer, you are not alone. Many college seniors feel that four (or more) years of college haven’t sufficiently prepared them to work in the real world. And like these students, you may have carefully reviewed your work history (along with your campus and civic involvement) and you still have a difficult time seeing how the skills you learned in college will transfer to the workplace.

But keep in mind that you’ve been acquiring skills since childhood. Whether learning the value of teamwork by playing sports, developing editing skills working on your high school newspaper or developing computer skills while completing a coursework, each of your experiences has laid the groundwork for building additional skills.

What Are Transferable Skills?

A transferable skill is a “portable” skill that you deliberately (or inadvertently if you haven’t identified them yet) take with you to other life experiences. Your transferable skills are often:

- acquired through a class (e.g., an English major who taught writing)
- acquired through experience (e.g., the student government representative who develops strong motivation and consensus building skills)

Transferable skills supplement your degree. They provide an employer concrete evidence of your readiness and qualifications for a position. Identifying your transferable skills and communicating them to potential employers will greatly increase your success during the job search.

Remember that it is impossible to complete college without acquiring transferable skills. Campus and community activities, classes projects and assignments, athletic activities, internships and summer/part-time jobs have provided you with countless experiences where you’ve acquired a range of skills—many that you may take for granted.

Identifying Transferable Skills

Very closely related (and with some overlap), transferable skills can be divided into three subsets:

- Working With Data/Information
- Working With People
- Working With Things

For example, some transferable skills can be used in every workplace setting (e.g., organizing or public speaking) while some are more specific (e.g., drafting or accounting). The following are examples of skills often acquired through the classroom, in internships and other activities. Use these examples to help you develop your own list of the transferable skills you’ve acquired.

Working With People
- • Selling • Training • Teaching • Supervising
- • Organizing • Authoring • Motivating • Mediating
- • Advising • Delegating • Entertaining

Working With Things
- • Repairing • Assembling parts • Designing
- • Operating machinery • Driving
- • Maintaining equipment • Constructing • Building
- • Sketching • Working computer
- • Drafting • Surveying • Troubleshooting

Working With Data/Information
- • Calculating • Developing databases
- • Working with spreadsheets • Accounting • Writing
- • Researching • Analyzing • Editing • Gathering data • Analyzing • Budgeting

Easy Steps to Identify Your Transferable Skills

Now that you know what transferable skills are, let’s put together a list of your transferable skills. You may want to work with someone—perhaps a career services office to help you identify a list of transferable skills as possible.

Step 1. Make a list of every job title you’ve held (part-time, full-time and internship) along with volunteer, sports and other affiliations since starting college. (Be sure to record officer positions and other leadership roles.)

Step 2. Using your transcript, list the classes in your major field of study along with foundation courses. Include electives that may be related to your employment interests.

Step 3. For each job title, campus activity and class you’ve taken, write a sentence and then underline the action taken. Avoid stating that you learned or gained experience in any skill. Instead, present your skill more directly as a verifiable qualification.

“While working for Jones Engineering, I performed 3D modeling and drafting.”

“While working for Jones Engineering, I gained experience in 3D modeling and drafting.”

As a member of the Caribbean Students Association, I developed and coordinated the marketing of job events.”

Written by Raissa Smith.
How to Write Skills Statements

Top 10 Skills Employers Seek

1. Ability to verbally communicate with persons inside and outside the organization
2. Ability to work in a team structure
3. Ability to make decisions and solve problems
4. Ability to plan, organize and prioritize work
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

Action Verbs

Adapted
Addressed
Advanced
Administered
Administered
Analized
Announced
Answered
Arranged
Assembled
Assembled
Assigned
Attained
Authored
Certified
Collected
Completed

Verb + Skill

Skill Statements:

Basic:
Demonstrated excellent communication skills by waiting on tables.

Advanced:
Served customers by accurately communicating food orders and employing sales techniques to increase by 10%.

Example Skill Statements

Verb enhanced = Skill communication skills + Task

Verb developed = Skill time management + Task

Verb + Skill = Task by working one-on-one with students to develop better study skills.

Verb + Skill = Task by prioritizing tasks in order to increase productivity

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Résumé Action Verbs

Analytical & Financial

Tested
Validated

Creative

Clifford
Compassionate
Communicated
Composed
Consulted
Convinced

Leadership

Advanced
Administrated
Appointed
Approved

Supplied
Supported
Volunteered

Clifford
Compassionate
Communicated
Composed
Consulted
Convinced

Marketing

Accelerated
Achieved
Appointed
Approved

Clifford
Compassionate
Communicated
Composed
Consulted

Narrowed
Optimized
Organized

Clifford
Compassionate
Communicated
Composed
Consulted

Revised
Revitalized

Clifford
Compassionate
Communicated
Composed
Consulted

Restaurant
Satisfied
Satisfied
Satisfied

Clifford
Compassionate
Communicated
Composed
Consulted

Simplified

Clifford
Compassionate
Communicated
Composed
Consulted

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20 Texas A&M University-Central Texas

tamuc.edu 21
Chronological Résumé

Kerri Warrior
www.linkedin.com/in/kerrilwarrior
www.flickr.com/photos/11558340@N07

PROFESSIONAL PROFILE

Experienced professional who excels in Sales and Management. Certified United States / Global Manager, Certified International Manager, and Certified International Sales Professional.

EDUCATION

Master of Science in International Business (MSIB) - Siena College, 2008
Bachelor of Arts in Business Administration - University of Arizona, 2006

PROFESSIONAL EXPERIENCE

- Global Sales Director (March 2014 - Present)
  - Responsible for overseeing the global sales strategy and operations for a large multinational corporation.
  - Developed and executed sales plans to meet revenue targets in North America, Europe, and Asia.

