

# RESUME AND INTERVIEW GUIDE

**KANSAS STATE**  
**UNIVERSITY**

| Career Center

# ABOUT THE CAREER CENTER

## WHAT WE DO

### MAJOR AND CAREER EXPLORATION

- ▶ Take free career assessments
- ▶ Find careers to fit your major
- ▶ Research industries in our resource library

### CAREER ADVISING

- ▶ Develop your resume or cover letter
- ▶ Strategize your job search
- ▶ Learn how to negotiate your salary
- ▶ Schedule a mock interview session
- ▶ Refine grad/med/law school applications

### CAREER CLASSES

- ▶ EDCEP 120 - Academic and Career Decisions
- ▶ LEAD 399 - Internships for Career Development

### EMPLOYER CONNECTIONS

- ▶ Attend a career fair or employer event
- ▶ Interview with employers visiting K-State
- ▶ Practice telling your story at a mock interview clinic

### COLLEGE TO CAREER STATISTICS

- ▶ See where students have interned
- ▶ View company/salary statistics for grads

## HANDSHAKE ACCOUNT

Login using your K-State eID and password for 24/7 access to:

### JOB LISTINGS

- ▶ Search for part-time, full-time and internship positions
- ▶ Have new jobs automatically emailed to you

### ON-CAMPUS INTERVIEWS

- ▶ Sign up to connect with employers coming to campus

### EMPLOYER DIRECTORY

- ▶ Find information about companies and recruiters
- ▶ Follow employers of interest

### DOCUMENT UPLOAD

- ▶ Upload your resume, CV or transcripts for employers to view

## CONNECT WITH US

### MAKE AN APPOINTMENT

- ▶ via your Handshake account
- ▶ (785) 532-6506
- ▶ [k-state.edu/careercenter](http://k-state.edu/careercenter)

### VISIT US

- ▶ 148 Berney Family Welcome Center  
705 N. 17th Street, Manhattan, KS 66506

### FOLLOW US

- ▶     @kstatecareer

### REPORT YOUR JOB OR INTERNSHIP

- ▶ Tell us where you're working or furthering your education at [k-state.edu/careercenter](http://k-state.edu/careercenter)

# 4 PHASES OF CAREER READINESS

THINGS TO TRY

WAYS TO GROW

- ▶ Take free career assessments
- ▶ Research majors, minors and certificates
- ▶ Enroll in a one-credit hour career class
- ▶ Get involved on campus

**950+**



students take career assessments annually

**480+**



K-State student organizations

## EXPLORE

Define your...

- ▶ Interests
- ▶ Abilities
- ▶ Values
- ▶ Personality

## DEVELOP

- ▶ Find a part-time job or internship
- ▶ Attend career events
- ▶ Activate your Handshake account
- ▶ Conduct undergrad research
- ▶ Volunteer for a project/organization
- ▶ Experience job shadowing
- ▶ Utilize a career mentor

**2,300+**

internships participated in by students



**10,800+**

job listings posted with the Career Center



- ▶ Leadership
- ▶ Hands-on experience
- ▶ Transferable skills
- ▶ Industry insight

# WHICH PHASE ARE YOU IN?

## TELL

- ▶ Practice interviewing
- ▶ Build your personal brand (LinkedIn, resume, CV and cover letter)
- ▶ Learn how to negotiate your salary and job offers
- ▶ Know what to expect in job offers

**2,500+**

1-on-1 student consults with career advisors



**1,200+**

free professional items received by students from the Career Closet

- ▶ Resume/cover letter
- ▶ Personal statements
- ▶ Articulate skills and experiences
- ▶ Email etiquette
- ▶ Elevator pitch

- ▶ Attend career fairs
- ▶ Schedule graduate or med/law school visits
- ▶ Apply for jobs or internships
- ▶ Reach out to employers
- ▶ Interview on campus

**4,000+**

student interviews with 480+ companies



**94%** 

of graduates employed or enrolled in graduate school six months after graduation

## CONNECT

- ▶ Networking
- ▶ Communication
- ▶ Interviewing
- ▶ Offer negotiation

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# RESUME WRITING

The main purpose of a resume is to help you obtain a job interview. A resume does not need to include everything you have done, but it should highlight your skills and strengths as well as your professional experiences.

## RESUME CHECKLIST

### HEADER

- Does your header contain one email, one phone number, and one address? (LinkedIn URL optional)
- Is your email appropriate?
- Have you set up your voicemail with a professional message?
- Is your name slightly larger and bold?

### INVENTORY YOUR EXPERIENCE (pg. 5) (Not all of these will apply to you)

- Education, Trainings, Certifications
- Research, Relevant Coursework, Projects
- Previous Employment (Experience), Internships
- Military Experience
- International Experience
- Community Service, Volunteer Work
- Activities, Campus Involvement
- Leadership Experience, Honors, Awards
- Technical Skills
- Languages (not including English-if applying in the U.S.)
- Professional Associations

### ORDERING YOUR EXPERIENCES (pg. 7)

- Are your most relevant experiences (paid or unpaid) to the top and left of your resume?
- Did you use section headers related to YOUR experiences (paid or unpaid)?
- Do you have more than one item in each section? If not, can you combine sections?
- Are your bullet points formatted similar to the examples in the Career Center Resume & Interview Guide?
- Do your bullet points include transferable skills as well as job duties?
- Are the job duties you've included relevant to the position you are applying for?
- Have you exaggerated any of your experiences? If so, revision is recommended. Honesty is very important.

## FORMAT

- Have you used a template? If so, it is typically recommended to start over with your own original document.
- Have you double-checked grammar and spelling?
- Are you on one page? This is the standard for undergraduates. If you are on two pages, you might want to check with a Career Center advisor or faculty member.
- Have you included your high school or activities from high school (recommended to remove after the end of your sophomore year)?
- Did you use a font size of 10 or larger?
- Is your main font a consistent size (you could include larger section headers)?
- Are your dates aligned?
- Have you used a consistent format for all of your dates (12/2018, Dec. 2018, or December 2018)?
- Are you utilizing white or neutral paper (or resume paper, if possible) and black text?
- Have you left off pictures, graphics, and color text/lines (if you're not in a design-oriented field)?

## PROOFING

- Have you had someone else review your resume?
- Have you used the Career Center Resume & Interview Guide to view examples?
- Does your resume appear balanced on the page (not a lot of white space on the left or right sides)?
- Is your degree and GPA (if you wish to include/ typically if it's 3.0 or higher) listed correctly according to KSIS?
- Have you used capitalization/punctuation/bolding/italics consistently?
- Have you used different action verbs (at the beginning of each bullet point)? (pg. 9-10)
- Did you change your bullet points or move your sections to tailor your resume to the position? (pg. 7)
- If you are applying for Federal positions on usajobs.gov are you aware that your resume could be different? Have you researched the differences?
- ARE YOU PROUD TO PRESENT THIS DOCUMENT TO AN EMPLOYER OR GRADUATE SCHOOL?



## **INVENTORY YOUR EXPERIENCE**

Catalog your experiences and what you have been involved in over the past 3-4 years. Customized your document to emphasize college experiences. Do not include anything from high school after your freshman/sophomore year of college. Consider the following categories for things you *might* include:

- Education, Trainings, Certifications
- Research, Relevant Coursework, Projects
- Previous Employment, Internships
- Military Experience
- International Experience
- Community Service, Volunteer Work
- Activities, Campus Involvement
- Leadership Experience, Honors, Awards
- Technical Skills
- Language Proficiencies
- Professional Associations

## **IDENTIFY AND COMMUNICATE YOUR SKILLS**

Examine your experiences and determine what special skills, abilities, and knowledge you have gained from them. Communicate this information through bulleted, action statements.

- Begin each bullet with an action verb
  - *See a list of action verbs on pages 9-10*
- Make sure you are using the correct tense. Use present tense (develop) for current experiences, and past tense (developed) for previous experiences
- Use brief, yet descriptive phrases to show how you have acquired and/or utilized your skills, abilities, and knowledge

## **WRITING EFFECTIVE BULLET POINT STATEMENTS**

Use strong action verbs to describe relevant job transferable skills, and/or outcomes or accomplishments.

### **ACTION VERB TENSE**

Jobs/Activities you are currently doing = present tense (develop).

Jobs/Activities you did in the past = past tense (developed).

**PERIODS?** You can use periods at the end of your bullet point statements or not, as long as you are consistent.

**TRANSFERABLE SKILLS:**

Examples: Communication, teamwork, problem solving, organization, analytical, technical, selling

**OUTCOME/ACCOMPLISHMENT STATEMENTS:**

Examples

- Recognized by supervisor for work ethic, timeliness, and resolving unique customer concerns efficiently.
- Promoted to Kitchen Lead upon recognition of work ethic, timeliness, and ability to collaborate with a team of 5-7 employees.
- Received a raise after one year of service based on work ethic and leadership in the server role.
- Recommended a change to mailings from paper to electronic which was implemented resulting in \$600 decrease in expenses per quarter.

**The following questions can serve as stimuli in identifying and writing your achievements:**

1. Did you solve a recurring problem for your area, department or section?
2. Did you suggest any new procedures or programs for the company?
3. Did you make any job easier or more efficient?
4. Did you train anyone?
5. Did you implement a new procedure or system?
6. Did you do a job with fewer people?
7. Did you do a job in less time than before?
8. Were you asked to do a special project? Take on new responsibilities?
9. Did you exceed your targets, goals or objectives?
10. Did you receive any awards or special recognition?
11. Did you do anything for the first time at the organization?
12. Did you save the company money?

## What could be the result or benefit of what you did?

Perhaps you

- Increased productivity
- Improved performance
- Reduced time
- Increased efficiency
- Improved reliability
- Reduced costs
- Reduced waste
- Streamlined workflow
- Improved safety
- Improved working conditions
- Increased sales
- Created something new
- Improved the customer experience

## TAILOR YOUR RESUME

It is important to match your skills with the employer's needs. In order to make your resume stand out, you must tailor your resume to the position you are applying for.

- Utilize the job description; analyze it and identify key skills that the employer is looking for.
- Make sure to incorporate the desired skills that you have within your action statements.
- Do not simply state that you have these skills; use examples to SHOW how you have demonstrated them.

## ORGANIZE YOUR RESUME

You want the information on your resume to be easily accessible. An employer should be able to find the information most relevant to the job description in the first 6-30 seconds.

- Name and contact information is always listed first.
- Objective statements are optional and if used should be brief and specific.

***You may want to use an objective statement for a career fair to be clear regarding the type of position (full-time, internship, etc.) and the time frame e.g., (Summer 2016).***

- Within your education section, you might also list study abroad/international experience and/or certifications that apply to your major.

- Your experience section should include significant experiences, particularly those most related to your field; they do not have to be paid positions. Consider: jobs, internships, leadership positions, activities, volunteer work, significant class projects, etc.
- Prioritize your resume; the most relevant information should always be toward the top.

