

## INSIDE

- 1 CAREER PLANNING PROCESS  
CAREER STRATEGIES TIMELINE
- 3 MAJOR AND CAREER EXPLORATION
- 5 RESEARCHING YOUR FUTURE
- 6 COVER LETTERS
- 9 CREATING AN EFFECTIVE RESUME
- 10 ROO CAREER NETWORK/CAREER  
SERVICES RESUME GUIDELINES
- 11 RESUME ACTION VERBS
- 12 RESUME SAMPLES
- 15 RESUME VS CURRICULUM VITAE
- 16 REFERENCES
- 17 CAREER FAIR NETWORKING
- 18 DRESS FOR SUCCESS
- 19 SUCCEED IN THE INTERVIEW
- 21 GRADUATE OR PROFESSIONAL  
SCHOOL – WHERE TO START?
- 25 ARE YOU LINKEDIN?

# UMKC

## CAREER DEVELOPMENT GUIDE

# THE CAREER-PLANNING PROCESS



## ASSESS YOURSELF

Self-assessments can help you make informed decisions by allowing you to discover more about:

- YOUR VALUES
- YOUR INTERESTS
- YOUR SKILLS
- YOUR PERSONALITY

## GAIN EXPERIENCE

Test drive careers to see if a job is a good fit for you by engaging in a variety of experiences:

- COMPLETE AN INTERNSHIP
- VOLUNTEER IN THE COMMUNITY
- ENGAGE IN CAMPUS LEADERSHIP
- PARTICIPATE IN STUDENT ORGANIZATIONS

## IDENTIFY OPPORTUNITIES

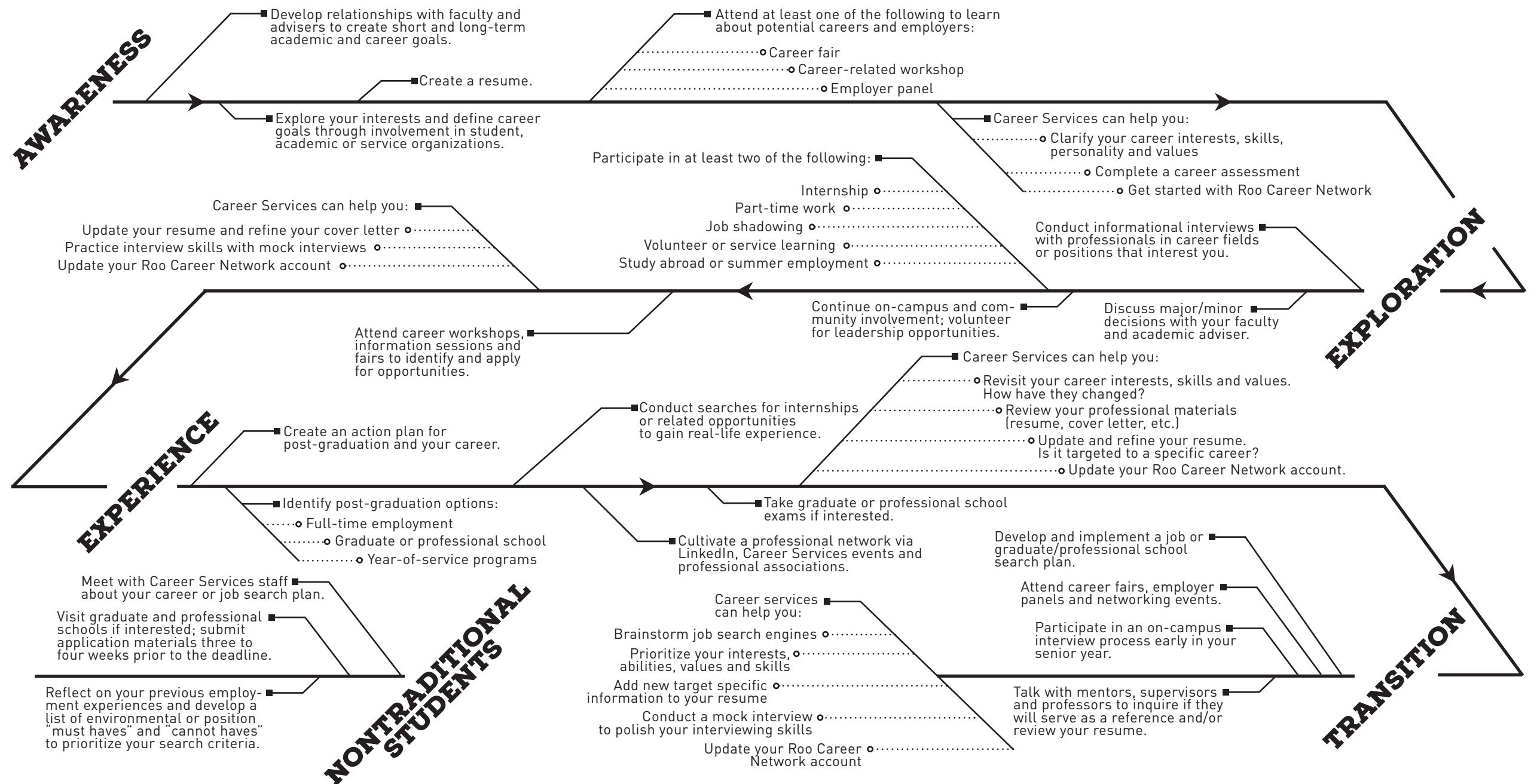
Investigate and research career paths and jobs that exist in the world by:

- TALKING WITH FACULTY ADVISERS
- ASKING FRIENDS AND FAMILY ABOUT THEIR CURRENT POSITIONS
- REVIEWING CAREER-RELATED INFORMATION ONLINE
- COMPARING THE INFORMATION YOU GATHER WITH YOUR SELF-ASSESSMENT

This guide provides a list of suggested activities and is a good starting point to help you develop an action plan during college. This information shouldn't be used as a substitute for meeting with faculty, advisers or UMKC Career Services.

Visit [career.umkc.edu](http://career.umkc.edu) to learn more about our services.

# THE CAREER-STRATEGIES TIMELINE



## MAJOR AND CAREER EXPLORATION

**A MAJOR IS** a subject or field of study chosen by the student to represent his or her principal interest, and upon which a large share of his or her efforts are concentrated. It is part of the academic process that leads to earning a degree.

Most majors, however, are not designed with a career in mind. Unlike engineering, education and nursing, most majors do not have a direct correlation with a specific career path. Therefore, many students find it advantageous to identify a career interest first and then determine the major that best helps them reach that goal.

### WHAT DO I ENJOY?

Think about the classes you enjoy most, what they involve and why you enjoy them.

### WHAT DO I DO WELL?

This is no time to be humble. Identify your skills. Are they technical? Adventurous? Intellectual?

### WHAT IS MOST IMPORTANT TO ME?

Your choice should match your values. Do you want to work behind the scenes or do you seek prestige? Do you need flexibility or security?

### WHAT IS THE MOST INTERESTING JOB I CAN IMAGINE?

Describe it specifically and seek people in this area to ask how they got there.

### DO I NEED TO TAKE A CAREER ASSESSMENT TO BETTER ASSESS MY SKILLS, INTERESTS AND VALUES AS THEY RELATE TO THE WORLD OF WORK?

**EXAMINE** majors available to you and eliminate those that do not interest you.

**REVIEW** Pathway and review the courses that interest you most in majors you like. Do the courses match your interests, skills and values?

**ASSESS** additional information about the majors on your short list: review Career Services' resources, visit department web pages and visit with academic advisers, faculty members and students already involved in these areas.

**RESEARCH** and verify majors you're interested in to be sure that field of study will prepare you for the career in which you're interested.

## 1 WHAT STEPS DO I TAKE TO CHOOSE A MAJOR?

This process can take time. There will be books to read; professors, supervisors and advisers to question; internships to try and Internet sites to explore. Ask yourself the following questions:

## 2 GATHER INFORMATION AND EXPLORE OPTIONS

## FACTORS THAT BLOCK MAJOR/CAREER CHOICES

# 5

Here are some of the most common factors that get in the way of making a career or major choice:

### EXTERNAL FACTORS

You don't know what to do with a particular major, but you like the idea of studying a topic.

You lack information and aren't comfortable making an uninformed decision.

