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PRINCIPLES OF PROFESSIONAL CONDUCT

STAFF RESPONSIBILITY

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

2. 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 providing reasonable accommodations upon request.

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

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

5. 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

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

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

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

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

5. 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 spot. NC State’s status as a desirable place to recruit could be jeopardized.

6. 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.

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

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

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

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

Individual Appointments: Schedule via ePACK or by calling 919.515.2396.

Express Hours: Monday-Friday from 11am-2pm, fall and spring semesters, when classes are in session.

Co-op Program: Attend an orientation session for more details. See our website cdc.dasa.ncsu.edu for orientation dates.

STEP Program: Meet with the STEP program staff to get started. Call 919.515.2396 for an appointment.

ePACK: Use for jobs, internships, externships and Co-op positions. www.ncsu.edu/epack

On-campus Interviewing: Use ePACK to sign-up to meet with employers from across the country. All interviews take place at the Career Center unless otherwise indicated.

Web site and Social Media: Visit cdc.dasa.ncsu.edu to stay up-to-date with the latest information.

Mock Interviews & Resume Critiques: In addition to our professional staff, employers come to campus to assist students with these two items; check ePACK for dates and to register.

Information Sessions and Career Fairs: Check the events section of ePACK for a complete listing.

Pre-Law Services: Visit with the Pre-Law advisor, Dr. Kelly Laraway, to ensure that you’re taking all of the necessary steps to prepare for law school.

Pre-Health Professions: Professional school guidance provided for students in health care fields: medicine, dentistry, optometry, pharmacy, physical therapy, nursing and physician’s assistant.

Alumni Services: We offer services up through one year after graduation. Beyond that, please contact the Alumni Association for membership and ePACK access.

Career Courses: USC 202- Career Exploration is a two credit class designed to help students understand themselves and their career options. USC 401- Career Transitions is a 3 credit course designed to help Seniors successfully reach their goals.

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

Career Ambassadors are chosen to present the LAUNCH Professional Development Series to their peers. Students interested in applying to serve our office as Ambassadors and develop their leadership skills will enroll in a professional development course for training. Contact Marcy Bullock to learn more about becoming a Career Ambassador.

Career Ambassadors

Precious Bass, English
Sarah Bowman, Communication - Public Relations
Sandy Chung, Human Biology
Olivia Davis, Political Science
Kelly Doss, Mathematics
Fatoumatta Fatajo, Electrical Engineering
Todd Goldfarb, Industrial Engineering
Neal Hairston, Mathematics
Lauren Hamrick, Textile Technology
Alex Hoppe, Chemistry/ Education
Allison Murphy, Accounting
Michaela O’Connor, International Studies & Political Science
Dan Thomas Oliver, Statistics
Matthew Pless, Mechanical Engineering
Holton Ramoin, Business - Marketing
Kiara Richardson, Chemistry
Emily Riefenhauser, Human Biology
Anna Reichenbach, Biological Engineering
Miriam Roochvarg, Communication -- Public & Interpersonal
Prem Shah, Mathematics
Safiatou Soumana, Communications & Global Studies
Morgan Steed, Accounting
Alexis Taylor, Microbiology
Emily Zucker, Mathematics and Statistics
EXPLORING YOUR OPTIONS

Informational Interviewing

THE FINE ART OF FINDING OUT

If you are still exploring career options or want to find out more about a chosen career direction, one of the most helpful strategies around is Informational Interviewing.

HOW DOES IT WORK?

You make contact with a professional in a career field in which you think you would like to work. Career counselors, professors, friends and family can be helpful simply by asking, “Do you know anyone who works in the field of _____?”

Once you have a name and contact information, how you approach the resource person will be very important. Ask if it would be possible for you to meet with them for no more than 30 minutes and be sure to honor this time frame.

CORE 4: The Career Development Center encourages students to develop these four competencies which will be valuable across industries and professional roles:

1. Professionalism and Work Ethic
2. Critical Thinking and Problem Solving
3. Teamwork and Collaboration
4. Oral and Written Communication

EMPLOYERS RATE THE IMPORTANCE OF CANDIDATE SKILLS/QUALITIES

<table>
<thead>
<tr>
<th>Skill/Quality</th>
<th>Weighted Av. Rating*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work in a team structure</td>
<td>4.55</td>
</tr>
<tr>
<td>Ability to make decisions and solve problems</td>
<td>4.50</td>
</tr>
<tr>
<td>Ability to plan, organize, and prioritize work</td>
<td>4.48</td>
</tr>
<tr>
<td>Ability to verbally communicate with persons inside and outside the organization</td>
<td>4.48</td>
</tr>
<tr>
<td>Ability to obtain and process information</td>
<td>4.37</td>
</tr>
<tr>
<td>Ability to analyze quantitative data</td>
<td>4.25</td>
</tr>
<tr>
<td>Technical knowledge related to the job</td>
<td>4.01</td>
</tr>
<tr>
<td>Proficiency with computer software programs</td>
<td>3.94</td>
</tr>
<tr>
<td>Ability to create and/or edit written reports</td>
<td>3.62</td>
</tr>
<tr>
<td>Ability to sell or influence others</td>
<td>3.54</td>
</tr>
</tbody>
</table>

*5-Point Scale, Where 1=Not at All Important; 2=Not Very Important; 3=Somewhat Important; 4=Very Important; and 5=Extremely Important

Source: Job Outlook 2014, National Association of Colleges and Employers
## Developing a Four Year Career Success Plan

### FRESHMAN YEAR

**Practice**
- Use the “What can I do with a major in?” website: majors and cdc.dasa.ncsu.edu for information on choosing or changing a major.
- Talk with faculty, mentors, family and friends about majors and occupations.
- Consider career assessments to understand how your skills, interests and values relate to careers.
- Talk with a career counselor about possible interest areas.
- Start to define a strategy for reaching career goals.
- Take courses you enjoy that will help you decide if your major is a good fit.
- Conduct an informational interview with a professional to learn about the realities of a career.
- Explore ePACK, NC State’s on-line job posting system.

**Participate**
- Take advantage of opportunities to develop skills (such as leadership) through activities on and off campus.
- Create a resume and cover letter and fine tune them with a career counselor.
- Evaluate strengths on your resume and areas to develop.
- Attend career fairs to learn about career paths for different majors.
- View opportunities posted in ePACK; identify careers of potential interest.
- Consider career-related experience through an externship, internship, Co-op, research or volunteer experience.
- Document your experiences, skills and accomplishments.

### SOPHOMORE YEAR

**Prepare**
- Practice your interviewing skills with a friend, employer or career counselor.
- Speak with an academic advisor about career interests and plans.
- Join a student organization that is related to your major or career of interest.
- Be open to leadership opportunities.
- Choose courses that help you make progress toward a degree of interest.

**Participate**
- Gain career-related experience through an internship, Co-op, research or volunteer opportunity.
- Speak with faculty about research opportunities.
- Apply for internships and on-campus interviews in ePACK.

**Participate**
- Gain career-related experience through an internship, Co-op, research or volunteer opportunity.
- Apply for internships and on-campus interviews in ePACK.
- Apply for Co-op, start with an orientation.
- Attend career fairs and events to learn about internships and Co-ops.
- Attend employer information sessions posted in ePACK to learn about opportunities.
- Use strategies and resources provided by the CDC.
- Document your experiences, skills, and accomplishments.

### JUNIOR YEAR

**Prepare**
- Update and fine tune your resume and cover letter.
- Create or update your ePACK account.
- Practice your interviewing skills with a friend, employer or career counselor.
- Research the application timeline if you are thinking about graduate school.
- Speak with faculty about career interests, graduate study and future plans.
- Meet with a career counselor to discuss strategies including decisions about grad school.

**Participate**
- Gain career-related experience through an internship, Co-op, research or volunteer opportunity.
- Speak with faculty about research opportunities.
- Apply for internships and on-campus interviews in ePACK.
- Apply for Co-op, start with an orientation.
- Attend career fairs and events to learn about internships and Co-ops.
- Attend employer information sessions posted in ePACK to learn about opportunities.
- Use strategies and resources provided by the CDC.
- Meet with faculty or employers as you create a list of references or request recommendation letters.
- Become active in student organizations to develop leadership and teamwork skills.
- Document your experiences, skills, and accomplishments.

### SENIOR YEAR

**Prepare**
- Update and fine tune your resume and cover letter.
- Create a list of three references.
- Update your ePACK account and maximize your use of the system.
- Discuss your job search strategies with your career counselor.
- Applying to grad school? Follow individual program guidelines and deadlines.
- Schedule GRE and other admissions exams.
- Practice your interviewing skills with a friend, employer or career counselor.
- Take advantage of student rates to join professional organizations.
- Be sure your voice mail and social networking sites are professional.

**Participate**
- Begin your active job search at least one semester prior to graduation.
- Get organized; create a spreadsheet or file to track your job search activity.
- Secure your list of references or recommendation letters.
- Attend career fairs and events to learn about entry-level jobs.
- Attend employer information sessions posted in ePACK to learn about opportunities.
- Document your experiences, skills, and accomplishments.

**Participate**
- Gain career-related experience through an internship, Co-op, research or volunteer opportunity.
- Speak with faculty about research opportunities.
- Apply for internships and on-campus interviews in ePACK.
- Use strategies and resources provided by the CDC.
- Meet with faculty or employers as you create a list of references or request recommendation letters.
- Become active in student organizations to develop leadership and teamwork skills.
- Document your experiences, skills, and accomplishments.

