principles of professional conduct

staff responsibility

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

1. Treat each student with respect and care. Refer all interested students for employment and experiential learning opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, military status, veteran status, or disability, and provide reasonable accommodations upon request.

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

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

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

student responsibility

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

1. Provide accurate information to the Career Development Center and to employers about your academic record, work experience, honors, activities, skills and visa status. Misrepresentations may be subject to Student Conduct proceedings.

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

3. Prepare for every interview by researching employers in advance and preparing answers to interview questions. Show recruiters why they should continue to recruit at NC State.

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

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

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

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

the career development center would like to recognize our corporate partners
# Table of Contents

## Programs & Services
- Principles of Professional Conduct ........................................ 1
- Meet the Staff ........................................................................ 4
- Career Fairs & Events ............................................................ 6
- Career Courses and Workshops ............................................. 7

## Preparing for Success
- Career Goal Statement Activity ......................................... 10
- Four Year Plan ....................................................................... 11

## Documents
- Resumes .................................................................................. 15
- Action Verbs .......................................................................... 24
- Cover Letters .......................................................................... 26
- Thank You Letters .................................................................. 29
- Other Job Search Documents ................................................. 30

## Nailing the Interview
- Types of Interviews ............................................................... 33
- Answering Tough Questions .................................................. 35
- What to Wear .......................................................................... 36
- Questions to Ask ..................................................................... 37

## Getting Experience:
- Market Yourself .................................................................... 38
- Co-ops ................................................................................... 38
- Internships ............................................................................. 39
- How to Prepare for a Career Fair ......................................... 41
- All About LinkedIn ............................................................... 44

## Life After Graduation
- Pre-Professional Resources .................................................. 46
- Evaluating an Offer ............................................................... 47
- Success Check List ............................................................... 48
Dear NC State Student,

On behalf of the NC State University Career Development Center, I want to welcome you to the 2018-2019 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 drop-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 2018-2019 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

Dr. Arnold Bell
919.515.4420
arnold_bell@ncsu.edu

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

D.R. Ingram, Jr.
Associate Director
dringam@ncsu.edu

Marcy Bullock
Director, Professional Development
marcy_bullock@ncsu.edu

Dr. Ray Easterlin
Associate Director for Pre-Professional Advising
breaster@ncsu.edu

Dr. Lori Ghosal
College of Engineering Career Identity Coach
lori_ghosal@ncsu.edu

Courtney G. Jones
College of Humanities and Social Sciences Career Identity Coach
cgjones5@ncsu.edu

Glenda Darrell
College of Engineering Career Counselor
gbdarrel@ncsu.edu

Wes Wade
College of Sciences Career Counselor
wjwade@ncsu.edu

Sarah Wild
College of Humanities and Social Sciences Career Counselor
swild@ncsu.edu

Pam Floryanzia
Associate Director
pam_floryanzia@ncsu.edu

Devon Wilson
Coordinator
dmwilso7@ncsu.edu

Heather Dellinger
Coordinator
hjdellin@ncsu.edu

co-op programs

employer relations

Dr. Kelly Laraway
Director
kelly_laraway@ncsu.edu

Cara Doyle
Assistant Director of Employer Relations, Communications Manager
cara_doyle@ncsu.edu

Bridget Hartsfield
Recruiting Coordinator
bridget_hartsfield@ncsu.edu

Eddie Lovett
Database and Communications Analyst
edlovett@ncsu.edu

administrative services

Ebony Peterson
Business Operations Manager
evpeterson@ncsu.edu

Edith Gomez
Receptionist
ezgomez@ncsu.edu

our staff
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.

building experience

internships: Career-related experience during the summer or semester

coop 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.

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.

NC State’s one-stop shop to schedule individual appointments with career coaches, RSVP for information sessions, workshops, and career fairs, and to apply to thousands of jobs and internships listed just for NC State students.
go.ncsu.edu/epack
career fairs & events

The Career Center hosts various events each semester to prepare you for the next step. Workshops, career fairs, mock interviews and more, find all of our events at: go.ncsu.edu/careerevents

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.

LAUNCH: Workshops led by career ambassadors on a different professional development topic each week.

on campus recruiting: Employers visit the Career Development Center to interview students for co-ops, jobs and internships - students can sign up via ePACK.

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.

go.ncsu.edu/careerevents
Looking for more structure in career planning and decision-making? Consider the following courses, which are open to all majors at NC State.

