"I fell in love with the people."

By Kayla Larsen, Human Resource Assistant

After graduating college, I wasn't looking for a job. I was looking for a place to belong, a place where I could make a difference while being treated like family. That's why I joined the team at Coastal Federal Credit Union. The more I get to know Coastal, the more I see how their community focus makes a real difference in the lives of those around me. Working in Human Resources, I get to meet with new employees every day and I see firsthand how much everyone loves being here. We’re not sales driven, we’re here to help people. Coastal is a not-for-profit committed to sharing with its members and employees.

Coastal also supports me as I continue my education. Right now I’m halfway through getting my Masters degree in Business Administration. At Coastal, I’m treated as a strategic partner to management where my opinion counts.

So, why do I work at Coastal? Because every day I get to be a part of making this one of the best places to work in the Triangle.

Join our family at: COASTAL24.com/Careers


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Dear NC State student,

On behalf of the NC State University Career Development Center, I want to welcome you to the 2016-2017 edition of the Career Guide. At your earliest convenience, please take the opportunity to review the Guide’s content. My colleagues and I in the Career Development Center believe you will find it to be an invaluable resource.

While we are pleased to make the Guide available, it is but one of many tools, programs, and services offered by the Career Development Center. Our primary mission is your success. We challenge you to explore the possibilities of how we can empower you to realize your career aspirations. Come meet with us in person at 2100 Pullen Hall. Take advantage of Drop-in hours held from 11:00am to 2:00pm Monday through Friday. Reach out to us virtually by means of our website or by logging in to your ePACK account. However you choose to connect, we strongly encourage you to do so early and often!

The Career Development Center team stands ready to assist you with all aspects of your career development. Whether it is helping you to understand career competencies, connect with experiential learning opportunities, or develop effective job search strategies, we can make it happen. Let us help you chart a path to career success. The invitation has been extended, the next step is yours. We can’t wait to meet you!

Sincerely,

Dr. Arnold Bell
Executive Director

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**PRINCIPLES OF PROFESSIONAL CONDUCT**

**STAFF RESPONSIBILITY**

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

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

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

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

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

**STUDENT RESPONSIBILITY**

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

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

Conduct yourself professionally during all encounters with employers. This includes written or email correspondence, phone contacts, and personal interactions during career fairs and interviews.
Be prepared for every interview by researching employers in advance and preparing answers to interview questions. Show recruiters why they should continue to recruit at NC State.

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

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

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

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

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

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

Services

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

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

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

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

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

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

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

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

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

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

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

Building Experience

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

Internships: Career-related experience during the summer or semester

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

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

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

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

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

CAREER FAIRS & EVENTS

Fall 2016

Thursday, September 15th, 1:00 pm-4:00 pm: Textile Job Forum & Career Fair, W. Duke Kimbell Atrium & Convocation Center, College of Textiles - Centennial Campus

September 20th & 21st, 9:30-4:00 PM: Engineering Career Fair, McKimmon Center

September 23, 10:00-3:00: Poole College of Management Career & Internship Fair McKimmon Center, NC State University

October 11th, 6:00-8:00 PM: Graduate Programs Fair, McKimmon Center

October 11th, 5:30-7:30 PM: Co-op Networking Night [Invite Only]

October 13th, 5:30-7:30 PM: Industry Networking Night, Talley Student Union

October 18th, 10:00 AM - 3:00 PM: STEAM² Career Expo, Talley Student Union

November 1st, 3:00-5:00 PM: Law School Fair, Talley Student Union

November 17, 12:00-4:00 PM: Master’s & PhD Career Fair, Friday Center, UNC-Chapel Hill

Spring 2017

February 1st, 9:30-4:00 PM: Engineering Career Fair, McKimmon Center

February 3rd, 10-3 PM: Poole College of Management Career & Internship Fair, McKimmon Center, NC State University

February 15th, 9:00 AM-2:00 PM: ENCCA Career Fair for CHASS, McKimmon Center

February 16th: Professional Women in the Workplace Symposium (RSVP Required)

February 19th, 12:00-5:00 PM: Boot Camp: Conquering the Job & Internship Challenge

February 21st: Co-op Job Fair [Invite Only]

March 29th, 11:00 AM-2:00 PM: Health Professions Fair 11am-2pm, Admissions Panel 2pm-3pm, Talley Student Union

March 31st, 11:00 AM-1:00 PM: ENCCA Non-profit Career Fair, William Peace University
What’s Next

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

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

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

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

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Come Visit Us

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

**Hours:** Monday-Friday, 8:00am-5:00pm

Park in Dan Allen Deck

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

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

**Twitter:** @ncsucareer

**Instagram:** @ncstatecareers

**Facebook:** facebook.com/ncsuCareer

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

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

LAUNCH Fall 2016:
All sessions held at 5 PM in Talley Student Union Room 3222 unless noted otherwise

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

Monday, September 12: Fashion Show
Tuesday, September 13: Preparing for Career Fairs
Monday, September 19: Preparing and Critiquing Resumes
Tuesday, September 20: Preparing and Critiquing Resumes
Monday, September 26: Covering Cover Letters
Tuesday, September 27: Covering Cover Letters
Monday, October 3: Learning LinkedIn
Tuesday, October 4: Learning LinkedIn
Monday, October 10: ePACK, Job, and Internship Searches
Tuesday, October 11: ePACK, Job, and Internship Searches
Monday, October 17: Acing Interviews
Tuesday, October 18: Acing Interviews
Monday, October 24: Getting Recognized & Recommended (Talley Student Union Room 4101)
Tuesday, October 25: Getting Recognized & Recommended (Talley Student Union Room 4101)
Monday, October 31: Going to Grad School
Tuesday, November 1: Going to Grad School

2016-2017 Career Ambassadors

Megan Angevine, International Studies - Global Relations
Musaab Alamoudi, Industrial Engineering
Neal Hairston, Mathematics
Prem Shah, Mathematics and Statistics
Ranin Kanbeja, Engineering
Robert Bullard, Physics / Applied Mathematics
Safiatou Soumana, Inter. Studies/Business Admin/Marketing
Sheldon Roberts, Accounting
Stephanie Evans, Accounting/ Spanish Lang. & Literature
Taylor Bunton, Communication - Public Relations
Tram Nguyen, Business Administration
William Hoffmann, Chemical and Biomolecular Engineering
William “Ford” Nelson, Undecided
Emily Zucker, Mathematics and Statistics
Fatoumatta Fatajo, Electrical and Computer Engineering
Lauren Hamrick, Textile Technology

Brian Gentry, Chemical and Biomedical Engineering
Cecily Sonner, Business Management
Christine Norton, Electrical Engineering
Christopher Kelly, Industrial Engineering
Darian Boyd, Exploratory Studies
Emma Moore, Industrial Engin. & English Lang.
Joshua Hant, Electrical & Computer Engineering
Juliana Conklin, Business Administration- Marketing
Kelly Crabtree, English
Kelly Daigle, Fashion and Textiles
ePack

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

How Employers Use ePack

Employers participate in one or more of the following activities within ePack.