**Participate**
- Complete the new graduate survey to report your future plans.
Career Assessments

Assessments can help you explore your career interests, skills, values, and preferences. While no assessment can perfectly describe who you are or what your career is going to be, they are valuable in helping you narrow your search and discovering options you may not have previously considered. To understand your career assessment results, you are encouraged to talk with your career counselor. Free assessments available by contacting your career counselor at 919-515-2396 or visiting our website at cdc.dasa.ncsu.edu.

NC STATE COUNSELING CENTER

If you have tried other resources and continue to have difficulty choosing your major or career direction, stop by during walk-in hours, 9:00am to 4:00pm daily (2nd floor of Student Health Services). Following a consultation, these assessments may be suggested.

- Myers Briggs Type Indicator ($15.00)
- Personality Research Form ($15.00)
- Strong Interest Inventory ($10.00)

Call 919-515-2423 for an appointment

Informational Interviewing

WHAT SHOULD I ASK?

Four basic questions can help you get started with gathering helpful information.

1. How did you get into this kind of work and what was your preparation?
2. What are the rewards and challenges of this kind of career?
3. What advice would you give a person who wants to pursue this work as a career?
4. Who else do you know that would be a good resource person for me to talk to?

*Additional questions are on our website: cdc.dasa.ncsu.edu

Appropriate dress (at least business casual) is important since you will be making first impressions with people who could be potential job or internship resources in the near future. Always ask for a business card and be sure to send a brief note of thanks for giving you the gift of their time and insights.

WHAT ARE THE BENEFITS?

Informational interviewing can have both short-term and long-term benefits. You immediately gain information and insights that can be helpful in focusing your career direction. In the long run, you have established personal contact with professionals who can be resources to assist you with your job search. Also, be sure your resume is in good shape since you never know when a conversation may lead to an immediate opportunity.

Networking

Your network is an organized system of contacts from family, friends, and associates: a chain of information and support. Networking is a powerful tool, exposing you to experts, resources, and contacts, as well as leads and referrals for your job-search. Networking means cultivating relationships by investing personal time and attention to the give-and-take necessary for success.

Network is two-way: establishing a partnership means that information and helpfulness goes in both directions; returning courtesies is essential.

Networking is not a fevered quest to amass as many names as you can so you can ask favors and beg for a job. An excellent strategy is to build your network when you are not desperate to get a job.

Take offers of help willingly. Do not assume you are being a pest; most people, when contacted, are happy to be helpful and actually enjoy speaking about themselves and what they know.

Begin your networking list with accessible people whom you already know and with whom you are more relaxed. Include family, friends, neighbors, community members, classmates and their families, faculty and administration, past and present work associates, former employers and their colleagues, and club members.

Contact alumni, professional, industry, and trade associations, recruiter contacts, headhunters, consultants, and volunteer civic, religious, social, recreational, and political organizations. Contact people of all ages. Have a wide-ranging list so you will not rely on any one person for too many requests. Enlist others to help you brainstorm. Do not underestimate the value of any contact or referral.

Always keep a detailed record of your connections, noting what you said, when, where, and what you need to do to follow up. The more you stay “in the loop” and remain in contact with your growing network, the more likely you will be positioned to hear about hidden opportunities or referred for the job you want.
GRADUATE SCHOOL

IS IT THE RIGHT OPTION FOR YOU?
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 necessary? Should you work a few years before going back to graduate school?

• Research the outcome of what a graduate degree will provide; More money? More opportunities in your field? Evaluate what is most important to you.

• Talk to faculty and advisers in your field of interest and get their feedback on your graduate school plans. Start researching graduate schools and programs your junior year to become informed of deadlines and options.

Depending on the application deadlines, you will want to start the application process a few months in advance. Applications are usually time consuming and require personal statements and letters of recommendation. Visit the Career Development Center for additional information on graduate school, including test and program information. For assistance in composing your personal statement, please call the University Writing and Speaking Tutorial Services at 515.3163.

Additional resources for graduate programs:
Pre-Law: 919.515.2396
Pre-Health: hpac.dasa.ncsu.edu
Pre-Vet: 919.513.6203

Graduate School at NC State

The Career Development Center provides services for both undergraduate and graduate students. Working closely with the Graduate School, the CDC provides both individual assistance as well serving as a resource for professional development initiatives including the Preparing Future Leaders program. With PFL’s emphasis on: increasing professionalism, developing leadership skills, communicating effectively, practicing interviewing and writing cover letters, becoming an effective teacher, and exploring responsible conduct of research, the CDC helps you to refine and maximize these skills and others in preparing you for your professional job search.

You can learn all this and more by participating in The Graduate School’s Preparing Future Leaders professional development initiative!

Preparing Future Leaders (PFL) is a collection of professional development programs, seminars, and workshops specifically for graduate students. These events are designed to equip you with the skills you need to be successful in your career, whether it be in industry, academia, government, or research.

WHAT CAN YOU LEARN?
You can take our Fundamentals in Teaching (FIT) workshops, Professional Development Seminars (PDS), and our Responsible Conduct of Research (RCR) events.

HOW DOES IT WORK?
PFL programs, seminars, and workshops are offered in a variety of formats:

• Free and non-credit
• Focused on best practices and strategies
• Open to graduate students in all disciplines
• Offered online, in-person, on-demand, and blended formats

HOW DO I PARTICIPATE?
Learn more about succeeding in graduate school and preparing for your career at: Preparing Future Leaders (PFL) go.ncsu.edu/pfl
Resume Writing

A resume is used when applying for internships, Co-ops, and full-time jobs. It may also be requested as part of graduate school, scholarship, and fellowship applications. A resume is always accompanied by a cover letter unless you hand-deliver it to an individual.

Your resume should not be a complete history, but rather a summary of what you have to offer. Your goal is to create a resume that will attract an employer’s interest and result in an interview. It must make an immediate positive impact. Create one general resume that will work in most situations. Customize it later for specific opportunities.

GET STARTED
First timers may like to start with the resume worksheet found on our website. Fill in the blanks and you are on your way to creating your first draft.

If you are updating or fine-tuning a current resume, take a look at the samples provided in this guide and online. Visit the Career Library for a more extensive collection. Evaluate formats and choose one that presents your accomplishments in the best light.

We invite you to bring your resume to the Career Development Center to have it critiqued by a Career Counselor. Call to make an appointment with your Counselor 919.515.2396.

RESUME TEMPLATES
Certain websites and software offer resume templates for you to use to construct a resume. We advise you to avoid using templates since they often prevent you from developing a resume that utilizes the space on the page effectively and organizing your information the way you would prefer. We recommend using a blank word document and looking at samples as a guide when creating your resume.

CREATE A STRUCTURE
Create your heading and place these two categories first.

1. Objective
2. Education

Select two to five additional categories from the list below. Choose those that best present your strengths and prioritize them. A first year student may choose “Honors” next. A graduating senior may choose “Projects” or “Experience” next. (see examples)

- Courses
- Projects
- Experience
- Related Experience / Other Experience
- Skills (subcategories optional)
- Computer Skills
- Study Abroad
- International
- Leadership
- Honors & Activities
- Choose your own!

CHOOSE CONTENT
Heading
Include your name, current address, phone, and email (be sure your email address is professional). If you are going home for the summer or moving in the near future, include your permanent address.
Objective
In one or two lines, briefly state the type of position you seek or career area of interest. You may include specific skills you will contribute, allowing the employer to match these to positions. Customize your objective for each position, when possible. A general objective is advisable for situations such as career fairs.

Summary
Your professional summary should be unique and promote what you bring to an organization. Employers want to know what you bring to the table. Utilize specially chosen words that promote your talents in a persuasive manner. Think of this as a snapshot of your abilities and back them up with specific accomplishments that you achieved with these skills.

Education
Begin with your current degree and work in reverse chronological order (including college transfer). By sophomore year, most students drop HS from their resume. Highlight your best GPA, overall or major. Study abroad fits well here, but you may prefer to create a separate section for this experience.

Courses
Use this section for one of the following reasons: (1) You are a freshman and you do not have much to put on your resume. (2) Your major is not well known; selected courses will help to clarify. (3) You have taken some hot courses in your field that will be of interest to employers. (4) Your coursework reflects your true career interest more than your major.

Projects
List career-related projects and go into detail if space permits. Where practical or space permitting, add your role within project description — chances are an employer will ask. Note the project sponsor, when appropriate. This section is a jewel, often underestimated by students, and valued by employers.

Experience
List internship, Co-op, volunteer, and other work experiences in reverse chronological order (most recent first). Select those most relevant to the reader. Include name and location of the employer, your title, and the dates you worked. Use action verbs (see list) and create short statements in bullet or paragraph form to describe your duties, skills developed, and accomplishments. Consider adding work challenges you overcame, and/or what you learned or taught yourself as well as the value to you and the employer.

Skills
Create a list or use subcategories (such as laboratory, computer, language, technical, artistic) to organize your skills.

Computer Skills
Prioritize a list of skills developed in class, at home, and at work. Use subcategories (such as operating systems, programming languages, software) if they help to organize information. Use descriptive words (such as proficient, experienced, exposed, familiar) to help describe your ability.