FUNCTIONAL Résumé

Whitney Warner
www.linkedin.com/in/whitneyw3
www.flickr.com/photos/11558340@N07

PROFESSIONAL PROFILE

Experienced professional with a focus on Business Development, Marketing, and Communications. Proven record of success in leading high-performing teams and delivering innovative solutions.

EDUCATION

Master of Business Administration (MBA) - Harvard Business School, 2010
Bachelor of Science in Business Administration - University of California, Berkeley, 2006

PROFESSIONAL EXPERIENCE

- Business Development Manager (February 2018 - Present)
  - Led a team of business development professionals to identify and capture new revenue streams.
  - Developed and executed strategic objectives and initiatives to drive revenue growth.

Federal Résumé-Pg. 1

James Warrior
www.linkedin.com/in/jameswarrior
www.flickr.com/photos/11558340@N07

OBJECTIVE

Objective Manager (Sales & Marketing)

ACCOUNTANT

- Accountant (January 2015 - Present)
  - Managed accounts receivable and payable activities, including general ledger entries, and budgeting controls.

FUNCTIONAL Résumé-Pg. 2

- Functional Résumé-Pg. 2

- Functional Résumé-Pg. 2

- Functional Résumé-Pg. 2

- Functional Résumé-Pg. 2
Preparing Your Cover Letter

Tailoring Your Cover Letter

As a cover letter can be more personal and conversational than a résumé, it is even more important not to use “canned” cover letters. Although using a generic cover letter may save you time in the job application period, your resulting job search will take much longer. Think of it from the employer’s perspective: A letter that is broad enough for use for multiple jobs will not give him/her the detail necessary to make a hiring decision. Ensure that you utilize your cover letter to expand upon details in your résumé, and not just repeat them.

Research the Company and Industry

Research the employer and industry, and make connections between their needs and your skills, knowledge, and abilities. Don’t hesitate to dig deep; annual and fiscal reports can provide a hint about the employer’s goals and needs. If every other sentence begins with “I” or “My,” this is an indication that you need to focus on the goals of the employer.

CAR – Challenge, Action, Result

Too often, cover letters are equated to résumés. They are actually more similar to interviews. When writing, assume that you are addressing the employer on a cover letter.

Below your information, place the employer’s name and mailing address.

The best letters are addressed to the intended reader, not an unnamed individual.

Paragraphs should rarely be more than seven sentences.

The salutation should be addressed to a specific person, followed by a colon, not a comma.

The closing should allow 3-4 lines for a handwritten signature.

Adress

Your Present

City, State, ZIP Code

Person’s Name

Title

Company

Street Address

City, State, ZIP Code

Dear Mr., Miss, Mrs., Ms., etc.

First Section: State the reason for the letter, name the specific position or type of work for which you are applying, and if relevant, indicate from which resource (newspaper, job advertisement) you learned of the opening. If an employer has the company has suggested you apply, you should give the name, title, and department where that person is employed. Briefly describe why this particular company interests you, and what relevant work experience, knowledge, or abilities you bring to the position.

Second Section: This is the main section of your letter and should be utilized to draw parallels between your experience, skills, knowledge, and abilities and the needs of the employer. Indicate why your experience in the position, the company, or products or services, and, above all, what you can offer the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. Use your relevant work experience, activities, or academic achievements. Tailor your accomplishments to the position.

A cover letter can be compared to an interview. Introduce yourself, draw connections between your experiences, and the position, and encourage the employer to get to know you; i.e., what a résumé’s format does not allow. A well-written body of a cover letter allows the employer to feel as though you have met you, understand your passion for your field, and your match to the position.

Final Section: Imagine your letter has a four-page interview, your flexibility in the time and space. Repeal your phone number in the letter and offer any assistance to facilitate a timely response. Finally, close your letter with a statement or question to encourage an interview. For example, state that you will call the city in which the company is located at a certain date and that you would like to set up an interview. You could also ask if the company will be recruiting in your area, or ask for additional information or references to be mailed. 

Sincerely,

(your handwritten signature)

Type your name

Is Graduate School Right for You?

A

Some point in your college career, you must decide what you would like to do after graduation—and that includes whether or not to attend graduate school. If you’re trying to determine whether graduate school is right for you, here are some pointers to help you make an enlightened decision.

1. Should I consider going to graduate school?

Going to graduate school might be a good idea if you...

• want to be a professor, lawyer, doctor, investment banker or work in any profession that requires a post-secondary education.

• wish to develop additional expertise in a particular subject or field to maximize your future earning potential, or for opportunities for career advancement.

• are interested in a particular subject and wish to study in-depth—and have the time and financial resources to devote to further education.

Going to graduate school might not be a good idea if you...

• are trying to delay your entry into the real world with real responsibilities and real bills.

• are clueless about your career goals.

• aren’t prepared to devote the time and hard work needed to succeed.

• want to stay in school longer to avoid a poor job market.

2. Is it better to work first or attend graduate school immediately after I complete my undergraduate degree?

Work first:

• you might like to get some real-world work experience before investing thousands of dollars in a graduate degree.

• the graduate school of your choice prefers work experience (most MBA and some Ph.D. programs require this).

• your university does not allow you to graduate school now, and you haven’t applied for any scholarships, grants, fellowships and assistantships, which could pay for a great deal of your education.