Additional Tips:

- Length should be one page for most undergraduates.
- Capitalization, punctuation, bolding, dates, etc. need to be formatted consistently.
- Never exaggerate your experiences.
- Add numerical details when you can; this will help to **quantify** your experiences.
- Avoid excessive white space.
- Your resume needs to be error free—no typos, grammatical errors, etc.
  - *See pages 11-33 for resume examples*

***Be sure to upload your resume to your Career Center Account for employer viewing.***

## **ACTION VERBS**

### **MANAGEMENT SKILLS**

administered	delegated	improved	prioritized
analyzed	developed	initiated	produced
assigned	directed	instituted	recommended
attained	enhanced	managed	reorganized
chaired	established	motivated	reviewed
consolidated	evaluated	organized	scheduled
contracted	executed	oversaw	strengthened
coordinated	increased	planned	supervised

### **COMMUNICATION SKILLS**

addressed	directed	interpreted	publicized
authored	drafted	lectured	reconciled
collaborated	edited	mediated	recruited
composed	elicited	moderated	resolved
contacted	explained	negotiated	spoke
convinced	formulated	persuaded	translated
corresponded	influenced	promoted	wrote

### **RESEARCH SKILLS**

analyzed	diagnosed	interpreted	reviewed
clarified	evaluated	interviewed	solved
collected	examined	investigated	summarized
compared	gathered	located	surveyed
conducted	extracted	organized	systematized
critiqued	identified	researched	tested

### **TECHNICAL SKILLS**

adapted	designed	maintained	replaced
applied	developed	operated	solved
assembled	devised	overhauled	standardized
built	engineered	programmed	studied
calculated	fabricated	remodeled	upgraded
computed	installed	repaired	utilized

### **TEACHING SKILLS**

adapted	developed	facilitated	instructed
advised	enabled	focused	persuaded
coached	encouraged	guided	stimulated
communicated	evaluated	individualized	trained
coordinated	explained	informed	tutored

## FINANCIAL SKILLS

administered	balanced	estimated	projected
allocated	budgeted	forecasted	reconciled
analyzed	calculated	managed	reduced
appraised	computed	marketed	researched
audited	developed	planned	

## CREATIVE SKILLS

acted	developed	instituted	planned
adapted	directed	integrated	revised
composed	established	introduced	revitalized
conceptualized	fashioned	invented	shaped
created	founded	modified	solved
customized	illustrated	originated	
designed	initiated	performed	

## HELPING SKILLS

advocated	counseled	facilitated	rehabilitated
aided	demonstrated	familiarized	represented
assessed	diagnosed	guided	resolved
assisted	educated	intervened	supported
clarified	encouraged	motivated	volunteered
coached	expedited	referred	

## CLERICAL or DETAIL SKILLS

approved	distributed	prepared	set up
arranged	executed	processed	standardized
catalogued	generated	purchased	specified
charted	implemented	recorded	systematized
classified	inspected	retrieved	tabulated
coded	maintained	reviewed	updated
collected	monitored	routed	validated
compiled	operated	scheduled	verified
dispatched	organized	screened	

## MORE VERBS FOR ACCOMPLISHMENTS

achieved	completed	resolved (problems)	surpassed
expanded	improved	restored	transformed
pioneered	reduced (losses)	succeeded	won

# RESUME EXAMPLES

## Julie Jones

(785) 123-4567 | juliejones@ksu.edu | 123 Wildcat Lane Manhattan, KS 66502

Extensive background knowledge in agriculture, predominantly bovine and equine production. Strong aptitude for communication and customer relations with a predisposed ability for identifying and resolving issues, leadership, completing tasks ahead of schedule and managing multiple tasks at a time. Recognized amongst peers for professionalism, high standards and being a pleasure to work with.

### EDUCATION

Kansas State University, BS Agribusiness

May 2018

### PROFESSIONAL EXPERIENCE

**Bank of the Flint Hills, Manhattan, KS**

November 2016-Current

Agricultural Loans Department Intern

- Successfully worked among loan officers proving to be an integral team member, implementing strong communication at all levels of the lending process to ensure a smooth process.
- Understood when assistance was needed and sought help to rectify any confusion.
- Composed Excel spread sheets to show customer's return on equity, return on assets, debt-equity ratios, and overall financial standing.
- Aided in analyzing applicants' financial status, credit, and property evaluations to determine loan feasibility.
- Assisted with annual and new inspections, making sure all records provided to us are both accurate and timely.

Customer Service Representative

- Recognized by supervisor for work ethic, punctuality, and resolving customer concerns efficiently.
- Accurately process customer checks, cash, transfers and statements while preserving a balanced drawer.
- Create a friendly environment for customers through interaction and ensuring their needs are met.
- Complete team building and safety exercises to increase communication and teamwork while ensuring a safe work environment.
- Communicate effectively with team members to ensure that joint projects are completed, and sales goals are met.

**Jones Family Farms, Somewhere, KS**

May 2012-Current

Farm Hand

- Develop attention to detail and proficiency with Excel to accurately maintain records in both cow-calf side and crop production.
- Utilized proper handling techniques for livestock during processing and handling, keeping safety as a top priority.
- Customized feed rations depending on the goals and animal's needs, coordinated feed delivery, transport and distribution.
- Operated and maintained heavy machinery.
- Successfully worked in a family setting while demonstrating professionalism, a strong work ethic and the ability to be self-directed.

**Kansas State University Rabies Lab (KSVDL), Manhattan, KS**

May-August 2017

Lab Technician

- Daily practice of safety procedures to ensure a safe work environment while working as a team member.
- Trained on safe handling procedures and proper care of time sensitive and toxic substances.
- Applied attention to detail through record keeping and information processing.
- Enhanced the work environment by providing a positive attitude and strong communication skills.

### RELEVANT COURSEWORK

- Production Economics
- Data Analysis and Optimization
- Food and Agribusiness Management Strategies
- Agricultural Law and Economics
- Agricultural Market Structures
- Management Concepts
- Fundamentals of Professional Selling
- Consumer Behavior

### COMMUNITY INVOLVEMENT

**Kansas Quarter Horse Amateur Association**

- Board of Directors
- KQHA Amateur Show facilitator

**Kansas State University**

- Animal Science Friends and Family Reunion
- Ag. Eon and Business Club

**Manhattan Area Chamber of Commerce**

- Business After Hours member
- Manhattan Area Young Professionals
- Women in Business

# Susan Smith

(785) 555-5555 | 5555 Pin Oaks Dr. St. George, KS 66535 | smith@ksu.edu

## OBJECTIVE

To obtain a summer job in a large animal veterinary practice

## EDUCATION

Kansas State University, Manhattan, KS  
Bachelor of Science in Agriculture May 2019  
**Major: Animal Sciences & Industry, Pre-Vet Option**  
GPA 3.87

## RELATED EXPERIENCE

T. Russel Reitz Animal Shelter, Manhattan, KS Aug. 2016 - Present  
**Volunteer**  
• Interact with dogs and cats to provide exercise and socialization  
• Maintain cleanliness of kennels

Westside Veterinary Clinic, Manhattan, KS Summer 2016  
**Veterinary Assistant**  
• Utilized appropriate handling techniques for dogs and cats during exams and procedures  
• Observed surgeries, including spays and neuters, monitored animals post-operatively  
• Developed x-rays, ran fecal samples  
• Maintained cleanliness of exam rooms and kennels  
• Scheduled appointments

Sunset Zoo, Manhattan, KS Aug. 2015 - May 2016  
**Docent**  
• Gained knowledge of various types of zoo animals, special diets, and zoo's acquisition process  
• Interacted with members of the public, provided educational information about zoo animals

## ACTIVITIES

Pre-Vet Club, **Secretary** Aug. 2015 - Present

College of Agriculture, **Ambassador** Aug. 2015 - Present

Kappa Alpha Theta Sorority  
• **Vice President Membership** Sept. 2015 - Present  
• **Historian** Sept. 2015 - May 2016

Habitat for Humanity, **Volunteer** Feb. 2016

## ADDITIONAL WORK EXPERIENCE

Career Center, KSU, Manhattan, KS Sept. 2015 - Present  
**Career Specialist**

Dillons, Manhattan, KS Summer 2016  
**Clerk**

*Bolding is utilized consistently. Bold all job titles/degrees or all organizations.*

*Left or right align dates using tabs and ruler bar. Utilize dates on right side of page to lessen white space and create balance.*



# Hannah DeMarco

999 Sunset Avenue, Apt 14 • Manhattan, KS 66502 • 555-555-5555 • hdemarco@k-state.edu

## EDUCATION

**Kansas State University**, Manhattan, KS Expected Graduation August 2019  
 Bachelor of Science in Business Administration GPA: 3.7/4.0  
 Major: Marketing  
 Minor: Leadership Studies  
**University of Westminster**, London, England Summer 2017  
 Coursework Completed: Business Communications, Marketing in Everyday Life

## EXPERIENCE

**ONEOK (Kansas Gas Service)**, Overland Park, KS May - August 2018  
*Business Development Intern*

- Researched, drafted and mailed marketing letters to raise awareness of the benefits of natural gas for potential and current residential customers, and to help build relationships with builders and developers
- Developed several potential website recommendations to better educate website visitors on benefits of natural gas
- Attended multiple meetings and conferences to gain experience and knowledge of many aspects of the company, including economic development, Home Builder Association and Midwest Region Alternative Fuels Project Meeting
- Accompanied reps on customer calls concerning rate increase, expansion project and a future CNG station
- Mastered and presented a demo-training course on a new pipeline management system being implemented and updated instructions to include detailed screen-shot directions

**Career Center**, Manhattan, KS August 2016 - August 2018  
*Paraprofessional*

- Create advertisements and arrangements for the sandwich boards located outside the office
- Called part-time employers in the community to reconnect with them to post jobs and hire students

**Alpha Kappa Psi**, Co-Ed Business Fraternity, Kansas State University August 2015 - May 2018  
*Fundraising Co-Chair*

- Organized successful fundraising events such as a sand volleyball tournament (raised \$350) and Telefund (raised \$800)
- Created and implemented new fundraising events such as selling personalized CBA water bottles to students and faculty (raised \$654) and pizza deal cards sponsored by four local pizza stores (raised \$455)

*Vice President of Alumni Relations*

- Established a digitalized copy of all previous files and data onto a flash drive for future members who hold the position
- Coordinated successful events with alumni such as a Royals baseball tailgate and K-State football tailgate

**Marketing Business Tour**, College of Business, Kansas State University January 2018  
*Participant*

- Participated in faculty-led study tour of Chile and Argentina with 13 other K-State students
- Gained knowledge of emerging markets and business protocol in industries including retail, finance, wine, and aerosol cans
- Enhanced intercultural awareness by conversing with locals and exploring malls and markets

**Great Bend Regional Hospital**, Great Bend, KS June 2015 - August 2017  
*ER Receptionist*

- Registered, admitted, and discharged patients successfully maintaining client confidentiality
- Calmly handled emergencies and simple questions presented by patients over the phone or in person

*Human Resource Director Assistant*

- Designed and managed the internal website for hospital employees with a website editor
- Created employee database in Excel to input all of the personal and confidential employee data
- Helped hire approximately 100 new employees and assembled employee files

## CAMPUS INVOLVEMENT

- **Beta Gamma Sigma**, Member, Kansas State University Spring 2017 - Present
- **Study Abroad Advocates**, Member, Kansas State University Fall 2017 - Present
- **Golden Key Honorary Society**, Member, Kansas State University Fall 2016 - Present
- **Sigma Alpha Lambda Leadership and Honorary Society**, Member, Kansas State University Fall 2016 - Present
- **Phi Eta Sigma Honorary Society**, Member, Kansas State University Spring 2016 - Present
- **Marketing Club**, Member, Kansas State University Fall 2015 - Present

## HONORS & AWARDS

- **Alpha Kappa Psi All-Academic Team**, Recipient, Kansas State University Fall 2017
- **Dean's Choice Scholarship**, Recipient, Kansas State University Fall 2015, Fall 2016, Fall 2017
- **Larry Kendall Scholarship**, Recipient, Kansas State University Summer 2016, Spring 2017
- **Rebecca Tribble Scholarship**, Recipient, Kansas State University Spring 2017
- **Dean's List**, Recipient, Kansas State University Fall 2015, Fall 2016, Fall 2017
- **National Society of Collegiate Scholars**, Recipient, Kansas State University Spring 2016

Utilize the width of the page by including relevant detail in your bullet points.

Technical resumes may wish to use shorter bullet point wording.