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

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

How to Search for Jobs

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

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

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

ePACK After Graduation

Graduating soon? We invite you to utilize the resources and services of the Career Development up to one year after graduation. This includes continued access to ePACK.
PREPARING FOR SUCCESS

These tips will help you determine your future destination and enjoy yourself in the process.

DONE

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

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

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

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

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

☐ Stretch your limits. If you feel butterflies, that is good. If you are stagnant that is bad.

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

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

☐ Give yourself permission to go after what you want. First you have to know what you want. Today is not a dress rehearsal, so do what you love and you will not regret it. The Career Goal Statement activity below will help you define your passions.

Career Tasks to Complete Every Year

- Take courses you enjoy.
- Conduct informational interviews with professionals, faculty, mentors, family and friends about majors and occupations to learn about the realities of careers. Use the Alumni feature on LinkedIn to reach out to those in professionals you aspire to enter and request a 20 minute coffee chat where you ask for advice.
- Explore ePACK, NC State’s on-line job posting system. See what opportunities are available that interest you. Keep your profile current and upload a new resume each semester.
- Talk with professionals in the Career Development Center for coaching, advice and guidance. Make an appointment on ePack or come to Drop Ins M-F 11 am-2 pm in 2100 Pullen Hall.
- Take advantage of opportunities to develop skills (such as leadership) through activities on and off campus.
- Create and/or update a resume, cover letter and LinkedIn Profile. Document all of your accomplishments. Reflect on how each experience has shaped you and your future goals.
- Evaluate strengths on your resume and areas to develop. Take steps toward filling in the gaps on your resume. If you are not sure where the gaps are, talk to your career coach.
- Attend career fairs to learn about career paths for different majors and make connections for future opportunities.
- Practice your interviewing skills with professionals in the Career Development Center.
- Be sure your voice mail and social networking sites are professional.
- Attend a Co-op orientation session.
- Attend the Professional Development Series LAUNCH to get an edge in the competitive job market.
- Develop relationships with faculty, advisors, and supervisors for future reference letter requests.
## PREPARING FOR SUCCESS

### START YOUR FIRST YEAR AT NC STATE AND CONTINUE UNTIL GRADUATION

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
<th>Junior Year</th>
<th>Senior Year</th>
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<tbody>
<tr>
<td>Use the Academic Advising resources at advising.dasa.ncsu.edu for information on choosing or changing a major.</td>
<td>Gain career-related experience through an internship, co-op, research or volunteer opportunity.</td>
<td>Research the application timeline if you are thinking about graduate or professional school.</td>
<td>Begin your active job search at least one semester prior to graduation.</td>
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<tr>
<td>Consider career assessments to understand how your skills, interests and values relate to careers.</td>
<td>Speak with faculty about research opportunities.</td>
<td>Meet with faculty or employers as you create a list of references or request recommendation letters.</td>
<td>Discuss your job search strategies with a professional in the Career Development Center. There is a lot more to do than looking at sites like Indeed and SimplyHired. We can customize a strategy to help you reach your goals.</td>
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<td>Complete the Career Goal Statement Activity in this guide.</td>
<td>Attend employer information sessions posted in ePACK to learn about career opportunities.</td>
<td>Take advantage of student rates to join professional organizations.</td>
<td>Applying to graduate or professional school? Follow individual program guidelines and deadlines.</td>
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<tr>
<td>Consider enrolling in USC 202 if you desire in-depth guidance choosing a career path. Most students spend more time planning their Spring Break than they do planning their life after graduation. Take this class to keep you on track for future success and help you avoid procrastination.</td>
<td>Attend additional LAUNCH workshops to ensure you are career ready.</td>
<td>Complete the LAUNCH series to ensure you are career ready.</td>
<td>Get organized; create a spreadsheet to track your job search activity.</td>
</tr>
<tr>
<td>Start to define a strategy for reaching career goals.</td>
<td>Continue to define a strategy for reaching your career goals.</td>
<td>Visit the Wolfpack Styled Professional Clothing Closet if you need professional attire for interviews and career fairs.</td>
<td>Attend our Job Search Boot Camp offered each February to refresh your approach and keep you motivated.</td>
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<td>Begin completing the LAUNCH series (see page 5 for dates and times or check our website)</td>
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<td>Take USC 401 Career Transitions, a 3 credit class to ensure that Seniors are career ready. Register in My Pack.</td>
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<td>Complete the new graduate survey to report your future plans and update your ePack profile.</td>
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</table>
CAREER GOAL STATEMENT ACTIVITY

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

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

- Government/Politics
- Business
- Entrepreneurship
- Animals/Pets
- Farming/Agriculture
- History
- Sciences
- Medicine/Medical Care
- Design
- Toys/Games
- Clothing/Fashion
- Languages
- Writing/Publishing
- Disabilities
- Beauty
- Hotels/Event Planning
- Cars/Driving
- Safety/Security
- Entertainment
- Environment/Nature
- Humor
- Computers/Technology
- Electronics
- Education
- Money/Finance
- Diversity
- Transportation
- Mental/Emotional Health
- Philanthropy
- Sports/Athletics
- Children Issues
- Home Improvement
- Boating/Water
- Energy
- Nutrition/Food
- Religion/Spiritual
- Travel/Tourism
- Dance
- Music
- Housing/Real Estate
- Arts/Crafts
- Law/Justice
- Military
- Families/Relationships
- Exercise/Fitness
- Aviation/Flying
- Furniture/Antiques
- Marketing/Sale
- Landscape/Gardening
- Math
- Gender Issues
- Theater/Acting
- Plants/Flowers
- Cooking
- Personal Growth
- Social Media
- Books
- Recreation/Outdoors
- Forensics/Death
- Health
- Television/Movies/Film
- Photography
- Weather
- Sexuality
- Plants
- Food
- Engineering
- Economics
- Politics
- Accounting
- Fashion
- Forestry

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

- Business Owners
- Entrepreneurs
- Communities/Neighborhoods
- Young Children
- Deaf/Hearing Impaired
- Athletes
- Special Needs (Mentally, Physically)
- Disaster Victims
- High School Students
- Creative People
- Infants/Babies
- College Students
- K-12 Education (Teachers, Staff)
- Blind/Visually Impaired
- Special/Specific
- Medical Issues
- Children in Foster Care
- High Level Executives
- Substance Abusers
- Specific Ethnic/Racial Groups
- Higher Education
- “Do-It-Yourself” (DIY) People
- Religious Organizations
- Poverty/Rural Areas
- Mothers/Fathers
- People from Other Countries
- Single Parents
- People in Emotional Crisis
- Delinquents
- Families
- Elderly/Seniors
- Females/Males
- Gangs/Gang Members
- Homeless People
- Farmers
- Entertainers/Celebrities
- Animals
- Pregnant Teens/Adults
- Unhealthy People
- Orphans/Runaways
- Physically Abused
- Artists/Performers
- Immigrants
- Prisoners
- Veterans/Military
- Marriages
- Single People
- Adults
- LGBTQA (Lesbian, Gay, Bisexual, Transgender, Questioning, Allied)
Actions
Check the words that resonate with you the most.

