



Career Guide

NC STATE

Engage in Career Development Center Programs to Advance Your Career



Career Identity Program

The Career Identity Program is a cutting-edge program that offers students the opportunity to explore their sense of personal identity, majors, co-curricular experiences, and careers through targeted activities, group and individual career coaching, and interactions with a diverse student, alumni and employer population.

go.ncsu.edu/career-identity

Co-op Program

The Cooperative Education Program is your opportunity to gain hands-on job experience while pursuing a degree. Through alternating semesters of full-time study and full-time work experience, you graduate with up to one year of paid work experience and create a pipeline to job offers.

go.ncsu.edu/co-op

Rural Works! Program

The Rural Works! internship program supports NC State's commitment to social, economic, and technological development across North Carolina by offering an engaging internship experience for high-caliber students who work with employers to achieve their workplace goals in rural communities.

go.ncsu.edu/ruralworks

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Principles of Professional Conduct

Staff Responsibility

Career services professionals, without imposing personal values or biases, will assist individuals in making a career decision or developing a career plan.

- 1.** Treat each student with respect and care. Refer all interested students for employment and experiential learning opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, military status, veteran status or disability, and provide reasonable accommodations upon request.
- 2.** Provide access for all students to participate in services, programs and events.
- 3.** Maintain a recruitment process that is fair and equitable to both students and employers.
- 4.** Ensure your confidentiality. Your conversations with our staff, whether in person, on the phone, in writing or via email, are always confidential.

Student Responsibility

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

- 1.** Provide accurate information to the Career Development Center and to employers about your academic record, work experience, honors, activities, skills and visa status. Misrepresentations may be subject to Student Conduct proceedings.
- 2.** Conduct yourself professionally during all encounters with employers. This includes written or email correspondence, phone contacts and personal interactions during career fairs and interviews.
- 3.** Prepare for every interview by researching employers in advance and preparing answers to interview questions. Show recruiters why they should continue to recruit at NC State.

4. Follow through on your commitment when you sign up for an interview. If you need to cancel, please let us know in advance, when possible. Being a no-show hurts you and the person who could have had your appointment. NC State's status as a desirable place to recruit could be jeopardized.

5. Accept a job offer in good faith. Once you accept an offer, honor that commitment. Withdraw from the recruiting process and notify other employers you are actively considering. Do not continue to interview.

6. Ask questions if you are unclear about any service, resource or program offered by the Career Development Center. We are here to help.

Adapted from the National Association of Colleges and Employers (www.naceweb.org)

Our Mission

The Career Development Center prepares and empowers students to identify and pursue their career goals.

Meet the Career Development Center Team

Identify your career counselor, contact the Co-op team, meet the career ambassadors and more at

go.ncsu.edu/our-team

A Message from the Executive Director

Dear NC State Student,

My colleagues and I in the Career Development Center are pleased to make the Career Guide available as one of many tools, programs and services offered by the Career Development Center. Our primary mission is your success. We challenge you to explore the possibilities of how we can empower you to realize your career aspirations. Come visit us in person at 2100 Pullen Hall. Reach out to us by means of our website or by logging in to your ePACK account. Take advantage of drop-in hours. However, if you choose to connect, we strongly encourage you to do so early and often!



“We challenge you to explore the possibilities of how we can empower you to realize your career aspirations.”

The Career Development Center team stands ready to assist you. We can help you through every stage of your career development. Whether it is cultivating your personal career identity, equipping you with career competencies, connecting you with internship and co-op opportunities, or formulating an effective job search strategy, we can make it happen.

Let us help you chart a path to career success. The invitation has been extended; the next step is yours. We can't wait to meet you!

Sincerely,

Dr. Arnold Bell
Executive Director

919.515.4420 | arnold_bell@ncsu.edu

ePACK

NC State's one-stop shop to schedule individual appointments with career counselors, RSVP for information sessions, workshops and career fairs, and to apply to thousands of jobs and internships listed just for NC State students.

Make the connection at go.ncsu.edu/epack

Your First Steps

1 Log In

Log into ePACK to update your education information in the "Profile" tab and confirm that your personal information in the "My Account" tab is accurate.

2 Connect with the Career Development Center

Schedule career counseling appointments with your career counselor and RSVP to workshops.

3 Connect with Employers

Click the "Events" tab to browse upcoming events, attend employer information sessions, and mark your calendar for career fairs.

4 Connect with your Future

Apply to internships, co-ops and job postings.

CareerShift — Expand Your Job Search

Use the CareerShift search tool (via ePACK) to access all publicly posted internships and jobs on the internet in one place! You can also find companies who do what you want to do as well as contacts in your industry and alumni network.

Download the ePACK app

Apple users

go.ncsu.edu/epack4iphone

Android users

go.ncsu.edu/epack4android



[ePACK] has helped me get a better idea of what industries I can work in. The filtering tools are really detailed and have helped me narrow down to find exactly the type of positions I want to apply for.

William Gibson | Career Ambassador | BS Mechanical Engineering

Career Action Plan

Rewarding careers do not happen by accident. Be intentional about using your time at NC State to think critically about what a rewarding career means to you and what you need to do to achieve that goal. Use the list below to help you find the career that's right for you.

Explore



Explore your interests, skills and values by participating in the Career Identity Program (pg. 8).

Take the Focus2 Career Assessment to learn about potential career options.

Find support on campus by scheduling an appointment with your career counselor via ePACK (pg. 6). Consider enrolling in Career Exploration-USC 202 (pg. 9).

Research career options by using digital tools such as the Occupational Outlook Handbook and O*Net Online. Review potential jobs on ePACK, CareerShift (accessible through ePACK) and/or LinkedIn.

Set up informational interviews (pg. 10) with professionals in careers of interest to learn more about the field. Connect with NC State alumni via the "Alumni Search Tool" on LinkedIn (pg. 57).

Attend career fairs on campus to explore career options and familiarize yourself with how to network with professionals (pg. 55).

Assess career goals and research to determine if graduate or professional school will be necessary.

Visit careers.ncsu.edu to learn more about job search tools and to access resources.

Prepare



Prepare a targeted résumé and cover letter using the Career Guide and PackPros (pg. 19). Have each reviewed by your career counselor.

Join student or community organizations that match your personal and/or professional interests; take on leadership roles. (pg. 17).

Participate in a mock interview with your career counselor and/or Mock Interview Day held in the fall and spring.

Create/update your LinkedIn profile using the Career Guide and use industry professionals' profiles as a reference (pg. 46).

Identify at least three professionals to serve as a reference for you when applying to internships, co-ops, jobs or graduate school (pg. 45).

Research graduate/professional schools of interest. Check admission requirements and schedule the appropriate entrance exam (GRE, MCAT, LSAT, etc.) (pg. 49).

Review the skills employers want and think about how you will gain these skills. (pg. 16)

Participate



Attend career fairs, employer information sessions and other career events to learn about opportunities (pg. 54).

Use ePACK, CareerShift and LinkedIn to apply to internships (i.e. Rural Works!), co-ops, part-time jobs or apply to undergraduate research, alternative service break, study abroad, teaching assistant positions, etc. to gain hands-on experience before graduation (pg. 58).

Network and connect with alumni using NC State's "Ask the Pack" tool and/or the "Alumni Search Tool" on LinkedIn (pg. 57).

Prepare for negotiations by conducting salary research and evaluate personal budgetary needs (pg. 70).

Apply for opportunities and track all applications for employment and graduate school.

Check in with your career counselor to track your goals and use drop-in hours to have your resume critiqued.

Learn About Yourself

The best first step you can take on your career journey is to learn more about yourself. The first question in any job interview will inevitably be “Tell me about yourself.” So, what will you say?



The Career Development Center offers numerous resources to help you discover your strengths, interests and skills, and can help you begin to connect these important aspects about yourself with interesting career opportunities.

Here are a few ideas to get started:

Career Identity Program

The Career Identity Program is the Career Development Center’s signature first-year experience for NC State students. Explore major and career options that align with your interests, values, strengths and the life you envision. Complete the certification and enjoy exclusive access to Career Development Center events, rewards and a classroom to career plan to make the most of your time at NC State.

Who is it for?

The Career Identity Program is our signature program for first-year students and first-year transfers. However, if you are a student who isn’t sure about your major and/or career options, no matter your year, this program is for you!

Find out more and enroll in this certificate program at:

go.ncsu.edu/career-identity



Focus2

An evidence-based tool helping you uncover potential career paths. Create an account with your NC State email address and complete all sections to integrate your skills, interests, values and more!

CliftonStrengths

An online assessment tool used to discover and develop your greatest talents. It measures your natural patterns of thinking, feeling, and behaving and categorizes them into the 34 CliftonStrengths themes.

Career Courses

Consider enrolling in career courses such as USC 202: Career Exploration or USC 401: Professional Development to explore your career options and add structure to your career planning and decision making. All courses are free electives, which are open to all majors at NC State. Search “USC” in the course catalog to view current and upcoming offerings.

USC 202: Career Exploration Fall and Spring | 2 credit hours

You spend over 1/3 of your waking hours working, why not do something you love? What career path best fits your interests, competencies, values, and personality? Challenge your self-knowledge and investigate fulfilling career options. Upon course completion you will have a career development plan with steps identified to realize your goal. If you desire the structure of a class to keep you motivated to plan for your future, this course is the key!

USC 401: Professional Development (“Adulting 101”) Fall and Spring | 3 credit hours

This course teaches seniors about the transition to the professional world, from budgeting, job searching, resume improvement, personal branding, to succeeding in your first job. You will learn how to smoothly transition from student to professional and increase your chances of being employed upon graduation. Over 40% of students end up in a job that doesn’t require a college degree — don’t let that happen to you.

Who Do You Know?

Informational interviews are a great way to explore career options, learn about different organizations and grow your professional network. They should be a regular, ongoing part of your professional development, and it is never too early to start participating!

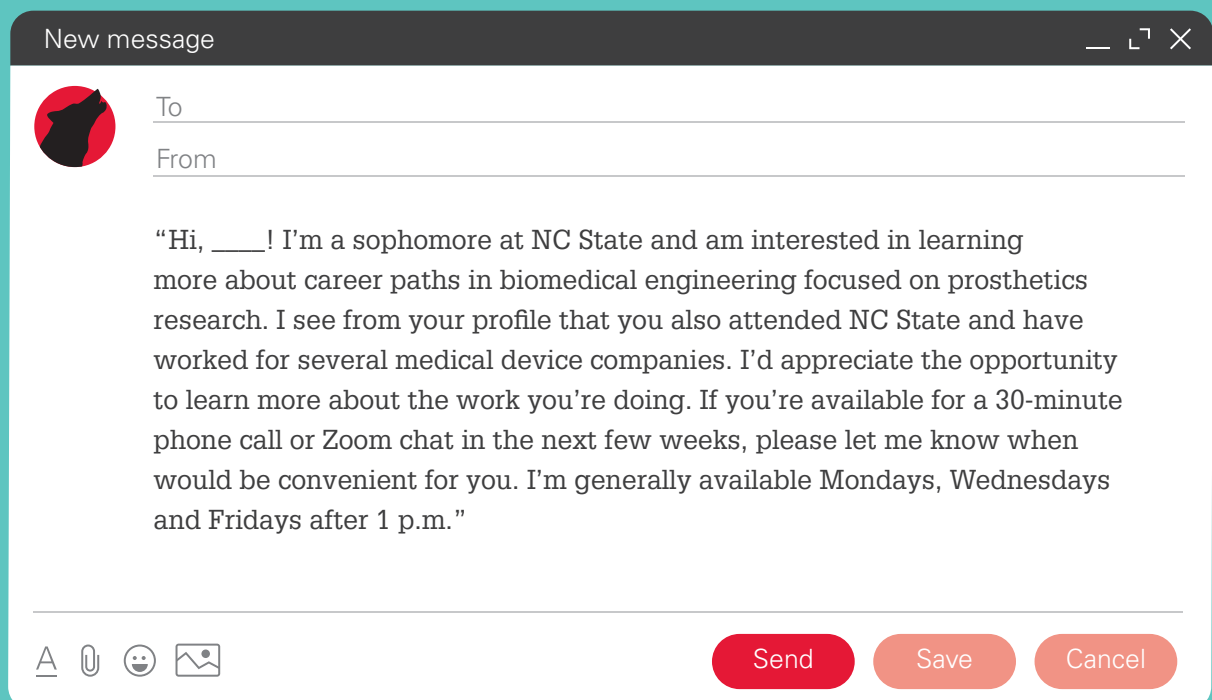
Who should I talk to?

- ▶ Start with people you are already connected with: mentors, professors, family, friends, upperclass students, previous employers, co-workers, etc.
- ▶ To approach someone you don't yet know, find a point of connection.

How do I ask for an informational interview?

- ▶ Be specific and brief. Share how you are already connected, if applicable, then request a short conversation and offer available times to meet.

Sample Invitation:



What should I ask?

Thank them and offer a brief overview of your background and interest in the field. Then, move into questions you have prepared in advance. It is important to ask questions you are genuinely curious about, but here are some ideas to get you started:

- ▶ Can you tell me about your career path and what led you to your current role?
- ▶ What skills do you think are most important to being successful in this field?
- ▶ What does a work day look like for you?
- ▶ What do you enjoy about the work you do, and what do you find frustrating?
- ▶ Is there something that surprised you about the role when you first started?
- ▶ What do you wish you'd known when you were starting out in this career?

Always ask these final questions to grow your network:

- ▶ Do you have any recommendations for other people I should talk to or other resources I should explore?
- ▶ Would it be alright for us to stay in touch?

How do I follow up?

Thank the person you are meeting with at the end of your conversation, and send them a follow-up note (usually via email) expressing your appreciation. Make sure to share how you have used their recommendations, such as:

- ▶ Did you meet with someone they recommended?
- ▶ Did you read that book they mentioned?
- ▶ Did you pursue a job opportunity they shared?

Build upon this relationship with regular contact to share updates, ask questions and celebrate each other's successes!