Go to graduate school now:

• you are absolutely sure you want to be a college professor, lawyer, doctor, etc., and need a graduate degree to pursue your dream job.

• you have been awarded grants, fellowships, scholarships or assistantships that will help pay for your education.

• you’re concerned that once you start earning real money, you won’t be able to return to the lifestyle of a “poor” student.

• your study habits and mental abilities are at their peak, and you worry whether you’ll have the discipline (or motivation) to write papers and study for exams in a few years.

3. I am broke. How will I pay for tuition, books, fees and living expenses?

• Family. You’ve likely borrowed from them in the past, maybe you’re lucky enough for it still to be a viable option.

• Student Loans. Even if you’ve taken out loans in the past, another $50,000 - $75,000 may be a sound “investment” in your future.

• Fellowships/Scholarships. A free education is always the best option. The GRE/GMAT, LSAT/MCAT scores and the commitment to search out every possible source of funding.

• Teaching/Research Assistantships. Many assistantships include tuition waivers plus a monthly stipend. It’s a great way to get paid for your education.

• Employee Sponsorship. Did you know that some companies actually pay you to continue your education? The catch is they usually expect you to continue working for them after you complete your degree so they can recoup their investment.

4. What are the pros and cons of going to graduate school full-time vs. part-time?

Benefits of attending graduate school full-time:

• you’ll be able to complete your degree sooner.

• you can totally commit your intellectual, physical and emotional energy to your education.

• you can juggle family responsibilities while completing your degree.

• you can make a dramatic career change.

Benefits of attending graduate school part-time:

• work income helps pay for your education.

• you can take a very manageable course load.

• you can juggle family responsibilities while completing your degree.

• you can work for your entire educational career.

5. Assuming I want to go to graduate school in the near future, what should I do now?

a. Identify your true strengths, interests and values to help you determine the right fit for you (e.g., friends or parents).

b. Keep your grades up and sign up (and prepare) to take the required standardized tests.

c. Talk to faculty, friends and family who have gone to graduate school to get their perspective about the difference between being an undergraduate and a graduate student.

d. Talk to faculty, friends and family who are in your targeted profession to get a realistic sense of the career path and the challenges associated with the work they do.

e. Investigate creative ways to finance your education—by planning ahead you may reduce your debt.

f. Research graduate schools to help you find a good match.

f. Investigate the admissions process and the current student body profile of your targeted schools to evaluate your probability for admission.

h. Have faith and APPLY! Remember, you can’t get in unless you apply.

Written by Roslyn J. Bradford.
Guidelines for Writing Your Personal Statement

STEP 1: Brainstorming

Actions:
• Devote time to reflect on the following questions. Begin writing your first draft:
  - Develop an outline of your statement prior to writing. It doesn’t have to be detailed. It can be three or four main points in the order you want to make them.
  - Accentsuate your strengths and what makes you unique.
  - Explain your weaknesses in positive ways. For example, refer to them not as weaknesses but as areas for improvement or growth.
  - Paint pictures and tell stories about what makes you special. In this way the admissions readers will remember you. The story can be happy or sad. The more feeling you can inject into your statement, the more you will stand out.
  - Find out the specific orientation and philosophy of the graduate program. Adapt and refine your statement to fit. This will make you stand out from other applicants who recycle the same personal statement with each application.

STEP 2: Writing Your Personal Statement

Actions:
• Incorporate your responses to the above questions. Begin writing your first draft:
  - Develop an outline of your statement prior to writing. It doesn’t have to be detailed. It can be three or four main points in the order you want to make them.
  - Accentuate your strengths and what makes you unique.
  - Explain your weaknesses in positive ways. For example, refer to them not as weaknesses but as areas for improvement or growth.
  - Paint pictures and tell stories about what makes you special. In this way the admissions readers will remember you. The story can be happy or sad. The more feeling you can inject into your statement, the more you will stand out.

Suggested Outline
Your personal statement will likely range from 250-1200 words on 1-6 pages. The typical personal statement should be 2-3 double-spaced pages or 500-700 words. Here is a suggested outline. You should adjust the main point of each paragraph and number of paragraphs depending on the desired length of your personal statement and the areas in your background that you choose to emphasize.

Paragraph 1  A personal human-interest story
Paragraph 2  Your academic interests and achievements
Paragraph 3  Your relevant work and/or research experiences
Paragraph 4  Your career interests
Paragraph 5  Why you are interested in this particular school
Paragraph 6  The qualities you will bring to this school

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"Perfect Personal Statements" by Mark Alan Stewart, Peterson’s Guide 2004

Personal Statement Critiques
Contact your campus career office and make an appointment with a career counselor to have your personal statement critiqued. Ask a professor if they would review it as well. Having feedback from professionals with different points of view can only make for a stronger personal statement overall.

Adapted with permission from the University Career Services department at Rutgers University, New Brunswick Campus.

Developing a Winning Curriculum Vitae (CV)

A Curriculum Vitae or CV is a professional document that is used for marketing your background for a variety of purposes, mostly within academia or research. It can be multiple pages, but should be focused. Use the following tips to help you get started on your CV.