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

Career Values
Rank from 1-20.

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

Rank your strongest traits/skills from 1-20.

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

<table>
<thead>
<tr>
<th>Interests (5)</th>
<th>Audience (5)</th>
<th>Actions (5)</th>
<th>Values (5)</th>
<th>Traits/Skills (5)</th>
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Career Goal Statement
After you’ve come up with your top interests, audiences, actions, values and traits/skills it’s time to come up with the 2 or 3 sentences that sum up what you’d like to do, who you’d like to help and why, and how you plan to help them. This is your personal elevator speech to use when asked about your passions. It can also be the starting point for the professional summary you can use to start your resume.

IMAGINE- You are in an elevator with the CEO of your dream company. You have 30 seconds to make a first impression. Example-
I aspire to discover solutions to global environmental issues and educate communities utilizing creativity, strong leadership, and analytical problem solving skills, while being precise in my approach and taking risks when necessary to gain positive results. I bring a strong work ethic and a thorough and professional approach to ensuring I act with integrity while impacting society’s approach to living green.

What would you say about your career goals in 30 seconds? (about 3 sentences)
Career Goal Statement (Continued)
Here are some additional questions to help you compose your Career Goal Statement and take a closer look at your passions-
How do I want people to remember me?
What would my ideal life look and feel like?
What characteristics do I aspire to and want to cultivate?
I am at my best when:
I am at my worst when:
What do I really love to do at work?
What do I really love to do in my personal life?
My natural talents and gifts are:
If I had unlimited time and resources I knew I could not fail, what would I choose to do?
What’s stopping me from getting what I want?
What am I going to do about it?”
Who could I get to help me?”

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

Gain Relevant Experience:
- Internship/Co-op/Job experiences
- Undergraduate and graduate research opportunities in your field of interest
- Involvement in campus, community or professional organizations
- Job shadowing a career professional
- Volunteer opportunities
- Create your ePack account
- Enhance your LinkedIn profile
ARE YOU CAREER READY?

Employers are looking to hire career ready college students and recent graduates. These students know how to use their talents, strengths, and interests.

How do you become Career Ready? Mastering Career Readiness Competencies will prepare you for a successful transition into the workplace.

CAREER MANAGEMENT
Identify and articulate skills, strengths, knowledge, and experiences; navigate career options and pursue these opportunities.

ORAL/WRITTEN COMMUNICATION SKILLS
Articulate thoughts and ideas clearly and effectively to a variety of audiences; demonstrate public speaking skills.

TEAMWORK/COLLABORATION
Build collaborative relationships representing diverse cultures, races, ages, gender, religions, lifestyles, and viewpoints; work within team structure; negotiate/manage conflicts.

LEADERSHIP
Leverage the strengths of others to achieve common goals; organize, prioritize, and delegate work; use empathetic skills to guide and motivate.

APPLICATION & INFORMATION TECHNOLOGY
Select and utilize technology to solve problems and accomplish goals.

CRITICAL THINKING/PROBLEM SOLVING
Exercise sound reasoning and analytical thinking; use knowledge, facts, and data to solve problems and make decisions.

PROFESSIONALISM/WORK ETHIC
Demonstrate personal accountability and effective work habits: punctuality, working productively with others, time management, understanding the importance of a professional work image, and demonstrating integrity.
Resumes

Your resume communicates who you are and what you have to offer! It is used when applying for internships, Co-op, and entry-level jobs. It may also be requested as part of graduate school, scholarship, and fellowship applications.

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

<table>
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<th>SOFIA SOFTWARE</th>
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<tbody>
<tr>
<td>0111 Owen Hall</td>
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<tr>
<td>Raleigh, NC 27607</td>
</tr>
<tr>
<td>NCSU email</td>
</tr>
<tr>
<td>555 Timberview Ct.</td>
</tr>
<tr>
<td>Harrisburg, PA 17101</td>
</tr>
<tr>
<td>Cell phone</td>
</tr>
</tbody>
</table>

**OBJECTIVE**

Seeking a summer internship in computer science.

**EDUCATION**

<table>
<thead>
<tr>
<th>North Carolina State University, Raleigh, NC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exploratory Studies, B.S. Computer Science (intent)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Harrisburg High School, Harrisburg, PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA: 4.4/4.0 (weighted)</td>
</tr>
</tbody>
</table>

**TECHNICAL EXPERIENCE**

<table>
<thead>
<tr>
<th>Carnegie Mellon University, Pittsburgh, PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMS: Summer Academy for Math + Science</td>
</tr>
<tr>
<td>• Attended a 4-week Game Academy to explore the gaming industry.</td>
</tr>
<tr>
<td>• Gained introductory knowledge of programming tools, digital and traditional art.</td>
</tr>
<tr>
<td>• Participated in group hands-on activities to develop technical and creative skills.</td>
</tr>
</tbody>
</table>

**OTHER EXPERIENCE**

<table>
<thead>
<tr>
<th>Target, Harrisburg, PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Member</td>
</tr>
<tr>
<td>• Worked part-time as cashier during peak hours and trained new cashiers.</td>
</tr>
<tr>
<td>• Interacted with customers and provided knowledge of products.</td>
</tr>
<tr>
<td>• Stocked shelves to ensure availability and accurate pricing.</td>
</tr>
</tbody>
</table>

**SKILLS**

**Computer:** Basic Java, C, HTML, CSS, Gamemaker, Autodesk 3ds Max, Adobe Suite

**Language:** Bilingual English/Spanish

**IN涉及**

<table>
<thead>
<tr>
<th>Mi Familia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-calculus Tutor (H.S.)</td>
</tr>
<tr>
<td>Senior Class Council (H.S.)</td>
</tr>
<tr>
<td>Varsity Cross Country (H.S.)</td>
</tr>
</tbody>
</table>

**COMMUNITY SERVICE**

<table>
<thead>
<tr>
<th>Math Night, Volunteer: Engaged elementary school students and families in fun interactive activities related to math in everyday life. (2015-2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humane Society, Volunteer: Provided care for shelter animals and supervised visits with potential owners. (2014-2016)</td>
</tr>
</tbody>
</table>
First Y. Pack  
fyxxxxxx@ncsu.edu

111111  Lee Hall  
Raleigh, NC 27607  
(704) 123-4567  

43211 Knowledge Drive  
Cherryville, NC 28300  
(704) 555-6666

OBJECTIVE: Co-op position in Industrial Systems Engineering beginning Fall 2017

EDUCATION
North Carolina State University, Raleigh, NC  
B.S. Industrial Systems Engineering  
GPA: 2.99 / 4.0  
May 2020

COMPUTER SKILLS
Microsoft Office, Visual Basic, AutoCAD

WORK EXPERIENCE
Hostess/Food Runner/Trainer, Outback, Cherryville, NC  
Greeted customers and delivered meals to their tables.  
Trained three employees.

