At Eaton, we are dedicated to improving people's lives and the environment and are tackling some of the toughest challenges on the planet – by making what matters in everyday life work.

Discover the opportunities waiting for you – start your career today at Eaton.com/careers.

Eaton is an Equal Opportunity & Affirmative Action Employer, minority/female/disabled/protected veteran.
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Letter From Dr. Bell

Dear NC State Student,

On behalf of the NC State University Career Development Center, I want to welcome you to the 2017-2018 edition of the Career Guide. At your earliest convenience, please take the opportunity to review the Guide’s content. My colleagues and I in the Career Development Center believe you will find it to be an invaluable resource.

While we are pleased to make the Guide available, it is but 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 meet with us in person at 2100 Pullen Hall. Take advantage of Express Walk-in hours held from 11:00 a.m. to 2:00 p.m. Monday through Friday. Reach out to us virtually by means of our website or by logging in to your ePACK account. However you choose to connect, we strongly encourage you to do so early and often!

The 2017-2018 academic year holds the promise of endless potential and infinite possibilities. The Career Development Center team stands ready to assist you in leveraging both to your advantage. We can help you through every stage of your career development. Whether it is cultivating your personal career identity, understanding career competencies, connecting with experiential learning 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

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.

- 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.

- Provide access for all students to participate in services, programs, and events.

- Maintain a recruitment process that is fair and equitable to both students and employers.

- Ensure your confidentiality. Your conversations with our staff, whether in person, on the phone, in writing or via e-mail, are always confidential.

STUDENT RESPONSIBILITY

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

- 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.

- Conduct yourself professionally during all encounters with employers. This includes written or email correspondence, phone contacts, and personal interactions during career fairs and interviews.

- Be prepared for every interview by researching employers in advance and preparing answers to interview questions. Show recruiters why they should continue to recruit at NC State.
• Follow through on your commitment when you sign up for an interview. If you need to cancel, 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.

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

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

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

VISION: The Career Development Center will be valued by North Carolina State University and its partners as the leading resource to meet the comprehensive career development needs of students.

MISSION: The NC State Career Development Center equips students to successfully launch into careers through participation in academic and professional experiences.

Meet the Staff

Dr. Arnold Bell, Executive Director, arnold_bell@ncsu.edu

Student Services Team
D.R. Ingram, Associate Director, dringram@ncsu.edu
Sarah Wild, Career Counselor, swild@ncsu.edu
Wesley Wade, Career Counselor, wjwade@ncsu.edu

Professional Development Team
Marcy Bullock, Director, marcy_bullock@ncsu.edu
Dr. Lori Ghosal, Career Identity Coach, lori_ghosal@ncsu.edu
Courtney Jones, Career Identity Coach, cjohns@ncsu.edu
Alex Ricciuti, Graduate Assistant, apricciut@ncsu.edu

Pre-Professional Services
Ray Easterlin, Associate Director, ray_easterlin@ncsu.edu

Cooperative Education (Co-op) Team
Susan Matney, Associate Director, susan_matney@ncsu.edu
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Devon Wilson, Co-op Coordinator, devon wilson@ncsu.edu

Employer Relations Team
Dr. Kelly Laraway, Director, kelly_laraway@ncsu.edu
Cara Doyle, Assistant Director, cara.doyle@ncsu.edu
Bridget Hartsfield, Recruiting Manager, bridget_hartsfield@ncsu.edu
Eddie Lovett, Database and Communications Analyst, edlovett@ncsu.edu

Administrative Team
Ebony Peterson, Office Manager, ebpeters@ncsu.edu
Heather Dellinger, Administrative Support Associate, hdellinger@ncsu.edu
PROGRAMS & SERVICES

Services

Career counseling: Speak with professional staff about anything career-related.

Identifying interests and goals: Help choosing a major and exploring career options.

Drop-in hours: 15 minute sessions for resume review or quick questions. Monday-Friday from 11am-2pm, fall and spring semesters, when classes are in session.

Document critique/review: Get help editing and proofreading your resume, cover letter or thank you note.

Interview prep: Help with upcoming interviews, including mock interviews, to receive feedback.

Career fair prep: Prepare a successful elevator speech and get tips on how to speak with recruiters.

Assessments: Explore your career interests, skills, values and preferences.

Job search strategies: Learn about the best way to approach your job or internship search.

Clothing Closet: Learn about professional dress and pick up free items from the closet.

LAUNCH: Workshops led by Career Ambassadors on a different professional development topic each week.

Career courses: Classes designed to help student explore their career options and reach their professional development goals while earning course credit.

Building Experience

ePACK: Online tool for NC State students to search for jobs, internships, externships, and Co-op positions, as well as discover events and research employers: ncsu.edu/epack

Internships: Career-related experience during the summer or semester

Co-op Program: Students alternate full time classes with full time employment for 3 rotations in order to gain a full year of work experience prior to graduation.

On Campus Recruiting: Employers visit the Career Development Center to interview students for Co-ops, jobs and internships - students can sign up via ePACK.

Externships: Day long trips to explore a day in the life at various organizations. Students are able to visit a company, meet employees and ask any questions about what it’s really like to work in industry.

Career Fairs: Events that 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.

Info Sessions: Employers visit campus to give brief presentations about who they are and what they do, while students get to learn about specific opportunities and interact one on one with representatives.

CAREER FAIRS & EVENTS

Fall 2017
September 14th, 1:00-4:00 PM: College of Textiles Job Forum & Career Fair, Centennial Campus
September 15th, 2:00-4:00 PM: Pack on the Patio with Co-op, Sponsored by Eaton, Pullen Hall Patio, Career Development Center
September 19th & 20th, 9:30 AM-4:00 PM: Engineering Career Fair, McKimmon Center
September 26th, 5:30-7:30 PM: Industry Networking Night, Talley Student Union
September 29th, 10:00 AM-3:00 PM: Poole College of Management Career & Internship Fair, The McKimmon Center
October 13th, 9:00 AM-4:00 PM: Mock Interview Day, Pullen Hall
October 17th, 5:30-7:30 PM: Co-op Networking Night (Invite Only), Talley Student Union
October 18th, 10:00 AM - 3:00 PM: STEAM² Career Expo, Talley Student Union
November 7th, 3:00 PM - 5:00 PM: Law School & Graduate Programs Fair, Talley Student Union
November 14th, 12:00 - 4:00PM: NC Master’s & PhD Career Fair, The Friday Center, Chapel Hill, NC

Spring 2018
January 23rd, 5:30-7:00 PM: Industry Networking Night, Coastal Ballroom, Talley Student Union
February 1st, 9:00-4:00 PM: Mock Interview Day, Pullen Hall
February 2nd, 10:00 AM-2:00 PM: Poole College of Management Career & Internship Fair, The McKimmon Center
February 7th, 9:30 AM-4:00 PM: Engineering Career Fair, The McKimmon Center
February 13th, 5:00-8:30 PM: Women in STEM Symposium, Coastal Ballroom, Talley Student Center
February 16th, 10:00 AM - 3:00 PM: Career Fair for CHASS, State Ballroom, Talley Student Union
February 18th, 1:00 - 5:00 PM: Boot Camp: Conquering the Job & Internship Challenge, Talley Student Union
February 22nd, 6:00 PM - 8:00 PM: Co-op Networking & Job Fair (Invite Only), Coastal Ballroom, Talley Student Union
March 28th, 11:00 AM - 2:00 PM: Health Professions Fair, Talley Student Union
What's Next

Pre-professional services: Students interested in law school or health-related programs can receive guidance and information about the application process.

Graduate school: Professional advice for students considering or planning on continuing their education beyond a bachelor’s degree.

Career Ambassadors: Students chosen to lead LAUNCH workshops for their peers while developing their own skills through a career course.

Alumni services: Counseling and ePACK access offered up to one year after graduation.

Come Visit Us

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

Hours: Monday-Friday, 8:00am-5:00pm
Park in Dan Allen Deck

Drop-In Hours: Monday through Friday, fall and spring semesters while classes are in session 11:00am – 2:00pm (last check-in is 1:45pm)

Contact Info: career-development@ncsu.edu & 919.515.2396

Twitter: @ncsucareer
Facebook: facebook.com/ncsuCareer
LinkedIn: Search for North Carolina State University https://www.linkedin.com/in/winstonwuf

ePACK: ncsu.edu/ePACK. ePACK is your one-stop shop to schedule individual appointments with career coaches, to RSVP for information sessions, workshops, and career fairs, and to apply to thousands of jobs and internships listed just for NC State students.
LAUNCH Professional Development Series

LAUNCH is a weekly series of workshops dedicated to professional development and career readiness. If you attend six LAUNCH sessions you will receive a Professional Development Certificate signed by your Dean, a meal and a t-shirt during our celebration. Please register in ePACK.

LAUNCH Fall 2017:
All sessions held at 5 PM in Talley Student Union Room 4280 unless noted otherwise

Register in ePACK: Students who attend six sessions receive a professional development certificate.

Monday, September 11: Fashion Show (Coastal Ballroom)
Tuesday, September 12: Preparing for Career Fairs
Monday, September 18: Preparing Resumes
Tuesday, September 19: Preparing Resumes
Monday, September 25: Covering Cover Letters
Tuesday, September 26: Covering Cover Letters
Monday, October 2: Learning LinkedIn (for beginners)
Tuesday, October 3: Learning LinkedIn (for beginners)
Monday, October 9: Creatively Searches for Jobs & Internship Using ePACK
Monday, October 10: Creatively Searches for Jobs & Internship Using ePACK
Monday, October 16: Acing Interviews
Tuesday, October 17: Acing Interviews
Monday, October 23: Career Tips & Tricks
Tuesday, October 24: Career Tips & Tricks
Monday, October 30: Going to Grad School
Tuesday, October 31: Going to Grad School
Monday, November 6: Career Readiness
Tuesday, November 7: Career Readiness
Monday, November 13: Networking on LinkedIn
Tuesday, November 14: Networking on LinkedIn

2017-2018 Career Ambassadors

Adam Pecoraro, Biology
Andrea Veiga Rincon, Economics
Brian Gentry, Chemical and Biomedical Engineering
Cecily Sonner, Business Management
Chris Kelly, Industrial Engineering
Christine Norton, Electrical Engineering
Claire Steffens, Mathematics

Darian Boyd, Textile Technologies
D’Nealson Bain, Chemical Engineering
Drew Delbridge, Biological Sciences
Emily Fomin, Biomedical Engineering
Emma Moore, Industrial Engin. & English Lang.
Fatoumatta Fatajo, Electrical and Computer Engineering
Joceline Kingston Liriano, Accounting
Joshua Hant, Electrical & Computer Engineering
Kelly Crabtree, English LWR
Logan Tucciarone, Accounting
Makayla Miller, Business Administration
Margaret Avis, Mathematics
Megan Angevine, Global Relations & Economics
Michael Simon, Political Science
Musaab Alamoudi, Industrial Engineering
Neal Hairston, Mathematics
Savannah Russell, Communications
Sophie Bean, Political Science
Talia Bender, Human Biology
ePACK

ePACK is the university-wide system that connects students with employers. Employers who recruit students for internships, co-ops, and entry-level positions use ePACK! The system is also used for career fairs, on-campus interviews, employer information sessions, LAUNCH, and other career-related events. Take the time to become adept at using the system. Be ready for recruiting activities that begin early September!

