

# Advisor Tool Kit

for

## Starting the Career Discussion

Internship and Career Center (ICC)  
University of California, Davis

✓ 4-Year Plan of Career Development .....	1
✓ List of Resources for Starting the Career Discussion .....	3
✓ Resume Starter Kit .....	4
✓ Cover Letter Starter Kit .....	10
✓ How to Prepare for the Fair .....	16

# 4-YEAR PLAN OF CAREER DEVELOPMENT

While the Internship and Career Center (ICC) recognizes that every career path is unique, we encourage you to explore this guide and to take advantage of the suggested resources in each section. Content adapted from [icc.ucdavis.edu/undergrad](http://icc.ucdavis.edu/undergrad)

## Freshmen Year: Self-Discovery

Your freshman year is a time for self-discovery. Take this time to familiarize yourself with campus, and wait until sophomore year to get started in internships. This will allow you the time to acclimate to a rigorous academic setting and also gain a better understanding of your interests.

### Career

- Log in to Aggie Job Link, update your profile, and view the events calendar.
- Take career self-assessment inventories at Counseling Services.
- Talk over career ideas with an ICC peer or staff advisor, and with parents, friends, instructors, and roommates.
- Enroll in a Freshman Seminar on career exploration.
- Attend ICC workshops to learn how to prepare for an internship or job search.
- Become a member of the Student Alumni Association to start building your network.
- Attend Internship and Career Fairs to explore internships and careers.
- Learn about the life-long process of career planning.

### Academics

- Take a variety of courses to explore majors.
- Attend office hours to build a relationship with instructors.
- Attend study skills and time management workshops.
- See an academic coordinator or peer advisor in the residence halls to create a four year plan.
- Explore undergraduate research opportunities.
- Attend Residence Hall Advising Team academic programs in the residence halls.

### Extracurricular

- Get involved in residence hall activities, student organizations or community service projects.
- Apply for a peer advisor, resident advisor or student assistant position for the next academic year.

## Sophomore Year: Expand Your Career Horizons

Your sophomore year is a time to expand your career horizons and begin pursuing experiential education opportunities, such as internships. In order to obtain most internships, you will need to apply with a resume and cover letter, and be familiar with common job search strategies.

### Career

- Pursue internship opportunities.
- Talk with ICC career adviser about narrowing career interests.
- Develop a resume and attend a resume writing workshop for further guidance.
- Attend ICC workshops, company information sessions and career fairs.
- Learn about conducting an informational interview or job shadowing experience.
- Find out about how undergraduate research can be applied to any major.

### Academics

- Meet with an academic adviser.
- Declare major and layout courses for each remaining quarter at UC Davis.
- Explore the UC Davis Washington Program, the UC Center Sacramento and UC Davis Study Abroad.

### Extracurricular

- Strengthen your involvement on campus through student organizations.
- Find a summer experience that will help you explore your interest and begin to gain transferable skills.

## Junior Year: Try Out Your Options

Your junior year is the time to test out your options, and to start clarifying your career goals and your plans after graduation. Try to find internships and summer jobs that are aligned with your career goals to continue building your resume. If you are still unsure about your goals, consider meeting with an ICC advisor.

### Career

- Complete an internship.
- Meet with ICC career advisor about your career goals and plans.
- Update your resume quarterly.
- Conduct informational interviews.
- Create a LinkedIn account to expand your professional network.
- Invest in appropriate business attire for interviewing.
- Search for a summer job/internship that aligns with your educational and career goals.

### Academics

- Supplement major courses with practical skills courses (writing, public speaking, statistics, accounting, computer skills, etc.).
- Consider applying to the UC Davis Washington Program, UC Center Sacramento or UC Davis Study Abroad.
- Research graduate or professional schools, and request letters of recommendation, if appropriate.
- Explore and consider research opportunities.
- Develop a relationship with an academic mentor advisor or faculty member.

### Extracurricular

- Continue to strengthen communication and leadership roles through student organizations or other activities.
- Work at a part-time job to build transferable skills and build a professional network.
- Volunteer for campus or community service.