Honors & Activities
Prioritize honors and activities from campus and the community. Include awards, leadership, organizations and clubs, athletics, conferences, travel experiences, interests and hobbies. Significant items from H.S. may be included. Note leadership roles or specific accomplishments when appropriate.

References
It is not necessary to place a statement such as “References Available Upon Request” on your resume. Employers assume that you will provide them if requested.

ADAPT FOR ELECTRONIC DELIVERY
When employers ask you to submit your resume electronically, consider the following suggestions.

Email
Your email message can either serve as a brief introduction or it can contain your cover letter. It is well written, concise, and professional. It is not casual. Use a descriptive subject line to catch the reader’s eye.

Attach your resume to the email. We recommend a test run by emailing your resume to yourself and be sure to correct any problems you discover with transmission.

Website Forms
Website forms vary from employer to employer; however, instructions are generally provided to ensure your success with their system. Some websites allow you to cut and paste from your personal resume, while others ask you to complete fields of information. In either case, keep it simple and avoid the use of tabs, bullets, and other special characters. Use only keyboard characters such as the asterisk (*) and dash (-).

If you have the benefit of a job description, look for ways to incorporate their requirements into your resume.
A
accepted
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achieved
acquired
adapted
administered
advanced
advised
amended
analyzed
approached
approved
assembled
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attained
augmented
automated
B
balanced
brainstormed
broadened
budgeted
built
C
calculated
categorized
chaired
clarified
coached
collaborated
collected
communicated
completed
composed
computed
conceived
conceptualized
configured
confirmed
connected
consolidated
constructed
consulted
contributed
converted
coordinated
counseled
crafted
created
D
debugged
decreased
dedicated
defined
delivered
demonstrated
designed
determined
developed
devised
diagnosed
discovered
displayed
distributed
documented
drafted
E
earned
edited
educated
eliminated
enabled
encouraged
engaged
enhanced
enlisted
enriched
established
evaluated
examined
exceeded
exchanged
executed
expanded
experienced
expressed
extracted
F
fabricated
facilitated
familiarized
financed
followed
forecasted
formed
formulated
fostered
founded
functioned
funneled
furthered
G
gained
gathered
gauged
generated
governed
guided
H
handled
headed
helped
honored
hired
I
identified
illustrated
implemented
improved
improvised
incorporated
increased
influenced
initiated
innovated
inspected
installed
instructed
integrated
interacted
Use action verbs to communicate effectively your accomplishments in the experience section of your resume. Take a look at the two job descriptions below and note the positive impact made by using action verbs.

WITHOUT ACTION VERBS
IBM, Research Triangle Park, NC Human Resources Intern, Summer 2015
• Duties included administrative tasks in an office setting.
• Responsible for distributing a survey to current employees.
• The needs of recent hires were collected, documented, etc.
• I was involved in a variety of other activities, as needed.

WITH ACTION VERBS
IBM, Research Triangle Park, NC Human Resources Intern, Summer 2015
• Worked with a project team on the redesign of New Employee Orientation.
• Created a survey to use with current employees. Received an 80% response rate.
• Interviewed 15 recent hires to gain insight into the needs of new employees.
• Wrote report and presented results to project team.
Chelsea Goldberg  
5236 Rutherford Way • Wendell, NC 27578  
919-349-4464 • clgold@ncsu.edu

SUMMARY
Multi-faceted student musician and volunteer seeking an internship in health and human services

EDUCATION
North Carolina State University, Raleigh, NC  Anticipated Graduation: May 2019
Bachelor of Arts in Psychology
Minor in Business Administration
Cumulative GPA: 3.4

COURSEWORK
Social Psychology, Psychology Research Methods, Introduction to Economics, Introduction to Philosophy, Problems of American Democracy

EXPERIENCE
North Carolina State University - Raleigh, NC
Alpha Phi Omega, Secretary – August 2015 to present
• Organize club member hours and data
• Send monthly reports to the leadership board detailing the events of the organization
• Take minutes at both general and executive board meetings
• Manage correspondence between members and the executive board

Town of Cary - Cary, NC
Youth Orchestra Manager – August 2013 to May 2014
• Organized orchestra member’s personal data
• Provided refreshments for each rehearsal and performance
• Assisted the conductor in any other tasks

Raleigh Christian Church - Cary, NC
Youth Servant Leader – August 2013 to July 2015
• Helped plan topics of discussion for 6th – 12th graders
• Assisted in planning of special events (Sports Days, Game Days, Youth Conferences)
• Demonstrated communication skills with peers and adults

SKILLS
Fluent in Mandarin Chinese, played violin for 9 years
DREW LOFLFAND
121 Kent Drive
Holly Springs, NC 27541
919.439.8013
dmlofl@ncsu.edu

SUMMARY
Natural leader seeking an internship or co-op position to gain a better understanding of the industry and to demonstrate the skills I have learned in through projects and work experience.

EDUCATION
North Carolina State University, Raleigh, North Carolina
Bachelor of Science, Industrial and Systems Engineering
Overall GPA: 3.2
May 2019

EXPERIENCE
Shop Hand, Southern Manufacturing Co., Greensboro, NC
July 2012- 2015
- Organized inventory, picked up supplies, mowed and maintained property
- Handled the safe demolition of the interior of a small cottage
- Managed the overall upkeep of the company grounds.
- Gained a better perspective on what it means to perform manual labor

Senior Project/ Internship, Queen City Automation Controls, Charlotte, NC
May 2015
- Wired panels based off of schematic diagrams and machining and assembling control panels specific to each job.
- Served as a valuable resource in the shop and helped the team complete work more efficiently.
- Learned how a real engineering firm functions both at its core and with industry partners through trade show participation.

Project Manager / Team Member, Grove United Methodist Church
Summers 2011- 2014
- Worked with a group of around 100-150 high school students to improve the lives of some of the residents of rural South Carolina.
- As senior leader, helped the adult leaders with overseeing the group and answering any and all questions or concerns the new/younger members had.
- Managed large scale residential construction tasks to help the owners of the homes.
- Demonstrated hard work and joy while serving in the community.
Bryce Fincher
8888 College Way, Raleigh, NC 27123
(919) 555-1234 | bfincher50@ncsu.edu

EDUCATION:
North Carolina State University, Raleigh NC
B.S. in Parks, Recreation and Tourism with a concentration in Program Management August 2018

Relevant Coursework: Management of Park & Recreation Facilities; Commercial Recreation & Tourism Management; Leadership & Supervision in Recreation; Sport Programming; Food & Beverage Management

LEADERSHIP EXPERIENCE:
Entertainment and Marketing Committee Member, Union Activities Board, Raleigh, NC Aug. 2014 - present
- Promote student involvement by advertising activities, expanding events across campus, and working with other campus organizations to provide a variety of appealing entertainment for students.
- Increase student committee membership from 10 members to 25 members in Fall 2014 semester.
- Volunteer at various programs and events, including orientation and Wolfpack Welcome Week.

African Student Union Member, North Carolina State University, Raleigh, NC Aug. 2012 – May 2013
- Stressed the importance of scholarship, service, and importance of African culture to members and community and promoted campus events through social media outlets.
- Participated in cultural events focused on dances, clothes, and poems from different African countries.

- Participated in annual event devoted to service and celebrating community. Projects included working in homeless shelters, painting nursing homes, and distributing fliers for multiple sclerosis societies.

Mentor, Shelton Leadership Center, Raleigh, NC Summers 2011 – 2012
- Served as a role model for the Shelton Challenge’s core values.
- Observed, evaluated, and provided feedback on the performance of youth serving in a leadership role for the day.
- Volunteered with several organizations and promoted importance of service to program participants.
- Served as a reflection leader during day’s events and during small group work classroom activities.

Counselor, National Conference for Community and Justice, Blowing Rock, NC Summer 2011
- Served as a counselor for a week-long residential summer program giving students a unique opportunity to interact with a diverse group of students coming together to build a community based on inclusivity, respect and understanding.
- Attended daily activities focused on personal growth, sharing experiences with participants and staff.

OTHER WORK EXPERIENCE:
Pizza Maker and Cashier, Papa John’s Pizza, Raleigh, NC Sept. 2011 – Present
- Answer delivery orders over the phone and accurately completed sales transactions.
- Provide excellent customer service and created a positive work environment by motivating coworkers.
- Assist in the preparation of all food products according to company specifications.
- Market store promotions and advertise sales as directed by manager.

- Provided excellent customer service to Carmichael Complex patrons.
- Checked out various pieces of equipment to participants for recreational and programming use.
- Collected returned equipment, recorded missing and/or damaged equipment, and reported injuries to Facility Manager.

EDUCATION
North Carolina State University, Raleigh, NC
B.S. in Computer Engineering, B.S. in Electrical Engineering, May 2018
GPA: 3.2 / 4.0

Relevant Courses:

TECHNICAL SKILLS
C, Java, MS Word, MS Excel, SolidWorks, and Visual Studio

WORK EXPERIENCE
Computer Engineering Intern, R4 INC., Fayetteville, NC
May 2014 – August 2014, 40 hrs./wk.
• Researched intranet software options for internal R4 website.
• Collaborated with IT team to maintain network stability at the Fayetteville site.
• Developed a recycling plan for local site and presented to managers.
• Utilized communication, organizational, and computer skills to complete daily tasks.