# PAMILLA JETMORE

1010 Martin Dr  
Dodge City, KS 67801

pjetmore@ksu.edu  
402.274.6876

## EDUCATION

**Kansas State University**, Manhattan, KS  
Bachelor of Arts in English  
Emphasis: Literature      Minor: Women’s Studies  
Primary Texts Certificate

Graduation Date: May 2019

*If most relevant experience is from class, describe specific (and relevant) projects, concepts, group work, or presentations.*

## RELEVANT COURSEWORK

### Introduction to Technology, Database, and Spreadsheet

- Increased knowledge of how to effectively and efficiently use Microsoft Office products

### Literature Studies

- Engaged in team-based development and peer critiques of articles utilizing MLA in-text citation and format style

### Development of the English Language; British Survey I

- Strengthened command of English syntax, grammar, and punctuation through studying the language from its inception

### British Literature: Chaucer, Spenser, and Milton; American Literature: WWI

- Gathered, organized, and interpreted articles to be used by entire class for research projects
- Compiled original research and information of little known American poet

### Cultural Studies

- Acquired knowledge of strategies and methods scholars use to better understand inner workings of texts
- Participated in various group projects and became more comfortable voicing opinions and receiving the thoughts and ideas of others

## WORK EXPERIENCE

### Self-Employed

May 2017 – Present

Web Content Editor, Dodge City, KS

- Communicate with client to understand proper content and goals
- Organize and edit existing content
- Write new content in timely manner to meet goals of the website

### Bartender/Assistant Manager

Jan. 2016 – Present

Applebee’s, Dodge City, KS

- Create a friendly environment for customers by interacting and ensuring their needs are met
- Communicate with 15-20 staff to ensure the restaurant is running efficiently
- Open and close restaurant guaranteeing preparedness for the next shift

### Health New Business Manager

June 2013 – Sept. 2015

Wiig-Codr Underwriters, Co, Omaha, NE

- Managed new health business; activated policies and responded to claims in a timely manner
- Retained current business through constant communication with agents and clients
- Interacted with Insurance Companies as well as other agents
- Marketed new products to agents to acquire new business and retain current clients
- Passed Nebraska Health and Life Insurance Exam in July of 2013

### Office Manager

Oct. 2012 – May 2013

Shelter Insurance, Julie Darrah-Agent, Manhattan, KS

- Enhanced daily office functions by reorganizing files and procedures to ensure office/agent organization and efficiency
- Managed office for 4 ½ weeks while supervisor was absent

# Susie J. Flowers

1505 Bluemont Ave. • Manhattan, KS 66502 • (785) 385-1234 • sjf1234@k-state.edu

## OBJECTIVE

To obtain a summer internship in Landscape Design

## EDUCATION

Kansas State University, Manhattan, KS  
Bachelor of Science in Agriculture May 2019  
**Major: Horticulture, Option: Landscape Design**

Johnson County Community College, Overland Park, KS  
Associate of Arts May 2017

## RELEVANT COURSEWORK

- Woody Plant Materials I and II
- Herbaceous Plant Materials
- Arboriculture
- Horticultural Design

## RELATED EXPERIENCE

**Lee Elementary School Garden Club**, Manhattan, KS  
Volunteer Aug. 2017–present

- Develop garden design plans utilizing perennials and annuals
- Provide project assistance to teachers at after-school garden club
- Work weekly with 25 elementary school children

**Horticulture Study Abroad Trip** Mar. 2017

- Spent 10 days in Italy on faculty-led trip with 7 other K-State students
- Visited gardens, vineyards and olive groves in central Italy
- Gained exposure to Mediterranean-style design elements

**Manhattan Parks and Recreation**, Manhattan, KS  
Seasonal Park Maintenance Worker Summer 2015

- Assisted with planning and design, planted and maintained flower beds for City, CICO, and Sojourner Truth Parks
- Gained knowledge of plant materials and proper planting techniques
- Utilized fertilizers and pesticides effectively
- Pruned trees and shrubs
- Worked with mowers, weed-eaters and hand pruners

## ADDITIONAL WORK EXPERIENCE

**Dillon's Food Store**, Manhattan, KS  
Cashier Sept. 2014–present

- Manage cash receipts accurately
- Provide friendly, efficient customer service

*Only relevant details are included in bullet points of an additional work experience section.*

## HONORS & ACTIVITIES

Horticulture Club, Treasurer 2016–17  
Alpha of Clovia, Historian 2015–16

*Related Experience could be volunteer, work, research, class projects, leadership, shadowing, practicum, internship/co-op or international experiences.*

## Nathan R. Taylor

555 Bluemont • Manhattan, KS • (555) 555 – 5555 • email@k-state.edu

### EDUCATION

**Kansas State University (KSU)**, Manhattan, KS  
*B. S. in Hospitality Management; Emphasis: Lodging Management* 05/2019  
 Minor: Business  
 GPA: 3.47 It's ok to include GPA if 3.0 or higher.

**U.S. Marine Corps**, Basic Food Services Course 05/2012

### INTERNSHIP

**MGM Grand**, Las Vegas, NV  
*Intern* 05/2016 – 08/2016

- Provided customer service through front line transactions; Resolved customer concerns efficiently
- Collaborated as part of a six-person rotating intern team experiencing all areas of hotel
- Conducted written, oral, and technical communication with supervisor, colleagues, and customers
- Suggested cost-saving improvement for housekeeping which was implemented, saving \$5-10k per year in operating expenses

### RELATED EXPERIENCE

**U.S. Marine Corps** Military experience should focus on transferable skills. Try to use civilian terminology as much as possible. 05/2011 – 01/2015  
*Food Service, Specialist*

- Prepared meats, fruits, vegetables, breads, & pastries for 600 people three meals daily
- Facilitated proper food storage procedures; Followed all food safety protocol
- Verified incoming shipments, prepared daily supply reports; Ordered food product
- Promoted through 2 positions including sanitization (2012) and food service (2013)

**Holiday Inn**, Overland Park, KS  
*Lead Housekeeper* 01/2009 – 05/2011

- Promoted to Lead upon demonstrating work ethic, timeliness, and ability to be detail-oriented
- Hired and trained 6 new housekeepers
- Led kitchen set-up for breakfast service
- Interacted with guests; Responded to special requests and complaints quickly

### CERTIFICATIONS

**ServSafe Food Handler** (Certification # 1234567) 02/2015 – 2020  
**ServSafe Alcohol** (Certification # 1234567) 01/2015 – 2020  
**CPR/First Aid** You may include when a certification expires even if it's in the future or if it is relevant but expired in the last 5 years. 05/2015 – 2018

### ACTIVITIES & HONORS

**KSU Hospitality Management Society**, Member 2016 – Present  
**Norris P. Swau Memorial Scholarship**, Recipient 2016 – Present  
**Alli Kemp Bandstand**, Volunteer Fundraiser 2016, 2017

### ADDITIONAL WORK EXPERIENCE

**KSU Career Center**, Student Assistant, Manhattan, KS 08/2016– Present

- Greet and assist students, faculty, and employers at main lobby reception and over the phone

## Colette E. Adams

6409 Lily Drive • Saint Joseph, MO 64506 • (816) 345-2598 • ceadams@ksu.edu

### EDUCATION

Kansas State University, Manhattan, KS  
**Bachelor of Science in Psychology**

December 2018

### RESEARCH EXPERIENCE

Kansas State University, Psychology Department, Manhattan, KS

#### Senior Research Assistant

November 2017-March 2018

- Supervised four research assistants and helped them with their studies and presentation opportunities.
- Conducted animal research in a behavioral neuroscience lab, mostly concerning nicotine and alcohol.
- Performed animal surgeries prior to particular studies.
- Administered drugs or medications to animal subjects.
- Read literature concerning research studies, using PsycInfo and PubMed databases.
- Collected data using Microsoft Excel.
- Coded data using JWatcher and SM Player computer programs.
- Prepared posters and slide shows for conference presentations.
- Presented research posters at the Society for Neuroscience conferences held annually.
- Trained and cared for Psi Chi lab animals for the Kansas State University Open House.

#### Research Assistant

May 2016-November 2017

- Coded transcripts of HIV hotline counselors and collected data concerning statistical information, using Microsoft Excel.
- Read literature concerning research studies.
- Contacted medical professionals for information on how they present information to patients.
- Assessed general psychology students' understanding of the Monty Hall Problem and the Bertrand's Box Paradox puzzle.
- Created and administered online surveys for general psychology students, measuring their numeracy skills.

### COMPUTER SKILLS

Research databases: PubMed, PsycInfo, and ProQuest

Microsoft Word, Excel, PowerPoint, Google documents, Google calendars, JWatcher, and SMPlayer

### ORGANIZATIONS AND COMMUNITY SERVICE

Law Enforcement Torch Run, Special Olympics, Columbia, MO

May 2018

Bike 4 the Brain, Kansas City, KS

August 2016

Society for Neuroscience

2015-2017

### WORK EXPERIENCE

Waitress/ Bartender, Patio Bar and Grill, Manhattan, KS

May 2018-July 2018

Resident Representative, McCullough Development, Manhattan, KS

February 2018-April 2018

*Choose computer skills that are relevant for the position you are applying to including specific software versions when applicable.*

*Consistent dates are very important- you can abbreviate, write out, or use numbers as long as all are the same.*

**Kennedy James**

1842 Elaine Drive  
 Manhattan, KS 66502

719-525-7895  
 kjames@ksu.edu

**Education**

**Kansas State University, Manhattan, KS**

May 2019

Bachelor of Arts in Modern Languages

Cumulative GPA: 3.67

Area of Concentration: Spanish

Bachelor of Arts in History

Secondary Major: International Studies

**Leadership Experience**

**Captain, Kansas State University Track and Field Team**

2017-2018

- Acted as a correspondent between the coaching staff and the student-athletes
- Developed relationships with teammates and served as a role model for younger students
- Collaborated with coaches encouraging teammates to participate in community events and support other athletic teams

**Member, Student-Athlete Advisory Committee**

2017-2018

- Elected by coaching staff to represent the Track and Field team
- Assisted in organization of community service opportunities for all Kansas State student-athletes
- Encouraged student-athletes to become involved in campus-wide activities
- Communicated education opportunities and resources to student-athletes
- Served as a liaison between the athletic department and student-athletes
- Analyzed potential problems or misunderstandings between student-athletes and the athletic department and helped create solutions

**Skills**

**Teamwork**

- Coordinated and worked with people from many different backgrounds and nationalities through academics and athletics
- Collaborated with teammates, the athletic department, and the coaching staff to help provide the best possible student-athlete experience

**Communication**

- Promoted potential community service and educational activities for student-athletes
- Aided coaches in the recruitment of new athletes by answering potential questions and promoting the university

**Self-Motivated**

- Eager to learn and put new information into use
- Actively pursue success and set high standards for performance

**Work Ethic**

- Maintained high academic standards while devoting several hours a day to athletics
- Worked to achieve goals, as well as the goals of the track team and athletic department

**Awards and Activities**

Phi Beta Kappa Academic Honor Society

2016-Present

Kansas State Track and Field Team

2015-Present

Academic All-American

2017

Dr. Gerald Lage Academic Achievement Award

2017

All-Big 12 Athlete Indoor Track and Field

2016, 2017

First Team Academic All-Big 12

2015, 2016

Big 12 Commissioner's Honor Roll

2015-2017

Big 12 Athlete of the Week

February 2017

## Aura Gomez

(555) 555 - 5555

agomez@k-state.edu

555 Bluemont Apt. 15 Manhattan, KS 66502

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### Education

**Kansas State University**, Manhattan, KS

Expected: May 2021

*Bachelor of Science in Arts & Sciences*

Major: *Open Option*

Cumulative GPA: 4.0

*Remove your high school and associated activities (unless they are directly related) after your freshman/sophomore year of college.*

**Leawood High School**, Leawood, KS

May 2017

Cumulative GPA: 4.0

### Activities and Involvement

**Hispanic American Leadership Organization (HALO)**, Kansas State University August 2017 - Present

- Aid in the planning of events such as the Hispanic Heritage Month and Belleza Latina
- Participate in Encuentro (college preparation conference)
- Attend regular meetings

**Project IMPACT**, Kansas State University

June 2017 - Present

- Participate in program created to increase retention and graduation of multicultural students in the colleges of engineering, agriculture, and business
- Maintain accountability for grades and enhance self-development

**Multicultural Academic Program for Success (MAPS)**, Kansas State University

Summer 2017

- Selected to participate based on leadership and academic commitment
- Developed teamwork skills through completion of biofuels research project
- Interacted with professionals in the field, further developing professional skills

**Student Council**, Leawood High School

August 2014 - May 2017

*Co-President (2015-2016)*

- Organized school-wide events such as homecoming activities and dances

**Fellowship of Christian Athletes (FCA)**, Leawood High School

August 2016 - May 2017

- Attended weekly meetings
- Planned school-wide activities after athletic events

### Volunteer Experience

**Boys and Girls Club**, Leawood, KS

August 2016 - May 2017

- Helped mentees with schoolwork once per week

**Day Resource Center**, Fort Worth, TX

January 2018

K-State Alternative Breaks volunteer

- Organized donations
- Sorted mail, answered phone, took messages for clients
- Accurately completed forms for program "Room in the Inn"

**MARCO CARLOS GASPARD**555 N. 1<sup>st</sup> Street, Kansas City, KS 66102 • (555) 555-5555 • mcmarcog@k-state.edu**EDUCATION****KANSAS STATE UNIVERSITY, MANHATTAN, KS**

Expected: Dec. 2018

Bachelor of Science in Civil Engineering

Construction Option

**GPA: 3.2****KANSAS CITY KANSAS COMMUNITY COLLEGE (KCKCC), KANSAS CITY, KS**

May 2014

Associate in Science, Pre-Engineering

Honors: Cum Laude

**GPA: 3.8****SKILLS & QUALIFICATIONS**

- AutoCAD, C Programming, Xactimate, Microsoft Office
- **Fluent in Spanish**, strong oral and written communication skills
- Strong leadership and teamwork experience

*Selective bolding is used to draw attention to the most relevant/important information.*