## Senior Year: Make Decisions

Senior year is the time to make decisions about your career after graduation. We recommend you start looking for a position as soon as you start your senior year. ICC staff are available to assist you throughout the job search and application process, so be sure to connect with an ICC advisor early during your senior year.

### Career

- Tailor your cover letter and resume for the specific industry and positions you are interested in.
- Begin conducting your job search: online, by telephone, and in person.
- Use Aggie Job Link to search for open positions.
- Research and develop a target list of potential employers.
- Meet employers on campus.
- Consider participating in on-campus interviews; interview schedules start in September.
- Attend internship and career fairs.
- Develop an active network by joining professional organizations.
- Attend workshops and meet with staff at the ICC to develop your job search strategy.
- Be aware of your online presence and how this may affect your job search.

### Academics

- Research and apply to graduate or professional schools.
- Conduct a research project. Consider presenting at the Undergraduate Research Conference in spring.
- Confirm your remaining degree requirements with your major/academic advisor.

### Extracurricular

- Take a leadership role in a class, project, or club.
- Explore lifelong learning interests.
- Prepare for the transition from undergraduate experience to graduate school or the professional world.

# Starting the Career Discussion: Resources

The Internship and Career Center (ICC) maintains many resources that can be used to start the career discussion, several of which are listed below. We encourage you to explore our website at [icc.ucdavis.edu](http://icc.ucdavis.edu) to learn more.

## Career Advising at the ICC

[icc.ucdavis.edu/services/advising.htm](http://icc.ucdavis.edu/services/advising.htm)

- Provides information on advising services and a link to our online appointment scheduling system.

## Job and Internship Search Resources

### Aggie Job Link

[icc.ucdavis.edu/find/resources/ajl.htm](http://icc.ucdavis.edu/find/resources/ajl.htm)

- Search for internships and jobs.

### ICC Events Calendar

[icc.ucdavis.edu/services/calendar.htm](http://icc.ucdavis.edu/services/calendar.htm)

- Provides information on our regular workshop offerings and special events.

### Workshops and Webshops

[icc.ucdavis.edu/services/workshops.htm](http://icc.ucdavis.edu/services/workshops.htm)

- Provides information about our workshop offerings and several online webshops on a variety of career topics.

### Internship and Career Fairs

[icc.ucdavis.edu/services/fair.htm](http://icc.ucdavis.edu/services/fair.htm)

- Dates and times of the upcoming Internship and Career Fairs at UC Davis.

### Find Part-Time Jobs

[icc.ucdavis.edu/find/part-time](http://icc.ucdavis.edu/find/part-time)

- Part-time positions on and off campus can deliver income and also help develop career-related experience, skills, and connections.

## Career Exploration and Research Resources

### What Can I Do with This Major?

[whatcanidowiththismajor.com/major/](http://whatcanidowiththismajor.com/major/)

- Provides information on typical career areas and the types of employers that hire people with each major, as well as strategies to make you a more marketable candidate. Note: Major is NOT prescriptive in terms of career path in most cases.

### List of Career Research Webpages

[icc.ucdavis.edu/research/what-can-i-do.htm](http://icc.ucdavis.edu/research/what-can-i-do.htm)

- Includes Occupational Outlook Handbook, CA Career Zone, Career One Stop and O\*Net

### Career Data by Degree, UC Davis

[icc.ucdavis.edu/data](http://icc.ucdavis.edu/data)

- UC Davis specific information on students' first positions after graduation from the First Destination Survey.

### Information by Industry Interest Area

[icc.ucdavis.edu/research/industry.htm](http://icc.ucdavis.edu/research/industry.htm)

- Includes job titles and links to local professional associations by industry.

# Resume Starter Kit

## Internship and Career Center (ICC) University of California, Davis

A resume is a summary of your experiences, skills and accomplishments. It is not every detail of your work history. You may tailor them to each position.