You're overwhelmed by all the options.

### INTERNAL FACTORS

You lack self-confidence in making critical decisions.

You feel fear/anxiety.

You have many interests and abilities and feel it is impossible to narrow your options.

Your values are in conflict.

Others are causing internal conflict (e.g. parents have ideas about your career choice that conflict with yours).

## 4 TAKE ACTION

Sample courses in the majors you are considering.

Choose activities, internships, volunteer work and/or part-time jobs to develop skills in these areas.

Talk to people already in those career fields.

Declare a major.

## EVALUATE AND MAKE YOUR MAJOR DECISION

Put the information you have gathered together and consider what you have learned.

Weigh the pros and cons of each option and narrow your list down to two or three majors.

Consider the feasibility of pursuing more than one major and/or adding a minor.

If you are still having difficulties making decisions, talk with a career counselor and ask for additional resources for guidance through the decision-making process.

## ! UNDERGRADUATE MAJOR MAPS

Finding a major that offers classes you'll enjoy will make college fulfilling. With some exceptions, your major may lead to many diverse career options. Therefore, you should select majors not only with potential careers in mind but also with the kinds of classes you will need to complete.

UMKC's Major Maps are detailed, undergraduate four-year course outlines that help you see the classes you should take and when you should take them. The outlines are updated yearly. Graduate students should visit their program's individual school for program outlines. You may download the current version of your Major Map at [umkc.edu/majormaps](http://umkc.edu/majormaps). If you'd like more information about this resource, contact Career Services or your academic adviser.

# RESEARCHING YOUR FUTURE

Students and alumni may find a large amount of career-related information online. To help highlight some of the best resources available, Career Services has provided a list below.

*Disclaimer: The websites listed are not maintained by Career Services but are provided as a service to students.*

## COLLEGE INFORMATION

- ❖ collegeboard.org
- ❖ petersons.com

## KANSAS CITY JOBS

- ❖ npconnect.org
- ❖ jobnewskc.com
- ❖ kansascity.craigslist.org
- ❖ kansasworks.com

## COMPANY INFORMATION

- ❖ quintcareers.com/researching\_companies.html
- ❖ hoovers.com
- ❖ vault.com
- ❖ linkedin.com

## CAREER EXPLORATION

- ❖ SIGI link: career.umkc.edu
- ❖ bls.gov/oco
- ❖ onetcenter.org
- ❖ acinet.org/acinet/occ\_intro.asp
- ❖ wetfeet.com

## GOVERNMENT EMPLOYMENT

- ❖ usajobs.gov
- ❖ pse-net.com
- ❖ usa.gov/Agencies/Federal/All\_Agencies/index.shtml

## SALARY INFORMATION

- ❖ salary.com
- ❖ salaryexpert.com
- ❖ jobstar.org/tools/salary
- ❖ glassdoor.com

## EMPLOYMENT DATABASES

- ❖ umkcroocareernetwork.com
- ❖ linkup.com
- ❖ simplyhired.com
- ❖ monster.com
- ❖ careerbuilder.com
- ❖ indeed.com
- ❖ latpro.com (bilingual)
- ❖ linkedin.com

## INTERNATIONAL JOBS

- ❖ career.umkc.edu (Going global link)
- ❖ overseasjobs.com
- ❖ escapeartist.com

## OTHER CAREER CENTERS

- ❖ doleta.gov/programs

## RESUME, COVER LETTER, INTERVIEWING

- ❖ career.umkc.edu
- ❖ quintcareers.com/job-seeker.html
- ❖ jobstar.org/tools/resume
- ❖ job-interview.net
- ❖ jobipedia.org
- ❖ readyprepinterview.com

## NETWORKING AND PROFESSIONAL ORGANIZATIONS

- ❖ ipl.org/div/aon
- ❖ job-hunt.org
- ❖ mashable.com/2007/10/23/social-networking-god

## PERSONALITY SELF-ASSESSMENT

- ❖ keirseey.com
- ❖ self-directed-search.com
- ❖ personalitytype.com
- ❖ assessment.com

## JOB SEARCH PROCESS

# COVER LETTERS

Recruiters report that an impressive cover letter is often more important than the resume. So it can be a mistake to focus too much attention on the resume and ignore the value of a well-written cover letter. Like the resume, a cover letter is intended to help you get you an interview. Supplemental to your resume, your cover letter should:

- ❖ Introduce you and your resume to a potential employer.
- ❖ Explain your purpose in sending the resume.
- ❖ Capture the reader's attention and get the reader interested in meeting you.
- ❖ Convey your qualifications for the position, your professional communication style and your interest and enthusiasm in working for the organization.

Some believe that whenever you cannot present your resume personally, a cover letter should accompany it. A cover letter is not necessary when you deliver your resume to a potential employer at a career fair or when you post your resume online.

The purpose of the cover letter and resume package is to motivate the employer to take action and invite you for an interview. The two documents should be complementary and work together to accomplish your purpose.

The most important aspect of a cover letter is the recruiter's focus when reading it—

- ❖ Understanding your personality style along with your skills and abilities that are relevant for the position.
- ❖ Recognizing good fit between your needs/prior experiences and the position.

## AVOID THE FOLLOWING:

1. Wordy and poorly written sentences.
2. Confusing and complex language.
3. Long sentences and paragraphs.
4. Passive writing (e.g. verbs such as "to be" or "to do").
5. Starting every sentence with "I" or "my."

## MAKE EVERY WORD COUNT!

ALL COVER LETTERS CONTAIN:

1. **An introduction**
  - i. State interest in position and reason for writing.
  - ii. Introduce yourself.
2. **Body**
  - i. Identify 3-4 reasons why you are a good fit for the position.
  - ii. Elaborate on points with experiences listed in your resume.
  - iii. Demonstrate how your qualifications would benefit the organization.
3. **Closing**
  - i. Indicate your interest in a formal interview to discuss the position and your qualifications.
  - ii. Express your appreciation for their time and consideration.

FORMATTING A SAMPLE  
**COVER  
LETTER**



Address letter to an individual,  
using a courtesy title  
(i.e., Mr. or Ms.).

Do not indent paragraphs.

Space between paragraphs.

Double space above the  
complimentary closing.

Leave at least four blank lines  
for your signature. Signature  
should be in blue or black ink.

Writer's identification —  
type your full name.

Tina Song  
1111 Wyandotte St. #1N  
Kansas City, MO 64112

May 4, 2013

Mr. Eric E. Roo, Psy.D.  
Central Chicago Veterans Affairs Healthcare Center  
2111 Green Bay Road  
Chicago, IL 60064

Dear Dr. Roo:

It is with great interest that I submit my application for an internship at the Central Chicago Veterans Affairs Healthcare Center. I am currently a 5th-year clinical psychology doctoral candidate at the University of Missouri-Kansas City (UMKC). After reviewing your program, I am confident your training site will provide me experiences to best prepare me in becoming a psychologist serving the veteran population.

My experiences have challenged my clinical work and increased my desire in working with veterans presenting with substance abuse and previous trauma. Currently, I facilitate a variety of substance abuse treatment groups with aims to provide veterans psychoeducation on the Stages of Change, dual diagnosis, cognitive strategies and impulse control, and provide short-term therapy to veterans enrolled in the Psychiatry and Addiction Recovery Treatment.

Your site also provides unique training opportunities in group therapy. In the past, I have predominately facilitated substance abuse psychoeducational groups consisting of males. Your site will provide me with a more thorough training experience in group psychotherapy and enhance my clinical skills in working on varying concerns.

As I hope to end my internship year with a breadth of experiences that will enable me to become a generalist scientist-practitioner. I think this program uniquely suits my needs and will solidify my training and deep desire to become immersed in working with the veteran population. Thank you, in advance, for your time and consideration. If you have any further questions for me, I can be reached at (555) 555-5555 or [tsong@mail.umkc.edu](mailto:tsong@mail.umkc.edu).

Sincerely,

*Tina Song*

Tina Song

Begin return address on third  
line from the top 1" margin.

Allow two lines between return  
address and date, and date and  
inside address.

Date

Double space above and below  
the salutation. Use a courtesy  
title and last name. Use a colon  
after the salutation.