PROJECT EXPERIENCE
Freshman Engineering Design – Leader of four person team designing Rube Goldberg machine.

ACTIVITIES/INTERESTS
Society of Women Engineers  
Habitat for Humanity Volunteer  
Fitness classes, travel, camping
**Objective or Summary**

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

- A summer internship in publishing where I will contribute strengths in writing, editing, and project management.
- Seeking an entry-level position in conservation with special interest in natural resource policy and environmental regulation.
- Energetic sophomore with experience in quantitative analysis in a non-profit setting. Proven responsible leader who takes initiative on assignments and performs tasks with minimal supervision.

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**GRACE GLOBAL**

25 Dixie Trail
Raleigh, NC 27606

PROFESSIONAL SUMMARY
Effective communicator and strong team player with a passion for foreign affairs. Well-versed in leadership roles and extremely driven to succeed.

EDUCATION
Bachelor of Arts – International Studies
North Carolina State University – Raleigh, NC
Minor: Spanish, GPA: 3.8
Completed a Career Readiness Course and Intermediate Spanish.

EXPERIENCE

Chair of Career and Personal Development
January 2016 – present
- Organized Eleusinian Brunch for 100+ active members and alumnae, complete with catered meal and presentation to honor alumnae.
- Presented 2 scholarships to sisters who had demonstrated leadership.
- Educated sisters on AlcholEDU and ensured all had complete knowledge and preparedness.

NC State University – Career Development Center
Career Ambassador
January 2016 – present
- Presented to 150+ students on professional development topics such as, LinkedIn, interviewing skills, job search strategies, and more.
- Wrote and published original blog entry on Turning Your Broad Humanities Major into a Career with the help of the Career Development Center.
- Critiqued student resumes, cover letters and interview skills by challenging them to identify their weaknesses while encouraging their strengths.
- Demonstrated strong career readiness skills including teamwork, problem solving and communication skills.
- Organized creative and engaging activities and explained complicated professional development concepts to peers.

Triangle Aquatics – Cary Swim Club
Assistant Manager
August 2013 – present
- Supervised a staff of 19 lifeguards ensuring timeliness, adherence to policies, and providing a safe yet enjoyable environment for patrons.
- Led and coordinated daily facility operations such as opening, closing, and managing concession stand profits.

Lifeguard
May 2012 – August 2013
- Maintained cleanliness of pool as well as condition of water by monitoring chlorine and pH levels in pump room.
- Guarded patrons’ safety and handled emergency situations with a calm and responsible approach.

HONORS/AWARDS
Dean’s Scholar, NCSU College of Humanities and Social Sciences

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> “The USC course helped me gain hands-on experience with networking and relationship building skills. This course allowed me to build the courage to keep interviewing with companies, even after numerous rejections, and ultimately to find my dream job”

-Lauren Lee (Chemical Engineering)
OBJECTIVE

Seeking a summer internship related to plant biology and forest management, utilizing strong scientific experience and leadership abilities.

EDUCATION

NORTH CAROLINA STATE UNIVERSITY
BA in Natural Resources - Ecosystem Assessment
Minors in Plant Biology and Forest Management
Raleigh, NC
Expected May 2019

RELEVANT EXPERIENCE

WILDLIFE & WETLANDS SOLUTIONS
Lake Norman, NC
Environmental Technician
Jun 2016 – Aug 2016
- Mapped plots by GPS of Centaurea maculosa patches along Lake Norman coastline.
- Mixed and applied herbicides, and utilized mechanical means to control invasive species.

NORTH CAROLINA NATURAL HERITAGE PROGRAM
Raleigh, NC
Project Team Member
Feb 2016 – Apr 2016
- Digitized endangered/rare plant locations into GIS-based mapping system in course project.
- Learned about surveying for protected taxa, including Tar River spiny mussel and longleaf pine savannas.

WILLIAM B. UMSTEAD STATE PARK
Raleigh, NC
Volunteer
Sep 2015 – Nov 2015
- Mixed and applied herbicides onto grass, shrubs, and trees, both terrestrial and aquatic.
- Created map layers within ArcGIS representing treatments and vegetation densities throughout park.

NEW GARDEN NURSERY & LANDSCAPING
Mooresville, NC
Nursery Assistant
Mar 2013– Aug 2015
- Performed general caretaking of nursery grounds for a family business such as weeding, watering, and fertilizing.

TECHNICAL SKILLS

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

ACTIVITIES

- Member of Appalachian Mountain Club, Sierra Club, and other AT trail crews
- Member of the NC State University Power Sound of the South Marching Band (2015-present)
- Member of the NC State University Pep Band (2015-2016)

“T he Disney College Program was something I had never seriously considered until taking USC 202. My instructor told us of other students’ success stories with the DCP and I started feeling stronger nudges to apply. The course material helped me out so much in the application and interview process with Disney and this summer I'm off to Orlando.”

-Taylor Hucks (Life Sciences First Year)
Relevant Coursework

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

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

This section will dramatically change and grow while you are a student at NC State. While you may start with one part-time job from H.S., you are likely to graduate with 2 or more experiences related to your major! This section will be refined each semester may include a combination of the following.

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

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

**Alt. Title**
- Work Experience, Professional Experience, Relevant Experience

**Order**
- Reverse chronological order (most recent first)

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

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"As a Career Ambassador, I’ve learned numerous interviewing strategies, the importance of professionalism and networking, while simultaneously giving me the confidence to use public speaking to help others. Using the skills I learned at the Career Development Center, I found an internship with Wells Fargo in San Francisco, CA."

-Safiatou Eboni Soumana (International Studies)
MAX A. MEDIA
2017 Willow Creek Lane, Raleigh, NC 27603
Cell phone * NCSU email

EDUCATION
North Carolina State University – Raleigh, NC
B.A. in Communication with Media Concentration, May 2018
Minor in Journalism
GPA: 3.3/4.0

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

INTERNSHIP EXPERIENCE
WRAL-TV | Capitol Broadcasting Company – Raleigh, NC
News Production Assistant, June 2016-present
- Frequently serve as night weekend assignment editor.
- Monitor police and fire scanners for potential breaking news.
- Contact local authorities and administrators for story updates.
- Print, sort, and distribute newscast rundowns and scripts.
- Dispatch photographers and Sky5 (ENG helicopter).
- Roll a Teleprompter during newscasts.
- Handle calls and requests from CBS, CNN, and FOX affiliates.
- Develop ability to manage multiple projects with attention to detail.

WORK EXPERIENCE
North Carolina State University – Raleigh, NC
Community Assistant, August 2015-May 2016
- Served as a liaison between residents and University Housing.
- Issued permanent and temporary room keys.
- Handled a variety of requests requiring knowledge of campus resources and how to handle challenging situations.

Kerr Drug – Hillsborough, NC
Photo Lab Technician, December 2013-July 2014
- Developed photographs, operated and maintained photo processing machines.
- Assisted customers with special orders and deadlines.
- Trained new Technicians and rotated throughout departments as needed.