**usc 202: career exploration**  
Fall and spring | 2 credit hours  
You spend over 1/3 of your waking hours working, why not do something you love? What career path best fits your interests, competencies, values and personality? Challenge your self-knowledge and investigate fulfilling careers options. Upon course completion you will have a career development plan with steps identified to realize your goal. If you desire the structure of a class to keep you motivated to plan for your future, this course is the key!

**usc 401: professional development**  
Fall and spring | 3 credit hours  
A.K.A., “Adulting 101” This course teaches seniors about the transition to the professional world. From budgeting, job searching, resume improvement, personal branding, to succeeding in your first job. You will learn how to smoothly transition from student to professional. Increase your chances of being employed upon graduation. Over 40% of students end up in a job that doesn’t require a college degree-- don’t let that happen to you.

**pre-professional services**  
We assist students interested in law school or health-related programs and give guidance and information about the application process. We also offer professional advice for students considering or planning on continuing their education beyond a bachelor’s degree. [go.ncsu.edu/pre-professional-services](http://go.ncsu.edu/pre-professional-services)
Our Career Ambassador Program is an integral part of the services we provide in the Career Development Center. Each career ambassador is selected through a rigorous application and interview process, and is then trained in foundational career readiness topics through a 1 credit course taught by our staff.

Career ambassadors play a vital role in educating and serving their peers across campus by providing workshops for groups ranging from 5 to 200+ students. Our former career ambassadors have credited their ambassador experience as essential in helping them to secure full-time post-graduation roles at companies such as Deloitte, SAS, Ernst Young (EY), RTI, and more!

Do you have a passion to help others? Would you like to develop critical interpersonal skills? Consider becoming a career ambassador! Visit go.ncsu.edu/career-ambassadors

career ambassador program

get ready to LAUNCH your career!

Are you looking for help navigating career fairs, crafting a great resume & cover letter, or understanding how to network with employers?

LAUNCH is a program held twice per week each fall & spring semester covering topics such as career fairs, resumes, cover letters, LinkedIn, networking, job searching and more.

Learn more about LAUNCH here: go.ncsu.edu/launch
preparing for success
find your career fit

Your career starts now. Discovering your strengths, passions, and values is a process, and we are here to help. Don’t wait, get started today!

we can help

say hello
Make an appointment right in ePACK with a career counselor in your major. We’ll help you find your path to success.

take the focus2 assessment
This is an evidence-based tool helping you to uncover potential career paths. Use the access code “wolfpack” and complete all sections.
go.ncsu.edu/focus2

career identity program
We help first-year students find their voice and understand their interests, values, and strengths.
For more information on the career identity program visit: go.ncsu.edu/career-identity

get started with a meaningful work statement
The world is vast. So are the possibilities. Make four quick lists to get started on this daunting decision. Then, use each list to create your meaningful work statement. This exercise isn’t meant to pinpoint your forever career. It should help you to identify patterns in the types of activities you enjoy (or don’t).

tips & hints:
- weekly journaling can help you better understand what excites you and what leaves you depleted.
- if you love helping others and meeting new people, but you value weekend leisure time with friends, you can probably mark off any other careers that require working weekends.
- are you the pseudo-parent in your friend group? That could mean you are skilled in leadership and/or caring for others.
- use the boxes on the next page to help make your lists. This is a brainstorming session, so do not limit yourself.
take an inventory of these areas

<table>
<thead>
<tr>
<th>loves</th>
<th>values</th>
<th>skills</th>
<th>audiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>What did you like/love about past jobs?</td>
<td>What do you value in life?</td>
<td>What are you the “go to” person for? What are you good at? And don’t be modest!</td>
<td>Think about the kinds of people you most enjoy. Do you have a certain cause you care about?</td>
</tr>
<tr>
<td>Example: politics, games, travel, food, arts, entrepreneurship, technology, fashion</td>
<td>Example: service, challenges, security, creativity, fame, integrity, power, diversity, accomplishment</td>
<td>Example: teamwork, problem solving, organization, patience, resourceful, curious, leadership</td>
<td>Example: students, veterans, prisoners, athletes, community members, animals, families</td>
</tr>
</tbody>
</table>

summarize your lists and create your meaningful work statement

Because I value __________________ and am interested in __________________.

I will use my skills in __________________ to help __________________.

Example: I aspire to discover solutions to global environmental issues and educate communities utilizing creativity 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, ensuring I act with integrity while impacting society’s approach to living green.

Congrats! Now you have a better understanding of how you can create meaning within your potential career. The next goal is to work on communicating this effectively (also known as an elevator pitch).

at home resources

To access more of our career identity guide visit go.ncsu.edu/career-decisions

“What is stopping you from pursuing your dreams? Today is not a dress rehearsal. This is the only moment there is.”