Common Uses
• Graduate school admission, graduate assistantship or scholarship application
• Teaching, research and upper-level administrative positions in higher education
• School administration positions (superintendent, principal, department head)
• Research and consulting in a variety of settings
• Academic departmental and tenure reviews
• College or university service appointments
• Professional association leadership positions
• Publishing and editorial board reviews
• Speaking engagements
• Grant proposal

Education
Include the following information:
• Name of institution(s) where obtained or working toward a degree, listed in reverse chronological order
• Official name of degree(s) and/or certification(s) obtained or currently working toward
• Add Master’s Thesis, Project and/or Dissertation title(s)
• Name of advisor

Additional Sections
Depending on your background, you may want to add additional sections to your résumé:
• Teaching Experience and Interests
• Research Experience and Interests
• Related Experience: Internships, Practicum and/or Fieldwork
• Grants Received and Academic Awards
• Special Training
• Scholarships and Fellowships

Written by Veronica Rahn, Career Services Consultant, Center for Career Opportunities, Purdue University, for the 2011-2012 Career Planning Handbook.

Foundational Standards
Found in most standard résumés:
• Heading—name, address, professional email and phone number. A website with professional content (e.g., a portfolio) can be listed in the heading as well. Use the direct URL to the proper page, so the recruiter doesn’t have to search your entire site.
• Objective—should be specific to the position for which you are applying.
• Format—standard margins of one inch, type size from 10-12 points and easy-to-read fonts.
• Content—the organization of your document should be rearranged depending on the potential employer. For example, if your education section speaks more to your qualifications for the desired position, it should appear before your employment experience.
• Experience—highlight paid, unpaid, school and extracurricular experiences that relate to your desired objective.
• Skills—technical/computer, language, leadership, laboratory to name a few.

Curriculum Vitae or CV is a professional document that is used for marketing your background for a variety of purposes, mostly within academia or research. It can be multiple pages, but should be focused. Use the following tips to help you get started on your CV.
Your Bragging Rights: Selling Yourself

For the most part, modesty is an admirable trait. But it’s little use during a job interview. The purpose of an interview is to find the best candidate for a particular job. Employers want to know about the knowledge, skills, attributes and experience that distinguish you from other job candidates, and they won’t know what makes you special unless you tell them. However, most employers won’t go out of their way to hire someone who comes across as cocky or arrogant. So how do you balance the two? How do you put your best foot forward without seeming conceited and egotistical?

Choose What to Talk About

Start with the job posting and make a list of all the preferences and requirements. Then try to match them with your own knowledge, skills and experience. Make sure that you have examples ready for as many of the preferences listed as possible. If leadership experience is preferred, scrutinize your past for examples of it. If the job requires good teamwork skills, be prepared with examples from your past. But also be prepared to talk about things not listed specifically in the job posting. Find out all you can about the company and the job you are interviewing for. If you have certain experience or knowledge that you think would make you do the job better, don’t hesitate to talk about it. The employer is looking for the best candidate for the job. Looking beyond the job posting could help separate you from other applicants.

Make sure that everything you discuss is relevant to the job. It’s not easy to do, but you may have to leave out some of your most impressive skills and achievements. Talking about skills, accomplishments or experience with no relevance to the job does not help the interviewer identify you as a strong job candidate, and could easily be interpreted as bragging.

Many recent college graduates make the mistake of limiting their discussion to their college coursework, or jobs they had that are directly related to the one they are applying for. But this is a mistake. “Students should be willing to talk about any type of knowledge or skills that they have acquired that are relevant to the job they are interviewing for,” says Micael Kemp, retired Director of Career Services at the University of California, Santa Barbara. Volunteer experience, leadership positions in a sorority or a fraternity, extracurricular activities, and even work experience at retail or fast-food jobs can be sources of information. “Many students underplay work experience gained at places like grocery stores or fast-food restaurants,” she continues. “But employers deeply appreciate people who have gotten their hands dirty and aren’t afraid to work hard.”

Story Time

Reading off a list of knowledge, experience, and accomplishments makes for a short and boring interview. Your job during the interview is to keep the interviewer interested in what you are saying. Many career advisors suggest that job candidates prepare a reservoir of stories that they can pull from during the interview. People are naturally drawn to stories. It’s why we read novels and why we watch movies. Also, stories allow job candidates to show interviewers their skills and knowledge instead of just telling them. “Interviewers need more than just your word that you have a particular skill or attribute. They need specific examples, and stories are a good way of providing that,” says Cynthia Redwine, former Director of the Engineering Career Resource Center at the University of Michigan, College of Engineering.

Stories have the added benefit of being easy to remember—for you, as you use a particular story to demonstrate your qualifications during the interview—and for the interviewer who must access your skills and attributes after the interview is completed. Demonstrating a particular job attribute through a story has the added benefit of sounding less boastful than stating the qualification directly. Saying that you are a good leader sounds boastful; explaining how you led a team of volunteers during a record food drive is admirable.

Once you have created a list of job skills and requirements from the job posting and your own research of the company and the position, sit down and try to come up with stories to demonstrate each. Of course, certain things cannot be demonstrated through a story (a high GPA, or a certain degree or academic specialty), but that information is already apparent to the interviewer from your resume. However, stories can be used in situations that at first might not be apparent. For example, instead of simply stating that you are proficient with a particular piece of software, you can tell the interviewer how you applied the software to accomplish a particular task. Keep your stories short and to the point. An interview is not a creative writing class. There is no need for vivid descriptions or unrelated background information. In fact, many career advisors suggest that students keep their stories limited to one minute.

Final Time

Take time to prepare for the interview. Never walk into an interview with the intention of “winging it.” No matter how qualified you think you are for the position. If you are having trouble coming up with stories or examples for the interview, make sure you talk to friends, family members, co-workers, professors and career advisors. Often those around us can see skills and attributes that we do not. Students sometimes make the mistake of telling employers about job-related knowledge or experience that they don’t have. While candor is an admirable trait, such frankness is out of place in a job interview. Employers don’t want to know why you can’t do the job, but why you can do it.

