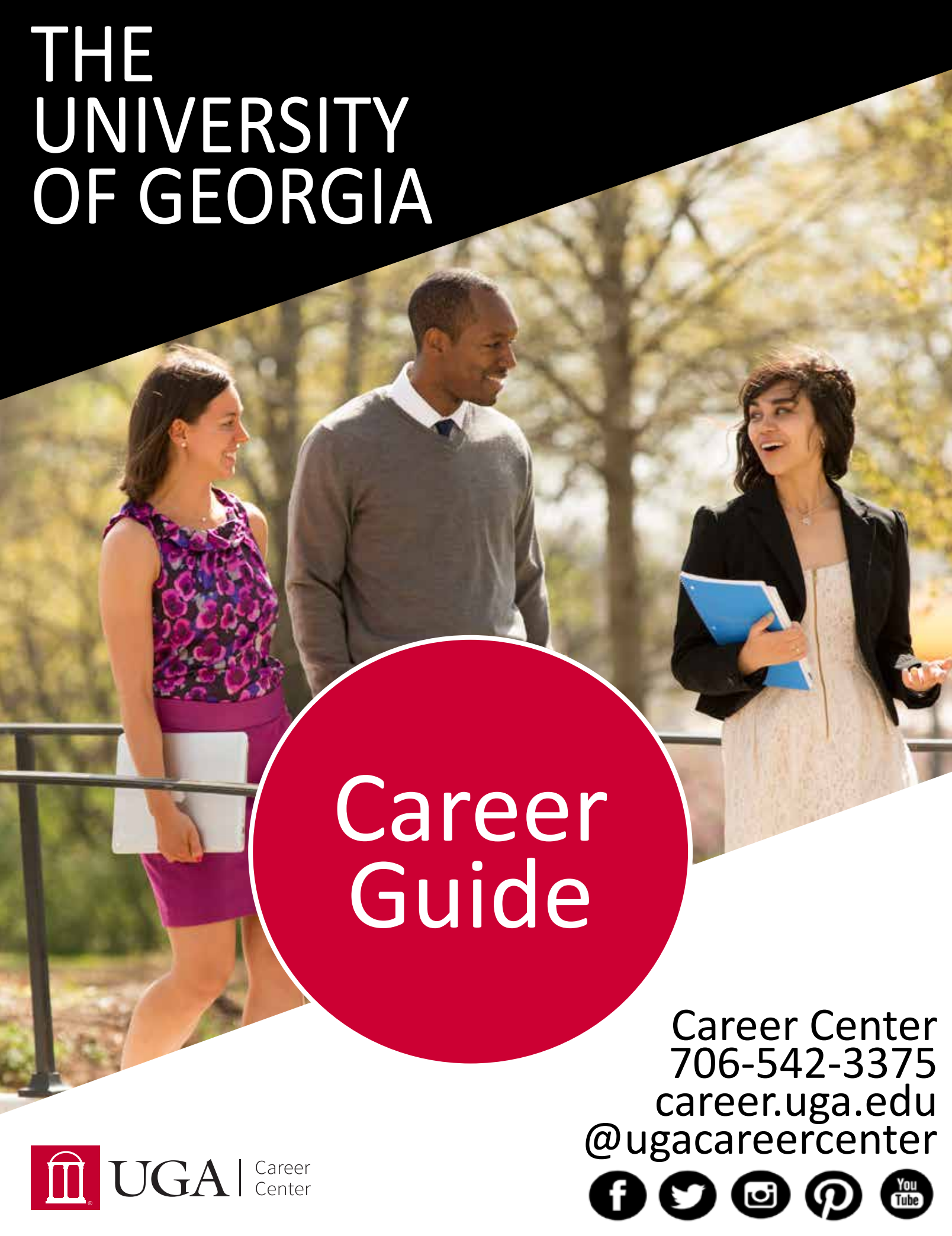


THE UNIVERSITY OF GEORGIA



Career Guide

Career Center
706-542-3375
career.uga.edu
@ugacareercenter



UGA | Career Center





In 4 years, I can make 6 figures and take my career in any number of directions

\$80,000 to start is a great incentive. Add to that the entrepreneurial nature of the job and the countless ways to personalize my career moving forward. It's easy to see why becoming a District Manager at ALDI was my number one career choice.

Find out more at aldiuscareers.com

Welcome to more

TABLE OF CONTENTS

INTRODUCTION

How We Can Help	4
Career Consultants	5



GET FOCUSED

Four-Year Career Plan	7
Choosing a Major	8
Majors Myth-Busting	9



GET EXPERIENCED

Types of Experience	10
Job Search Strategies	11
Top 5 Places to Search	12
Employer Research	13
Career Fair Prep	14
Career Fair Pitch	15
Federal Jobs	17



GET CONNECTED

Networking	18
LinkedIn Networking	19
Informational Interviews	21



GET NOTICED

Marketing Your Part-Time Work	22
Marketing Your Other Experience	23
Action Verbs	24
Resume Breakdown	26
Resume Examples	28
Cover Letter Writing	32
Cover Letter Template and Example	33
Tailored Search Materials	34
Correspondence Examples	36



GET HIRED

On-Campus and On-Site Interviews	39
Phone and Online Interviews	40
Interview Tips	41
Sample Questions	42
Salary and Negotiation	43
Dress for Success	44



GET ACCEPTED

Graduate School Search	46
Applying to Graduate School	47
Personal Statement Example	48
CV Examples	49
Life After UGA	50

HOW WE CAN HELP

The Career Center provides a wide variety of services to UGA students and alumni, including:

- Resume & Cover Letter Writing
- Major & Career Exploration
- Professional Etiquette & Networking
- Employer Communication & Research
- Salary Negotiation
- Graduate School Exploration
- Interview Prep
- Job & Internship Searching
- Career Fair Prep
- Social Media & LinkedIn

INDIVIDUAL CAREER COUNSELING – Career Consultants are available to meet individually with students at any point during their time here at UGA. To schedule an appointment, call 706-542-3375.

WALK-IN HOURS – Have a quick question? Stop by the Career Center Computer Lab between 12:00-2:00, Monday-Friday, to meet with a Career Consultant for 10 minutes. No appointment necessary.

SATELLITE HOURS – Check our website to find out when your Career Consultant will be holding satellite hours near you. Drop in during those times to ask quick questions, no appointment necessary.

MOCK INTERVIEWS – Have an interview coming up? Schedule a practice interview with your Consultant to make sure you are ready to face the employers.

CAREER ASSESSMENTS – Learn how your personality, interests, values, and skills can help you choose a major and career.

DAWGLINK – This is your online job and internship board. Begin here when looking for internships and jobs that are for UGA students and alumni only (part-time, full-time, on- and off-campus).

INTERN FOR A DAY – Need experience? Check out the Career Center’s job shadowing program.

ECHD 2050 & 3050 – Consider enrolling in Academic and Career Planning (2050) or Career and Life Planning (3050) for more in-depth help with your career development.

ONLINE CAREER RESOURCES – Under the “resources” tab at career.uga.edu, check out the “Career Guides” tab and “Online Resources” tab for additional information.

CAREER READY PROFESSIONALISM CERTIFICATE – This program includes a series of workshops designed to help you prepare for professional life after graduation. Students who complete the program will receive a printed certificate, padfolio, and access to a resume book. For more information about requirements, visit our website.

To access a full list of services, visit career.uga.edu.

CAREER CONSULTANTS



MICHELLE CARTER mncarter@uga.edu
Terry College of Business: Accounting, International Bus.
College of Pharmacy

KALI DEWALD..... kdewald@uga.edu
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MEGAN FLORA meflora@uga.edu
Terry College of Business:
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AZELL FRANCIS
Terry College of Business:
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Franklin College of Arts and Sciences:
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College of Agricultural and Environmental Sciences
College of Engineering

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Franklin College of Arts and Sciences:
All Humanities, Foreign Languages, Pre-Law
School of Public and International Affairs

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Undecided/Undeclared Students
Franklin College of Arts and Sciences:
All Fine and Performing Arts
Odum School of Ecology

BRITTANY WILLIAMSbrittany.williams26@uga.edu
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All Social Sciences, Cognitive Science

VACANT
College of Education

VACANT
Undecided/Undeclared Students
College of Environment and Design
Warnell School of Forestry and Natural Resources

EMPLOYMENT MANAGER

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Intern For A Day Program
Part-Time Jobs

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ALUMNI CAREER SERVICES

BETHANY BAGLEY MILLS..... bjbagley@uga.edu
Director, Alumni Career Services
Serves all alumni who graduated 2+ years ago

Get Your Career Rolling!

Looking for an internship? Ready to start your future career? Get your career rolling today with Kauffman Tire.



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Whether it is in retail, wholesale, commercial, e-commerce or at our support center level, individuals with high energy, great work ethic and a people-oriented mind-set are sure to enjoy rewarding career development and growth within our company.



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Management/Sales
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FOUR-YEAR CAREER PLAN

1 FIRST YEAR

DECLARE A MAJOR & EXPLORE CAREERS

- ❑ Visit career.uga.edu and complete career assessments to help determine interests, values and personality type
- ❑ Read “What can I do with a major in...” online handouts
- ❑ Use the UGA Bulletin to read course descriptions, access syllabi and learn more about majors

GET INVOLVED

- ❑ Join a student organization
- ❑ Participate in residence hall activities
- ❑ Volunteer on- or off-campus
- ❑ Attend Career Center programs and workshops
- ❑ Ask about research opportunities with professors

GET EXPERIENCE

- ❑ Utilize DAWGlink for on- and off-campus part-time jobs and internships
- ❑ Shadow professionals through the Intern for a Day program
- ❑ Attend career fairs
- ❑ Create a resume and cover letter to show a Career Consultant

2 SECOND YEAR

DECLARE A MAJOR & EXPLORE CAREERS

- ❑ Work with academic advisor on the process of declaring a major
- ❑ Speak with people in potential career choice areas to learn about options
- ❑ Shadow professionals in chosen field of interest through the Intern for a Day program

STAY INVOLVED

- ❑ Join a professional organization related to your major
- ❑ Interact with guest speakers and college personnel
- ❑ Maintain membership in clubs, organizations, and intramurals
- ❑ Become a leader in a student group

GET EXPERIENCE

- ❑ Update resume and get it critiqued
- ❑ Consider doing a study abroad program
- ❑ Utilize DAWGlink and apply for positions relevant to your major
- ❑ Ask family, friends, professors, and Career Consultants about internship or part-time job leads

3 THIRD YEAR

RESEARCH GRAD SCHOOLS

- ❑ Talk to professors and Career Consultants
- ❑ Search gradschools.com or petersons.com to find programs and professors doing interesting work
- ❑ Study for entrance exams and take practice tests
- ❑ Look at class profiles for info on currently admitted class

CONNECT WITH EMPLOYERS

- ❑ Review company websites and literature
- ❑ Read magazines and journals to become familiar with trends and areas of opportunity
- ❑ Access company info through Career Insider powered by The Vault on our website
- ❑ Attend career fairs and company information sessions on campus
- ❑ Follow employers’ social media accounts

INCREASE INVOLVEMENT & EXPERIENCE

- ❑ Complete an internship or secure a career-related part-time job
- ❑ Try to gain leadership roles related to major or career of choice
- ❑ Interact with guest speakers and club advisors
- ❑ Join local chapters of national organizations related to your chosen field

4 FOURTH YEAR

COMPLETE GRADUATE SCHOOL PREPARATION

- ❑ Take entrance exams
- ❑ Ask for letters of recommendation; be mindful of deadlines
- ❑ Request academic transcripts be sent to graduate programs
- ❑ Have admission essays reviewed by the Writing Center and a Career Consultant

DEVELOP A JOB SEARCH STRATEGY

- ❑ Take ECHD 3050: Career & Life Planning
- ❑ Participate in career fairs related to work in areas of interest
- ❑ Take advantage of on-campus interviewing
- ❑ Create LinkedIn profile to expand professional network
- ❑ Complete the Career Center’s Career Outcomes Survey to tell us what you are doing after graduation

LEVERAGE YOUR INVOLVEMENT & EXPERIENCE

- ❑ Conduct mock interview and resume critique with Career Consultant
- ❑ Seek positive references from professors and supervisors from internship and part-time positions
- ❑ Give references a copy of your resume
- ❑ Maintain relationships with those who are references
- ❑ Request recommendations on LinkedIn

GET FOCUSED: CHOOSING A MAJOR



KNOW YOUR OPTIONS

Fill out the Majors Checklist and view the “What can I do with a major in...?” handouts, both found at www.career.uga.edu under the "Majors and Careers" tab. Find ideas for job titles and companies where you may like to work.

USE THE BULLETIN

Visit bulletin.uga.edu. Review course descriptions, required courses, and course syllabi for majors you are interested in. Do the classes sound interesting and exciting to you?

BROWSE DEPARTMENT WEBSITES AND BUILDINGS

Gather more in-depth information on majors by reading departmental news and events. Do they excite you? Read instructors’ backgrounds. Would you want to learn from them? In addition, take a tour of the building(s) where your classes would be. What is the culture like?

CONDUCT CAREER RESEARCH

Utilize the following resources to learn more about careers related to majors you are interested in:

O*Net Online | onetonline.org

Occupational Outlook Handbook | www.bls.gov/oco

Career Insider | <http://bit.ly/1lsdEGp>

Candid Career | www.candidcareer.com

COMPLETE CAREER ASSESSMENTS

Complete career assessments to evaluate your personality, interests, values and skills to identify majors and careers that match.

Type Focus | typefocus.com | site password: uga4400

Focus 2 | <http://bit.ly/1jfWFJ5> | access code: dawg34

Strong Interest Inventory (\$30) | online.cpp-db.com | call Career Center for access code

Georgia Career Information System | www.gcic.peachnet.edu | username: ugacpp | password: gcis889

MEET WITH YOUR CAREER CONSULTANT

Meet with your Career Consultant for an interpretation of your career assessments and counseling.

MYTH-BUSTING WITH YOUR CAREER CONSULTANTS



MYTH 1 Everyone has declared a major by their sophomore year of college.
Brittany Kinard: This commonly held belief was simply false for me. This myth is usually centered on the number of hours required before you must choose a major. I changed my major 5 times! I met with my advisors many times to work out transference of credits, but I did graduate in 4 years. The moral of my story is, don't be afraid to use your first two years to explore! Learn about yourself. Take classes for the sake of learning. Finally, if a major feels wrong to you, don't be afraid to explore options and meet regularly with Career Consultants and Advisors who can help you.

MYTH 2 Choosing a major is the biggest decision you will make.

Katelyn Kivett: Choosing your major really isn't all that different from other decisions! What you have to ask is: *What do I want to spend my time learning about for the next 2-3 years?* When I started college, I wanted to be a news anchor, but when I took my first communications class, I didn't enjoy the material or my professor, and I didn't feel quite comfortable around my classmates. Rather than stay in that major, I spent time on self-exploration, and taking classes that interested me. I ended up majoring in Psychology, which has brought me into a career counseling career that I love!



MYTH 3 Your major is the most important thing that employers look for.

Whitney Prescott: I majored in Business Administration, yet in my current role, a counseling degree is often preferred. I gained career services-related experience as a graduate assistant and was able to showcase my relevant and transferable skills on my resume and cover letter. Don't be afraid to apply to jobs that might not traditionally hire your major! Many employers are open to a variety of majors and tend to be more interested in your transferable skills, leadership experience, and ability to be trained to do a job. Every major at UGA can lead to a fulfilling and successful career.



MYTH 4 You need to decide your major right away to be successful.

Suzanne Voigt: I arrived at college a sophomore due to credits from high school. My academic advisor told me I should choose a major right away so I wouldn't lose time earning credit. I planned to use my first year to explore my interests, so I did that through the help of my college's Career Center. Though I didn't end up in a field that directly matched my major, each provided a strong foundation for my overall skill set and love of learning. Consider areas of study that will enhance your skill sets and will provide a solid foundation for your life. Study something you'll enjoy studying—your life will be fuller for it in the long run!



MYTH 5 Your major will lead directly to a career or specific industry.

Kate Templeton: Sometimes this happens, and sometimes it doesn't. If you're majoring in something specific, you may hold a job that matches your major perfectly. I was a Middle Grades Education major, and then taught middle school—but here I am in the Career Center. During my time as a teacher, and through various jobs and volunteer positions, I realized my passion lay in working with college students. I then found my way to grad school at age 29. Did my major lead me here? Kind of; it was more about choices I made and people I met that led me to my dream job. Your major is what you study, while your career is defined by many experiences and events that lead you places you may never have thought of.