-Marcy Bullock, Director of Professional Development
the four year plan

your career starts now

Figuring out what to do after college can be intimidating, but planning early and getting help can make all the difference. Regardless if you are here for 1 or 5 years, this plan can help you position yourself for success upon graduation.

Below we have provided an overview of best practices to be applied to every year and a plan for each year to keep your career goals on track. Take a look, analyze, and apply as necessary.

best practices

- update resume and ePACK profile at the start of each academic year.
- schedule an appointment with your career counselor.
- gain career-related experience through internship, co-op, research or volunteer opportunity.
  Use ePACK as primary source for finding opportunities.
- attend career fairs to learn about career opportunities for different majors.
- attend LAUNCH
- attend workshops to support each stage of your job search.
first year
consider
- taking Focus 2 career assessment
- enrolling in USC 202 Career Exploration
- participating in the Career Identity Program
- creating a resume & cover letter

we also recommend that you
- attend a co-op information session
- create ePACK account
- participate in an externship
- explore student groups/associations

second year
consider
- joining a student group/organization
- signing up for a mock interview
- starting to think about who can be a potential reference
- speaking with faculty about research opportunities

we also recommend that you
- apply for internships and on-campus interviews in ePACK.
- evaluate strengths on your resume and areas to develop.
- speak with academic advisor about career interests and confirm coursework is on track

third year
consider
- seeking campus leadership opportunities
- attending employer information sessions (posted on ePACK)

we also recommend that you
- conduct informational interviews
- begin identifying programs if considering graduate or professional school
- meet with faculty/employers as you create reference list or request recommendation letters
- get organized: create spreadsheet or file to track job search activity

fourth year
consider
- enrolling in USC 401 Professional Development
- attending Job Search Boot Camp (February)
- applying to graduate or professional school

we also recommend that you
- begin your job search at least one semester prior to graduation
- meet with your career counselor to assess your strategies
- ensure your voicemail and social media profiles are professional
- complete future plans survey
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.
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!

**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.

**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.

**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.

**other job search documents**
We’ll help you navigate curriculum vitae (CV), transcripts, list of references, letters of recommendation and work samples.
Robin Research

2100 Someplace Circle, Apt. 112
Raleigh, NC 27956

PuppiesLoveMe@gmail.com
(919) 867-5309

SUMMARY
Seeking positions for summer to gain hands-on experience in the field.

RELEVANT COURSEWORK
MB200
PHY452
IMM303

GN421
CH221
BSC331

PREVIOUS JOBS
Cup-a-Joe’s, Raleigh, NC
August 2016 – Present

Barista
• I work the cash register and serve coffee every day
• Clean counters and empty the garbage after each shift
• Make sure all orders are made fast and done well

NC State University Forensic Science Institute, Faith Lab
Research Assistant
• Conduct 25+ database searches for lab
• Support local and international casework in veterinary and wildlife forensics
• Extract DNA from buccal swabs and Oragene DNA saliva extraction kits
• Assist in a project funded by the National Institute of Justice (NIJ) for the development of a NGS-sequencing filter tool

NC State University Libraries, D.H. Hill & Veterinary Medicine
August 2016–Present

• Handle a variety of requests from patrons to help library run smoothly
• Multi-task and communicate with lots of guests
• Count all visiting patrons and keep track of all interactions each day

CAMPUS LEADERSHIP & INVOLVEMENT
• Society of Multicultural Scientists, Member
• oSTEM, Member

January 2017 – Present
September 2016 – Present

EDUCATION
NC State University, Raleigh, North Carolina
Major: Biological Sciences
Minor: Spanish
August 2016 – May 2019
Robin Research

2100 Someplace Circle, Apt. 112
Raleigh, NC 27956

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
May 2020

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

FORENSIC LAB EXPERIENCE
NC State University Forensic Science Institute, Faith Lab
January 2018 – Present
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 2017 – December 2017
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
Barista
August 2016 – Present
- Provide quality customer service to a high volume of customers in a fast paced work environment
- Promoted within the first month of employment from Cashier to “Line Mover” and then to Barista
- Process approximately 100 customer orders during peak business hours
- Coordinate 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

...to this!
Harper Hillsborough  
413 Turlington Hall • Raleigh, NC 27607  
ahillsb@ncsu.edu • (919) 123-4567