Server/Food Runner/Host, On the Border, Fayetteville, NC
May 2013 – August 2013, 40hrs./wk.
• Greeted and served guests, focusing on making their experience the best possible.
• Collaborated with chefs and servers to ensure prompt delivery of food.
• Developed great communication and teamwork skills managing food, guests, servers, and chefs expectations.
• Ensured the kitchen was clean, properly prepared and operated efficiently.

Game Technician, Chuck E. Cheese, Fayetteville, NC
February 2012 – May 2012, 30hrs./wk.
• Repaired, maintained, and cleaned all games in the playroom.
• Served food and ensured safe play area for all guests.
• Ensured all guests’ needs were met including ticket jams, machine malfunctions, etc.
• Interacted and played with kids to ensure they enjoyed their time at Chuck E. Cheese.

ACADEMIC PROJECT EXPERIENCE

HONORS AND ACTIVITIES
Dean’s List (Fall ’14-Spring’15), HKN, IEEE (Member), Residence Hall Council (Public Affairs Chair), University Scholars, Gamma Beta Phi Society, Red Cross Volunteer, and Intramural Basketball.
LEIGH ROBERTSON
242 Carolina Pines Rd., Raleigh, NC 27606
lerobert@ncsu.edu, (919) 555.1234

SUMMARY
Seek career-related experience in the field of environmental science, with an interest in reducing energy consumption. Possess strengths in leadership, project management and relating to the public.

EDUCATION
North Carolina State University, Raleigh, NC
B.S. in Environmental Sciences
Minor in Outdoor Leadership
Major GPA: 3.1/4.0  Overall GPA: 2.8/4.0

Relevant Courses: Introduction to Environmental Sciences, Climate Change and Sustainability, Earth System Science, Chemistry, Biology, Physics, Calculus, Statistics, Introduction to Adventure Education

RELEVANT PROJECT
Global Warming Research
Completed research paper on the effects of global warming and management through sustainable energy, specifically wind energy.

WORK EXPERIENCE
First Year College, NC State, Raleigh, NC – Office Assistant January 2015-present
• Represent First Year College professionally to visitors including current students, prospective students and families, faculty and administrators.
• Answer questions and direct to resources requiring research and knowledge of NC State.
• Work part-time while in school supporting administrative needs of academic advisors.

Camp Oak Hill, Oxford, NC – Camp Counselor Summer 2011-2013
• Oversaw care of campers ages 9-10 for weeklong sessions.
• Taught archery, kayaking and rock climbing, sharing a passion for the outdoors.
• Received leadership training and promoted from Counselor-in-Training to Camp Counselor.

SKILLS & CERTIFICATIONS
Computer: Windows/Mac, InDesign, Photoshop, Social Media
Certifications: First Aid & CPR/AED

ACHIEVEMENTS & SERVICE
NC State Division 1 Volleyball – Member 2013-present
Selected ACC Player of the Week.
Wolfpack Environmental Student Association (WESA) – Secretary 2015-present
Document meetings, events and initiatives and promote through social media.
Habitat for Humanity – Volunteer 2013-2014
Deconstructed homes, organized and recycled materials for reuse.
Environmental Club (H.S.) – Member 2012-2013
Organized and led monthly clean-up events through Adopt-a-Highway.
JUNIOR WITH EXPERIENCE IN INTER-RELATED AREAS

JAYDYN M. WEING
124 Wolfline Place Way, Raleigh, North Carolina 27615
(919) 827-3023
nwvillan@ncsu.edu

OBJECTIVE
Seeking a sales career opportunity with an innovative pharmaceutical company where I will demonstrate a keen understanding of pharmaceutical concepts and solid sales techniques.

EDUCATION
North Carolina State University, Raleigh, NC
B.S. in Biological Sciences (Anticipated Graduation Date: May 2017); GPA- 3.19
Concentration: Molecular and Cellular Developmental Biology

CLINICAL EXPERIENCE
Laboratory Coordinator, Catalent Pharma Solutions (Morrisville, NC), July 2014- December 2014:
• Mastered LIMS computer software for the purposes of organizing company inventory and for billing Catalent customers
• Interacted with pharmaceutical companies and their products
• Gained knowledge and implemented protocols for cGMP regulations
• Revised, edited and executed template authorizations

Lab Assistant, Developmental Biology (North Carolina State University), May 2013- July 2013:
• Performed experiments in lab such as: in situ Hybridization, PCR, and Bacterial Inductions
• Monitored and regulated Zebrafish embryos used for experiments
• Created and stocked chemicals and glassware

SALES EXPERIENCE
Server, Sullivans (Raleigh, NC), May 2013- January 2014:
• Effectively communicated the wide menu options to increase revenue
• Ensured guest satisfaction and anticipated customer concerns in both large and small private events
• Assimilated information regarding new products in short amounts of time in order to efficiently sell the products
• Created and maintained extensive relationships with customers to ensure repeat business

Campus Manager, College Books (Fayetteville, NC), November 2011- May 2012:
• Sold and bought textbooks in order to give students an alternative to the student bookstore and other textbook services
• Met and exceeded company sales goals within the assigned district
• Led and managed a four person sales crew and monitored their respective duties within their territories
• Managed company bank account along with company assets to ensure that business transactions were appropriately performed and documented

LEADERSHIP AND COMMUNITY INVOLVEMENT
Student Ambassador, NC State University College of Sciences Ambassador Program, July 2014-May 2015:
• Provided information to potential students/parents interested in NC State University
• Planned, set up, and facilitated events geared towards prospective students and new students
• Participated in community service for both the University and for the local community

Vice President of Finance, Wolfpack Transfers, August 2013-February 2015:
• Coordinated projects to help transfer students adapt to North Carolina State University
• Developed a $500.00 budget for the fiscal years of 2012/2013 and 2013/2014 pertaining to club activities and community service events

Outreach Committee, NC State University College Republicans, September 2012- November 2012:
• Actively informed the campus of the Republican platform and their ideals
• Helped to promote the ideas of the Republican nominee in the 2012 election to the surrounding community

ACCOMPLISHMENTS
• Dean’s List, North Carolina State University
• Top District Seller/Buyer- College Books
SENIOR WITH DUAL-DEGREE AND RELEVANT WORK AND LEADERSHIP EXPERIENCE

ANNA CLAIRE LATHAM
http://www.linkedin.com/in/aclatham
aclath@ncsu.edu

EDUCATION
North Carolina State University, Raleigh, NC May 2016
Bachelor of Science in Business Administration- Marketing
Bachelor of Arts in Communication- Public Relations

WORK EXPERIENCE
Communication Coordinator- YMCAs of Garner and Johnston County February 2014-Present
YMCA of the Triangle, Garner, NC
- Work with site coordinators and camp directors to formulate weekly camp newsletters and monthly program newsletters and calendars for five Early Arrival and After School sites
- Serve as elementary school and prospective parent contact for 500 rising Kindergarten families throughout the Wake and Johnston County Public School Kindergarten Registration period
- Maintain open lines of communication with parents through emails, web-site and social media
- Create all flyers and handouts while maintaining the YMCA's visual brand standards

Career Ambassador and Certified Career Trainer January 2012-Present
North Carolina State University Career Development Center, Raleigh, NC
- Present 15-20 career and professional development workshops as a Certified Career Trainer to 15-150 participants throughout each school year
- Represent the Career Development Center (CDC) at on-campus events and career fairs
- Develop summer training program for incoming and returning career ambassadors to help educate them on the topics they will be presenting in the upcoming year

Student Mentor and Recruitment Co-Chair August 2012-May 2014
Poole College of Management North Carolina State University, Raleigh, NC
- Recruited applicants and handled scheduling logistics
- Planned a diversity related event titled "Gender Differences and Expectations in a Working World" that included 8 panelists from the community and had 68 attendees
- Maintained contact with students and professionals on a personal and professional level

LEADERSHIP AND CAMPUS INVOLVEMENT
Lambda Pi Eta- Beta Chapter, NC State’s Communication Honor Society August 2013-Present
President (2014-2015)
- Recruited and accepted 52 new members, prepare and lead monthly meetings, and establish research partnerships between undergraduate students and departments on campus

Public Relations Chair (2013-2014)
- Created and updated website, Facebook, and Twitter pages

Public Relations Student Society of America- NC State Chapter August 2014-May 2015
Vice President
- Managed chapter Twitter account (@NCSUPRSSA) and scheduled monthly speakers

NC State First Year College Leadership Potential Retreat, Participant January 2013
SENIOR WITH BTEC MINOR AND RELEVANT TRAINING

CALLIE VAUGHN
24313 Bragaw Hall, Raleigh, NC  27607
cdvaughn@ncsu.edu  |  (704) 555-2233

PROFILE
Entry-level engineer with hands-on cGMP seeking opportunity to use strong problem-solving and collaborative abilities in a biomanufacturing environment.

EDUCATION
North Carolina State University Raleigh, NC
B.S. in Biomedical Engineering May 2016
Minor in Biomanufacturing/BTEC 3.32/4.00 GPA

RELEVANT EXPERIENCE
Novozymes North America Franklinton, NC
Summer Intern Summer 2015
- Contributed to optimization projects in a large-scale enzyme production and manufacturing environment.
- Evaluated parameters and overall manufacturing cost for existing process.
- Improved media formulation for 30L fermentation batches.
- Minimized raw material usage and material cost.
- Increased overall process performance and environmental carbon dioxide savings.
- Attended daily planning meetings with production staff to address goals and priorities.