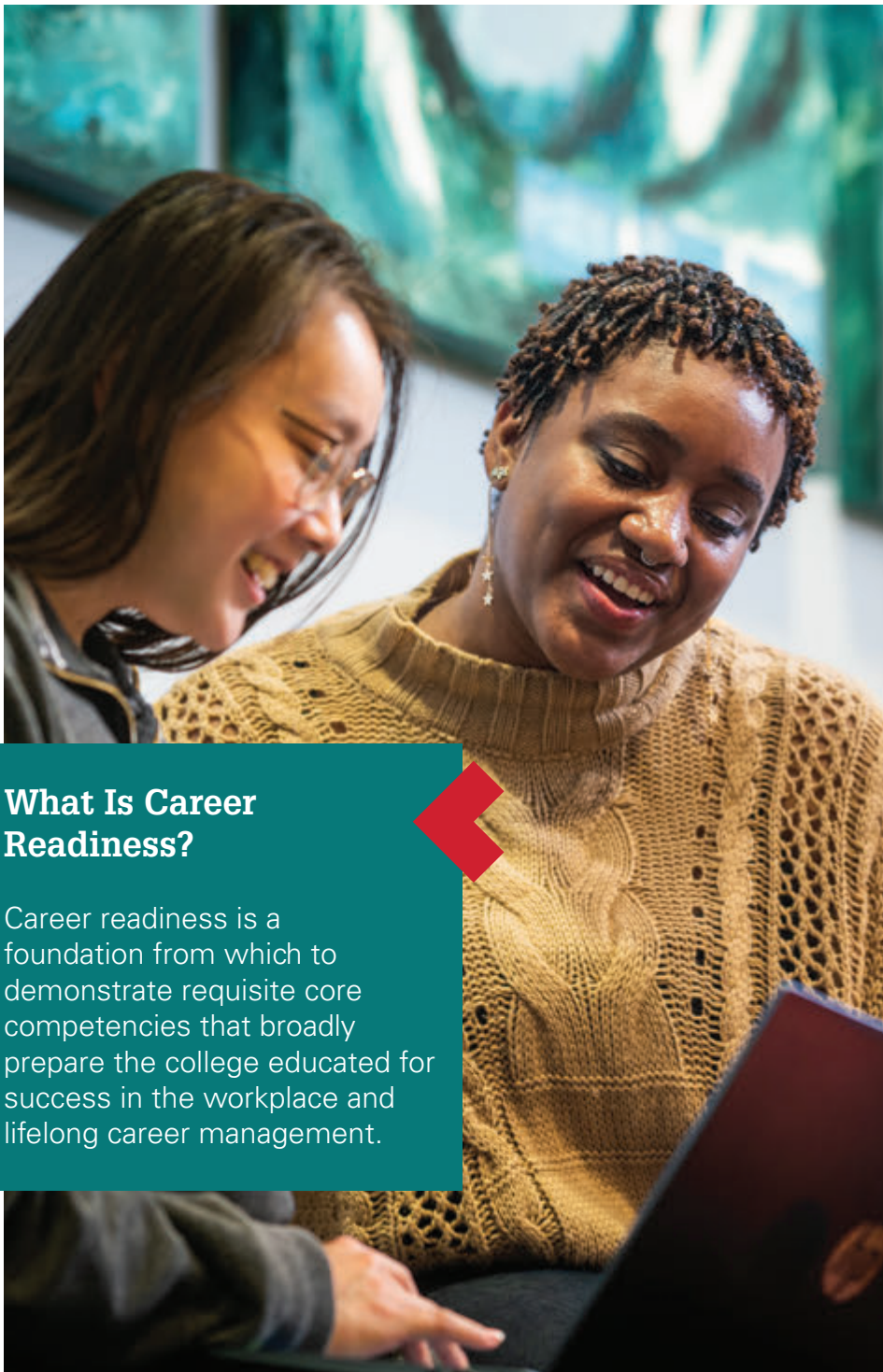


Networking Tip

The "Alumni Search Tool" on LinkedIn is a great way to connect with other members of the Wolfpack all over the world!

Competencies for a Career-Ready Workforce

Career competencies are skills identified by employers to be essential to the successful transition into the workforce. Reflect on your strengths and identify competencies you can improve upon.



What Is Career Readiness?

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



Career and Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity and Inclusion

Demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures and policies of racism.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Are You Career Ready?

Assess your career-readiness by ranking yourself on this scale:

- 1 Needs Improvement
- 2 Competent
- 3 Excelling

Reference the samples when writing your resume and preparing for an interview.



Career and Self Development

Sample resume point:

Trained and managed a team of 200+ volunteers while consistently adjusting to changing circumstances, leading to a promotion within the first three months of work.

Interview question:

Tell me about something you accomplished that required discipline.

Circle rating: 1 2 3



Communication

Sample resume point:

Conducted extensive independent research on a food science project and communicated findings to cross-functional teams and stakeholders, fostering collaboration and understanding across the organization.

Interview question:

How would you go about persuading someone to see things your way?

Circle rating: 1 2 3



Critical Thinking

Sample resume point:

Launched an online program to ensure student involvement and engagement in the entrepreneurship community increasing first-year student participation by 15% in one semester.

Interview question:

Give an example of a time when you were asked to accomplish a task but weren't given enough information. How did you resolve this problem?

Circle rating: 1 2 3



Equity and Inclusion

Sample resume point:

Co-founded and led College Ambassador Diversity team emphasizing the importance of inclusion through events and trainings developed to educate, empower and motivate students, increasing student participation by 20% during the first year.

Interview question:

Please share an example that demonstrates your respect for people and their differences; how have you worked to understand the perspectives of others?

Circle rating: 1 2 3



Teamwork

Sample resume point:

Collaborated with a team of 18 mentors to guide 200 incoming students in their transition to NC State, individually meeting with eight students once a week to provide them with connections to campus resources and provide trusted mental/emotional support.

Interview question:

Tell me about a time when you worked as a team member to accomplish a goal. What was the objective and what role did you play?

Circle rating: 1 2 3



Leadership

Sample resume point:

Led sorority recruitment team to innovate annual recruiting process reducing cost by 5% and increasing recruiting participation by 10%.

Interview question:

Tell me about an instance when you have demonstrated leadership skills, and how would you describe your style?

Circle rating: 1 2 3



Technology

Sample resume point:

Conducted a comprehensive project with real-world company "The ABC Company" and executed effective use of Lingo software and Excel solver to generate a detailed report to illustrate 10% increase in profits.

Interview question:

How would you explain [a relevant technology] to someone with limited tech skills?

Circle rating: 1 2 3



Professionalism

Sample resume point:

Delivered two final presentations to panels of high-ranking company executives proposing initiatives to improve company-wide quality control and prequalification processes.

Interview question:

Tell me about a time when you took responsibility for a mistake and how you handled it?

Circle rating: 1 2 3

Let's Get Career Ready!

Career competencies are intended to help you prepare for your future career.

Consider these methods to develop your career competencies.

Career and Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

- Participate in the Career Identity Program** (pg. 8)
- Attend a career fair**
- Enroll in a career course** (pg. 9)
- Listen to Pack Career Chats podcast**
- Become PackPros certified** (pg. 19)
- Consider participating in a co-op** (pg. 60)
- Complete the Focus2 assessment**
- Learn your top 5 CliftonStrengths**

Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

- Take part in the Leadership Development Program**
- Explore the Student Leadership and Engagement website to get involved on campus**
- Lead a student organization**
- Get involved with Student Government**
- Become a university ambassador**
- Take the lead in planning for group projects**

Packways for All:

Packways for all: Learning by Doing is a new campus ecosystem to help students navigate the numerous high impact programs at NC State that empower students for a lifetime of success and impact. Search **Packways for All** to learn more.



Communication

Clearly and effectively exchange information, ideas, facts and perspectives with persons inside and outside of an organization.

- Meet with a writing consultant at the writing center
- Become a Career Ambassador (pg. 18)
- Practice your elevator pitch with a career counselor
- Complete a mock interview
- Draft a cover letter highlighting your skills and experiences
- Network with professionals in your area of interest
- Take a public speaking course to develop poise and confidence

Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

- Complete a co-op to gain up to one year of work experience
- Attain an internship and/or part-time employment
- Consider Rural Works! through the Career Development Center
- Visit the Wolfpack Styled Professional Clothing Closet
- Volunteer with a local non-profit
- Apply for roles such as orientation leader or resident advisor

Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

- Present at NC State Undergraduate Research and Creativity Symposium
- Get creative in one of the entrepreneur spaces
- Share an idea in the Innovator's Portal
- Reserve the Creativity Studio in Hunt Library
- Participate in research
- Engage outside of the classroom in a part-time job

Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

- Join an intramural or club sport
- Get involved with a student organization
- Take an active role in group projects
- Collaborate with peers on independent projects
- Be a part of a multicultural or identity-based group
- Join the University Activities Board
- Build strong relationships with supervisors and co-workers

Equity and Inclusion

Demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures and policies of racism.

- Become a Global Ambassador
- Take part in the Developing Cultural Competence Student Certificate Program
- Consider study abroad
- Get involved with a cause you care about
- Connect with multicultural student success centers on campus

Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks and accomplish goals.

- Complete a Digital Skills Bootcamp
- Participate in an Office of Information Technology training session
- Try out a LinkedIn Learning course
- Consider participating in undergraduate research
- Build a professional online portfolio
- Create and regularly update your LinkedIn profile
- Practice "digital etiquette" by using social media responsibly



Career Ambassador Program

Career ambassadors are leaders in career readiness at NC State.

They play a vital role in educating and serving the campus community by providing workshops and event coverage for groups ranging from five to 200-plus students. Each career ambassador is selected through a rigorous recruitment process and is trained in foundational career readiness topics through a 2-credit course taught by our staff.

The ambassador team participates in leadership training, team building and professional development activities that help them become competitive applicants for diverse opportunities. Our former career ambassadors have credited their experience as essential in helping them to secure full-time post-graduation roles at companies such as Deloitte, SAS, Ernst Young, RTI and more!

Do you have a passion to lead and serve? Would you like to develop the career readiness skills that employers and graduate schools are looking for most? Consider becoming a career ambassador!

go.ncsu.edu/career-ambassadors



Are you PackPros Certified?

Are you looking for help navigating career fairs, crafting a great resume and cover letter, or understanding how to nail the interview?

PackPros is an on-demand program with expert content on the career readiness competencies and skills that students need to succeed. Get help when you need it on topics such as career fairs, resumes, cover letters, LinkedIn, networking, job searching and more.

Complete the PackPros program and earn the certification that you can market on your resume and LinkedIn to show employers that you are career ready!

go.ncsu.edu/packpros



Prepare Your Materials

Whether this is your first professional resume or your fifth revision, the Career Development Center will help you create a resume that works. Follow this advice to help present your strengths in the best light. Consider the following examples as you begin crafting your own documents:

Sample Job Description



Forensic Research Company, Inc.

Position: Forensic Examiner – DNA

- ▶ Perform independent routine to **complex technical examinations** of evidence to include **DNA analyses**, involving a variety of **biological materials**. Responsible for conducting specialized analytical procedures, conducting examination of evidence and **providing reports**
- ▶ Conducts examinations and experiments utilizing well-defined methods and a variety of scientific tools, equipment, instrumentation and techniques
- ▶ Prepares and furnishes **oral and written reports** to facilitate investigative, intelligence, prosecution and other functions that support mission requirements
- ▶ Participates in **liaison and meetings with officials** from outside agencies to coordinate cases of mutual interest
- ▶ Must have professional knowledge of the **principles, theories, methods and technical procedures used to analyze evidence containing biological material for DNA**
- ▶ Must have knowledge of general **forensic laboratory case working procedures**, quality control and safety procedures
- ▶ Must be familiar with or have working knowledge of other disciplines within a **forensic laboratory** to assure that examinations are consistent with accepted protocols
- ▶ Must have knowledge of general forensic laboratory **case working procedures**, **quality control** and safety procedures; knowledge of ISO quality standards for testing and calibration laboratories
- ▶ Provides guidance to junior examiners regarding the nature and extent of examinations to be conducted on more complex materials and items of evidence
- ▶ Must have excellent **oral and written communication skills** to communicate results of analyses

Sample Resume

Robin Research

(They / Them / Theirs)

robin.research@ncsu.edu | 919-867-5309 | Raleigh, NC | www.linkedin.com/n/customized-url

SUMMARY

Rising senior with hands-on experience in forensic lab research and customer service. Proven abilities in collaborating with small teams, handling complex scientific protocols, and working under pressure. Currently seeking research positions/internships in the RTP area with industry-leading organizations.

EDUCATION

North Carolina State University, Raleigh, NC
Bachelor of Science, Biological Sciences
Minor, Spanish

May 20XX

RELEVANT COURSEWORK

- Microbiology
- Anatomy & Physiology
- Immunology
- Genetics
- Organic Chemistry I & II
- Molecular Science

FORENSIC LAB EXPERIENCE

NC State University Forensic Science Institute, Faith Lab
Research Assistant

January 20XX – November 20XX

- Conducted 25+ database searches to compile mitochondrial genome data for North Carolinian wildlife vertebrate species.
- Established a forensic mitochondrial sequence repository and validated NGS methods for animal species identification to support local and international casework in veterinary and wildlife forensics.
- Extracted DNA from buccal swabs and Oragene DNA saliva extraction kits.
- Assisted in a project funded by the National Institute of Justice (NIJ) for the development of a NGS-sequencing filter tool by analyzing statistical STR data produced under different standard deviations to determine most accurate sequencing output with fewest numbers of allelic drop-in/drop-out.

CUSTOMER SERVICE EXPERIENCE

NC State University Libraries, D.H. Hill & Veterinary Medicine
Student Assistant

August 20XX – Present

- Handle a variety of requests from patrons including searching and retrieving book titles and lendable technology, solving printing issues, and educating patrons on the facilities.
- Execute multiple tasks simultaneously during busy hours; communicate effectively and work efficiently as a part of a team.
- Document statistics of library usage by conducting headcounts and recording instances of patron assistance in order to provide accurate data.