Employers want to hire people who are excited and proud of the work that they have done. They want to know that you will bring that same type of proficiency and enthusiasm to their company. “You have a responsibility during the interview—not to brag, but to give the employer the best picture you can of what they will get if they hire you,” says Kemp. “It’s your responsibility to make sure they get that information, whether or not they ask good questions.”

Written by Chris Enstrom, a freelance writer in Nashville, Ind.
Are You Ready for a Behavioral Interview?

“T”ell me about a time when you were on a team, and one of the members wasn’t carrying his or her weight. If this is one of the leading questions in your job interview, you could be in for a behavioral interview. Based on the premise that the best way to predict future behavior is to determine past behavior, this style of interviewing is popular among recruiters.

Today, more than ever, such hiring decisions are critical. Behavioral interviewing is designed to minimize personal impressions that might cloud the hiring decision. By focusing on the applicant’s actions and behaviors, rather than on the impressions that can sometimes be misleading, interviewers can make more accurate hiring decisions.

Behavioral vs. Traditional Interviews

If you have training or experience with traditional interviewing techniques, you may find the behavioral interview quite different in several ways:

✓ Instead of asking how you would behave in a particular situation, the interviewer will ask you to describe how you did behave.

✓ Expect the interviewer to question and probe (think of “peeling the layers from an onion”).

✓ The interviewer will ask you to provide details and will not allow you to theorize or generalize about events.

✓ The interview will be a more structured process that will concentrate on areas that are important to the interviewer, rather than allowing you to concentrate on areas that you may feel are important.

✓ Most interviewers will be taking notes throughout the interview.

The behavioral interviewer has been trained to objectively collect and evaluate information and works from a profile of desired behaviors that are needed for success on the job. Because the behaviors a candidate has demonstrated in previous positions are likely to be repeated, you will be asked to share situations in which you may or may not have exhibited these behaviors. Your answers will be tested for accuracy and consistency.

If you are an entry-level candidate with no previous related experience, the interviewer will look for behaviors in situations similar to those of the target position:

“Describe a major problem you have faced and how you dealt with it.”

“Give an example of when you had to work with your hands to accomplish a task or project.”

“What class did you like the most? What did you like about it?”

Follow-up questions will test for consistency and determine if you exhibited the desired behavior in that situation:

“Can you give me an example?”

“What did you do?”

“What did you say?”

“What were you thinking?”

“How did you feel?”

“What was your role?”

“What was the result?”

You will notice an absence of such questions as, “Tell me about your strengths and weaknesses.”

How to Prepare for a Behavioral Interview

✓ Recall recent situations that show favorable behaviors or actions, especially those involving coursework, work experience, leadership, teamwork, initiative, planning and customer service.

✓ Prepare to describe each situation, be ready to give details if asked.

✓ Be sure each story has a beginning, a middle and an end; i.e., be ready to describe the situation, your action and the outcome or result.

✓ Be sure the outcome or result reflects positively on you (even if the result itself was not favorable).

✓ Be honest. The interviewer will find out if your story is built on a weak foundation.

✓ Be specific. Don’t generalize about several events, give a detailed accounting of one event.

A possible response to the question, “Tell me about a time when you were on a team and a member wasn’t pulling his or her weight,” might go as follows:

“I had been assigned to a team to build a canoe out of concrete. One of our team members wasn’t showing up for our lab sessions or doing his assignments. I finally met with him in private, explained the frustration of the rest of the team and asked if there was anything I could do to help. He told me he was preoccupied with another class that he wasn’t passing, so I found someone to help him with the other course. He not only was able to spend more time on our project, but he was also piloting a boat for helping him out. We finished our project on time and got a ‘B’ on it.”

The interviewer might then probe: “How did you feel when you confronted this person?” “Exactly what was the nature of the project?” “What was his responsibility as a team member?” “What was your role?” “At what point did you take upon yourself to confront him?” You can see that you must not make up information and why you should have a clear memory of the entire incident.

Use the STAR Method as You Prepare

<table>
<thead>
<tr>
<th>Use the STAR Method as You Prepare</th>
<th>STAR answer Example from above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Situation</td>
<td>Working on a team</td>
</tr>
<tr>
<td>Task</td>
<td>Building a canoe out of concrete</td>
</tr>
<tr>
<td>Action (you took)</td>
<td>Offered help to team mate who was struggling (leadership), arranged tutoring (problem solving).</td>
</tr>
<tr>
<td>Result</td>
<td>Team mate was supported, project completed for a B grade.</td>
</tr>
</tbody>
</table>

Don’t Forget the Basics

It will always be important to put your best foot forward and make a good impression on the interviewer with appropriate attire, grooming, a firm handshake and direct eye contact. Since the behavioral interviewer is looking for past actions only, all you need to do is next remember your own past. Using your STAR stories, highlight the skills the employer is seeking in you possess. There is no substitute for promptness, courtesy, preparation, enthusiasm and a positive attitude.

Questions to Ask Employers

Questions Asked by Employers

Personal

1. Tell me about yourself.
2. What are your hobbies?
3. Why did you choose to interview with our organization?
4. Describe your ideal job.
5. What can you offer us?
6. What do you consider to be your greatest strengths?
7. Can you name some weaknesses?
9. Describe any major failures? What did you learn from them?
10. Of which three accomplishments are you most proud?
11. Who are your role models? Why?
12. How does your college education or work experience relate to this job?
13. What motivates you most in a job?
14. Have you had difficulty getting along with a former professor/ supervisor/co-worker and how did you handle it?
15. Have you ever spoken before a group of people? How large?
16. Why should we hire you rather than another candidate?
17. What do you know about our organization (products or services)?
18. Where do you want to be in five years? Ten years?
19. Do you plan to return to school for further education?