CAREER CENTER TIP

Major and GPA are only two small lines on your resume. Fill the rest of the page with experience you're gaining outside the classroom.

CURO - CENTER FOR UNDERGRADUATE RESEARCH OPPORTUNITIES

Work
alongside faculty
mentors to conduct
research projects in a
variety of disciplines:
<https://curo.uga.edu>

INTERN FOR A DAY

Participate in this job shadowing program where you are paired with a company, and spend one to five days shadowing a professional. To apply, visit career.uga.edu. Under the job search tab select *internships*, then *intern for a day*.

DAWG LINK

Find part-time and full-time jobs as well as internships that are for UGA students and alumni only. To search and apply, visit <http://career.uga.edu> and login with your myID and password.



TYPES OF EXPERIENCE

When you think about gaining resume-worthy experience, think outside the realm of full-time jobs and internships only. While these are great opportunities, there are many other ways to gain experience that will help build your resume and catch the eye of an employer. Explore some of the following:

CENTER FOR STUDENT ORGANIZATIONS - CSO: Consider joining a campus group and stepping up as a leader: <https://uga.collegiatelink.net>

STUDY ABROAD: Connect with the Office of International Education to learn more about study abroad opportunities that relate to your major and career interests: <http://goabroad.uga.edu>

OFFICE OF SERVICE LEARNING - OSL: Get involved with projects that serve the local, state, national, and international communities: <http://servicelearning.uga.edu/index>

CAPSTONE COURSES, CLASS PROJECTS, AND THESES: Explore these opportunities to gain research and writing skills that you can then promote on your resume.

JOB SEARCH STRATEGIES

CAREER FAIRS

Use this great opportunity to meet a large number of companies in one place and learn about several career opportunities. Look at the list of participating employers and make a note of who you would like to talk to. Prepare a brief introduction of yourself, bring resumes and wear a suit. See pages 14-15 for more tips.

Only UGA students and alumni have access to this list of part-time, full-time and internship opportunities. Create a “saved search” to set up emails that will send you a notification when new positions are uploaded to the system. Keep your profile up-to-date and apply to several positions.

DAWGLINK

ON-CAMPUS RECRUITING

Conduct interviews with employers on campus in the Career Center interview wing. Sign up to participate using DAWGlink. Attend other on-campus events such as information sessions, employer panels, student group meetings, etc.

This can give you an edge over the competition and is one of the top ways to find a job. Join LinkedIn to keep track of your network. Reach out to your network around holidays and school breaks to keep in touch.

IN-PERSON NETWORKING

SOCIAL NETWORKING

This makes networking easier and many companies use social sites for hiring purposes. Follow company/organizations’ accounts - it may give you insight into their culture, industry trends, services and information. Interact with their posts, but do so appropriately. See our Social Media Guide on career.uga.edu for tips on effectively using social media as a job search tool.

This will help you create a more specific list of organizations or positions to pursue, and can help you better prepare your resume, cover letter, etc. Remember not to narrow your search too much! *Geographic Job Searches*: use Career Search or ReferenceUSA to identify opportunities based on location. *Position Type*: identify common job titles using our “what can I do with a major in...” handouts. *Values*: google and read news publications that publish lists of top organizations affiliated with your values: green, philanthropic, LGBTQ, etc.

TARGETED SEARCH

PROFESSIONAL GROUPS

You can connect with individuals interested in similar career paths who can provide good career advice. Be aware that you may need to pay a fee to join professional organizations and access certain career opportunities. Look for a “Careers” or “Jobs” tab on their websites to find job opportunities. Attend professional conferences and meetings to develop your network.

These are a good way to learn about job opportunities and in-demand career areas. Competition is likely higher if just anyone is able to apply through the site. Try to search on more specific sites to lessen your competition. See our job board list on page 12 for more targeted sites.

BROAD JOB BOARDS

CAREER CENTER TIP

Although these are the top 5 job boards students typically use in their search, there are others you should consider as well.

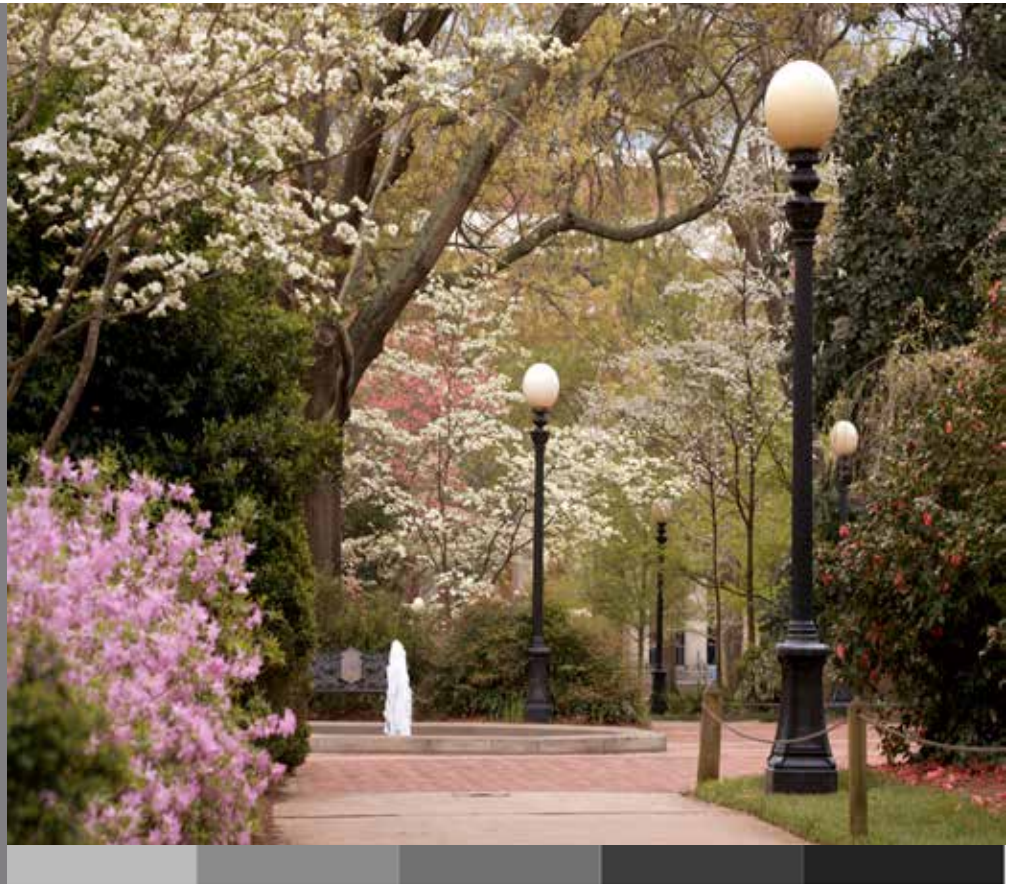
GEOGRAPHIC SEARCH

This search involves finding job boards related to your career interests in a specific location. For example: atlantajobs.com or the Athens Chamber of Commerce website.

SOCIAL MEDIA can also be a great place to find job opportunities. Employers use sites like LinkedIn, Twitter, and Facebook to post positions and increase awareness of openings.

If you are conducting an **INDUSTRY-SPECIFIC SEARCH**, find sites that are tailored to your career focus. For example, www.actuary.com

Check out the **WHAT CAN I DO WITH A MAJOR IN...?** handout for your major at career.uga.edu, under the majors and careers tab for specific job boards.



TOP 5 JOB BOARDS

Top 5 Most Widely Used Job Boards for UGA Students Conducting a Job or Internship Search

- 1. DAWGLINK** Job board designed for UGA students and alumni only. Employers post full-time and part-time jobs, on-campus and off-campus opportunities, and internships. Visit career.uga.edu to log in with your MyID and password.
- 2. INDEED** This large, nation-wide job board will have a variety of opportunities for students seeking a position in a variety of industries and locations. Visit indeed.com.
- 3. USA JOBS** Did you know that for every private sector job in the U.S. there is a government position as well? To find federal positions, visit usajobs.gov.
- 4. INTERNSHIPS.COM** This site is designed to bring you internship opportunities across the US and abroad. You can narrow your search by paid/unpaid and full/part-time opportunities. www.internships.com.
- 5. IDEALIST** Working in the non-profit industry does not mean you forgo a pay check. In fact, there are many great opportunities within the non-profit sector. To find some in your interest area, visit idealist.org.

EMPLOYER RESEARCH

WHAT TO LOOK FOR

- What is the company's mission statement?
- Where is it located?
- Are there multiple locations/offices?
- Which location do you prefer?
- What good or service does the company provide?
- Are there any new products soon to be released?
- How old is the company?
- What is the company's organizational structure?
- Are there any associated parent companies or subsidiaries?
- Who is the CEO/President?
- Who are the chief officers?
- How many people work for the company?
- How has the company recently appeared in the news?
- Does the company have a main philanthropy?
- Who is the company's main competitor?
- What are some major trends in the industry?
- What forms of advertising are used by the company?
- How do they describe themselves?
- Where do they recruit?
- Where does this position fit into the organization?
- What do they want the person in this position to contribute?
- How do you fit their profile?
- Do you have real-life examples to demonstrate that fit?
- How can you help them achieve their goals?
- What are the key things they want?
- What are the key things you bring?
- How can you contribute to their efforts?

WHERE TO LOOK

The Internet: Company websites, search engines, industry websites (Hoover's, Dunn & Bradstreet's Million Dollar Directory, Standard & Poor's Corporation Records, etc.)

The Employer: Current employees, company literature, brochures, websites, LinkedIn, on-campus information sessions, Glassdoor.com

UGA Library: Electronic Journals via Galileo (Factiva, Lexis-Nexis and Reference USA)
Ask a resource librarian for assistance

UGA Career Center: The Vault, Career Search

Outside Publications: Fortune, Forbes, The Wall Street Journal, Business Week

PUT IT INTO PRACTICE IN AN INTERVIEW

"Based on the research I've done, this company is an industry leader. When I visited your website, I found _____ to be very impressive. Due to my background in _____, _____, and _____, I feel that I would be a great fit for your company."

PUT IT INTO PRACTICE WHILE NETWORKING

"Hi _____. I recently met one of your colleagues at the UGA Career Fair. She expressed that you were seeking candidates with a strong technical background in Java. Through my programming class at UGA, I have learned to _____ which will contribute to your work on _____. Can you tell me more about other projects your division is working on?"

CAREER FAIR PREP

Career fairs are an easy way for students and alumni to meet recruiters, network for internships and jobs, and gather company information. Below are 5 steps to help you prepare to make sure you leave a great first impression.

STEP 1: RESUME

- Create your resume and make sure it's updated
- Schedule an appointment with your Career Consultant or visit walk-in hours to have your resume critiqued
- Bring 10+ printed copies to the fair to give to employers

STEP 2: APPEARANCE

- Dress in business professional attire (see pages 44-45 for examples)
- Be conservative with cologne, perfume, and cosmetics
- Be mindful of piercings and tattoos
- Carry a portfolio with your materials
- Turn off your cell phone
- Do not chew gum

STEP 3: HOMEWORK

- Review the list of employers attending the fair at career.uga.edu
- Identify your top 3-5 employers and research those companies. See the Employer Research section on p. 13 for more information
- Preview job descriptions on DAWGlink
- Develop pertinent questions to ask employers. See sample questions in the column to the right

STEP 4: APPROACH

- Prepare and practice your pitch
- Review the map of employers to plan your route
- Be patient when waiting to speak to employers
- Show enthusiasm
- Be confident and network independently

STEP 5: CLOSING

- Collect business cards from employers
- Determine follow-up and know your next step
- Send a thank you email within 24 hours

CAREER CENTER TIP

Students should begin attending career fairs during their first year at UGA.

For a complete list of all upcoming fairs, visit www.career.uga.edu

APPROPRIATE QUESTIONS

- What are the characteristics of an ideal candidate?
- What are the hiring projections and trends?
- What are the staffing needs of your location preferences?
- What are the travel requirements?

INAPPROPRIATE QUESTIONS

- What jobs are you offering?
- What is the salary for this position?
- What benefits do you offer?
- What can I do with a major in...?



CAREER FAIR PITCH

PITCH 1

"Good afternoon [Mr./Ms. Last Name]. I read on your company website that you are a leader in the tech industry, and I am looking to start my career with a strong organization like yours. In my spare time, I enjoy making mobile apps and I maintain my student organization's website. This experience and my MIS degree have given me basic technical skills, but I would like to expand them further through a tech internship. I see you hire software development interns. Could you tell me more about it?"



The 3 most important things students should know about a company before a career fair: product and history, job details, and clients/customers.

- UGA Career Fair Employer Evaluations

PITCH 2

"Hello, I am _____ and will graduate in May 2016 with a bachelors degree in Psychology. I read that your company was looking to hire ambitious students into your trainee program and wanted to speak with you more in depth about it. I have been heavily involved on campus and served in several leadership roles through my sorority, and feel that my internship working in customer service has equipped me with the skill set needed to be successful with your company. Can you tell me more about the program?"



PITCH 3

"Hi, I'm _____, a senior majoring in Public Relations and I am seeking a full-time position in the industry. For the past two years, I have been a member of UGA PRSSA's Creative Consultants agency, where I gained experience in media relations, event-planning and creating social content. Through these experiences and other leadership roles, I have gained an understanding of what it takes to be successful in the industry. Using social media effectively as a business is crucial and I am interested in learning more about your social media coordinator role."



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Email: dcsem@uga.edu

Phone: (706) 542-3450



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FEDERAL CAREERS

WHY WORK FOR UNCLE SAM?

In our federal government, there are jobs for every type of person with every type of background.

THE GOVERNMENT WANTS TO HIRE STUDENTS AND RECENT GRADUATES.

Initiatives like the Pathways Program include the Internship Program, Recent Graduates Program, and Presidential Management Fellows (PMF).

GREAT BENEFITS AND COMPETITIVE PAY.

Average government salaries are competitive with the private and non-profit sectors. Pay can also increase fairly quickly for top candidates with strong education and experience. Federal benefits, including health insurance, retirement and vacation, are extremely competitive with, if not superior to other sectors.

INTERESTING AND CHALLENGING

WORK. In today's civil service, government workers are leading and innovating on issues such as developing vaccines for deadly diseases, fighting sexual and racial discrimination, keeping our massive systems of transportation safe, and navigating the diplomatic waters overseas.

HOW DO I GET STARTED?

DO SOME RESEARCH AND IDENTIFY POSITIONS YOU ARE QUALIFIED FOR.

gogovernment.org has a variety of resources, step-by-step instructions on starting your job search, and testimonials from federal employees. **usajobs.gov/StudentsAndGrads** provides a list of "Federal Jobs by College Major." Use this to identify positions that specifically target your major.

PREPARE A FEDERAL RESUME. These include different content and formatting than a traditional resume. See our examples on **uga.optimalresume.com**.

CHECK CURRENT OPENINGS. Visit **usajobs.gov** for the U.S. Government's official listing of job opportunities. Keep in mind that some agencies prefer to post jobs on their own website (e.g. CIA, NSA).

TAILOR YOUR RESUME. Understand the job description and identify keywords. Determine the skills necessary for the position and incorporate the keywords from the description into your resume.

IS A FEDERAL CAREER A GOOD FIT FOR YOU?

- Do you want to have a significant impact on people's lives?
- Do you care deeply about good governance?
- Are you a "change agent" - optimistic, skillful with a can-do attitude that is complimented by a sense of realism and practicality, recognizing that government changes come in small measures?

If you answered yes to these questions, this may be a career path that would interest you! For more pros and cons for this career path, please visit gogovernment.org.

CAREER CENTER TIP

Your Career Consultant is here to help review your federal application materials.

NETWORKING

You may have heard the term networking and thought it is only for those who are well-connected. This isn't true! Networking does not require that you know lots of people—it only requires that you want to know more people than you do now. Though it may seem intimidating, all you need is preparation, time, and a lot of effort.

GETTING STARTED

KNOW YOURSELF. To facilitate this self-assessment, consider your skills, interests, personality, and values. Take a few minutes to reflect on these areas or schedule an appointment with your Career Consultant for more advice.

DETERMINE YOUR PURPOSE. If you are in the early stages and exploring majors or career directions, your purpose is to gather info about jobs and careers of interest to you. If you are in the later stages and looking for full-time employment, your purpose is to obtain advice on how to conduct your job search and get job leads.

DEVELOP A LIST OF POTENTIAL CONTACTS. Be creative! This list can include classmates, parents and family members, parents of classmates or roommates, professors and other advisors, as well as current and former employers. Initiate new contacts through guest speakers, career fair representatives, members of professional organizations, and web-based networks.