Cup-a-Joe's, Raleigh, NC
Barista

August 20XX – Present

- Provide quality customer service to a high volume of customers in a fast paced work environment.
- Promoted within the first month of employment from Cashier to "Line Mover" and then to Barista.
- Process approximately 100 customer orders during peak business hours.
- Coordinate the accuracy of customer orders with team of 4 co-workers.

CAMPUS LEADERSHIP & INVOLVEMENT

- Society of Multicultural Scientists, *Member*
- oSTEM (Out in STEM) via GLBT Center, *Member*

January 20XX – Present
September 20XX – Present

Document Building Tips

Analyze the job description for specific skills, qualifications and attributes that match your background. If the job description is limited, refer to similar job postings to use as a guide.

Customize your resume and cover letter for the specific job. Use keywords from the job description to describe your experiences and skills.

Create a one-page resume with 10-12 point font (if needed, two pages is acceptable for graduate and nontraditional students).

Sample Cover Letter

Robin Research

(They / Them / Theirs)

robin.research@ncsu.edu | 919-867-5309 | Raleigh, NC | www.linkedin.com/n/customized-url

February 15, 20XX

Hiring Manager
Forensic Research Company Inc
999 David Dr.
Morrisville, NC 27560

Dear Hiring Manager:

As a current NC State biological sciences student, I am writing to express my interest in the Forensic Examiner - DNA position posted on ePACK. My forensic lab experience analyzing DNA involving a variety of biological materials, and my scientific protocols project work align with Forensic Research Company's vision for high quality examinations consistent with accepted protocols.

I have nearly two years of forensic lab experience, including half a year as the senior research assistant, coordinating a team of five research assistants. This experience challenged me to work with a variety of schedules to accomplish the demands of conducting complex examinations and submitting timely reports. Having seen the entire process of analyzing DNA, validating scientific protocols, and providing oral and written evidence reports, I understand and have seen the challenges the Forensic Research Company faces. My understanding of the problems you face will allow me to effectively troubleshoot those problems and design tested solutions. Recently, I began a project which will further my knowledge and experience with forensic laboratory case working procedures. As part of my anatomy and physiology course, I will be working in a small team to identify research requirements to enhance examination methods, applying ISO quality standards. In this project, I will create a virtual platform to track generation of DNA profiles to improve quality control and case working procedures.

These skills along with my curiosity to solve problems will positively impact the efficiency of your forensic lab. I look forward to talking with you to discuss the Forensic Examiner - DNA position and my role with the Forensic Research Company. Thank you for your time, and I look forward to hearing from you.

Sincerely,

Robin Research

Document Building Tips

Emphasize your relevant qualifications and skills. You can use terminology from the job description.

To show consistency, use the same header on resumes, cover letter and reference list.

Your reference list should be a separate document that is not a part of your resume. The words "References available upon request" should never be included on the resume.

Sample Reference List

Robin Research

(They / Them / Theirs)

robin.research@ncsu.edu | 919-867-5309 | Raleigh, NC | www.linkedin.com/n/customized-url

Reference List

Joan B. Faith, Ph.D. - Supervisor

Forensic Science Institute - Faith Lab
North Carolina State University
Campus Box 7006
Raleigh, NC 27695
Phone number
Email address

Thomas H. Wolf-Pack, Ph.D. - Professor

College of Sciences
North Carolina State University
Campus Box 8201
Raleigh, NC 27695
Phone number
Email address

Carlos C. Reynolds, Assistant Manager - Supervisor

Cup-a-Joe's
3100 Hillsborough Street
Raleigh, NC 27607
Phone number
Email

Make Your Application ATS-Friendly

Employers use Application Tracking System (ATS) software to collect, sort and rank job applications to streamline their recruitment process. When submitting your resume, follow these steps to ensure your application is at the top of the list:

- ▶ **Submit your resume as a PDF**
- ▶ **Use bullet points to highlight relevant skills**
- ▶ **Follow a consistent format for dates and abbreviations**
- ▶ **Don't use photos or graphics**
- ▶ **Don't use a two-column design**

Preparing Your Resume

One of the first and most important steps in your job search will be crafting and fine-tuning your resume.

Here's how to get started:

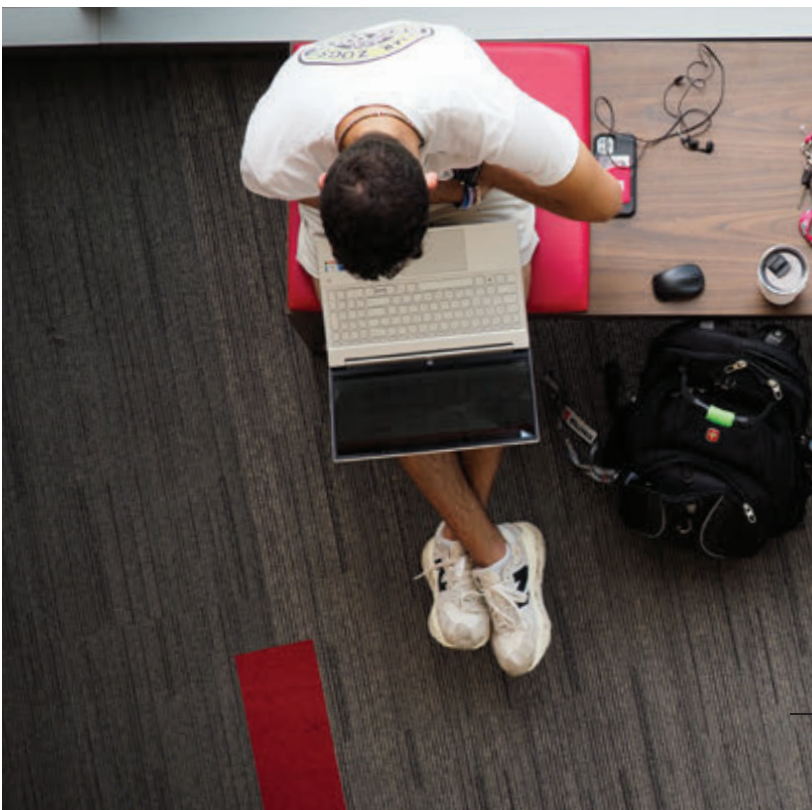
- 1.** Research employers of interest to learn what they do and what they are looking for in candidates.
- 2.** Create an inventory of your accomplishments — what you enjoy doing, did well and are proud of. Include education/training, volunteer experience, jobs/internships, projects, travel, team activities and skills.
- 3.** Analyze the position description and identify desired skills and qualifications for a particular position, industry or field.
- 4.** Remember transferable skills you've developed that would add value to a position.

Create a master resume with all of your experiences, skills, awards, trainings, etc., so when creating a resume for a specific job application, you can copy and paste instead of having to think back at what you did for that one internship two summers ago.

Carlin Spence | Career Ambassador
BS Psychology

What are transferable skills?

Transferable skills are abilities and talents that are relevant to a wide range of different jobs and industries. They are the skills that you take with you from one job to another. You can also bring “hard” skills such as data analysis or “soft” skills such as adaptability, critical thinking and leadership. See page 16 for ways to gain these skills at NC State.



Add a Summary *(Optional)*

A summary is typically 2-4 lines introducing your core qualities and skills that you offer an organization. It is an overview of your experience that aligns with the position showing how you can do the work required. Review the job description to target your skills and qualities (pg. 20). Employers want to know what you can do for them. Support this statement with specific examples in your resume.

Consider including:

- ▶ **Keywords from the job description**
- ▶ **Most relevant skills and strengths to the position for which you are applying**
- ▶ **What you can do for the employer and what you will bring to the company**
- ▶ **If applicable, you can convey your immediate intentions** (i.e. entry-level position, co-op, internship, etc.)

Sample Summary Outlines

Replace the **highlighted** words with your own:

Motivated to make a difference in **personal health care. Best adjectives to describe what you bring to the team** student determined to build on **quantify key experiences** offering a passion for **job/intern/co-op.** Top three skills will enhance the productivity of **position/team/company.**

Seeking a position in **major/industry/job** with special interest in **be more specific.** Desire to leverage **skills/experience** with **skills/experience** to make an immediate contribution to **career goal/industry/company.**

Summary Examples

Collaborative, ambitious problem-solver with inclusive leadership qualities, seeking internship position in communication, marketing or media. Prioritizes attention to detail, thoroughness, and aesthetic appeal. Energized by forming connections, learning from others, and embracing creativity.

Motivated data analyst with experience in production planning and supply chain management. Adept at applying an analytical approach, making smart and process-efficient decisions by finding innovative yet practical solutions to technical and non-technical situations. Interested in working in roles and projects related to supply chain and logistics management as a summer intern.

Creative task oriented candidate with a strong analysis background and one year of hands on genetics experience interested in a challenging entry level opportunity in the pharmaceutical industry.



Add an Objective *(Optional)*

An objective is a brief statement (1-2 lines) that conveys the candidate's immediate career goal or intentions. You can add relevant skills and qualifications for the position using keywords from the job description. If seeking an internship or co-op, include when you'd be available to start. Keep it short and to the point.

Consider including:

- ▶ **One or two strong adjectives to describe the candidate's skills**
- ▶ **When: summer 20XX , fall 20XX**
- ▶ **Job Type: part-time, co-op, internship, full-time**
- ▶ **Industry area** (can be general or specific): **health care, supply chain, electrical engineering, sports management, sustainability, education, non-profits, federal government**

Objective Examples

Driven student leader with a passion for data analytics and epidemiology seeking acceptance into a Ph.D. program in biostatistics.

Chemical engineering student seeking a spring 20XX co-op in pharmaceutical manufacturing applying lean methodologies.

Innovative communications student seeking a summer internship where I will contribute leadership and creativity to build a company's brand awareness.

Employers generally look for your objective statement to convey your interest or motivation in pursuing their opportunities as well as how your skills and experience may be a fit for their organization.

Merck | Pharmaceutical Company

How to Describe Your Experiences

Build a better bullet point by focusing on your accomplishments. Use the formula below to create detailed, substantive points, and make sure to highlight relevant skills, add numbers when possible, and align your skills with the job description.

1 What You Did

This is the task or transferable skill.
Remember to use action verbs!

2 How/Why You Did It

The specific skills, technologies, resources, equipment, method, software program, etc.

3 The Result

This is what you accomplished.
Be specific to convey the positive result or impact you made and use numbers when possible.

Sample bullet points

- ▶ Guided a team of 10 students in creating data analyses and visualizations to further *[insert organization name]* advocacy team's local public policy goals to gain community support.
- ▶ Increased sales by analyzing customer preferences and recommending merchandise, regularly meeting goals of \$10,000 per month.
- ▶ Managed dinner operations that served more than 500 customers a night.
- ▶ Collaborated with team of servers for catered events involving up to 500 guests.
- ▶ Prioritized multiple tasks in a fast-paced environment to meet weekly deadlines.
- ▶ Collaborated with a multidisciplinary healthcare team, optimizing patient care and outcomes.
- ▶ Competed with a team of three in a two-day hackathon to implement a concept for a mentoring app that provides career resources, professional mentorship and a strong community for students traditionally underrepresented in tech.

Tips for First-Year Students

If you are a first-year student, make sure to include work, leadership and academic achievements from high school on your resume. Here are some extra tips:

- ▶ **Highlight your skills** (lifeguarding, food service and retail experience provide your transferable skills).
- ▶ **List NC State first in your education section as your current school.**
- ▶ **Join student organizations that can benefit your personal and professional development. Even if you are new to the group, you can list it on your resume and add details as you become more involved.**

Remember, resumes are always a work in progress. Visit the Career Development Center during drop-in hours to get started or have your resume reviewed.

go.ncsu.edu/careercenter-drop-ins



The Power of Action Verbs

Strong action verbs convey your skills in a concise, persuasive and professional way. Action-oriented statements highlight your accomplishments and tell the employer/organization what you can do for them. Try to use a different action verb for each bullet point or statement. Consider the positive impact made by using action verbs in the following description:

Without action verbs:

- › Duties included administrative tasks in an office setting
- › Responsible for collecting and documenting recent hire information
- › I was involved in a variety of other activities, as needed

With action verbs:

- › **Collaborated** with a six-member project team on the redesign of New Employee Orientation
- › **Interviewed** 15 recent hires to gain insight into the needs of new employees
- › **Wrote** reports and presented results to project managers for evaluation

Action Verbs by Skill Set

Think about what you did and select the strongest action verb that conveys your skills. Show the diversity of your skills by using different action verbs throughout your resume.

Administrative

approved
budgeted
calculated
corresponded
distributed
evaluated
generated
inspected
interviewed
operated
planned
prepared
processed
produced
projected
purchased
reported
reviewed
scheduled
supplied
updated
validated

Analytical

assessed
calculated
computed
conducted
conserved
created
determined
developed
devised
evaluated
identified
investigated
observed
performed
preserved
programmed
proposed
refined
researched
reviewed
revised
solved

Communication

advertised
arranged
authored
brainstormed
clarified
collaborated
communicated
composed
consulted
discussed
documented
drafted
edited
explained
interacted
interviewed
listened
marketed
negotiated
published
reported
synthesized

Creative

composed
conceptualized
created
customized
designed
developed
devised
formulated
founded
generated
illustrated
improvised
initiated
integrated
modeled
modified
originated
performed
photographed
produced
revitalized
shaped
sketched
solved

Helping

advised
advocated
assessed
assisted
clarified
coached
coordinated
counseled
demonstrated
diagnosed
educated
encouraged
facilitated
fostered
guided
helped
implemented
inspired
led
motivated
performed
presented
provided
referred

Leadership

administered
appointed
assigned
chaired
conceived
coordinated
created
delegated
developed
directed
established
executed
founded
generated
handled
initiated
instituted
led
lobbied
managed
motivated
organized
originated
oversaw

Research

analyzed
clarified
collected
compared
conducted
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
inspected
interviewed
investigated
measured
organized
researched
solved
summarized
surveyed
tested

Technical

adapted
analyzed
assembled
coded
conserved
constructed
converted
created
debugged
designed
devised
diagnosed
engineered
evaluated
fabricated
implemented
installed
maintained
manufactured
operated
programmed
repaired
restored
tested

Margins: .5" - 1" around entire page
Spacing: Single space text with one space added between sections

Name: 14-20pt font, bold
Body: 10-12pt font, simple style (Arial, Calibri, Didot, Garamond, Helvetica, Times New Roman)

Heading: one phone number, one email. Address is optional. Can include LinkedIn profile and portfolio web addresses, without hyperlink.