Robert Guide  
1234 Robinhood Ave.  
Kansas City, MO 64123

September 16, 2015

Mary Jones  
Director of Student Involvement  
Saint James College  
550 Botanical Way  
Sacramento, CA 94203

Dear Ms. Jones,

I am applying for the position of Student Involvement Coordinator, which I learned about while searching University of Missouri-Kansas City's Roo Career Network. I am interested in the position because it offers me the opportunity to support students as they progress throughout their education. As a recent graduate, I was offered a great deal of support by the faculty and staff of my alma mater and I would like to help other students have a fulfilling collegiate experience as well.

During my junior year, I was a member of the Inter Campus Council and served as a UMKC Campus Ambassador. In addition to my student involvement, I was also nominated to serve on the Vice Chancellor of Diversity and Inclusion Search Committee where I provided student representation for a college-wide search process. These opportunities have enabled me to develop strong communication, interpersonal, organizational and leadership skills, which will help me in cultivating a supportive learning environment as Student Involvement Coordinator.

I enjoyed and participated in the residential life experience and came to know many of my classmates and faculty both in and out of the classroom. I am confident these experiences have prepared me to make a strong contribution to your institution. I also possess the work ethic, attitude and determination required to succeed within the field of higher education.

I welcome the opportunity to put the above mentioned skills, experience and passion to work for Saint James College. I look forward to further discussing my qualifications with you in person. I can be reached at 999-999-9999 or by email at [robert.guide@email.com](mailto:robert.guide@email.com). Thank you for your time and consideration.

Sincerely,

*Robert Guide*

Robert Guide

**To review more example  
cover letters or to read  
additional guidelines on  
emailed cover letters,  
visit [career.umkc.edu](http://career.umkc.edu)**



# CREATING AN EFFECTIVE RESUME



**Brainstorm:** Write down all of your experiences from work, volunteer, activities, education, honors, skills, etc. Having this list will help you to identify strengths and qualifications as you prepare your resume. We have also provided potential resume headings to help you brainstorm.

## POSSIBLE HEADINGS

Objective	Professional Experience
Summary of Qualifications	Additional Experience
Summary	Study Abroad Experience
Profile	Other Experience
Awards and Recognition	Relevant Skills
Honors	Computer Skills
Honors and Awards	Technical Skills
Education	Computer Software
Specialized Training	Certifications, Licensure
Accomplishments	Licenses
Activities	Languages
Relevant Experience	Professional Memberships
Related Experience	Professional Affiliations
Internships	Leadership Experience
Employment History	Projects
International Experience	Course Projects
Volunteer Experience	

## KEYWORDS OR POWER WORDS

Keywords are words within a job description that highlight the skills and experiences an employer is looking for in candidates. These words are often specific to the job or industry as well. Read through the job description and the company's mission statement to mark those words and then make sure they're properly represented on your resume.

## REMEMBER

Power words (action verbs) should start every description in your resume. Directed, programmed, developed or instituted are examples of power words that emphasize how the keywords from the job description relate to your experiences.

*Please note: The focus is on the power words in the job description, not words such as team player or good communication skills.*

# TARGETING YOUR RESUME

## DESCRIPTION OF EXPERIENCES

Developing a standard resume and sending it out with every job application will only get you so far and, unfortunately, it isn't always to an interview. To be most effective, target your resume to the job you want.

Organize and create a first draft: As you prepare your content, it should communicate what you accomplished in current and past experiences. Use the "Description of Experiences" table for suggestions on how to create the best accomplishment statements for work, leadership or related experiences.

NOT GOOD	BETTER	BEST
Responsible for publicity	Interacted successfully with public affairs representatives and local media	Interacted successfully with public affairs representatives and local media, increasing community awareness of agency by 25%
Duties included handling customer complaints	Resolved service and billing problems	Resolved service and billing problems. Recognized consistently for promptness and professionalism
Responsibilities included adhering to safety policies and ensuring other lifeguards knew policies	Carried out safety precautions and instructed life-guard staff in the proper use of equipment	Carried out safety precautions and instructed life-guard staff in the proper use of equipment, resulting in a 50% reduction of injury accidents over the summer



# ROO CAREER NETWORK/CAREER SERVICES RESUME GUIDELINES

## CONTACT INFORMATION

- First and last name, address, phone number and professional email address displayed clearly at the top of the page.
- Name is 14 to 16 point font size.

## OBJECTIVE (OPTIONAL)/SUMMARY (OPTIONAL)

- No first-person pronouns are used (I, me, my).
- Objective statement only included if it enhances the resume by making career goal clear to the recipient.
- Objective statement is brief and specific, stating interest in the field and/or position.
- In lieu of an objective statement, you may include a summary section to list your job related skills.

## EDUCATION

- Schools attended are listed in reverse chronological order.
- Full name of the university (University of Missouri-Kansas City) spelled out and the city and state of its location listed.
- Use the official degree name (Bachelor of Arts in English Literature, Bachelor of Science in Computer Science).
- Major, minor, concentration and emphasis (if applicable) spelled out.
- Include GPA if above a 3.00, listed to the hundredths place.
- Indicate graduation date, anticipated graduation date or dates attended (if not a degree granting program, i.e. study abroad).
- If you have finished your first year of college, do not include your high school information

## EXPERIENCE

- Present experience in reverse chronological order (most recent job/position listed first).
- Indicate the name, city and state of the organization or company. Distinguishing markers such as bold, italics, underline are consistent and minimal.
- List title and start/end dates (month/year or semester/year used consistently throughout the resume).
- Use descriptive, bulleted statements demonstrating skills, accomplishments and specific responsibilities. Each statement starts with an action verb, not an "I" statement. Full sentences are not used on the resume.
- Use past tense verbs for past experiences and present tense verbs for current experiences.

## LAYOUT AND DESIGN

- Use a standard font like Times New Roman, Arial or Calibri (no color) and size for the body that is easy to read (10 to 12 point).
- NO TYPOS on the resume.
- For undergraduate students, it is recommended that resumes do not exceed one page in length.
- Style and layout are consistent throughout the resume including consistent use of bullets, bold, italics, underline, hyphens, punctuation and indentation; Use standard resume format (no design).
- List dates on the right side of the page (recommended).

## HONORS AND AWARDS (OPTIONAL)

- Specify the complete name for each relevant award or honor, the granting organization and the month/year of receipt.

## ACTIVITIES (OPTIONAL)

- List the correct name of each organization (do not use acronyms), leadership roles if applicable and dates of involvement. May also include a brief description of tasks/accomplishments using action verbs.

## SKILLS (OPTIONAL)

- Include a brief list of computer skills such as Word, Excel, PowerPoint, QuickBooks, etc. Only list if proficient.
- List any languages spoken (other than English) and level of proficiency.
- If applicable, list laboratory skills or additional field-specific skills.
- If applicable, list proficiency in social media, blogging and/or Klout Score.

## ADDITIONAL INFORMATION

- Do not include any of the following personal items: photograph, marital status, date of birth, Social Security number, citizenship status, gender, ethnicity, religion or political affiliation.
- References are not to be included within the resume. Resume should NOT say "References available upon request."

# RESUME ACTION VERBS

Individuals must start their resume achievement statements with an action verb. The following is a brief list of some commonly used action verbs you could incorporate into your resume.