BTEC Raleigh, NC
Assistant Media Developer Summer 2014
- Worked with BTEC share drive and photo database to categorize equipment and utilities for upstream, downstream and analytical processes.
- Prepared files for public use by BTEC, BARDA and the FDA.

OTHER EXPERIENCE
Undergraduate Tutorial Center Raleigh, NC
Tutor Fall 2013-Spring 2014
- Tutored undergraduates in Chemistry and Calculus I.
- Encouraged students to develop study skills and habits necessary for success in college.

Rite-Aid Pharmacy Charlotte, NC
Pharmacy Assistant Summer 2012-2013
- Worked as part of Pharmacy team to provide friendly and efficient service to customers.
- Used problem-solving skills to research and resolve prescription-related questions.

TECHNICAL SKILLS
Upstream: Solved process engineering issues associated with the integration of microbial fermentation unit operations, scale-ups, production and cGMP compliance. Operated pilot-scale batch and fed-batch bioreactors, 30L up to 300L, that simulates commercial cGMP facilities.
Downstream: Executed and wrote SOPs and batch records for production-scale downstream equipment such as homogenization, centrifugation, chromatography, and ultrafiltration.

LEADERSHIP & SERVICE
ISPE, Corporate Relations: coordinate employer visits to NC State
BME, Member: represent organization at Engineering Open House
Service NC State, Volunteer: assist during campus-wide blood drives
Health Promotions, Pack Peer: lead small group discussions on healthy lifestyles
Varsity Golf  H.S., Co-captain: elected by peers to lead team
Shaniqua M. Taylor  
ShaniquaT@ncsu.edu | 919-555-8608  
3223 York Drive, Raleigh, NC 27603

PROFESSIONAL SUMMARY
Driven leader with strong analytical and interpersonal skills. Works collaboratively within a team and has a passion for aiding others. Can utilize clinical, service, and science background to enhance any innovative research team.

EDUCATION
NORTH CAROLINA STATE UNIVERSITY  
Bachelor of Science, Biochemistry  
GPA: 3.15  
RALEIGH, NC  
MAY 2016

North Carolina Emergency Medical Technician-Basic (EMT-B) Certification

HIGHLIGHTED LABORATORY SKILLS
- HPLC, Affinity Chromatography, Gas Chromatography; Gel Electrophoresis
- Media and Buffer Preparation; Aseptic Techniques
- ELISA, Western & North Blot

CLINICAL EXPOSURE AND COMMUNITY SERVICE
A.R.I.S.E. SATURDAY ACADEMY  
Pittsboro, NC  
Volunteer August 2014 – Present

- Provide advice and promote student academic success 2 hours each week
- Mentor 3 high-school students in science and math, developing character and integrity for mentees

REX HOSPITAL (~80 HOURS)  
Volunteer Raleigh, NC  
Summer 2015

- Responded to the needs of patients during pre-operation, post-operation, and recovery periods
- Participated in and observed patient-staff interactions, enhancing communication skills

ALTERNATIVE SPRING BREAK  
Dominican Republic  
Spring Break 2015

- Assembled dental and medical clinics with a team of 15 students from NC State

GRANVILLE INTERNAL MEDICINE & GERIATRICS (~120 HOURS)  
Oxford, NC  
Winter Break 2014

- Performed clerical duties at a healthcare facility, including filing medical charts, making calls, and faxing documents
- Developed keen organization skills while accurately maintaining confidential documents

WORK EXPERIENCE
LOFT INC.  
Sales Associate Raleigh, NC  
Summer 2013 – Present

- Exemplified extraordinary customer service skills by efficiently exceeding clients needs
- Coordinated with team of 5 associates and manager to run daily store operations

ALEXANDER YMCA OF THE TRIANGLE  
Tutor/Mentor Raleigh, NC  
Spring 2015

- Promoted social, academic and physical wellbeing of about 25 children in the afterschool program
- Implemented academic strategies to enrich student academic performance

SELECTED EXTRACURRICULAR ACTIVITIES
Minority Association of Pre-Health Students & Pre-Health Club Minority Interest Group  
Co-President (Current), Co-Service Coordinator (2014-2015), Historian (2013-2014)  
August 2013 – Present

National Society of Collegiate Scholars Member  
Spring 2014 – Present

College of Agriculture and Life Sciences Ambassador  
Fall 2014 – Spring 2015
Gavin M. Smith
gmsmi7@ncsu.edu

Present Address:
0001 Wood Hall, Box 12345
Raleigh, N.C. 27607
(919) 512-4321

Permanent Address:
456 East Main Street
Wilmington, N.C. 28403
(910) 678-1234

OBJECTIVE
Seeking middle grades language arts & social studies teaching position where I can contribute my instructional, organizational, and classroom management skills.

EDUCATION
North Carolina State University, Raleigh, N.C.
B.S. Middle Grades Education (Language Arts & Social Studies)
GPA: 3.49/4.0, May 2016

CERTIFICATIONS
NC Teaching License in Middle Grades Language Arts & Social Studies (April 2016)
CPR Certification

TEACHING EXPERIENCE
Student Teacher, Daniels Middle School, Raleigh, N.C.
January 2016 – April 2016
• Taught, assisted, and observed 7th grade students in language arts
• Planned and prepared daily lesson plans and instructional materials
• Instructed 7th grade language arts classes and was solely responsible for three days during cooperating teacher’s emergency leave of absence
• Adapted and modified instruction to suit learning styles of students
• Created a behavior management plan
• Attended 7th grade team meetings (The Barracudas), staff meetings, and parent conferences

CAREER-RELATED EXPERIENCE
Camp Counselor, Camp High Rocks, Cedar Mountain, N.C.
May 2015 – August 2015
• Co-organized instructional sessions on life skills and social activities
• Instructed swimming, lake & whitewater canoeing, and backpacking
• Supervised group of 15 adolescent boys with cabin maintenance

Swimming Instructor, Wilmington YMCA, Wilmington, N.C.
Summers 2013 and 2014
• Instructed multiple levels of swimming
• Developed daily lesson plans and communicated with parents

HONORS/ACTIVITIES
Kappa Delta Pi, International Honor Society
Phi Kappa Tau (Social Committee -Chair)
Dean’s List
Intramural Football & Baseball

INTERESTS
Swimming, Canoeing, Weight Training, Hiking, and Traveling
NIYATI JAIN
2500 Champion Court • Raleigh, NC 27606 • 919-510-2397 • njjain@ncsu.edu

OBJECTIVE
To obtain a software engineering position through which I will use a comprehensive understanding of technical and customer needs to achieve corporate goals.

EDUCATION
North Carolina State University, Raleigh, North Carolina GPA: 3.50/4.0
Master of Science in Computer Science anticipated May 2016
University of Mumbai, Mumbai, India First Class graduate
Bachelor of Software Engineering May 2014

RELEVANT COURSEWORK

TECHNICAL SKILLS
Languages C, C++, C#, Java, VB 6, HTML, XML, ASP.NET, PERL, JavaScript, UML, SQL
Databases Oracle 10g, SQL Server, MS Access
Platforms Windows 9X /XP, DOS, UNIX, LINUX
Networking TCP/IP, Routing Protocols, VPN, ATM, MPLS, CDMA/GSM/UMTS, Socket Programming
Tools MS Office, Ethereal, ClearCase, NDoc, LaTeX, Fireworks, Photoshop, Dreamweaver

RELEVANT EXPERIENCE
Intern, NetApp, Research Triangle Park, NC May 2015 - August 2015
- Worked in the Performance Measurement and Quality Assurance team
- Created a software simulation of the scheduler used in the lab
- Evaluated performance and usage of lab equipment as part of the equipment utilization project
- Collected data, verified data integrity, provided solutions for representation of data, and provided solutions and fixes for problems

Development Intern, Tata Consultancy Services, Mumbai May 2013 - August 2013
- Designed, developed and tested features for Red Hat Network 4.10.0, released July, 2010
- Utilized Java, JSP/struts, Hibernate, HTML, CSS, XML as part of the project
- Ported previous Red Hat Network releases from Perl to Java

COURSE PROJECTS
TCP/UDP Connection Relay Agent: Developed software for a relay server that transparently sits between an intranet and the Internet and intercepts TCP/UDP connections/packets and relays the same to the appropriate host.

e-Commerce website: Designed and developed an extensive website with support for e-commerce using HTML, ASP scripting, and Oracle backend. Used ASP to implement a key feature, the shopping cart, which allowed customers to purchase more than one item and provided billing facilities.

OPNET Simulations: Conducted simulations to analyze and optimize network performance based on delay, load and point-to-point utilization
SUMMARY
Skilled professional with a background in education and demonstrated mathematical and statistical skills seeks a position as a biostatistician.

• Highly organized with attention to detail with an adaptive and approachable character.
• Extensive experience in report writing and instructing.
• Excellent communication and written skills; works well under pressure and proactive.