ACTIVITIES & ACHIEVEMENTS
Krispy Kreme Challenge – Volunteer, 2015-2016
Samaritan’s Purse - Volunteer 2014
Orange High School Newspaper – Editor, 2013-2014
Lambda Pi Eta Honors Society, 2015-present
University Scholars Program, 2014-present
Konica Minolta Certified Lab Technician

“I completed a Co-op with BMW in their Total Vehicle Validation department, where I was really able to learn what it’s like to work in a professional environment. I feel confident that this experience has given me the depth of knowledge necessary to be successful at any company.”

-Christopher Kelly (Industrial and Systems Engineering)
Eli Educator

Present Address: 0001 Wood Hall, Box 12345
Raleigh, N.C. 27607
NCSU email

Permanent Address: 456 East Main Street
Wilmington, N.C. 28403
Cell phone

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)
Expected graduation: May 2017
GPA: 3.49/4.00

CERTIFICATIONS
NC Teaching License in Middle Grades Language Arts & Social Studies (April 2017)
CPR Certification

TEACHING EXPERIENCE
Student Teacher, Daniels Middle School, Raleigh, N.C.
January – April 2017
• 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 3 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 (Barracudas), staff meetings, and parent conferences.

CAREER-RELATED EXPERIENCE
Camp Counselor, Camp High Rocks, Cedar Mountain, N.C.
May – August 2016
• 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 2014 and 2015
• 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

Achievements & Involvement
This is not a section to overlook! It is a section where you can differentiate yourself and help the reader get to know you as a potential colleague. Draw from accomplishments and interests developed at NC State, in the community, on your own, and significant items (only) from H.S. Prioritize and include in a section displaying variety or specific focus.

Variety
• Leadership + Service, Honors & Involvement, Achievements and Interests

Specific
• Study Abroad, Relevant Projects, Certifications, Licensure, Leadership Experience

Graduate Students
• Industry Experience, Research Experience, Teaching Experience, Presentations, Conferences, Publications
It's Ready To Use When ...

- Your resume tells the story of who you are and what you have to offer.
- You look at your resume and say, “that’s me!” A friend views it and agrees.
- Your resume is professional, updated each semester, and proofread twice!
- It uses powerful action verbs that are proven with evidence.
- Achievements are quantified when possible.
- Accomplishments are proven with results.

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**MELANIE MEDICAL**

**CURRENT ADDRESS** 123 Happiness Lane, Raleigh, NC 27607  
**PERMANENT ADDRESS** 456 Pitt Avenue, Cincinnati, OH 45201

- Cell phone  NCSU email

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**EDUCATION**

North Carolina State University, Raleigh, NC  
B.S. in Biological Sciences (Anticipated Graduation Date: May 2017); GPA- 3.6  
Concentration: Human Biology  
Minor: Women and Gender Studies

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**CLINICAL EXPERIENCE**

Physician’s Apprentice, Obstetrics & Gynecology (Cary, NC), November 2015-Present
- Actively shadow direct physician care, including routine appointments, post-partum check-ups, and hormone therapy renewals
- Follow high-risk patients’ pregnancies week-to-week as they approach their expected due dates
- Assist with tasks such as room turnover and patient reminder phone-calls

Family Practice Shadow, Vance Family Medicine (Henderson, NC) March 2016
- Shadowed a family medicine physician’s assistant, learning about full womb to tomb care in rural NC

Medical Volunteer, Centro de Salud, Hospital La Noria, Hospital Lazarte Echegaray (Pera), June-August 2015
- Traveled into the local community providing adult vaccinations and promoting preventative healthcare
- Worked alongside obstetricians in the labor and delivery rooms and with post-cesarean care
- Acted as laboring patients’ advocate through continual encouragement and labor techniques

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

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**LEADERSHIP AND COMMUNITY INVOLVEMENT**

Trained Volunteer, Pregnancy Clinic (Raleigh, NC), January 2015-Present
- Counsel girls and women facing unplanned pregnancies, empowering them to parent or carry for adoption
- Schedule appointments and record correspondence using eKyro management software
- Engage weekly with past patients via phone to ensure they have access to necessary resources

Service Coordinator, Sigma Alpha Omega Christian Sorority, (NCSU Chapter), Spring 2015
- Responsible for organizing multiple service events for group participation, including Relay for Life, PackSmiles, Service Raleigh, and Christ Life Home

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**PROFESSIONAL EXPERIENCE**

Teaching Assistant, Dr. Charles Hardin, Biochemistry Department NCSU, Spring 2016-Present

Organic Chemistry Tutor, NCSU Undergraduate Tutorial Center, Fall 2015-Present

Dance Teacher, Carolina Dance Center (Raleigh, NC), Fall 2015-Present

Daycare Teacher, Hope Community Church (Raleigh, NC), Fall 2014-Present

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**ACADEMIC ACHIEVEMENTS AND HONORS**

Member, Alpha Epsilon Delta, Pre-Medical Honor Society, (NCSU Chapter), Fall 2015-Present

Member, Phi Beta Kappa, 1 of 11 juniors nominated, Spring 2016

Scholarship Recipient, Grace Galbreath Biochemistry Teaching Award, Spring 2016

Dean's List, North Carolina State University, all semesters

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**SKILLS**

Certified Nurse Aide I (CNA), North Carolina Board of Nursing  
Basic Life Support Certification (BLS), American Heart Association  
Crisis Care Counselor, American Association of Christian Counselors

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“I participated in a research opportunity in Australia. I was able to make international connections in my desired field of research while simultaneously engaging with their culture: academic, social, and political. I have learned from this enlightening experience.”

-Wil Hoffmann (Chemical Engineering)
OBJECTIVE
A civil engineering position working under a P.E. where I will contribute strong project management, leadership, and collaborative abilities to an organization.

EDUCATION
NORTH CAROLINA STATE UNIVERSITY
B.S. in Civil Engineering, structures concentration
3.26/4.00 GPA
Study Abroad: Lille, France

RELEVANT EXPERIENCE
DUKE ENERGY
Engineering Intern, Transmission Substation Engineering Unit
· Contributed to the design of substations throughout North Carolina.
· Produced, reviewed and updated SPCC (Spill Prevention Control and Countermeasure) plans for transmission substations.
· Updated one line and three line drawings using MicroStation.
· Designed foundation for 230/115 kV Auto Transformer.
· Added security cameras and lighting at the Richmond 500 kV substation.
· Updated and modified 230/115 kV substation standards.
· Rotated through Construction and Project Management units during internship.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
Intern, Construction Unit
· Worked with Staff Engineers in drafting and site civil work.
· Helped design, draft and revise drawings for various construction projects.
· Attended weekly site visits and monitored progress of projects.
· Worked as liaison for architects and site engineers by effectively converting drawings between MicroStation and AutoCAD.