## COMMUNICATION SKILLS

adapted, addressed, arranged, authored, collaborated, convinced, corresponded, directed, drafted, edited, enforced, enlisted, explained, expressed, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, presented, promoted, publicized, reconciled, responded, revised, spoke, translated, wrote

## CREATIVE/INNOVATIVE SKILLS

acted, composed, conceptualized, conducted, created, customized, designed, developed, directed, dramatized, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, planned, published, revitalized, shaped

## FINANCIAL SKILLS

administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, estimated, forecasted, managed, marketed, merchandised, planned, projected, reported, researched, solicited, sponsored

## HELPING SKILLS

aided, assessed, assisted, clarified, coached, counseled, delivered, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, gathered, guided, handled, headed, helped, motivated, referred, rehabilitated, represented, served, supplied

## MANAGEMENT SKILLS

administered, analyzed, anticipated, assigned, attained, authorized, chaired, consolidated, contracted, controlled, converted, coordinated, delegated, designated, developed, directed, evaluated, executed, improved, incorporated, increased, launched, measured, organized, oversaw, planned, prioritized, produced, proposed, recommended, recruited, reviewed, scheduled, strengthened, supervised, trained

For additional action verbs and resume samples, visit [career.umkc.edu](http://career.umkc.edu)

## ORGANIZATIONAL SKILLS

acquired, appointed, approved, arranged, assembled, catalogued, categorized, coordinated, customized, documented, implemented, formalized, maintained, monitored, summarized, supported, taught, verified

## RESEARCH SKILLS

analyzed, collected, conducted, critiqued, determined, diagnosed, evaluated, examined, experimented, explored, inspected, investigated, measured, reviewed, routed, scheduled, screened, submitted, tabulated, validated, verified

## SALES SKILLS

arbitrated, convinced, dissuaded, explained, marketed mediated, negotiated, persuaded, promoted, publicized, resolved, secured, tested

## TECHNICAL SKILLS

adapted, applied, assembled, built, computed, conserved, constructed, converted, designed, determined, developed, devised, distributed, engineered, fabricated, fortified, installed, maintained, operated, overhauled, printed, programmed, rectified, regulated, remodeled, repaired, replaced, restored, solved, specialized, standardized, studied, upgraded, utilized

## TEACHING SKILLS

adapted, advised, clarified, coached, communicated, conducted, coordinated, critiqued, demystified, developed, enabled, encouraged, evaluated, explained, served, sold, solicited

## ADDITIONAL VERBS

accelerated, achieved, adjusted, confirmed, contrasted, created, decided, defined, displayed, empowered, endorsed, exceeded, expanded, inspected, integrated, justified, led, mentored, nominated, offered, pioneered, provided, reengineered, reorganized, replaced, represented, resolved, revised, secured, selected, spearheaded, succeeded, supported, surpassed, synthesized, teamed, tested, transformed, tutored, verified, won

## HERE'S A SAMPLE JOB DESCRIPTION AND RESUME:

### SYSTEM ENGINEER POSITION

The system engineer is responsible for the daily, weekly and monthly activities required to keep a client system running at peak performance. In addition, the system engineer participates in **design, programming** and **integration** activities geared toward the **development** of the company's core product and services capability.

The system engineer is responsible for a variety of technical tasks in addition to following all processes and procedures, escalating issues as necessary and creating or updating all documentation. The system engineer needs a strong understanding of core Micro-soft technologies including, **Windows 2003 Server and UNIX, and has experience with a variety of languages, including Java, Visual C++, Visual Basic, C++, C# and SQL using Oracle databases.**

### Robin Robinson

125 Hickory Tree Ct. • Kansas City, MO 64110 • 816.352.5656 • [R.Robinson@sample.com](mailto:R.Robinson@sample.com)

**Objective:**  
To obtain a position in computer engineering with a focus on software design

**Summary:**

- Previous professional engineering experience
- Programmed user interfaces to meet internal and external needs
- Teaming with individuals to **design** updates for new products
- Good public speaking and professional presentation skills

**Education:**  
University of Missouri-Kansas City  
Master of Science in Computer Science  
GPA: 3.8  
Expected May 2014

Jawaharlal Nehru Technological University- India  
Bachelor of Science in Information Technology  
GPA: 3.7  
May 2012

**Computer Skills:**  
**Languages:** ASP, HTML, DHTML, XML, CSS, VBScript, JavaScript, PL/SQL, C, C++  
**Databases:** MS SQL Server 7.0, Sybase DMBS, MS-Access  
**Operating systems:** Windows NT 4.0, Windows 98, UNIX  
**Software:** MS Visual Studio/InterDev 6.0, Windows NT 4.0 Option Pack/IIS, Real Media, Adobe Photoshop 5.0, Adobe Premier 5.0, MS Office 2010

**Work Experience:**  
CDE Company, Kansas City, MO  
Systems Programmer Intern  
August 2013-Present

- Re-engineer account software EFG
- **Develop** user interfaces to trade inquiries, support parallel systems
- Review software XYZ and perform system risk analysis
- Integrate ABC software with organization's existing XYZ program
- Implement globalization of software EFG

ABC Company, Kansas City, MO  
Software Engineer Intern  
May 2013-August 2013

- Utilized ASP, HTML, VBScript, JavaScript, XML, XSL, CSS and MS SQL Server to develop the ABC.net product
- Participated in testing and use of new ABC system as it was integrated into Intel
- Collaborated with a team of 5 to develop a demo version of the product to solicit and incorporate feedback into the design
- Presented **design** concept to prospective clients

University of Missouri-Kansas City  
Information Technology Assistant  
August 2012-May 2013

- Created and coded student accounts using Windows NT
- Guided individuals with Visual Basic programming instruction techniques
- Provided technical support to students and faculty

## TAMMY TEACHER

207 School Road  
Kansas City, MO 64110  
816-444-0000  
tteacher@umkc.edu

**OBJECTIVE:** Position as Secondary Education teacher in English or related subject

### EDUCATION:

University of Missouri-Kansas City  
Bachelor of Arts in Secondary Education (English)  
GPA: 3.65

Expected May 2014

### Community College

Associate of Arts in Education  
GPA: 4.00

May 2012

### CERTIFICATION:

9-12 English in Missouri and Kansas

June 2014

### RELATED EXPERIENCE:

Westport High School, Kansas City, MO

Teacher Candidate

January 2014-Present

- Develop and implement lesson plans for 3 sophomore and 2 junior English classes
- Advise 32 high school students in yearbook class
- Co-sponsored College Bowl Team of 50 students and led to 2<sup>nd</sup> place in all-city competition
- Utilize technology to connect with each student's unique learning style

Westport High School, Kansas City, MO

Field Experience

August 2013-December 2013

- Coached AP English class on resume development with a focus on business writing techniques
- Observed and successfully implemented classroom

University Academy, Kansas City, MO

Practicum Experience

- Assisted and shadowed several faculty members

### WORK HISTORY:

Mom & Pop Restaurant, Overland Park, KS

Lead Server & Trainer

- Manage multiple priorities in a fast-paced environment
- Selected by owners to manage the opening process
- Supervise a diverse team of 6 servers during each shift
- Delegate serving responsibilities as necessary

### EXTRACURRICULAR ACTIVITIES:

School of Education Student Government  
Missouri State Teachers Association - Student Member  
Association of English Teachers Conference  
Vice Chancellor for Student Affairs Advisory Board

## MAX MARKETER

Current: 123 ABC Way • Kansas City, MO 64110 • (816) 555-5555

Permanent: 456 DEF Street • Springfield, MO 65804 • marketerm@mail.umkc.edu

### OBJECTIVE

Internship in the marketing field with a focus on sales, advertising and customer relations

### EDUCATION

University of Missouri-Kansas City

Expected May 2015

Henry W. Bloch School of Management

Bachelor of Business Administration; Emphasis in Marketing

Honors: Honors Program; Dean's List - All Semesters; G.P.A. 3.81

International University, Dublin, Ireland

May 2012-August 2012

Study Abroad Project Focus: International Marketing in a Global Economy

### INTERNSHIP EXPERIENCE

Marketing, Inc., Kansas City, MO

May 2013-August 2013

Marketing Intern

- Collaborated with team to develop and implement strategic marketing plan for six district region
- Consistently met and exceeded individual sales goals by having a 10% increase in sales over a four week period of time
- Provided quality customer service in a fast-paced and professional business environment
- Monitored inventory control and organized records to increase team efficiency; saved company \$5,000 in lost inventory

Office of Admissions, University of Missouri-Kansas City

January 2012-May 2012

Intern

- Interviewed current students, faculty and staff as part of department-wide initiative to create new marketing materials
- Maintained prospective student social media daily to reach a target market audience
- Provided administrative support as needed such as filing, answering the phone and helping guests find the information they needed during campus visits

### LEADERSHIP

NCAA Division I Men's Cross Country

August 2011-Present

- Nominated by team to serve as the liaison between athletes and coaches
- Achieved All-American Award for two consecutive years

Sigma Alpha Epsilon Fraternity

August 2011-Present

- Serve as secretary on the Interfraternity Council Executive Board
- Organize and lead fraternity in service learning projects

## John Justice

1234 Justice Lane • Kansas City, MO 64110  
816.555.5555 • justice@umkc.edu

### Objective

To obtain a position as a Victim-Witness Program Specialist

### Summary

- Experience and proficiencies in case management, legal research, program coordination, depositions, and constitutional rights
- Experience training and leading
- Conversational in Spanish
- Strong record of delivering quality customer service
- Team-focused problem solver with excellent quantitative and analytical skills
- Work with complex laws governing Grand Theft and Witness/Victim programs and carefully analyze, explain, and apply appropriate laws when guiding or assisting clients
- Respond directly to inquiries, demonstrating excellent oral and written communication skills

### Professional Experience

State's Attorney Office, Kansas City, MO

August 2008-Present

Victim-Witness Assistant Coordinator

- Conduct telephone interviews of victims who did not witness a crime or do not know the defendant. Crimes include: burglary, forgery, and theft.
- Coordinate felony cases that are pending trial.
- Maintain accurate client files and assure the availability of victims, witnesses, and law enforcement agents for meetings, pretrial conferences, and court appearances.