### How to Get Started on Writing a Resume

- 1) Use the information on the next two pages of this packet to learn the basics of writing and formatting a resume.
- 2) Review the additional resume resources on the ICC website.  
 ➔ [icc.ucdavis.edu/materials/resume](http://icc.ucdavis.edu/materials/resume)
- 3) Attend a Resume Basics Workshop - see ICC Calendar of Events  
 ➔ [icc.ucdavis.edu/services/calendar.htm](http://icc.ucdavis.edu/services/calendar.htm)
- 4) Start with the Resume Content Worksheet on the last two pages of this packet to create a rough draft of the key points you want in your resume. Focus on content first, then on format. Include everything here as it's easier to edit things out than add them in.
- 5) Bring the completed (printed) Resume Content Worksheet or a first, rough draft resume to meet with advisers at the ICC.

#### Drop-In Advising with Peer Advisers

10 a.m. – 4 p.m.\*  
Mon – Fri

\* Exact times vary. See website for more info.

#### Drop-In Advising with ICC Coordinators

1:30 p.m. – 3:30 p.m.  
Wed – Thurs

#### 30 Min Appointments with ICC Coordinators

Appointments are  
scheduled online

➔ [icc.ucdavis.edu/services/advising.htm](http://icc.ucdavis.edu/services/advising.htm)

Employers are looking for well-rounded applicants with clearly articulated skills, academic accomplishments, work experience and extracurricular activities. Incorporating this content into your resume will demonstrate your overall fit for the job. Remember, there is no one perfect format.

## General Resume Guidelines

- One page for recent graduates; two pages if you have extensive work history. Do not include more than 10+ years on your resume.
- Direct the reader's eye using layout/headings.
- Proofread! No typographical, spelling or grammatical errors.
- Don't rely on spell-check.
- Tailor contents to each job/application.
- List information in reverse chronological order.
- Sell yourself—be selective about what you include and organize information logically.
- Use consistent verb tense—use either past or present.
- Some job boards and employer sites ask you to upload a text version of your resume.

## How to Get Started

You should tailor your resume to show you are a good fit for the position. You will need to clearly understand the mission, focus, goals and objectives of the organization and job that you are applying to. Research is key. To get started, follow the steps below:

### 1. Collect Experiences and Skills

Use the Resume Content Worksheet on the last two pages of this packet.

### 2. Tailor and Format

Visit [icc.ucdavis.edu/materials/resume/step2.htm](http://icc.ucdavis.edu/materials/resume/step2.htm) for more information.

### 3. Submit

Visit [icc.ucdavis.edu/materials/resume/step3.htm](http://icc.ucdavis.edu/materials/resume/step3.htm) for more information.

## Resume Tips for Specific Fields

### Arts and Communication

- Portfolios/work samples are sometimes expected and should be noted on your resume. If you have an online portfolio, include a link in your resume contact information heading.
- Graphics are invited in this field and will be seen as a demonstration of your creativity.
- It's okay to translate your internships into job titles that accurately describe your duties, e.g. using Public Relations Assistant instead of the official job title of Student Assistant.
- For journalism opportunities, include fluency in other languages if applicable.

### Business

- In most cases "management" isn't a very realistic objective.
- Focus on a particular area—finance, marketing, human resources—and express long-term interest in management.
- Business employers are interested in results. Be sure your resume highlights specific achievements, times when you exceeded goals, etc.
- Quantify your experience: "Increased sales by 30%." Show accomplishments in previous experience.
- Stress tangible leadership experience when listing extracurricular involvement.
- List transferable skills such as time management, conflict resolution and decision making.

### Human Services

- For many of these occupations, experience as a volunteer is considered a strong measure of knowledge and commitment. List key responsibilities and outcomes.
- For teaching jobs, experience you had working with young people and any tutoring or teaching experiences are important.

### Life Sciences/Physical Sciences

- Research and lab techniques should be listed for jobs in these fields. List scientific techniques you are most familiar with or have recently used.
- Because the employer may be looking for certain majors, your education should be near the top of your resume.
- Healthcare jobs place a strong emphasis upon communication skills, including bilingual ability.
- Include science organization memberships.