Your Name Here

123.555.6789 | yourname5@ncsu.edu | [linkedin.com/in/yourname](https://www.linkedin.com/in/yourname) | myportfolio.wordpress.ncsu.edu

Summary

Collaborative, ambitious problem-solver with inclusive leadership qualities, seeking internship position in Communication, Marketing, or Media. Prioritizes attention to detail, thoroughness, and aesthetic appeal. Energized by forming connections, learning from others, and embracing creativity.

Education

North Carolina State University, Raleigh, NC | Anticipated May 20XX

Bachelor of Arts in Communication, Media Concentration | GPA 3.528 | Dean's List 20XX

Skills and Coursework

- Communication Theory
- Newsletter Writing and Production
- Academic Writing and Research
- Creative Thinking
- Relationship Building
- Psychology
- Canva
- Adobe Illustrator
- iMovie

Experience

Social Media Chair, Delta Zeta Sorority | Raleigh, NC | December 20XX-Present

- Managed social media accounts across various platforms such as Instagram, Tik Tok, and Facebook, while curating content that catered to each respective audience
- Edited and uploaded photos and videos to produce content that accurately reflected the values stated in Delta Zeta National By-Laws and upheld the standards of the Panhellenic Association
- Designed and distributed engaging infographics to clearly communicate information to sorority members, alumni, and potential new members
- Promoted fundraising events that benefited the Starkey Hearing Foundation and the American Society for Deaf Children, which amassed 193% of the previously stated monetary goal
- Collaborated extensively with the Vice Presidents of Recruitment and Philanthropy to maintain consistency throughout posts and brainstorm new ways to boost engagement and gain support

Standards Delegate, Delta Zeta Sorority | Raleigh, NC | December 20XX-Present

- Applied communication tactics to facilitate productive discussions with chapter members who have violated Delta Zeta policies
- Collaborated with the Vice President of Risk, Standards President, and fellow committee members to develop effective plans of action to aid chapter members in accessing any resources that may help them, and minimize the risk of repeat occurrences

Fitness Assistant, NC State Wellness and Recreation Center | Raleigh, NC | April 20XX-January 20XX

- Enthusiastically greeted patrons and provided accurate information about programs, services, and facilities.
- Ensured safety of fitness space users by demonstrating proper use of equipment, maintaining cleanliness of the facility, and enforcing facility policies and guidelines

Lifeguard, JCC Bridgewater | Bridgewater, NJ | June 20XX-Present

- Demonstrated crucial attention to detail in performing pool maintenance tasks and documenting chemical and thermostat data throughout shifts
- Practiced active surveillance to prevent and identify potential emergencies while supervising swim team training sessions, aquatic fitness classes, and free-swim sessions for campers
- Utilized interpersonal skills when interacting with patrons, enforcing safety policies, and mediating conflicts between community members
- Mentored and trained new hires by thoroughly explaining tasks and responsibilities, such as alertness, empathy, and decision-making

Extracurricular and Service

- Public Relations Society of America
- Feed the Pack Food Pantry Volunteer

Summary: 2-4 lines to introduce the qualities and skills that you offer and that align with the position (This section is optional)

Education should be listed first.

Skills and coursework: related to the position you are applying. Skills are not limited to computer/technical skills. Others include language, creative arts, research, accounting and teaching

Experience: List in reverse chronological order beginning with most recent. Be consistent with formatting of each experience. Include company, position title, location and dates

Begin each statement with an action verb, use Bullet Formula (pg. 27)

Quantify experience when possible. Use numbers to demonstrate the extent of your experience

Sample Resumes

Finley Firstyear

they/them/theirs
413 Turlington Hall • Raleigh, NC 27607
ffirstye@ncsu.edu • (919) 123-4567

When you don't have career-related experience, include jobs that show employers your transferable skills, such as work ethic, communication, customer service, adaptability, etc.

EDUCATION

North Carolina State University | Raleigh, NC
Bachelor of Arts in Psychology, Minor in Theatre
GPA: 3.3 / 4.0

May 20XX

WORK EXPERIENCE

Independent Childcare | Caregiver | Raleigh, NC

Aug 20XX-Present

- Serve as caregiver for two families with children from age two to six
- Plan and prepare engaging activities for children's enrichment
- Maintain a safe environment for children to learn and play
- Complete household chores and errands as needed

The Acorn Restaurant | Hostess, Server | Raleigh, NC

Jan 20XX - April 20XX

- Tracked the list of incoming guests and communicated availability to them based on knowledge and awareness of open tables and party size
- Developed customer service skills by efficiently serving customers and adhering to food and product standards.

The Aquatic Center | Lifeguard, Swim Instructor | Raleigh, NC

Jan 20XX - Sept 20XX

- Trained to administer first aid and cardiopulmonary resuscitation, and prevented numerous injuries through enforcement of safety rules and monitoring recreational areas
- Taught 100+ students proper breathing, stroke, diving and safety techniques based on Red Cross Water Safety Instructor standards

CAMPUS INVOLVEMENT

Arts Village | Resident & Hall Council Member | Raleigh, NC

Fall 20XX-Present

- Participate in a living and learning community of over 150 students with a focus on appreciation and cultivation of the arts.
- Serve the community as a member of Hall Council by organizing and executing social programming throughout the year including the annual Turlington Haunted Hall program.

University Theatre | Crew Member | Raleigh, NC

Fall 20XX-Present

- Support tech crew during load in for two shows each week during Fall semester.
- Create theatrical makeup designs and apply cosmetics to cast members during three university productions after taking a course in makeup design for the theatre.

HONORS AND ACHIEVEMENTS

- NC State University Honors Program
- Raleigh Friendship High School Vice President of Theater Club
- North Carolina Women's High School Swimming 4A All-State
- Raleigh Friendship Women's Varsity Swimming Scholar Athlete
- Raleigh Friendship Youth Leadership Organization Inductee – Member

Can include high school activities and achievements especially if relevant to chosen field or if they are rare. Generally, remove high school information by junior year.

Wolf E. Pack

Raleigh, NC 27607
(919) 123-4567
xxxxxxxx@ncsu.edu

Objective: keep it short and to the point. Include what you're seeking, industry area, and one or two strong adjectives to describe skills.

OBJECTIVE:

Seeking a co-op position in Computer and Electrical Engineering beginning Spring, Summer, or Fall 20xx.

EDUCATION

North Carolina State University, Raleigh, NC
B.S. in Computer Engineering, B.S. in Electrical Engineering, May 20xx
GPA: 3.2 / 4.0

For a co-op position, include availability to inform employers when you can start work for them.

Relevant Courses:

Analytical Foundations of Electrical and Computer Engineering, Electric Circuits, Fundamentals of Logic Design, Introduction to Signals, Circuits, and Systems, and Introduction to Computer Systems

TECHNICAL SKILLS

C, Java, Windows XP/Vista/7/8, MS Word, MS Excel, SolidWorks, and Visual Studio

WORK EXPERIENCE

Computer Engineering Intern, R4 INC., Fayetteville, NC
May 20xx – August 20xx, 40 hrs./wk.

- Researched intranet software options for internal R4 website.
- Collaborated with the IT team to maintain network stability at the Fayetteville site.
- Implemented communication, organizational, and computer skills to complete daily tasks.

Server/Food Runner/Host, On the Border, Fayetteville, NC
May 20xx – August 20xx, 40hrs./wk.

- Greeted and served guests, focusing on making their experience the best possible.
- Developed efficient communication and teamwork skills assisting chefs and servers.
- Ensured the kitchen was clean, properly prepared and operated efficiently.

Game Technician, Chuck E. Cheese, Fayetteville, NC
February 20xx – May 20xx, 20hrs./wk.

- Repaired, maintained, and cleaned all games in the playroom.
- Served food and ensured a safe play area for all guests.
- Met guests' needs addressing issues such as ticket jams and machine malfunctions

ACADEMIC PROJECT EXPERIENCE

Automated Embedded Systems Car, AC-to-DC Power Supply, 3rd Place in Freshmen Engineering Design Day (20xx), iPod Controller, Eaton Design Project, Bubble Blowing Machine, and Traffic Light Circuit

HONORS AND ACTIVITIES

Dean's List (Fall 20xx & Spring 20xx), HKN, IEEE (Member), Residence Hall Council, University Scholars, Gamma Beta Phi Honors & Service Society, Red Cross Volunteer & Intramural Basketball

Relevant Courses: Include full name of course. Can include courses you are currently taking (This section is optional).

May choose to include in the following cases:

- ◆ You are starting to take major-related courses
- ◆ You wish to emphasize courses related to your career interests and the position
- ◆ You wish to highlight advanced courses beyond your standard curriculum

Jane L. Educator

jeducator@ncsu.edu | (999) 678-1234

SUMMARY

Motivated Technology, Engineering & Design Education student proficient in AutoCAD and SolidWorks. Proven leadership qualities with strong communication and creative skills. Seeking to teach students at the middle grade and/or secondary level in a public-school setting.

EDUCATION

North Carolina State University, Raleigh, NC May 20XX
B.S. in Technology, Engineering & Design Education, Licensure
GPA: X.XX

TEACHING EXPERIENCE

East Garner Magnet Middle School, Garner, NC May 20XX – Aug. 20XX

Student Teacher

- Taught three blocks of Exploring Technology Systems and Exploring Careers
- Prepared new lessons and projects that support STEM Education
- Created supplemental and modified assignments for students, brought new technology to the classroom and hosted a training session on *elnstruction*
- Collaborated with cooperating teacher to prepare grades and modify lesson plans when necessary
- Attended and participated in staff development and parent conferences
- Participated in staff coverage of areas including carpool, lunch duty, and the supervision of after school activities

Centennial Campus Magnet Middle School, Raleigh, NC Aug. 20XX – Dec. 20XX

CTE Tutor

- Assisted 8th grade students in Technology Education and Business and Marketing classes
- Helped to supervise CTE activities such as *The Stock Market Game* and *Game Maker*

LEADERSHIP EXPERIENCE

N.C. State University, Raleigh, NC Aug 20XX – May 20XX

Resident Advisor

- Initiated, planned, and organized educational, cultural, social, safety, service, academic, and recreational programs for the residence hall
- Connected residents to the Exploratory Studies Village and campus resources by developing monthly educational and interactive events
- Counseled over 50 residents on issues relating to campus life by facilitating conversations around intersectional backgrounds and opinions via monthly one-on-one
- Utilized problem solving skills to mediate conflicts between residents to maintain a safe and inclusive living and learning environments for all residents

TECHNICAL SKILLS

AutoCAD, SolidWorks, Adobe InDesign, Illustrator and Photoshop, Microsoft Office Suite

HONORS & ACTIVITIES

Dean's List
Wells Fargo Scholarship Recipient (TMCF)
Epsilon Pi Tau Honor Society
Technology Student Association Conference (Judge 20XX, 20XX)
TEECA NCSU Chapter, member
Habitat for Humanity

Summary: Include keywords and skills to highlight your qualifications. May indicate what you are seeking or your immediate intentions, if applicable to your audience.

Section Headings: Can be customized to convey your specific expertise. (Research experience, accounting experience, non-profit experience, International experience)

State M. Engineer

(555) 777-8888 • smengineer@ncsu.edu • www.linkedin.com/in/smengineer • <https://github.com/stateengineer>

EDUCATION

B.S. Mechanical Engineering | North Carolina State University, Raleigh, NC Anticipated May 20XX
Minor in Graphics Communication | **Cumulative GPA: 3.75**
Honors/Scholars Program | Dean's List all semesters
Relevant Coursework: Dynamics, Heat Transfer Fundamentals, Solid Mechanics, Thermodynamics II, Principles of Electrical Engineering, Intro to Mechanical Design

WORK EXPERIENCE

Resident Advisor | North Carolina State University Housing | Raleigh, NC Oct 20XX - Present

- Developed a residential community and enhanced educational development for residents using social media and in depth one on one interactions
- Responded to crises, incidents, and emergencies with an ethic of care and completed incident reports to ensure resident safety and wellbeing

Project Engineering Intern | WestRock | Roanoke Rapids, NC May 20XX - Aug 20XX

- Undertook multiple \$100k projects using the front-end loading project engineering method and developed an understanding of the engineering design process
- Produced drawings in and taught co-workers AutoCAD for machined parts and structures
- Technically communicated with contractors and engineering firms to procure quotes and services

Structures Team Member | SolarPack (NC State University Club) | Raleigh, NC Aug 20XX - May 20XX

- Designed the chassis and roll cage of a solar power vehicle using Fusion 360 and Finite Element Analysis
- Collaborated and shared ideas with team members on material, structure, and design solutions

Lifeguard/Manager | Aquatech Pool Management | Charlotte, NC Apr 20XX - Aug 20XX

- Managed a lifeguard staff of 12 employees and maintained pool safety at a local pool; promoted multiple times
- Maintained pool chemistry and operated a pump room for 100% safe operations

PROJECTS

Rotational Launcher Project

- Designed, mathematically modeled in MATLAB, drafted in SolidWorks, and built a device that launched a ball at a given distance based on initial parameters with an accuracy of 90%

Pump Troubleshooting Project

- Utilized flow meters, power usage and pump charts and diagnosed potential problems with an underperforming pump and improved efficiency by conserving water that was otherwise being sent to overflow

SKILLS

SolidWorks, Fusion 360, AutoCAD, MATLAB, JDE, Microsoft Projects, LabView

CERTIFICATIONS

OSHA 10-Hour General Industry Course, Lean Six-Sigma White Belt, CSWA in SolidWorks

CAMPUS INVOLVEMENT

Vice President | NC State University Unicycle Club | Raleigh, NC Nov 20XX - Present

- Organize weekly group activities and aid in the handling of team funds and logistics
- Recruit, coach, and support 30 club members yearly

Transfer students: List schools you attended for a year or more. List the college/university, location (city, state) and the dates attended or graduated.