Department of Homeland Security, Washington, D.C.

May 2004-July 2008

Administrative Clerk

- Participated in mock disaster trainings designed for emergencies.
- Handled classified information on a daily basis

Bureau of Alcohol, Tobacco, Firearms, and Explosives

Intern

- Maintained database related to Project Safe Neighborhoods
- Reviewed surveillance videos for cases and arrests

### Education

University of Missouri-Kansas City

Bachelor of Arts: Criminal Justice/Criminology

G.P.A. 3.8

### Computer Skills

- Proficient in Microsoft Office Suite and Dreamweaver

### Professional Development

- Victim Support Training
- Emergency Response Team Member

## Donna Doctor

123 W. Mulberry Street  
Kansas City, MO 64110  
816-555-1234  
John.doe@gmail.com

### OBJECTIVE

Admission into the University of Missouri-Kansas City School of Medicine

### EDUCATION

University of Missouri-Kansas City

Expected May 2014

Bachelor of Science- Biology, Pre-Medicine

GPA: 3.96

### WORK EXPERIENCE

ABC Medicine

August 2012-Present

Medical Scribe

- Work directly with ED physician to complete documentation of patients' charts
- Accompany ED physicians seeing patients in order to record each patient's history, review of systems, and the physical examination performed by the physician
- Keep track of laboratory tests, medications, and radiology tests ordered by the physician, and transcribe the results into the chart once they are completed

### ACTIVITIES

President - Pre-Medical Society

September 2013-Present

Treasurer - Biological Science Student Government

September 2013-Present

Member - Medical Student Advisory Club

September 2011-Present

### JOB SHADOWING EXPERIENCE

Joy Medical Group, Kansas City, MO

August 2012-Present

Shadow - Gerry Black, M.D., Jan Martin, D.O., Jim Avid, R.N., Sandra Levin, R.N.

- Shadow medical professionals, medical and osteopathy doctors and registered nurses for a total of over 200 hours
- Gain a better understanding of patient confidentiality and care

Kansas Hospital, Kansas City, MO

June 2011-September 2011

Shadow - Hospice Unit

- Shadowed various members of the hospice unit at Kansas Hospital for 20 hours

### RESEARCH EXPERIENCE

Bio Institute, Overland Park, KS

June 2012-August 2012

Research Assistant

- Performed technical laboratory work in a molecular microbiology research laboratory
- Completed biochemical and microbiological tests, prepare media and solutions, and analyze experimental data
- Maintained records, logs, and reports to document laboratory activities, ordered supplies and equipment, and performed laboratory upkeep
- Performed experiments using cloning, expressing and purifying bacterial proteins and pathogenic streptococci bacteria



# REFERENCES

## KNOW THE DIFFERENCE BETWEEN A CURRICULUM VITAE AND A RESUME

The primary differences between a resume and a curriculum vitae (CV) are the length, what's included and what each is used for. A resume is brief and concise — no more than a page or two. It's a summary of your skills, experience and education as it relates to the position(s) for which you are applying. A CV is a more detailed document. It includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. In Europe, the Middle East, Africa or Asia, employers may expect to receive a CV. In the United States, a CV is used primarily when applying for academic, education, scientific or research positions. It's also applicable when applying for fellowships or grants.

—About.com

References verify your experience and confirm your credibility. Employers and graduate/professional schools use references to increase their confidence that your skills, abilities, past job performance, academic performance and accomplishments make you a good fit for the position and/or program.

## IDENTIFYING YOUR REFERENCES

- ❖ Choose wisely. If an individual has minimal knowledge of your professional experience, do not ask him or her to serve as your reference. You would be better represented if you selected an individual who knows you well and can speak of your skills than if you selected a well-respected professional in your field who knows very little about you.
- ❖ If the person seems hesitant to serve as your reference, ask someone else. Do not settle.

## REQUESTING REFERENCES

- ❖ Personally contact each person to ask if he or she will serve as your reference.
- ❖ If possible, schedule time to speak with each individual to share the types of positions you are interested in applying for and how you see your qualifications fitting with those positions.
- ❖ Ask early and be respectful. Ask individuals to serve as a reference and/or write letters of recommendation for you well in advance of the date they will be contacted and/or need to turn in their letters.
- ❖ Build your recommendation portfolio by asking your employer to write you a letter whenever you leave or complete your job if you left on good terms. If you have great interactions with a professor and did well in class, you may also ask the professor to write a letter for you at the end of the semester.

## PROVIDING YOUR REFERENCES WITH INFORMATION

- ❖ Provide your references with your current resume, summary of goals and any other document (e.g., transcript) you feel is necessary for them to provide thorough and positive information for your candidacy.
- ❖ Include a list of the graduate schools or employers for which you are requesting letters to be sent (if applicable) and provide the appropriate number of addressed and stamped envelopes.

## THANKING YOUR REFERENCES

- ❖ Send a thank-you card after you know the letter has been sent out or that he or she has spoken with the employer/school.
- ❖ You may also consider contacting your references to update them of your outcome.

## FORMATTING AND CITING YOUR REFERENCE PAGE

- ❖ Be sure to use your same resume contact heading and information on your reference page in case both documents are separated.
- ❖ Use the same font and font size that you used for your resume.
- ❖ While there are some exceptions, your reference page should be a separate page from your resume. The following is an example of how you may list your reference's contact information.
- ❖ Be sure that you have the correct contact information for your reference.

**John Justice**  
1234 Justice Lane • Kansas City, MO. 64110  
816.555.5555 • cjustice@umkc.edu

### References

**Kasey R. Kangaroo, Ph.D.**  
Assistant Professor of Sports Information  
University of Missouri-Kansas City  
5100 Rockhill Road  
Kansas City, MO 64110  
816-235-5555  
kasey@umkc.edu

**Jane Smith**  
Supervisor  
Anywhere Court  
Justice City, MO 68900  
555-555-5555  
smithj@ac.gov

**Joe Johnson**  
Supervisor  
Department of Homeland Security  
San Antonio, TX 55555  
555-555-5555  
Johnson.j@hailie.com

**Adam L. Williams**  
124 Oak Street  
Kansas City, MO 64110  
816-555-9292  
awilliams@umkc.edu

### EDUCATION

**University of Missouri- Kansas City, Kansas City, MO**  
*Doctorate of Philosophy Candidate in Counseling Psychology* Anticipated May 2014  
*Dissertation:* Childhood attachment styles and adulthood parental responsiveness  
*Research Interests:* Complex, Families, Motivation and Resiliency  
GPA: 3.98

*Master of Arts- Counseling and Guidance* May 2009  
*Emphasis:* Complex and Family  
GPA: 3.8

**Carleton College, Northfield, MN**  
*Bachelor of Science- Psychology* May 2004  
*Minor:* Biology  
GPA: 3.87

### RESEARCH EXPERIENCE AND PUBLICATIONS

Williams, A.L. (2013). Families' perceptual experience of counseling. *The Journal of Marriage and Family*, 98-99.

Smith, J. J.  
classroom

Doe, J. &  
Psychology

Kole, S. A.  
Journal

Smith, J. J.  
responsiveness

Relationships  
P

• D  
ca

• G  
cc

Adam L. Williams- Page 2

### CONFERENCE PRESENTATIONS

Williams, A.L. (2013). Families' perceptual experience of University of Missouri-Kansas City interview day. *Education*.

Smith, J., Williams, A.L., & Doe, J. (2012). Paper presented at Research Association Annual Conference, San Diego.