### Technology

- Employers in this field prefer objectives that are precise, indicating a particular area of interest or expertise.
- Include technical courses and projects to support interest and objective.
- GPA should be included.
- Break technical skills into subcategories. This will make it easier for the reader to pick up the specific skills they are looking for (i.e. Operating Systems, Hardware, Software, Networking and Programming Languages).
- Be sure your resume is loaded with keywords denoting skills. Have a text version of your resume for sites requesting this format.
- Including both technical and non-technical work experience demonstrates experience working in professional settings.

## Step 1: Collect Experiences and Skills

The table below covers content to consider as you brainstorm experiences and skills for your resume. Source: <http://icc.ucdavis.edu/materials/resume/step1.htm>

Content	Essentials	Hints
These components are ESSENTIAL for EVERY resume and CV.		
Contact Information	Full name, address, best phone number and email to reach you, and web address (e.g. your LinkedIn or online portfolio) you would like employers to use to contact you.	Make sure email and phone number are professionally appropriate and typo-free. Do not include your address or phone number if posting your resume or CV publicly online.
Education	Name of school, degree earned, major and minor, expected graduation date, and sometimes GPA (depends on field and employer). GPA is not included on CVs.	List your highest degree first followed by other degrees you have received. Listing community college is optional, especially if no degree was awarded. Can also list study abroad experiences.
Relevant Experience	Job title, company name, dates of experience, describe job duties, significant accomplishments and contributions. You can include volunteer or leadership and research experience related to your objective here (or below) as well. Experiences should be listed in reverse chronological order.	Can include paid and non-paid positions, internships and military duty. Present achievements, contributions and results. CVs could include professional, research and teaching (mentoring) experience sections.
The following categories are optional and can be included on a resume or CV—include the categories that best describe your skills and experiences that relate to the position you are seeking.		
Objective	Only used when describing a very specific position (e.g. "Summer internship at Intel," "Career position in finance," or "Senior analyst #6532 at Sandia National Lab").	This is a one-line description of the position desired that may include job title, job number and company name. It can be omitted in most cases, and is typically not included in CVs.
Qualifications/Skills	Identify skills the employer is looking for. They may be grouped by category such as: laboratory skills; computer and software skills; research techniques, processes and analysis; language skills; and administrative or professional skills, but do not have to be.	List only the skills you can perform with little or no supervision. Consider using the ICC's transferable skills list.
Group/Class Projects/Relevant Coursework	Relevant classes and/or projects. Include if it demonstrates skill set or knowledge gained through coursework or project implementation, but make sure it is relevant to the position.	List the course title, not the course number. Relevant classes can be listed as a subsection under Education.
Honors and Awards	Honors, awards, grants, and scholarships. Be sure to include a description and year received. Focus on merit-based scholarships and grants.	Can be listed separately or as a subsection under Education. For a CV, this section should follow the publications and presentations section.
Travel	List countries and travel experiences, if relevant to the position for which you are applying.	



## Step 1: Collect Experiences and Skills (continued)

Content	Essentials	Hints
The following categories are optional and can be included on a resume or CV—include the categories that best describe your skills and experiences that relate to the position you are seeking.		
Research/Publications/ Presentations/Posters	Project title, where published and when. Undergrads—List roles as Research Assistant, name the lab, project or techniques.	For CV, list publications in citation format. STEM fields usually number publications and bold your name in the list of authors.
Relevant Volunteer and Community Activities/ Leadership/Academic Service	List organization, office(s) held and time frame. A brief description of accomplishments can also be added if highly relevant.	We suggest that you place internship positions under the experience section instead of this section.
Certifications/Licenses/Patents	List if noteworthy and/or applicable to the position for which you are applying. Only list if current.	Add date issued or future expiration date. Write out abbreviations.
Professional Affiliations	Include current memberships only, add leadership positions within organizations if appropriate.	For advanced degree resumes, it might be best to include this information below the education section.
References	Not included on a resume, but included on a CV and should include full contact information.	See references page for more information: <a href="http://icc.ucdavis.edu/materials/references.htm">icc.ucdavis.edu/materials/references.htm</a>



Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Resume Content Worksheet

Begin the process of writing your resume or curriculum vitae (CV) by making note of all of the experiences and positions you've had using the grid below.