Education

20. Why did you choose your major?
21. Why did you choose to attend your college or university?
22. Do you think you received a good education? In what ways?
23. In which campus activities did you participate?
24. Which classes in your major did you like best? Least? Why?
25. Which elective classes did you like best? Least? Why?
26. If you were to start over, what would you change about your education?
27. Do your grades accurately reflect your ability? Why or why not?

Experience

28. Were you financially responsible for any portion of your college education?
29. What job-related skills have you developed?
30. Did you work while going to school? In what positions?
31. What did you learn from these work experiences?
32. What did you enjoy most about your last employment? Least?
33. Have you ever quit a job? Why?
34. Give an example of a situation in which you provided a solution to an employer.
35. Give an example of a time in which you worked under deadline pressure.
36. Have you ever done any volunteer work? What kind?
37. How do you think a former supervisor would describe your work?

Career Goals

38. Do you prefer to work under supervision or on your own?
39. What kind of boss do you prefer?
40. Would you be successful working with a team?
41. Do you prefer large or small organizations?
42. What other types of positions are you considering?
43. How do you feel about working in a structured environment?
44. Are you able to work on several assignments at once?
45. How do you feel about working overtime?
46. How do you feel about working weekends?
47. How do you feel about the possibility of relocating?
48. Are you willing to work flextime?

Before you begin interviewing, think about these questions and possible answers; then discuss them with a career advisor. Conduct mock interviews and be sure you are able to communicate clear, unrehearsed answers to interviewers.

Questions Asked by Employers

Texas A&M University-Central Texas
tamu.edu
The Art of Negotiating

As you bargain for your new employment, your ability to make a beneficial deal not only affects you but also your potential employer. Negotiating well can result in a job that makes you more satisfied than if you simply accepted what was offered. It is also important to remember that you are not alone; many others have gone through the same process. This guide will help you develop the skills you need to negotiate successfully.

Dollars and Sense

Always begin by expressing genuine interest in the position and the organization, emphasizing the areas of agreement but allowing “wiggle room” to compromise on other areas. Be prepared to support your points of disagreement, outlining the reasons why you think your position is fair. Be willing to alter, your suggestions on how this can be done and why it would serve the company’s best interests to accommodate your request. Be prepared to defend your proposal. Back up your reasons for wanting to change the offer with meaningful, work-related skills and positive benefits to the employer. Requesting a salary increase because you are a fast learner or have a high GPA are usually not justifiable reasons in the eyes of the employer. Meaningful work experience or internships that have demonstrated or tested your professional skills are things that will make an employer stop and take notice.

Research

Gather as much factual information as you can to back up the case you want to make. For example, if most entering employees cannot negotiate salary, you may be jeopardizing the offer by focusing on that aspect of the package. Turn your attention to other parts of the offer such as their health plan, dental plan, retirement package, the type of schedule you prefer, etc.

Psychological Preparation

Chances are that you will not know the person with whom you will be negotiating. If you are lucky enough to be acquainted, spend some time reviewing what you know about this person’s communication style and decision-making behavior. In most cases, however, this person will be a stranger. Since most people find the unknown a bit scary, you’ll want to ask yourself what approach to negotiating you find most comfortable. How will you perceive yourself and how will you perceive the other person? Do you want to appear to be confident enough to ask for what you want? How will you respond to counteroffers? What are your alternatives? What’s your bottom line? In short, plan your strategy.

Practice

Rehearse the presentation in advance using another person as a role model. Be sure you know exactly what you want. This does not mean you can always re-enter negotiations after you have demonstrated your worth to the organization.

Money Isn’t Everything

There are many things you can negotiate besides salary. For example, benefits can add thousands of dollars to the compensation package. Benefits can range from paid personal leave in discounts on the company’s products and services. They constitute more than just the icing on the cake; they may be the better than the cake itself. Traditional benefits packages include health insurance, paid vacation and personal/sick days. Companies may offer such benefits as child care, elder care or use of the company jet for family emergencies. Other lucrative benefits could include disability and life insurance and a variety of retirement plans. Some organizations offer investment and stock options as well as relocation reimbursement and tuition credits for continued education.

Written by Lily Maestas, a former career counselor at the University of California, Santa Barbara.

Adapted with permission from the University of Maryland’s 2017-18 Terp Guide.
The transition from college life to your professional career is one of the most difficult challenges you may face. This is a tough adjustment period, particularly if you have never spent any time working in an environment like the one in which you will be spending 40 or more hours a week.

You need to recognize that your first year on the job is a separate and unique career stage. You will be in a transition phase during this time. You're not a college student anymore, but you haven’t earned all the rights and privileges of a professional either. The most important thing you will need to do is lose your college student attitudes and behaviors and begin to think and act like a professional.

You will quickly learn that the world of work is quite different from the college environment. When you show up for work on the first day, there will not be a syllabus waiting for you to explain what to do and how to do it. You have lost some of the freedom you enjoyed over your daily schedule as a college student. You will be viewed as “the new kid on the block,” and the quality of your work will become very important. Your performance will be a direct reflection on your boss or supervisor. If you can’t get the job done right, someone else surely can.