### TEACHING EXPERIENCE

**University of Missouri- Kansas City**  
*Lead Instructor*  
Course: A & S 100

- Taught incoming freshman study skills, coping skills

**University of Missouri- Kansas City**  
*Teaching Assistant*  
Course: Introduction to Psychology

- Taught introductory concepts of psychology as a university requirement
- Prepared lesson plans and graded all submitted assignments
- Used multiple teaching styles for different learning students

### CLINICAL EXPERIENCE

**XVC Behavioral Institute- Kansas City**  
*Practicum Intern*

- Supervised by Dr. John Doe and Dr. Kristin Smith
- 100 hours individual therapy
- 21 group therapy
- 15.5 hours individual supervision
- Maintained accurate and current session notes and
- Facilitated growth, learning, and change with individuals using theoretical concepts and techniques

**Counseling Center- Kansas City, MO**  
*Practicum Intern*

- Supervised by Dr. Mary Johnson and Dr. Susan Ko
- 97 hours individual therapy
- 31.5 hours individual supervision
- 38.5 hours group supervision
- Maintained accurate and current session notes and

Adam L. Williams- Page 3

**RST Counseling- Kansas, City, MO** 2009-2011  
*Pre-Practicum Intern*

- Facilitated growth, learning, and change with individual and family clients; applied theoretical concepts and techniques
- Maintained accurate and current session notes and treatment plans
- Contributed to group supervision for professional development and growth
- Attended continuing education workshops given by nationally recognized therapists to gain knowledge on cutting-edge therapy practices

**RELATED EXPERIENCE**  
**ABC Crisis Center- Minneapolis, MN** 2004-2007  
*Crisis Advocate and Intake Specialist*

- Completed crisis management training and fielded calls from victims of crime seeking services
- Supported individuals immediately after incidences of rape or other crimes
- Determined appropriate resources and provided advocacy and support to victims of crime and their families

### SKILLS

- Extensive knowledge of SPSS and SAS statistical programs
- Microsoft Office, Internet
- Programming ability in C++ and PHP
- Fluent in German, French and Spanish

### HONORS AND AWARDS

- Recipient of UMKC Women's Council Graduate Assistant Fund 2012
- Recipient of Minority Doctoral Fellowship 2010, 2011
- Treadar Scholar 2009
- Academic Excellence Award 2004

### PROFESSIONAL AFFILIATIONS

- American Psychological Association- Student Affiliate 2009- Present
- Psi Chi National Psychology Honor Society- Member 2007- Present

### GRANTS AND FELLOWSHIPS

- RDB Grant (University of Missouri Research Grant), \$2000 2010
- Workshop Grant (for ASPA meeting in New York), \$1500 2009

## CAREER FAIR NETWORKING

Many students feel discouraged when they take the time to attend a career fair only to have employers not take their resume and tell them to apply online. However, personal face-to-face contact with an organization is an important aspect of the job search. You may send out hundreds of faceless

resumes or online applications, but direct interaction with employers at a career fair allows you to deliver a "30- to 60-second infomercial" selling your skills and personal qualities to the employer, ask questions and make a great impression.

### WHY SHOULD YOU ATTEND CAREER FAIRS?

- ❖ Find out about specific employers.
- ❖ Learn about specific employment opportunities.
- ❖ Learn about careers in general and to research companies.
- ❖ Meet employers and make contacts that can lead to employment.
- ❖ Practice networking and communication skills.

### WHY DO EMPLOYERS ATTEND CAREER FAIRS?

- ❖ Advertise and gain exposure for their company.
- ❖ Seek out new employees and interns.
- ❖ Meet students in person and make contacts.

## RESEARCH

Visit Career Services' website and Roo Career Network prior to the event to review the list of attending companies. Visit the employers' websites and LinkedIn profiles to learn more about the companies and their employment opportunities.

## REHEARSE

Prepare your "60-second infomercial." A strong introduction gives a positive first impression. This infomercial allows you to: introduce yourself, demonstrate knowledge of the organization or company, express interest in the employer or job possibilities and offer a brief statement of what you think you could offer the organization or company.

## READY YOUR RESUME

Have multiple copies of your best resume on high-quality resume paper prepared to hand to the representatives at the career fair. Some employers will not accept resumes due to Equal Employment Opportunity Commission (EEOC) regulations even if they are interested in you as a candidate. Ask the representative if you can email them directly once you've uploaded your resume in their employment system. This is a good idea regardless if they take a copy of your resume or not.

### 60-SECOND INFOMERCIAL EXAMPLE

Hello, my name is Kasey Kangaroo. I will graduate in May with a degree in finance. While attending UMKC, I worked 20 to 25 hours a week with FedEx. During this past semester, I was able to intern within FedEx's accounting and finance department in addition to my part-time position. Because of this experience, I was able to gain hands-on experience in cost accounting, cash-flow analysis, budget developing and I assisted in preparing client proposals. I'm interested in learning more about your opportunities and how I may be able to apply my skills and experiences.

## REMEMBER

You can't tell what an employer has to offer simply by looking at the company name or product. Most companies have needs to meet in multiple areas. The most successful candidate will find a match regardless of what positions a company currently has advertised. Clarify your goals before the career fair so you'll leave with meaningful contacts and information.

## REFINE

Dress to impress. Greet everyone with a smile and a firm handshake. Be confident, enthusiastic and polite. Don't only take goodies from the company's table. Use the person's name and say thank you. Know when to move on if there is a line of students waiting. Collect business cards and ask who is the main point of contact. Make notes about your conversation with each representative and use this information in follow-up letters and phone calls. Send thank you letters within 24 to 48 hours.

## INTERVIEW ATTIRE

First impressions are important, so make sure you can make the best one by presenting yourself in a clean and professional fashion. Wearing appropriate attire will help visually support your skills and responses to interview questions. How you present yourself in a professional setting is a big factor in interviews and it not only includes how you speak, but also how you dress.

A two-piece matched suit is the professional standard for all genders. Size is also important not only for your comfort, but also presentation. Clothing that is too small or tight can be revealing and clothing that is too big can appear disheveled. Remember to get your suit pressed for every interview for a fresh appearance.

### CORPORATE POSITIONS

It is advised to cover visible tattoos with cosmetics or bandages. When it comes to piercings, limit jewelry to one piece per ear.



**TIES** Solid ties can be in shades of blue, navy, gray, black and deep red. Stripes or small dots are good when choosing a patterned tie.

**SHIRTS** Pick a long-sleeved button-up in white, light blue or conservative stripes.

**BELTS** Select one with a simple buckle that will complement your shoes.

**SOCKS** Choose socks that are long enough to cover your skin when crossing your legs. The color should complement your suit.

**SHOES** Wear a pair that you will be comfortable in. The style should be professional and can range in design: flats, heels, boots and lace-ups. New shoes are ideal, but a good shine to an older pair will also work.

## DRESS FOR SUCCESS



**SHIRT/SWEATER** Wear a conservatively cut blouse in a complementary color to your suit. Low cut tops that are too revealing or tops that have too many frills are discouraged. A sweater is also acceptable to wear underneath the jacket.

**JEWELRY/ACCESSORIES** As not to distract from the most important component of the interview — yourself, try and limit accessories to a few pieces.

**COLOR** Navy, dark gray and black suits convey a more professional tone but beige, light gray and slate blue are also acceptable.

**HAIR** Keep it neat and groomed.



**SKIRT** The length of your skirt should hit the knees when standing and will cover the thighs when seated.

**HOSIERY** Neutral shades that match your skin tone work best but a color that works into the palette of your suit is also acceptable.

**BAG** Bring along a small purse or handbag. Briefcases or simple totes are acceptable as well.

For more professional dress examples, visit our Pinterest page: [pinterest.com/umkcrocareers](https://pinterest.com/umkcrocareers)

# SUCCEED IN THE INTERVIEW

INTERVIEW SUCCESS STRATEGIES:  
BEFORE, DURING AND AFTER



## POTENTIAL INTERVIEW QUESTIONS

### PERSONAL

- ❖ Tell me about yourself.
- ❖ What are some of your strengths? Weaknesses?
- ❖ Why do you want to work here?
- ❖ What is your greatest accomplishment?
- ❖ How can you make a contribution to our organization?

### LEADERSHIP

- ❖ Tell me about a time when you were in a leadership position.
- ❖ Give me an example of a time you worked in a team relationship.
- ❖ Define success.
- ❖ How are you best supervised?