PRACTICE INTRODUCTIONS. The elevator pitch, an abbreviated introduction of yourself, can be used in a situation where you don't have much time to talk. It is also a good lead-in for telephone conversations with contacts. The elevator pitch consists of an introduction of yourself by name and university, your major, and the purpose of your networking. See page 15 for inspiration.

WAYS TO NETWORK

FACE-TO-FACE

- Ultimately, you want to end up networking face-to-face
- Talk to people you know well and let them know your purpose for networking
- These initial contacts will lead to meetings with secondary contacts
- Have a list of questions to facilitate the conversation

TELEPHONE CALLS

- Always clearly identify yourself, the reason you are calling, and give the name of who referred you, if applicable
- Suggest a follow-up conversation by phone, face-to-face, or by email

EMAIL

- Use this if you are familiar with the contact and know their organization's culture is email friendly
- Do not send a message that is overly casual
- Do not start an email with "hey." Instead, use "Dear Mr./Mrs. [last name]"
- Include a signature with your name, major, and contact information

CAREER CENTER TIP

Send Thank You Notes. Preserve the staying-power of your network! Don't limit your thank you letters to those contacts with whom you met face-to-face. Instead, acknowledge the assistance of everyone who was instrumental in your network. Your consideration will reinforce the positive impressions made during your contact, and present you as organized and attentive to details.

HOW LINKEDIN WORKS

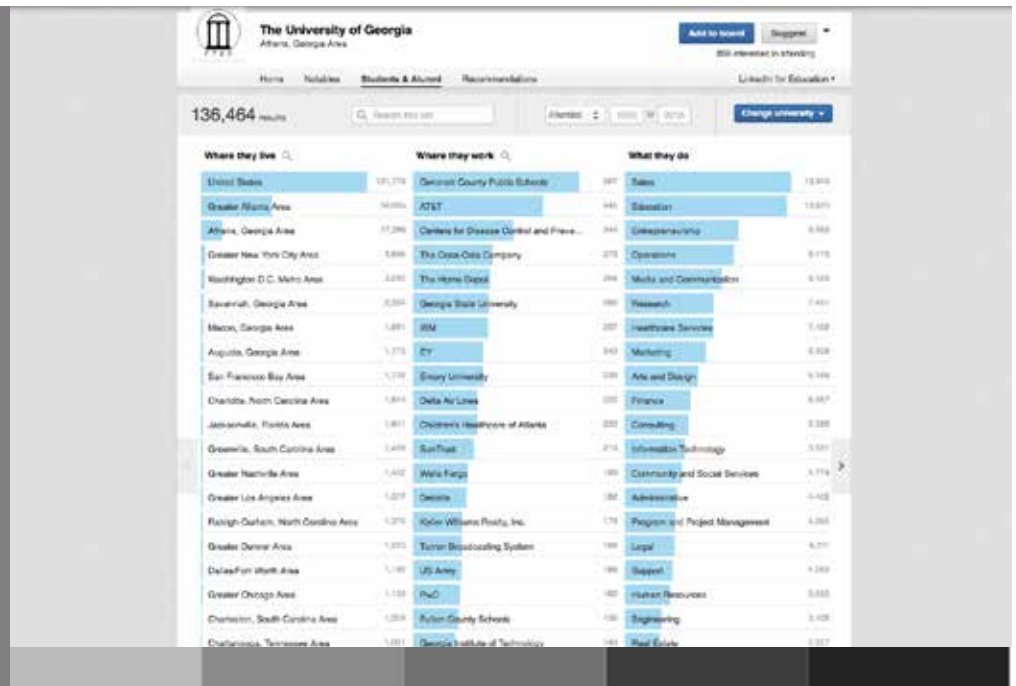
The more connections you have, the more you will be able to leverage LinkedIn to support your career goals.

LinkedIn works on the “6 Degrees of Separation” concept, except there are only three degrees on LinkedIn: 1st, 2nd, and 3rd level connections.

The more connections you have, the larger your network of potential resources.

This is particularly important because you can typically only message or view the profiles of individuals who are 1st level or 2nd level connections.

See our **SOCIAL MEDIA GUIDE** on our website for a profile checklist, details on using these features, more job search functions, and sample networking messages.



LINKEDIN NETWORKING

With over 360 million users worldwide, LinkedIn is one of the fastest-growing and most effective platforms for professional networking and job searching online. Designed to help you increase your visibility and build a professional brand, LinkedIn also offers resources that can help you cultivate a network, research career paths, present samples of your past work and projects, apply for jobs and learn more about specific companies. Features to look out for are:

FIND ALUMNI TOOL Featured above, you can quickly click on the graph to filter alumni of your university by location, company, industry, and more.

GROUPS Joining groups is another quick way to build your network on LinkedIn. If you participate in group conversations and contribute valuable input, you can enhance your professional brand.

JOB SEARCH TOOLS There are many ways LinkedIn can support your efforts. For one, LinkedIn has a job board specifically geared toward students and recent graduates.

PEOPLE SEARCH To begin exploring potential connections, use this function. The “Advanced People Search” function is particularly helpful for locating professionals with specific qualifications.



Launch Your International Career

Live, learn and work overseas as a Peace Corps Volunteer.
Choose from openings in 64 countries around the world.

Contact campus recruiter Aaron Joslin
1324 S. Lumpkin St., Room 113B
706.542.7623 | peacecorpsuga@gmail.com

peacecorps.gov

INFORMATIONAL INTERVIEWS

An informational interview is an opportunity to spend time with someone who is a professional in a career field of interest to you. It can help you build your network, tap into the hidden job market, and learn about a specific company. You must be prepared to ensure that you show respect for the time and energy put forth by the professional.

PREPARATION

- Identify a professional to contact in a career field of interest to you
- Research the professional and his/her organization/industry
- Contact the professional via phone or in writing, if done in advance
- Prepare for the informational interview

SAMPLE QUESTIONS TO ASK

1. How did you get started in this field?
2. What was your educational background?
3. What are your major responsibilities?
4. What is the most/least rewarding aspect of your job?
5. Would you choose this career again?
6. What is a typical day like?
7. What is the most common career path?
8. What obligations does your work put on you outside of the actual job?
9. What are some lifestyle considerations for this career field?
10. What are some common entry-level positions in the field of _____?
11. What kind of salary range and benefits could an entry-level position expect to receive?
12. What kind of individual (skills/personality) would be best-suited for these entry-level positions?
13. What are the most important factors used when hiring?
14. What is the future outlook for this career?
15. What is the best educational preparation for a career in this field?
16. Which classes and experience would be most helpful to obtain while still in college?
17. How high is turnover? How does one move within the organization?
18. How do people find out about open positions in this field?
19. What are areas for potential growth/decline?
20. How do you see jobs changing in the future?
21. Which professional journals/organizations would be most helpful in evaluating the field?
22. Who else do you recommend I talk with, and may I have permission to use your name?
23. Can you recommend other types of organizations I might investigate or contact?

SAMPLE SCRIPT

“Hello, my name is _____. I was given your name/found your name by _____. I am a (class year) at UGA and am interested in arranging an informational interview. I am interested in learning more about the field of/your position as _____. Is this a good time for me to set up a meeting with you or someone on your staff? (If not), when would be a good time for me to call you back? I would like to meet with you for about a half hour at your convenience. Would you be available to speak to me (during the week of _____)?”

CAREER CENTER TIP

When scheduling an informational interview, plan for the interview to take 30 minutes or less.

MARKETING YOUR PART-TIME WORK

Below are common jobs UGA students have during college and strong bullet points to describe them. Note that the descriptions focus on skills gained and less on tasks or responsibilities. Be sure to highlight transferable skills based on the job to which you are applying.

CHILDCARE PROVIDER

- Ensured the safety, health and welfare of #__ children ages #__ to #__
- Organized safe, fun and educational age-appropriate activities for children
- Provided transportation to and from school and activities
- Assisted children with homework and school-related projects

BARTENDER

- Checked identification of customers to verify age requirements for purchase of alcohol
- Attended to bar patrons while simultaneously communicating with servers to fill bar and restaurant drink orders
- Served as bartender for private parties and functions
- Trained new bartenders and servers on computerized cash register ordering system

CLERK/CASHIER

- Completed tasks in a fast-paced energized environment
- Handled a daily revenue average of \$ __
- Communicated extensively with customers
- Effectively utilized company-specific point-of-sale system
- Handled returns and purchases with cash, credit cards and gift cards
- Reconciled cash drawer at the end of each shift

LIFEGUARD

- Maintained safety for an average of ____ swimmers daily
- Certified to perform emergency techniques for the safety of guest swimmers
- Participated on a team with six staff members
- Taught swim lessons to individuals and groups of children ages #__ to #__
- Certified in Red Cross CPR

TUTOR

- Tutored undergraduate students in __, __, __, and __, (list specific subject areas)
- Monitored student progress and provided feedback
- Utilized simple and straightforward language to convey complex concepts
- Developed detailed examples and tutorial exercises to increase student understanding and retention of material

RESTAURANT SERVER

- Enhanced ability to multitask within a fast-paced environment
- Managed guest relation issues such as complaints, recommendations, and accommodation requests
- Handled a daily revenue averaging \$__
- Greeted customers upon arrival and seated them for dining
- Recommended nightly specials to customers to enhance sales
- Maintained approximately #__ hours per week while enrolled as a full-time student

LAWN CARE SERVICE PROVIDER/EMPLOYEE

- Manicured customers' landscaping/lawns and tailored service to please individual customers' expectations
- Promoted additional lawn care services to obtain new customers
- Maintained lawns for #__ clients per week
- Managed weekly schedules for up to #__ people

RETAIL SALES ASSOCIATE

- Maintained store upkeep and organization
- Engaged customers with friendly service and helpful attitude
- Increased product knowledge and sales experience by working in different areas of the store
- Ensured floor displays were properly assembled according to organization charts
- Trained new employees on procedures and store policies
- Organized shelves and merchandise to maintain a welcoming environment
- Created visual merchandising display

VOLUNTEER

- (If you had a significant role as a volunteer, you could include this under your work experience)
- Provided __+ hours of service to elderly residents (include who the organization serves)
- Designed program brochure to be distributed to residents in the community
- Trained new volunteers in proper care of animals

STUDENT WORKER/INTERN/PART-TIME WORKER

Try not to use this as your job title. Instead, consider something more descriptive like Office Assistant or Accounting Intern. (See other sample job titles, resume breakdown examples, and full resume examples).

MARKETING YOUR OTHER EXPERIENCE

Below are other common types of experience that you may have, and that employers like to see on your resume. Note that much like part-time work, the descriptions also focus on skills gained and less on specific tasks or responsibilities.

CLASS PROJECT

- Collaborated with 3 peers to develop a marketing campaign for a hypothetical company
- Contributed to the research and writing of a 15-page paper to accompany the pitch
- Presented the finished project to a class of 100+, including 3 professors
- Successfully completed the project and earned the top level of "A"

INTERN FOR A DAY

- Selected to shadow an insurance services professional for 2 days
- Conducted 4 informational interviews with various staff members to gain valuable insight into the insurance industry
- Accompanied a broker on a site visit and observed daily protocol, professional etiquette, and client-company confidentiality
- Attended a weekly staff meeting to learn about current projects involving the expansion of the division

RESEARCH ASSISTANT

- Conducted research for 3 months with the goal of _____
- Regulated control elements for ___ by taking daily measurements of ____
- Recorded results utilizing Excel spreadsheets
- Presented analysis and results at a regional conference
- Facilitated additional experimentation to verify initial findings

FOOD SERVICES

- Effectively performed multiple tasks within a fast-paced environment
- Quickly served meals for up to ___ customers each night
- Supervised ___ student workers and provided constructive feedback when necessary
- Focused on proper safety procedures for preparation and storage of food

INVENTORY ASSOCIATE

- Collaborated with a team of 7 to ensure shelves were fully stocked at all times in order to maintain the professional appearance of the store
- Demonstrated a wide range of product knowledge by assisting customers in merchandise selection
- Operated a fork lift to transport goods
- Reconciled delivery invoices with products received

STUDY ABROAD

- Earned 6 academic credit hours by completing 2 cultural linguistics courses
- Developed a global perspective on international issues through daily class discussions with local students
- Improved written and verbal communication skills by conducting oral presentations and writing research reports in Spanish
- Traveled independently to France and Italy to become fully immersed in European culture

ARCH READY PROFESSIONALISM CERTIFICATE

- Attended 5 workshops during 1 semester with topics including interview preparation, LinkedIn, and business etiquette
- Learned to effectively communicate with employers by participating in networking panels
- Completed an online assessment to provide helpful feedback to the Career Center regarding the programming series

STUDENT ORGANIZATION

- Assisted in recruitment for one of UGA's top 5 academic fraternities
- Planned and facilitated weekly meetings of 85 members
- Co-managed a \$30,000 yearly budget and appropriately allocated funds for philanthropic engagements and professional development
- Ensured all members completed 15+ community service hours each semester
- Upheld all members to UGA academic standards and honor code requirements
- Raised \$250 in 2 months as a committee member for UGA Miracle by creating an email donation campaign

OFFICE ASSISTANT

- Accurately entered patient information by utilizing Excel spreadsheets
- Exhibited excellent communication skills by managing multiple phone lines and promptly greeting customers in a cheerful manner
- Maintained an organized office by filing and sorting documents in a timely manner
- Scheduled individual appointments with office personnel

ACTION VERBS

The categories below represent skills and qualities employers often say they want job seekers to demonstrate on a resume. Use these action verbs to describe your experiences. Remember to add in numbers, dollars and percentages when possible.

COMMUNICATION

Address	Confront	Document	Incorporate	Meet	Promote	Respond
Advertise	Consult	Draft	Influence	Moderate	Publicize	Solicit
Arbitrate	Contact	Edit	Inform	Motivate	Publish	Specify
Arrange	Convey	Educate	Interact	Negotiate	Question	Speak
Ascertain	Convince	Elicit	Interpret	Network	Reconcile	Stipulate
Author	Correspond	Enlist	Interview	Observe	Recruit	Suggest
Brief	Define	Explain	Involve	Outline	Refer	Summarize
Collaborate	Describe	Express	Lecture	Participate	Reinforce	Synthesize
Communicate	Develop	Follow-up	Market	Persuade	Report	Translate
Compose	Direct	Formulate	Mediate	Present	Resolve	Write

CREATIVE

Act	Conceptualize	Display	Fashion	Integrate	Photograph	Remodel
Adapt	Conduct	Draft	Forge	Introduce	Pilot	Renovate
Advertise	Create	Dramatize	Formulate	Invent	Pioneer	Replace
Begin	Customize	Draw	Found	Market	Plan	Revise
Broaden	Demonstrate	Entertain	Illustrate	Model	Present	Revitalize
Combine	Design	Establish	Imagine	Modernize	Produce	Shape
Compose	Develop	Execute	Improvise	Modify	Recommend	Sketch
Conceive	Direct	Exhibit	Initiate	Originate	Redesign	Spearhead
Condense	Discover	Explore	Institute	Perform	Rehearse	Transform

FINANCIAL

Account for	Appraise	Compute	Develop	Market	Prepare	Reconcile
Adjust	Audit	Conserve	Estimate	Measure	Procure	Reduce
Administer	Balance	Control	Finance	Monitor	Project	Research
Allocate	Budget	Correct	Forecast	Net	Purchase	Retrieve
Analyze	Calculate	Determine	Manage	Plan	Qualify	Transfer

HELPING

Adapt	Assess	Counsel	Enlist	Guide	Protect	Represent
Advise	Assist	Deliver	Ensure	Handle	Prevent	Resolve
Advocate	Clarify	Demonstrate	Evaluate	Moderate	Provide	Serve
Aid	Coach	Diagnose	Expedite	Observe	Reconcile	Simplify
Answer	Collaborate	Educate	Facilitate	Orient	Rectify	Supply
Anticipate	Contribute	Enable	Familiarize	Predict	Refer	Support
Arrange	Cooperate	Encourage	Foster	Prescribe	Rehabilitate	Volunteer

LEADERSHIP/MANAGEMENT

Accomplish	Conceptualize	Develop	Execute	Lead	Perfect	Replace
Administer	Conduct	Devote	Formulate	Leverage	Preserve	Review
Account for	Consolidate	Direct	Generate	Manage	Preside	Revitalize
Adjust	Consult	Dispatch	Handle	Maintain	Prioritize	Reward
Analyze	Contact	Dispense	Head	Merge	Produce	Save
Appoint	Contract	Eliminate	Hire	Motivate	Propose	Set goals
Approve	Coordinate	Employ	Implement	Orchestrate	Protect	Schedule
Assign	Decide	Emphasize	Improve	Order	Realize	Streamline
Assume	Decrease	Enforce	Incorporate	Organize	Recommend	Strengthen
Attain	Delegate	Enhance	Increase	Overhaul	Recruit	Supervise
Chair	Design	Establish	Initiate	Oversee	Regulate	Terminate
Choose	Determine	Evaluate	Institute	Plan	Reorganize	Unify