Education
North Carolina State University | Raleigh, NC  
Bachelor of Social Work, Minor in Theatre  
GPA: 3.3 / 4.0  
May 2022

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 a 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  
September 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  
October 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  
October 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

the perfect resume: a blueprint

heading
Name: 14-20pt font, bold
Address: Permanent or local
Email: 1 email, ncsu.edu preferred, without hyperlink
Phone: 1 phone number
LinkedIn/Website
Optional: use simple, customized web addresses, without hyperlink
Labels ie., Email - student@ncsu.edu (“Email” label not necessary)

format
Length: Undergraduates: 1 page, Graduate students: 1-2 pages, (CV for academic positions: unlimited)
Margins: .5”-1” around entire page
Font: 10-12pt font, simple style (Arial, Calibri, Didot, Garamond, Helvetica, Times New Roman)
Sections: Heading, Objective or Summary, Education, Work Experience, Skill set, Honors
Spacing: Single space text, add 1 space between sections
Templates: Not recommended
Elise Educator
0002 Bowen Hall * Raleigh, NC 27607 * 919-123-0001 * 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 2019

CERTIFICATIONS
NC Teaching License in Secondary Sciences (June 2019)
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

“In your resume, try to include bullets that show your accomplishments and how you added value to your group, team, employer or organization. For example, communicate how you helped to save spending, increase growth, improve a process, etc.”

-D.R. Ingram, Jr., Associate Director, Student Career Services
EDUCATION
North Carolina State University, Raleigh, NC
Master of Computer Science, anticipated May 2019 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 2016

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 2018 – Aug 2018
• 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 2016 – July 2017
• 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.

“Planning your career is FUN! Think of all the possibilities for your life. You are pure potential right now.”
-Courtney Jones, Career Identity Coach
Wolf E. Pack

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

4321 Anonymous Drive
Fayetteville, NC 28300
(919) 555-6666

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.


EDUCATION

North Carolina State University, Raleigh, NC
B.S. in Electrical Engineering, May 2021
GPA: 3.0 / 4.0

Relevant Courses:
Introduction to Signals, Circuits, and Systems, and Introduction to Computer Systems

TECHNICAL SKILLS

C, SolidWorks, Visual Studio, AutoCAD, and MS Excel

WORK EXPERIENCE

Server/Food Runner/Host, On the Border, Fayetteville, NC
May 2016 – August 2016, 40 hrs./week
• 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, 30 hrs./week
• 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 including ticket jams, machine malfunctions, etc.

ACADEMIC PROJECT EXPERIENCE

Freshmen Engineering Design Day (2017) – designed a Rube Goldberg machine (3rd place)

HONORS AND ACTIVITIES

Dean’s List (Fall ’17-Spring’18), HKN, IEEE (Member), University Scholars, Gamma Beta Phi Society, Red Cross Volunteer, Fitness Classes, and Intramural Basketball.

education

Begin with your current degree and work in reverse chronological order. Only include institutions in which you have or are expected to receive a degree from. Remove high school information after freshman year. Be sure to include your anticipated graduation date, month and year, and your cumulative and/or major GPA, if above a 3.0.

GPA

Format options:
• 3.4/4.0 GPA
• GPA: 2.89/4.00
• GPA: 3.7/4.0 major
• 3.1/4.0 overall

“College majors and career paths are rarely linear. An art major is now a district attorney and an economics major is a veterinarian.”

-Marcy Bullock, Director of Professional Development
VINCENT VETERAN
163 Cedar Creek Rd., Creedmoor, NC 27522
Cell phone | NCSU email

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

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC
B.S. in Accounting, 3.4/4.0
Expected May 2019

WAKE TECHNICAL COMMUNITY COLLEGE, Raleigh, NC
Associate in Arts, 3.7/4.0
May 2017


WORK EXPERIENCE

UNITED STATES MARINE CORPS
Supply Operations and Warehouse Manager, Embassy Security Assistant Commander
2004-2012

- Modernized warehouse procedures to increase efficiency work output by disposing and redistributing over $2,000,000 of obsolete products to recognize 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.

Alternative 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

relevant coursework
This section is optional. While some students include coursework within the Education section, others create a section of its own. Students often include 1-2 lines of courses (which can include courses you are currently taking), in the following cases:

- You are starting to take major-related courses.
- You wish to emphasize courses related to your specific career interests.
- You wish to highlight courses above and beyond your standard curriculum.
- You wish to inform the reader of the multidisciplinary nature of your major.

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.
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)

---

“I have two key words when it comes to resumes- relevance and consistency. The information needs to be relevant to the situation, and the formatting needs to be consistent throughout.”