### EXPERIENCE/BEHAVIORAL

- ❖ Give an example of a situation in which you provided a solution to an employer.
- ❖ What skills do you feel you have gained through your past work experiences and school that will help you in this position?
- ❖ Give an example of a time when you worked with a difficult person.
- ❖ How did you handle that situation?

### GRADUATE/PROFESSIONAL SCHOOLS QUESTIONS

- ❖ Why do you want to be a \_\_\_\_\_ (doctor, pharmacist, dentist, lawyer, psychologist)?
- ❖ What specialty interests you?
- ❖ What will you contribute to the profession?
- ❖ What is the most difficult situation you have been in and how did you overcome those difficulties?
- ❖ How do you deal with problems or disappointments?
- ❖ What will you do if you are not accepted to into a program this year?

## BEFORE

The interview process can be intimidating if you don't know what to expect. While each interview may differ, it's important to remember they all share some common characteristics. Here are tips to help you prepare:

- ❖ You can't fool an employer. Prepare for the interview by researching the position and the company. Anticipate potential questions and plan questions you want to ask the employer.
- ❖ Be on time for the interview. Fifteen minutes early is on time. Call ahead if you will be late.
- ❖ Plan to dress appropriately in business professional attire unless otherwise specified by the employer. A rule of thumb is to dress one step above the traditional attire for the office.
- ❖ Turn off or silence your cell phone before heading into the interview.

## DURING

The interview is your chance to tell your story — as it relates to the position — and why you are the right fit for the position and company. Here are some tips:

- ❖ Make a positive first impression. Dress in business professional attire, bring extra copies of your resume and have a firm handshake. Treat everyone as if they are interviewing you. They are.
- ❖ Formulate answers beforehand. Provide clear, specific and concrete examples of your skills and experiences — especially for the behavioral-based questions. This takes practice. Schedule a mock interview with Career Services to practice this step.
- ❖ At the end of the interview ask the interviewer(s) questions about the position or company, reiterate your interest in the position and shake hands with the employers. Ask for business cards so you can follow up.
- ❖ Be mindful of your body language and the non-verbal messages you may be sending to the employer. Be confident and enthusiastic.

## AFTER

It's important to follow up any interview with a brief thank-you note or email to each person with whom you spoke 24 to 48 hours after your meeting. Some topics you may include in the note are:

- ❖ Thank the interviewer for the chance to discuss the job and see the premises. Make some reference to your positive impressions of the company and your strong interest in the job.
- ❖ Offer new information or an additional reason for the employer to be interested in you for that job, perhaps something you didn't mention in the interview.
- ❖ Let the employer know (graciously) that you expect to hear from them again and "plant" the idea in his or her mind of a phone call to you. Make it clear you're willing to come in and discuss the job further, if needed.

## HERE'S A SAMPLE THANK-YOU LETTER:

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

I wanted to take this opportunity to thank you personally for all the time you spent with me when I visited your office. I have thought quite a bit about the possibility of joining your team and believe that, in addition to the contributions I could offer, I would learn a great deal from you and benefit from your talent, wisdom and experience.

I am very interested in working for ABCD company and look forward to hearing about this position soon. If there is any other information I can provide to help expedite the decision making, please let me know.

Again, I appreciate the time you took to talk with me.

Sincerely,

Your Signature *(for a hard copy letter)*

Your Typed Name



**GRADUATE OR PROFESSIONAL SCHOOL**

**WHERE TO  
START**



Personal statements, letters of reference, GRE/GMAT/MCAT/LSAT, first-choice school — if you're a student, deciding where to go to graduate or professional school can be daunting. Here's some information to help you sort it all out.

**EVALUATE  
YOUR OPTIONS**

18-24 months prior to deadline

- ❖ Assess your interests, values, abilities and motivation for attending graduate or professional school. Does your career path require an advanced degree?
- ❖ Talk with faculty, advisers, family and friends for recommendations, suggestions and support.
- ❖ Contact the schools you are interested in to request catalog, application and financial aid information.
- ❖ Review and research relevant graduate school websites such as [petersons.com](http://petersons.com), [graduateguide.com](http://graduateguide.com) and [usnews.com](http://usnews.com).

**NARROW  
YOUR CHOICES**

12-18 months prior to deadline

- ❖ Read the school's materials to learn about class sizes, specialties, requirements and faculty research areas.
- ❖ Review your qualifications and the school's admission criteria. Will you meet, exceed or fall below their admission guidelines? If you have any concerns, the graduate school will give you a good indication of how competitive your test scores and GPA will be with the other applicants.
- ❖ Consider personal and professional fit rather than rankings to select your top choice. A No. 1 ranked program may not always be the best fit.
- ❖ Narrow your choices of schools and programs to approximately three to 10. Apply early in your senior year.
- ❖ Visit your top two or three selections. Speaking with faculty and students gives you an accurate picture of the program and if you would thrive in that academic environment. If it's not possible to visit, ask if you may schedule a phone appointment to speak with faculty and current students in the program.

**APPLY  
TO SCHOOLS**

6-12 months prior to deadline

- ❖ Prepare for the appropriate test. Depending on the program, you may be required to take one or more exams based on your program selections.
- ❖ Free materials are available for most graduate or professional admissions tests if you register early; they are also available at UMKC libraries.
- ❖ Visit the admissions websites for more information on how to register, prepare and take the test.
- ❖ Contact your faculty members or previous supervisors for letters of reference.
- ❖ Develop back-up plans.



# MAKE YOUR DECISION

2-3 months after deadline

## IF YOU HAVE BEEN ACCEPTED TO MORE THAN ONE PROGRAM:

- ❖ Re-evaluate the programs and review your career goals. How does each program fit?
- ❖ Discuss career goals with the faculty of the graduate programs to see if their curriculum fits your needs. They will be honest with you.
- ❖ Compare the number of applicants to the number of acceptances. This can tell you the competitiveness and popularity of the program. Also, you may use this information to gauge if your cohort will be large or small.

## IF YOU HAVE NOT BEEN ACCEPTED TO A PROGRAM:

- ❖ Don't give up. There are many reasons why a student may not be accepted into a graduate or professional school. Learn from the experience to help make your second application process a success.
- ❖ Ask an admissions counselor or faculty member at the graduate school(s) why you weren't selected and what you can do to strengthen your application.
- ❖ If your GPA or test scores kept you from being accepted, consider retaking your admission test or taking additional undergraduate courses to raise your GPA or fulfill missing entrance requirements.
- ❖ Apply to a larger number of schools to improve your chances of admission.
- ❖ Step out of school for a year or two. Get a job in the area you wish to pursue or participate in a year-of-service program. The real-life experience will help you the next time you apply for graduate school.

## STRENGTHEN YOUR APPLICATION

- ❖ Graduate or professional schools look at more than your entrance exam scores and GPA.
- ❖ Involvement in undergraduate research, internships, co-ops, a study abroad program, student organizations and leadership positions are all value-added experiences that will strengthen your candidacy.
- ❖ Select references who can speak of your abilities and accomplishments.
- ❖ Your personal essay must be perfect. Ask faculty, friends and career services to proofread it before sending.
- ❖ Send all materials two to three weeks in advance of the deadline.

## TIPS FOR THE PERSONAL STATEMENT

- ❖ Research your program and tailor your statement to each school. Show that you are a good fit.
- ❖ Re-write, re-write, re-write. The statement should be perfect and a good personal statement will not be written in one sitting.
- ❖ Begin with a distinctive opening to gain the reader's attention. Faculty are reviewing hundreds of applications, so make sure your statement stands out. Connect your experience and career objective to the program.
- ❖ Address the specific questions from the application. Use your outline to convince the committee of your qualifications and compatibility with the program. Highlight your accomplishments and experiences as it relates to your career goals and the program. Remember you need to show that you're a good fit.
- ❖ Link all of your qualifications presented in earlier paragraphs. You want to tie everything together. Show how you will fit the program and how the program will direct you in your long term goals. —*smsu.edu*

**A strong personal statement is reflective** — it demonstrates that you've thought about and gained a clear perspective on your experiences and what you want in your future. It doesn't simply tell a reader what you think he or she wants to know. Instead, it gives the reader a vivid and compelling picture of you — in essence, telling the reader what he or she should know about you. Remember that the focus of the essay is you, your achievements, your obstacles, your goals and your values.