OTHER EXPERIENCE
NORTH CAROLINA STATE UNIVERSITY
Resident Advisor, University Housing
· Organized professional development and social activities for 24 first year students.
· Enforced University policies and handled challenging situations to ensure safety of residents.

TECHNICAL SKILLS & CERTIFICATION
AutoCAD, Revit, MicroStation, SolidWorks, MATLAB, Maple, Excel
Taking FE exam, Fall 2016

LEADERSHIP & INVOLVEMENT
· NSBE, Member
· ASCE, Carolinas Conference 2016
· Kimley Horn, Externship
· Alternative Spring Break, Dominican Republic
· Varsity Tennis (H.S.), Co-captain
REYNA RENEWABLE
4444 Locust Street, Raleigh, NC 27603 | NCSU email | Cell phone

EDUCATION

M.S. NATURAL RESOURCES – ECONOMICS AND MANAGEMENT
NORTH CAROLINA STATE UNIVERSITY, RALEIGH, NC
May 2017

B.A. ENVIRONMENTAL STUDIES AND ECONOMICS  MAGNA CUM LAUDE
UNIVERSITY OF NORTH CAROLINA AT WILMINGTON
May 2015

EXPERIENCE

RESEARCH ASSOCIATE, NCSU, Raleigh, NC
Sept 2016–present

CARBON SEQUESTRATION AND URBANIZATION PROJECTS
• Working on two stated preference survey studies using the discrete choice experiment method.
• Providing key literature reviews, writing and analysis support for upcoming publications.
• Evaluating program characteristics that influence landowner’s decisions to join a carbon market, and the impact of urbanization on agricultural and timberland values.

RESOURCE PLANNING ACT ASSESSMENT PROJECT
• Coordinated with U.S. Forest Service economist and Resource Planning Act Assessment project leader on compiling information, data, and literature regarding projection models’ reference case to be used for the 2020 U.S. Forest Service RPA assessment.

PUBLIC-PRIVATE BIOMASS SUPPLY PARTNERSHIPS
• Provided key analytical and writing support for AFRI (Agriculture and Food Research Initiative) project.
• Coordinated with multi-institutional team members (Duke, NCSU) on USDA-AFRI funded work to explore novel policies for the sustainable development of regional bioenergy systems and partnerships.
• Used literature and publicly available data, developed theoretical and empirical support for the design of public-private biomass supply partnership and biomass reserve program policy initiatives evaluated by the AFRI team.
• Led analysis of Department of Defense energy consumption for the AFRI project team, including an evaluation of individual branch renewable energy objectives and implementing policy.
• Compiled military installation bioenergy potential and utilized ArcGIS for spatial analysis of regional supply areas.
• Led the production of three policy briefs, detailing core findings of in-depth AFRI research team analyses.

RESEARCH ASSISTANT, NCSU, Raleigh, NC
August 2015–August 2016

IMPACT OF LAND USE ORDINANCES ON PRODUCTION FORESTRY
• Coordinated with U.S. Forest Service scientists to compile data on forestry-related local ordinance in Florida counties.
• Reviewed the literature on the impacts of land use ordinances.
• Utilized the Delphi method to elicit expert opinions on the motivations for and impacts of different categories of local ordinances relevant to forestry operations in Florida.
• Compiled and managed a panel database of potential determinants and outcomes of land use ordinances in Florida counties.
• Modeled the determinants of when, where, and what type of land use ordinances are adopted, using multivariate techniques including cluster analysis.
• Estimated the impacts of local ordinances on production forestry, using program evaluation methods including matching and panel regression models.

SKILLS
• ArcGIS, Qualtrics, SAS EG, Excel, quantitative and qualitative analysis
• English (proficient) and French (conversation)
SUMMARY
Skilled professional with a background in education and demonstrated mathematical and statistical skills, seeking a position as a Biostatistician.
  • Extensive experience in report writing and instructing
  • Strong communication skills, work well in collaborative environments

EDUCATION
North Carolina State University, PhD in Statistics, GPA 3.4/4.0 Anticipated May 2017
Dissertation Topic: Effects of Calcium Consumption on Decrease of Abdominal Obesity in U.S. Adults
Hunter College CUNY, MA in Mathematics, GPA 3.8/4.0 June 2013
Long Island University, BA in Mathematics, Minor in Graphic Design, GPA 3.9/4.0 June 2005

RELEVANT COURSEWORK

TECHNICAL SKILLS
Analysis Packages: SAS | R | MATLAB
Design Software: WordPress | InDesign | Photoshop

RELEVANT EXPERIENCE
North Carolina State University, Department of Statistics Raleigh, NC
Graduate Teaching Assistant (Economics and Business Statistics) Aug 2013 – 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 reinforcing concepts and supplementing the given problem sets.

Research Assistant (Data Analysis) Jun 2015 – present
  • Collected, collated, and cleaned Moodle data for use in the analysis of a project on the comparison between the online and in-classroom student performances.
  • Worked closely with departmental professor, contributed to weekly meetings by communicating progress on data analysis in Excel spreadsheets.

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

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

Long Island University
Mathematics Adjunct Professor
Brooklyn, NY
Aug 2011 – Dec 2012

- Planned and delivered weekly lectures in Calculus I/II to classes of up to 50 undergraduate students.
- Participated in faculty meetings, held regular office hours, and scheduled weekly help sessions.

Masters School
Mathematics Instructor
Dobbs Ferry, NY

- Raised students’ AP Calculus II scores resulting in an average of 4.4/5.0.
- Adapted instruction to the learning styles of students by incorporating problem sets based on skill level.
- Added and implemented a new interdisciplinary course, Mathematics throughout History.
- Served as an advisor to 7 students and maintained the parent-teacher-advisor relationship.
- Volunteered as a running coach, raised cross-country team running times, and led the running club.

AWARDS

STEM Grant Recipient

PROFESSIONAL DEVELOPMENT

- American Mathematical Association, *Member*
- Youth Leadership Forum in Medicine, *Participant*
- Departmental Professional Seminars, *Facilitator*
  IMPACT Symposium II "Clinical Trials in the Era of Personalized Medicine"
  Nate Silver, "Celebrating Statistics: The Signal and the Noise"

PUBLICATIONS

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

Dan A. Design  
123 Wade Ave, Raleigh, NC 27607  
jbrown@ncsu.edu - (919) 555-9876

EDUCATION  
North Carolina State University, Raleigh, NC  
Bachelor of Graphic Design, May 2018  
Minor in Business Administration

Prague Institute, Czech Republic  
Studio focused on Fashion Design, Summer 2016

EXPERIENCE  
Opus 1 Inc.  
Raleigh, NC  
Junior Graphic Designer  
March 2016 - Present

• Lead the design of a 40-page professional publication  
• Create and maintain a purposeful and pleasing visual system  
• Gain hands-on experience with professional practice in ideation through printing

Art to Wear  
Raleigh, NC  
Volunteer Staff Photographer  
April 2016

• Photographed student designer’s collection-theme clothing and directed several models for proper body movement and posture  
• Captured the entire runway collection featured in the largest-annual student showcase collaborative event between the NC State University’s College of Design and College of Textiles  
• Conducted fast-pace editing for Art to Wear media publication