-Courtney Jones, Career Identity Coach
**Casey Pre-Law**

123 Wolfpack St.                                                                                                                        (000) 000-0000
Raleigh, NC 27695                                                                                                                  mprelaw@ncsu.edu

**EDUCATION & ACADEMIC HONORS**

B.S.: Business Administration, Concentration: Supply Chain/Operations                               Graduation: May 20XX
North Carolina State University (NC State), Raleigh, NC --- Overall GPA: 3.6
Poole College of Management Dean’s List May 20XX
Awarded to students who achieve a GPA of at least 3.5 in a given semester

**SUPPLY CHAIN/OPERATIONS EXPERIENCE**

Consult Your Community, Business Analyst, NC State Chapter, Raleigh, NC September 20XX-December 20XX
- Member of team that provides pro-bono consulting services to struggling small businesses in the Raleigh area
- Responsible for meeting with client to understand the goals of the engagement
- Collected and analyzed data in order to prepare and present internal and external recommendations for client to implement
- Conducted case and behavioral interviews with potential new members of club
- Received intensive consulting training at weekly meetings

ContainIt Project, Matthews, NC December 20XX-May 20XX
- Responsible for managing efforts related to creating safe housing spaces for up to 40 teens on Pine Ridge Reservation, SD
- Managed initial budget of $20,000; Oversaw accounting and procurement processes and procedures

**LEADERSHIP**

NC State Pre-Law Students’ Association, Treasurer July 20XX-June 20XX
- Prepared and managed the implementation of a budget
- Oversaw purchasing, disbursements, and collection of membership dues and other funding sources
- Planned and facilitated law school events with other club officers (approx. 5 per semester)
- Member of association since August 20XX

**INTERNSHIPS**

Mecklenburg County SelfServe Center Intern May 20XX-August 20XX
- Facilitated the use of propriety resources to assist pro se litigants as they prepared and filed legal complaints and motions
- Collaborated with a colleague to prepare a marketing plan to attract new pro se litigants as well as local attorneys for pro bono clinics
- Assisted in the development of a Continuing Legal Education clinic for the Mecklenburg County Bar
- Developed supply-saving methods to ensure efficient use of resources procured with taxpayer dollars

**Clubs and Volunteer**

Supply Chain Club September 20XX-Present
Poole College of Management Student Network Groups Peer Mentor November 20XX-May 20XX
- Facilitated learning in small groups in NC State’s M100 Class (Introduction to Professionalism and Diversity)
- Selected topics of discussion revolved around creating an inclusive, dynamic and professional work environment

Boys & Girls Club of Raleigh Tutor February 20XX-Present

NC State Technician Newspaper Freelance Writer January 20XX-Present

**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

**it’s ready to use when …**

- there are no spelling, grammatical errors or spacing inconsistencies.
- bolding, underlining, italicizing has been used intentionally to highlight key information.
- your experiences highlight measurable accomplishments in the most professional way.
- you have reviewed and proofread your resume carefully, at least twice.
- you have had it reviewed by a career services professional.

View more resumes at: go.ncsu.edu/resume-examples
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.

**Example:**

IBM, Research Triangle Park, NC

Human Resources Intern  

Summer 2016

<table>
<thead>
<tr>
<th>Without action verbs</th>
<th>With action verbs</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Duties included administrative tasks in an office setting.</td>
<td><strong>Worked</strong> with a project team on the redesign of New Employee Orientation.</td>
</tr>
<tr>
<td>- The needs of recent hires were collected, documented, etc.</td>
<td><strong>Interviewed</strong> 15 recent hires to gain insight into the needs of new employees.</td>
</tr>
<tr>
<td>I was involved in a variety of other activities, as needed.</td>
<td><strong>Wrote</strong> reports and presented results to project team.</td>
</tr>
</tbody>
</table>
### action verbs by skill set