How Employers Use ePACK

Employers participate in one or more of the following activities within ePACK:

- Post internships, co-ops, and entry level positions — as well as part-time, campus (student employment), and experienced positions for alumni
- Schedule on-campus interviews
- Set up information sessions
- Attend career fairs
- Participate in mock interviews
- Provide contact information for students

Note: Employers can view the documents you submit for a job posting (resume for example). Employers are unable to view details found within your ePACK account.

How to Search for Jobs

Use the “Advanced Search” to view postings that match your major or career interests. (Jobs/Internships > ePACK Jobs > Advanced Search) Create a “Saved Search” for future use and to alert you of matches, if you desire. (See images on page 7)

"Always remember to follow up after you make contact with someone in the industry that you want to work for. This is especially helpful to help build up your network, so just send them an email, give them your business card, or connect with them on LinkedIn. Just make sure that you are continuously updating your network by staying in contact with these people.”

-Brian Gentry (Chemical & Biomedical Engineering)
How to Make an Appointment

Meet with a professional staff member by scheduling an appointment through ePACK. Use the “Shortcuts” section on the right side of your ePACK homepage.

You can also make an appointment by calling 919.515.2396. For quick questions, meet with a graduate student in 2100 Pullen Hall during drop-in hours Monday through Friday 11am-2pm.

ePACK After Graduation

Graduating soon? We invite you to utilize the resources and services of the Career Development Center up to one year after graduation. This includes continued access to ePACK.
These tips will help you prepare for your future destination and enjoy yourself in the process.

- **DONE** Be flexible. Having a goal is great, but life throws you some curveballs and you may find yourself realigning your path. That is all part of the journey. Most students change their majors, so you are not alone.

- **DONE** Evict behaviors that sabotage you. If it is not serving you, stop doing it. You choose your actions. Think about how you want to feel (proud, accomplished, happy, challenged, loved, etc.) and act accordingly. You choose your feelings and your actions. No one else is responsible.

- **DONE** Know your super power. What differentiates you from everyone else on the planet? Dig deep and look at what energizes you and what gifts you can bring to the world.

- **DONE** Know your non-negotiables. What can you absolutely not live with or without? We spend 1/3 of our life after college in our careers.

- **DONE** Document your progress and fill in the gaps. Create and/or update your resume, cover letter and LinkedIn profile each semester. Document all of your accomplishments and evaluate strengths on your resumes and areas to develop. Take steps toward filling in the gaps on your resume. If you are not sure where the gaps are, talk to your career coach.

- **DONE** Learn from something you are not so proud of. What have you learned from past mis-steps?

- **DONE** Stretch your limits. If you feel butterflies, you are growing. If you are stagnant, you are not.

- **DONE** Have a few specific career advisors. This group is your personal “board of directors.” These are your champions who are cheering you on in life and sometimes telling you what you need to hear, not what you want to hear. Sit at the feet of those who have been through this and listen.

- **DONE** Get over the impostor syndrome. You may be your worst critic when it comes to your success. Stop comparing yourself. What really matters at the end of the day is your perception of yourself- and no one else’s perception. Go to bed feeling like you did your best and try to get better tomorrow.

- **DONE** Give yourself permission to go after what you want. First you have to know what you want. Today is not a dress rehearsal, so do what you love and you will not regret it. Take courses you enjoy. The Career Goal Statement activity on page 11 will help you define your passions.

- **DONE** Learn about the realities of specific careers. The best way to learn what a job is really like is by talking with people in the field. Conduct informational interviews with professionals, faculty, mentors, family and friends to learn about majors and occupations. Use the Alumni feature on LinkedIn to reach out to those in professions you aspire to enter and request a 20 minute coffee chat where you ask for advice.

- **DONE** Present your best self. Be sure your voicemail and social networking sites are professional.
# Start Your First Year at NC State and Continue Through Graduation

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
<th>Junior Year</th>
<th>Senior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use the Academic Advising resources at advising.dasa.ncsu.edu for information on choosing or changing a major.</td>
<td>• Create or update your ePACK account; update your resume.</td>
<td>• Update your ePACK account; update your resume.</td>
<td>• Update your ePACK account; update your resume.</td>
</tr>
<tr>
<td>• Consider assessments to understand how your skills, interests and values relate to careers.</td>
<td>• Join a student organization that is related to your major.</td>
<td>• Meet with Career Development Center staff to discuss strategies; do mock interviews; discuss decisions about grad school.</td>
<td>• Attend career fairs and other career-related events.</td>
</tr>
<tr>
<td>• Consider enrolling in USC 202 if you desire in-depth guidance choosing a career path.</td>
<td>• Meet with Career Development Center professionals to discuss strategies; practice your interviewing skills.</td>
<td>• Continue using ePACK and other resources to apply for internships, and research opportunities.</td>
<td>• Begin your active job search at least one semester prior to graduation; apply for full-time postings and on-campus interviews via ePACK.</td>
</tr>
<tr>
<td>• Explore ePACK, NC State’s on-line job posting system. See what opportunities are available that interest you. Keep your profile current and upload a new resume each semester.</td>
<td>• Speak with faculty about research opportunities.</td>
<td>• Continue attending career fairs and other career-related events to apply for internships and research opportunities.</td>
<td>• Discuss your job search strategies with a professional in the Career Development Center.</td>
</tr>
<tr>
<td>• Start to define a strategy for reaching career goals.</td>
<td>• Attend career fairs and other career-related events to learn about internships and co-ops; use ePACK and other resources to apply for internships, co-ops, and research opportunities.</td>
<td>• Research the application timeline if you are thinking about graduate or professional school.</td>
<td>• Applying to graduate or professional school? Follow individual program guidelines and deadlines.</td>
</tr>
<tr>
<td>• Begin completing the LAUNCH series (see page 6 for dates and times or check our website).</td>
<td>• Attend employer information sessions posted in ePACK to learn about career opportunities.</td>
<td>• Meet with faculty or employers as you create a list of references or request recommendation letters.</td>
<td>• Get organized; create a spreadsheet to track your job search activity.</td>
</tr>
<tr>
<td>• Attend Career Fairs to learn about career paths for different majors.</td>
<td>• Attend a Co-op orientation session.</td>
<td>• Continue to be active with a student organization to develop leadership skills; take advantage of student rates to join professional organizations.</td>
<td>• Attend our Job Search Boot Camp offered each February to refresh your approach and keep you motivated.</td>
</tr>
<tr>
<td>• Consider career-related experience through an externship, internship, co-op, research or volunteer experience.</td>
<td>• Attend additional LAUNCH workshops to ensure you are career ready.</td>
<td>• Complete the LAUNCH series, if not completed already, to ensure you are career ready.</td>
<td>• Consider taking USC 401 Career Transitions, a 3 credit class to ensure that Seniors are career ready. Register in My Pack.</td>
</tr>
<tr>
<td>• Attend a Co-op orientation session.</td>
<td>• Gain career-related experience through an internship, co-op, research or volunteer opportunity.</td>
<td>• Complete the new graduate survey to report your future plans and update your ePACK profile.</td>
<td>• Complete the LAUNCH series, if not completed already, to ensure you are career ready.</td>
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<td></td>
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<td>• Practice your interviewing skills with professionals in the Career Development Center.</td>
<td>• Career Development Center services &amp; resources continue for new graduates one year after graduation.</td>
</tr>
</tbody>
</table>
CAREER GOAL STATEMENT ACTIVITY

Choosing a career path is one of the big challenges in adulthood. We offer many services to support you as you identify your goals. Students can make appointments with Career Coaches and take classes on career exploration. Start by completing this Career Goal Statement Activity.

Interests
Check the ones you have the most interest in exploring:

- Government/Politics
- Business
- Entrepreneurship
- Animals/Pets
- Farming/Agriculture
- History
- Sciences
- Medicine/Medical Care
- Design
- Toys/Games
- Clothing/Fashion
- Languages
- Writing/Publishing
- Disabilities
- Beauty
- Hotels/Event Planning
- Cars/Driving
- Safety/Security
- Entertainment
- Environment/Nature
- Humor
- Computers/Technology
- Electronics
- Education
- Money/Finance
- Diversity
- Transportation
- Mental/Emotional Health
- Philanthropy
- Sports/Athletics

- Children Issues
- Home Improvement
- Boating/Water
- Energy
- Nutrition/Food
- Religion/Spiritual
- Travel/Tourism
- Dance
- Music
- Housing/Real Estate
- Arts/Crafts
- Law/Justice
- Military
- Families/Relationships
- Exercise/Fitness

- Aviation/Flying
- Furniture/Antiques
- Marketing/Sale
- Landscape/Gardening
- Math
- Gender Issues
- Theater/Acting
- Plants/Flowers
- Cooking
- Personal Growth
- Social Media
- Books
- Recreation/Outdoors
- Forensics/Death
- Health

Audiences
Check the ones you have the most interest in serving.

- Business Owners
- Entrepreneurs
- Communities/Neighborhoods
- Young Children
- Deaf/Hearing Impaired
- Athletes
- Special Needs (Mentally, Physically)
- Disaster Victims
- High School Students
- Creative People
- Infants/Babies
- College Students
- K-12 Education (Teachers, Staff)
- Blind/Visually Impaired
- Special/Specific
- Medical Issues
- Children in Foster Care
- High Level Executives
- Substance Abusers
- Specific Ethnic/Racial Groups
- Higher Education
- “Do-It-Yourself” (DIY) People

- Religious Organizations
- Poverty/Rural Areas
- Mothers/Fathers
- People from Other Countries
- Single Parents
- People in Emotional Crisis
- Delinquents
- Families
- Elderly/Seniors
- Females/Males
- Gangs/Gang Members

- Homeless People
- Farmers
- Entertainers/Celebrities
- Animals
- Pregnant Teens/Adults
- Unhealthy People
- Orphans/Runaways
- Physically Abused
- Artists/Performers
- Immigrants
- Prisoners

- Veterans/Military
- Marriages
- Single People
- Adults
- LGBTQIA (Lesbian, Gay, Bisexual, Transgender, Questioning, Allied)
Actions
Check the words that resonate with you the most.