Five Main Differences Between College and Work
1. In college you are used to frequent feedback, evaluation and direction. Ask for too much of this on the job and you will appear insecure and lacking in self-confidence.
2. As a student you have enjoyed frequent breaks and vacations from school usually totaling approximately 27 weeks spent in school. During your first year on the job you may have to work six months or more before you earn any time off. You will work on average more than 50 weeks that first year, maybe without a break at all.
3. In college you can choose your own performance level (A, B, C) by attending class, turning in assignments, and studying for exams. In your career, A-level work is required at all times.
4. College tends to focus on effort and growth. The real world cares only about results.
5. Students are encouraged to put forth an individual effort and think independently. Once you begin working, you will see that you will be required to work a lot with teams and in collaborating efforts.

Now that you have had a chance to see what some of the main differences are between college and work, you should take some time to consider how to make that transition as smooth as possible. Please take a look at some suggestions for your first year on the job.

Reprinted with permission from Career Services at Virginia Tech.

10 Steps to First-Year Success
1. Set goals that include gaining acceptance, respect and credibility. Learn to be a professional.
2. Take advantage of mentor and coaching relationships.
3. Own up to your mistakes and learn from them.
4. Admit what you don’t know; sometimes that is more important than showing off what you do know.
5. Build a good track record. You may have to go above and beyond the call of duty during your first year to make a lasting positive impression.
6. Be prepared to pay your dues. You have to earn your “pin stripes” before you can shed them. Be prepared to work long, hard hours.
7. Find your “niche” with the organization. Work on building relationships and fitting into the company culture.
8. Absorb information and spend your first year learning as much as possible. Master the tasks of your job and improve your knowledge, skills and abilities. LEARN, LEARN, LEARN!
9. Have a positive attitude. You will make a better impression being positive and likable. Leave your complaining at college!
10. Recognize that office politics exist. Learn the politics of your office, but don’t get involved. Watch out for complainers; they tend to gravitate to new hires in hopes of bringing you to their “side.”

 astronaut.edu 35
Eight Guidelines to Ward Off Rejection

1. Don’t live in the past. When you dredge up past failures, your nervous system kicks in and you experience all the feelings that go with failure. Unnecessarily, you overestimate the dangers facing you and underestimate yourself.

2. Don’t get mad at the system. Does anything less pleasurable exist than hunting for a job? Still, you must adjust to the world rather than make the world adjust to you. The easiest thing is to conform, to do what 400,000 other people are doing. When you sit down to play bridge or poker or drive a car, do you complain about the rules?

3. Take the spotlight off yourself. Sell your skills, not yourself. Concentrate on what you're there for: to find out the interviewer's problems and to show how you can work together to solve them.

4. See yourself in the new role. Nobody yet has contracted an incurable disease from a job interview. It's certainly not an impossibility. "Tell yourself, "It could be mine. It's a good possibility."

5. Don't make it all or nothing. Employers may get as many as 500 resumes for one job opening. How can you, I and the other 498 of us be no good?

6. Don’t make it um or all. "I'll do this job, I'm a failure. "Tell yourself, "It could be mine. It's a good possibility."

7. Depersonalize the interview. Realize interviewers aren't in a hurry to think and behave our way. Blame your turndown on a stone-hearted interviewer who didn't flatter you with beautiful compliments, and you will learn nothing.

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### Dealing With Rejection in the Job Search

#### ARE YOU READY?

+ Have a clear understanding of your skills and abilities.
+ Know your strengths and weaknesses.
+ Be prepared for the interview.
+ Practice answering questions.

#### WORK YOUR GOALS

- Write your goals down and check them off as they are completed. This helps reduce anxiety and frustration by giving you a sense of accomplishment.
- Set goals that are realistic and achievable.

#### GET MOVING AND KEEP MOVING

- Never give up on your goals. Keep working towards them.
- Keep track of your progress.

#### WORKING WITH THE INTERVIEWER

- Be prepared for the interview.
- Be confident and comfortable.
- Be honest and forthright.

#### WHERE TO START

- Strong Interest Inventory is an assessment that helps people match their interests with potential education, career, and leisure activities, using an individual's preferences in a variety of areas to aid them in discovering what they would most enjoy doing with their work and their free time. Take part in this great opportunity to develop an intentional résumé, cover letter, and interview skills.

#### TRANSLATING MILITARY TERMS INTO CIVILIAN LANGUAGE

- When drafting your résumé or job application, avoid using military-specific terms, as most civilian employers will not understand their meaning. Instead, use descriptive titles that are familiar to civilians.

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Military Documentation

A good way to identify your skills, strengths, and experience is to use the many documents available to you from the military. Effective in 2013, several branches of DoD combined their databases and created a “Joint Services Transcript” (JST) which lists all of your military training and work experience on one transcript. These documents can provide the basis for developing your résumé. To obtain a free copy of your transcript, go to the following websites:

- Army, Navy, Marines, Coast Guard (Active Duty, Reserve and Veterans) https://jst.doded.mil
- VMET (Verification of Military Experience and Training)

HOW TO USE THE JST TO CREATE A WINNING RÉSUMÉ

Below is a sample JST description for the Military Occupational Specialty (MOS) of Infantryman for a Staff Sergeant E-6 in the United States Army.