FreemanWhite  
Raleigh, NC  
Intern Architect  
May 2014 – Aug 2015

• Contributed to floor planning during the schematic design phase of an elderly care facility  
• Completed red lines during the construction document phase of a health care facility  
• Attended site visits, in house continuing education courses, and product information sessions

PROJECTS  
Materials to Design, Design to Materials, NCSU, Raleigh, NC, Fall 2015

• Researched innovative material use in architecture  
• Designed, from schematics to construction, documents of residence to be built during the summer of 2012 in Palmer, Alaska using Revit software and working closely with the clients

Design Build, NCSU, Raleigh, NC, Summer 2015

• Worked with a 6 person team to design and build an office hut for Wake County recycling and solid waste convenience center #9

SKILLS  
Computer: Adobe Creative Suite CS5 (Photoshop, InDesign, Illustrator, Soundbooth, Dreamweaver), Microsoft Office Deluxe Suite (Word, PowerPoint, Excel), iMovie, iDVD, Prezi, Bamboo, Apple/Windows PC, AutoCAD, SketchUp + Render[in], Podium, V-ray, Rhino

Technical: Knowledge of various digital cameras (Canon, Nikon, Sony), directing, screenwriting, storyboarding, Metalworking, Welding (MIG, TIG), Plasma Cutting, Woodworking, Prototying, model building

Textiles: CAD, Gerber, Surface Design (dyeing, screen painting, pigments, arashi shibori), Weaving, Felting

Language: Conversational Spanish
## ACTION VERBS BY SKILL SET

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Analytical</th>
<th>Communication</th>
<th>Creative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Analyzed</td>
<td>Advertised</td>
<td>Composed</td>
</tr>
<tr>
<td>Budgeted</td>
<td>Assessed</td>
<td>Arranged</td>
<td>Conceptualized</td>
</tr>
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<td>Calculated</td>
<td>Calculated</td>
<td>Authored</td>
<td>Created</td>
</tr>
<tr>
<td>Corresponded</td>
<td>Computed</td>
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THE POWER OF ACTION VERBS

Take a look at the work experiences below and note the positive impact made by using action verbs! It is a concise writing style that is achievement oriented, easy for the reader to follow, and more powerful and persuasive. It emphasizes what you can do and have done.

**With Action Verbs**

IBM, Research Triangle Park, NC

Human Resources Intern Summer 2016

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

**Without Action Verbs**

IBM, Research Triangle Park, NC

Human Resources Intern Summer 2016

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

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

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

When to Use

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

Who to Contact

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

Where to Start

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

Email version: Brief, 1-2 short paragraphs, the body of the email is your letter.
Print version: Half page, 3-4 short paragraphs, font style matches resume.

Opening – 1 brief paragraph

Inform the reader why you are writing and spark their interest. Include the position for which you are applying and how you heard about it. (If you are not writing about a specific position, include how you heard about the employer and express interest in a potential opportunity.)

Body of Letter – 1-2 brief paragraphs

Present qualifications relevant to the position or employer (education, experience, skills, personal qualities). Explain why you are interested in this position or this employer.

Closing – 1 brief paragraph

State your sincere interest in the position or potential opportunity as well as in an interview to discuss further. Thank the reader for their time and consideration.
Ms. Johnson,

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

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

Thank you,

Alex Author
Your Address
Your phone, Your email
SAMPLE COVER LETTER - Print Version

Date

Mr. Peter Prototype, Project Engineer
Gilero Biomedical
4022 Stirrup Creek Dr., Suite 300
Durham, NC  27703

Dear Mr. Prototype:

I discovered your posting for a Manufacturing Intern, summer 2017 in the NC State ePACK system. Gilero was highly recommended to me by a classmate Noah Johnson, who interned at Gilero this past summer.

As a junior in Biomedical Engineering at NC State, I am focused on gaining experience in manufacturing. I am eager to bring my broad training in engineering principles as well as specific coursework in Biomedical Instrumentation, and Design and Manufacturing to the position. This semester I had the opportunity to lead a group of four students in the reverse engineering of an infusion pump. This involved modeling the device in SolidWorks and producing detailed documentation. My technical training through coursework and hands-on projects, ability to lead and collaborate in groups, and enthusiasm for biomedical manufacturing has prepared me well to contribute at a high level as an Intern at Gilero.

Attached is a copy of my resume for your review. I am very interested in this position and look forward to having the opportunity to interview. I appreciate your time and consideration.

Kind regards,

Dylan Device

Dylan Device
Junior, Biomedical Engineering
Member, BME Club
Your phone, Your email
THANK YOU LETTERS

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

INTERVIEWS

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

OTHER USES

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

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

SAMPLE THANK YOU LETTER – Email Version

Mr. Clark,

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

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

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

CURRICULUM VITAE (CV)

CV’s are typically used by graduate students seeking academic or research positions. The format of a CV contains more detail than a resume and is likely to be 2 or more pages in length. Unique sections included on a CV may include the following.

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

LETTERS OF RECOMMENDATION

Letters of recommendation are most often requested for graduate programs, scholarships, fellowships, and positions in academia. They are rarely requested for positions in industry. Those who serve as your references may also write your letters of recommendation. These letters take time to compose and should be requested well in advance of deadlines.

WORK SAMPLES

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

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

TRANSCRIPTS

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

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

LIST OF REFERENCES

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

6111 Cedar Ct.
919.555.9999
Raleigh, NC  27605
cccognit@ncsu.edu

LIST OF REFERENCES

Jenna Montgomery Armstrong, M.S., Advisor
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Raleigh, NC  27695
Phone #, Email Address
(Academic Advisor)

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

Ken Johnson, Associate Director
University Scholars Program
North Carolina State University
Campus Box 7316
Raleigh, NC  27695
Phone #, Email Address
(Program Leader)
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, speaking with classmates who have worked there or using sites like glassdoor.com. Self-knowledge includes a careful evaluation of your background to identify the breadth of your skills, interests, and accomplishments developed in every part of your life — academic, work, campus, and community. Since employers are also hiring a colleague, your personal characteristics count. Look for ways to convey these through your thoughtful, well-prepared questions and answers.

Screening & Site Interviews

Screening interviews
These are used by employers to quickly gauge your fit with their position or organization. Because this interview is brief, 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. 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:

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

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

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

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

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

2. What do you know about our organization?
This is where, if you haven’t done your homework for the interview, it is going to show. Employers ask this question to see how motivated you are and how enthusiastic you are about the position.

Show your genuine interest by doing some research, which will also help you determine if the employer is the right fit for you and your career goals. Doing research is more than just going to the homepage of a website. Take the time to thoroughly research the employer by becoming familiar with any current events going on within the company, obtaining a copy of their annual report, and learning about competitors, for example. Rileyguide.com is an excellent resource to learn various ways to obtain information about an employer.