- Discover
- Empower
- Teach
- Prepare
- Engage
- Entertain
- Foster
- Encourage
- Inspire
- Change
- Motivate
- Create
- Train
- Provide
- Lead
- Promote
- Coordinate
- Enable
- Advise
- Advocate
- Help
- Educate
- Coach
- Demonstrate
- Develop
- Explain
- Guide
- Inform
- Instruct
- Nurture
- Show
- Influence
- Cultivate
- Examine
- Feed
- Counsel
- Study
- Make
- Design
- Connect
- Enlist
- Employ
- Research
- Facilitate
- Evaluate
- Deliver
- Contribute
- Construct
- Mentor
- Support
- Collaborate
- Build
- Worship
- Uplift
- Transform
- Unlock
- Listen
- Share
- Surrender
- Study
- Restore
- Rejuvenate
- Reclalm
- Prepare
- Promise
- Pursue
- Live
- Love
- Lift
- Invite
- Improve
- Imagine
- Heal
- Dream
- Free
- Express
- Explore
- Eliminate
- Direct
- Gather

Career Values
Rank from 1-20:

- High Earnings
- Helping Society/Service
- Challenging Problems
- Recognition
- Work/life Integration
- Adventure/Risk
- Independence
- Creativity
- Exercising Competence
- Influencing People
- Prestige/Fame
- Integrity
- Competence
- Security
- Advancement
- Entrepreneurship/Innovation
- Authority/Power
- Diversity
- Competition
- Accomplishment

Rank your strongest traits/skills from 1-20:

- Independent
- Team-oriented
- Precise
- Imaginative
- Analytical Problem Solver
- Organized
- Open-minded
- Patient
- Resourceful
- Results Oriented
- Diplomatic
- Thorough
- Efficient
- Communication
- Professionalism
- Critical Thinking
- Strong Work Ethic
- Leadership
- Applying Technologies
- Curious
Meaningful Work Table
From each list above, write down up to five items from each category in the space below:

<table>
<thead>
<tr>
<th>Interests (5)</th>
<th>Audience (5)</th>
<th>Actions (5)</th>
<th>Values (5)</th>
<th>Traits/Skills (5)</th>
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Career Goal Statement
After you’ve come up with your top interests, audiences, actions, values, and traits/skills, it’s time to come up with the two or three sentences that sum up what you’d like to do, who you’d like to help and why, and how you plan to help them. This is your personal elevator speech to use when asked about your passions. It can also be the starting point for the professional summary you can use to start your resume.

**IMAGINE**- You are in an elevator with the CEO of your dream company. You have 30 seconds to make a first impression. Example:

*I aspire to discover solutions to global environmental issues and educate communities utilizing creativity, strong leadership, and analytical problem solving skills, while being precise in my approach and taking risks when necessary to gain positive results. I bring a strong work ethic and a thorough and professional approach to ensuring I act with integrity while impacting society’s approach to living green.*

What would you say about your career goals in 30 seconds? (About three sentences)
Career Goal Statement (Continued)

Here are some additional questions to help you compose your Career Goal Statement and take a closer look at your passions:

- How do I want people to remember me?
- What would my ideal life look and feel like?
- What characteristics do I aspire to and want to cultivate?
- I am at my best when:
- I am at my worst when:
- What do I really love to do at work?
- What do I really love to do in my personal life?
- My natural talents and gifts are:
- If I had unlimited time and resources I knew I could not fail, what would I choose to do?
- What's stopping me from getting what I want?
- What am I going to do about it?
- Who could I get to help me?

Choosing an academic major and/or career can be challenging. This model reflects a continual process with no specific starting point:

- **Gain Relevant Experience**
- **Identify Strengths**
- **Explore Careers**
- **Look into Majors**

**Gain Relevant Experience:**

- Internship/Co-op/Job experiences
- Undergraduate and graduate research opportunities in your field of interest
- Involvement in campus, community or professional organizations
- Job shadowing a career professional
- Volunteer opportunities
- Create your ePACK account
- Enhance your LinkedIn profile
CAREER READINESS

Employers are looking for college graduates to demonstrate 8 competencies for a successful transition into the workplace. Are you career ready?

1. **CAREER MANAGEMENT**
The ability to identify and articulate one’s strengths, knowledge, and experience relevant to the desired position, along with overall career goals including areas for professional growth. Able to take steps to pursue and self-navigate opportunities and job options.

2. **DIGITAL TECHNOLOGY**
Demonstrate effective adaptability to new technologies and leverage digital technology to solve problems, complete tasks, and accomplish goals efficiently and ethically.

3. **ORAL/WRITTEN COMMUNICATIONS**
The ability to articulate thoughts and ideas clearly and effectively in written and oral form. Able to express ideas to others, write/edit memos, letters, and complex technical reports clearly and effectively; show strong public speaking skills.

4. **PROFESSIONALISM/WORK ETHIC**
Demonstrate effective work habits, work productively with others, manage time efficiently. Show responsibility, personal accountability, punctuality, and the ability to learn from mistakes. Understand the impact of non-verbal communication on professional work image; shows integrity and ethical behavior.

5. **GLOBAL/INTERCULTURAL FLUENCY**
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrate openness, inclusiveness, sensitivity and the ability to interact respectfully with all people and understand individuals’ differences.

6. **CRITICAL THINKING/PROBLEM SOLVING**
Ability to analyze issues and exercise sound reasoning to make decisions and overcome problems. Ability to obtain, interpret, and use knowledge, facts, and data in this process. Demonstrate originality and inventiveness.

7. **LEADERSHIP**
The ability to leverage the strengths of others to achieve common goals. Assess and manage own emotions and those of others, use empathetic and interpersonal skills to coach and develop others. Guide, motivate, organize, prioritize and delegate work.

8. **TEAMWORK/COLLABORATION**
The ability to work within a team structure, negotiate and manage conflict, build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.
Resumes

Your resume communicates your accomplishments and skills you have to offer! It is used when applying for internships, Co-op, and full or part-time jobs. It may also be requested as part of graduate school, scholarship, and/or fellowship applications.

Whether this is your first professional resume or your 5th revision, the Career Development Center will help you create a resume that works. Use the advice below to help present your strengths in the best light!

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**OBJECTIVE**
To obtain an internship or co-op in an innovative mechanical engineering company where I can utilize my skills in analytical problem solving, creative and collaborative working to further the success of the company.

**EDUCATION**
North Carolina State University, Raleigh, NC  
BS Mechanical Engineering Intended  
Anticipated, May 2021  
GPA: 3.67/4.0

**PROJECTS**
Freshman Engineering Design Day  
March 2017  
3D print multi-function sunglasses – 2nd Place Winner

Lead Designer, BRHS Robotics, Zanesville, OH  
September 2015 – May 2016  
Designed and built a robot for VEX Robotics according to specifications designed to play mini basketball; competed in semi-finals in state-wide competition

**EXPERIENCE**
Lifeguard, YMCA, Zanesville, Ohio  
June 2015 – August 2016  
Supervised swimmers to ensure safety protocols for all visiting guests  
Performed pool chemical checks to ensure safety and hygiene  
Opened and closed pool, including cleaning and maintenance of the pool and surrounding area

**ORGANIZATIONS/LEADERSHIP**
NC State Engineering Village  
Shack-A-Thon Committee: involved in planning the event for the Engineering Village shack which raised funds for Habitat for Humanity during the annual Shack-A-Thon at NC State.

BRHS Soccer Captain  
August 2015 – November 2016  
Effectively managed communications between 18 team members (2015-2016)  
Received Honorable Mention Award (2015-2016)  
Received Sportsmanship Award (2015-2016)

BRHS Student Council  
September 2014 – June 2016  
Steward of Public Relations for Junior Student Council: took leading role in planning prom for 300+ students  
Historian for Senior Student Council: created senior video and will take part in planning future class reunions

**COMMUNITY SERVICE**
Volunteer Work  
October 2012 – Present  
Participated in a Christmas play “The Angel Tree” every year to raise money for The Salvation Army  
Over 200 service hours throughout high school

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“Stop comparing yourself to others. You need to remember that you’re not inadequate. You’ve made it this far, you’ve made it to the University, and you’re doing great. You have a lot of strengths to offer. A great resource is the Career Development Center. We’re always happy to help with mock interviews, or resume and cover letter critiques.”

-Kelly Crabtree (English LWR)
Harper Hillsborough
413 Turlington Hall • Raleigh, NC 27607
hahillsb@ncsu.edu • (919) 123-4567

Education
North Carolina State University | Raleigh, NC | May 2021
Bachelor of Social Work, Minor in Theatre
GPA: 3.3 / 4.0

Work Experience
Starbucks | Barista | Raleigh, NC | August 2017-Present
• Prepare custom drink orders in a timely fashion while multitasking in a fast-paced environment.
• Maintain work area hygiene standards and food safety guidelines.
• Perform as part of a diverse team to reach sales goals, customer satisfaction ratings, and daily objectives.

Campus Engagement
Arts Village | Resident & Hall Council Member | Raleigh, NC | Fall 2017-Present
• Engaged in living and learning community of 150+ students with a focus on appreciation & cultivation of the arts.
• Served the community as a member of Hall Council by organizing and executing social programming throughout the year including the annual Turlington Haunted Hall program.
• Experienced a variety of arts related performances, seminars, and artist lectures as a part of the Arts Village experience and course.

GLBT CommUNITY Alliance (GBLTCA) | Member | Raleigh, NC | Fall 2017- Present
• Attended the GLBT Symposium to network with GLBT students and allies on campus.
• Participated in weekly meetings and planning of community events.
• Volunteered to paint the Free Expression Tunnel for National Coming Out Day with a group of other students, faculty, and staff as a part of GLBT History Month in October 2017.

University Theatre | Cast & Crew Member | Raleigh, NC | Fall 2017-Present
• Performed as an ensemble cast member in the production of Hairspray.
• Supported tech crew during load in for all live shows during Fall semester.
• Created theatrical makeup designs and applied cosmetics to cast members during 3 university productions after taking a course in makeup design for the theatre.
• Selected as member of the Alpha Psi Omega National Theatre Honor Society.

Skills
• Social Media: Proficient in Instagram, Snapchat, Twitter, Facebook, and LinkedIn.
• Photography: Intermediate level of Photoshop, editing, and portrait photography expertise.
• Languages: Elementary French

"Deliver in your current role and more opportunities with show up. If you're interested in working in something that's not directly related to your goal, it's not a waste of time. Show people that you have good communication and teamwork, and you might know someone who is directly connected to your goal. Deliver in what you're doing, and someone will help you!"