**PROFESSIONAL EXPERIENCE****Faculty Coordinator/Counselor**

Aug. 2014 - Present

University of Kansas School of Medicine, Kansas City, KS

- Teach civil engineering, emergence of diseases, and neurobiology to 120 students
- Supervise student mentors that assist with students' projects
- Mentor students' research projects for the Science Olympiad Competitions
- Assist students in physics and calculus

**Project Management Summer Intern**

June 2016 - Aug. 2016

United Restoration Services, Kansas City, KS

- Managed minor to major restoration projects
- Monitored contractors during construction, renovation, and demolition of projects
- Estimated and bid projects as well as scheduled internal work groups
- Ensured staff met safety requirements and monitored for infection control

**Field Project Manager**

Apr. 2013 - Apr. 2015

KCMS Contracting Inc., Kansas City, KS

- **Promoted 4 times, Sales Representative to Field Project Manager**
- Sold a total of \$200,000 in remodeling jobs increasing company's sales by 30% in one quarter
- Managed jobs ranging from \$7,000 to \$1.8 million
- Coordinated office production and collaborated on executive decisions to make work flow efficient
- Scheduled and managed sub-contractors and ensured licenses and paperwork were current
- Conducted cost analysis, and estimated for residential and commercial projects
- Negotiated with Insurance Adjusters on terms of property coverage

*These bullet points contain quantifiable details (numbers) to describe accomplishments.*

**LEADERSHIP & COMMUNITY ACTIVITIES**

Sigma Lambda Beta International Fraternity Inc., Vice President

2016 - Present

- Additional Roles: Marketing, Public Relations, Recruitment Chair

American Institute of Steel Construction (AISC), Steel Bridge Competitor

2016 - Present

American Society of Civil Engineers (ASCE), Concrete Canoe Competitor

2016 - Present

Society of Hispanics in Professional Engineering (SHPE), Webmaster

2014 - Present

Phi Theta Kappa International Honorary Society, KCKCC, Leadership Officer

2013 - 2015

Engineering Physics Club, KCKCC

2013 - 2016

- **Established club** and served as President

**AWARDS & HONORS**

Honorable Outstanding Community Contribution, TRIO Program

2015 - 2017

SHPE's Extreme Engineering Competition, 4<sup>th</sup> Place

2016

Hispanic Scholarship Fund Recipient

2016

Certificate of Outstanding Excellence, Phi Theta Kappa, KCKCC

2014



## Abani Sharma

555 College Ave. #5 Manhattan, Kansas, 66502 • (555) 555-5555 • asharma@k-state.edu

### EDUCATION

Kansas State University (KSU), Manhattan, KS

Anticipated: May 2018

**B.S. in Electrical Engineering**

Emphasis: **Bioengineering**

Johnson County Community College (JCCC), Overland Park, KS

May 2016

**Associate of Liberal Arts**

GPA: 4.0

*Include transfer schools if you have received a degree or refer to activities from that school elsewhere in your resume.*

### SKILLS

**Languages:** Bilingual in English and Farsi

**Software:** Programming (C++), Microsoft Office

### WORK HISTORY

#### Tutor

Scholars Assisting Scholars, KSU, Manhattan, KS

Aug. 2016 - Present

- Tutor students in mathematics
- Teach students learning strategies

#### Tutor

Math Resource Center, JCCC, Overland Park, KS

Jan. 2015 - July 2016

- Assisted students with math courses, from arithmetic to differential equations
- Motivated students to achieve math competencies
- Guided students in finding their best learning style

#### Impact Member

Abercrombie & Fitch, Overland Park, KS

May 2014 - Dec. 2014

- Greeted customers and prompted sales
- Balanced a register of up to \$2,000
- Arranged new merchandise on the sales floor

### MEMBERSHIPS

KSU Robotic Competition Team

2016 - Present

KSU Honors Program

2016 - Present

Society of Women Engineers (SWE)

2016 - Present

Institute for Electrical and Electronics Engineers (IEEE)

2016 - Present

Phi Theta Kappa Society, JCCC, Overland Park, KS

2014 - Present

Invisible Children Group, JCCC, Overland Park, KS

2015- 2016

### HONORS & ACTIVITIES

Honors Program Scholarship, JCCC

2014 - 2016

President's Honor Roll, JCCC

2014 - 2016

Outstanding Student Award, JCCC

2015

Shawnee Mission Medical Center: Emergency Department, Volunteer

2014

**Alex Wildcat**

awildcat@k-state.edu

222 West 2<sup>nd</sup> Street, Manhattan, KS 66502

(785) 532-5555

**EDUCATION**

<b>Kansas State University</b> , Manhattan, KS <i>Bachelor of Science in Kinesiology; Emphasis: Exercise Physiology</i>	May 2018
<b>Johnson County Community College</b> , Overland Park, KS <i>Associate of Science in Business</i>	May 2014

**QUALIFICATIONS**

- Functional strength training
- Nutrition trends and research
- Pre-hab flexibility
- Workout plans utilizing Excel

Use qualifications for specific (not general) skills related to the position which aren't found in other bullets.

- Relative intensity
- Band and chain resistance
- Manual resistance
- Objective measurement tools

**RELEVANT EXPERIENCE**

<b>Boys and Girls Club</b> , Manhattan, KS <i>Volunteer/Health Presenter</i>	Aug. 2014 - Present
<ul style="list-style-type: none"> <li>• Present healthy eating facts in a way that is engaging for 4-10 year-old's</li> <li>• Perform fast-paced problem solving when behavioral issues arise; develop relationships with children &amp; parents</li> </ul>	
<b>Kansas State University Athletics</b> , Manhattan, KS <i>Strength and Conditioning Intern</i>	Aug. 2014 - Present
<ul style="list-style-type: none"> <li>• Develop, manage, and implement strength and conditioning program for Division I Football, Track, and Women's Rowing including coordination of football recruitment activities</li> <li>• Track daily training using StrengthPlanner workouts systems</li> <li>• Communicate and collaborate daily with diverse student athletes, coaches, and trainers</li> </ul>	
<b>Blue Valley School District</b> , Overland Park, KS <i>Food Service Assistant</i>	Aug. 2013 - May 2014
<ul style="list-style-type: none"> <li>• Served approximately 600 students and 40 staff members during daily lunch</li> <li>• Honored special requests and food allergy needs; created detailed recording of specialized meal requirements through the HOS computer system; submitted final report to supervisor daily</li> <li>• Maintained confidentiality of students with special meal requirements</li> </ul>	

**LANGUAGES**

Spanish: Fluent (Speaking, Reading, Writing)  
Mandarin: Proficient (Speaking, Reading)

**CERTIFICATIONS**

<b>PiYo</b>	2016 - 2018
<b>CPR and First Aid</b>	Feb. 2016 - Feb. 2018
<b>YogaFit- Level 1</b>	Nov. 2016

**HONORS AND ACTIVITIES**

<b>Kinesiology Student Association</b> , Member	2014 - Present
<b>College of Human Ecology Honor Roll</b>	2014 - Present
<b>Dean's List</b>	2014 - Present
<b>Pi Beta Phi Sorority</b> , Vice President of Development	2016
<ul style="list-style-type: none"> <li>• Participated in weekly executive council meetings; developed 4-6 fundraising events per semester</li> <li>• Co-led members to raise \$2,400 in one semester for literacy philanthropy</li> </ul>	
<b>Manhattan MLK Clean-up</b> , Volunteer	2015

**ADDITIONAL WORK EXPERIENCE**

<b>Sears</b> , Overland Park, KS <i>Sales Associate / Stock Control</i>	Dec. 2012 - Jun. 2014
<ul style="list-style-type: none"> <li>• Collaborated with supervisors and colleagues to retain accurate count of inventory on a quarterly basis</li> <li>• Processed check, cash, and credit card payments; balanced daily cash drawer of up to \$5,000; totaled receipts and submitted utilizing the POS computer system.</li> </ul>	

**Sam Flyerman** 940 Indian Rock • Salina, KS 67401 • sflyerman@ksu.edu • 785.825.1111

**EDUCATION**

**Kansas State University**, Salina, KS Expected Graduation: August 2018  
*Bachelor of Science, Aeronautical Technology - Professional Pilot* GPA: 3.6

**LICENSES AND CERTIFICATIONS**

**Commercial License**  
 • *Multi-Engine Land* December 2016  
 • *Instrument Rating* August 2015  
**Private Pilot**, FAA Medical Certificate Third Class December 2013

**FLIGHT HOURS**

<b>Total Time</b>	<b>147 Hours</b>		
Pilot-In-Command	81	Night Flying	20
Simulated Instrument	53	Actual Instrument	7
Cross-County	35		

**COMPUTER AND SOFTWARE SKILLS**

Total FBO, ForeFlight, Jeppesen E-charts

**RELEVANT WORK EXPERIENCE**

**Kansas State University**, Salina, KS August 2015 - Present  
*Flight Operations*

- Dispatch flights using Total FBO
- Utilize Total FBO to manage flight accounts and bill fuel
- Assist students with transcripts and filling out forms

**Air Partners, McPherson County Executive Airport**, McPherson, KS February 2011 - August 2015  
*FBO Front Desk Assistant*

- Organized flight information seminars and open houses
- Trained new employees
- Assisted charter crew in a Part 135 King Air 200 operation
- Dispatched flights using Total FBO

**MEMBERSHIPS AND ASSOCIATIONS**

**Alpha Eta Rho** - International Aviation Fraternity 2015 - Present  
**Kansas State University Parachute Club** 2014 - Present  
**United States Parachute Association** 2011 - Present

**ADDITIONAL WORK EXPERIENCE**

**On the Record, Kansas State University**, Salina, KS August 2015 - Present  
*Writer*

- Interview and write factual stories of human interest
- Contribute three stories weekly
- Meet deadlines associated with publication times

**Peer Tutor, Kansas State University**, Salina, KS September 2014 - Present  
*English Tutor*

- Review and critique writing assignments and assist with English homework on a walk-in basis
- Math Tutor*
- Assist students in understanding of algebra and trigonometry through weekly sessions

# Michael H. Katzen

1614 Fairchild  
Manhattan, KS 66502

(913) 271-4228  
mhk5353@ksu.edu

## EDUCATION

B.S. in Psychology with a minor in Business  
Kansas State University, May 2019  
Major G.P.A. 3.7

## PROFESSIONAL SKILLS

### Communication

- Conducted and interpreted confidential market research
- Nominated to participate in university-wide speech competition
- Trained employees and provided orientations for the U.P.S. Store
- Sought and recruited new clientele for Field House Market Research
- Led induction ceremony for National Society of Collegiate Scholars (NSCS)
- Developed interpersonal skills through years of customer service and training employees
- Publicized and directed member meetings

### Organization

- Developed and operated activities for K-State Student Union
- Composed speech for induction ceremony for NSCS
- Planned scholarship dinners for alumni and guests for fraternity
- Tabulated committee budget of more than \$32,000 for academic year
- Prepared reports and aided in updates for Society for Human Resource Management
- Multi-tasked in a business environment for the U.P.S Store
- Proficient in Microsoft Office

### Leadership

- Invited to join National Dean's List, qualifying in top 10% of class
- Represented school at NACA conference as co-op buyer, negotiated talent act contracts
- Attended National Leadership Summit for NSCS
- Increased member attendance 20% for chapter during NSCS presidential term
- Accompanied fraternity to Mid-Year Leadership Conference
- Improved fraternity's overall grades and ranking during term as scholarship chairman

## RELEVANT WORK EXPERIENCE

**Field House Market Research**, Overland Park  
**The U.P.S. Store**, Manhattan, KS

2016-present

2013-present

## HONORS AND ACTIVITIES

National Dean's List  
President, National Society of Collegiate Scholars  
Executive Committee, Union Program Council  
Scholarship Chairman, Pi Kappa Phi Fraternity  
Psi Chi Psychology Honor Society  
Secretary, Society for Human Resource Management  
Outstanding Achievement in Public Speaking  
Hillel Jewish Youth Group

2017-present

2017-2018

2017-present

2017-2018

2017-present

2018

2016

2016-present

**AKILAH MASIH**

555 Wildcat Way • Wildcatville, KS 65555 • (555) 555-5555 • wwildcat@ksu.edu

**EDUCATION****Kansas State University**, Manhattan, KS*Bachelor of Science in Family Studies and Human Services*

May 2018

Secondary Major: *Gerontology*; Minor: *Leadership Studies*

GPA: 3.95

**LEADERSHIP & INVOLVEMENT****Gerontology Club**, Kansas State University

July 2016-Present

*Treasurer* (August 2017-present)

- Initiate first year of club open to entire Manhattan community that promotes successful aging
- Provide community advocacy and learning events for Dementia, Alzheimer's, and senior Olympics