<table>
<thead>
<tr>
<th>administrative</th>
<th>analytical</th>
<th>communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>approved</td>
<td>prepared</td>
<td>assessed</td>
</tr>
<tr>
<td>budgeted</td>
<td>processed</td>
<td>calculated</td>
</tr>
<tr>
<td>calculated</td>
<td>produced</td>
<td>computed</td>
</tr>
<tr>
<td>corresponded</td>
<td>projected</td>
<td>conducted</td>
</tr>
<tr>
<td>distributed</td>
<td>purchased</td>
<td>conserved</td>
</tr>
<tr>
<td>evaluated</td>
<td>reported</td>
<td>created</td>
</tr>
<tr>
<td>generated</td>
<td>reviewed</td>
<td>determined</td>
</tr>
<tr>
<td>inspected</td>
<td>scheduled</td>
<td>developed</td>
</tr>
<tr>
<td>interviewed</td>
<td>supplied</td>
<td>devised</td>
</tr>
<tr>
<td>operated</td>
<td>updated</td>
<td>evaluated</td>
</tr>
<tr>
<td>planned</td>
<td>validated</td>
<td>identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>creative</th>
<th>helping</th>
<th>leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>composed</td>
<td>initiated</td>
<td>advised</td>
</tr>
<tr>
<td>conceptualized</td>
<td>integrated</td>
<td>advocated</td>
</tr>
<tr>
<td>created</td>
<td>modeled</td>
<td>assessed</td>
</tr>
<tr>
<td>customized</td>
<td>modified</td>
<td>assisted</td>
</tr>
<tr>
<td>designed</td>
<td>originated</td>
<td>clarified</td>
</tr>
<tr>
<td>developed</td>
<td>performed</td>
<td>coached</td>
</tr>
<tr>
<td>devised</td>
<td>photographed</td>
<td>coordinated</td>
</tr>
<tr>
<td>formulated</td>
<td>produced</td>
<td>counseled</td>
</tr>
<tr>
<td>founded</td>
<td>revitalized</td>
<td>demonstrated</td>
</tr>
<tr>
<td>generated</td>
<td>shaped</td>
<td>diagnosed</td>
</tr>
<tr>
<td>illustrated</td>
<td>sketched</td>
<td>educated</td>
</tr>
<tr>
<td>improvised</td>
<td>solved</td>
<td>encouraged</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>research</th>
<th>technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>analyzed</td>
<td>extracted</td>
</tr>
<tr>
<td>clarified</td>
<td>formulated</td>
</tr>
<tr>
<td>collected</td>
<td>inspected</td>
</tr>
<tr>
<td>compared</td>
<td>interviewed</td>
</tr>
<tr>
<td>conducted</td>
<td>investigated</td>
</tr>
<tr>
<td>detected</td>
<td>measured</td>
</tr>
<tr>
<td>determined</td>
<td>organized</td>
</tr>
<tr>
<td>diagnosed</td>
<td>researched</td>
</tr>
<tr>
<td>evaluated</td>
<td>solved</td>
</tr>
<tr>
<td>examined</td>
<td>summarized</td>
</tr>
<tr>
<td>experimented</td>
<td>surveyed</td>
</tr>
<tr>
<td>explored</td>
<td>tested</td>
</tr>
</tbody>
</table>

| analyzed      | adapted     | engineered   |
| clarified     | analyzed    | evaluated    |
| collected     | assembled   | fabricated   |
| compared      | coded       | implemented  |
| conducted     | conserved   | installed    |
| detected      | constructed | maintained   |
| determined    | converted   | manufactured |
| diagnosed     | created     | operated     |
| evaluated     | debugged    | programmed   |
| examined      | designed    | repaired     |
| experimented  | devised     | restored     |
| explored      | diagnosed   | tested       |
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: brief, 1-2 short paragraphs, the body of the email is your letter.
Print: half page, 3-4 short paragraphs, font style matches resume.

sample cover letter – email

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
COVER LETTER INSTRUCTIONS

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./Mrs./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

Cover letter should be NO longer than this length.

Reiterate that you’d benefit the company team & graciously thank the employer for his/her/their consideration.

Highlight accomplishments in role & skills developed

Include position & company name in each paragraph.

Always use a colon here
To Whom It May Concern or Dear Hiring Manager can also be used if you don’t have a contact person

Include education

Include position & company name in which you are applying

If you don’t have a contact person, simply include company name & address.

To show consistency, use the same header on resumes, cover letter & reference page
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

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)

CVs 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

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 resume and also share information about the graduate program, scholarship, fellowship or academic position you are applying for.

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 an 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. 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.

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.
“Begin your internship/job search early. Even if you plan to graduate in May, or gain a summer internship, start your search during the fall semester. According to feedback from NC State graduates, the majority of new graduates that receive job offers start their job search six months or more prior to graduation.”