ACTION VERBS

ORGANIZATIONAL

Approve	Conserve	Extract	Log	Process	Review	Streamline
Arrange	Consolidate	Generate	Maintain	Purchase	Revise	Substitute
Categorize	Correct	Identify	Monitor	Record	Schedule	Standardize
Classify	Diagram	Implement	Obtain	Reshape	Screen	Systematize
Code	Distribute	Incorporate	Operate	Reorganize	Set up	Tabulate
Collaborate	Enlist	Inspect	Organize	Respond	Shape	Target
Collect	Execute	Integrate	Prepare	Retrieve	Specialize	Update
Compile	Expedite	Join	Prioritize	Revamp	Specify	Validate

PROBLEM-SOLVING/ANALYTICAL

Accumulate	Chart	Diagnose	Evaluate	Identify	Reduce	Revive
Acquire	Clarify	Design	Examine	Interpret	Remedy	Solve
Address	Collaborate	Detect	Extract	Interview	Research	Study
Analyze	Collect	Determine	Formulate	Investigate	Revamp	Summarize
Brainstorm	Compare	Discover	Gather	Modify	Review	Survey
Calculate	Conduct	Disprove	Hypothesize	Organize	Revitalized	Troubleshoot

RESULTS

Achieve	Award	Eliminate	Fortify	Map	Reduce	Succeed
Accelerate	Complete	Enlarge	Improve	Maximize	Re-establish	Transform
Accomplish	Compound	Establish	Increase	Measure	Resolve	Trim
Add	Contribute	Exceed	Initiate	Minimize	Selected as	Triple
Advance	Decrease	Excel	Introduce	Obtain	Solicit	Validate
Attain	Demonstrate	Expand	Launch	Pioneer	Stabilize	Widen
Augment	Double	Extend	Lower costs	Prove	Standardize	Won

TEACHING

Accept	Clarify	Designate	Explore	Inform	Organize	Simplify
Adapt	Coach	Develop	Facilitate	Initiate	Persuade	Solicit
Advise	Command	Direct	Focus	Inquire	Ponder	Speculate
Analyze	Communicate	Discipline	Generate	Instill	Postulate	State
Apply	Compliment	Educate	Guide	Instruct	Praise	Stimulate
Appraise	Conduct	Elaborate	Head	Interact	Provoke	Structure
Appreciate	Consider	Elicit	Hypothesize	Integrate	Question	Synthesize
Assess	Cooperate	Emphasize	Identify	Investigate	Reinforce	Systematize
Assign	Coordinate	Enable	Implement	Listen	Rephrase	Teach
Attend	Correct	Encourage	Incorporate	Model	Research	Thank
Categorize	Critique	Evaluate	Indicate	Modify	Reward	Theorize
Challenge	Define	Excite	Individualize	Motivate	Set Goals	Train
Choose	Demonstrate	Explain	Infer	Observe	Set Standards	Tutor

TECHNICAL/RESEARCH

Activate	Compute	Create	Display	Integrate	Reconfigure	Service
Adapt	Configure	Define	Experiment	Investigate	Rehabilitate	Solve
Apply	Conserve	Deliver	Exhibit	Maintain	Remodel	Streamline
Appraise	Consolidate	Design	Fabricate	Navigate	Repair	Supply
Assemble	Construct	Detect	Formulate	Operate	Rectify	Survey
Begin	Contrive	Determine	Fortify	Overhaul	Regulate	Train
Build	Convert	Develop	Implement	Participate	Resolve	Troubleshoot
Calculate	Coordinate	Devise	Install	Program	Screen	Upgrade

RESUME BREAKDOWN

HEADING

1. Include full name, mailing address, phone number and email
2. Name should be most prominent item on page (bold and at least one font size bigger than the content)
3. Use an appropriate email address (school or personal) and never one from a current position
4. Optional: Include links to LinkedIn, professional portfolio or website

Whitney Hughes

234 Chase Lane
Athens, GA 30602
453-789-2314
whughes@aol.com
www.linkedin.com/in/whughes

Brittany Johns

235 College Station Apt. 12 • Athens, GA 30605 • 706-777-7776 • BritJ@uga.edu

James Roman

45 Milledge Avenue • Athens, GA 30606 • 404-665-2345 • JayRoman@gmail.com

OBJECTIVE STATEMENT

1. Objective statements are optional
2. Job or industry-specific
3. Outline skills you can bring to the role

Objective: To obtain the sales associate position at Macy's in order to utilize my strong communication skills and customer-centered perspective.

OBJECTIVE

Seeking a full-time position in the nonprofit sector focusing on human services to further develop my previous experience working with individuals and families in crisis.

EDUCATION

1. Your educational history should be in reverse chronological order
2. List your degree title (check Bulletin for accuracy), school name, city and state or country, and graduation month and year
3. Include GPA if 3.0 or higher. Be sure to include the GPA scale (3.0/4.0). You can use cumulative, overall or major GPA. Be sure to label each GPA appropriately
4. Optional: Study Abroad, Achievements (e.g. scholarship, Dean's List), Certifications

EDUCATION

The University of Georgia, Honors Program
Bachelor of Science in Family and Consumer Science
Major GPA: 3.84/4.00

Athens, GA
May 2016

The University of Georgia, Study Abroad
Health, Culture and Sustainable Development

Queensland, Australia
Summer 2013

EDUCATION

The University of Georgia
Bachelor of Business Administration in Marketing, Spanish Minor
Major GPA: 3.87/4.00; Overall GPA: 3.65/4.00
HOPE Scholarship Recipient, Presidential Scholar, Dean's List
Cumulative GPA: 3.40/4.00

Athens, GA
May 2016

Georgia State University
Core Curriculum

Atlanta, GA
August 2011 - May 2012

RESUME BREAKDOWN

EXPERIENCE

1. List in reverse chronological order
2. Include job title, company or organization name, city and state or country, and month and year of employment
3. Be aware of verb tenses. For current positions, use present tense. For previous positions, use past tense
4. Use strong action verbs (see list on pages 24-25)
5. Use job posting as a guide to develop section titles and content language

CUSTOMER SERVICE EXPERIENCE	WORK EXPERIENCE
<p>The University of Georgia Athens, GA <i>Orientation Leader</i> May 2013-August 2013</p> <ul style="list-style-type: none">• Communicated resources, history and directional information to hundreds of incoming students and families• Personally responsible for leading a group of 20 students at every orientation session; 2 per week for 12 weeks• Chosen to represent the university due to my strong communication skills and dedication to customer service• Answered difficult questions from parents and students while maintaining professional demeanor and composure• Effectively handled conflicts and crises when needed	<p>Chick-fil-A, Athens, GA <i>Cashier/Server</i>, February 2013-present</p> <ul style="list-style-type: none">• Greeted patrons with warm and welcoming demeanor, with regards to company mission and policy• Served an average of 30 customers per day, ensuring their overall satisfaction• Worked with a team of 5 other cashiers and servers to maintain the front counter, dining room, kitchen and drive-thru areas• Personally responsible for balancing a drawer of \$300+ per day• Recognized as Employee of the Month three times for commitment to excellence and positive attitude

HONORS AND AWARDS

1. Reverse chronological order
2. Include organization name; job title and dates are optional, but do add more weight; if only a member, simply list the organization
3. Note any leadership roles you held
4. Add content of your contribution when able. Include strong action verbs and quantities. Limit section to college only

HONORS AND AWARDS
<ul style="list-style-type: none">• Broadcast Education Associate (BEA) January 2014-present• Attended BEA Festival in Las Vegas, NV July 2014<ul style="list-style-type: none">- Won \$1000 top prize for Best of Festival in "To Instruct" category- King Foundation Award Winner• HOPE Scholarship Recipient

CAMPUS AND COMMUNITY INVOLVEMENT

1. List name of organization or award (can include scholarships received)
2. Include only college honors and awards (no high school), unless they are at a state or national level
3. Note percentages and dollar amounts to add weight to award
4. Describe criteria to win the award/scholarship (optional, if you have room)

CAMPUS AND COMMUNITY INVOLVEMENT
<p>Red & Black Newspaper, Assistant News Editor August 2012-Present</p> <p>ESOL Service Learning, Spanish Tutor August 2013-Present</p> <p>UGA Miracle, Secretary (previously Public Relations Chair) August 2012-Present</p> <p>Habitat for Humanity, Mission Rebuild Team Member Summer 2013</p>

RESUME EXAMPLE

First Year Student

firststudent@uga.edu • 770-555-1234

Current Address
228 Baldwin Street
Athens, GA 30601

Permanent Address
123 Miller Street
Covington, GA 30015

OBJECTIVE

To obtain an internship with PepsiCo in order to demonstrate my strong communication skills and educational background related to consumer product research

EDUCATION

The University of Georgia
Bachelor of Science in Family and Consumer Sciences
Major: *Consumer Economics*
Minor: *Food Science*

Athens, GA
May 2019

Maple High School

Honors High School Diploma, GPA: 4.57/5.00

Covington, GA
May 2015

Computer Skills: Microsoft Access and Publisher; Prezi

Language Skills: Intermediate knowledge of written and conversational Spanish

WORK EXPERIENCE

Dining Room Attendant, UGA Food Services, Athens, GA

- Maintain a clean and safe environment for campus dining hall serving 1000+ patrons daily
- Provide excellent customer service by interacting with students and staff to ensure a quality dining experience
- Completed the Student Manager Training Program within the first month of work

August 2015 – Present

Cashier, CVS Pharmacy, Covington, GA

- Entrusted with the responsibility of processing financial transactions totaling \$1000+ nightly
- Issue receipts, refunds, credits, and change due to customers
- Maintain a thorough knowledge of store merchandise in order to advise customers on purchases and sale items
- Compile monthly balance sheets with total dollar amounts and numbers of transactions

June 2013 – Present (Seasonal)

CAMPUS & COMMUNITY INVOLVEMENT

Rower, UGA Men's Club Rowing Team, Athens, GA

- Selected as 1 of 15 members after completing 20-hour intensive training period
- Dedicate 15 hours per week to training and practice while balancing 15 academic hours
- Compete in regional and national competitions against club and varsity programs
- Received 3rd place medal at annual Head of the South regatta in Augusta, GA

August 2015 – Present

Member, UGA Banking & Finance Society, Athens, GA

- Contribute articles and updates to campus-wide newsletter
- Attend monthly networking events with employers and participate in company site visits

August 2015 – Present

Eagle Scout, Boy Scouts of America, Covington, GA

- Highest rank attainable in the Boy Scouts program
- Earned 21 merit badges, completed 300 hours of service, and developed and implemented 2 leadership community projects in the Covington area

January 2009 – June 2014

Volunteer, Habitat for Humanity, Quito, Ecuador

- Participated in 6-week service project working with underprivileged children in the Quito community
- Assisted with the planning and construction of 9 homes for young families
- Transitioned into the local culture and developed strong Spanish language skills

Summer 2013

RESUME EXAMPLE

Abraham Baldwin

228 Baldwin Street, Athens, GA 30601 • 770-555-1234 • abebaldwin@uga.edu • www.abebaldwin.com

EDUCATION

The University of Georgia, Athens, GA

Bachelor of Arts in Journalism, Major: Advertising

Minor: French, Certificate: New Media

Cumulative GPA: 3.4/4.0

August 2015

RELEVANT COURSEWORK

Advanced Graphic Communications, Media Planning, Editing and Production, Law of Mass Communication, Marketing Strategies and Decision Making, New Media Analytics, New Media Technologies, Public Relations Communications, and Web Programming

MULTIMEDIA EXPERIENCE

Web Designer/Graphic Artist, Information Security Center, Athens, GA

August 2013 – Present

- Design and maintain 3 corporate websites for nonprofit organization
- Manipulate web pages and graphics using JavaScript in an office environment
- Maintain organized documentation to ensure that web pages are dynamic and readily updatable for future employees
- Provide advice to clients regarding graphic design and layout issues
- Instructed 25 peers on website organization and use of Dreamweaver to edit HTML

Assistant Editor/Writer, Red and Black, Athens, GA

August 2013 – Present

- Earned repeated commendations for excellence in writing; promoted to Assistant Editor within first 6 months
- Write 2-3 articles weekly on a variety of topics such as Sports, Music, and Food & Dining
- Report on local events, secure sources, double-check facts and meet strict deadlines
- Pitched unique and engaging story ideas to Editor-in-Chief for publication

May 2012 – August 2012

Production Assistant Intern, Global Digital Media Production, Atlanta, GA

- Assisted in the editing and post-production of video and media projects using Final Cut Pro
- Organized travel schedules, meetings, and routes for 10 production team members
- Prepared and distributed briefing notes and scripts for production team daily
- Learned how to be adaptable and responsive to change in a fast-paced environment

PROJECT EXPERIENCE

New Media Analytics Course, Dawgy Dawg Social Media Campaign Project, Athens, GA

May 2013 – August 2013

- Created a uniquely targeted social media plan to be executed primarily through Facebook and Twitter
- Increased brand awareness by 300 likes on Facebook and 100 followers on Twitter within 2 months of campaign
- Evaluated Google Analytics, expanding marketing strategy to include Pinterest; increased website traffic by 32%.
- Designed promotional material using InDesign and Illustrator software

ADDITIONAL EXPERIENCE

Pool Manager, Atlantic Pool Service, Atlanta, GA

May 2012 – August 2012

- Developed strong leadership abilities by managing 400-member swimming facility
- Maintained organized records for 35 employees utilizing PeopleSoft Database System
- Effectively communicated with Board of Directors to ensure that members' needs were consistently met
- Collected entrance fees totaling up to \$500 per day

COMPUTER SKILLS

- **Software:** Macromedia Flash, Dreamweaver, Fireworks, Adobe InDesign, Photoshop, ImageReady, Illustrator, Premiere, After Effects; Microsoft Office Suite (including Access); Apple Final Cut Pro, Quicktime Pro; Digidesign Pro Tools
- **Analytics:** Google Analytics and Hootsuite
- **Operating Systems:** Mac OS 9, X; Windows 95-XP; Dos; Linux
- **Programming Languages:** HTML, SQL, CSS; ActionScript; JavaScript; Director; Lingoo; VBA

RESUME EXAMPLE

EMILY HUNTER

emilyh@uga.edu
(706) 555-4564

Present Address:
550 Athens Road, Apartment 1
Athens, GA 30602

Permanent Address:
505 Tate Drive
Naples, FL 34101

EDUCATION

The University of Georgia
Bachelor of Business Administration in Marketing - Spanish minor
Major GPA: 3.87/4.00; Overall GPA: 3.65/4.00
HOPE Scholarship Recipient, Presidential Scholar, Dean's List

Athens, GA
May 2015

Georgia State University
Core Curriculum

Atlanta, GA
August 2011 - May 2012

RELEVANT WORK EXPERIENCE

Marketing Intern
Georgia Department of Labor

Atlanta, GA
Summer 2014

- Screened over 40 applicants per day for appropriate job qualifications
- Retrieved unemployment claims, collected confidential customer information, and conducted daily log entries

Chairman of Advertising/Public Relations

American Red Cross, Fundraising Committee

- Coordinated and supervised a 6-member committee and maximized committee potential by delegating to members' strengths
- Provided personal outreach to various media outlets which led to first-time coverage from 4 outlets
- Wrote press releases and secured media publicity through radio, paper, and internet sources

Extern

Altria, UGA Intern for a Day Program

Athens, GA
March 2013

- Attended company-wide sales pitch brainstorming session
- Shadowed 6 customer product calls, all of which resulted in successful sales to clients
- Conducted informational interviews with the CEO and Vice President of Sales and Marketing

CUSTOMER SERVICE EXPERIENCE

Server

Olive Garden

Athens, GA
August 2013 - Present

- Provide excellent customer service to 50+ patrons per shift in a fast-paced, time-intense environment
- Demonstrate keen attention to detail by managing financial transactions totaling up to \$2000
- Train 14 new employees on business operations and offer constructive feedback
- Successfully and consistently upsell desserts, appetizers, and special promotions; won upselling contest 4 times

Assistant Store Manager

The Body Shop

Athens, GA
August 2012 - December 2012

- Exceeded \$2500 weekly sales quota by 10% and targeted customer behavior to increase sales
- Handled amounts exceeding \$5000 daily while maintaining accurate balances and deposits
- Regularly assigned and supervised duties of 6 employees
- Conducted opening and closing procedures such as product inventory, store cleaning, and accessing multiple security systems
- Exemplified reliability and punctuality by completing all assigned tasks in a timely manner

CAMPUS & COMMUNITY INVOLVEMENT

ESOL Service Learning, *Spanish Tutor*, Support elementary Hispanic students

August 2013 - Present

Habitat for Humanity, *Thrift Store Volunteer*, Price merchandise

August 2012 - Present

Infusion Magazine, *Assistant to Financial Director*

August 2013 - August 2014

Partners for a Prosperous Athens, *Transportation Committee Member*

SKILLS

Language Skills: Conversational Spanish, skilled in written Spanish

Computer Skills: Proficient in Bloomberg terminal, Microsoft Office Suite, Basic knowledge of Microsoft Access

RESUME EXAMPLE

William A. Parker

345 Lane Street, Roswell, GA 30075
William_Parker@uga.edu • (706) 123-4567

SUMMARY OF QUALIFICATIONS

- Project management and consulting experience primarily focused upon nonprofit projects, requiring quick turnarounds and extensive troubleshooting
- Proven skills in planning, strategy development, and knowledge of customer and client business processes
- Possess excellent team-building and management skills with demonstrated success, offering critical resources to organizations
- Recognized by peers and professors for creating high-performance teams

EDUCATION

The University of Georgia, Franklin College of Arts & Sciences

Bachelor of Science in Computer Science
Thesis: Computerized Enrollment and Student Information Systems
Athens, GA
May 2015
December 2014

- Major GPA: 3.64/4.00
- Financed 70% of college expenses through summer jobs and HOPE Scholarship

COMPUTER SKILLS

Programming Languages: Visual Basic, SQL, C, C++, Java

Operating Systems: Windows NT/2000/XP/Vista, Linux, Unix

Databases: SQL Server, MS Access, Oracle

Internet: ASP, VB Script, JavaScript, HTML, XML, Dreamweaver, ASP.NET, Java Server, Perl

Software: JCL, SQL, DB2, MS Visio, MS Excel, MS FrontPage, MS Word

RELATED EXPERIENCE

Financial Network Services, Pty Ltd.