11B30  MOS-118-006  01-JUL-2005
Primary  Infantryman:

Leads, supervises and serves as a member of an infantry unit of 10-20 persons, employing individual weapons, machine guns, and anti-armor weapons in offensive and defensive ground combat. Uses individual infantry weapons; lays field wire; performs basic communications functions and operates communication equipment; utilizes camouflage to conceal weapons and personnel; constructs minor fortifications; performs land navigation; performs preventive maintenance on weapons and equipment and some vehicles; makes verbal reports; administers first aid; operates vehicles to transport personnel, supplies and equipment. Serves as a team leader, directing deployment and employment of personnel; supervises maintenance and construction activities; reads, interprets, and collects intelligence information; distributes administrative and training documents; trains subordinate personnel; evaluates terrain and supervises the emplacement of sighting and firing of all assigned weapons; uses maps and map overlays, performs intersection and re-section, and determines elevation and grid azimuths. As a first line supervisor, directs the utilization of personnel and equipment; coordinates unit actions with adjacent and supporting elements; ensures proper collection and reporting of intelligence data.

MAKE THE ONET WORK FOR YOU

One additional resource is the ONet. This site will assist you in finding jobs that align with your current MOS or help you to decide on a new career path.

MILITARY TERMS, ACRONYMS AND THEIR CIVILIAN EQUIVALENT

Instead of saying... Try...

NCO/NCOIC  Supervisor, Manager, or Coordinator
Platoon Leader  Supervisor of a 20-44 person team
Company Commander  Operations Manager
Commanded  Supervised
Soldiers  Personnel
Squad  9-12 person team
Unit/Platoon/Brigade  Size of staff/team
Mission/Sortie  Organizational goal
DEERS  An enrollment & eligibility database
NCO Academy  Leadership or Management training
PCS  Relocation
TDY  Business related travel
SOP  Standard policies and procedures
DoD  Department of Defense
War College  Executive Leadership school
Command & Staff College  Senior Leadership school
Driving Tanks  Operated heavy equipment
Repaired MATV  Maintained large diesel engines
Recruiter school  In-depth 3-week sales training course
LCAC Operator  Water and Aircraft Pilot
MOS  Job title, duties
MEDEVAC  Emergency medical evacuation
Motorpool  Fleet vehicle
DCAF or Mess Hall  Cafeteria or dining facility
In Theater  Assigned location
Deployment  Temporary assignment
RECON  Gather information
In Garrison  Permanent assignment
Hazmat  Safety Regulations
Iraq, Afghanistan  Abroad, overseas

MILITARY TERMS TO AVOID

Military personnel transitioning to the civilian workforce face the unique challenge of learning or relearning the terminology of prospective employers. Military experiences and language are difficult to convey in civilian terms and some terms should therefore be avoided.

ADDITIONAL RÉSUMÉ TIPS

Remember, your résumé should not be a laundry list of everything you did while serving in the military. Think strategically and only list those skills, work experiences and accomplishments that specifically relate to the position for which you applying. Only then will you create that winning resume.

- Mention your previous security clearance regardless of the job. Some employers may not understand exactly what a “Top Security” clearance means, but it still conveys reliability and trustworthiness.
- Don not forget to include skills gained from special duty assignments, such as training NCO’s, etc. and also be sure to include relevant training courses.
- To ensure your résumé is “civilian friendly”, ask a non-military person for feedback.
- Serving in the military teaches you how to show up on time, follow instructions and stay on task until the mission is completed. These types of “soft skills” are transferable to all jobs and valuable to every employer and should be incorporated into your résumé and/or your cover letter.
- Do not use the words “retired” or “medically discharged” as the reason for leaving military service on your résumé. A better option is to use “end of term”. This will help to avoid undo bias before the interview.
Veteran Preference for Federal Jobs

Veterans Preference comes from the Veterans’ Preference Act of 1944 and provides additional points to your application or exam score. By law, veterans who have a disability or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over others in competitive external hiring. Veteran preference does not guarantee a federal job; it simply provides a slight boost. Below is the point system:

TP – 5 Point Preference (no disability connection - must meet specified time frames)
CP – 10 Point Compensable Disability Preference for 10%-20% disability
CPS – 10 Point 30% Compensable Disability Preference for 30% disability
XP – 10 point disability preference for Purple Heart recipients, or 0% SCD or pension recipients.

In addition, certain qualified spouses, parents, and widows/widowers of Veterans may be entitled preference. Family Member Preference (Derived Preference)

* Must have received either an Honorable or a General discharge to qualify for preference.

Additional Veteran Employment Resources

Veteran Employment Center (VEC)
www.ebenefits.va.gov/ebenefits/jobs

VEC is the first government-wide product that provides verified job seekers the tools to translate military skills into civilian language and build a profile that can be shared instantly with employers that offer real job opportunities. Currently, there are over 1.5 million jobs listed on the VEC, and hundreds of employers have made commitments to fill more than 165,000 positions with Veterans, transitioning Service members, Guard and Reserve members, and their families. Here are some of the benefits you get from the VEC:

- Skills Translator: Translate military occupational codes into civilian skill equivalents for a powerful profile and learn about related civilian career paths.
- Veterans Job Bank (VJB): The VJB allows you to search over 1.5 million jobs in addition to all federal jobs including positions reserved especially for Veterans.
- Employer Commitments: View a list of hundreds of employers and organizations that have made a commitment to hire or train individuals like you.

VA for VETS – Your Gateway to a VA Career
www.vaforvets.va.gov
If you are interested in a career with the VA, this site offers a résumé builder, military skills translator, career assessments, career coaching, and the ability to search and apply for jobs.

VetSuccess on Campus
www.tamuct.edu/departments/vetsuccess

Texas A&M University-Central Texas has a full-time VetSuccess counselor on campus. For more information, contact the Veterans Affairs office at (254) 519-5423 or visiting Founder’s Hall Room 221.

Thank you for your service!