VINCENT VETERAN

000 My Street, Raleigh, NC 27695
Cell phone | NCSU email

Innovative and efficient leader seeking full-time position in supply chain management where I will use extensive logistics training and experience developed in the military to improve performance.

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC May 20XX
B.S. in Business Administration, Operations and Supply Chain Management Concentration, 3.4/4.0

WAKE TECHNICAL COMMUNITY COLLEGE, Raleigh, NC May 20XX
Associate in Arts, 3.7/4.0

RELEVANT COURSEWORK: Operations and Supply Chain Management, Operations Planning and Control Systems, Information Systems Management, Concepts of Financial Reporting, Legal and Regulatory Environment, Introduction to Business Processes, Economics

LEADERSHIP EXPERIENCE

UNITED STATES MARINE CORPS June 20XX – August 20XX

Supply Operations and Warehouse Manager, Embassy Security Assistant Commander

- Modernized warehouse procedures to increase efficiency work output by disposing and redistributing over \$2,000,000 of obsolete products to reorganize warehouse operations
- Analyzed annual, cyclic, spot, and wall to wall inventories to formulate procedures to maximize the amount of storage
- Trained, supervised and evaluated the performance of over forty subordinates, supervised the storage of hazardous materials with a 0% injury rate, and prepared inventories to monitor effectiveness and progress
- Coordinated the movement of supplies from contract vendors, airports, and ship ports to their appropriate destination throughout Kuwait and Iraq
- Organized tracking and planned expeditious movement of high priority cargo such as robotic equipment and protective armor for tactical equipment in and out of Iraq
- Planned and supervised the movement of \$18,000,000 of serviceable material to the Defense Reutilization and Marketing Office to be redistributed
- Coordinated, led and supervised the Marine security detail for the Secretary of State and provided protection for U.S. Diplomats such as the Secretary of Defense
- Created operational procedures for emergency plans and assisted in developing security contingency plans to counteract threats within the embassy compound (i.e. hostile demonstrations, natural disasters and bomb threats)
- Managed the accountability and maintenance for all detachment property, weapons, ammunition, and maintained a 0% injury rate for all Marines attached to the Embassy

TECHNICAL SKILLS

Eight years of military experience
Experience in supply chain logistics and management
Highly effective time management and multitasking

Basic SAS programming
Proficient in Excel

Military/Veteran Students: Schedule an appointment with your career counselor to create a resume that demonstrates your transferable skills and experiences.

ACHIEVEMENTS & TRAINING

Marine Corps Achievement Medals for Logistics (2)
Marine Corps Certificate of Commendation for Logistics and Security
Specialized Training: Basic Warehousing (Honor Graduate), Warehouse Operations, Administrative Operations, Logistics and Embarking, Leadership and Management Training

Many health professions programs do not require a resume as part of the application. You will most often use your resume in pursuit of further experiences, so tailor your master resume with the target of getting hired.

Chris PreHealth

prehealth44@ncsu.edu (919) 453-2246
Raleigh, NC

If you are pursuing a research position, especially with limited research experience, including "Relevant Coursework" can be helpful

Education

North Carolina State University, Raleigh, NC

Bachelor of Science in Biological Sciences: Human Biology Concentration, GPA 3.7

Minor: Biotechnology & Nutrition

Anticipated May 20xx

University of North Carolina at Charlotte, Charlotte, NC, GPA 3.8

Aug 20xx - Dec 20xx

Clinical Experience

Mariam Clinic - Phlebotomy Technician, Cary, NC

May 20xx - Present

- Utilize certified phlebotomy skills as a volunteer for free weekly healthcare clinic
- Perform and explain venipuncture procedures on patients, focusing on minimizing patient discomfort
- Assure proper blood specimen collection & identification and safely store samples for transportation

ScribeAmerica - Emergency Department Medical Scribe, Charlotte, NC

May 20xx - Dec 20xx

- Accurately documented all work, treatment procedures, and medical decisions of practitioner
- Located medical records, entered medical data, and observed the physician during patient encounters

Shadowing - Internal Medicine, OB-GYN, Dermatology, and Pediatrics

May 20xx - Aug 20xx

- Expanded understanding of healthcare careers through intentional observation and conversations with practitioners

Research Experience

Biotechnology Summer Undergraduate - Research Assistant, Raleigh, NC

June - Aug 20xx

- Analyzed RNA structure and annotated the 5' UTR regulatory region of cancer genes
- Conducted in silico design of translation regulation cassettes for mRNA therapeutics

Leadership & Activities

Pre-Medical Club - Co-President

May 20xx - Present

- Collaborate with officers to provide opportunities by managing speakers and leading fundraisers
- Present to first-year students on successful practices and personal and professional development

Stem Journal Club - Co-Founder & Co-President

May 20xx - May 20xx

- Established and lead club for students with summer research impacted by COVID-19
- Lead weekly research discussions, create and maintain social media, and coordinate speakers

Biological Sciences Transfer Student Membership - Peer Mentor

Aug 20xx - May 20xx

- Mentored 5-10 students per semester to guide through adjustment to NC State as a transfer student

Cary Assisted Living, Cary, NC

Aug 20xx - Dec 20xx

- Provided companionship through conversation, reading, singing and playing games with patients

Boys and Girls Club, Raleigh, NC

Aug 20xx - May 20xx

- Tutored middle school student weekly in science and created a trusting relationship for developmental conversations and open dialogue

Honors & Certifications

Undergraduate Honors Program in Biological Sciences

Aug 20xx - Present

Phlebotomy Technician - American Academy of Phlebotomy Technicians

July 20xx

Other Experience & Interests

- Customer service experience as a restaurant server and lifeguard
- Conversational Spanish
- Tennis, reading and juggling

Clinical Experience:

Using this title allows you to include both paid and unpaid experience. Whether an experience is paid or not, it is still valuable clinical experience.

S.W. Engineer

swengr15@ncsu.edu

Raleigh, North Carolina 27606 | 919-555-5555 | github.com/swengr15 | linkedin.com/in/swengr15

EDUCATION

North Carolina State University, Raleigh, NC

Master of Computer Science, anticipated May 20XX GPA: 3.79/4.00

Courses: Software Engineering, Design and Analysis of Algorithms, Automated Learning and Data Analysis

Osmania University, Hyderabad, India

Bachelor of Engineering in Information Technology, May 20XX GPA: 9.0/10.0**SKILLS**

Languages:	Java, Python, Ruby, C, C++, R
Web Technologies:	J2EE, Ruby on Rails, HTML, CSS, Django, Ajax
Databases:	Oracle, MySQL, PostGres, Apache Ignite
Libraries:	Pandas, NumPy, Keras, TensorFlow
Frameworks:	Spring, Hibernate, REST, SOAP, Log4j, Logback, Junit
Operating Systems:	Linux, Windows
Tools:	NetBeans, Eclipse, RubyMine, Toad, SQL Developer, Control-M, Tomcat, Heroku, Maven, Ant, GIT, SVN, Perforce, Jenkins, Chef, AWS, GWT

WORK EXPERIENCE

Software Engineer Intern, Informatica Corporation, Redwood City, CA May 20XX - Aug 20XX

- Designed and developed subscription based notification system for targeted build error alerts
- Developed Jenkins plugin to purge jobs in the build queue
- Automated entire data engineering, model building, model serving and inference phase using Python, resulting in 70% decrease in deployment time

Project Engineer, Wipro Technologies, Greater Noida, India June 20XX – July 20XX

- Migrated and rewrote multiple client applications as part of a Cloud Computing project
- Designed application front end screens using GWT and employed business logic functionality using Java
- Performed unit testing automation testing using JUnit and performance testing using JMeter
- Executed end-to-end deployment of cloud applications on environments - SIT, DIT and UAT

PROJECTS

Database: Created Oracle database application Library Management System, using Java for GUI. Developed functionalities for searching, checking in and checking out books while ensuring optimal calculations. Designed fine calculation, due date notifications and revoking library privileges

Machine Learning and Deep Learning: Programmed an application to simulate human-level intelligence in board games using the Minimax Algorithm, Alpha-Beta Pruning, and Quiescence Search

Web Application: Implemented survey & assignment creation features for the Open Source Project 'Expertiza' using Ruby on Rails

Continuous Integration Pipeline: Set up a CI pipeline for deploying a Java Maven project using Jenkins to automatically deploy the project on a commit to the GitHub master branch

EXTRACURRICULAR**Hackathons-** HoyaHacks, Hack Duke and Hack NC

- Created an App version of Harry Potter's marauder's map that included location sharing for friends to stay in touch during outings using Android, Cordova, HTML, CSS, JavaScript, firebase, Google Maps API
- Developed a HTML5 canvas based game Sheep Intelligence to solve real life problem of traveling sales

Interests- Swimming (college club team), Taekwondo, guitar, video games

A simple list or using subcategories to organize your skills makes this section easier to read.

▶ Simple list: Prioritize list of relevant skills

▶ Subcategories (Optional): Organize by type of skill (Computer, Laboratory, Language)

▶ Level of proficiency (Optional): Describe your ability (proficient, experienced, familiar, basic, fluent)

Project experience detailed like work or internship experience. Can be formatted in paragraph or bullet format.

Resume vs. Curriculum Vitae (CV)

Resumes and Curriculum Vitae (CV) are application documents used to market your skills and experience. Resume is French for “summary,” versus Curriculum Vitae, which is Latin for “course of life.” Consider the differences and when it is appropriate to use one or the other.

Resume

Length: One page (unless you have extensive experience)

Content: Tailored to a specific position/industry highlighting relevant experience and skills

Format: List education first, followed by relevant skills and experience

Section Headings: Education, work experience, relevant experience, projects, skills, honors, activities

Curriculum Vitae (CV)

Length: Typically, CVs do not have a page limit. Expands throughout one’s career.

Content: Include all accomplishments in academia and professional/work experience.

Format: List education first. Include your dissertation and/or theses title(s) and name of advisor.

Section Headings: Education, research experience, work experience, teaching experience, publications, technical skills, language skills, professional affiliations, honors and awards, publications (not limited to this list).

When to use a CV?

- ▶ Create a CV when applying for graduate school admission or when applying for graduate assistantships or scholarships. You might also use a CV when applying for teaching, research and upper-level positions in higher education, or when writing grant proposals, publishing and conducting editorial review boards or other scenarios.

International usage of CVs

- ▶ In many countries, a CV is equivalent to what the United States refers to as a resume. If searching for a job abroad, be sure to consider what type of document an employer is requesting.

Access Samples

Resume and CV examples are available at:


go.ncsu.edu/sample_resumes



Preparing Your Cover Letter

A cover letter introduces you to a prospective employer and tells a story of how your unique qualities will benefit the organization. Research the organization and reflect on who you are so your cover letter reveals why you are genuinely interested in the organization. A cover letter should spark the reader's interest so that they want to review your resume.

New message — ↶ ✕

 To _____
From _____





Ms. Johnson,

It was a pleasure to meet you at the Humanities and Social Sciences Career Fair today. As you may remember, I am graduating in May with a B.S. in English and am currently working as an editorial intern at the NC State Wolfpack Club.

I am very excited about the publishing assistant position at SAS. This is an outstanding match with my strengths in writing and editing as well as leadership developed through my fraternity. I appreciate the time you spent with me at the career fair today and I look forward to talking with you further about this opportunity.

Thank you,

Alex Author
Your phone
Your email

Send Save Cancel

A cover letter is designed to accompany your resume and help you stand out from other applicants. Be sure to include why you are looking for a new position, the type of position you seek, including responsibilities that interest you, specifics about the company or position, specific accomplishments you want to highlight, and what makes you the best candidate. This one-page document should highlight what you bring to the company and focus on your strengths.

Using a Cover Letter

When to use a cover letter

- ▶ **When you email your resume to an employer**
- ▶ **When you apply and the employer requires a cover letter or says it is optional**
- ▶ **When you send your resume via the U.S. Mail**
- ▶ **You will not need a cover letter when you meet in person (career fair, info session or interview)**

Who to contact

- ▶ **Send a cover letter to an individual — someone you know, someone recommended to you, someone you find in ePACK, LinkedIn, or through the employers' social media**
- ▶ **When you don't have a contact, direct your letter to a variation of hiring manager, director of research and development, intern coordinator or human resources representative.**

Where to start

- ▶ **Research the employer or organization and review the job description.**
- ▶ **Identify key points in your background relevant to the position.**
- ▶ **Incorporate keywords from the job description to highlight your qualifications.**
- ▶ **Convey your sincere interest in the position and/or organization.**

Additional Tips

- ▶ **Don't explain what the employer can do for *you*. Emphasize what you offer *them*.**
- ▶ **Elaborate on items in your resume with specific examples.**
- ▶ **Make sure to proofread for any errors.**
- ▶ **Back up your statements with examples demonstrating your skills.**
- ▶ **Minimize superlative adjectives and colloquial expressions.**

Your Name

1234 Street Name | Raleigh, NC | 123.456.7890 | APack23@ncsu.edu

Month Date, Year

Hiring Manager' Name, Title
Company / Organization Name
Address
City, State 12345

Dear Mr./Ms./Mx./Dr. Last Name:

Paragraph 1: Use this brief paragraph (2 – 4 sentences) to grab the reader's attention. Tell the reader why you are writing, including the title of the position and the company's name. Highlight your education and years or positions of (related, if possible) experience. If you are writing at the recommendation of someone, include their name here. If the employment opportunity is out of town, state your interest in the location/relocating. End with a brief summary highlighting why they should hire you for this position (what you offer them).

Paragraph 2: This is the body of your cover letter, which can be two shorter paragraphs (3 – 4 sentences each) or one longer paragraph (5 – 7 sentences). Tell the employer why you are interested in them. Be as specific as possible. The more you demonstrate your awareness of what the company does and relate it to your goals, the better. Select 1 – 2 related experiences to highlight to the employer. Do not merely restate your resume, rather elaborate on a specific project or accomplishment. For each experience, tell a story about your major accomplishment(s) or main responsibilities and the skills you developed that would be an asset to the company. Integrate key words from the job description. If you don't have direct related experience, highlight transferable skills.