Unix Administrator Assistant

Sydney, Australia
Summer 2014

- Operated Unix Hp/Ux 11 in the transferring of files between development and testing regions
- Led team of 4 to configure notebooks and install multilingual software for 6 overseas consultants
- Created user accounts and set permissions and passwords with UNIX - SCCO
- Performed hardware maintenance, technical support, and software research to meet high customer demand

PROJECT EXPERIENCE

Athens Area Humane Society

Web Programming Class

Athens, GA
January 2013 - June 2013

- Served as a project team leader and developed a database to track the adoption of animals
- Designed website that allowed viewing of specific animals for adoption
- Used Visual Basic to establish a new user interface
- Incorporated Java, HTML, and Flash interactive website; *website link: www.aahumane.gov*

ADDITIONAL EXPERIENCE

Pi Kappa Alpha Fraternity, Alpha Mu Chapter

Risk Manager

Athens, GA
September 2013 - Present

- Regulate and ensure the compliance of campus and chapter safety rules and regulations for 85 members
- Handle regulation violations and distribute appropriate sanctions
- Coordinate 2 educational programs per semester to proactively avoid possible risks

Treasurer
September 2012 - May 2013

- Managed comprehensive budget of \$55,000+ and allocated funds as needed
- Accurately completed all transactions and purchases to ensure proper account balances

Self-Employed Lawn Service

Lawn Maintenance

Roswell, GA
Seasonal, Summers 2010 - 2013

- Established and retained customer base of 75 homes in local neighborhoods
- Gained experience establishing a small business, including marketing, sales, and financial components

HONORS & INVOLVEMENT

- Dean's List (3 semesters), Presidential Scholar (2 semesters)
- Society for Management Information Systems (August 2013 - Present); Intramural soccer (Spring 2013)

T. WALTER REED

twreed@uga.edu • 10 Dawg Rd., Apt. 15, Athens, GA 30602 • (706) 555-1234 • www.linkedin.com/in/twreed

EDUCATION

The University of Georgia, Honors Program
Bachelor of Arts in Political Science, School of Public & International Affairs
Bachelor of Arts in Spanish, Franklin College of Arts & Sciences
 GPA: 3.73/4.00

Athens, GA
 December 2013

Certificate in Personal and Organizational Leadership

Participant in highly selective, individualized 2-year leadership development program including academic courses, personal assessments, externships, team building, and community service

Study Abroad: Oxford University, Oxford, England

Earned 6 credit hours while experiencing European culture

Summer 2012

INTERNSHIP EXPERIENCE**Benton, Getchell & Grayson, LLC; Law Intern, Macon, GA**

- Employed with workers' compensation and general liability law firm representing employers and insurers
- Draft motions and briefs for numerous cases and participate in depositions, mediations, and trial preparation
- Maintain updated correspondence with clients, opposing counsel, and physicians regarding case information

August 2012 - Present

The Population Institute; Intern, Washington, D.C.

- Conceptualized, created, and negotiated student scholarship program that serves 15 students per year
- Managed relations for World Population Day Symposium with international press, NGOs, and government employees
- Successfully wrote 4 grant proposals and worked to improve the effectiveness of direct mailing fundraising
- Advocated with Congress and NGOs for issue awareness in legislative decisions

June 2011 - August 2011

LEADERSHIP EXPERIENCE**UGA Department of University Housing; Resident Assistant, Athens, GA**

- Design, implement, and evaluate educational programs for up to 100 participants, including an Effective Leadership workshop series
- Extensively utilize communication and counseling skills to supervise 65 men in a residence hall setting
- Quickly respond to various crises in a building of 800 residents
- Explain, interpret, and enforce university housing policies such as substance infractions and noise complaints
- Compile an annual facility inventory and year-end report to present to the Housing Executive Board

August 2010 - Present

YMCA Camp Harbor; Leadership Counselors Program, Head Counselor, Gainesville, GA

- Selected by supervisor to interview, hire, and train 36 counselors
- Developed an innovative leadership training curriculum for new staff onboarding
- Taught leadership lessons to groups of 5-15 campers, ages 7-10
- Managed cabin of 11 campers 24 hours per day, 5 days per week
- Designed detailed and comprehensive camp schedule for all children and staff
- Maintained order in daily activities involving 300+ campers

May 2009 - July 2009

OTHER WORK EXPERIENCE**UGA Honors Program; Student Assistant, Athens, GA**

September 2011 - Present
 August 2010 - May 2011
 May 2010 - August 2010

Russell Hall; Desk Assistant, Athens, GA**Dillard's; Sales Associate, Alpharetta, GA****HONORS & AWARDS**

HOPE Scholarship Recipient (Fall 2009 - Present)
 Governor's Scholarship (Fall 2009 - Spring 2010)

Dean's List (5 semesters)
 UGA Rotary Top 12 Award Winner (Spring 2009)

Taylor Athlete

taylorathlete@gmail.com
 100 Baldwin Street, Athens, GA 30601
 706.111.2345

OBJECTIVE

To obtain the Human Resources Internship position at EvoShield in Athens, GA

EDUCATION

The University of Georgia – Athens, GA

Bachelor of Science in Communication Studies

Minor: Spanish

Overall GPA: 3.6/4.0; Major GPA: 3.5/4.0

HOPE Scholarship

Dean's List – spring 2013 & fall 2014

May 2016

RELEVANT COURSEWORK

- Advanced Public Speaking
- Cultural Diversity in Communication
- Business & Professional Communication
- Speech Composition
- Persuasion
- Organizational Communication

LEADERSHIP EXPERIENCE

Alps Road Elementary School – Athens, GA

Student Mentor/Tutor

- Provided academic support to two 4th grade students on a weekly basis for 1-hour each week
- Tutored students in Spanish language skills

August 2015 – May 2016

The University of Georgia – Athens, GA

Basketball Camp Counselor (2-weeks during summers)

August 2013 – May 2015

- Organized, planned, and oversaw the daily basketball camp activities for campers in grades 6th-12th
- Taught campers the fundamentals of basketball including rules, positions, techniques, and form
- Coordinated efforts with the entire camp staff to develop the awards ceremony for the campers and parents at the end of the week

Athens-Clarke County Parks and Recreation – Athens, GA

Basketball Camp Coach (3-weeks during summers)

- Instructed 50-60 campers in grades 1st-6th on proper basketball techniques
- Collaborated with 8 other coaches in a team-related environment
- Participated in weekly team meetings with other camp staff

August 2010 – May 2011

INTERCOLLEGIATE ATHLETIC EXPERIENCE

Division 1 Women's Basketball Team, The University of Georgia – Athens, GA

Starting Forward

August 2012 – May 2016

- Received full athletic scholarship to The University of Georgia
- Devoted an average of 20 hours per week to practices, training, team meetings, travel, and games
- Participated in two National Collegiate Athletic Association (NCAA) basketball tournaments
- Won Most Valuable Player Award for 2014-2015 basketball season

SKILLS

- Languages: Fluent in Spanish and English
- Microsoft Office: Word, PowerPoint, Excel

RESUME EXAMPLE

David Slater, E.I.T.

100 Main Street • Athens, GA 30605 • 555-555-5555 • sample@uga.edu • issuu.com/dslater/sample

SUMMARY OF QUALIFICATIONS

- Experienced in designing solutions for environmental problems that require integration of environmental and human health constraints compatible with economic growth, sustainable development and ethical standards
- Proficient with a variety of modeling and drafting software including AutoCAD and ALGOR
- Efficient at utilizing project management and teamwork skills to further accelerate the overarching goals of the company

EDUCATION

The University of Georgia - Athens, GA

Bachelor of Science in Environmental Engineering
Cumulative GPA: 3.75/4.00
Engineer in Training (E.I.T.) 2014, State of Georgia
Passed Fundamentals of Engineering Exam, 2013

December 2014

RELEVANT PROJECT

Group Project, Environmental Engineering Design Methodology

- Integral member of a 5 person team tasked with developing an action plan for addressing societal, environmental, regulatory, and economic constraints related to a local wastewater project in Athens, GA
- Researched client needs and developed a solution based layout to best suit functionality requirements
- Served as project leader, organizing team meetings, tracking progress and provide a forum for discussion

Spring 2014

RELEVANT EXPERIENCE

ABC Pollution Control

Environmental Engineering Intern-Miami, FL

- Assisted with inspection of sites and performed detailed monitoring of industrial pollution control measures based on the state and local regulations
- Served on a committee dedicated to designing and implementing a new waste water treatment system
- Collaborated with team of 3 engineers to provide onsite environmental investigation of projects

June 2014-August 2014

Golob & Legion Engineers

Intern - Athens, GA

- Researched building code items, materials and similar building plans for two large commercial projects in Atlanta
- Assisted engineering and design team in decision making process for ADA compliance
- Worked on a team focused on research and identification of suitable locations to install groundwater dams

May 2013 – August 2013

MEMBERSHIPS AND ASSOCIATIONS

The National Association of Environmental Professionals, Member

The Society of Environmental Engineers, UGA - Athens, GA

- Attend weekly meetings which focus on strengthening engineering skill sets and further developing as a professional

January 2013 – Present

August 2011-Present

CAMPUS INVOLVEMENT

UGA Tennis Team - Athens, GA

Co-Captain

- Serve as leader, instrumental in team motivation, encouragement and success

August 2011 – Present

Sigma Pi Kappa, UGA - Athens, GA

- International Honor Society

December 2010 – December 2013

TECHNICAL PROFICIENCIES

Microsoft Office Suite: Word, Excel, and PowerPoint

Modeling programs: ALGOR, eQUEST, and EnergyPro (LEED project with a VRF system)

Drafting software: AutoCAD, AutoCAD LT

RESUME EXAMPLE

Rebecca O'Hare

255 30th Street Athens, GA 30605
rohare@uga.edu (222) 548-9999

EDUCATION

Bachelor of Arts in English, Franklin College of Arts & Sciences
The University of Georgia, Athens, GA, GPA 3.73/4.00

May 2016

INTERNSHIP EXPERIENCE

GeorgiaNOW Athens, GA

Reader/Associate Editor

August 2013-Present

- Reviewed 430 poetry submissions online with a team of readers and recommended the highest quality creative works for the 100th publication of *GeorgiaNOW*
- Foster collaboration with other managing editors on magazine's theme, mission and design, using Adobe InDesign and Microsoft Publisher to review monthly
- Created marketing for current and forthcoming issues on social media platforms, including Instagram, Twitter and Facebook, increasing online readership by over 15% in one year

Carter Entertainment Athens, GA

Event Planner

May 2013 – December 2013

- Established and oversaw 25 online marketing promotions, advertising, and sponsorships on company webpage
- Interviewed promotional employees and evaluated operating system, sales plans, schedules, and activity plans

City of Madison Parks and Recreation Madison, GA

Design Intern

June 2012 – August 2012

- Redesigned and updated brochure and pamphlet information for six parks
- Organized, edited and designed layout and content for print and website
- Structured and oversaw the design and editing team for publication's activity guide

LEADERSHIP EXPERIENCE

Brown Road Day Camp Madison, GA

Head Counselor and Supervisor

Summers 2012, 2013

- Implemented and evaluated schedules, programs, and job positions for over 150 campers and 15 counselors
- Planned and devised lessons and activities for 30 teenagers that enforced responsibility and dependability
- Coordinated end-of-summer awards ceremony and attended by over 100 teenagers and parents

UGA Rowing Team Athens, GA

Coxswain and Coach

August 2012 – May 2013

- Commanded, coached, and oversaw two boats of eight rowers
- Provided motivation, support and tactical assistance during practice and regatta races
- Dedicated over 25 hours each week to conducting and overseeing training, practice, planning and team building

HONORS & AWARDS

Dean's List

August 2013 - Present

Creative Writing English Award

- Poetry Chapbook earned first place in an Advanced Poetry class of 35

Outstanding Student Award

- Awarded exceptional work, effort and communication, by English Literature professor, in a class of 105

April 2013

December 2012

COMPUTER SKILLS

- Mastery of Microsoft Office programs (Word, Excel, PowerPoint) and Adobe InDesign

- Ability to work with several operating systems, including Windows and Mac OS X

COVER LETTERS: STEP-BY-STEP

1. **SENDER ADDRESS:** Begin with your current address. You do not need to include your name in this heading.
2. **DATE:** This should be the date that you are writing the letter.
3. **EMPLOYER ADDRESS:** Do not assume that a person uses the title “Mrs.” Always include the person’s title. If you don’t have the address, look it up on the company’s website.
4. **GREETING:** Refer to the reader by his/her last name, not the full name unless you are unsure of the contact’s gender. Use a colon after the greeting, not a comma.
5. **OPENING: WHY AM I WRITING?**
 - Identify the position and the company.
 - Indicate specifically how you learned about the position.
 - Why you are interested in this job.
 - Introduce basic information about yourself that explains why you would be the best candidate for the position.
 - If you are not writing about a specific position, include as much of the above information as possible
6. **MIDDLE: WHO AM I, AND WHY SHOULD YOU HIRE ME?:**
 - Relate your skills, experiences, and qualities that would benefit you in the position.
 - Synthesize your experiences and skills. Do NOT simply rehash your resume.
 - Highlight one or two of your strongest qualifications AND explain how they relate to the needs of the employer.
 - Explain why you are interested in the employer and the positiong
7. **CONCLUSION: WHAT IS MY NEXT STEP?:**
 - Refer the reader to your enclosed resume (and other documents).
 - Reiterate your strong interest in the position/organization.
 - Specify how you intend to follow up.
8. **CLOSING AND SIGNATURE:** Close with the word “Sincerely.” Hand-write your signature when you send a hard copy of a letter. Press enter twice and type your name below.
9. **ENCLOSURES:** Indicate what other documents may accompany the cover letter, such as the resume or an application.

See the following page for a cover letter template with more information.

CAREER CENTER TIP

Count the times you used “I” language and the amount of times you addressed the organization. Try to balance this as much as possible. Address how your background matches the qualifications of the job description or how you meet the company’s needs.



COVER LETTER TEMPLATE

COVER LETTER EXAMPLE

Your Street Address
City, State, Zip

Month, Day, Year

Mr./Ms./Dr. Name
Title

Name of Company/Organization
Company's Street Address
City, State, Zip

Dear Mr./Ms./Dr.:

Paragraph 1: The opening paragraph introduces you to the employer. Relate the position title, how you learned about the opportunity, and why you are the best candidate for the job, based on the qualifications mentioned in the job listing.