3. What is your greatest weakness?
There is another part to this question that isn’t stated that you should address “… and describe how you are turning this weakness into a strength.” Never say you don’t have any weaknesses. Reframe the question to put the emphasis on places where you are still growing and typically use only one example. Don’t use the word “weakness.”

Example: “One of the areas I am wanting to grow in is my website development skills. I think this will always be valuable in the kind of work I am doing. Right now, I am enrolled in a course which will enable me to add two new software programs to my skill set.”

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

Two 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.

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.

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.

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Before the Interview
- Know your strengths.
- Research the organization.
- Clarify the details of the interview in advance—date, location, schedule, attire.
- Arrive 10 minutes early.
- Prepare questions to ask employers.
- Bring several copies of your resume and a list of references, if you are graduating this year.
- Bring your portfolio or samples of your work, if appropriate for your field.
- Bring an unofficial copy of your transcript.

During the Interview
- Be a good listener. Let the interviewer guide you.
- Watch your body language—smile, practice a firm handshake, maintain good eye contact, sit and stand in an attentive manner, stay focused on the conversation at hand while in group setting.
- Ask for clarification if you are unsure of the question.
- Be honest if you are asked a question you are unable to answer. Offer a thoughtful way in which you would try to find the answer.
- Be positive about yourself and your experiences.
- Display energy and enthusiasm for your field and the organization.
- Adjust your answers as the situation demands. You may use more technical terminology while speaking with someone in your field.
- Be prepared to give specific examples to back up statements you make about yourself. These can be from academic, professional, and personal experiences.
- Look for opportunities to highlight your strengths and match them to their needs.
- Ask good questions.
- Thank the interviewer for their time and ask about next steps in the process.
- Conclude with a sincere statement of interest in the position.

AFTER THE INTERVIEW
- Evaluate your performance.
- Follow up with a thank you note within 24 hours.
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 through the NC State Future Plans Survey https://oirp.ncsu.edu/. Come up with a range based on your research. A good range is 3-5K. When you present this information, put it back in the employer’s court.

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

6. Why should we hire you?
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. Choosing appropriate attire allows you to feel comfortable in your interactions and confident that you are making a positive first impression.

Professional Attire

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

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

Business casual

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

Sample Questions to Ask Employers

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

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

Jobs in Your Major

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

Getting Started with Co-op:

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

- Gain work experience relevant to major and career goals
- Enhance motivation and classroom participation
- Establish valuable professional contacts
- Increase self-confidence and skills
- Upload your Co-op resume to ePack prior to your appointment with your Co-op Coordinator.

Students maintain full time status during the semesters and summer while out on Co-op.

Program Requirements

- Currently enrolled as a full-time NCSU student.
- 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 (3.0 for graduate students).

Application Process

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

Meeting with 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
Internships

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

Benefits of an Internship

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

When to Start

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

Where to Look

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

Strategies that Work

Strategies with a high success rate are those that include personal interaction with employers. While employers encourage you to “apply online” – taking this extra step is a key way to differentiate yourself as a candidate.

- Meet company representatives who attend career fairs.
- Interact with employers who conduct information sessions.
• Introduce yourself to employers who present to student organizations.
• Communicate with employers through their social media.
• Email an employer contact suggested by a classmate.
• Consult with family and friends for ideas and leads.

Participate in on-campus interviews

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

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

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

Making Effective Use of a Career Fair

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

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

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

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

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

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

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

Speak with company representatives

Employers seek opportunities to speak directly with students via presentations, projects, seminars, and events organized through student organizations, faculty, and other departmental venues. Watch for announcements about these events.
Network
Employers look for referrals of quality candidates. They even encourage their employees to recommend hires. Do not overlook the expertise and assistance of others. Let everyone know about your search.

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

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

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

Utilize LinkedIn as a professional way to build your network with employers. For more information attend a LAUNCH workshop, view the sample LinkedIn profile at https://www.linkedin.com/in/winstonwuf or see pages 47-49.

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

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

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

Perform to the Best of Your Ability.
Be sure you understand the assignment and its deadline before you begin. If you need assistance, ask. Check and recheck your work.
Getting Experience

1. **Photo:** It doesn’t have to be fancy—Use your cell phone camera in front of a plain background. Make sure you are putting your best paw forward with proper dress, grooming, and makeup.

2. **Headline:** Help yourself stand out in the pack! Tell people what you’re excited about now and where you’re going.

3. **Summary:** Describe your motivations, passions, and the type of connections you’re seeking. Including assessment results and your resume can help others know more about you professionally.

4. **Education:** Starting with college, list your educational experiences. Include summer courses, minors, and organizations you participate in. Pictures of activities and recommendations can strengthen your profile.

5. **Experience:** List the different positions you’ve held. Work experience, research experience, and internships fit here nicely. Even part-time positions should be listed, along with what you accomplished in each position. Photos and videos of projects from your work are a wonderful addition.
• GETTING EXPERIENCE

6 Skills & Languages: Add at least five key skills and then your connections can endorse you for the things that you’re best at. Avoid adding skills that are obsolete or irrelevant. Add any languages you have proficiency in.

7 Organizations: Have you joined any clubs, societies, Greek life, or professional organizations? If you haven’t, get involved with the over 500 clubs on campus today! Be sure to describe what you did in each organization to best represent yourself.

8 Honors & Awards: If you earned recognition in or out of school, don’t be shy! Let the world know about your success. Be sure to include details about why you were recognized for each honor or award.

9 Volunteer Experience: Admissions officers and employers often see volunteer experience just as important as paid experience! Be sure to list the causes you care about and give time to, show who you are and what your passions are.
**Courses:** List classes that show off the skills and interests that you are most excited about. Do not include classes that are general education requirements unless they are relevant to your goals and interests.

**Projects:** Talk about the things you've done and how you did them. Whether you've led a team assignment, built an app on your own, or participated in a group undertaking, projects show what you've done and your potential to think and do more.

**Recommendations:** Ask managers, professors, peers, and others you’ve worked with closely to write a recommendation. This gives extra credibility to your strengths and skills.
Evaluating an Offer

Congratulations! You’ve been offered a job and now you are evaluating the offer. Many factors can affect whether or not you accept a job. 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 personal values and career goals?
• What are the pros and cons of the offer? (salary, benefits, location, etc)
• Accepting a job offer is an exciting time! Take the following steps to accept an offer:
• Discontinue interviewing with other employers and notify them of your decision.
• Let NC State know of your post graduation plans by completing the Future Plans Survey upon graduation.

• GETTING EXPERIENCE

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.
Graduate School

Exploring the option?
Among the many paths you have to choose from after graduation is the pursuit of a graduate degree. As you decide whether or not graduate school is the right move for you, be sure to do the following:

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

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

Pre-Professional Programs

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

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

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

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

Law School Fair & Graduate School Fair Dates:
October 11th, 6:00-8:00 PM: Graduate Programs Fair, McKimmon Center
November 1st, 3:00 PM-5:00 PM: Law School Fair, Talley Student Union
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