-Fatima Fatajo (Electrical & Computer Engineering)
Objective or Summary

Though this section is optional, it is suggested if you would like to point out specific career interests or include strengths you bring to the organization. Examples include:

- Seeking a Co-op position in Mechanical Engineering beginning Spring 2018.
- Seeking a summer internship in publishing where I will contribute strengths in writing, editing, and project management.
- Seeking an entry-level position in conservation with special interest in natural resource policy and environmental regulation.
- Creative and confident sophomore with experience in the customer service industry. Proven leader who takes initiative and performs tasks with minimal supervision.

GRACE GLOBAL

Cell Phone • NC State Email • Raleigh, NC • www.linkedin.com/in/graceglobal

PROFESSIONAL SUMMARY

Collaborative, resourceful problem-solver with a passion for foreign affairs. Seeking a full-time summer internship with non-profit or state government organization in the Raleigh area.

EDUCATION

Bachelor of Arts - International Studies, North Carolina State University, Raleigh, NC
Concentration: Global Cultural Studies • Minor: Spanish
Major GPA: 3.8, Cumulative GPA: 3.1

Study Abroad: Barcelona, Spain

EXPERIENCE

Local Family - Raleigh, NC
Childcare Provider

January 2016 – Present
- Supervise and guarantee the safety of 3 children ages 2, 5, and 12 years (3 – 4 days weekly)
- Facilitate interactive activities indoors and outdoors to keep children occupied and entertained
- Provide transportation to and from school and oversee nightly meal preparation
- Communicate with parents to ensure appropriate care is provided for each child

Triangle Aquatics - Cary Swim Club, Cary, NC
Lifeguard (Seasonal)

May 2014 – August 2016
- Guarded patrons’ safety and handled emergency situations with a calm and responsible approach
- Maintained cleanliness of pool and condition of water; monitored chlorine and pH levels in pump room daily, and ensured all pool supplies were neatly stored and accounted for
- Collaborated with team of 7 lifeguards to effectively cover all work shifts weekly

COLLEGIATE INVOLVEMENT

Habitat for Humanity of Eastern NC
Volunteer (16 hours)

November 2016 & April 2017
- Collaborated with team of 25+ in the building of 2 local homes for families in need
- Actively recruited volunteers by tabling in university student union 2x per semester
- Developed skills related to communication, goal-setting, and active listening and an enhanced understanding of the importance of supporting those less fortunate in the local community

Allies for Students with Disabilities, Member

September 2016 – Present

INTERESTS/HOBBIES/SKILLS

Career-Focused Interests: Global Politics, International Development, Ethnic Conflict, Societal Change
Skills: Spanish (Intermediate), Microsoft Office, Drop Box, Survey Monkey, Public Speaking
Hobbies: Hiking (completed all 46 Adirondack Mountain Peaks in NY), Bass Guitarist (10 Years)

“Get out there and network as much as possible. You want to get out of that comfort zone. Introduce yourself to new experiences. That way you can make more connections leading to more opportunities.”

-Neal Hariston (Mathematics)
Wolf E. Pack
xxxxxxx@ncsu.edu

2012 Pack Street
Raleigh, NC 27607
(910) 123-4567

4321 Anonymous Drive
Fayetteville, NC 28300
(919) 555-0000

OBJECTIVE:
Seeking a co-op position in Computer and Electrical Engineering beginning spring or summer 2018.

EDUCATION
North Carolina State University, Raleigh, NC
B.S. in Computer Engineering, B.S. in Electrical Engineering, May 2020
GPA: 3.2 / 4.0

Relevant Courses:

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 2017 – August 2017, 40 hrs./wk.
• Researched intranet software options for internal R4 website.
• Collaborated with IT team to maintain network stability at the Fayetteville site.
• Utilized communication, organizational, and computer skills to complete daily tasks.

Server/Food Runner/Host, On the Border, Fayetteville, NC
May 2016 – August 2016, 40hrs./wk.
• Greeted and served guests, focusing on making their experience the best possible.
• Developed great 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 2015 – May 2016, 20hrs./wk.
• Repaired, maintained, and cleaned all games in the playroom.
• Served food and ensured safe play area for all guests.
• Confirmed all guests’ needs were met addressing issues such as ticket jams, machine malfunctions, etc.

ACADEMIC PROJECT EXPERIENCE

HONORS AND ACTIVITIES
Dean’s List (Fall’16-Spring’17), HKN, IEEE (Member), Residence Hall Council, University Scholars, Gamma Beta Phi Honors & Service Society, Red Cross Volunteer & Intramural Basketball

“Do a mock interview as early as possible. When I did my mock interview as a junior, I wished I had done it a long time before, and it prepared me for every interview after. I learned so much.”

-Prem Shah (Mathematics & Statistics)
OBJECTIVE

Seeking an internship that will continue to develop my experience and skills in plant biology & forest management.

EDUCATION

NORTH CAROLINA STATE UNIVERSITY

BA in Natural Resources Management Ecosystem Assessment
Minors in Plant Biology and Forest Management

RALEIGH, NC

Expected May 2019

PROFESSIONAL EXPERIENCE

NORTH CAROLINA NATURAL HERITAGE PROGRAM

Conservation Information Intern

Digitized endangered/rare plant locations into GIS-based mapping system
Surveyed for protected taxa, including Tar River Spiny Mussel and longleaf pine savannas

RALEIGH, NC

May 2017 – Aug 2017

WILDLIFE & WETLANDS SOLUTIONS

Environmental Consulting Technician

Mapped plots by GPS of Centaurea maculosa patches along Lake Michigan beachfront
Mixed and applied herbicides, in addition to mechanical means to control invasive species

TRAVERSE CITY, MI

July 2016 – Aug 2016

WILLIAM B. UMSTEAD STATE PARK

Invasive Species Intern

Mixed and applied herbicides onto grass, shrubs, trees, both terrestrial and aquatic
Created map layers within ArcGIS representing treatments and vegetation densities throughout park

RALEIGH, NC

Mar 2015 – June 2015

NEW GARDEN NURSERY & LANDSCAPING

Logistics Division

Performed general caretaking of nursery grounds such as weeding, watering, fertilizing

GREENSBORO, NC

Mar 2014 – Dec 2014

TECHNICAL SKILLS

Plant Identification • CPR/AED Certification • ArcGIS • Microsoft Office • Verbal Judo
Crosscut Saw Bucker “B”/Feller “A” • Leave No Trace Trainer • Herbicide Application

ACTIVITIES

Member of Appalachian Mountain Club, Sierra Club, and other various trail crews along the AT
Member of the NC State University Power Sound of the South Marching Band (2015 – 2017)
Member of the NC State University Pep Band (2015 – 2017)

“Schedule every week for tackling your long term goals. I know that during the middle part of the semester things get really busy and you might put off those job applications for later, but you have to set aside an hour or two every single week so that you actually tackle those applications.”

-Josh Hant (Electrical & Computer Engineering)
Robin Research

2100 Someplace Circle, Apt. 112
Raleigh, NC 2795
robinresearch@ncsu.edu
(919) 867-5309

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

RELEVANT COURSEWORK
- Microbiology
- Anatomy & Physiology
- Immunology
- Genetics
- Organic Chemistry
- Molecular Science

FORENSIC LAB EXPERIENCE
NC State University Forensic Science Institute, Faith Lab
January 2016 – November 2016
Research Assistant
- 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
August 2016 – Present
Student Assistant
- 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
August 2015 – Present
Barista
- 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 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

“Follow career accounts on social media that have to deal with your particular field. Kind of start following key professionals in your field. Drag it out into your personal life so that it becomes a real big core part of your brand, and so that people actually know that you’re passionate about what you’re studying in school.”

-Safiatou Soumana (Inter. Studies/Business Admin/Marketing)
Experience
This section will dramatically change and grow while you are a student at NC State. While you may start with one part-time job from high school, you are likely to graduate with 2 or more experiences related to your major! This section will be refined each semester may include a combination of the following.

Career related: Co-op, internships, research, externship, and course/departmental projects.

Other: Additional experiences that provide evidence of qualities desired in the workplace: part-time job balancing school and work, work in a family business, and volunteer experience.

Alt. Title
• Work Experience, Professional Experience, Relevant Experience

Order
• Reverse chronological order (most recent first)

Heading
• Company name, city + state, position held, dates (month/year)

Bullets
• Brief, measurable statements that begin with action verbs

Description
• Type of company or project, how you contributed, skills used or developed, what you learned or gained

Keywords
• Include key terms, knowledge, or tools relevant to your field

EDUCATION
North Carolina State University, Raleigh, NC
B.S. in Biological Sciences, Concentration in Human Biology Minor: Women and Gender Studies, GPA: 3.75/4.0 Anticipated May 2019

CLINICAL EXPERIENCE
Physician’s Apprentice, Obstetrics & Gynecology (Cary, NC) November 2017-Present
• Actively shadow direct physician care, including routine appointments, post-partum check-ups, and hormone therapy renewals
• Follow high-risk patients’ pregnancies week-to-week as they approach their expected due dates
• Assist with tasks such as room turnover and patient reminder phone calls

Family Practice Shadow, Vance Family Medicine (Henderson, NC) March 2017
• Shadowed a family medicine physician’s assistant, learning about full womb to tomb care in rural NC

Medical Volunteer, Centro de Salud, Hospital La Noria, Hospital Lazarte Echegaray (Peru) June-August 2016
• Traveled into the local community providing adult vaccinations and promoting preventative healthcare
• Worked alongside obstetricians in the labor and delivery rooms and with post-cesarean care
• Acted as laboring patients’ advocate through continual encouragement and labor techniques

Nursing Assistant Volunteer, White Oak Manor of Charlotte (Charlotte, NC) May 2015
• Volunteered under the Nurse Aide on duty, assisting with bathing, transport, and feeding
• Facilitated mealtime, ensuring residents received their required diet and preferences

LEADERSHIP & COMMUNITY INVOLVEMENT
Trained Volunteer, Pregnancy Clinic (Raleigh, NC) January 2016-Present
• Counsel girls and women facing unplanned pregnancies, empowering them to parent or carry for adoption
• Schedule appointments and record correspondence using eKyros management software
• Engage weekly with past patients via phone to ensure they have access to necessary resources

Service Coordinator, Sigma Alpha Omega Christian Sorority, (NCSU Chapter) Spring 2016
• Responsible for organizing multiple service events for group participation including: Relay for Life, PackSmiles, Service Raleigh, and Morningside of Raleigh Assisted Living

PROFESSIONAL EXPERIENCE
Teaching Assistant, Dr. Charles Hardin, Biochemistry Department NCSU January 2017-Present
Organic Chemistry Tutor, NCSU Undergraduate Tutorial Center August 2016-Present
Dance Teacher, Carolina Dance Center (Raleigh, NC) September 2016-Present
Daycare Teacher, Hope Community Church (Raleigh, NC) October 2015-Present

ACADEMIC ACHIEVEMENTS
Member, Alpha Epsilon Delta, Pre-Medical Honor Society, (NCSU Chapter) September 2015-Present
Member, Phi Beta Kappa, 1 of 11 juniors nominated February 2017
Scholarship Recipient, Grace Galtbreath Biochemistry Teaching Award April 2017
Dean’s List, North Carolina State University All semesters

SKILLS & CERTIFICATIONS
Certified Nurse Aide (CNA), North Carolina Board of Nursing
Basic Life Support Certification (BLS), American Heart Association
Certified Medical Scribe Apprentice (CMSA)

“Start building your LinkedIn profile early when you first get to college, and start making those connections early on so that down the line you have those in the future when you’re looking for jobs.”