Paragraph 2: The middle paragraph establishes why you are the strongest candidate for this position through discussion of your skills and experiences. Include examples of when you have used one or two of your strongest qualifications, explaining how those experiences relate to the needs of the employer. Be specific about why you believe these qualities relate to the position and how you fit what they are looking for. Mention why you are interested in this specific employer and this particular job.

Paragraph 3: The conclusion reinforces your earlier assertions that you are a strong candidate and that you are truly interested in the job and the company. This is where you can indicate how you intend to follow up. Refer to your enclosed resume. Point out your contact information should employers need to follow up.

Sincerely,

(your handwritten signature)

Your Name Typed

Enclosure(s)

216 Main Street

Athens, GA 30602

February 27, 2015

Mr. John Dawson
Store Manager

Target
111 Target Way
Athens, GA 33333

Dear Mr. Dawson:

It is with great enthusiasm and interest that I am submitting this letter and resume as application for the Sales Floor Team Member position at Target in Athens, GA. Having recently moved to the Athens area to attend the University of Georgia, I was excited to learn of this available position through communicating with Target representatives at the University of Georgia Spring 2015 Career Fair. I believe my previous customer service experience, attention to detail, and ability to work efficiently in a fast-paced work environment make me an excellent candidate for this position.

My experience as a Retail Sales Associate at T.J. Maxx in my hometown, Marietta, GA, has prepared me well for this position. While working at T.J. Maxx, I had to ensure the proper processing and display of merchandise and develop creative plans to increase store sales. In addition, I helped resolve customer complaints in a professional and calm manner. I possess a friendly personality and strong attention to detail, both of which will prove helpful in this position as I interact with customers, learn new technologies and arrange items on shelves. Prior to working at T.J. Maxx, I worked as a Summer Camp Counselor where I was in charge of training ten room leaders. I am a quick learner and would be comfortable providing cross-training to other team members.

If given the opportunity, I am confident I can exceed your expectations as a Sales Floor Team Member. Thank you for your time and consideration. Should you require any additional information or like to speak with me further about my qualifications and flexible class schedule, please contact me by phone at (400) 555-4611 or by email at sarap@email.com. I look forward to hearing from you soon!

Sincerely,

Sara Peters

Sara Peters

TAILORED JOB SEARCH MATERIALS

JOB DESCRIPTION AND TAILORED COVER LETTER

A tailored (or targeted) cover letter is one that helps differentiate your candidacy by highlighting specific skill sets that support those identified in the job description. Note how each point highlighted in the job description is addressed in the cover letter.

Youth Villages Job Details

Requisition Number	09-0204
Post Date	3-06-2015
Title	Behavioral Youth Counselor
City	Memphis
State	TN

Description Youth Villages offers the unique experience for Bachelor level counselors to gain hands-on experience with emotionally and behaviorally challenged young people. These positions opening up the doors for higher level counseling positions in our organization beginning after one year!

The Youth Counselor (Teacher Counselor) is the heart and soul of our residential treatment programs. The counselor's main duties are:

- Use creativity and counseling skills
- Teach the young people necessary life skills
- Provide for their physical daily care
- Help design and implement each young person's treatment plan
- Help improve the young person's behavior
- Administrative duties including drafting case notes and maintaining databases using Microsoft Word and Excel

The young people on our residential campuses have been referred to us for different reasons. Each campus focuses on different referral behaviors such as severe aggression, suicidal and self-harming tendencies and many other severe behaviors.

The OTC schedule runs either Sunday-Wednesday or Wednesday-Saturday. Three weekdays: (M-W or W-F) and one weekend day. Youth Counselors spend the night once or twice a week on the campus and have additional responsibility for waking the residents and directing them with their morning routine. This schedule also provides counselors with a three day weekend. (Please note: Counselors do not live on the campuses).

Requirements

- Bachelor's degree in a social services or psychology field is required
- At least one year of working with youth is preferred
- Experience working with troubled teens in a residential setting is a must
- This position will involve a daily interaction with at-risk, severely troubled adolescents

March 16, 2015

Mr. Jake Kane
Program Manager
Youth Villages
3320 Brother Blvd.
Memphis, TN 38133

Dear Mr. Kane,

As a student graduating from The University of Georgia with a Bachelor of Science degree in Psychology, I feel that my academic and previous work experience make me a great fit for the Behavioral Youth Counselor position at Youth Villages. I learned of your need for a Behavioral Youth Counselor at the Memphis, Tennessee location through the Youth Villages website. I am interested in pursuing a career in counseling and social services and have experience working with at-risk youth, which is why I am so interested in this position.

My experience as a residential camp counselor for the past two summers prepared me well for this position. While working for Intercept by Outward Bound, I had the chance to help at-risk teens ages 14-20. The program serves youth with poor behavioral skills, and some had self-harming tendencies, among other concerns. As a camp counselor, I received training before and during the camp program on how to assist the campers with better behavioral management, coping with frustrating situations, and strategies for managing destructive thoughts. The best part of my job was seeing the youths' perceptions of themselves develop and change into positive self-worth throughout the summer. The residential three-week camps ran twice during each summer, and as each group left, I knew we had provided excellent services and treatment to our students. Seeing the more positive interactions the youths had with their peers demonstrated the impact my work had.

I am keenly interested in working for Youth Villages, a program that focuses on how to "Reach, Teach, and Counsel" the youth that you interact with. After reviewing the Youth Villages Impact Strategy on your website, I feel that my personal values align with your nonprofit. I want to be a part of a team that strives to radically improve outcomes for children in crisis by transforming the systems that are failing them. I feel that I could make a difference in the lives of the children and families that I would work with at Youth Villages.

I look forward to speaking with you further about this position. Please feel free to contact me should you have any questions regarding my qualifications. Thank you for your time and consideration.

Sincerely,

Preyesh Kapoor

Preyesh Kapoor

TAILORED JOB SEARCH MATERIALS

Preyesh Kapoor

123 Sunset Terrace Athens, GA 30605 • (706)555-1212 • pkapoor@gmail.com

Preyesh Kapoor

123 Sunset Terrace Athens, GA 30605 • (706)555-1212 • pkapoor@gmail.com

OBJECTIVE

To obtain the **Behavioral Youth Counselor** position at **Youth Villages** in Memphis, TN, where I would utilize my academic and professional experience to **positively and holistically impact young people with behavior challenges**

EDUCATION

The University of Georgia
Bachelor of Science in Psychology

Athens, GA

May 2015

Overall GPA: 3.7/4.0

RELEVANT PROJECT

Aggression and Altruism in Young Adults Project, Social & Personality Development Course Fall 2013

- Course focused on factors that influence children's social behavior as they are integrated into adult society
- Project focused on examples of **aggression and altruism in young adults** that could be seen in popular media
- Researched topic and developed a PowerPoint presentation that was given to the class

RELEVANT EXPERIENCE

Residential Camp Counselor, Outward Bound, Melbourne, FL Summer 2013 & 2014

- Participated in wilderness expeditions offered for **teens and young adults from across the United States** who are beginning to demonstrate destructive behaviors
- Guided 15 teens aged 14-20 through the expedition who were **at-risk of academic failure, dropping out of school, delinquency or becoming chronic offenders**
- Facilitated two 30 day wilderness expeditions which included **leading group discussions and team building exercises**, as well as face-to-face meetings and phone calls with parents of the teens
- Received training on **behavioral management, conflict resolution, and crisis intervention**

ADDITIONAL EXPERIENCE

Research Assistant, The University of Georgia, Athens, GA September 2012-Present

- Facilitate an online test weekly for human subjects to test cognition as it relates to acquiring information in a short period of time
- Record results of the test **utilizing Excel**
- Conduct additional experimentation to verify initial findings
- Presented analyses and results in poster format at the Georgia Psychological Association with Dr. Laura McPherson

Student Worker, College of Education, The University of Georgia, Athens, GA August 2012- December 2013

- Served as the first communication that individuals had with the Department of Mathematics and Science Education through greeting and attentively listening to their requests
- Completed **administrative tasks as requested, ensuring timely and quality results**
- Answered phone calls and directed patrons to appropriate resources

CAMPUS & COMMUNITY INVOLVEMENT

Psi Chi Member, the National Honor Society in Psychology, Athens GA May 2013-Present

- Purpose of Society is to stimulate professional growth through programs designed to augment and enhance the regular curriculum and to provide practical experience through affiliation with the chapter
- Attend Society and regional conventions held annually in conjunction with the psychological associations

SKILLS

- CPR and First Aid Certified
- **Microsoft Office Suite** (Outlook, Word, Excel, PowerPoint, Publisher, Access)
- Basic Knowledge of SPSS Analytics Software

REFERENCES

Ms. Linda McCoy

Residential Counselor Coordinator
Outward Bound

1400 Peachtree Street

Melbourne, FL 32902

404-555-2314

lmcocoy@myemail.outwardbound.com

Outward Bound Supervisor

Dr. Laura McPherson

Associate Professor

The University of Georgia

Department of Psychology

400 Park Hall

Athens, GA 30603

706-555-1234

lmcpherson@myemail.edu

Faculty Research Supervisor

Dr. Thomas Dean

Assistant Professor

The University of Georgia

Department of Psychology

Psychology Building

Athens, GA 30603

706-555-5432

tdean@myemail.edu

Psi Chi Faculty Advisor

Mr. Donald Spencer

Administrative Associate IV

The University of Georgia

Department of Mathematics and Science Education

Aderhold Hall

Athens, GA 30603

706-555-2345

dspencer@myemail.edu

Former Student Worker Supervisor

APPLICATION FOLLOW-UP

Dear Mr. Bond,

I am writing to make you aware of my interest in (working/interning) at (organization/company name). I have already applied online through your website. (Include 3-5 reasons why you feel qualified for the position). A copy of my personal resume is enclosed for your review. Should a position become available at (organization/company name) I would greatly appreciate your consideration. If you have any questions or would like to speak with me further about my qualifications for this position, please feel free to contact me by phone at (706) 555-2222 or by email at georgiared@uga.edu.

Sincerely,

Georgia Red
(706) 555-2222
georgiared@uga.edu

JOB INQUIRY

Dear Mr. Bond,

I am writing to make you aware of my interest in (working/interning) at (organization/company name). A copy of my personal resume is enclosed for your review. (Include 3-5 reasons why you feel qualified to be considered for a position). Should a position become available at (organization/company) I would greatly appreciate your consideration. If you have any questions or would like to speak with me further about my qualifications, please feel free to contact me by phone at (706) 555-4321 or by email at tombrown@uga.edu.

Sincerely,
Thomas Brown
tombrown@uga.edu
(706) 555-4321
University of Georgia
Class of 2016

THANK YOU: AFTER INTERVIEW

Dear Mr. McBride,

Thank you for the opportunity last week to interview with Worldwide Systems, Inc. for the Client Specialist position. I appreciate the time that you and your colleagues dedicated to speaking with me about the community liaison role that I could fulfill in your office as well as your management trainee program.

As we discussed, I am currently serving as the Campus Representative for the Athens Community Foundation where I enjoy connecting University of Georgia students with community members and organizations. You mentioned that as a Client Specialist, I would become a junior-level manager at the conclusion of the trainee program, and also be given the challenge of reaching out to the Atlanta community through various public forums. During my three years with the Athens Community Foundation, I served in several leadership positions, developed an extensive fundraising knowledge, and cultivated strong public speaking abilities. As a result of these experiences, I am confident that I will succeed in completing the aforementioned challenges as well as any additional demands that I may face in my role with Worldwide Systems, Inc.

Thank you again for your time and consideration for this exciting opportunity. After visiting your office and speaking with your company representatives, I feel that Worldwide Systems, Inc. is a great fit for my professional future. I look forward to hearing from you soon, and please let me know if you have any additional questions.

Sincerely,

Milo Santos

CAREER FAIR FOLLOW-UP

Dear Mr. Swan:

We met at the UGA Career Fair on Wednesday, September 22. I expressed an interest in Federated Insurance's Risk Consulting position. Thank you for taking the time to speak to me about this exceptional job opportunity. Based on our conversation and my own research, I am very impressed with your company and the training it provides. The preventative side of insurance has always piqued my interest and it seems like Federated Insurance would be a great fit for me. I am open to relocation, I am self-motivated, and I enjoy independent work.

During Summer 2014, I had the opportunity to intern with McCallah, Siller, & Williams for 10 weeks. While interning, I found my interests to be aligned with their loss control division. I was able to work with a loss control representative and shadow a few site visits to witness the job first hand. To me, the fieldwork and travel which accompanies this career is enjoyable. I realize that Federated Insurance is looking for personable individuals with a strong work ethic and motivational drive. I believe the combination of my education, leadership roles, and customer service experience makes me a strong candidate for this position.

Balancing class, work, athletics, and extracurricular activities is a constant challenge and has taught me several valuable lessons about being self-sufficient and organized. If chosen for this position, I am confident in my time management skills and ability to stay on task while working independently. I look forward to hearing from you so I can take the next steps in becoming a Risk Consultant at Federated Insurance. Until then, if you have any questions please e-mail me at jiliang@email.com. I have attached a copy of my resume for your convenience.

Sincerely,

Jillian R. Gates
123 Franklin Lane
Athens, GA 30602
706-555-5555
jiliang@email.com

NETWORKING EMAIL/MESSAGE

Dear Ms. Liberty,

I am a junior Communication Studies major at the University of Georgia and I am in the process of researching leaders in the Public Relations field. Recently, I joined the UGA Alumni Association LinkedIn group to make connections in the industry. I am writing to request an informational interview with you at your convenience.

Would you be willing to meet with me for a short informational interview some time during the first week of December when I plan to be in New York? I would also be available for a phone appointment if that is more convenient. I am very interested in learning how you began your career and what recommendations you have for someone who is starting out in this field. I would greatly appreciate your comments and any suggestions you might offer on how to further strengthen my resume and knowledge in public relations.

Thank you in advance for your time and consideration. Please feel free to contact me at 706-555-0939 or at sheinz@uga.edu to arrange a day and time to speak. I look forward to hearing from you.

Sincerely,

Scott Heinz
4456 Bulldog Street
Athens, GA 30605
(706) 555-1234
sheinz@uga.edu

ACCEPTING AN OFFER

Dear Ms. Springer,

Thank you for your offer of employment at Nelson's headquarters as a Buyer on the General Management team. I am delighted to accept your offer, and I look forward to joining a company known for its strong training program, great prices, and commitment to local communities.

You indicated that I will be earning a salary of \$_____ per year, and that I will be reporting to Kathryn Holmes. As your offer stated, I will begin work on November 15. At the beginning of November, after relocating to the area, I will call you to see what information or materials I may need before my start date. In the meantime, please let me know if I can provide you with any information.

Again, thank you for offering me this exciting opportunity.

Sincerely,

Melinda Brown

Melinda Brown

REQUEST FOR EXTENSION

Dear Mr. Roseman:

Thank you for the telephone call offering me the Bilingual Customer Service Representative position with Unified Uniforms' Griffin location. I am excited about the possibility of working with the particular group of clients that this job offers.

The position you offered me is very appealing, and I am giving it serious attention. You asked that I notify you of my decision by October 9th, but I will not have all the information I need in order to make a decision by that date. Instead, may I inform you of my decision by October 15th? I would appreciate this extension, and can assure you that I will be able to make a firm decision by that date.

Thank you for your consideration of my request.

Sincerely,

Minnette Clemons

Minnette Clemons

82 Bark Street, Apartment 1B

Athens, GA 30605

706.555.1234

mclemmons@email.com

DECLINING AN OFFER

Dear Mr. Kinder,

Thank you for your telephone call and letter offering me the position of Environmental Health and Safety Officer with Lava Technology Corporation at the Division Headquarters in Atlanta. As I expressed in my phone call, I firmly believe in the core values of your organization, and I appreciate the challenging opportunity you offer. However, I have had another offer which I believe more closely matches my current career goals and interests. It was a difficult decision, but I must decline your offer. I sincerely appreciate the time you took to interview me and share information about Lava Technology Corporation.

Again, thank you for your offer. I wish you well in your endeavors. I hope we will have the opportunity to see each other at the upcoming Project Safe Georgia conference.

Sincerely,

Torri Estrada

The University of Georgia

555-838-5393

estrada@email.com

WITHDRAWAL FROM SEARCH

Dear Ms. Mitchell,

Thank you for the opportunity to interview with Blue Health Solutions for the Clinical Education Consultant opening in Alpharetta. I appreciated our discussion about the position's responsibilities, as well as learning more about the culture and values of your organization.