-D.R. Ingram, Jr., Associate Director, Student Career Services
nailing the interview

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. 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.

career shift

The job search requires the use of multiple resources! In addition to ePACK Career Shift offers something different – the ability to harness and manage publicly available information valuable for your search! Save jobs from multiple listing sites in one secure place, manage contacts, upload resumes, set up a calendar and more! Access your Career Shift account in the resource section of ePACK.
the STAR method

Use the STAR – Situation, Task, Action, Results – method to answer behavioral questions:

**situation or task**
- Describe a specific event or situation. Give enough detail for the interviewer to understand. Draw from campus, work, or community experiences.

**action taken**
- Describe the action you took. If you are describing a group project, focus on your role.

**results achieved**
- What did you accomplish? What did you learn?

**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.

**types of interviews**

**screening interviews**
*two minutes to one hour | NC State*

These are used by employers to quickly gauge your fit with their position or organization. Because this interview is brief 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**
*5-30 minutes, sometimes 1 hour | remote*

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!*

**career fair interview**
*2-15 minutes | career fair*

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**
*1-2 hours | on-site*

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**
*30-45 minutes, sometimes 1 hour | NC State Career Center*

Information about these interviews (employers, opportunities, and requirements) is found in ePACK.

**selection (site) interviews**
*30-60 minutes | on-site*

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). 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 vs. 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.

Common 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.
- 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.

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.

Common traditional interview 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.
nailing the interview

answering tough questions

tell me about yourself.
Keep your answer short. Avoid your life story and information not pertinent to the job. This is your 90-second introduction. 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 is your opportunity to answer “Why should we hire you?”

what do you know about our organization?
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 help you determine if the employer is the right fit for you and your career goals. Dig deeper than visiting 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. Rileyguide.com is an excellent resource to learn various ways to obtain information about an employer.

what is your greatest weakness?
Never say you don’t have any weaknesses. You should address an opportunity for growth and describe how you are turning this weakness into a strength. Re-frame the question to put the emphasis on this opportunity and typically use only one example. Don’t use the word “weakness.”

what are your strengths?
Re-frame the question by connecting your strengths directly to the job. Supporting your answers with specific examples gives them more credibility.

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.

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

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 position’s package. Is this range in line with what you had in mind?

why should we hire you?
Communicate your value to the organization. Select 2-3 strengths relevant to the job that you can highlight, supported by specific examples.

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.”

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.
what to wear

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

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.

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.

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.

Men: Slacks with coordinating (not matching) jacket with/without tie or slacks, shirt, and tie (no jacket).

Women: Dark slacks or skirt with tailored shirt, blouse

get the look

Professional attire resources available through Wolfpack Styled, our professional clothing closet. go.ncsu.edu/wolfpackstyled
always ask questions

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?

“Do not wait until an actual interview is scheduled before you prepare and practice your interviewing skills. Start early and schedule a mock interview at the Career Development Center and also practice on your own.”
-D.R. Ingram, Jr., Associate Director, Student Career Services
getting experience
mark yourself

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.

coops

graduate with 12 months of full-time work experience

the average pay rate for co-op jobs is between $16-$18 per hour

enter the workforce with a higher starting salary after graduation

integrate your classroom learning with real world work experience

get started

There are multiple ways to get started on finding co-op opportunities

- attend a co-op information session
- join co-op networking events and job fairs
- connect with a co-op coordinator
- visit go.ncsu.edu/co-op

“Co-op is truly one of the greatest programs at NC State because it helps provide stability, job security, growth, and development both professionally and personally in an extremely unique way.”

Terence Chandler, Computer and Electrical Engineer, GE co-op
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.

**ePACK**
apply to thousands of jobs and internships listed just for NC State students: careers.dasa.ncsu.edu/using-epack
strategies that work

Strategies with a high success rate 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.

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!

how to connect

- 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.

“Craft a personal story with a memorable hook to impress employers. This is a big stumbling block for students. Practice this with your career coach. We can help.”

-Marcy Bullock, Director of Professional Development
career fairs

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:
- who you are
- your area of interest
- why you are interested in their organization
- relevant skills you have 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. See our interview section for more on dress code.

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: go.ncsu.edu/careerevents
market yourself

speaking with company representatives with Catherine Wells of Eaton

why recruit at NC State?

NC State is one of the top public schools in the country, so for a company like Eaton, it’s a perfect fit for our leadership development programs. We find NC State students personable, highly motivated, and driven. All traits that we look for in our early talent hires. Also, North Carolina has the most Eaton facilities in one state, so it tends to be a good fit for your students as well.

what are some good tips & best practices you would like students to know when networking and applying for roles at Eaton?

Make sure you take the time to review all of our openings. We have opportunities in 15 different programs, across both of our sectors. So, knowing what we have to offer, can help us get you to the right person.

why is it important to visit employers like Eaton at career-related events and programming on campus?