EDUCATION
North Carolina State University, PhD in Statistics, anticipated Dec 2015 GPA 3.4/4.0
Dissertation Topic: Effects of Calcium Consumption on Decrease of Abdominal Obesity in the U.S. Adults
STEM Grant Recipient

Hunter College of the City University of New York, MA in Mathematics, June 2012 GPA 3.8/4.0

Long Island University, BA in Mathematics, minor in Graphic Design, June 2002 GPA 3.9/4.0

RELEVANT COURSEWORK

TECHNICAL SKILLS
Analysis Packages: SAS | SPSS | MS Office
Design Software: Photoshop | Dreamweaver

RELEVANT EXPERIENCE
North Carolina State University, Department of Statistics Raleigh, NC
Graduate Teaching Assistant
Experimental Design Jan 2015 – Present

• Clarify and encourage up to 50 undergraduate students’ understanding of material taught resulting in increase in exam grades.
• Meet for extra help and tutor students on weekly basis by using graphing calculators to explain concepts and supplementing the given problem sets

Research Assistant Jun 2014 – Jul 2014

• Collected, collated and cleaned Moodle data for the use in the analysis of a project on the comparison between the online and in-classroom student performances
• Worked closely with a departmental professor, contributed weekly with the excel spreadsheets portraying the results on the progress given the data that I organized
• Accomplished all assigned goals by given deadlines

Introduction to Computing Instructor Aug 2014 – Dec 2014

• Organized, planned and executed lectures to 189 undergraduate College of Sciences students, introduced them to the NCSU computing environment
• Assisted students with initial adjustment to the college and organized guest speakers
• Guided students’ creation of personal webpages
Columbia University, Department of Biostatistics                              New York, NY

**Biostatistics Department Intern**  
May 2011 – Aug 2011

- Analyzed data as needed by the team on full time basis in order to assist with projects, resulted in successful completion of a variety of projects and satisfied clients
- Actively participated in the weekly team meetings by explaining the results of analysis and work with other team members to present the results to the clientele

**ADDITIONAL EXPERIENCE**

Masters School                             Dobbs Ferry, NY

**Mathematics Instructor**  
Aug 2006 – Jun 2013

- Dramatically raised students’ AP Calculus II scores resulting in an average of 4.4/5
- Adapted instruction to the learning styles of students
- Added and implemented a new interdisciplinary course, Mathematics throughout History, to the existing curriculum
- Served as an advisor to seven students, maintain the parent-teacher-advisor relationship
- Volunteered as a running coach, raised cross-country team times as well as led the running club

Knox School                                    St. James, NY

**Mathematics Department Chair**  

- Elevated the mathematics curriculum by restructuring the length and sequence of the topics taught
- Supervised the math department by performing teacher evaluations
- Successfully ran all of the administrative responsibilities including leading weekly meetings, ordering books and collaborating with other departments.

Long Island University                                  Brooklyn, NY

**Mathematics Adjunct Professor**  

- Planned and delivered lectures to college up to 50 undergraduate students
- Participated in faculty meetings and held regular office hours

**PUBLICATIONS**

Richards Tobi., Faculty S. A Potential Effect of Calcium Consumption on the Decrease of Abdominal Obesity in the U.S. Adults. (Paper completed 06/01/12, will be submitted to a journal for publication)


**PROFESSIONAL DEVELOPMENT**

- **Member**, American Mathematical Association
- **Member**, Association of Women in Science
- **Honorary Member**, Youth Leadership Forum in Medicine
- Continuous seminar attendance by a variety of guest presenters in the field of Statistics at North Carolina State University.
  Most recent attendance:
  - 2012 IMPACT Symposium II "Clinical Trials in the Era of Personalized Medicine"
  - Nate Silver, Celebrating Statistics: The Signal and the Noise presentation at North Carolina State University, Raleigh, NC
Resume Writing

PROOFREAD CAREFULLY
Employers report that a typo or grammatical error on a resume is one of the top reasons for rejection. Once you have reviewed your resume carefully, ask a friend to look it over. It is often difficult to catch your own mistakes.

Tips for your Resume

TOP TEN MISTAKES
• Typos or grammatical errors
• Unprofessional in appearance
• Inconsistent formatting
• Poor organization
• Objective that does not fit the position
• Inaccurate or exaggerated information
• Too long or too short
• Inappropriate use of capital letters
• Includes a personal photo or stats (age, height, place of birth)
• Flat job descriptions without accomplishments

CHARACTERISTICS OF A RESUME THAT GETS RESULTS
• Professional in appearance
• Clear, concise, well-organized
• No errors
• One page preferred, two pages if needed
• White or off-white paper, 10-12 pt. font
• Tailored for the organization or position
• Career-related projects, skills, interests
• Relevant paid and unpaid experiences
• Demonstrated accomplishments
• Involvement on campus, in the community

As you create your resume, look for opportunities to convey the following characteristics employers seek in a new hire:
• Energy and enthusiasm
• Flexibility and adaptability
• Ability to multi-task
• Capacity for teamwork
• Leadership potential
• Honesty and integrity

Curriculum Vitae

The Curriculum Vitae (CV) is a detailed synopsis of your professional experience typically used by master’s and PhD students seeking an academic or research position. The format of the CV is different from a resume in terms of length, content, and use. Its length may be extended (2 or more pages) and the categories of information you choose are likely to differ. Its format will vary from discipline to discipline and will contain more detail than a resume. Consult with faculty in your academic department as you prepare an appropriate CV for your field.

To get started, select and prioritize categories of information that best present your credentials. A sample can be found on-line at cdc.dasa.ncsu.edu.
• Education
• Study Abroad
• Scholarships / Fellowships
• Skills (language, computer, laboratory, technical)
• Areas of Expertise
• Certification / Licensure
• Academic Interests
• Honors
• Research Experience
• Conferences
• Teaching Experience
• Presentations
• Administrative Experience
• Publications
• International Experience

List of References

(example on page 26)
If you are graduating this year, we recommend that you prepare a list of references in advance since some employers will request it. Select individuals who know you well and can clearly articulate your strengths, interests, and accomplishments. These are typically individuals who have supervised you in a work or community experience and/or faculty members or advisors on campus.

Once you have their permission, add them to your list. Provide each reference with a copy of your resume and as much information as you can about your career direction. Send or email a thank you note to each.

When you are asked to provide a list of references, provide just that. It is not necessary to provide reference letters. It is standard practice for employers to check your references by phone.

Letters of Recommendation

Letters of recommendation may be required for graduate programs, scholarships, fellowships, positions in academia, and occasionally for internships and full-time jobs. 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 published deadlines. We advise you to meet with your references personally (when possible) to provide a description of the opportunity, a copy of your resume or CV, and information about how this fits your career direction. This will help them tailor their letter of recommendation to your specific need.

Portfolios and Work Samples

Employers want to learn as much as they can about you. If you have a visual representation of a project you would like to share, consider preparing it for presentation. This is an opportunity to bring your work to life. Take a moment to reflect on past academic, personal, and work-related projects. Choose a project that displays skills or interests relevant to the employer.

If you are a writer, you may wish to share a report, proposal, press release, or brochure. If you are a designer, you may...
LIST OF REFERENCES

TOBI RICHARDS
1932 Smith Road #12, Raleigh, NC 27606
919 123 4567
student@ncsu.edu

REFERENCES

Barbara Nichols
Technical Manager, IBM
RTP, NC  27709
919.888.3333
barbara.nichols@ibm.com
(Internship Supervisor)

Dr. John Blondin
Professor Department of Statistics
North Carolina State University
Campus Box 8201
Raleigh, NC  27695
919.555.1111
john_blondin@ncsu.edu
(Academic Advisor)

Dr. Keith Weninger
Assistant Professor Department of Physics
North Carolina State University
Campus Box 8202
Raleigh, NC 27695
919.555.2222
keith_weninger@ncsu.edu
(Lab Director)
wish to share 1, 2, or 3-D projects in print or electronic form. Your LinkedIn profile can be an excellent example of your work samples.

If you are in the College of Design, you have been steadily working on your portfolio. Studios, internships, and personal projects are experiences to draw from as you build and refine yours. Show the range and depth of your abilities and interests. Title projects with a brief explanation of the problem you were solving or the situation that inspired you. Faculty members are pleased to review and critique your portfolio with you.

Transcripts
An unofficial version of your transcript is most commonly used in the job search. Download an unofficial transcript (at no cost to you) from Pack Tracks when you begin your search.

Bring a copy of your transcript with you to interviews. You will not automatically hand it to employers as you would your resume. Rather, you will make it available to them upon request.

There will be situations when an official transcript is required. You may download or pick up a copy through Registration and Records for a small fee.

Cover Letters (examples on pages 28 & 29)
The two most common letters you will use for your internship, Co-op, or full-time job search are the cover letter and thank you letter. When carefully crafted and customized for each reader, these letters can be the determining factor in your selection as a candidate to interview and hire.

COVER LETTER
A cover letter accompanies your resume when you send it to an employer by email or U.S. mail. It is not necessary to use a cover letter when you hand deliver your resume – at a career fair or during an interview.

The cover letter is your introduction and sales pitch. Its goal is to quickly capture the interest of the reader by effectively matching your qualifications to their needs. There is no such thing as a general cover letter – a cover letter is specific and targeted to the job. Draw upon your self-knowledge and employer research to highlight relevant skills, interests, and experiences. Convey energy and enthusiasm for your field, their industry, and the specific position.