**Strengths Advocates**, Kansas State University*President, Founder*

January 2016-Present

- Collaborate with Strengths trained professionals to transition K-State into a strengths-based campus
- Build student and faculty partnerships on campus and with Gallup, Inc.
- Pioneer student organization structure; Serve on steering committee; Recruit members; IT integration
- Co-organize Strengths Week offering 12 events for student development

**Hospice**, Manhattan, KS

August 2015-Present

*Respite Care Volunteer*

- Provide services to Hospice patients and their families including Parkinson's Ballroom dancing

**Alpha Delta Pi Sorority**, Kansas State University

August 2014-Present

*President* (December 2016-December 2017)

- Led 182 sorority members, 33-member officer team, and 7-member executive officer team
- Facilitated strong communication in weekly chapter, executive committee, and advisor meetings
- Created strategic plans and goals to ensure chapter growth and increase member ownership
- Increased officer applicants through marketing strategy and implementation
- Coordinated the city wide Paint Run philanthropy 5k, raising 8,000+ with 550+ participants the first year

*Director of Standards and Ethics* (December 2013-December 2014)

- Negotiated consequences for policy breaking, facilitated roughly 60 meetings
- Created senior study mentors and a new system for excuses that increased ownership over obligation
- Served on executive committee in overseeing strategic direction of chapter

**EMPLOYMENT****Leading Age Kansas**, Topeka, KS

April 2018-Present

*Intern*

- Coordinate special projects for educational convention and expo to promote the future of aging services

**K-State Research and Extension**, Olathe, KS

May 2016-August 2016

*Intern*

- Developed and implemented class on advanced directives for assisted living residents
- Wrote articles with emphasis on aging for Johnson County KSRE publications and various Facebook posts

**Kansas State University Admissions**, Manhattan, KS

May 2016-June 2016

*Orientation Leader/Kansas State University Representative*

- Communicated with incoming students and their families
- Led energetic session regarding policies, procedures, and general information about K-State

**Family Caregiver**, Manhattan, KS

August 2013-May 2015

*Caregiver*

- Interacted with two elderly women and their families, assisting in activities of daily living

**HONORS**Dean of Student Life Outstanding Senior, *Top 16 seniors for 2017*

April 2017

Outstanding Senior in Family Studies and Human Services, *Top senior in degree program*

April 2017

Dorothy Shaw Leadership Award, *Top 25 Alpha Delta Pi members of the nation*

June 2016

# ANDREW LANE

## CONTACT

200 LINCOLN AVE.  
DENVER, CO 80202  
Unit 1988

A.LANE@GMAIL.COM

555-303-1669



SCAN ME FOR A DIFFERENT  
PERSPECTIVE ON DESIGN

## SKILLS

- + Rhino 5
- + AutoCAD
- + Illustrator
- + Photoshop
- + InDesign
- + Bluebeam
- + Sketch-Up
- + Revit
- + BIM 360 Field
- + Microsoft Office
- + Oral Presentations
- + Leadership Experience
- + High Intuition with Computers and Programs
- + Hand Sketches and Modeling

## OBJECTIVE

To become a leader in a reputable firm that specializes in civil and social architecture  
Challenge modern design standards to become integral for people from all walks of life

## EXPERIENCE

### SOUTH VALLEY DRYWALL INC.

INTERN AND FRAMER SUMMER 2014, 2015 | WINTER 2017

Construction experience with prefabricated exterior STO panel systems  
Proficiency with a "Hilti Total Station" used to assist in the layout of walls on project sites  
Implementation of the panel shop quality control system using BIM 360 Field  
Worked with contractors and project managers consistently

### CORGAN ASSOCIATES INC.

INTERN SUMMER 2016

Commercial and civil projects with the Aviation team  
Worked on projects from construction documents to construction administration

### DESIGN + MAKE STUDIO (ASSOCIATION WITH EL DORADO ARCHITECTS)

GRADUATE STUDENT GRADUATE YEAR 2017-2018

Worked in tandem with El Dorado Architects and a real world client  
Programming, design, and construction of a physical piece of architecture  
Marketing Director, studio management, organization, and leadership

## EDUCATION

### KANSAS STATE UNIVERSITY (MANHATTAN, KS)

MASTER OF ARCHITECTURE (EXPECTED GRADUATION, MAY 2019)  
3.9 Grad GPA + Dean's List recognition for academic achievement

### ČESKÉ VYSOKÉ UČENÍ TECHNICKÉ V PRAZE, CZ (CZECH TECHNICAL UNIVERSITY, PRAGUE)

STUDY ABROAD EXPERIENCE SPRING 2018

Studio project based in the small town of Jihlava  
Interacted with locals gathering research to revitalize the town square

## AWARDS + LEADERSHIP

### EAGLE SCOUT WITH SILVER PALM

BOY SCOUTS OF AMERICA  
Achieved the highest rank in scouting and attained three Eagle Palms

### N.O.M.A.S. (NATIONAL ORGANIZATION OF MINORITY ARCHITECTURE STUDENTS)

EXECUTIVE ADMINISTRATOR  
National Conference competition project lead 2017 and 2018  
Organized guest speakers and events within the college

## REFERENCES

### TRAVIS VAP, CEO

SOUTH DRYWALL INC.  
Tvap@sdw.com 555-555-5555

### RON YOUNG, SENIOR ASSOCIATE

CORGAN ASSOCIATES INC.  
ron.young@corgan.com 555-555-5555

### TIM DE NOBLE, PROFESSOR AND DEAN

COLLEGE OF ARCHITECTURE, PLANNING & DESIGN, KANSAS STATE UNIVERSITY  
tnoble@ksu.edu 555-555-5555

### RICHARD HOAG, PROFESSOR

COLLEGE OF ARCHITECTURE, PLANNING & DESIGN, KANSAS STATE UNIVERSITY  
hoag@ksu.edu 555-555-5555



# Jolene H. Hicleff

555 10th St Wamego, KS 65555 jhicleff@gmail.com 620.555.5555

[www.jolenehicleff.com](http://www.jolenehicleff.com)

## EDUCATION

- **Kansas State University | Master of Architecture** Expected May 2017  
Manhattan, KS
- **Centro Studi** Italian Cathedral Facades, Pattern Languages, Early Greco-Roman Influences Summer 2016  
Orvieto, Italy
- **American University in Cairo** Arabic History and Language, Hassan Fathy, and Egyptian Architecture New Cairo, Egypt Spring 2016

## PROFESSIONAL EXPERIENCE

- **Graduate Teaching Assistant | College of Architecture, Planning, and Design** August 2015–present  
Manhattan, KS | *Digital Architecture* | Graded work and assisted students with AutoCad, Revit, 3ds Max, Rhino, Photoshop, Illustrator, and InDesign
- **Architecture Intern | International Design & Development** Summer 2015–2016  
Heliopolis, Cairo, Egypt | International design experience, schematic to construction documents, client experience, 3D modeling, and rendering

## AWARDS

- **AIA-Kansas Design Competition Winner | 2nd place** Chapel of Immaculata, St. Marys, KS 2016  
Selected out of 129 fifth-year students from University of Kansas and Kansas State University architecture studios
- **Holstrom Award Nominee** 2016  
Recognized one fifth-year architecture student who possessed exemplary attributes in scholarship, fellowship, and character
- **Finalist for Best Comprehensive Design Studio Project** 2015  
Chosen from among 72 fourth-year students
- **APDesign Kramer Fifth-Year Design Competition Finalist** 2016
- **Oz Journal "Public Interest Design" Editor** 2015–2016
- **Randstad Architecture Video Contest Winner | \$10,000** 2016
- **Ellis Scholarship | \$10,000**
- **Bluemont Scholarship**

## PROFESSIONAL SKILLS

Arabic Language | Revit | SketchUp | AutoCAD | Photoshop | 3ds Max | V-Ray | Illustrator | InDesign | Premiere | Rhino | Grasshopper | Sketching | Hand Rendering | Water Color | Exceptional Model Builder | Microsoft Office 2010

## ACTIVITIES

- **LEED GA College Courses** 2014–2015  
USGBC webinar and KSU LEED course
- **SEED Certified** March 2016  
Passed SEED exam and member of the SEED Network—Social | Economical | Environmental | Design
- **Universal Laser Systems Manager** 2014–2016  
Maintained laser systems, managed database for 200+ student accounts, coordinated training
- **Design Expo and Mock Interview College Committee** 2014–present  
Recruit firms, increase student involvement, and helped organize the events
- **Women in Design** 2014–2015  
Help promote women and their contributions to the design field
- **Studio Team Projects** 2014–present  
Worked with peers in group studio projects | 1.5 years experience
- **Intern Development Program (IDP)** 2014–present  
Completed hours towards licensure exam

## JAMESON MACKENZIE

555.555.5555 | jmack@ksu.edu

100 E. Clafin  
Ellsworth, KS 67439



### ABOUT ME

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Full-time student, designer, and coffee enthusiast, I am passionate about people. I chose to study Landscape Architecture because I believe it to be the most inclusive design field. Although I have many design related strengths, my most valuable is the ability to express compassion. Altruism is essential in fostering just, resilient and sustainable design solutions. Outside of the studio, I enjoy studying business, nutrition, yoga, and art.

### EDUCATION

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2019 (Expected)  
**MASTERS OF LANDSCAPE ARCHITECTURE  
Minor in Entrepreneurship**  
Kansas State University - Manhattan, Kansas

### LEADERSHIP

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2017 - Present  
**SCASLA CHAPTER PRESIDENT-ELECT**  
Kansas State University Student Chapter ASLA  
Elected Official

2017 - Present  
**SCASLA CHAPTER LIAISON**  
Kansas State University Student Chapter ASLA  
Elected Official

2013 - 2014  
**EDSA PUBLIC RELATIONS OFFICER**  
Environmental Design Student Association  
Elected Official

2012 - 2013  
**FBLA CHAPTER PRESIDENT**  
Future Business Leaders of America  
Elected Official

### AWARDS AND ACKNOWLEDGMENTS

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2017  
**NEW HORIZONS AWARD - Kansas APA**  
2017 Summer studio honored with award for excellence in innovation in the planning process

2017  
**DISNEY IMAGINATIONS COMPETITION**  
Semi-finalist in an international design competition sponsored by Walt Disney Imagineering

2016  
**AWARD OF EXCELLENCE - ASLA Central States**  
Design and construction of the Wichita Pop-Up Park in collaboration with the city of Wichita

2013, 2012  
**BUSINESS PLAN COMPETITION - First National Bank**  
Two time consecutive first place winner of a twenty-five hundred dollar scholarship

2013, 2012  
**CHICAGO ARCHITECTURE TODAY MOCK FIRMS**  
2013 International Architecture Award  
2012 National Home Design Champion

2013  
**TSA ARCHITECTURAL BIM COMPETITION**  
Technology Student Association  
Second place in an international organization of over 200,000 students.

### EMPLOYMENT

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August 2017 - Present  
Kansas State University Department of Landscape Architecture  
**GRADUATE RESEARCH ASSISTANT**  
I currently work in the Advanced Landscape and Immersive Visualization Laboratory (ALIVE!) at Kansas State University to develop a virtual reality environment for psychological experiments of space, memory, and environment.

May 2016 - May 2017  
Meier Landscape Architecture  
**SUMMER INTERN, INDEPENDENT GRAPHIC CONSULTANT**  
The summer of 2016 was spent interning at the office of Meier Consulting in Overland Park, Kansas. The office provides landscape architecture and land planning services throughout the Mid-West. I worked on a wide range of project types and scales ranging from private estate to mixed-use community master-planning. I gained valuable experience while supporting a team of professionals with new project proposals, existing conditions analysis, concept design, construction documentation, and presentation graphics. After my internship, I was hired as an independent consultant and continued to produce presentation graphics.

May 2012 - August 2015  
SystemAir  
**INDEPENDENT MARKETING AND DESIGN CONSULTANT**  
For four years I worked with SystemAir and her sister companies, ChangeAir and Fantech to produce Autodesk Revit files of their extensive product catalog available for download on their website. Additionally, I created professional quality renderings for use in print catalog and online marketing.

May 2015 - October 2015  
Capstone3D and Prairiewood Retreat  
**ASSISTANT GARDENER AND GROUNDSKEEPER**  
Capstone 3D is a design-build firm in Manhattan, Kansas. I gained valuable experience in construction, landscaping, land management and leadership practices.