To confirm our phone conversation from this afternoon, I must respectfully withdraw from consideration for the job. I have accepted another employment offer.

I was impressed with the staff that I met with at the Alpharetta location. Thank you for the time you and the group took to educate me about the work of your organization. Best wishes to you and your colleagues for continued success.

Sincerely,

LaShawn Faber

The University of Georgia, May 2017

lfaber@email.com

555-443-0232

ON-CAMPUS & ON-SITE INTERVIEWS

ON-CAMPUS INTERVIEWS

The UGA Career Center has 16 interview rooms that employers use to conduct interviews with UGA students and alumni. The rooms are located on the 2nd floor of Clark Howell Hall. All on-campus interviews are coordinated through DAWGlink.

On-campus interviews give an employer the opportunity to meet a series of candidates and determine initial fit. Likely, the interview will be around 30-45 minutes long, and will be one of the first steps in the interview process.

TYPICAL 30 MINUTE ON-CAMPUS INTERVIEW

Small talk = 5 minutes. Mutual discussion of your experience as it relates to the needs of the employer = 15 minutes. Candidate's questions = 5 minutes.

NO SHOW POLICY

Students unable to keep an appointment for a campus interview must cancel the interview through DAWGlink by 12:00 noon, two working days prior to the scheduled interview time. Students who fail to cancel their interviews in time or fail to appear for scheduled interviews may lose their interviewing privileges at the Career Center, and have their DAWGlink accounts suspended.



ON-SITE INTERVIEWS

An on-site interview gives the opportunity for both the employer and candidate to thoroughly evaluate each other. The employer has an opportunity to make a more in-depth assessment of the candidate; the candidate has a chance to observe the work environment, interact with staff, and gain perspective about the organization's services and location.

THE INVITATION

Acknowledge or decline an invitation to visit an employer in a timely manner. You should only accept an invitation if you are genuinely interested in the position and have not accepted another job offer. Be sure to have a voicemail message that is clear and professional, should you miss an expected call from an employer.

Confirm your plans with your professors. Avoid conflicts with exams or project deadlines. Because interviews vary among organizations, ask for an interview schedule, including names of interviewers, when you agree to a site visit.

THE TRAVEL PLAN

Confirm who is responsible for expenses and travel arrangements before accepting an invitation for an on-site interview. Some employers will reimburse for legitimate expenses associated with the interview, while some may not pay any expenses. Be sure to get directions ahead of time—not the day you are traveling. Plan for unforeseen delays, such as traffic, road construction, getting lost, etc.

DAY OF INTERVIEW

An interview can range from one to eight hours. Your visit may include multiple interviews, information sessions, tours, meals, and other activities. Most on-site visits incorporate some combination of one-on-one, behavior-based, and group interview formats. Some employers may invite many candidates to visit at one time so they can observe interactions in a group or team setting.

You typically meet with many people and may answer the same question more than once. Do not be surprised if you are asked questions you were already asked in a previous on-campus or phone interview. Remember to respond thoroughly and enthusiastically, as if it were your first time hearing the question.

Before leaving, find out the hiring timeline and when you should hear back from them. Collect business cards, or at least the name and title, from everyone you meet during the interview process. Remember to send thank you notes!

PHONE AND ONLINE INTERVIEWS

Employers often use telephone and skype interviews to screen and narrow a pool of applicants just like they would with an in-person interview; therefore, you should adequately prepare for a phone interview, even though it may seem like a casual conversation.

TIPS FOR A SUCCESSFUL PHONE INTERVIEW

- Have a professional voicemail message.
- Choose a quiet interview location that is free from distractions.
- Contact family, friends, and group text members to let them know not to call or text during your interview time.
- Keep your resume and notes nearby.
- A smile on your face will produce a smile in your voice.
- Sit up straight or stand during a phone interview to sound more confident and alert.
- Speak clearly, slowly, and directly into the phone.
- Use a landline, if possible.

TIPS FOR A SUCCESSFUL ONLINE INTERVIEW

- Download Skype or similar program in advance and choose a professional username.
- Practice talking with a friend.
- Make sure your background is uncluttered.
- Turn your cell phone on silent. Keep all pets in a separate room. Ask all roommates to stay out of the room.
- Adjust the camera to ensure the employer can see your professional attire, not just your face.
- Make (virtual) eye contact. When using a webcam, look at the computer screen instead of the camera.
- Be sure to have a phone available in case there are any technical issues.

Activate the possibilities

With hands-on experience and a strong network of connections, our Development Programs consistently produce new generations of AT&T leaders:

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- **Leadership Development Program (LDP)** – Climb to the top with customized rotations, exclusive training opportunities and a network of mentors
- **Technology Development Program (TDP)** – Turn your passion for creating what's next into a career that'll transform how we do business

Be the future at www.att.jobs/UGA
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Max 12 msgs per month. Text AT T STOP to 33733 to stop, HELP for help. Msg & Data rates may apply. Diversity is the AT&T way of standing apart. Equal Opportunity Employer. © 2015 AT&T Intellectual Property. All rights reserved. AT&T and the AT&T logo are trademarks of AT&T Intellectual Property.



INTERVIEW TIPS

BEFORE THE INTERVIEW

- Research the position and organization/employer thoroughly
- Obtain the interviewer's name and title
- Confirm the time, date, and location of the interview
- Identify your skills that relate to the job; review your resume, and be able to elaborate on it
- Review frequently asked questions, practice interviewing and request feedback from others for improving your interviewing skills; do a mock interview
- Prepare 3-5 questions to ask the interviewer
- Know the general salary range for the position
- Plan what to wear

DURING THE INTERVIEW

- Arrive early (10-15 minutes)
- Bring extra copies of your resume
- Relax. Be yourself. Be positive
- Follow the lead of the interviewer (Don't try to take over the interview)
- Listen closely to the interviewer's questions; ask for clarification if needed
- Be concise in your answers; give concrete examples to back up your claims
- Never slight a former employer or colleague
- Be aware of your posture and body language
- Be sure to clarify any follow-up arrangements

AFTER THE INTERVIEW

- Write a thank you letter to the interviewer(s)
- Evaluate your performance by asking yourself questions such as:
 - “How well did I present my qualifications?”
 - “Did I use clear, concrete examples?”
 - “What points did I make that seemed to interest the interviewer?”
 - “How can I improve my next interview?”
- Follow-up with a phone call to find out the status of your application if the employer has not contacted you within the stated timeframe

FOUR TYPES OF INTERVIEWS

Traditional are meant to gain basic information about an applicant's background, interests, skills, and reasons for applying. How to prepare: Know yourself, know the company, know the fit, tailor your answers to make them fit.

Behavioral are based on the premise that past behavior predicts future behavior on the job. Questions are situation-based and often start with “Tell me about a time when.” How to prepare: Utilize the *STAR Technique*.

Cases present the interviewee with a problem to solve. Getting the correct answer is not as important as your analysis of the problem. How to prepare: Think out loud so the interviewer can see how you solve problems.

Situational present the interviewee with a scenario to solve. The interviewer will pose a hypothetical situation and ask the interviewee how to resolve it. How to prepare: Be sure to describe desirable actions and steps you would take to resolve the situation.

STAR TECHNIQUE

SITUATION: Describe the situation. For instance, if using a class project, what class was it for? How many people were in your group? When did it happen?

TASK: What was the problem? What was your role? What was the assignment?

ACTION: How did you handle the task? Focus on your own actions, not those of your group.

RESULT: What was the result of the situation? This is a VERY important part of the answer.



SAMPLE QUESTIONS

SAMPLE BEHAVIORAL QUESTIONS

- Tell me about a time when you had to resolve a difference of opinion with a co-worker, customer, or supervisor. How do you feel you showed respect?
- Can you tell me about a time you failed at something?
- Give me an example of a time when you did not meet a deadline. How did you handle it?
- Describe the most significant or creative presentation or idea that you developed or implemented.
- Tell me about a tough decision you made. What steps, thought processes, and considerations did you take to make that decision?
- What have you done in your present or previous job that goes beyond what was required?
- Describe a situation in which you were able to use persuasion to successfully convince someone to approach things your way.
- Tell me about a time you faced an ethical dilemma and how you handled it.
- What are three effective leadership qualities you think are important? How have you demonstrated these qualities in your past or current position?
- Give me a specific example of a time when you had to address an angry customer. What was the problem and what was the outcome?

SAMPLE SITUATIONAL QUESTIONS

- What would you do if the priorities suddenly changed on a project you were working on?
- What would you do if a team member was not meeting your expectations?

SAMPLE TRADITIONAL QUESTIONS

- Tell me about yourself.
- Why are you interested in this position?
- What are your greatest strengths and weaknesses?
- How would a friend or professor describe you?
- Why did you select your college/university/major?
- What are your future career goals? 5 years? 10 years?
- Why should I hire you over any other candidate?

SAMPLE CASE QUESTIONS

- Look at Career Insider powered by the Vault for 2 case interview guides: career.uga.edu/resources/online_resources
- How many pennies would it take to reach from the ground to the top of the empire state building?
- How many telephones are there in the U.S.?
- How would you redesign an ATM machine to make it more user-friendly?

QUESTIONS TO ASK EMPLOYERS

Tip: State your company research. Ask a question.

Example: I saw in the job description that I would be working on A, B & C. How much time will I spend on each area in a typical day?

- How much travel will be involved in the position?
- How would you describe the work environment? Company culture?
- What type of training program or orientation does a new employee receive?
- What is the typical career path of someone in this position?
- What are the next steps in your search process, and what is your hiring timeline for this position?

SALARY NEGOTIATION

REMEMBER

Salary Negotiation can be a complicated and intimidating process, but it can be very effective if handled in the proper manner.

BEFORE NEGOTIATING,

ASK YOURSELF:

- Do you have a legitimate reason to do so?
- Be aware that some companies will not be willing to budge on salary.
- Are you open to negotiating other areas such as relocation expenses, telecommuting programs, benefits, etc.?

CAREER CENTER TIP

Negotiating should be a friendly process. Never back a recruiter into a corner or make unreasonable demands.

For more information and tips, visit our website.

PRACTICE SCENARIOS

SCENARIO 1

Early in the interview process you are asked the question: *What salary are you seeking?* How do you respond?

You: What is most important to me is whether or not the job is a good fit for me and the company. I am willing to negotiate, but I would rather wait and discuss salary after we determine whether or not I am the best person for this position.

Employer: We need to know what you are expecting.

You: Based on the research I have conducted on the going market rate for this type of position, the salary could be anywhere from \$50,000-\$55,000, depending on the specifics of the job, the location, and the total compensation package. I would expect my salary to fall within that range.

SCENARIO 2

You are offered a salary of \$45,000 for a Financial Advisor position, but you would like to negotiate for a higher figure. What do you say?

You: Your company has offered an annual salary of \$45,000, but based on information that I have researched on salary.com, the average salary for Financial Advisors in this region is above \$50,000. I believe this salary would be more corresponding with the experience and knowledge that I will bring to your team. I am very interested in this position and your company, so would you be willing to negotiate and increase the initial offer?

ALTERNATIVE

You: I am very excited to work for Company XYZ, and I am confident that I will bring value to the job. I appreciate the offer of \$45,000, but I was really expecting to be in the \$50,000 range based on my experience and past performance, as well as offers recently extended to me by other companies. While salary is not my only motivation for working here, would it be possible to look at a salary of \$50,000 for this position?

Employer: The company is not in a position at this time to offer a higher initial salary.

You: I understand. Are there other areas for negotiation such as start date or a flexible work schedule that would make up for the lower salary?

DRESS FOR SUCCESS

WOMEN BUSINESS CASUAL

Business casual dress allows female professionals to add a bit of color and variety to their already professional wardrobe. Business casual does not mean you can wear jeans and a polo shirt. The term simply describes additional suitable options. Another business casual trend is adding a splash of color by wearing brightly colored, solid ensembles or mixing and matching skirts, pants and blazers while still following business dress length and style guidelines. Cardigan sweaters and blouses with subtle patterns may be paired with skirts and slacks.

For the most conservative look, toes should be covered; sandals which are neither extremely dressy nor extremely casual might be appropriate. Thin straps and high heels are not appropriate. Chunky heels and platforms are not appropriate. Hosiery are not essential for business casual, but can still be appropriate in certain situations. Observe other women in your industry to see what is acceptable.

CAREER CENTER TIP

For information about dress as it relates to gender expression or cultural identity, we encourage you to make an appointment with your career consultant.



WOMEN BUSINESS PROFESSIONAL



GROOMING: Hair should be away from your face and neatly cut and styled. Wear daytime, natural-looking makeup with no heavy eyeliner or glittery shadows. Nails should be clean and manicured; avoid overly long fingernails and nail art. Lip color and nail polish should not be too trendy or bright. Perfume should be avoided because the employer may be allergic to it!

SUIT: Wear conservative two-piece matching business suits. Knee-length skirts or pantsuits are both appropriate. Color should be dark gray, navy, black or brown.

BLOUSE: Lighter-colored professional button-down shirts or blouses should be worn under your suit jacket. Be prepared to take off your jacket.

HOISERY: Never show bare legs! Wear at- or near-skin-toned pantyhose, and always have a spare pair in case you get a run.

SHOES: Low-heeled and closed-toe pumps are a must. Polish your shoes!

ACCESSORIES: Keep it simple. No more than one ring on each hand. No visible tattoos or piercings, except for one pair of earrings and a small necklace or bracelet. Carry either a purse or professional bag, but not both.

DRESS FOR SUCCESS



MEN BUSINESS CASUAL

Much like interview attire, business casual should still be crisp, conservative, and neat. It is not as formal as a full interview suit, but not as casual as attire you would wear to a sporting event or picnic. You are still in a business environment and want to be comfortable meeting even the CEO of your organization.

Wear black or khaki pants, neatly pressed, and a pressed long-sleeved button-down shirt. Polo shirts (also pressed) may be appropriate if the environment will be more casual, or outdoors. Wear a leather belt and leather shoes. Athletic shoes are inappropriate. Ties are generally not necessary for business casual, but if in doubt, you can wear a tie. Facial hair, if worn, should be well-groomed. If you choose to wear jewelry, be conservative. Removing earrings is safest. Observe other men in your industry to see what is acceptable.

CAREER CENTER TIP

If you are unsure about what is considered appropriate for your industry, it is best to dress conservatively. For more tips, follow us on Pinterest.

MEN BUSINESS PROFESSIONAL

GROOMING: Have hair neatly trimmed, including facial hair. Heavy cologne or other overpowering scents should be avoided. Nails should be clean and neat.

SUIT: Wear conservative two-piece matching business suits (of natural fiber, such as wool, if possible). Two or three-button suits are preferred.

SHIRT: Wear a long-sleeved, light-colored, button-down shirt. Shirt should fall 1/4 to 1/2 inch below the suit sleeve. Be sure to iron your shirt! Cotton shirts breathe well. Wear a white t-shirt underneath to hide perspiration and protect your suit.

TIES: Choose a tie with a conservative pattern (silk ties work well) that ends at mid belt.

SHOES: Select comfortable shoes with laces and polish them! Wear dark-colored socks to match your suit. Socks should be worn mid-calf.

ACCESSORIES: Belts should match the color of your shoes. No visible piercings or tattoos. Bring a padfolio.



GRADUATE SCHOOL CONSIDERATIONS

Many students consider pursuing advanced studies beyond their undergraduate experience. Deciding to go into a professional or graduate program is a big decision. There are many factors to consider: preparation, application, selection of programs, finances, and more!

WHAT SHOULD I ASK MYSELF?

- Is an advanced degree required in order to enter the particular profession I'm interested in?
- Do I love the field enough to obtain an advanced degree?
- Do I have the financial resources to cover the cost of graduate school?
- Am I burned out academically, and do I need to take time off?
- Do I want to go to school full-time or part-time?
- Do I have the personal qualities and skills that are needed to be successful in graduate school?
- What are the different programs that are available in my area of interest?

RESOURCES

- Professors and professionals in the field
- Internet: www.gradschools.com & www.petersons.com
- Publications (printed program directories)

GOOD REASONS TO PURSUE

GRADUATE SCHOOL

- Your career goal requires an advanced degree, such as a professor, lawyer or doctor.
- You want to specialize in a subject you feel is of great importance to you.
- You want to advance in your career or change career directions.

BAD REASONS TO PURSUE

GRADUATE SCHOOL

- You don't know what you want to do.
- You don't want to get a job, or you don't think you can get a job (but you haven't tried yet).
- You want to postpone paying student loans.