While a resume provides a quick overview of everything you have done and accomplished over the years, a cover letter highlights only one or two skills or experiences in detail that are related to the position for which you are applying.

COVER LETTER TIPS
• One page
• Quality paper (match resume)
• Professional appearance (match resume)
• Address to a person (when possible)
• Dear Ms. Larson:
• Dear Representative:
• Dear Creative Director:
• Your Signature
• Proofread

Emailing a Cover Letter (example above)
When sending a cover letter electronically, you have two options: attach it to the email or make it the body of the email. In either format, the content of your letter is the same. Each option is described below with additional instructions.
Your Address
City, state, zip  (single-spaced)

{4 lines}

Date

{4 lines}

Company Representative, Title
Organization Name
Address
City, state, zip

Dear Mr./Ms./Dr./ last name:

paragraph 1: This paragraph is brief; 2-4 sentences. Tell the reader why you are writing. State the specific position for which you are applying. (If unknown, describe the type of work you seek.) Mention how you heard about the opportunity or the organization. If the position is out of town, state your interest in their location. Your goal: make an immediate connection with the reader.

paragraph 2: This paragraph is longer, 8-12 sentences. It may be split into two paragraphs, if needed. Show your knowledge of the employer by matching your background with their needs, as discovered through your research. Highlight relevant skills, experiences, interests, and personal qualities that present your qualifications in the best light. If you have the benefit of a job description, show you meet their requirements. Convey energy and enthusiasm for your field and their opportunity. Your goal: show you are the ideal candidate for the position.

paragraph 3: This paragraph is brief, 1-2 sentences. Close by stating your genuine interest in working for them and in obtaining an interview at their convenience. Thank the reader for their time and consideration. Include your e-mail address and phone number in case the cover letter gets separated from your resume. Your goal: convey your sincere interest and appreciation.

Sincerely,

(signature)

Your typed name
Enclosure
1202 Chaney Rd
Apt 102
Raleigh, NC 27606

October 15, 2015

Mr. Scott Crenshaw, Human Resources Director
bioMérieux, Inc.
100 Rodolphe Street
Durham, NC 27712

Dear Mr. Crenshaw:

I discovered your advertisement for an intern in R&D Engineering on ePACK, the NCSU career website, and am submitting an application for this position. I am very interested in working with such a reputable company as bioMérieux and employing my classroom knowledge and experience in a challenging work environment centered in the medical device industry.

So far, in my biomedical engineering program, I have gained broad training in general engineering principles, procedures, and equipment, including coursework in biomedical instrumentation and design and manufacturing. This semester I led a team of 4 students in reverse engineering a hospital-grade infusion pump, a project that incorporated several important features of a professional environment. This included modeling the device using SolidWorks and producing a formal deliverable corroborated by meticulous documentation in an engineering notebook, a process that highlighted my organizational and problem-solving skills and attention to detail. Working with bioMérieux would provide me with an excellent opportunity to apply these experiences in an effort to improve health care and positively impact lives.

I have attached my resume for your review and would appreciate the opportunity to meet with you to discuss this position further. You may reach me via e-mail at amhughe@ncsu.edu or via phone at 919.612.5555 for any additional information that you may need. Thank you for your time and consideration.

Sincerely,

Aidan Hughes
EMAILED THANK YOU LETTER EXAMPLE

Ms. Collins,

It was a pleasure to interview with you at the Career Development Center today. 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 a great match with my strengths in technical writing and editing. I am eager to contribute these technical skills as well as leadership ability developed through my fraternity.

I appreciate the time you spent with me and look forward to hearing from you soon. If I can provide additional information, please do not hesitate to ask.

Thank you,

Drew Fleming

OPTION #1
Attach your cover letter created in a Microsoft Word document to the email. In the body of the email, include a brief note directing the reader to your attached cover letter and resume.

OPTION #2
Cut and paste the text from a cover letter created in Microsoft Word into the body of the email. Delete the address and date information when sending in this format.

Thank You Letters
(examples on pages 30 and 31)

The thank you letter is your expression of appreciation. It follows an interview (within 24 hours) when you would like further consideration as a candidate.

It is your opportunity to reiterate key points in your interview or background and restate your genuine interest in the position. It also follows conversations with those who have generously offered their time and expertise to help you with your job search.

Thank you letters show strong follow up skills and may be emailed, sent via U.S. mail, or handwritten.
November 3, 2015

Mr. Alex Webster, College Recruiting  
Allscripts  
8529 Six Forks Road  
Raleigh, North Carolina  27615

Dear Mr. Webster:

Thank you for attending the networking event organized through Mu Sigma Rho this week. Members found this event to be one of the most valuable this semester!

I also appreciate the time you spent with me discussing the Analyst position. As you may remember, I am graduating in May with a B.S. in Statistics and am eager to contribute my strong analytical and project management skills. I would like to restate my strong interest in this position, and have attached a copy of my updated resume for your review. I look forward to talking with you further.

Sincerely,

Uma Shah 
Uma Shah  
Senior, Statistics  
President, Mu Sigma Rho  
North Carolina State University  
ussshah3@ncsu.edu
NAILING THE INTERVIEW

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

VISIT THE CDC 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.

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)

Since no two interviews are exactly the same, your goal is to quickly assess each interaction and adapt accordingly. The interviewer will lead and give you cues. Ask questions when you are unclear.

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 or the use of tools found on our website to conduct research. Self-knowledge includes a careful evaluation of your background to identify the breadth of your skills, interests, and accomplishments developed in every part of your life – academic, work, campus, and community. Since employers are also hiring a colleague, your personal characteristics count. Look for ways to convey these through your thoughtful, well-prepared questions and answers.

Screening & Site Interviews

SCREENING INTERVIEWS
These are used by employers to quickly gauge your fit with their position or organization. Because this interview is brief, 2 minutes to 1 hour, you must make an immediate positive impression.

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

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

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

Information Session Interview
This is generally 1-2 hours in length. A formal presentation by the employer is followed by informal conversations between students and representatives. Information sessions are often scheduled the evening before on-campus interviews. These are posted in ePACK.
On-campus Interview
This is typically 30 minutes in length, but some employers prefer 45 minutes to one hour. This interview takes place in the Career Development Center interview rooms, 2100 Pullen Hall. Information about these interviews (employers, opportunities, and requirements) is found in ePACK.

SELECTION (SITE) INTERVIEWS
The selection interview follows a successful screening interview and usually takes place at the employer’s site. This interview can range from 2 hours (for a local employer) to 2 days (for an out-of-town employer). Most interviews are 30 minutes to one hour in length. You will have the opportunity to observe the work environment.

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

Behavioral & Traditional Interviews

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

Sample Behavioral Interview Questions: (additional samples found at cdc.dasa.ncsu.edu)
- 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.

Sample Traditional Interview Questions: (additional samples found at cdc.dasa.ncsu.edu)
- 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.

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

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

Your Preparation
Which situations or tasks will you draw from? Examine past or present experiences on campus, at work, and in the community. Think through those you are likely to use as examples. Prepare an outline for each with a beginning, middle, and end – keeping in mind the employer’s use of the STAR approach. Be sure the result reflects positively on you, even if the result itself was not favorable.
Answering Tough Questions

1. **TELL ME ABOUT YOURSELF.**
   Keep your answer short. Avoid giving your life story and information not pertinent to the job. This is your 90-second introduction. Include information such as your education, accomplishments, internships, experience, what you are seeking in a job, and how this position fits into your future goals. This question is also your opportunity to answer the question “Why should we hire you?”

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

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

4. **WHAT ARE YOUR STRENGTHS?**
   Reframe the question by connecting your strengths directly to the job. Supporting your answers with specific examples gives them more credibility.
   **EXAMPLE:** “I was pleased to see you were seeking someone with strong organizational skills. I have strong leadership and organizational skills, developed from when I was in charge of Alumni Relations for my fraternity, which required significant event planning and maintaining a 300+ alumni database.”

5. **WHAT TYPE OF SALARY ARE YOU LOOKING TO MAKE?**
   This question also requires research in advance. If the range is not given in the job description, research average and starting salaries posted on-line and available at the Career Development Center. Come up with a range based on your research. A good range is 3-5K. When you present this information, put it back in the employer’s court.
   **EXAMPLE:** “After doing some research on starting salaries in this field, I have come up with a range of $4,000 to $6,000. However, I am open to negotiation and also realize that other benefits are part of this positions’ package. Is this range in line with what you had in mind?”

6. **WHY SHOULD WE HIRE YOU?**
   Another opportunity to communicate the value you will bring to the organization. Select two or three strengths relevant to the job that you can highlight, supported by specific examples.
   **EXAMPLE:** “You should hire me because I am someone who has a strong work ethic as demonstrated by my ability to maintain a GPA over 3.0 while working 20 hrs/week. I am reliable and a leader among my peers. My position of vice president of the PRSSA provided many avenues to develop my leadership skills. And finally, in all that I do, I bring professionalism and a positive attitude. I look forward to contributing all of these attributes to your organization.”
Attire

Traditional interviewing attire is expected by most employers. Interns and Co-ops may dress in business casual, though still professionally. Choosing appropriate attire allows you to feel comfortable in your interactions and confident that you are making a positive first impression.