# MELISSA JONES

mjonc13@ksu.edu  
785.320.5555

1837 Cliff  
Manhattan, KS 66502

## EDUCATION

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**Kansas State University, Manhattan, KS**  
Bachelor of Science in Education, Elementary  
Area of Concentration: English  
GPA 3.8/4.0

December 2018

## CLASSROOM EXPERIENCE

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### **Bergman Elementary School, Manhattan, KS**

Fall 2018

*Student Teacher, Fifth Grade*

- Supervise and instruct approximately 30 students
- Utilize state standards and district curriculum to plan meaningful lessons, including: high level vocabulary words, poetry, famous diverse authors and effective research methods
- Contribute to professional growth by attending district supported professional development opportunities and observing a variety of teaching styles
- Incorporate new technology into classroom environment, including: websites, PPT, videos, laptops and blogs
- Implement classroom management strategies to maintain a productive learning environment
- Instruct a diverse classroom at a Title One school with a SFS profile of 34% free and reduced lunches
- Construct a mini reading lesson based on synonyms, antonyms, punctuation and common spelling mistakes
- Produce a successful assignment for *Latchet* by Paulsen to discuss character development and growth and to encourage reading, writing and strong oral communication

### **Woodrow Wilson Elementary School, Manhattan, KS**

Spring 2018

*Practicum Experience, Fourth Grade*

- Led small groups in discussion of coursework involving history, reading assignments and diverse and international poetry samples
- Taught proper punctuation and grammar rules by creating a “game show” activity that engaged students
- Prepared a 10 day unit on American Midwest history, including: Detroit, the Erie canal, Kansas/local history and famous individuals from the region
- Assessed comprehension of unit lessons through written and oral tests and quizzes; achieved a high percentage of retention

### **Amanda Arnold Elementary School, Manhattan, KS**

Fall 2017

*Practicum Experience, Third Grade*

- Collaborated with teachers and classmates to create 5 lessons for approximately 15 students on math and science, including: adding three digit numbers, roman numerals, place values, the parts of a plant and basic cells
- Demonstrated the parts of a plant by completing proper dissection of a flower before allowing students to work in groups to do the same and create poster presentations on their discoveries
- Helped students come up with science experiments
- Evaluated the importance of “hands on” science activities by observing student’s learning about fossilization

### **Lee Elementary School, Manhattan, KS**

Spring 2017

*Early Field Experience, Fourth & Fifth Grade*

- Assisted approximately 25 students with school work in the subjects of reading and math
- Researched historic events for each month and created educational displays for student bulletin board
- Helped with organizing the classroom in areas such as the classroom library, media and supplies
- Graded homework and entered the scores in a written grade book
- Observed a variety of teachers in their classrooms and completed a thorough analysis of different styles observed

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## RELATED EXPERIENCE

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### Council Grove Preschool, Wamego, KS

Summer 2016

#### *Preschool Teacher*

- Created and implemented activities for 15 preschoolers involving the alphabet, our five senses, our bodies, habitats and homes around the world, numbers and seasonal weather
- Communicated effectively with parents and families about their child's progress, behavior throughout the day and any disciplinary issues that arose
- Served food and prepared healthy snacks and meals for children with a variety of dietary needs and food allergies
- Supervised a teacher's aide successfully and coordinated parent volunteer schedule

### Camp Kitaki, Louisville, NE

Summer 2015

#### *Camp Counselor*

- Maintained the health and safety of approximately 20 campers on a variety of field trips and activities, including: hiking, arts and crafts, the performing arts and sports
- Served as a "live-in" counselor for *Eagle's Nest* lodge; providing curfew enforcement, managing camper cleaning schedules and mediating roommate conflicts
- Certified in CPR, First Aid and First Responder trainings

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## PROFESSIONAL ORGANIZATIONS

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- *Member*, Kansas National Education Association Fall 2014 – present
- *Member*, Council for Exceptional Children Fall 2014 – present

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## HONORS & ACTIVITIES

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- *Chairwoman*, THLIFUND for College of Education Fall 2015
- *Recipient*, James K. Tilley Scholarship Fall 2015
- *Tutor*, Hand in Hand Tutoring Center Spring 2015
- *Volunteer*, Champions Are Readers Fall 2014
- *Volunteer*, Adopt-A-School Fall 2014

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## OTHER WORK EXPERIENCE

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- *Barista*, The Coffee Club, Manhattan, KS August 2015 – May 2016
- *Office Assistant*, Sunflower Pool and Patio, Manhattan, KS Summer 2014
- *Sales Associate*, Celebrations Bridal and Formal, Manhattan, KS Summer 2013

**An undergraduate student usually has a 1 page resume, however some students may have enough relevant experience to expand to 2 pages. This decision is major/industry specific.**

**When applying for positions in education, using semester terms for your dates is appropriate, e.g., Fall, Spring.**

**Riley Robbins**

4211 Carnahan Rd., Manhattan, KS 66502

785-664-6116

rtrobbins@ksu.edu

**Education**

Kansas State University, Manhattan, KS

**Bachelor of Science in Life Sciences**

Pre-Health

May 2018

GPA: 3.51

**Experience****Kansas State Athletics, Rowing Student Athlete****August 2013 - Present**

- Elected by teammates to serve as team captain for the 2016-2017 season
- Dedicate 20+ hours a week to athletic demands while maintaining a full time course load
- Develop communication skills on a diverse team that lead to conquering a common goal
- Handle constructive criticism in an effective manner to pursue betterment of self and team
- Establish strong consistent work ethic on and off the water coaches and teammates could count on
- Display perseverance by committing to the unique obstacles each season holds

**Kansas State Athletics - Leadership Academy Participant****Fall 2016 - Present**

- Nominated by the coaching staff based on having a high potential to influence and lead
- Enhance leadership skills by learning to collaborate with different groups, and diffuse situations for a more effective work environment
- Gain skills to develop, practice, and teach leadership skills on the team, and in the community

**Student Athlete Advisory Committee****Fall 2017 - Present**

Serve as a liaison between student athletes and the athletic department

- Participate in passing regulations and policies that affect the well-being of fellow student athletes
- Collaborate to increase campus and community involvement across the athletic department
- Assist on the Power Cat Choice Awards board in which we plan an end of the year function to recognize the achievements of fellow athletes and coaches

**Special Olympics Sports Clinic - Team Leader****April 2016**

- Facilitated 100 Special Olympians through the various stations and ensured their comfort

**Honors and Awards**

4-Time Big 12 Commissioners Honor Roll

All-Big 12 Rowing Team

**2015 - 2016**

Conference USA Commissioners Honor Roll

**2015 - 2016****Community Activities****T. Russell Reitz Animal Shelter****January 2018 - Present**

- Provide socialization and care for shelter animals
- Aide public visitors in finding the perfect addition to their family

**Cats-4-Cans****2013 - 2017**

- Collected cans and money donations for the Flint Hills Breadbasket

**Special Olympics Sports Clinic****2013 - 2015**

- Set-up an athletics course for 100 Olympians to participate in

**Cats in the Classroom****Fall 2014, Fall 2017**

- Participated in an elementary school class room, assisting with class work and playing at recess

**Adopt-A-Family****2013 - 2017**

- Contribute to providing gifts for a local family in need during the holiday season

**Tip off for Tepee****Fall 2014**

- Collected paper goods and money for the Manhattan Emergency Shelter

**Camp Eagle Counselor, Solomon Ks****Summer 2013**

- Monitored a cabin of girls and lead them through the days, as well as helping the rest of the campers in daily activities.

**Via Christi Hospital, Manhattan Ks****2010 - 2014**

- Directed hospital visitors in finding locations, patients rooms, delivered flowers and newspapers

**Certificates**

- First Aid/CPR/AED Certified

**2016**

- Certified Nursing Aid

**2016**

# KYLE TEDMAN

ktedman@k-state.edu

555 Westchester Apt. 5  
Manhattan, KS 66503  
555-555-5555

## Education

**Kansas State University, Manhattan, KS** May 2019

- Masters of Business Administration, Finance

**University of Kansas, Lawrence, KS** Dec. 2016

- Bachelor of Science in Sports Management
- Business Minor

## Related Experience

**Kansas State University Athletic Department, Manhattan, KS** Aug. 2016 - Present  
*Graduate Assistant in Event Operations*

- Coordinated the planning and execution of the 2015 Big 12 Men's Golf Championship
- Manage the relationship between the Big 12 Conference and K-State Athletics during the Men's Golf Championship
- Supervise Friday Football Stadium set-up, ensuring all aspects of the facility were prepared for game day operations
- Monitor and assist patrons during home events, handling all incidents and complaints
- Hire, evaluate, and schedule 150 event staff members for ticketed sporting events
- Train Event Staff members on customer service and game day operations
- Oversee 5 supervisors and 50 to 75 staff members each football game day
- Supervise a staff of 10 undergraduate student assistants
- Responsible for maintenance of employee database, handling all staff-related calls and evaluations
- Conduct pre-event planning and operational meetings, and coordinate the set-up of facilities
- Contributed to the development of the 2014 Big 12 Track and 2015 Men's Golf Championship budgets

**Steel and Pipe Supply Inc., Manhattan, KS** Jan. 2018 - Apr. 2018

*Student Consultant for SPSCI Expansion Analysis, MBA Practicum Project*

- Managed the relationship with the client while assessing their needs and requirements
- Developed a long range economic forecast for each market, focusing on indicators that drive steel demand
- Located and analyzed potential threats of competitors, evaluating each company's market share and revenue data
- Evaluated and cataloged potential customers in the region, ranking them by size and amount of steel tonnage purchased
- Investigated local state / city laws and regulations to provide an accurate picture of the business climate
- Collected regional transportation data such as rail rates, commercial trucking fees, permits, and curfew hours
- Conducted a final presentation outlining our findings and recommendations on the economic viability of each market

**The Atlanta Hawks and Philips Arena, Atlanta, GA** May - Aug. 2017

*Internship with the Building and Event Operations Department*

- Assisted with the advancement and planning of six major concerts and performances
- Formulated event outlines for each concert and distributed them to each department
- Communicated performance needs and details to each department head during weekly operations meetings
- Coordinated the logistical requirements for all VIP events that took place during concerts
- Responsible for ordering and processing all vendor materials required for each concert
- Assisted with logistical requests from the production crew as it relates to facility security

**University of Kansas Football Department, Lawrence, KS** Aug. 2015 - June 2016

*Internship with the Director of Operations and Recruitment*

- Assisted coaching staff with day-to-day operations and completion of weekly projects
- Evaluated high school football prospects and assessed their athletic abilities
- Co-facilitated the organization of team travel and other front office operations

## Involvement and Leadership

**Graduate Student Association, Graduate leadership organization** Fall 2017 - Present

**Delta Epsilon Iota, Academic honor society** Fall 2015 - Present

**National Scholars Honor Society, Academic honors organization** Fall 2014 - Present

**Sigma Alpha Lambda, National leadership and honors organization** Fall 2013 - Present

**Tau Kappa Epsilon, Alpha-Phi Chapter, New Member Trainer, Recruitment Committee** Summer 2013 - 2015

**Orange Bowl Championship Team and Insight Bowl Champion Team, Member** 2014

## Skills

Bloomberg Equity Certified, Tableau Data Analysis Software

**EMILIE SMALL**555 Brooklawn Dr.  
Manhattan, KS 66502(555) 555-5555  
emiliesmall@gmail.com**INNOVATIVE AND ANALYTICAL RESEARCHER**

- Detail-oriented pre-professional with strong education background in engineering, microbiology and grain/food science complemented with extensive hands-on research in molecular microbiology
- Capable of adapting or developing and implementing innovative analytical methods; enjoy opportunities to develop solutions to address challenging research questions
- Work effectively in self-managed and team-based projects while maintaining high ethical and quality standards, professional demeanor and cooperative attitude
- Use hands-on, detail-oriented approach to problem solving to complete projects and assignments

**Skill and Knowledge Areas:**

Field Research ▪ Technical Report Writing ▪ Experimental Design and Methods ▪ Enzyme and Bioprocessing Applications ▪ Fundamentals of Processing Grains to Food and Feed ▪ Bioprocessing ▪ Food Microbiology ▪ Communication ▪ Problem-Solving ▪ Organization ▪ Technical- Microsoft Office, SAS, JMP

**EDUCATION****Doctor of Philosophy, Grain Science and Industry, Kansas State University, Manhattan, KS**

Expected graduation August 2019, GPA: 4.0/4.0; Dissertation: Evaluation of storage of biomass on microbial communities and ethanol production

**Master of Science, Food Science and Technology, University of Nebraska, Lincoln, NE**

May 2015, GPA: 3.9/4.0; Thesis: Molecular evaluation of bacterial members of sourdough bread cultures effective at inhibiting common bread molds