## Essential Resume Content

<b>Contact Information</b>	
<b>Education</b>	
<b>Relevant Experience</b>	

## Optional Resume Content

<b>Objective</b>	
<b>Qualifications and Skills</b>	

## Optional Resume Content (continued)

<b>Group/Class Projects and Relevant Coursework</b>	
<b>Honors and Awards</b>	
<b>Travel</b>	
<b>Research, Publications, Presentations and Posters</b>	
<b>Relevant Volunteer and Community Activities, Leadership and Academic Service</b>	
<b>Certifications, Licenses and Patents</b>	
<b>Professional Affiliations</b>	
<b>References</b>	

Once completed, bring this paper to the ICC for help crafting your resume or CV. For drop-in hours or to make an appointment, visit [icc.ucdavis.edu/services/advising.htm](http://icc.ucdavis.edu/services/advising.htm)

# Cover Letter Starter Kit

## Internship and Career Center (ICC) University of California, Davis

Cover letters are a way to create a personalized statement that explains how you as the applicant meet the needs of the employer or internship sponsor. This is about marketing yourself, telling your story. It goes with your resume, which is a summary of your experiences, skills, and accomplishments. Use a cover letter unless specifically told not to do so.

### How to Get Started on Writing a Cover Letter

- 1) Use the information on the next two pages of this packet to learn the basic purpose and formatting a resume.
- 2) Review the additional cover letter resources on the ICC website.  
 ➔ <http://icc.ucdavis.edu/materials/cover-letters.htm>
- 3) Attend a cover letter writing workshop - see ICC Calendar of Events  
 ➔ [icc.ucdavis.edu/services/calendar.htm](http://icc.ucdavis.edu/services/calendar.htm)
- 4) Start with the Cover Letter Content Worksheet on last two pages of this packet to create a rough draft of the key points you want in your cover letter.
- 5) Bring the completed (printed) Cover Letter Content Worksheet or a first, rough draft to meet with advisers at the ICC.

#### Drop-In Advising with Peer Advisers

10 a.m. – 4 p.m.\*  
Mon – Fri

\* Exact times vary. See website for more info.

#### Drop-In Advising with ICC Coordinators

1:30 – 3:30 p.m.  
Wed – Thurs

#### 30 Min Appointments with ICC Coordinators

Appointments are  
scheduled online

➔ [icc.ucdavis.edu/services/advising.htm](http://icc.ucdavis.edu/services/advising.htm)

A cover letter or letter of intent should go with most resumes submitted for consideration for jobs or internships. If you can only upload one document, you can make your letter/resume into a two-page document with a page break in-between the two sections. A cover letter is important because:

- It introduces you and your resume.
- It explains why you are a good fit for this opportunity.
- It bridges the gap between your resume and the reader/employer.
- It supplements and expands on projects, education and experiences directly related to the opening.
- It can make the difference between having your resume read or ignored.

## Cover Letter Do's

- Limit the cover letter to one page if possible, unless applying to academic faculty, teaching or research positions.
- Use the same font and formatting in the cover letter as you use in your resume.
- You might also want to use the same header in both a cover letter and resume. See header formatting examples.
- If providing a printed copy, use the same type of paper for both your cover letter and resume. Resume paper can be purchased at the UC Davis Bookstore or at an office supply store.
- Many tech companies prefer the cover letter not be attached, but uploaded as text in an email with the resume attached.
- Use formal, professional language in a cover letter. This is true when sending your cover letter as text in an email (above point).
- Personalize each cover letter to the specific position you are applying to.
- Address your cover letter to a specific person or the hiring manager whenever possible. If you don't know their name, use one of the following examples: "Dear Hiring Manager," "Dear [insert department here] Hiring Team," "Dear Recruiter," "Dear Search Committee Chair and Committee Members:" (used for academic teaching positions) "To Whom It May Concern: " Note, this last one uses a ":" not a ","
- Check for typos, proper grammar and accuracy.
- Use spellcheck, but do not rely on it to catch all errors.
- Have multiple people review your application materials.
- Make an appointment with an ICC adviser to review your application materials before you apply.