**PROFESSIONAL ATTIRE**

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

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

**BUSINESS CASUAL**

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

**MEN:** (1) Slacks with coordinating (not matching) jacket with or without tie. (2) Slacks, shirt, and tie (no jacket).

**WOMEN:** Dark slacks or skirt with tailored shirt, blouse.

Sample Questions to Ask Employers

*Additional questions found at cdc.dasa.ncsu.edu*

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 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?
- Could you describe a typical assignment of a summer intern?
GETTING EXPERIENCE

Search Strategies
Successful students spend more of their job search time actively engaging prospective employers through on campus interviews, by speaking with company representatives, by going to information sessions, and by seeking out employers at career fairs.

Unsuccessful students tend to pursue their searches in a more passive manner, relying heavily on researching and responding to ads on websites.

MOST SUCCESSFUL STRATEGIES
Start early and use the Career Development Center
Students who use the Career Development Center experience a higher rate of success. Begin your search with the Job & Internship Guide. Consult with your career counselor as needed.

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

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

Attend employer information sessions
Employers schedule information sessions through the Career Development Center for you to interact with representatives and learn about specific opportunities. Details are found in ePACK under events.

Turn an internship or Co-op into a job
Securing an internship or Co-op can lead to a full-time job offer at graduation. Employers often hire interns or Co-ops early as a means of cultivating a longterm relationship.

Attend career fairs
Employers attend career fairs to meet students of all majors and degree levels to share information about careers and opportunities. Details about career fairs scheduled this semester are found in ePACK.

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

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

Across the tools, Facebook, LinkedIn, Blogs, and others, you want to be succinct but provide sufficient details for a contact to assist you. For instance, it isn’t helpful to post, “new college grad looking for a job”, rather, “recent graduate in Psychology seeking a role in a fastpaced setting with children and their parents.” This gives your contact an idea of how and or where they might help.
Additionally, across the tools, you will want to ensure that your comments, posts, pictures and other items are professional and present you both personally and professionally in a positive light. Be aware of how you appear on others’ pages and sites. We recommend that you enter your name in to the search box on Google.com periodically to understand what comes up about you.

Please talk with your counselor at the Career Development for more ways to use social media to aid you in your search.

ePACK

ePACK is the university-wide system that posts jobs and internships and connects students with employers.

ePACK allows students to do the following:

- Upload resumes electronically;
- Apply for jobs and internships;
- Sign up for on-campus interviews;
- View a calendar of career related events;
- View employers using the employer database.

How do employers use ePACK?

Employers use all or some of the following features to meet NC State students.

- Post jobs and internships;
- Schedule on-campus interviews;
- Set up meet-the-employer information sessions;
- Search the database of student resumes;
- Conduct mock interviews and resume critiques;
- Provide company contact information.

How do I log into ePACK?

Go to www.ncsu.edu/ePACK and follow the instructions listed or login through MyPack.

How often should I check ePACK?

Check ePACK weekly – new opportunities are added daily. View the calendar on the home page to see upcoming campus interviews, meet the employer events and career fairs.

FINAL TIPS

- Review your profile and resume each semester to be sure they reflect your up-to-date accomplishments.
- Use the employer database to view employers of interest directly.

- Consider a wide range of opportunities; you may be surprised.
- Use ePACK as one of multiple job search strategies you will need for a successful job search.

Extra Credit tip: Use Career Shift and Going Global!

The job search requires the use of multiple resources! In addition to ePACK - your #1 source to find internships & entry level jobs at NC State - Career shift and Going Global offer something different - the ability to harness and manage publicly available information valuable for your search!

Within Career Shift, you can do the following.

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

Getting Started with Co-op:

Cooperative Education (Co-op) is a university-wide program for students, integrating academic study with related job experience.

PROGRAM REQUIREMENTS

- Currently enrolled as a full-time NCSU student.
- Completion of a minimum of 30 credit hours.
- Admitted into a degree program prior to reporting to a Co-op job.
- Cumulative GPA of 2.50 or the recommendation of a department head or an academic adviser (3.0 for graduate students).

APPLICATION PROCESS

- Attend a Co-op orientation session.
- Submit a completed application to the Cooperative Education Program, 2100 Pullen Hall.

Evaluating and Accepting A Job 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. Be sure to request the offer in writing and evaluate all aspects of the offer.

ASK YOURSELF THESE QUESTIONS:

- Is the organization a good place to work?
- What do I like/dislike about the job?
- How does this job fit with my career goals?
- What are the pros and cons of the offer? (salary, benefits, location, etc)

ACCEPTING A JOB OFFER IS AN EXCITING TIME! YOU ARE EXPECTED TO DO THE FOLLOWING ONCE YOU HAVE ACCEPTED A JOB OFFER:

- Discontinue interviewing with other employers and notify any other companies with outstanding offers of your decision.
- Let the Career Development Center know of your post graduation plans through the future plans survey that you will receive via e-mail after graduation.
LinkedIn Profile Checklist

- **PHOTO**: It doesn’t have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don’t forget to smile!

- **HEADLINE**: Tell people what you’re excited about now and the cool things you want to do in the future.

- **SUMMARY**: Describe what motivates you, what you’re skilled at, and what’s next.

- **EXPERIENCE**: List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

- **ORGANIZATIONS**: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.
EDUCATION: Starting with college, list all educational experiences you’ve had— including summer programs.

VOLUNTEER EXPERIENCE & CAUSES: Even if you weren’t paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

SKILLS & EXPERTISE: Add at least 5 key skills— and then your connections can endorse you for the things you’re best at.

HONORS & AWARDS: If you earned a prize in or out of school, don’t be shy. Let the world know about it!

COURSES: List the classes that show off the skills and interests you’re most excited about.

PROJECTS: Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

RECOMMENDATIONS: Ask managers, professors, or classmates who’ve worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Want more LinkedIn tips for students? Check out students.linkedin.com
• Make an appointment to meet with a Co-op coordinator.
• Complete the on-line resume entry via the ePACK system. Your resume must be saved on-line prior to your appointment with your coordinator.

MEETING WITH Co-op COORDINATOR
• We encourage students to meet and keep in contact with their assigned Co-op coordinator. The student’s first meeting will introduce the Co-op process, review guidelines, and provide feedback on the Co-op resume. It is in every student’s best interest to schedule the first meeting at least one full semester in advance of the semester in which the student wishes to begin the Co-op.

Making Effective Use of a Career Fair

Each year, over 750+ employers visit NC State’s campus to attend career fairs. Most colleges on campus host a career fair, and all 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

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

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 a career counselor review it
- Take several copies of your resume to the fair – carry in a portfolio or folder
- Practice your 20 second introductory speech that includes 1) Who you are, 2) Your area of interest, 3) Why you are interested in their organization, and 4) Skills you have relevant to offer.

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

DAY OF THE FAIR
- 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 from everyone you speak with in order to follow up and send thank you notes.
- If you are nervous, approach an employer that is not on your target list to use as a “practice” session. When you have developed confidence, approach your targeted employers.
- Go early, if possible, when recruiters are fresh.
AFTER THE FAIR
- Send thank you notes to employers you spoke with and follow up with the application process as directed by employers.

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

Success on the Internship or Job

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

SET REALISTIC GOALS AND EXPECTATIONS
Meet with your supervisor to discuss your work plan. What specific skills and competencies do you need to acquire and demonstrate? What is the time frame? What training is available? Monitor your progress and arrange to meet with your supervisor regularly. Share your career interests and ideas. Communicate concerns early.

MAINTAIN A “CAN DO” ATTITUDE.
Show your eagerness to learn new things by welcoming new assignments. Understand that all positions engage in a wide range of activities … some that catch your eye while others do not. Tackle all assignments and projects with enthusiasm. Seek additional projects when appropriate.

PERFORM TO THE BEST OF YOUR ABILITY.
Be sure you understand the assignment and its deadline before you begin. If you need assistance, ask. Check and recheck your work before submitting it to your supervisor. Ask for feedback.

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

SUPPORT THE TEAM
Your ability to work well with others is key to your success. The team’s goals are your goals. Understand how your work fits into theirs.

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

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

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

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

Follow up

When looking for a job or internship, you might wonder if you are being pushy if you contact an employer after submitting a resume. A survey conducted by Robert Half International Inc. asked 150 executives with the nation’s 1,000 largest companies, “How long should a job seeker wait to follow up with the hiring manager after submitting a resume?” Eighty two percent of executives polled said job seekers should contact hiring managers within two weeks of submitting application materials, while just 5 percent said professionals should refrain from communicating once a resume has been sent.

Executives participating in the survey also were asked, “In your opinion, what is the best way for a job seeker to follow up with a hiring manager after submitting a resume?” The top three responses were via email (38 percent), telephone (33 percent), and a handwritten note (23 percent).

Handling Rejection

Rejection is part of the job search process. You will not be the right candidate for every internship or job. At the same time, not every internship or job will be right for you.

KEEP THESE TIPS IN MIND
- Do not take an employer’s decision personally. There are many factors that go into their decision.
- The job search process is competitive. There are many qualified candidates.
- Evaluate your progress. Is your resume or interview the issue? You may need to re-visit “roadblocks.”
- Confer with your Career Counselor early if you are not experiencing success. We are here to help.
- Make corrections in your approach with employers immediately while they are still actively recruiting.
- Move forward and stay positive. Consider each new application a “fresh start” and set aside your frustrations. Employers can detect negativity and you want your sincere enthusiasm and confidence to shine through.