Paragraph 3: (Optional)

Demonstrate your knowledge of the employer and/or industry by building a direct connection between the company's needs and your background, values and skills. Draw attention to the aspects of your experience that will interest THIS employer (refer to the job description, if possible). Focus on what you offer the employer, not what they can do for you.

Closing Paragraph: This paragraph is brief (2 – 4 sentences). Close by restating your genuine interest in working for the company. Express interest in discussing this position and your qualifications, and graciously thank the employer for his/her/their consideration.

Sincerely,

Sign your name here

Your Typed Name



Cover Letter Layout

Follow this structure when you create your own cover letter for the best results.

Sample Cover Letter

If you don't have a contact person, simply include company name and address

Use the same heading and font as your resume.

Wendy N. Wolfpack

wnwolfpack@ncsu.edu • (555) 555-5555 • Raleigh, NC

October 1, 20xx

Hiring Manager
ABC Publishing
10 Book Way
New York, NY 10001

Research specific contact's name. If not available, use: Hiring Manager, Search Committee, Human Resources Representative.

Dear Hiring Manager:

As a senior at North Carolina State University studying English with a concentration in Rhetoric and Professional Writing, I am interested in applying my distinct skills in the Junior Writer/Editor position at ABC Publishing. I have developed a keen interest in the publishing industry and the importance of the stories it gives voice to. In further pursuit of my love for language, I am minoring in Spanish; in pursuit of my love of strategy, I am minoring in Economics.

Include position title and company name in which you are applying

Alongside my degree, I was one of three editors with University Libraries at NC State University where I refined my editorial skills in developing the concept for and writing the women's history exhibit. I am also the Reservations Manager for NC State Student Centers Events, where I have developed excellent written and verbal communication skills, time management and competence in WordPress, Trello and GSuite, among other platforms. Lastly, I served as the Director of Social Awareness for my fraternity, where I increased awareness of diverse representation in media and learned that the most effective way to educate members is through concise and relatable communication.

I would like to work for ABC Publishing because I am very interested in the works you publish and the stories you celebrate. I grew up with characters like the ones you publish; my then child-like fascination given to me by these stories has now translated into a life-long commitment to curiosity, inspired by these characters and their authors alike. Literary figures were, and still are, vital in my development as a person and booklover. I see myself in each of these characters, and fiercely want for the entire world to be able to relate like I can.

I am compelled by your devotion to the continual creation of classic literature and your ability to improve readers and authors lives. I have a connection to the ABC Press books that raised me as a child and am dedicated to helping continue this love in younger generations. Thank you for your consideration and I look forward to talking with you about the Junior Writer/Editor position.

Tailor letter to job description by incorporating keywords and skills from job description and giving specific examples

Sincerely,
Wendy N. Wolfpack

Be clear and concise. Use good grammar, perfect spelling and vary sentence structure. **Remember to proofread.**

Sign your name for hard-copy applications

Writing Thank You Letters

Sending thank you letters to potential employers is an expression of your appreciation and shows your sincere interest in the opportunity. It also demonstrates the professionalism you will bring to the workplace.

When to Send and What to Say

When to send a thank you letter

- ▶ **Interviews:** Email your letter within 24 hours after your interview.
- ▶ **Informational Interviews:** Thank individuals who take the time to discuss their career path or provide suggestions for your job search.
- ▶ **References/recommendations:** Thank individuals who agree to be a reference for you or who have written a letter of recommendation.

What to say

- ▶ **Reiterate your interest in the industry, position and company.**
- ▶ **Thank them for the opportunity and highlight any points that you found interesting or helpful.**
- ▶ **Emphasize how your skills/abilities will be an asset to the position/company.**

New message



To

From

Dear Mr. Clark,

Thank you for the opportunity to spend the day at your office in Charlotte. I enjoyed meeting you and your colleagues to learn more about XYZ company. The discussion we had was very informative and I really enjoyed the tour of your office and the informal conversation with your team members.

As an upcoming December graduate with a B.S. in applied mathematics, the analyst position is an ideal match. It utilizes both my strong analytical as well as my project management skills. Being from Charlotte, the location is ideal as I have focused my search on that area. I look forward to hearing from you soon!

Avery Analysis
North Carolina State University
Senior, Applied Mathematics
Your phone/Your email



Send

Save

Cancel

Preparing Your Job Search Documents

Prepare your supplemental documents for internship/job applications, scholarships, graduate school applications and more. You may be asked to provide additional documents at any stage of an application process, so be prepared.





Transcripts

An unofficial transcript is the most commonly used type of transcript. NC State students can download a copy from MyPack Portal and store it on ePACK for later use. Order an official transcript only when an “official” version is required.

Work samples

Create a sample to bring your work to life! Use work samples to highlight your most relevant work and showcase your skills or contributions to a project. Make sure to annotate visuals to draw attention to specific features and make it easy to navigate. Remember to include a link to your work samples in the heading of your resume.

Work sample format options can include:

- **Document: Summary of design project including a drawing or photo and details**
- **Website/Online Portfolio: Effective site navigation including high-quality, sharp images**
- **Media: Sample marketing or public relations piece displaying effective message**
- **Report: Summary of analysis showing trends or results, including visuals**
- **LinkedIn: Upload samples to your LinkedIn profile**

Letters of recommendation

Letters of recommendation are most often requested for graduate programs, scholarships, fellowships and positions in academia. They are rarely requested for positions in other industries. See pg. 52 for detailed information.

References

Cultivate relationships with faculty, supervisors, advisors or community members and select at least three individuals who know you well and can speak to your strengths. Ask their permission to be listed as a reference. Provide your references with a copy of your resume and information about your career goals and interests. Be prepared to provide employers with your reference list as requested. See sample reference list pg. 23.

Building Your LinkedIn Profile

Maximize your professional online presence and network by creating and completing your LinkedIn profile. A completed profile showcases who you are and makes it easier for recruiters to find you. Plus, it's easier for you to build connections with alumni and industry professionals.

LinkedIn is one of several social media platforms on which we are active. Our primary aim is to connect with potential candidates while sharing our company values to as many career candidates as possible. We want the most talented and enthusiastic people to join our team, and we find social networking sites like LinkedIn are excellent tools to aid in this mission.

Martin Marietta | Building Materials Supplier



Build Each Section Intentionally

Photo

Use a professional-looking, recent and identifiable photo of yourself — no selfies or cropped pictures of you with others. Be sure it's set to be publicly visible. Your profile is 21 times more likely to be viewed with a photo, and you'll get nine times more connections.

Headline

What keywords describe what you do and who you are? What keywords align with your career goals? Be specific. Edit the default headline and try to go beyond using "student" in your headline. Use personal descriptive words that represent you, and use strategic keywords that will make you more likely to appear in searches.

Examples:

- ▶ **Seeking summer internship for UI/UX and full stack development roles | Demonstrated leader**
- ▶ **Aspiring Marketing Professional | Consumer Acquisition | Digital Marketing | Brand Development**

About/Summary

Write 1-2 paragraphs in short blocks of text or bullet points for easy reading. This section

should be rich with keywords highlighting your transferable skills, your technical skills and your strengths. Include a call to action, like "I welcome connections from..."

More tips for your summary section:

- ▶ **Use your best-written cover letter or your elevator pitch as a starting point.**
- ▶ **Use concise and confident language to highlight your relevant experiences, your career goals and aspirations.**
- ▶ **Emphasize unique skills.**
- ▶ **Include preferred-industry keywords.**
- ▶ **Write in first person (unlike a resume, you can use pronouns).**

Education

List in reverse chronological order all institutions attended. Include activities, study abroad and GPA, if you want to share it.

Experience

Include all employment, volunteer work and internships. Add detailed, concise descriptions to each position. Bullet points work great.

LinkedIn Profile Tips

- ▶ Record your video introduction with the LinkedIn Mobile App. In this video, record your "elevator pitch".
- ▶ Seek recommendations from managers, professors and other folks you have worked with.
- ▶ Add at least five skill sets.
- ▶ Show examples of your work by adding photos, video presentations and projects.

Networking with LinkedIn

Make your profile work for you with these tips:

- ▶ Create a personal URL and share it in your resume and email signature.
- ▶ Set your LinkedIn profile to “public” to increase professional results when people type your name into a search engine.
- ▶ Customize your connection requests. Personalized messages make people feel important.
- ▶ Stay active by posting, replying and adding new connections. Follow employers.
- ▶ Join NC State groups, industry and interest groups. Use the search tool to identify ones that fit your interests.
- ▶ Don’t accept every connection. Be aware of spammers!
- ▶ Don’t connect with hiring managers. Review their profile pre-interview, but wait to connect after you have landed the job.
- ▶ Keep content relevant to your interests and the industry you’re interested in.

Creating/Updating my LinkedIn profile using the Career Guide and using industry professionals’ profiles as a reference has allowed me to improve my online, professional appearance as well as helped me stay connected with industry professionals. This has directly been able to secure me referrals for internships and move me onto the interview stage because it shows recruiters that I am proactive about my career.

Zedrique Ahmed | Career Ambassador
BBA Business Administration and Management, Marketing

Build Connections

- ▶ **Start with people you already know — friends, relatives, high school and college classmates, coworkers, current or former professors/teachers and supervisors.**
- ▶ **Search for NC State alumni to develop contacts in your field of interest** (see page 57)
- ▶ **Support other people. Think about what you offer or what you can do to help others.**

What to Share on LinkedIn

- ▶ **Helpful tools and resources**
- ▶ **How-to-videos**
- ▶ **Job postings**
- ▶ **Photo from a professional event**
- ▶ **Ask a question**
- ▶ **Celebrate an achievement**
- ▶ **Motivational messages**
- ▶ **Interesting or relevant articles**
- ▶ **Articles you’ve written**
- ▶ **Articles you were quoted in**
- ▶ **Shout out to a connection**
- ▶ **Company/industry news**
- ▶ **Invitation to an event**

Preparing Your Graduate School Applications

A timeline is an effective tool to guide you through the application process. Your career counselor is available to assist you throughout the process and with preparing your documents.

Graduate School Timeline

One Year Before

- Research graduate schools and attend grad school fairs
- Research financial aid options (grants, loans, fellowships and assistantships)
- Register for GRE/other exam and take practice tests
- Check out the Princeton Review
- Review transcript — do you need certain classes or to improve GPA?
- Seek relevant work experience

The Summer Before

- Gain relevant work experience in chosen field (internships, volunteer, part-time)
- Draft personal statements
- Compile resume or CV
- Narrow list of schools
- Set calendar deadlines for applications and funding
- Contact potential advisors/faculty — are they taking new students?

The Fall You Apply

- Request letters of recommendation
- Have documents reviewed by career counselor, faculty or the Writing Center
- Polish personal statement
- Finalize resume/CV
- Order transcripts and submit complete applications
- Apply for additional funding, including FAFSA

The Spring After You Applied

- Follow-up with schools to confirm file is complete
- Visit schools, talk to faculty and students, sit in on classes
- Check out housing options
- Consult a trusted advisor or career counselor to discuss your options
- After accepting, send deposit and decline other schools
- Send thank you notes to people who helped you

Advising

Pre-Professional advising is available to pre-law and pre-health students (pg. 52).





Personal Statements

Ask yourself these questions to get started:

1. How has your college experience influenced your decision?
2. How has your work/internship experience influenced your decision?
3. Who has had the greatest influence on your decision and in what ways?
4. What situations have had the most impact on your decision?
5. What personally motivates you to pursue graduate studies in this field?

Drafting Graduate School Personal Statement

1 Answer the Questions Asked

Customize your statement for each individual application. Mention a professor you want to work with, class you want to take, or research you would like to contribute to.

2 Make yourself Memorable

Tell a story by using imagery and specific examples.

3 Create a Hook

Grab the reader's attention in the first paragraph. This paragraph is the framework for your statement.

4 Highlight your Knowledge

Tell how and why you are suited for your chosen field. Site experiences such as work, research, courses, campus involvement and projects.

5 Market Yourself

It is not about what the school can do for you. Research the program to determine what you can contribute.

6 Describe your Professional Interests

Share your career goals and what your motivations are in applying to the school/program.

7 Keep it Positive

If you share a failure/weakness, show how you've grown and will continue to succeed. Don't use self-deprecating humor.

8 Be Concise

Generally, your statement should be no more than two pages. Avoid the word "passion", don't use cliches and unnecessary words.

What's the difference between a personal statement and a statement of purpose?

A personal statement explains why you are a right candidate for a program and what motivated you to apply. A statement of purpose focuses on why you want to study a given subject and why your credentials and qualifications are a good match for the rigors of the program. The personal statement lets you share personal and professional experiences along with your academic background.

Seeking Letters of Recommendation

Who to Select

- ▶ Someone who is knowledgeable of your skills, work ethic, character and future capacity
- ▶ Someone who has regular contact with you to observe your growth and development
- ▶ Someone who holds a higher rank in their profession (but never choose someone based on status alone)
- ▶ Someone who knows you and shows how much they want to assist you

How to Ask

- ▶ Face to face is best. Schedule an appointment to discuss your aspirations and request the letter of recommendation. Never assume that someone will be comfortable with the responsibility of serving as a reference for you
- ▶ Discuss any additional responsibilities such as phone inquiries or responding to a selection committee
- ▶ No matter the decision, always thank the person and end the meeting on a positive note

Help Them Help You

- ▶ Provide recommenders with your current resume or CV, detailed information about the schools/ programs you are applying to and steps to submit letters of recommendation
- ▶ Give a brief summary of accomplishments or skills you've exhibited to the person. They may not remember everything you did under their supervision
- ▶ Inform them of your career goals, indicating what you want to accomplish in the next few years
- ▶ Make sure to thank recommenders after receiving their recommendation and once you receive your graduate school decisions. Keep your people in the loop

Pre-Professional Programs

Many NC State students follow their undergraduate education with an advanced degree at a professional school. Our pre-professional programs provide preparation support to students in pursuing health-related or law degrees. Whatever your path, we will help you plan for your pursuit of a professional degree.