## Cover Letter Don'ts

- Unless told explicitly not to, you should always include a cover letter in your application.
- Don't use text abbreviations or emoticons if you are using emailing.
- Don't be too wordy or write just to fill the entire page.
- Don't submit a generic "one size fits all" cover letter; tailor your cover letter to fit each position. Thus, none of your cover letters will be exactly the same, though a lot of content will be similar in each.
- Don't repeat or summarize your resume in your cover letter. Instead, focus the cover letter on your enthusiasm for the job, excitement about working with that organization, to highlight unique skills that make you qualified for the position and a good fit for the employer.
- Don't overuse adjectives or superlatives, especially subjective ones (e.g. "You are the best company in the world" or "I am the most hardworking student intern you will ever meet.").
- Quantify when possible. "I've helped organize three club events, including two successful initiatives attended by 25 people" is a better descriptor than "I've helped organize several club events, including a couple successful initiatives attended by many people."
- Don't exaggerate your skills or experience.
- Don't use UC Davis letterhead, logo, or UC seal in your cover letter. [NOTE: For graduate students and postdocs, some departments allow use of department letterhead for tenure-track faculty applications. Check with your department before using.]

## Cover Letter Format and Content Description

Return Address (yours, the sender) City, State Zip  
Telephone with area code  
Email address

Avoid overuse of adjectives and adverbs. Strive to be objective. Avoid: I am an incredibly hard worker. Better: My past supervisor noted that I am able to complete projects earlier than deadlines.

Date

Name, Title (who is it going to ....format: First Name Last Name, Title)  
Company Name  
Street Address  
City, State Zip

Explain in the cover letter how your experience relates to this opening using one or two key examples. Do not summarize your whole resume

Dear Ms., /Mr., /Dr., (or Hiring Manager, or To Whom It May Concern: )

In the FIRST PARAGRAPH, tell how you heard about the job and, if appropriate, name the person who told you about it. Mention the specific job title. Express your interest in the company or position. Say you are enclosing/attaching a resume that shows how you are qualified for this job. (optional)

In the SECOND PARAGRAPH (AND MAYBE IN A 3RD PARAGRAPH), analyze your background and skills in relationship to the specific job description. Show how you make a 'good fit' with this job/organization and how you can contribute.

It is about what you can do for them, not what they can do for you. Give one or two examples of related experience. Keep the job description in mind and do NOT restate your resume. This letter shows brief highlights of your 'fit' with a specific job using specific skills, qualities, knowledge, interests you have that relate to the opening. (Break big paragraphs up, using one paragraph for each skill set is one way to organize them. Smaller paragraphs are more readable.)

In the LAST PARAGRAPH, tell how you will follow through with this application. For example, "I am eager to meet with you to discuss this opportunity. I am available for an interview at a mutually convenient time. And remind the reader how to reach you best." For example, "I will be in the Bay Area during the week of March 25." or "I am able to drive to Roseville any day except Tuesdays and Thursdays." And "I can best be reached at 530-555-1212 or james.stewart@ucdavis.edu." I look forward to hearing from you

Sincerely,  
(typically leave 4 spaces for your signature)

Use SPELLCHECK often, but do not rely on it to catch all errors. Then copy and paste your letter as the text of your email and attach it in pdf format.