### **A good essay contains a catchy introduction that will keep the reader interested.**

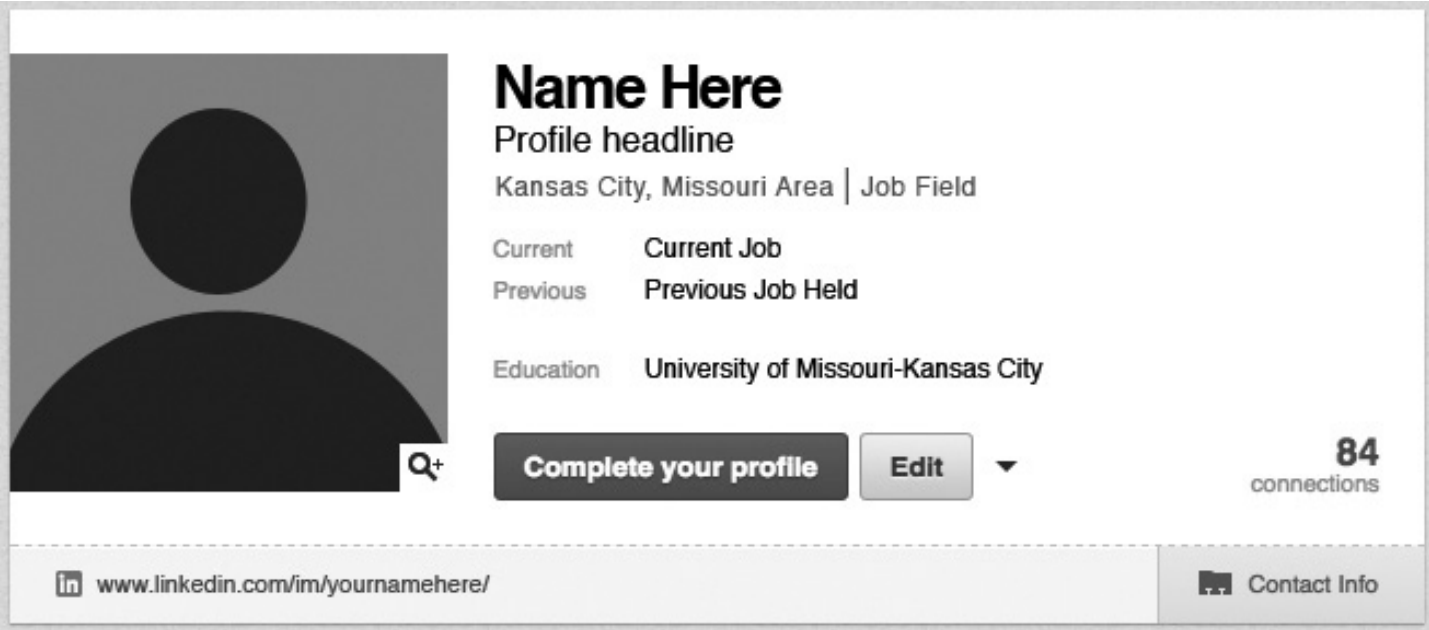
It's important to recognize that essay readers will read hundreds, maybe even thousands, of essays during the application review period. That means that an essay with a catchy introduction — one that gets right to the point and uses precise language and vivid imagery — is going to stand out more than an essay that is predictable and conventional in its opener. —*berkeley.edu*

ARE YOU LINKEDIN?

STRATEGIES TO LEVERAGE SOCIAL MEDIA AND ONLINE NETWORKING IN YOUR JOB SEARCH

LinkedIn is the most professional of the social networking sites. More than 2.9 million companies (and counting) have profiles on LinkedIn. Create your LinkedIn profile using the following recommendations:

BUILD A GREAT PROFILE



- ☐ Create an informative profile headline (i.e.: "Student at the University of Missouri-Kansas City" or "Recent honors graduate seeking marketing position").
- ☐ Pick an appropriate photo. LinkedIn is unlike other social media sites and we recommend that you choose a photo that reflects your professional style. Make sure it is a headshot of you alone, and preferably one where you are wearing interview attire or professional dress.
- ☐ Develop a professional summary. It should resemble the first few paragraphs of your best-written cover letter. Keep in mind that bullet points or short blocks of text make this easier to read.
- ☐ Show off your education. Unlike a resume which is restricted by space, on LinkedIn you have the ability to list all your organizations, honors, awards and other accomplishments.
- ☐ Enter your skills. Skills should be relevant to the job market you wish to enter but can also show off your versatility. Connections you make on LinkedIn can endorse your various skills, which shows the confidence others have in your abilities.
- ☐ Join groups that relate to your professional desires. These can be a great way to connect with individuals in the LinkedIn network, and a great way to display to recruiters that you are "in the know" of your industry.
- ☐ Collect diverse recommendations. The most impressive LinkedIn profiles have at least one recommendation associated with each position a person has had. Think of requesting recommendations from professors, internship coordinators, employers and professional mentors.

- ☐ To increase the professional results that appear when people search for your name in a search engine, set your LinkedIn profile to "public." Claim a unique URL for your profile.
- ☐ Share your work. Consider using LinkedIn to act as a profile by including examples of your writing, design work, or other accomplishments by displaying URL's or adding LinkedIn Applications. You can direct people to your website, blog or Twitter feed but make sure that these are professional outlets only.

LINKEDIN (AND SOCIAL MEDIA) ETIQUETTE

Use this LinkedIn communication example as a way to structure a formal business message. It's important to make a good first impression when cultivating a professional network.

Invite Steve to connect on LinkedIn

How do you know Steve?

☐ Colleague

☒ Classmate

School:

☐ We've done business together

☐ Friend

☐ Other

☐ I don't know Steve

Include a personal note: (optional)

Steve,

I am a junior at UMKC and found your profile in our LinkedIn group. I admire your career in graphic design and hope to pursue a similar path.

Would you be willing to connect with me and possibly offer some advice by email or phone? I would greatly appreciate your time!

Thank you,  
Lindsay

Important: Only invite people you know well and who know you. Find out why.

or

As the job market continues to change, it becomes more important to use multiple tools and resources in a job search. Any job search should incorporate one or more social networking tool.

## CAREER SERVICES STAFF

### SERVICES

- ❖ Individual career counseling
- ❖ Career assessments
- ❖ Resume development
- ❖ Business correspondence –email, prospecting letters and cover letters
- ❖ Mock interviews
- ❖ Workshops
- ❖ On-campus recruiting
- ❖ Roo Career Network
- ❖ Career fairs
- ❖ Career exploration courses
- ❖ Career and graduate/professional school resources
- ❖ LinkedIn consultation

### CONTACT US

UMKC Career Services  
Division of Student Affairs and Enrollment Management  
Atterbury Student Success Center, 2nd Floor  
5000 Holmes  
Kansas City, MO 64110

816-235-1636  
career.umkc.edu

#### HOURS

Monday–Thursday: 8 a.m.–7 p.m.\*  
Friday: 8 a.m.–5 p.m.

\* Fall and Spring Semester, otherwise 8 a.m.–5 p.m.

On the go? Download our mobile app: **UMKC Career Services**

### ROO CAREER NETWORK

Roo Career Network is UMKC's employment database and is free to all students, alumni, faculty, staff, employers and community members.

With Roo Career Network you can:

- ❖ Upload a resume, cover letter or other business correspondence for review by Career Services
- ❖ Request an individual appointment with Career Services staff
- ❖ Access 1,000,000+ jobs and internships as part of the NACELink network
- ❖ Establish "Job Search Agents" to be notified when jobs you are interested in are posted
- ❖ Review and apply for interviews held on campus
- ❖ Conduct employer searches

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#### DIVISION OF STUDENT AFFAIRS

##### MISSION STATEMENT

To enrich the lives of students and others through quality educational services and purposeful co-curricular programming.

##### CAREER SERVICES MISSION STATEMENT

To provide leadership in attracting and developing a diverse student population through a vibrant and engaging collegiate experience that supports students in defining and achieving their personal and educational goals.

UMKC is an equal opportunity/affirmative action institution.  
Relay Missouri: 1-800-735-2966 (TTY)



Search for UMKC Career Services on Facebook, Twitter, Youtube, Pinterest and LinkedIn.

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Career Services

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