-Savannah Russell (Communications)
VINCENT VETERAN
163 Cedar Creek Rd., Creedmoor, NC 27522
Cell phone  | NCSU email

Innovative and efficient leader seeking summer internship in supply chain management where I will use extensive logistics training and experience developed in the military to help improve performance.

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC  Expected May 2018
B.S. in Accounting, 3.4/4.0

WAKE TECHNICAL COMMUNITY COLLEGE, Raleigh, NC  May 2016
Associate in Arts, 3.7/4.0


WORK EXPERIENCE

UNITED STATES MARINE CORPS 2004-2012
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 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 Secretary of State Hillary Clinton and provided protection for U.S. Diplomats such as Secretary of Defense Robert Gates.
- 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 Basic SAS programming
Experience in supply chain logistics and management Proficient in Excel
Highly effective time management and multitasking Willing to travel

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.

Skills

This section introduces skills you have developed through coursework, experience, or on your own. Two options: present your skills using a simple list or add subcategories to organize specific sets of skills.

Alt. Title

- Technical Skills, Skills + Certifications, Computer Skills

Simple List

- Prioritize list of relevant skills

Subcategories

- Optional: organize by type of skills (Computer, Laboratory, Language)

Level of Ability

- Optional: include terms describing ability (proficient, experienced, familiar, basic)

“ You might not know this, but applying for a job is more similar to applying for college than you might think. For example, when you’re applying to college you’re going to be sharing about your personal experiences and you’re going to be doing a lot of writing, which is what you’re going to be doing when you applying for a job. It’s very important to make it personal, and make it something that you’ll be able to talk to a future employer about should you get an interview.”

-Sophie Bean (Political Science)
Involvement & Honors

This is not a section to overlook! It is a section where you can differentiate yourself and help the reader get to know you as a potential colleague. Draw from accomplishments and interests developed at NC State, in the community, on your own, and significant items (only) from high school. You can great a general title for this section or specific.

Variety

- Leadership + Service, Honors & Involvement, Achievements and Interests

Specific

- Study Abroad, Relevant Projects, Certifications, Licensure, Leadership Roles

Graduate Students

- Industry Experience, Research Experience, Teaching Experience, Presentations, Conferences, Publications

MAX A. MEDIA

2017 Willow Creek Ln, Raleigh, NC 27603, Cell Phone, NCSU email

**EDUCATION**

North Carolina State University – Raleigh, NC

**B.A. COMMUNICATIONS • MINOR: JOURNALISM, MAY 2018**

Minor in Journalism, GPA: 3.3/4.0

**Relevant Coursework:** Interpersonal Communication, Communication and Technology, Communication Inquiry, Media History and Theory, Electronic Media Writing, Introduction to Editing, Advanced News Article Writing, Video Production

**UNIVERSITY SCHOLARS PROGRAM, 2014 – PRESENT**

**RELATED INTERNSHIP**

WRAL-TV J. Capitol Broadcasting Company – Raleigh, NC

**NEWS PRODUCTION ASSISTANT, MAY 2017 – PRESENT**

- Frequently serve as night/weekend assignment editor
- Monitor police and fire scanners for potential breaking news
- Contact local authorities and administrators for story updates
- Print, sort, and distribute newscast rundowns and scripts
- Dispatch photographers and Sky5 (ENG helicopter)
- Roll teleprompter(s) during newscasts
- Handle calls and requests from CBS, CNN, and FOX affiliates

**WORK EXPERIENCE**

North Carolina State University – Raleigh, NC

**COMMUNITY ASSISTANT, AUGUST 2015 – APRIL 2017**

- Served as a liaison between residents and University Housing
- Issued permanent and temporary room keys to residents in community
- Handled a variety of requests requiring knowledge of campus resources and how to handle challenging situations

Kerr Drug – Hillsborough, NC

**PHOTO LAB TECHNICIAN, JUNE 2014 – OCTOBER 2016**

- Developed photographs; operated and maintained photo processing machines
- Assisted customers with special orders and deadlines
- Trained 3 new technicians and rotated throughout departments as needed
- Communicated with supervisors monthly to ensure positive professional growth

**COMMUNITY SERVICE**

Relay for Life – Team Captan ($1,500 total raised), American Cancer Society, 2016 – 2017

Islamic Association of Raleigh – Volunteer, special event assistant, 2016 – 2017


**ASSOCIATIONS & CERTIFICATIONS**

**KONICA MINOLTA CERTIFIED LAB TECHNICIAN, Issued: 2016**

**NATIONAL COMMUNICATIONS HONOR SOCIETY, Lambda Pi Eta**

**NATIONAL ASSOCIATION OF BROADCASTERS**

**STRENGTHS**

Deliberative • Futuristic • Woo • Focus • Adaptability

(Based on StrengthsFinder assessment by Gallup)

“Always find opportunities to network and gain professional experience. Professional experience can be gained through internships or co-ops through the Career Development Center or going to a networking event. Networking is super important, because this is how you gain professional relationships, and through the professional relationships you can gain opportunities that otherwise you would not have had.”

- Talia Bender (Human Biology)
Elise Educator
0002 Bowen Hall * Raleigh, NC 27607 * 919-333-3333 * eeducator@ncsu.edu

OBJECTIVE
Seeking opportunity to teach science to high school-level students where I can contribute my instructional, organizational, and classroom management skills.

EDUCATION
North Carolina State University, Raleigh, NC
B.S. Science Education
GPA: 3.39/4.0, May 2018

CERTIFICATIONS
NC Teaching License in Secondary Sciences (June 2018)
Flinn Scientific Safety Certification
CPR Certification

TEACHING EXPERIENCE
Student Teacher (Earth Science), Millbrook High School, Raleigh, NC
Jan. 2018 – April 2018
• Taught, assisted, and observed 9th – 12th grade students in earth science
• Planned, prepared and executed daily lesson plans and activities
• Solely instructed classes for three days during cooperating teacher’s emergency leave of absence
• Participated in the development of Individualized Education Plans for students with needs
• Created a behavior management plan
• Attended PLT meetings, staff meetings, and parent conferences

RELATED EXPERIENCE
Camp Counselor, Camp High Rocks, Cedar Mountain, NC
May 2017 – Aug. 2017
• Co-organized instructional sessions on life skills and social activities
• Instructed campers on lake & whitewater canoeing, and backpacking
• Supervised group of 15 youth with cabin maintenance

Lead Mentor, Summer START, NCSU, Raleigh, NC
• Met with students weekly to advise, listen, and assist with student concerns
• Led and guided mentor staff with training and planning events
• Assisted Coordinator and Graduate Assistant with program marketing

HONORS & ACTIVITIES
National Science Teachers Association, NCSU Chapter
College of Education Student Ambassador
Alpha Kappa Alpha Sorority, Inc.
Multicultural Young Educators Network
African Student Union

“Take a holistic approach when you’re evaluating yourself. It’s easy to focus on your weaknesses, but I think it’s just as important to acknowledge what you’ve done right in certain projects and presentations.”

-Darian Boyd (Textile Technologies)
Shay Software  ssoftwa@ncsu.edu
101 Avent Ferry Road #205 | Raleigh, North Carolina 27606 | 919-555-5555 | github.com/swengr15

EDUCATION
North Carolina State University, Raleigh, NC
Master of Computer Science, anticipated May 2018  GPA: 3.79/4.00
Courses: Software Engineering, Data Structures, DevOps, Database Management Systems, Software Security
Osmania University, Hyderabad, India
Bachelor of Engineering in Information Technology, May 2015

SKILLS
Languages:   Java, Python, Ruby, C, C++, R
Web Technologies:  J2EE, Ruby on Rails, HTML, CSS
Databases:   Oracle, MySQL, PostGres
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 2017 – Aug 2017
• Designed and developed subscription based notification system for targeted build error alerts.
• Developed Jenkins plugin to purge jobs in the build queue.
• Implemented a utility tool to prevent environment related issues in build servers.

Project Engineer, Wipro Technologies, Greater Noida, India    June 2015 – July 2016
• Migrated and rewrote multiple client applications as part of a Cloud Computing project.
• Designed application front end screens using GWT; implemented 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.

Data Analysis:  Implemented a recommendation system using R that suggests appropriate tags for URLs based on a known set of URLs with user assigned social bookmarking tags.

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.
OBJECTIVE
Seeking a position in an aquatics program where I can contribute my leadership, organizational, planning and customer service skills.

EDUCATION
North Carolina State University, Raleigh, NC
Bachelor of Science in Sport Management
Minor: Coaching
GPA: 2.9/4.0, May 2020

INTERNSHIP EXPERIENCE
City of Raleigh Aquatics, Raleigh, NC
Aquatics Intern
• Worked 400 hours during the summer and shadowed facility supervisor
• Entered payroll for part-time staff; scheduled part-time staff; conducted new staff orientations and current part-time staff trainings
• Planned aquatic safety presentations for young swimmers
• Collaborated with a group of interns to plan a marketing campaign and PowerPoint presentation for Corporate Leisure Services of the City of Raleigh
• Served on team that completed and presented final

RELATED EXPERIENCE
City of Raleigh Aquatics, Raleigh, NC
American Red Cross Water Safety Instructor
• Teach youth ages 5 to 8 how to swim and feel comfortable in the water
• Plan and administer lessons creatively and effectively
• Recommended by management to take on extra classes based on feedback from clientele

YMCA, Wilmington, NC
Assistant Lifeguard
• Enforced rules and policies to ensure safety of swimmers
• Support Lifeguards as the first responder in emergencies
• Maintained pool area including daily chemical balance

ATHLETICS
Division I Student-Athlete – NCSU Women’s Swim Team

VOLUNTEER
Habitat for Humanity, Builder for Local Homes
Service Raleigh, Set-Up and Clean-Up Volunteer
Eastern NC Food Bank, Food Stocker

CERTIFICATION
American Red Cross Certified Water Safety Instructor
Issued: April 2016, Expires: April 2018
American Red Cross First Aid/CPR Certified
Issued: May 2016, Expires: June 2018
ALEX ACADEMIA
www.linkedin.com/in/AlexAcademiaNCSU
1887 Studious Drive, Raleigh, NC 27695 | alexacademica@ncsu.edu | 919-867-5309

EDUCATION
North Carolina State University, Raleigh, NC                                                        Anticipated May 2018
PhD in Statistics; GPA: 3.4/4.0
  • Dissertation, “Effects of Calcium Consumption on Decrease of Abdominal Obesity in U.S. Adults”

Hunter College CUNY, New York, NY                                                               June 2013
MA in Mathematics; GPA: 3.8/4.0

Long Island University, Brookville, NY                                                          June 2005
BA in Mathematics; Minor in Graphic Design; GPA: 3.9/4.0

RESEARCH INTERESTS
Investigations to improve the quality of everyday life through the utilization and analysis of “big data.”
Topics can range from observing effects of weight loss methods, classroom performance, and employee
satisfaction.