**Bachelor of Science, Food Science and Nutrition, South Dakota State University, Brookings, SD**

May 2013, GPA: 3.5/4.0; Minor-Microbiology, Cum Laude

**WORK EXPERIENCE****Graduate Research Assistant, Grains Science and Industry, Kansas State University, 2015 to present**

- Adapted established protocol for enzyme quantification in soil samples to quantification in biomass
- Utilized molecular microbiology techniques; including polymerase chain reaction (PCR), quantitative-PCR, 454-pyrosequencing of targeted loci to monitor fungal and bacterial communities
- Balanced research with social activities in Grain Science, across the K-State campus and off-campus while maintaining a 4.0 GPA in graduate course work

**NSF-IGERT Fellow, Grain Science and Industry/Chemical Engineering, Kansas State University, 2016-2017**

- Focused on interdisciplinary research between Agronomy, Agricultural Economics, Biology and Grain Science; traveled international to explore sustainable energy practices
- Presented research findings to local and international colleagues via oral presentations and posters
- Organized extensive biomass storage study and analysis; coordinated biomass harvest, baling and storage; supervised undergraduate students in various analytical techniques and laboratory safety

**Graduate Research/Teaching Assistant, Food Science and Technology, University of Nebraska, 2013-2015**

- Performed general lab duties in Food Mycology lab while conducting thesis research
- Assisted in class and lab preparation for university sponsored Molds and Mycotoxins Workshop
- Organized, prepared and taught food microbiology laboratory

**ACTIVITIES**

Grain Science Graduate Student Organization—member, 4 years; Social Chair, 2 years

Grain Science Honor Society—Alpha Mu, member 4 years

American Society of Agricultural and Biological Engineers—member, 1 year

*A profile or qualifications summary at the top of the resume may come before education.*

## PREPARE YOUR REFERENCES

When selecting references, be sure to ask people who are willing and able to provide positive, specific feedback.

- Always ask if they are comfortable serving as a positive reference; never assume.
- References should be listed on a separate piece of paper with the **same header as your resume**.
- Information should include: reference name, job title, company name, address, email, and phone number.

➤ *See the references page example on page 35*

## APPLY FOR THE JOB

Submitting your application materials might seem like a small task compared to creating it, but everything connected to your resume is a reflection of you. In order to make a good impression

- Carefully follow the instructions in the job listing.
- If submitting via mail, use professional paper and envelopes.
- If submitting via email, the subject line should include the job title or reference number. Include a short cover letter in the body of the email, and send your resume, references, and cover letter as attachments. Consider submitting your resume as a .pdf file to ensure your formatting is retained.
- If submitting via an online system, copy and paste text from resume into data fields to ensure correct spelling.

***Be aware that electronic applicant tracking systems (ATS) may search key words to pre-screen your resume. Use key words from the job description in context; do not just include them as a list of skills.***

# REFERENCE PAGE EXAMPLE

References Page

## MELISSA JONES

mjone13@ksu.edu  
785.320.5555

1837 Cliff  
Manhattan, KS 66502

### REFERENCES

---

#### **Dr. Jason Jones**

Faculty Internship Supervisor  
College of Education  
101 Bluemont Hall  
Kansas State University  
Manhattan, KS 66506  
555.555.5555  
jjones@k-state.edu

*References page should match resume fonts and style. See resume on page 29-30.*

#### **Mr. Taylor Thompson**

Tutoring Program Supervisor  
Ogden Friendship House  
106 North Elm Street  
Ogden, KS 66517  
555.555.5555  
tjt@kansascast.org

*Either organize by listing best reference first, or list alphabetically by last name.*

#### **Ms. Jane Wilson**

After School Supervisor  
Big Brothers Big Sisters  
411 Lincoln Street  
Wamego, KS 66547  
555.555.5555  
jwilson@bbbs.org

*If unsure of who to list as a reference, consider: advisors, mentors, faculty, current or former supervisors, and/or other professionals who have observed your work.*

# CURRICULUM VITAE (CV)

CVs are commonly used by individuals with graduate degrees who are applying for positions in academia or research. The goal of this document is to construct a scholarly identity, thus the focus should be on teaching experience, research, and publications.

## WHAT TO INCLUDE

CVs may vary based on the emphases of different disciplines, so make sure that you refer to recent examples from people in your field. Common categories to include are:

- Education, research projects
- Teaching experience, academic and related employment
- Publications, presentations, recognitions, awards
- Professional associations
- Departmental and community service

## FORMAT YOUR CV

There is not one set format for CVs. The most important consideration regarding format is to be clear, concise, and consistent.

- Content will determine length; there are no page restrictions, but everything on your CV should be purposeful.
- When writing descriptions, use detailed yet brief action statements such as those used for resumes, or short summary paragraphs. Use one style consistently throughout.
- Formatting should enhance readability, not hinder or distract.
- Include references either as a section or as a separate page.
  - *See the references page example on page 35.*

## ORGANIZE YOUR CV

The most important information should come first on your CV. The type of position determines the importance of information. For example, research experience is more relevant when applying to a research university than when applying to a liberal arts school that gives priority to teaching experience. Give careful consideration to the position description and what the organization values when organizing your CV.

- *See pages 37-43 for CV examples.*



# CV EXAMPLES

Curriculum Vitae\Academia

## CLAUDIA GARCIA

cgarcia@email.edu

555-555-5555 ♦ 123 Main Street ♦ Manhattan, KS 66502

### QUALIFICATIONS SUMMARY

Ph.D. Agronomy student with more than four years of experience working in labs and serving as a graduate teaching assistant. Broad science knowledge in animal and plant biology, pharmacology, and chemistry. Practical expertise in laboratory research, data collection/analysis, and project management in the area of plant biology. Some teaching background, including training undergraduate students to extract information from biological databases. Fluent in English and Spanish with basic knowledge of French.

### EDUCATION

KANSAS STATE UNIVERSITY, Manhattan, KS <b>Ph.D. in Agronomy, emphasis in Plant Molecular Biology</b>	Expected Graduation: 5/2019
UNIVERSITY OF BARCELONA, Barcelona, Spain <b>Grado de Licenciatura (M.S.) in Pharmacy</b>	2013
<b>Licenciado (B.S.) in Pharmacy</b>	2011

### LABORATORY AND TECHNICAL SKILLS

<b>Molecular Genetics / Genomics:</b>	DNA / RNA Isolation and Purification ♦ Southern, Northern, and Western Blots RNA In-Situ Hybridization ♦ Isoelectric Focusing ♦ Cloning ♦ PCR Protein Phosphorylation ♦ Sequencing ♦ SDS-PAGE
<b>Cell Biology and Biochemistry Techniques</b>	Cell Fractionation ♦ Polysome Isolation and Analysis ♦ Histology Light Microscopy ♦ In Vitro Plant Tissue Culture and Plant Transformation
<b>Languages:</b>	SQL ♦ UML ♦ HTML
<b>Applications:</b>	MS Office ♦ Emacs ♦ Photoshop ♦ GPro ♦ DeltaGraph ♦ Canvas ♦ EndNote ♦ NIH Image ♦ Sequence Analysis Tools

### AWARDS

MINISTRY OF EDUCATION AND SCIENCE, Spain <b>Fellowship, Research Scientists Training Program</b>	2012
INTERNATIONAL SOCIETY OF PLANT MOLECULAR BIOLOGY, Spain <b>TRAVEL GRANT</b>	2012
UNIVERSITY OF SPAIN, VALENCIA, Spain <b>RESEARCHING SUFFICIENCY CERTIFICATION</b>	2011
MINISTRY OF AGRICULTURE, Spain <b>Doctoral Fellowship, Research Scientists Training Program</b>	2010 - 2011

## TEACHING EXPERIENCE

KANSAS STATE UNIVERSITY, Manhattan, KS

2014 - Present

### Graduate Teaching Assistant

- Developed course materials and lecture to introductory undergraduate classes in the areas of physics and chemistry.
- Grade tests and homework assignments for a total of 224 students in three sections.
- Tutor students on lab assignments.

CENTRO DE BARCELONA, Spain

2011 - 2013

### Teaching Appointment

- Developed course materials and lectured in the areas of mathematics, physics, chemistry, and biology.
- Taught college aspirant students and elementary school teachers in preparation for qualifying exams.

## RESEARCH EXPERIENCE

KANSAS STATE UNIVERSITY, Manhattan, KS

2015 - Present

### Graduate Research Assistant

- Collaborated with other graduate students and professor to investigate the mechanisms of heavy metal tolerance in plants.
- Worked with team to conduct research experiments to investigate the expression patterns of several Arabidopsis genes involved in those mechanisms.

UNIVERSITY OF STATE, Dallas, TX

2014 - 2015

### Graduate Researcher, Department of Agronomy

- Initiated research focused on the investigation of functional properties of a novel ribosomal protein.
- Utilized a variety of molecular detection techniques and genetic engineering technology.

## ADDITIONAL TEACHING EXPERIENCE

SHORT COURSE ON DESIGN AND ANALYSIS OF PLANT MICROARRAY EXPERIMENTATION, Atlanta, GA

2013

### Bioinformatics Tools and Web Sites and Software Lecture

## PUBLICATIONS

D. Cline, L. MacGwen, **C. Garcia**, T. Lyeke. Enzymatic damage in cell fractionation, *Agronomy Journal*, Vol. 5, pp. 5-7, 2017.

## JANE SMITH

555.555.5555 • 123 Main Street • Manhattan, KS 66506 • janesmith@gmail.com

### ENGLISH MAJOR

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Demonstrated experience in teaching, including two semesters assisting a professor teaching entry level writing courses and two additional semesters as a writing tutor for non-English majors. One semester tutoring English as a second language students. Fluently speak, read and write Spanish and German.

### EDUCATION

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KANSAS STATE UNIVERSITY, Manhattan, KS

**Master of Arts in English**

Expected graduation 5/2019

**GPA: 4.0**

Thesis: Exploring the impact of British literature on social media, a novel submitted to Bear Publishing, Inc.  
Thesis Advisor: Sheri Wilson

**Bachelor of Arts in English**

5/2017

**GPA: 3.9**

### TEACHING EXPERIENCE

---

KANSAS STATE UNIVERSITY, Manhattan, KS

2017 - 2018

**Teaching Assistant, Department of English**

- Assisted Instructor in teaching two entry level Writing courses. Graded tests and papers. Lectured 3-4 times per semester.
- Employed the Story Workshop method of teaching to elicit student's best and most authentic prose.

**Tutor**

2016

- Taught students one-on-one and in groups to improve their writing skills.

**Tutor**

2017

- Tutored English as a second language students to improve their writing and speaking skills.

### OTHER EXPERIENCE

---

STATE BANK OF KANSAS, Manhattan, KS

2014 - 2016

**Teller**

- Accepted deposits, cashed checks, balanced the ATM and balanced cash drawer at end of each shift.
- Promoted after six months to additionally open new accounts and work with customers on small loans.

MANIATTAN CITY POOL, Manhattan, KS

Summers 2014 - 2016

**Life Guard**

- Oversaw the safety of all pool patrons during shift. Enforced pool rules.
- Taught classes on pool safety, resuscitation techniques and basic first aid.
- Monitored chlorine levels of the pool and took corrective action when necessary.

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**PROFESSIONAL MEMBERSHIPS**


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<b>National Organization of College Students Majoring in English, Board Member</b>	2016 - present
<b>National Council of Teachers of English</b>	2015, 2017
<b>Professional English Teachers Network</b>	2014
<b>Student Writers Association</b>	2014

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**CONTINUING EDUCATION**


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<i>Writers Conference</i> , SMART COLLEGE, Chicago, IL <b>Novel Workshop Participant</b>	2016 - present
<i>Student Magazine</i> , ABC COLLEGE, Dallas, TX <b>Student Editor</b>	2016 - present
<ul style="list-style-type: none"> <li>Magazine won a Columbia Scholastic Press Association Silver Crown Award, 2017.</li> </ul>	

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**PUBLICATIONS**


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- "Hello Goodbye," published in *Student Magazine, A Story Workshop Anthology*, ABC College, 2017.
- "A Funny Thing Happened....," *quarterly newsletter of the Story Workshop Institute*. Vol. X, Issue X, October 2017.
- "Shouting Into the Wind," published in *Student Magazine, A Story Workshop Anthology*, ABC College, 2017.