RESEARCH AND SELECT SCHOOLS

Some details to think about include:

- Geographic location
- Program emphasis
- Program/school size
- Professional/career opportunities
- Accreditation of the program
- State regulation (in-state vs. out-of-state students)
- Minority/women's concerns
- Length of program
- Cost/financial aid
- Reputation of the program

10 THINGS TO DO IF YOU DON'T GET IN THIS YEAR

1. Apply earlier next year. Avoid the last 6 weeks before the deadline.
2. Apply to more schools. Six is usually considered a good number.
3. Apply to more "safe" schools.
4. Visit the programs you really want to get into.
5. Go to summer school in the targeted subject. It's easier to get into summer school, even at Ivy League schools.
6. Take one class at a time in the targeted subject area and get great grades! Remember, your most recent grades count the most!
7. Get a volunteer or internship experience in the targeted field. It will boost your credentials even if it's part-time, a few hours per week, or unpaid.
8. Work in a job in the targeted field. There is no substitute for actual experience. Plus, it will give you the opportunity to add recommendations from people working in the profession.
9. Get an intermediate degree (e.g., certificate, credential, etc.).
10. Get older and try again. Review all application materials. Many times, that's all it takes.

Adapted from Graduate Admissions Essays by Donald Asher

APPLYING TO GRADUATE SCHOOL

STEP 1: RESEARCH AND SELECT SCHOOLS

See page 46 for more details.

STEP 2: TAKE REQUIRED STANDARDIZED TESTS

Research and find out which tests are required for admission. Some schools require the GRE, others the GMAT. Some programs may require additional GRE subject tests.

Resources:

- UGA Testing Services, testing.uga.edu
- Educational Testing Services, ets.org
- Graduate Records Exam (GRE), gre.com
- Graduate Management Admissions Test (GMAT), mba.com

STEP 3: REFINE YOUR RESUME OR CV

To demonstrate your fit into a program, you will need to provide a record of your activities (research, clinical, professional, etc.). Visit your Career Consultant to have your document critiqued before submission.

STEP 4: WRITE YOUR PERSONAL STATEMENT

This is a summary of your goals and intent for applying to graduate school; its main objective is to articulate your professional focus and vision. See page 48 for an example of a pre-health/pre-medical personal statement. For more examples, please visit our website.

STEP 5: REQUEST YOUR LETTERS OF RECOMMENDATION

It is important to choose the right three individuals to write your letters. These can be *professors, supervisors, and colleagues*. Provide these individuals with a copy of your resume and personal statement to write you a strong letter.

STEP 6: COMPLETE APPLICATION FORMS

Most likely you will submit online, but if mailing your application, send it certified mail and request a return receipt. Remember to send the appropriate application fee.

STEP 7: REQUEST TRANSCRIPTS FROM THE REGISTRAR'S OFFICE

You may have to send official transcripts from the Registrar's Office directly to the school, or you may have to include an official sealed transcript in your application materials.

STEP 8: FINANCIAL AID AND ASSISTANTSHIPS

- Check for financial aid deadlines.
- Make sure you indicate on your application (if space provided) that you are interested in an assistantship. Most programs will provide information on applying for these opportunities.

STEP 9: FOLLOW-UP

Make a follow-up call to the admissions office to inquire about your application status. Be persistent, but allow six weeks for processing.



PERSONAL STATEMENT

Medical School Personal Statement
Hairy Dawg

Through seven-year-old eyes I watched in terror as my mother grimaced in pain. I held her hand, wiped her forehead with a cool, wet towel, and longed for the pain to subside. All our long discussions, all the maternity books, all the studied fetus pictures, did little to prepare me for the birthing process. During the long labor I frequently walked out of the room, pacing, torn between fear and loyalty. My two younger sisters were with Grandma, away from chaos, and although my parents thought I was sufficiently mature to watch the birth of my brother, I was frightened. Blood, screams, breathing techniques, tight squeezes on small hands, and later smiles, a beautiful baby, sisters crowding, coos, and laughs made my first experience with obstetrics one of the more memorable and unique experiences of my life.

Later on, two more sisters joined our family. Being in a home with five women instilled in me a deep sense of empathy and listening skills that would later be necessary for me in a field where the presenting symptoms are problems that would never be personally experienced. From an early age I was exposed to a full range of women's health issues which now allow me to discuss these issues in an open and comfortable manner in a variety of clinical settings. Having a sister with Downs Syndrome gave me many opportunities to educate others from a young age, which has since developed into a strong desire to be in an environment where education and teaching are prevalent. Coming from a large family, there are differing passionate views of everything from religion and politics down to how to cook a turkey, which conditioned me to be a team player, overcoming differences and obstacles to reach a common goal. Ultimately growing up in this environment helped me to develop the interpersonal skills and characteristics necessary to succeed as a physician.

Being a new third year medical student in the surgery services, it didn't take much time to realize that a man lying in bed, writhing in discomfort, doesn't want to hear the common greeting "How's it going?" I found myself avoiding the phrase in the hospital, it being inappropriate where pain and death are so prevalent. Nine months later, walking into an exam room, my tongue slipped and the taboo greeting came out. However this was different. As smiles and greetings were exchanged, questions asked and answered, plans for futures shared, concerns addressed, and potential baby names revealed, I realized these prenatal visits were the most positive clinic experiences I'd had.

Obstetrics and Gynecology has much to offer and although challenges are a part of any medical field, I enjoy working with a patient population where health and new life are prevalent. I was surprised at the powerful emotions I felt while delivering a child. I enjoy the moments of intensity that every birth and every C-section offer. The various and interesting gynecologic surgeries and procedures appeal to my desire to be in a surgical field. I appreciate clinics where patient relationships are established and maintained. Despite being told my gender didn't belong and discouraging accounts of the litigation environment, I can't deny the affinity I feel towards Obstetrics and Gynecology. Ultimately the benefits far exceed the small hesitations, and as I further evaluate this field I believe my characteristics and skills, developed since childhood, will help me give back to this unique patient population.

POST-GRAD: INDUSTRY

Laura B. Phillips

290 Mightier Road | Athens, GA 30605 | Laura.b.phillips@gmail.com | 706.555.2743
<https://www.linkedin.com/in/laurabphillips>

EDUCATION

Doctorate of Philosophy in Food Science, The University of Georgia, Athens, GA May 2015
Master of Science in Food Science, University of California, Los Angeles, CA May 2011
Bachelor of Science in Biological Engineering, Georgia Institute of Technology, Atlanta, GA May 2007

RESEARCH EXPERIENCE

- Research Assistant* Jan. 2013 – Dec. 2014
Department of Food Science & Technology, Athens, GA
- Developed blueberry drying process that was adopted by the South Georgia Blueberry Growers
 - Studied relationship of drying processes on the antioxidant activity of blueberries related to moisture content, water activity, sensory, and nutritional properties
 - Designed and implemented Human Machine Interface (HMI) program and Programmable Logic Controller (PLC) program for drying equipment
 - Conducted *in vitro* antioxidant capacity assays (FRAP, TPC, ORAC, TMA)

Research Assistant, Packaging & Biopolymer

- Aug. 2010 – May 2011
Film Lab, Department of Food Science & Technology, Los Angeles, CA
- Improved properties of edible films by blending through formulation and processing optimization
 - Measured mechanical (Instron), barrier (Oxtran), and thermal properties (DSC) of films
 - Performed solubility, pH, viscosity, and particle size analyses
 - Published research results on whey protein and hydroxypropylmethylcellulose blend edible films in the *Journal of Food Science*

Field Researcher, Chocolate History Project

- June 2010 – Sep. 2010
Department of Nutrition University of California, Los Angeles, CA
- Researched the history of chocolate as related to processing, adulteration, and archival literature
 - Lead-authored two book chapters on chocolate adulteration and documents located in two major ports of early America

Engineering Assistant, Southeast Poultry Research Lab

- Aug. 2006 – Dec. 2006
United States Department of Agriculture, Athens GA
- Researched air ionizers and their effects on improving broiler chicken health
 - Performed data collection and analysis utilizing SPSS
 - Presented findings to direct supervisor and published quarterly reports distributed to entire division

PROFESSIONAL ORGANIZATIONS

- Institute for Food Technologists** Aug. 2009 – present
Institute for Biological Engineering Jan. 2005 – May 2007
American Society of Agricultural and Biological Engineers Aug. 2004 – May 2005

CAMPUS & COMMUNITY INVOLVEMENT

- Vice President, Food Science Club (UGA), Athens, GA* Aug. 2011 – May 2015
Assistant Soccer Coach, Clarke Central High School, Athens, GA Aug. 2013 – Dec. 2013
Tutor for Computational Methods, (UGA) Biological Engineering Department, Athens, GA Aug. 2006 – May 2007
Member, American Society of Agricultural and Biological Engineers Aug. 2005 – May 2007

John C. Calhoun

321 Street Address, Athens, GA, 30605 | jcalhoun@uga.edu | 706-321-7654 | www.linkedin.com/in/johncalhoun

EDUCATION

- The University of Georgia, Athens, GA**
Doctor of Philosophy, Crop and Soil Sciences
Dissertation: An examination and comparison of plant genomics in rural Georgia in 1865 and 2009
Chair: Dr. Plant, Department Head of Crop & Soil Science
May 2016
- The University of Florida, Gainesville, FL**
Master of Science, Turfgrass Management
Thesis: Turfgrass breeding for drought and salinity tolerance in Bermuda grass
May 2012
- The University of Tennessee, Knoxville, TN**
Bachelor of Science, Environmental and Natural Resources
May 2010

RESEARCH EXPERIENCE

- Crop and Soil Science Department, University of Georgia, Athens, GA**
Research Assistant
- Collected, organized, and analyzed data on tree growth and health, insect defoliation, atmospheric deposition, precipitation, soil physical and chemical properties, tree mortality, and forest management.
 - Developed GIS models of sugar maple decline across Georgia utilizing various geostatistical methods
 - Conducted or supervised all field work and analytical lab work (physical and chemical soil properties)
 - Organized summer field program for 10+ masters level plant pathology students
 - Elected to represent the departmental interests during monthly Graduate Student Association meetings.

Graduate Assistant

- Investigated insect defoliation, population, land use, and atmospheric deposition for watersheds
- Maintained field equipment and monitoring stations with CR-10 data loggers and FW-1 liquid level recorders at five remote watershed sites as part of an EPA long term monitoring study
- Synthesized results from stream gauging stations into an annual data report for the U.S. Environmental Protection Agency
- Collected monthly and storm event water samples for stream chemistry analysis
- Analyzed data using uni- and multivariate statistics in SAS, JMP, SPSS, Matlab, SigmaPlot

TEACHING EXPERIENCE

- Department of Soil, Water and Environmental Science, University of Georgia, Athens, GA**
Soils and Soil Fertility
- Created, revised and presented introductory laboratory lectures, lab manual sections and quizzes
 - Guided undergraduate and graduate students through field and laboratory exercises
 - Assigned and graded weekly scientific laboratory

Department of Plant Sciences, University of Georgia, Athens, GA

- Crop Science and Production*
- Coordinated bi-weekly lectures, laboratory assignments, and field trips
 - Course integrates perspectives on physical, biological, and chemical aspects of soil management and interactions between soil, water, organisms and chemical inputs

Department of Soil, Water and Environmental Science, University of Florida, Gainesville, FL
Management of Arid and Salt Affected Soils
August 2009-May 2011

Department of Soil, Water and Environmental Science, University of Florida, Gainesville, FL
Advanced Crop and Soil Sciences
January 2009 – May 2010

PUBLICATIONS

- Calhoun, J. C., R. W., R. L. Smith, S. A., Staggenborg, and A. Coulbaly.** 2015. Predicting yield prospects for the 2008 Georgia grain sorghum crop based upon soil moisture levels prior to planting. *Trans. Of the Kansas Academy of Sciences* 94(1-2): 58-66.
- Calhoun, J. C. and K. D. Johnson.** 2014. The influence of pollination patterns upon intrapancle caryopsis weights in rice bicolor (L.) Moench. *Crop Sci.* 33:549-555.
- Calhoun, J. C., R. L. Smith, and K. D. Johnson.** 2014. Caryopsis weight patterns within rice. *Crop Sci.* 33:543-549.
- Calhoun, J. C., R. W. Smythe, S. M. Jones, and D. L. Baker.** 2013. A decision aid for determining planting and replant management in grain sorghum. P. 927-937. In P. C. Higgins, R. H. Lowe, and W. E. Larson (ed.) *Site-Specific Management for Agricultural Systems*. Proc. Of the 2nd International Conference on Site-Specific Management for Agricultural Systems. Bloomington, MN. 28-30 March 2009. ASA, CSSA, SSSA, Madison, WI.

CONFERENCES & WORKSHOPS

- 2015 Regional Scientific Workshop on Land Management for Carbon Sequestration in West Africa. Palais de Congres in Bamako, Mali. February 26-27, 2015
- 2014 Instructional Innovations and Development of Technologies for a Decentralized Natural Resource Management. Palais de Congres in Bamako, Mali. February 24-26, 2014

GRANTS & FUNDING

- 2015 NASA Travel Grant. University of Minnesota composting school. \$750
- 2015 University of Georgia Conard Fund Grant – composting and the effect on soil development. \$2,500
- 2014 University of Georgia Professional Development Fund Grant – composting and the effect on soil development. \$2,500
- 2013 National Science Foundation – WV EPSGoR and University of Georgia – equipment grant for an atomic absorption spectrophotometer. \$27,000

PROFESSIONAL ORGANIZATIONS

- American Society of Agronomy 2009-present
- Soil Science Society 2009-present
- International Soil Science Society 2009-present
- Ecological Society of America 2009-2015
- International Association for Soil Ecology Society 2009-2015
- International Association of Soil and Water Conservation 2009-2014
- Consortium for Sustainable Agriculture Research and Education 2009-2013
- Founding member Phi Beta Delta – International Honor Society 2008-2009

HONORS & AWARDS

- John C. Adams Teaching Assistant Award 2015
- North American Colleges and Teachers of Agriculture (NACTA) 2014
- Gerald O. Mott Scholarship, National award for outstanding agronomy graduate student 2014
- CAES College Teaching Award 2014
- Certificate of appreciation from GA Alliance for Minority Participation 2013
- Young Crop Scientist Award, Crop Science Society of America 2013
- Raymond and Mary Baker Agronomic Excellence Award, Iowa State University 2010

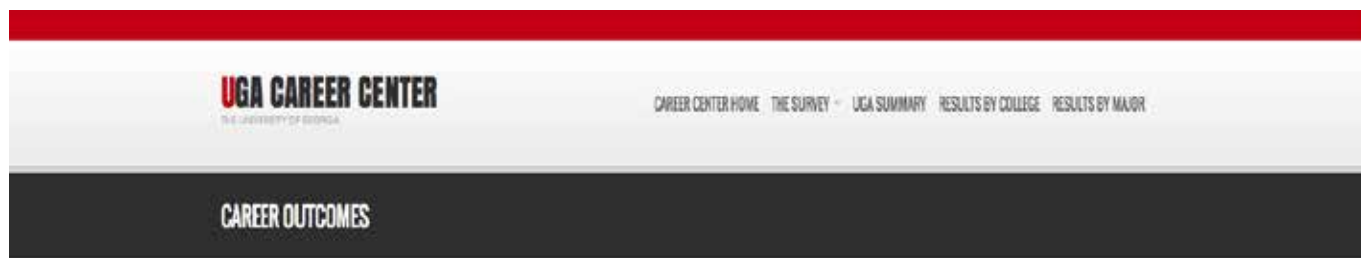
LIFE AFTER UGA

CAREER OUTCOMES SURVEY

Now that you have read this guide, you are one step closer to being ready for success in your career. To see what other students have done upon graduation, visit our website at career.uga.edu/outcomes to see results from our Career Outcomes Survey.

This is a survey sent to all graduating seniors to learn about the positions they earn post-graduation, tied to their chosen majors. This data is where we get our information for our “What Can I Do with a Major In...?” pages.

When you graduate, you will have a chance to fill out this survey and win an iPad Mini. To complete the survey upon graduation, please visit career.uga.edu/gradsurvey.



UGA SUMMARY: CLASS OF 2014

TOTAL GRADUATES: 6793
NUMBER OF RESPONSES: 6647
KNOWLEDGE RESPONSE RATE: 76%

POST GRADUATION STATUS	RESPONDENTS	PERCENTAGE
Employed Full-Time	4173	63%
Attending Graduate School	969	15%
Self-Employed	131	2%
Internships	310	4%
Employed Part-Time	475	7%
Not Seeking	83	1%
Seeking	506	8%



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