RESEARCH EXPERIENCE
North Carolina State University, Department of Statistics, Raleigh, NC                           June 2015 - present
Research Assistant
  • Collected, collated, and cleaned Moodie data for use in the analysis of a project on the
    comparison between the online and in-classroom student performances.
  • Worked closely with departmental professor, contributed to weekly meetings by communicating
    progress on data analysis in Excel spreadsheets.

TEACHING EXPERIENCE
North Carolina State University, Department of Statistics, Raleigh, NC                           Aug. 2013 - present
Graduate Teaching Assistant (Economics and Business Statistics)
  • Clarify and encourage up to 50 undergraduate students’ understanding of material taught
    resulting in increase in exam grades.
  • Meet for extra help and tutor students on weekly basis reinforcing concepts and supplementing
    the given problem sets.

  • Organized, planned and executed lectures to 189 undergraduate College of Sciences students,
    introducing them to the NCSU computing environment.
  • Guided students’ creation of personal webpages to showcase projects to potential employers.

Long Island University, Mathematics Department, Brookville, NY                                      Aug. 2011 - Dec. 2012
Mathematics Adjunct Professor
  • Planned and delivered weekly lectures in Calculus VII to classes of up to 50 undergraduate
    students.
  • Participated in faculty meetings, held regular office hours, and scheduled weekly help sessions.
  • Coordinated the creation of all online learning environments and assignments with Dean of
    Mathematics Department.

Mathematics Instructor
- Raised students' AP Calculus II scores resulting in an average of 4.4/5.0.
- Adapted instruction to the learning styles of students by incorporating problem sets based on skill level.
- Added and implemented a new interdisciplinary course, Mathematics throughout History.
- Served as an advisor to 7 students and maintained the parent-teacher-advisor relationship.

BIOSTATISTICS PROJECT EXPERIENCE
Columbia University, Department of Biostatistics, New York, NY June 2013 - Aug. 2013

Project Coordinator
- Collaborated with a 4-person team to serve data and research needs of fortune 500 clients.
- Coordinated and managed all deadlines, work assignments, and communications between team and clients.
- Reviewed final drafts of projects in addition to suggesting revisions when needed.

Biostatistics Department Intern May 2012 - June 2013
- Analyzed data as needed by the team to assist with a variety of clients’ projects, resulting in successful completion and satisfied clients.
- Participated in weekly team meetings by presenting results of analysis and collaborating to present them to clients.

PUBLICATIONS
Academia, Alex. A Potential Effect of Calcium Consumption on the Decrease of Abdominal Obesity in U.S. Adults. (Paper in progress.)


CONFERENCE PRESENTATIONS
Oral Presentations

Poster Presentations
- Academia, Alex. (Sept. 2013). What Effective Classrooms Look Like. Poster presentation at Excellence in Education Conference, Charlotte, NC.

TECHNICAL SKILLS
Analysis Packages: SAS, R, MATLAB

AWARDS
STEM Grant Recipient
American Research Award
New York Mathematics Fellowship

PROFESSIONAL DEVELOPMENT
American Mathematical Association, Member Youth Leadership Forum in Medicine, Participant Departmental Professional Seminars, Facilitator
## ACTION VERBS BY SKILL SET

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THE POWER OF ACTION VERBS

Take a look at the work experiences below and note the positive impact made by using action verbs! Action verbs help you highlight your skills in a persuasive, concise, professional way. Try to use a different action verb for each bullet point or statement.

With Action Verbs
IBM, Research Triangle Park, NC
Human Resources Intern
Summer 2016

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

Without Action Verbs
IBM, Research Triangle Park, NC
Human Resources Intern
Summer 2016

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

A cover letter accompanies your resume when you send it to a prospective employer. It conveys your sincere interest in the position and/or organization. It emphasizes a few key points in your background that are relevant to the opportunity.

When all things are equal between candidates, the time you spend on your cover letter can pay off! Your letter provides an additional way for employers to assess your written communication skills as well as your level of interest in the position and/or organization.

When to Use

- When you email your resume to an employer.
- When you apply through ePACK and the employer requires a cover letter.
- When you apply online for a position and there is an option to upload a cover letter.
- When you send your resume via U.S. mail.
- You will not need a cover letter for settings where you meet in person (career fair, info session, and interview).

Who to Contact

It is always advantageous to send a cover letter to an individual – one you know well, one you have recently met, one recommended to you, one you find in ePACK, LinkedIn, or through the employers’ social media. However, there will be times when you do not have a contact. In that case, direct your letter in a variation of the following: IBM Representative, Hiring Manager, Director of Research and Development, and Human Resources Representative.

Where to Start

Create one basic letter when you begin your job search. Though it may be tempting to use the same letter for every opportunity, it is to your advantage to tweak it slightly to match the opportunity. You may wish to emphasize specific coursework or experience for different positions. This five minute update can make a difference!

Email version: Brief, 1-2 short paragraphs, the body of the email is your letter.

Print version: Half page, 3-4 short paragraphs, font style matches resume.

SAMPLE COVER LETTER – Email Version

Ms. Johnson,

It was a pleasure to meet you at the Humanities & Social Sciences Career Fair today. As you may remember, I am graduating in May with a B.S. in English and 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 Address
Your phone, Your email
Your Name

1234 Street Name │ Raleigh, NC, 27607 │ (123) 456-7899 │ ABC123@ncsu.edu

Date

Hiring Manager, Title
Company/Organization Name
Address Line 1
Address Line 2

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

Paragraph 1: This paragraph is brief (2 – 4 sentences). 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) work experience. If someone at the company told you about the opportunity, and they would serve as a positive reference for your candidacy, you can mention how you learned of the position from this person. If the employment opportunity is out of town, state your interest in the location/relocating.

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). Select 1 – 2 related experiences to highlight to the employer. For each experience, mention a major accomplishment(s) or main responsibilities and the skills you developed that would aid you to be successful in the job you are applying for. Try to integrate key words from the job description into this section, if possible. If you don’t have direct related experience, strive to highlight transferrable skills instead.

Paragraph 3: This paragraph is brief (2 – 4 sentences). Close by conveying your genuine interest in working for the company. Express interest in discussing this position and your qualifications in greater detail, and graciously thank the employer for his/her/their consideration.

Sincerely,

Sign Your Name Here

Your Typed Name
Jordan Jupiter

1234 Street Name | Raleigh, NC, 27607 | (123) 456-7899 | ABC123@ncsu.edu

March 18, 2017

Dear Mr./Mrs./Ms. Last Name:

As a senior at North Carolina State University, graduating with a Minor in Nonprofit Studies and a BA in International Studies, I am writing to express interest in the Special Events Coordinator position that was posted on the Boys & Girls Club of America website. With my skills, passion, and experience, I believe I could be an excellent addition to your team.

I have experience in developing and planning successful events including an annual conference and virtual fundraising event while interning with National Inclusion Project, an organization that works to foster inclusive environments for children of all abilities. During my internship with Global Hope India, I maintained the donor database, donor communication and donations, and participated in donor solicitation for the annual Christmas raffle. It was during these internships that I further developed my passion for working to directly benefit the lives of children.

While working as a Student Involvement Specialist, I developed my professional and interpersonal communication during my daily correspondence with students and university staff and through training new student staff members to become SI Specialists. Furthermore, I have had to brainstorm creative solutions for redesigning our office space to bring in and engage more student organizations. Throughout my employment, I have collaborated with the staff to help update student organization information and maintain the correspondence, permit requests, mail, and registration, of over 700 student organizations at North Carolina State University.

I am very passionate and have dedicated time to volunteering and working with children in a variety of settings to promote their growth and potential. I am confident that I can meet your organizational needs and positively contribute to the Boys and Girls Clubs’ strategic goals and objectives. Thank you for your consideration. I look forward to hearing from you to discuss this position in more detail.

Sincerely,

Jordan Jupiter

Sign your name with script font or print, handwriting your name & scan onto your computer.

Cover letter should be NO longer than this length.
THANK YOU LETTERS

Your thank you letter is an expression of appreciation. When all things are equal between candidates, thank you letters (like cover letters) have the potential to make a difference! It shows not only your sincere interest in the opportunity, but also the professionalism you will bring to the workplace.

INTERVIEWS

Email a brief thank you note to the individual who conducted the interview (or set up the interview). If more than one person was involved, ask the individual to share it with others who participated. Email your letter within 24 hours of your interview, getting it into their hands quickly. A letter or handwritten note sent through the U.S. mail could take one week to arrive and is not advised when time is of the essence.

OTHER USES

During the job search, there are multiple opportunities to write thank you letters. In these cases, letters can be emailed, handwritten, or typed. Time is generally not of the essence and you have time to select the method that is most appropriate for the situation.

- Thank individuals who have taken time to provide advice or suggestions for your job search.
- Thank individuals who have agreed to be a reference (graduating students only).
- Thank individuals who have written a letter of recommendation on your behalf.

SAMPLE THANK YOU LETTER – Email Version

Mr. Clark,

I wanted to take a moment to thank you for coming to NC State to conduct interviews at the Career Development Center today. I met with you at 1:30pm and also attended your information session last night in Dabney Hall.

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 project management skills. Being from Charlotte, the location is ideal as I have focused my search in that area. I look forward to hearing from you soon!

Avery Analysis
North Carolina State University
Senior, Applied Mathematics
Your phone / Your email
OTHER JOB SEARCH DOCUMENTS

CURRICULUM VITAE (CV)

CV's are typically used by graduate students seeking academic or research positions. The format of a CV contains more detail than a resume and is likely to be two or more pages in length. Unique sections included on a CV may include the following:

- Areas of Expertise
- Research Experience
- Industry Experience
- Teaching Experience
- Certifications / Licensure
- Scholarships / Fellowships
- Conferences
- Presentations
- Publications

TRANSCRIPTS

An unofficial transcript is most commonly used in the job search. Download a copy from MyPack Portal when you begin your search. Store a copy in ePACK to use when applying for positions where a transcript is required. Order a official transcript only when an “official” version is required.