Pre-Health Advising

Pre-health is a term encompassing many healthcare careers and professional school options. Resources are provided to students interested in exploring health professions, which often include medical, dental, physician assistant, physical and occupational therapy, pharmacy, optometry and more.

prehealth.dasa.ncsu.edu

Services provided:

- ▶ Prerequisite course planning
- ▶ Candidacy review
- ▶ Personal statement tips and reviews
- ▶ Practice mock interviews
- ▶ Professional school selection
- ▶ Entrance exam planning
- ▶ Exploring volunteer and clinical experience

Getting started:

Review the pre-health website and watch videos, join the pre-health listserv and schedule an advising appointment.

Recommended:

Join the Pre-Health Club and sub-group of interest (medical, dental, etc.), attend workshops/seminars and the annual Health Professions Fair, meet with your Academic Advisor, get involved and plan ahead.

Pre-Law Advising

Through Pre-Law Advising, students interested in exploring and preparing for law school can learn about the law profession and receive guidance on preparing for law school and the application process.

prelaw.dasa.ncsu.edu

Services provided:

- ▶ Learn how to be a competitive applicant
- ▶ Select potential law schools
- ▶ LSAT planning

Getting started:

Review the pre-law website, join the listserv and schedule an advising appointment.

Recommended:

Join the Pre-Law Student Association (PLSA), attend workshops/seminars and annual Law School Fairs.





Job Search Tip

70% of your job search should be networking. Career Fairs are a great place to start!

Take Action to Reach Your Goals

It's time to take steps toward your future career. First, you'll want to let your friends, family and faculty know about your job search. The more people you engage with, the better chance there will be someone who can assist or connect you with someone in the field. Try to connect with alumni and ask them for an informational interview (pg. 10). And finally, the step you can take that will set you apart from other candidates is to engage with employers. Doing so is a great opportunity for them to make a real life connection with you before you even apply.

How to connect

- ▶ Attend career fairs to meet company representatives
- ▶ Interact with employers during information sessions
- ▶ Introduce yourself to employers who present to student organizations
- ▶ Communicate with employers through their social media
- ▶ Email an employer contact suggested by a professor or classmate

What is a Career Fair?

Career fairs bring employers and students together so employers can share information about employment opportunities, while students can network with professionals in the field and possibly obtain an interview for a position.

Before the Fair

- Prepare your resume and have it reviewed by a career counselor.
- Review the list of participating employers and plan out who you want to meet.
- Download appropriate technology for virtual fairs, such as the NC State Career Fair Plus App.
- Print 25+ copies of your resume and carry them in a portfolio or folder. Bring a pen and paper for note taking.
- Prepare and practice your “elevator pitch.” This is your one-minute introduction including your name, major, year, skills, experience and career interest. Demonstrate that you know something about the company and share why you are interested.

Day of the Fair

- Dress professionally
- Smile, initiate a handshake (as comfortable), introduce yourself and offer your resume.
- Speak confidently about your strengths and academic background.
- Show interest and enthusiasm by asking questions.
- Employers/recruiters may ask you to apply online. Giving them your resume is not the same thing as applying for a job.
- Thank them for their time, state your interest and ask about next steps in the process.
- Request a business card and/or contact information from every person you meet. Jot down a few notes to remember details of conversations. Use this information to follow up.

After the Fair

- Email a brief thank you note to each employer you met. Let them know what steps you have taken to apply for positions and attach a digital copy of your resume.

“Attending career fairs has been one of the most impactful experiences for me so far at NC State. Not only are you able to learn about various job opportunities at large companies, but you can avoid the application process and jump into a conversation with a recruiter. In doing this, I was able to strengthen my interviewing and communication skills, and ultimately become less nervous about speaking to a recruiter.”

Andre Husbands | Career Ambassador
BS Mechanical Engineering

Networking



Networking is the process of connecting with people and building relationships. It’s about meeting new people, sharing information and learning about potential opportunities and various career fields. It is not just a buzzword or a collection of LinkedIn contacts!

Networking Creates Opportunities

Employers fill the majority of job openings through the unadvertised or “hidden” job market, and your network is essential to finding and attaining these opportunities! The contacts you make and cultivate can lead to future employment and important relationships.

Where to Start

Everyone already has a network! Start making a list, including:

- ▶ **Friends**
- ▶ **Classmates**
- ▶ **Family and family friends**
- ▶ **Neighbors**
- ▶ **Current or former teachers/professors**
- ▶ **Current or former employers/co-workers**
- ▶ **Professional acquaintances**
- ▶ **Members of organizations to which you belong**
- ▶ **Career counselors and other academic supporters**
- ▶ **Alumni**

Where to Network

Everywhere! Every interaction can create the opportunity to engage with a variety of people. Think about all the places you go and meet people:

- ▶ **Career fairs**
- ▶ **Student panels**
- ▶ **Networking events**
- ▶ **LinkedIn**
- ▶ **Classes**
- ▶ **Conferences**
- ▶ **Seminars**
- ▶ **Work**
- ▶ **Volunteering**
- ▶ **Social gatherings**
- ▶ **Professional associations**

Tools to use

LinkedIn Alumni Search

Go to the North Carolina State University LinkedIn page. Click the “Alumni” tab to see where they live, where they work and what they do.

Narrow your search results with keywords, company name or title. Once you identify an alumnus or alumna, send them an invite. See page 10 regarding how to request an informational interview.

Career Fairs

Practice introducing yourself and “selling” your value to potential employers. Develop personal connections with recruiters and professionals to learn about organizational cultures and values. Career fairs are a great way to find out how to apply for specific jobs and internships. See preparation advice on page 55.

Ask the Pack

“You ask. They answer.”
Send your questions to NC State’s 250,000-plus alumni.

ncstate.protopia.co

I have used the “Ask the Pack” tool to connect to an alumnus who also connected me to someone else closer to my field of interest.

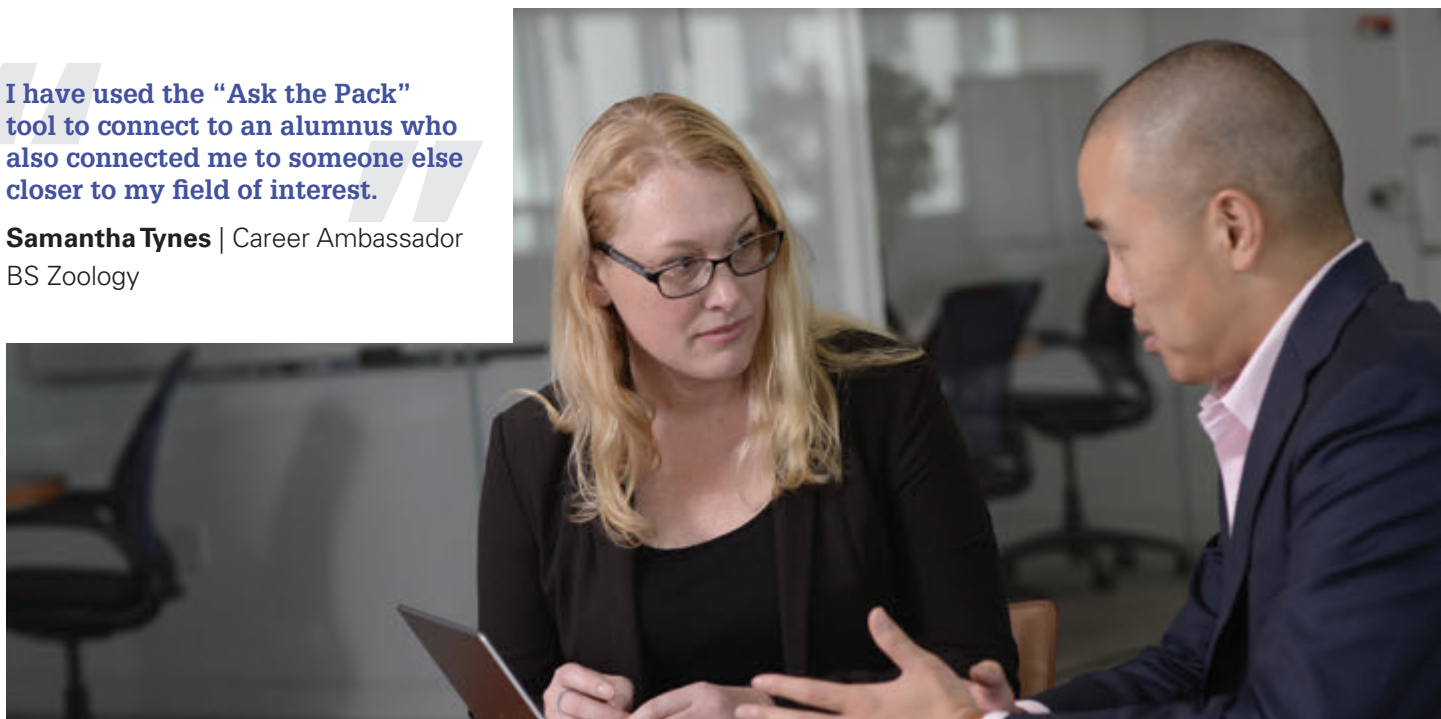
Samantha Tynes | Career Ambassador
BS Zoology

Organizing your network

An effective network is well-organized and maintained over time. Keep a detailed record of important interactions so you can follow up with new contacts and maintain meaningful relationships over the duration of your career.

Informational interviews are a great way to build your network. See page 10 for more details and how to set up an informational interview with someone in your field of interest.

Ask yourself: Who do you already know? Who do you want to get to know?



Gain Experience

Employers look for students who have work experience in their major prior to graduation. Gaining hands-on work experience can be obtained in a variety of ways. Consider these options to explore your career interests.

Complete Internships

Develop career-related skills while learning about an employer. There are usually paid opportunities during the summer.

Check out our Rural Works! program for paid summer internships in North Carolina.

Participate in Co-op

The Cooperative Education Program is your opportunity to gain hands-on job experience while pursuing a degree.

See page 60 for more information.

Conduct Undergraduate Research

Apply knowledge from your studies and experience research in a lab while gaining analytical skills and improving your problem solving skills.

Do Volunteer Work

This is an excellent way to gain practical experience and can even be related to your career interests.

Shadow Professionals

Learn from professionals in careers that interest you to gain firsthand knowledge.

Get Part-time Employment

These jobs may or may not be career related, but will help you build transferable skills.

Career Development Centers are incredibly important for students. The Center helps students connect with potential employers, practice interviews, and conduct resume reviews. Career Development Centers can also connect students with many internships and full-time positions through their connections, job fairs, and job boards. Using a Career Development Center as a student is ideal to set them up for future success.

Use ePACK

ePACK is your top source for career development at NC State. This easy-to-use online system gives you 24/7 access to information about job opportunities and events that will help you advance your job search.

Apply to jobs, internships, co-ops and part-time opportunities listed just for NC State students at

go.ncsu.edu/ePACK

ePACK has helped me get a better idea of what industries I can work in. The filtering tools are really detailed and have helped me narrow down to find exactly the type of positions I want to apply for.

William Gibson | Career Ambassador
BS Mechanical Engineering

Expand your search with these resources:

CareerShift: Access all publicly posted internships and jobs on the internet in one place. (Access through ePACK.)

GoInGlobal: Search for opportunities to work abroad. (Access through ePACK.)

USAJobs.com: Government jobs/internships

LinkedIn: Search broadly for opportunities, internships, co-ops and entry-level positions.



LinkedIn Tip

Make sure to select "Open to" finding a new job to let recruiters know you are open to work.

Co-op Program

The Cooperative Education (Co-op) program is a unique opportunity to gain hands-on work experience while pursuing a degree. Students alternate between semesters of full-time study and work, starting as early as their second year at NC State.

Benefits of Co-op

- ▶ All co-op positions are paid opportunities
- ▶ Maintain full-time student status while working
- ▶ Integrate classroom learning with real world project experience
- ▶ Strengthen job prospects and command a higher starting salary after graduation
- ▶ Graduate with 7.5 to 12 months of full-time major-related work experience

How to get started

- ▶ Attend a co-op information session
- ▶ Network with co-op employers at events and job fairs
- ▶ Work with the co-op office if you receive a co-op offer

go.ncsu.edu/co-op

“My advice to prospective co-op students is to ask questions! Questions not only help you learn and enhance your personal experience but it shows others that you are engaged and interested in your work. Additionally, people will assume that you already know things if you don’t ask questions which will make your work more difficult.”

Naomi Bouedo | Chemical Engineering, Novo Nordisk

“I would recommend keeping an open mind. I found some portions of the job that I expected to be boring, extremely fun and fulfilling. Make as many connections as possible — you never know who you’ll meet and what kinds of doors they can open for you.”

Duncan Hinson | Mechanical Engineering, General Dynamics Mission Systems

“Don’t worry if it isn’t exactly what you want to do after graduation. The experience itself is what most, if not all, employers want to see, so just get out there and do it.”

Kameron Winesett | Mechanical Engineering, Advanced Energy





Rural Works!

The Rural Works! internship program supports NC State's commitment to social, economic and technological development across North Carolina by offering an engaging internship experience for high-caliber students who work with employers to achieve their workplace goals in rural communities.

"Rural Works! was more hands-on than a traditional internship, and having that type of experience gives me a stronger understanding of how power distribution equipment looks."

Aiden Shearin | Electrical Engineering, Southland Electrical

Benefits of Rural Works!

- ▶ **Paid summer internship**
- ▶ **Gain industry-leading professional work experience**
- ▶ **Orientation training session is provided for participants to ensure a successful and meaningful internship experience**
- ▶ **Career coaching during and after completion of the internship**
- ▶ **Experience living and working in rural communities**
- ▶ **Apply knowledge from the classroom to the workplace**
- ▶ **Develop technical skills necessary for your industry**

go.ncsu.edu/ruralworks

State Employees Credit Union (SECU) Public Fellows Internship Program

The Career Development Center can help make your summer volunteer opportunity a paid internship. Have an organization that you're passionate about? Reach out to your dream organization, create an internship description that fits your career goals and apply to have it become a paid summer internship.