It’s important to get to know a company in a casual setting. It allows you to get all your questions answered and build strong relationships with employers.

tell us about Eaton’s co-op program. we have a co-op program for engineering and it students.

The engineering co-op is a 12-14 week program which offers the students an assignment in either design, manufacturing, supply chain, or OPEX. We typically prefer 3 rotations and these can be anywhere in the US, so it’s important to be geographically flexible. While our IT co-op is typically 6 months and they will be assigned to Beachwood, Ohio-Eaton’s U.S. headquarters. We do offer placements of co-ops during the fall, spring or summer.

honestly, are internships & co-ops that important?

They are crucial for students. They show employers that you care about your career and want to get as much experience as possible before graduation. It also helps students standout against the competition.

how can students make their resumes standout?

Definitely leadership experience. Whether it’s in a class project, or within a student organization, it really helps the student stand out.
what belongs on LinkedIn?

setting up your profile

1. Add a profile photo: it doesn’t have to be fancy—choose a photo of yourself in front of a plain background.
2. Craft a personalized headline: speak directly to your audience. Use your headline to help yourself stand out in the pack!
3. Create a summary: highlight your biggest achievements and let others know the type of connections you are seeking.
4. Education: starting with college, list your educational experiences. Include summer courses, minors, and organizations you participate in.
5. List your experience: include all employment, volunteer work, and internships. Add detailed descriptions to each position—bullet points work great!
6. Skills: add at least 5 key skills to your profile. This creates more opportunity for others to find your profile.
7. Courses: list relevant courses to highlight the skills and interests that you are most passionate about.
8. Seek recommendations: ask managers, professors, and others you’ve worked with closely to write a recommendation. This gives extra credibility to your strengths and skills.

who to connect with

Once you have completed your profile, it’s time to build your network! On LinkedIn, you should live by the “handshake rule.” If you get the opportunity to shake someone’s hand, it is appropriate to send a connection request on LinkedIn. Unlike most social media outlets, the faster you send the connection request after the handshake, the better. The longer you wait after meeting, the less likely people are to remember you.

meet winston wuf

Winston has an all-star profile—a great example to look at when you are building your profile.

linkedin.com/in/winstonwuf

dos & don’ts

Always customize your connection requests. Personalized messages make people feel important, which furthers your relationships with your connections.

Stay active with posts, replies, and adding new connections.

Connect with alumni. Alumni are a great resource for informational interviews.

Ask interesting people to meet for coffee or lunch to learn more about what they do.

Don’t use a profile photo that you requires cropping someone else out.

Don’t accept every connection. Be aware of spammers!

Don’t connect with the hiring manager. Feel free to view their profile pre-interview, but it is more appropriate to wait to connect after you have landed the job.

Don’t post irrelevant content. You are building your professional brand—try to keep your posts and profile relevant to the industry you’re interested in.
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 advisors 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.
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
health-professions@ncsu.edu | 919.515.2396
prehealth.dasa.ncsu.edu

pre-law services
919.515.2396 | prelaw.dasa.ncsu.edu

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.

harvest.cals.ncsu.edu/vetpac
Vet_PAC@ncsu.edu
919.515.1277
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.
success at work

Be successful in your internship, co-op, or career.

- 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.

“In your first job it is crucial to understand your supervisor’s preferred mode of communication if you want to ace your performance reviews.”

-Marcy Bullock, Director of Professional Development
C.T. Wilson Construction is a third-generation, family-owned, commercial general contractor located in Durham, NC. Our company was founded in 1952 to perform preconstruction, general contracting, and construction management services across North Carolina. We employ 90 people in various positions including field labor, skilled carpentry, supervision, project management, estimating, marketing, IT, accounting, and office support.
We make new perspectives work.*

At Eaton, we value new ideas and create an environment that fosters learning and teaching, allowing employees to reach their full potential.

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

We make what matters work.

Eaton is an Equal Opportunity & Affirmative Action Employer, minority/female/disabled/protected veteran.
come visit us

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

**Hours:** Monday – Friday, 8 a.m. – 5 p.m.

**Drop-In Hours:** Monday through Friday, fall and spring semesters while classes are in session
11 a.m. – 2 p.m. (last check-in is 1:45 p.m.)

career-development@ncsu.edu | 919.515.2396
twitter.com/NCStateCareer
facebook.com/NCStateCareerDevelopment
instagram.com/NCStateCareerDevelopment
LinkedIn: North Carolina State University
careers.ncsu.edu