*James Stewart* (if emailing, use a script-like font to simulate your signature in this space)

James Stewart (Just type your name here—2 spaces below signature)

Attachments (if email) referring to your resume or Enclosures (if paper mail)

# Cover Letter for Internship Position

---

555 A Street  
Davis, CA 95616  
(520) 867-XXXX  
jbeech@gmail.com

November 10, 20XX

Human Resources Department – Internship Program  
National Public Radio  
123 Government Street  
Washington, DC 20301

Dear Internship Coordinator,

I am very interested in the internship with the Communications/Public and Media Relations Department during the Winter Quarter. I am a Junior at the University of California, Davis, pursuing a bachelor's degree in American Studies with a minor in Communication. My research experience has sparked my interest in the way that media is delivered through marketing and advertising. I believe in the mission of National Public Radio and would be excited to be an intern with your organization.

This summer while studying abroad I was able to look at American culture from a different perspective. This has increased my interest in news delivery and how it helps to inform citizens. I was the only freshman to be elected to the position of Senator for the Associated Students of UC Davis, and rose to the challenge of representing first-year students while collaborating on larger university issues. Through these experiences I learned the value of effective communication through all forms of media.

I am confident that my experiences, skills and strong interests in the goals of NPR have prepared me to be a strong intern for your program. I have attached my resume and look forward to discussing my qualifications with you. Thank you for your time and consideration

Sincerely,

*Josie Beech*  
Josie Beech

Attachment

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Cover Letter Content Worksheet

Begin the process of writing your cover letter by using the grid below.

<b>Personal Contact Info</b>  Name, Address, Phone, Email	Optional: LinkedIn, Online portfolio	
<b>Date</b>		
<b>Employer 's Contact Info</b>  Name, Department, Company, Address	If no specific person's name use position title or dept. name, If no address use email with city/ state	
<b>Greeting</b>  "Dear Ms., Mr. _____,"  Or... Dear Chris Bender,	If unsure about gender use first & last name, If no specific name can use "Dear Search Committee," , "Dear Hiring Manager", or "To Whom it May Concern:"	
<b>Beginning Paragraph</b>  Possible ideas: Position applying for, Organization name, How you discovered position, Who you are – Year in school, university, major, Why you're interested in job/ company (be specific!), Why you're qualified	Why you're qualified section (last sentence of this paragraph) should be a quick one sentence summary of why you are a good fit for the position, similar to a thesis statement of your qualifications	



## Cover Letter Content Worksheet (continued)

<p><b>Middle Paragraph(s)</b></p> <p>Describe 1-3 of your experiences/projects that show your job specific skills and qualifications (Refer to qualifications section on job description and select applicable skills to showcase)        – You may include your position title, organization, main roles you had, transferable skills, how you can add value to organization.</p>	<p>Add scope (quantity, quality, impact), Be modest/objective, Avoid using words like “best” or “excellent” (but okay to say “my supervisor remarked that I am the best...”), Focus on what you will bring to the organization that will make them glad they hired you</p>	
<p><b>Ending/ Summarizing Paragraph</b></p> <p>Final interest and fit statement, Refer to materials that you have attached, Express willingness to provide additional materials, State practical remarks, Proactive statement – “I look forward to...”, Thank you statement</p>	<p>Practical remarks section is where you can state things like if you will be going on vacation and will not be able to be contacted, if you have not completed a certification yet but are scheduled to take the exam, if you will be relocating or will be visiting the area soon</p>	
<p><b>Closing and Signature</b></p> <p>“Sincerely”, “Best Regards”, “Yours,”        Hand-written signature        AND Typed name</p>	<p>Best to hand-write signature but if you are unable to scan document you can use script-like font instead</p>	



# Prepare for the Fair

---

## To Resume or not to Resume

---

- Bring resumes if you have them ready.
- If you do not have your resume ready, ask the recruiter where you can send your resume.
- Do not give out an ill-prepared resume! It is better to send it to them later and make sure it looks good. Be sure to have someone from the Internship & Career Center critique it prior to the fair.
- Speak to the recruiter first and then ask them if they would like a copy of your resume.
- Do not get discouraged when companies ask you to submit online. This may be a company procedure—it does not indicate they are not interested.