Requirements:

- ▶ **Be a full-time student returning to NC State in the fall semester**
- ▶ **Be a North Carolina resident**
- ▶ **Agency must be located in North Carolina and serve North Carolina Communities**

The Interview

Here are three things you should do leading up to any job or internship interview:

1 Research the Employer and Industry

Learn about the organization's mission, history, growth, products, competitors, locations, etc., and follow and browse its website and social media.

2 Know Yourself

Anything on your resume is fair game for an employer to ask about, so carefully review your resume and ensure that you can speak in detail about everything on it. Make sure to communicate your skills, interests and goals with confidence.

3 Practice, Practice, Practice

Schedule a mock interview with your career counselor, and practice answering the questions below, thinking about examples and stories that highlight your experiences.

Sample Questions

General Questions

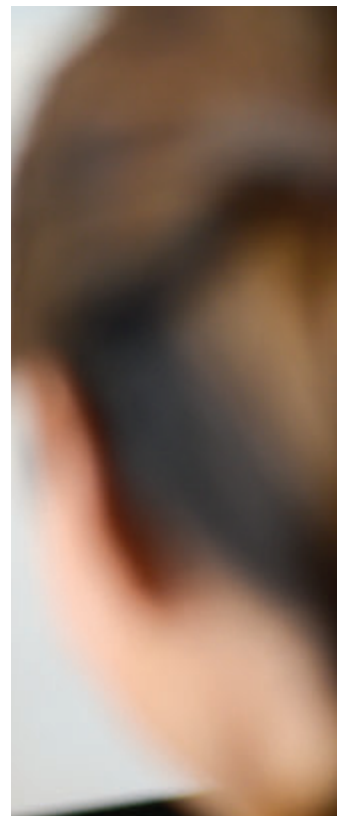
- ▶ Tell me about yourself.
- ▶ Why did you choose your field of study?
- ▶ What are your greatest strengths and areas of challenge?
- ▶ What has been your greatest accomplishment/setback?
- ▶ What class did you find most challenging/enjoyable?
- ▶ Where do you see yourself in five years?
- ▶ How will you add value to our organization?
- ▶ Why are you interested in our organization?
- ▶ What do you think it takes to be a good leader?

Behavioral Questions

Help the interviewer get a clear understanding of how you handle different situations. These rely on your past experiences with the premise being that past behavior can predict future behavior.

For example: "Tell me about a time when you..."

- ▶ Made a difficult decision.
- ▶ Dealt with a difficult team member or customer.
- ▶ Failed to meet a deadline.
- ▶ Demonstrated leadership skills.
- ▶ Received negative feedback.
- ▶ Overcame an obstacle.
- ▶ Had to have an uncomfortable conversation.
- ▶ Went above and beyond what was expected.
- ▶ Persuaded someone to change their mind.



Responding to Challenging Questions

Tell me about yourself.

This question is not an invitation to share your life story. Focus on where you've been and where you're going regarding your education and career goals.

What are your salary expectations?

Do your homework and know what a typical starting salary is for the job to which you are applying. Look at salary information provided by the NC State Future Plans Survey published annually. Finally, give a range rather than a fixed number, and justify it by mentioning the research you have done.

What are your greatest strengths?

Support your answers with detailed examples that relate to the job at hand.

What is your greatest weakness?

With this question, the interviewer is really looking for your self-awareness and commitment to self-improvement. Pick a related example from your life that demonstrates growth and your ability to turn a weakness into a strength. Your answer should be genuine, honest and professionally related — but nothing too personal.

Why should I hire you?

Reiterate the skills and qualities you would bring to the employer. Explain why you are the best candidate for the job, and show enthusiasm and explain how you will contribute.



Technical Interviews

Leetcode is a tool for practicing the kinds of problems employers typically ask you to solve.

leetcode.com



I have participated in Mock Interview Day and it was easy to schedule an interview and the feedback I received was really thoughtful and thorough. Mock interviews are a really great way to practice and prepare for real interviews and help especially with building confidence.

Sydney Epps | Career Ambassador
BS Chemical Engineering

Interview Etiquette

An interview is an opportunity to present your best self. Preparation is key to confidently presenting yourself and setting yourself apart from other candidates. Use these tips to guide your interview preparation.

- ◆ Bring several copies of your resume, a notebook and pen and work samples (optional, depending on the industry).
- ◆ Always give yourself extra time to travel to an interview site and aim to arrive 10-15 minutes before your scheduled time.
- ◆ Be friendly and courteous throughout the entire experience. The interview begins with your email interactions and how you talk with front desk staff.
- ◆ Be aware of your non-verbals such as maintaining appropriate eye contact and good posture, smiling and conveying open body language, using a strong handshake (if appropriate), and avoiding nervous tics such as tapping feet or playing with your hair.
- ◆ Take your time when answering questions to be clear in your response, and don't be afraid to ask follow up questions for clarity.
- ◆ Use the STAR method ([pg. 67](#)) to keep answers concise and on-topic.
- ◆ Use positive and professional language. Don't bad-mouth any previous experiences or people, and avoid slang, profanity and references to stereotypes.
- ◆ Prepare in advance to take note of your "filler words" such as "um," "like" or "you know." Once you notice them, you'll be more conscious of avoiding them during the interview.

Virtual Interviews:

- › Test the virtual interview program and your audio/video in advance.
- › Call in early. Allow time to resolve any problems that may occur.
- › Talk to the camera, not the screen.
- › Maintain a clean, professional background without distracting sights and sounds.
- › Still dress professionally.

Phone Interviews:

- › Have relevant documents in front of you (resume, work samples, questions, etc.)
- › Be prepared for natural silences and pauses; the interviewer will be taking notes while talking with you.
- › Convey your energy and enthusiasm through your voice (standing up helps).

One-way/on-demand Video Interview (AI interviews):

- › Employers use a virtual hiring platform to record your responses to pre-set questions.
- › Practice answering questions by recording yourself on a smartphone or computer.
- › Practice answering questions within two minutes.

Technical Interviews:

- › Focus on fundamentals.
- › Be prepared to solve problems in different ways.
- › Describe your thought process and ask clarifying questions.
- › Practice and give yourself a time limit on problems.



What Do Employers Want to See?

The National Association of Colleges and Employers (NACE) identified the following top attributes employers look for from candidates:

- › Communication skills
- › Honesty/integrity
- › Interpersonal/teamwork skills
- › Motivation/initiative
- › Strong work ethic





How to Dress for Every Job Interview

There's No One "Right Way to Dress"

There's no one-size-fits-all approach in preparing your interview outfit. What you wear to interview for one company may not be right for interviewing with another.

Dress for the Role

If you know someone who works at the organization, reach out to them for advice about what to wear. It's also okay to ask the person who called you for an interview about the company dress code. Even if the role to which you are applying is remote, follow the company dress code for your interview.

Wolfpack Styled Professional Clothing Closet

Get a professional outfit for an interview, career fair or conference or first day of work!

For more information, visit:

go.ncsu.edu/clothing-closet



STAR Method

How do you keep your interview answers clear and concise? Use the STAR method to demonstrate preparedness, thoughtfulness and relevance to the job you are applying for.

For example, when an interviewer asks you to “Tell me about a time when you took initiative,” here is how you would utilize the STAR Method:

S

Situation

Set the scene by describing where you were working.



T

Task

What was the specific activity to accomplish or what problem did you solve?



A

Action

What steps did you take and how did you complete them?



R

Result

What happened? Was there an improvement or change? What lessons or skills were learned? What might you do differently?

Last summer when I was conducting research as part of the Forensic Science Institute...

I noticed an error in some previous data collection that could potentially produce inaccurate results for our current study...

I took action immediately to read more about how the previous data was collected and identified where the errors occurred. I then assembled a team of other research assistants to adjust the calculations to better represent the findings...

Because I acted quickly, we were able to gain greater insight into our current research and produce the most accurate results. My team is currently in the process of publishing our results in a scientific journal, and my critical thinking and teamwork skills are strengths of mine I look forward to bringing into this new role.



STAR Method Tip

Before an interview, use the STAR method to outline your responses to common interview questions then practice speaking your responses.





Asking Questions

Take advantage of any opportunity to ask an employer questions. This demonstrates your sincere interest in the position and organization. Not asking questions gives the impression you are not interested.

Organizational culture questions:

- › Are there opportunities for formal career planning with a supervisor/mentor?
- › How and how often is employee performance reviewed?
- › Are there opportunities for schedule flexibility, telecommuting, socialization and team building?
- › What is the communication and leadership style of managers?
- › What is the workplace dress code?
- › Are there opportunities for community involvement?
- › Are there opportunities for new challenges or growth?
- › Are there support networks, mentoring or diversity initiatives?

Ask about the interviewer's professional background:

- › Why interviewer chose employer
- › What keeps interviewer working with employer
- › Roles interviewer has held
- › How has employer helped interviewer prepare for roles

Inquiries that stem from your pre-interview research:

- › Training/professional development for new hires
- › Detailed questions about the job with a future focus
- › Employer responses to challenges
- › What it is like to live in employer location

Things not to ask about:

- › Personal information about the employer or other employees
- › Salary and benefits (wait until you are given a formal offer)



After the Interview

Always follow up with a thank you letter to everyone who interviewed you within 24 hours of your interview. Not only does this convey your professionalism, but it can also help make that extra push to enhance your candidacy. Thank you letters are best sent via email to ensure they are received by interviewers in a timely manner. (See sample letter - page 43)

Your letter should summarize what impressed you most about the organization and position as well as highlight your experience or skills that appeared to interest or impress the interviewer(s). Be sure to also include any additional information that was requested (e.g., transcript, writing sample, references).

A week after sending the thank you letter, you may contact the employer to show your continued interest and ask if there is any additional information you can provide.

If the employer does not respond within the expected time frame, you may call or email the person who interviewed you to ask about your status.

Reflect on the Experience

- ▶ **How does the organization's mission match your interests?**
- ▶ **Does the nature of the job sound interesting?**
- ▶ **How is the organization run; does it seem well-organized?**
- ▶ **How do the other employees interact with each other?**
- ▶ **Are you excited about the possibility of this position?**
- ▶ **Does the job match your career interests?**

Evaluating Offers

Congratulations! You've been offered a job and now you are evaluating the offer. Many factors can affect whether or not you accept a job.

Ask yourself, does this job fit with my personal values and career goals? What are the pros and cons of the offer? Are the salary, benefits and location what I need?

Salary Negotiations

Use these resources to research salaries:

- ▶ **Future Plans Survey results – NC State Office of Institutional Strategy and Analysis**
- ▶ **Salary.com or Glassdoor**
- ▶ **U.S. Bureau of Labor Statistics** (www.bls.gov)
- ▶ **Occupational Outlook Handbook** (www.bls.gov/ooh)
- ▶ **Evaluate the cost of living in the area. Prepare a budget to understand the minimum salary needed to cover your expenses.**

Consult these resources:

- ▶ **NerdWallet** (www.nerdwallet.com/cost-of-living-calculator)
- ▶ **CNN Money** (money.cnn.com/calculator/pf/cost-of-living/index.html)
- ▶ **Payscale** (www.payscale.com/cost-of-living-calculator)

Some Final Remembers:

- ▶ **Let the employer initiate conversations about salary. Ideally, wait until after you receive an offer. And remember, don't enter negotiations if you don't intend to accept a position.**
- ▶ **Request the offer in writing.**
- ▶ **Ask for time to consider the offer; you do not need to decide on the spot.**
- ▶ **Evaluate the whole compensation package, not just the salary. Think about relocation expenses, health insurance, dental and eye coverage, retirement contributions, maternity/ paternity leave, sick and vacation time, etc.**
- ▶ **Think beyond salary; what else may be negotiable?**
- ▶ **Accept or decline the offer both verbally and in writing.**
- ▶ **Even if you are declining an offer, make sure to always give an answer — and don't give negative reasons why you are declining.**
- ▶ **Remain confident, tactful and professional throughout negotiations.**
- ▶ **Once you accept, withdraw from other opportunities and discontinue job search.**



Let Us Help You Evaluate

The professional staff at the Career Development Center is available to help you evaluate all aspects of an offer and help you make your decision. Make an appointment through ePACK or call 919.515.2396.

Resources Beyond the Career Development Center



Wolfpack Wellness

From your first orientation session, and even after you've become an alum, there are layers of support available to you across NC State. Student mental health ambassadors, wellness champions, and a variety of trainings and programs all empower you to take charge of your own well-being and support others along the way. Explore key university initiatives, programs and offices that cultivate wellness and holistic care across our campus at

wellness.ncsu.edu



Counseling Center

College is a time for tremendous intellectual, social and professional growth. But as we create leaders and innovators, we also want to cultivate emotional and psychological growth that will allow our students to be successful and flourish. The Counseling Center provides individual and group counseling for NC State students wishing for assistance with personal, academic or career concerns. Services are primarily short-term in nature and referrals are made as appropriate. For more information, visit

counseling.dasa.ncsu.edu



Pack Essentials

Pack Essentials supports students in need of food, housing, financial and educational security. The goal of Pack Essentials is to provide essential resources so that you don't have to choose between your academic career and providing for your basic needs. Go to the Pack Essentials Hub at North Hall to visit the Feed the Pack Food Pantry and to learn about additional campus and community resources at

go.ncsu.edu/pack-essentials



Career Development Center

2100 Pullen Hall, 201 Dan Allen Drive,
Campus Box 7303,
Raleigh, NC 27695-7303

919-515-2396



@NCStateCareerDevelopment



@NCStateCareer

NC State provides equal opportunity and affirmative action efforts, and prohibits discrimination and harassment based upon the following, which is considered by NC State to be a "protected status": a. race; b. color; c. religion (including belief and nonbelief); d. sex, including but not limited to (i) pregnancy, childbirth or related medical condition, (ii) parenting and (iii) sexual harassment; e. sexual orientation; f. actual or perceived gender identity; g. age; h. national origin; i. disability; j. veteran status; or k. genetic information. NC State also prohibits retaliation based upon a person's engagement in a protected activity.

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