- MyPack Portal
  - Unofficial transcript: “View Unofficial Transcript” (no charge)
  - Official transcript: “Order a Official Transcript” ($12.00 ea.)

LIST OF REFERENCES

If you are graduating this year, we recommend that you create a list of 3 references in advance. Some employers will request a copy and you will be ready! Select individuals who know you well and can speak of your strengths: advisor, faculty, work supervisor, or community member. Once you have their permission, add them to your list. Meet with your references in person and provide a copy of your resume as well as helpful information about your goals and interests. Keep them informed of your progress!

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 industry. Those who serve as your references may also write your letters of recommendation. These letters take time to compose and should be requested well in advance of deadlines. Therefore, when making your request, notify your references of the specific date by which you need the letter and make sure that the request is made at least two weeks prior to the deadline. Also, make sure that those who will be writing letters have all the information they need from you. If they will need to send the letter directly to the final destination, then provide the address. As stated earlier, give them an updated copy of your résumé and also share information about the graduate program, scholarship, fellowship or academic position you are applying for.

WORK SAMPLES

If you have a project you would like to share with employers, create a sample to bring your work to life! Send your work sample with your resume (or include link on your resume). Bring your work sample with you to an interview.

- Format Options
  - Document: summary of design project including a drawing or photo and details.
  - Website: effective site navigation including strong use of visuals.
  - Media: sample marketing or public relations piece displaying effective message.
  - Report: summary of analysis showing trends or results, including visuals.
LIST OF REFERENCES

Jenna Montgomery Armstrong, M.S., Advisor
Department of Psychology
North Carolina State University
Campus Box 8101
Raleigh, NC  27695
Phone #, Email Address
(Academic Advisor)

David Ellmore, Ph.D., Program Director
Public Health Research Unit
RTI
3040 E Cornwallis Rd.
Durham, NC  27709
Phone #, Email Address
(Internship Supervisor)

Ken Johnson, Associate Director
University Scholars Program
North Carolina State University
Campus Box 7316
Raleigh, NC  27695
Phone #, Email Address
(Program Leader)

"I know sometimes before an interview when you're preparing and you're like 'Ah, I don't know what they're going to think,' but just be yourself. You know what? The interviewer is probably nervous too. Just tell them the truth and all will go well."

-Emily Fomin (Biomedical Engineering)
NAILING THE INTERVIEW

Interviews

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

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

Another option is practicing with actual employers during our Mock Interview Day which takes place both fall and spring semesters.

Employers want to learn three things about you during an interview:
1. Can you do the job? (your skills/credentials)
2. Will you do the job? (your motivation)
3. Are you a good fit? (relationships)

Look for opportunities to match your background with their needs. This requires preparation — employer research and self-knowledge. Employer research can be as simple as a review of their website or more advanced to include conversations with representatives of the organization, speaking with classmates who have worked there or using sites like glassdoor.com. Self-knowledge includes a careful evaluation of your background to identify the breadth of your skills, interests, and accomplishments developed in every part of your life — academic, work, campus, and community. Since employers are also hiring a colleague, your personal characteristics count. Look for ways to convey these through your thoughtful, well-prepared questions and answers.

Screening & Site Interviews

Screening interviews

These are used by employers to quickly gauge your fit with their position or organization. Because this interview is brief, two minutes to one hour, you must make an immediate positive impression.

If mutual interest is established, you will be invited for a second interview, the selection interview.
Phone Interview

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

Career Fair Interview

This is likely to be a brief interaction in a busy environment, ranging from 2-15 minutes. Your focus on the conversation at hand is key. Prepare a brief introduction (your two minute elevator pitch) to begin your conversation. Be aware of the employer’s cues as to whether it is appropriate to elaborate or wrap up. Some employers will create their phone, campus, or site interview schedules at the fair.

Information Session Interview

This is generally 1-2 hours in length. A formal presentation by the employer is followed by informal conversations between students and representatives. Information sessions are often scheduled the evening before on-campus interviews. These are posted in ePACK.

On-campus Interview

This is typically 30 minutes in length, but some employers prefer 45 minutes to one hour. This interview takes place in the Career Development Center interview rooms, 2100 Pullen Hall. Information about these interviews (employers, opportunities, and requirements) is found in ePACK.

Selection (site) Interviews

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

In a selection interview, you have several opportunities to make a positive impression since many personnel often have a voice in the hiring decision. You will meet with 3-8 individuals who represent various positions and units—human resources, a recent college hire, team members, a supervisor, a high level manager. Every interaction counts from the time you arrive to the time you leave.

Behavioral & Traditional Interviews

Behavioral Interviews

The majority of employers are now using behavioral interviews. Employers first identify the characteristics important for success in their organization. Then employers choose questions to help them identify candidates who possess these characteristics. Behavioral interviews are based on the notion that past behavior is a good predictor of future behavior. A behavioral question will ask you to recall a past situation or task, explain how you responded or the action you took, and describe the outcome or results you achieved.

Sample Behavioral Interview

Questions:

- Describe a situation in which you were able to persuade someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.

Use the S-T-A-R – Situation, Task, Action, Results – method to answer behavioral questions:

<table>
<thead>
<tr>
<th>Situation or Task</th>
<th>Action taken</th>
<th>Results achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe a specific event or situation. Give enough detail for the interviewer to understand. Draw from campus, work, or community experiences.</td>
<td>Describe the action you took. If you are describing a group project, focus on your role.</td>
<td>What did you accomplish? What did you learn?</td>
</tr>
</tbody>
</table>

Your Preparation

Which situations or tasks will you draw from? Examine past or present experiences on campus, at work, and in the community. Think through those you are likely to use as examples. Prepare an outline for each with a beginning, middle, and end – keeping in mind the employer’s use of the STAR approach. Be sure the result reflects positively on you, even if the result itself was not favorable.
• Give me a specific example of a time when you used good judgment and logic in solving a problem.
• Give me an example of a time when you set a goal and were able to meet or achieve that goal.
• Tell me about a recent situation in which you had to deal with an upset customer, co-worker, or classmate.

Include information such as your education, accomplishments, internships, experience, what you are seeking in a job, and how this position fits into your future goals. This question is also your opportunity to answer the question “Why should we hire you?”

2. What do you know about our organization?
This is where, if you haven’t done your homework for the interview, it is going to show. Employers ask this question to see how motivated you are and how enthusiastic you are about the position.
Show your genuine interest by doing some research, which will also help you determine if the employer is the right fit for you and your career goals. Doing research is more than just going to the homepage of a website. Take the time to thoroughly research the employer by becoming familiar with any current events going on within the company, obtaining a copy of their annual report, and learning about competitors, for example. Rileyguide.com is an excellent resource to learn various ways to obtain information about an employer.

3. What is your greatest weakness?
There is another part to this question that isn’t stated that you should address “… and describe how you are turning this weakness into a strength.” Never say you don’t have any weaknesses. Reframe the question to put the emphasis on places where you are still growing and typically use only one example. Don’t use the word “weakness.”
Example: “One of the areas I am wanting to grow in is my website development skills. I think this will always be valuable in the kind of work I am doing. Right now, I am enrolled in a course which will enable me to add two new software programs to my skill set.”

4. What are your strengths?
Reframe the question by connecting your strengths directly to the job. Supporting your answers with specific examples gives them more credibility.

Answering Tough Questions

1. Tell me about yourself.
Keep your answer short. Avoid giving your life story and information not pertinent to the job. This is your 90-second introduction.

Questions:

• Tell me about yourself.
• What do you consider to be your greatest strengths?
• What is your proudest accomplishment?
• What motivates you most in a job?
• Why should we hire you?
• What do you know about our organization?
• Why did you choose your major?

Your Preparation

A well-prepared resume will help you with this style of interview. Think through every accomplishment on this document. What did you learn from each experience so that you can clearly articulate this to the employer? Help an employer get to know you and all that you have to offer.

Traditional Interviews

A smaller group of employers conduct traditional interviews. These interviews follow the organization of your resume.

Your resume is used as a guide to probe your preferences, decisions, and achievements as demonstrated through academic, work, campus, and community involvement.

Sample Traditional Interview Questions:

• What do you know about our organization?
• What do you consider to be your greatest strengths?
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Example: “I was pleased to see you were seeking someone with strong organizational skills. I have strong leadership and organizational skills, developed from when I was in charge of Alumni Relations for my fraternity, which required significant event planning and maintaining a 300+ alumni database.”

5. What type of salary are you looking to make?
This question also requires research in advance. If the range is not given in the job description, research average and starting salaries posted on-line and available available through the NC State Future Plans Survey [https://oirp.ncsu.edu/](https://oirp.ncsu.edu/). Come up with a range based on your research. A good range is 3-5K. When you present this information, put it back in the employer’s court.

Example: “After doing some research on starting salaries in this field, I have come up with a range of $$$$ to $$$$$. However, I am open to negotiation and also realize that other benefits are part of this positions’ package. Is this range in line with what you had in mind?”

6. Why should we hire you?
Here is another opportunity to communicate your value to the organization. Select two or three strengths relevant to the job that you can highlight, supported by specific examples.

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

ATTIRE

Traditional interviewing attire is expected by most employers. Choosing appropriate attire allows you to feel comfortable in your interactions and confident that you are making a positive first impression.

Professional Attire

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

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

Business Casual

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

Sample Questions to Ask Employers

When an employer asks, “Do you have any questions?” The appropriate response is YES! If you say, “No thank you, you have answered all of my questions,” you have missed an outstanding opportunity. Asking questions shows the employer that you have come to the interview prepared, you are serious about the organization and opportunity, and you are interested in learning more.

- Could you describe a typical assignment of a summer intern?
- Could you describe the career paths available to someone with my skills or background?
- How is performance evaluated?
- I have read about the mentoring program on your website. Would you tell me more about the program?
- What is the supervisory style of the manager in this group?
- Could you describe the current projects the group is working on?
- How would you describe your working environment?
- What are the organization’s plans or future growth?
GETTING EXPERIENCE: MARKET YOURSELF

Jobs in Your Major

Employers look for students who have work experience in their major prior to graduation. Two of the most common ways to gain experience are through Co-ops or internships.

Getting Started with Co-op:

Cooperative Education (Co-op) is a university-wide program for students, integrating academic study with related job experience. A student completing the Co-op program will graduate with both a degree and a depth of relevant work experience. Co-op jobs are all paid positions. By working multiple work terms with an employer, students can:

- Gain work experience relevant to major and career goals
- Enhance motivation and classroom participation
- Establish valuable professional contacts
- Increase self-confidence and skills
- Students maintain full time status during the semesters and summer while out on Co-op.