## What to Wear

---

- You do not need to wear a suit, but if you are close to graduation it may be a good idea.
- Wear business attire.
- Males: Nice pants, dress shirt, tie is optional.
- Females: Skirt or slacks with a nice shirt or a business-style dress. Jacket is recommended. Heels are not necessary.
- No jeans or messy clothing. Dress a cut above the “Student Look.”

## Who are the Recruiters?

---

- They are representatives of the company comprised of: Recruiters/Personnel/Human Resources (HR), Supervisors or Managers, company employees or specialists, and UC Davis Alumni.

## Be Aware

---

Supervisors or Managers may have positions they are trying to fill so they may do a brief interview at the fair. Specialists may not know hiring/personnel issues. Human Resources people may not know much about the job responsibilities or how to answer specialized questions. You may talk with someone other than an industry specialist. Do not disregard someone’s position title because they may determine whether to pass your resume on to the hiring management.

You may only have 1-2 minutes to talk to you, so be prepared with what you want to ask.

## Make a Strong First Impression

---

- Be bold and positive!
- Introduce yourself, provide a firm handshake, and make eye contact.
- Let representatives know that you are confident and excited to meet them.
- Make a note of the recruiter’s name as many do not give out personal business cards. However you may still request a business card for a follow up.

## Interviews

---

- If it seems like you are being interviewed during the fair, you probably are. Some company reps will take this opportunity to conduct a mini interview to see if they are interested in conducting a formal interview with you.
- If companies do not specify when to follow-up, send a brief e-mail one to two weeks after the fair asking about the status of your application. Attach an updated copy of your resume to the e-mail.

## Preparation

---

- Time passes quickly, decide which organizations you are most interested in.
- Log into your Aggie Job Link account to view up-to-date list of companies attending the fair and to get links to company websites.
- Check Aggie Job Link to see if the company has a job posting, on campus interviews dates or if they have an information meeting scheduled.
- Explore company websites and take notes on where they are located, what positions they have to offer and what skills and qualifications they are looking for.
- Look at the floor plan in the Career Fair Program Guide to find out where organizations you want to visit are located. Expect some cancellations and some last minute arrivals.
- Travel as light as possible. You'll be shaking hands and collecting company literature. There is no coat check.
- Prepare a "1-2 minute commercial" of the skills and talents that set you apart from others. Give a little background about yourself, e.g. your skills, your interests and whether you are looking for a career position, internship, volunteer position or just general information.
- Rehearse your commercial!

## Prepare Questions to Ask

---

- What opportunities are available for someone with my background?
- What kind of candidate does your organization look for?
- Can you tell me something about your internship program?
- What can I be doing now to prepare myself for a job in this field?
- How can I go about applying for a position with your organization?
- What do you look for when you interview?
- What is the application process for these positions?
- What are the differences in responsibilities for bachelors vs. masters students?
- Try to avoid the question, "What does your company or organization do?" That information is available in the organization descriptions on their web page.

## Be Prepared to Answer Recruiters' Questions

---

- Be honest. Keep in mind who you are talking to and what they may be looking for.
- Recruiters may ask:  
What classes are you taking? What is your favorite class? What is your major? What are your career goals?  
Why did you select UC Davis? How do you like it?

## Follow Up

---

- **Do not forget to post your resume to the organization through Aggie Job Link, if they will be interviewing on campus.**
- Do not forget to submit your resume to the company website if you were instructed, in some cases you need to apply through Aggie Job Link and the company website.

*Did you know that only a small percentage of people send thank you cards or emails after a meeting or interview? Set yourself apart by sending a brief note thanking the representative for their time. You may want to attach a copy of your resume to the note.*

## Aggie Job Link

---

- Lots of companies schedule their on-campus interviews around the career fair so make sure your address, email, and year in school are current in your profile, resume and cover letter uploaded in the system so you can quickly submit your materials to companies