Program Requirements

- Currently enrolled as a full-time NCSU student
- Admitted into a degree program prior to reporting to a Co-op job
- Cumulative GPA of 2.50 (3.0 for graduate students)

Application Process

- Attend a Co-op orientation session
- Submit a completed application to the Cooperative Education Program, 2100 Pullen Hall
- Make an appointment to meet with a Co-op coordinator
- Complete the on-line resume entry via the ePACK system

Meeting with Co-op Coordinator

- It is in your best interest to schedule the first meeting at least one full semester in advance of the semester in which the student wishes to begin the Co-op.
- Upload your Co-op resume to ePACK prior to your appointment with your Co-op Coordinator.

“While at Ethicon Endo-Surgery, I was able apply what I learned, grow my network, and become part of an interdisciplinary team where I became an important member responsible for my own projects. Co-oping has given me experience in the engineering industry that cannot be replicated in the classroom.”

-Ashlee Liao (Biology & Mechanical Engineering)
Internships

Many students seek internships as a way to gain career-related experience prior to graduation. Most students choose internships during the summer, while others prefer part-time during the semester. Internships are usually paid.

Benefits of an Internship
- Learn about a specific career, employer, and industry
- Gain experience in the same or with different employers each year
- Develop career-related skills, experiences, and confidence
- Make professional contacts for the future

When to Start
The choice is yours. Most students seek an internship after their 1st or 2nd year at NC State. Some employers may require certain major-related courses completed. Our suggestion is to start the process early, as conversations you have now can lead to an internship later!

Where to Look
- Be where employers are!
- Create an ePACK account and find postings, interviews, events, and employer contacts.
- Attend career fairs related to your major and talk with employers.
- Take advantage of employer activities taking place in your academic department.
- Reach out to employers through their social media or a contact you have within the organization.
- Let everyone know about your search. One great tip can lead to an interview!

Strategies that Work
Strategies with a high success rate are those that include personal interaction with employers. While employers encourage you to “apply online” – taking this extra step is a key way to differentiate yourself as a candidate.
- Meet company representatives who attend career fairs.
- Interact with employers who conduct 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 classmate.
• Consult with family and friends for ideas and leads.

Participate in On-Campus Interviews

Employers conduct on-campus interviews each semester for internships and jobs. Details are found in ePACK under “Interview Schedules.”

Career Shift

The job search requires the use of multiple resources! In addition to ePACK — your #1 source to find internships & entry-level jobs at NC State — Career Shift offers something different – the ability to harness and manage publicly available information valuable for your search! Within Career Shift, you can do the following.

• Search, save and organize job listings from all publically posted websites and company websites.
• Find, save and manage contacts [including email addresses]. Sort to identify alumni of NC State!
• Upload resumes, cover letters and documents as needed.
• Create an email or print campaign with your saved contacts, resumes and cover letters. Campaigns are automatically saved and recorded—use the calendar to keep notes and set reminders for follow-ups.
• Access your secure CareerShift account in the resource section of ePACK.

Making Effective Use of a Career Fair

Each year, over 750+ employers visit NC State’s campus to attend career fairs. Most colleges on campus host a career fair, and students from all majors are invited to attend. A Career Fair is an excellent opportunity to:

• Explore career fields and current opportunities with your major and background
• Expand your network of contacts
• Receive advice from recruiters on the job/internship search
• Obtain an interview with an employer

Before the fair

• View the list of attending employers in advance on the Career Development Center website.
• Research the employers you would like to speak with so you can have a knowledgeable conversation with recruiters about their organization.
• Prepare your resume and have it reviewed.
• Take several copies of your resume to the fair — carry in a portfolio or folder.
• Practice your 20 second introductory speech that includes 1) Who you are, 2) Your area of interest, 3) Why you are interested in their organization, and 4) Skills you have relevant to offer.

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

Day of the Fair

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

After the Fair

• Send thank you notes to employers you spoke with and follow up with the application process as directed by employers.

A complete list of career fairs, dates, and participating employers can be found at the Career Development Center website.

The following checklist will help prepare you to make a lasting impression with recruiters:
Speak with Company Representatives

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

Network

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

Social Media

The use of social media in a job search can be a great tool—if used appropriately. We encourage you to take the time to learn some tips and tricks that can make these web-based technologies work for you as you seek an internship, Co-op or full-time position.

Across the tools, Facebook, LinkedIn, Blogs, and others, you want to be succinct but provide sufficient details for a contact to assist you. For instance, it isn’t helpful to post, “new college grad looking for a job.” Instead post, “recent graduate in Psychology seeking a role in a fast-paced setting with children and their parents.” This gives your contact an idea of how and or where they might help.

Additionally, you want to ensure that your comments, posts, pictures and other items are professional and present you in a positive light. Be aware of how you appear on others’ pages and sites. We recommend that you google your name periodically to understand what comes up about you.

Utilize LinkedIn as a professional way to build your network with employers. For more information attend a LAUNCH workshop, view the sample LinkedIn profile at https://www.linkedin.com/in/winstonwuf or see pages 48-50.

Success at Work

Here are our suggestions to help you to be successful in your internship, Co-op, or job.

Set realistic goals and expectations.
Meet with your supervisor to discuss your work plan. What specific skills and competencies do you need to acquire and demonstrate? What is the time frame? What training is available? Monitor your progress and arrange to meet with your supervisor regularly. Share your career interests and ideas. Communicate concerns early.
Maintain a “Can Do” Attitude.
Show your eagerness to learn new things by welcoming new assignments. Understand that all positions engage in a wide range of activities … some that catch your eye while others do not. Tackle all assignments and projects with enthusiasm. Seek additional projects when appropriate.

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

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

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

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

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

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

Document Your Success.
Record assignments, projects, and achievements. Keep copies of evaluations and samples of your work. Ask your supervisor if he/she will serve as a reference for you or write a letter of recommendation. Keep these handy for future career conversations.

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

Ask Yourself These Questions:
- How does this job fit with my personal values and career goals?
- What are the pros and cons of the offer? (salary, benefits, location, etc)
- Do I need more information before making this decision?

If you decide to accept the offer, inform the employer and request the offer in writing. Discontinue all other interviews. If you are given a deadline to make your decision but you are not ready, feel free to request an extension. Employers make every effort to give you the time you need. If you know you are not interested in the job, let the employer know as soon as possible so that other candidates can be considered.

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

“Networking is directly responsible for my co-op at BMW! I met with a career coach at the Career Development Center who introduced me to an alumnaus. Don’t be afraid to follow up with connections when it comes to researching a potential job field and especially in regards to job opportunities. Also, make sure you use your resources. You can schedule appointments using ePACK. These one-on-one conversations with an expert really helped me sort out my options. I went from being unsure about how to use my English and industrial engineering degrees to being confident in my next career step.”

-Emma Moore
(English & Industrial & Systems Engineering)
LinkedIn has over 500 million users, 10 million jobs, & over 9 million companies!

Your classmates are the beginning of your professional network!

LinkedIn profiles are free to create so there is nothing holding you back!
Once you register for an account, the website will guide you through the setup process and prompt you to add information. After completing this process you will have created a basic LinkedIn profile. But you’re anything but basic!

Now that you have your profile set up, it’s time to dig deep to make your profile stronger. Then, engage by building your network of contacts using the powerful tools. Read on to find out how!

Meet Winston Wuf!

Connect with Winston Wuf!
Winston has an All-Star profile and is a great example to look at when you are building your profile!

Be on the lookout for Winston at Career Development Center events and take a selfie with #WinstonWuf!
How to Connect with Alumni

To connect with alumni, simply search “North Carolina State University” in the default LinkedIn search bar. Once you click on the NC State page, you will see the “See Alumni” button. Click this button and utilize advanced filters to search alumni by industry, keywords, location, graduation year, and more! Ask an alumni for an information interview - they usually love giving back and it’s a great way to learn more about careers you might be considering!

Smart Searches for Jobs

Search job postings here!

Send a personal connection request to the alumni.

“As a fellow member of the ’pack I would greatly appreciate adding you to my connections and learning more about your successful transition from NC State to the professional world of ______. We both majored in Communication and I would benefit from learning how it prepared you to be career ready.”

See how many alumni or connections work at a company before you apply.

Find out about a company, their culture, and what others are saying about them!
Be a LinkedIn All-Star

Profiles with a picture get viewed 21 times more than profiles without!

- Add a profile picture
- Create a memorable headline
- List your experience (internships, jobs, volunteer, and more!)
- Choose your top 3 Skills
- Keep your profile up to date
- Ask colleagues and supervisors for endorsements & recommendations
- Include photos, writing samples, and other media to support your profile
- Follow companies & organizations you are interested in
- Post in your blog/Pulse
- Customize your LinkedIn URL
- Use keywords to make your profile easier to find for other in your industry
- Make the most of the first 120 characters of your summary, they show before it expands with a click!

Do’s & Don’ts

**DO**
- Take time to get to know your connections
- Stay active with posts, replies, and adding new connections
- Use your LinkedIn URL as your personal website if you don’t already have one
- Ask interesting people to meet for coffee or lunch to learn more about what they do
- Always customize your connection requests, never use the default note!

**DON’T**
- Use a candid photo for your profile picture.
- Expect everyone to respond to your messages, don’t take it personally!
- Immediately request a favor from a new connection
- Post social articles or anything unrelated to your professional brand

Put your best paw forward by using proper etiquette for LinkedIn and make a great first impression!
Exploring the option?
Among the many paths you have to choose from after graduation is the pursuit of a graduate degree. As you decide whether or not graduate school is the right move for you, be sure to do the following:

• Research your career field of interest—is a graduate degree required? Should you work a few years before going back to graduate school?
• Research the outcome of what a graduate degree will provide; higher salary? More opportunities in your field? Evaluate what is most important to you.
• Talk to faculty and advisers in your field of interest and get their feedback on your graduate school plans.
• Research graduate schools and programs your junior year to become informed of the application process, deadlines, and options.

For assistance in composing your personal statement, please call the University Writing and Speaking Tutorial Services at 919.515.3163.

Pre-Law Services
https://cdc.dasa.ncsu.edu/students/pre-law-services/
919.515.2396

Pre-Professional Programs
Many NC State students follow their undergraduate education with an advanced degree at a professional school. Whether students plan to pursue health-related, dental, veterinary, or law degrees, they find the preparation and support they need through our Pre-Professional Programs.

Health Professions Advising
https://hpa.dasa.ncsu.edu/
health-professions@ncsu.edu
919.515.2396

Vet Professions Advising Center (VetPAC)
Available to all NC State students, from freshman through senior year and those individuals returning to obtain admission credits and post-graduate studies, VetPAC is dedicated to mentoring and assisting students to help them reach their veterinary career goals.
http://harvest.cals.ncsu.edu/vetpac/
Vet_PAC@ncsu.edu
919.515.1277
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