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**HONORS & AWARDS**


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- "Hello Goodbye," winner of the **ABC College Scholastic Press Association (CSPA) Honorable Mention for Traditional Fiction**.
- Student Magazine* (student editor), winner of the **Great Literature Award and Silver Book Award** in national competition.
- "Shouting into the Wind," winner of the **George Whitfield Memorial Award**.
- Dean's list every semester of undergraduate work.

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**COMMUNITY INVOLVEMENT**


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MANHATTAN ELEMENTARY SCHOOL, Manhattan, KS	2015 - 2018
<ul style="list-style-type: none"> <li>Tutored disadvantaged elementary school students in English and writing skills,</li> </ul>	
HOMELESS SHELTER, Manhattan, KS	2015 - 2018
<ul style="list-style-type: none"> <li>Served Sunday dinners through the winter with other student volunteers.</li> </ul>	
RELAY FOR LIFE, Manhattan, KS	2015 - 2018
<ul style="list-style-type: none"> <li>Raised \$1,500 for cancer research through pledges.</li> </ul>	

## Andrea Sydney

Kansas State University  
 Department of Electrical and Computer Engineering  
 7380 Hillcrest Dr., Manhattan, KS 66502  
 sydneya@ksu.edu; (785) 341-7685

### Education

- Ph.D. Electrical Engineering – **Kansas State University**, Manhattan, KS Anticipated: May 2019  
 Advisors: Dr. Caterina Scoglio, Dr. Don Gruenbacher  
 Dissertation Title: "Evaluation of Software Defined Networking for Communication and Control of Cyber Physical Systems"
- M.S. Electrical Engineering – **Kansas State University**, Manhattan, KS May 2015  
 Advisor: Dr. Caterina Scoglio  
 Thesis Title: "Characteristics of Robust Complex Networks"
- B.S. Electrical Engineering – **United States Naval Academy**, Annapolis, MD May 2013

### Teaching Experience

*Graduate Teaching Assistant and Research Assistant* Aug 2015 – Present

*KSU: Electrical and Computer Engineering, Manhattan KS*

*Introduction to Computer Engineering*

- Taught three lab sections (13 students per section), in addition to teaching class lectures in the absence of the instructor (90 students in the spring, 120 students in the fall).
- Responsibilities: Introducing new lab concepts, obtaining solutions for examinations, grading, answering students' questions, designing labs, and contributing material to the lab manual.
- Content: Digital systems and binary numbers, Boolean algebra and logic gates, gate-level minimization, combinational logic, synchronous sequential logic, registers and counters, memory and programmable logic, design at the register transfer level, and asynchronous sequential logic.
- Text: Mano, M.M. & Ciletti, M.D. (2015). *Digital Design* (4<sup>th</sup> Edition). Pearson Prentice Hall, in addition to a lab manual developed by Teaching Assistants.

### Research Experience

*Graduate Research Assistant*

*Aug 2013 – Aug 2015*

*KSU: Electrical and Computer Engineering, Manhattan KS*

- Introduced a new metric called Elasticity to extract the characteristics of robust complex networks.
- Collaborated with systems engineers from Princeton to administer MyPLC (A private version of the PlanetLab controller) for the Great Plain's Environment for Network Innovations (GpENI) sub-aggregate of the Global Environment for Network Innovation (GENI) testbed.
- Deployed the network gear necessary to create the 13<sup>th</sup> OpenFlow (a Software Defined Networking Technology that forms the backbone of the GENI testbed) campus site.
- Utilized Software Defined Networking for communication and control of cyber physical systems.

### Professional Experience

*Intern (Seasonal)*

*May 2014 – Aug 2015*

*Raytheon BBN Technologies, Cambridge, MA*

- Collaborated with engineers of the Global Environment for Network Innovations Project Office (GENI Project Office or the GPO), Internet2, National LambdaRail, and University of Utah to deploy a collection of network resources including network links and compute resources.

**A. Sydney****Page 2**

- Collaborated with students of the University of Delaware to deploy the Leveraging and Abstracting Measurements with perfSONAR (LAMP) suite of monitoring tools.
- Presented the fully operational monitoring system to all GPO personnel.
- Evaluated the status of the system and provided feedback to the GPO on the fragility of LAMP and the future direction for monitoring within the GENI core network.
- Collaborated with constituents of various OpenFlow enabled universities including Stanford and Virginia Tech to develop and deploy a network test suite.
- Deployed a web server application to monitor traffic between campuses.
- Collaborated with network engineers and research scientists to configure, evaluate, and create documentation for the Pronto LB4G OpenFlow switch.
- Deployed a 16 screen video-wall for network monitoring.
- Evaluated the SNAC OpenFlow Policy Manager.

*Intern**July 2012 – Aug 2012**United States Naval Academy, Annapolis, MD*

- Designed a microcontroller to control the elevation of a helix antenna.
- Designed a second microcontroller that synchronizes inputs from computer software with the rotation of a 5m dish which tracks and collects data from satellites that are within the horizon of Annapolis.

*Computer and Network Technician**May 2005 – June 2007**Sir Arthur Lewis Community College, St. Lucia*

- Responsible for the configuration and maintenance of 400 computers.

**Peer-Reviewed Publications****Journals***Published*

1. A. Sydney, C. Scoglio, and D. Gruenbacher. Optimizing Algebraic Connectivity by Edge Rewiring, January 2014, Applied Mathematics and Computation, Elsevier, Vol. 219, Issue 10, pp. 5465-5479, 2015.
2. A. Sydney, J. Nutaro, C. Scoglio, and D. Gruenbacher. Simulative Comparison of Multiprotocol Label Switching and OpenFlow Network Technologies for Transmission Operations, IEEE Transactions on Smart Grids, (Accepted for publication, October 2015).
3. A. Sydney, C. Scoglio, M. Youssef, and P. Schumm. Characterizing the Robustness of Complex Networks. International Journal of Internet Technology and Secured Transactions, Volume 2, pp. 291-320, 2014 (10 citations).
4. C. Scoglio, W. Schumm, P. Schumm, T. Easton, S. Chowdhury, A. Sydney, and M. Youssef. Efficient mitigation Strategies for Epidemics in Rural Regions. PLoS ONE, 2014 (9 citations).

*Submitted*

1. A. Sydney, D. S. Ochs, C. Scoglio, D. Gruenbacher, and R. Miller. Software Defined Networking (SDN) in GENI: Experimental Evaluation of OpenFlow Technology for Smart Grids, June 2013, submitted to Elsevier Computer Networks Special Issue on Future Internet Testbeds (Under review).

*In Preparation*

1. A. Sydney, X. Ou, C. Scoglio, and D. Gruenbacher. Moving Target Defense System using Software Defined Networking.

### Conferences

#### Published

1. A. Sydney, C. Scoglio, and D. Gruenbacher. The Impact of Optimizing Algebraic Connectivity in Hierarchical Communication Networks for Smart Grids, IEEE PES Innovative Smart Grid Technologies (Accepted for publication December 2015).
2. A. Sydney, C. Scoglio, P. Schumm, and R. Kooij. Elasticity: Topological Characterization of Robustness in Complex Networks. In Proceedings of IEEE/ACM Bionetics, Hyogo, Japan, 2012.

#### In Preparation

1. A. Sydney, C. Scoglio, and D. Gruenbacher. Software Defined Networking-Traffic Engineering: A Performance Comparison of Multiprotocol Label Switching and OpenFlow for Smart Grid Operation.

### Invited Talks and Posters

1. Experimental Evaluation of Software Defined Networking for Smart Grids, K-State Smart Grid Lab Inauguration, Oct 2015.
2. Software Defined Networking in GENI: Using OpenFlow to Support Cyber Physical System Traffic, GENI Engineering Conference, July 2015.
3. A Complex Network Approach to Control Epidemics in Rural Regions. NSF Cyber-Physical Systems Luncheon for the U.S. Senate. Hart Senate Office Building, Washington D.C., July 2012.

### Research Proposals and Grants

1. GENI: Transforming our World Through the Pursuit of Knowledge in Software Defined Networking  
 Sponsor: GENI Project Office  
 Investigators: D. Gruenbacher, C. Scoglio, A. Sydney (PI)  
 Amount: \$200,000 for 2 years  
 Status: Pending
2. Smart Grid Communication and Experimentation on GENI\*  
 Sponsor: Engineering Power Affiliates Program  
 Investigators: D. Gruenbacher, C. Scoglio  
 Amount: \$25,000 for 1 year  
 Status: Awarded March 2016
3. Smart Grid Communication, Control, and Cyber Security Analysis and Experimentation on GENI\*  
 Sponsor: Engineering Power Affiliates Program  
 Investigators: D. Gruenbacher, C. Scoglio  
 Amount: \$23,996 for 1 year  
 Status: Awarded March 2015

\*Research proposals and grants that I provided substantial contributions.

### Service, Memberships, and Awards

Cyber Defense Club (K-State), Member	Sept 2016 – Present
Reviewer for the Computer Networks Journal, Elsevier	Dec 2016 – Present
NS-3-Users Google Group	Aug 2014 – Present
National Society of Black Engineers (NSBE), Member	Aug 2011 – Present
Institute of Electrical and Electronics Engineers (IEEE), Member	Aug 2009 – Present
Outstanding Graduate Teaching Assistant	May 2016

# COVER LETTER

Applications for professional positions often require both a resume and a cover letter. Your cover letter should not simply restate your resume in paragraph form; it should connect your skills and experiences to the job description.

## USE THE JOB DESCRIPTION

Just as you tailor your resume, you should always tailor your cover letter by using the job description. Identify three main skills the employer is seeking, and communicate how you have demonstrated or developed these skills through your experiences.

## ORGANIZE YOUR COVER LETTER

Cover letters should be kept to one page, and have a standard, three to four-paragraph structure.

- Use the same header as your resume.
- Always try to address the letter to a person; avoid using “To Whom It May Concern” if possible.
- Paragraph 1: Briefly introduce yourself, how you found out about the position, why you are interested, and what skills you can contribute.
- Paragraphs 2 & 3 (if needed): Describe why you are the best candidate, examine the job description and highlight your skills as they relate to the position.
- Paragraph 4: Restate your skills in a summary statement, indicate when you will follow-up on your application, provide your contact information, and thank the employer for his /her time and consideration.

➤ *See pages 46-48 for cover letter examples.*

***When it is not possible to follow up on your application, consider changing your conclusion to resemble the example on page 48.***



## Cover Letter Outline

Include your resume header at the top of the cover letter. Should include: your name, phone number, and email. (Address is optional, but should be consistent with what you have on your resume.)

DATE ← Date that you plan on sending the letter or email.

NAME ← 1 space  
JOB TITLE  
COMPANY NAME  
ADDRESS  
ADDRESS  
CITY, STATE ZIP

← Name, title, and address of the person accepting application. Check application, website, or company directory for information.

Use the name in the above section followed by a colon (:). If a name is unavailable, be as specific as possible (example: hiring manager).

Dear NAME: ← 1 space  
← 1 space

**First Paragraph:** Composed of two to three sentences expressing your interest in the position and company, how you found out about the job, and your current educational level. Do not indent paragraph.

← 1 space

I am writing to express my interest in the **POSITION** I saw listed at **COMPANY**. Currently, I am a **CLASSIFICATION** at Kansas State University, earning a **DEGREE**. My educational background and work experience has prepared me to serve as **POSITION**.

**Second Paragraph:** Composed of five to six sentences that align your work, organizational, and volunteer experiences with the ones required for the position to which you are applying. This section is *not* to regurgitate your resume in paragraph form. It should highlight the experiences that make you the most qualified candidate applying for the position.

← 1 space

My involvement in **ORGANIZATION** has given me skills in **LIST SKILLS** that align with those required in **POSITION**. As a member of **ORGANIZATION**, I helped to **LIST RESPONSIBILITIES**. I also have work experience as a **LIST JOB TITLE**. This experience allowed me to acquire knowledge and familiarity within **FIELD**. My responsibilities within this position included **LIST RESPONSIBILITIES**. These experiences, when paired with my **DEGREE**, have prepared me to successfully transition into the **POSITION** role.

**Third Paragraph:** Composed of two to three sentences that highlight your interest in the position, thank you for consideration, and your contact information. Do not forget to include area code when listing a phone number and use an appropriate email address (contact information should match what is listed in your header).

← 1 space

I am excited to further discuss the opportunities at **COMPANY**. If you have further questions about my qualification, feel free to contact me at **PHONE NUMBER** or **EMAIL**. Thank you for your consideration of my application.

Sincerely,

← Close the letter with a sign off such as "sincerely" or "warm regards" followed by a comma (.). Leave four lines so that you can sign your name. Only include "enclosed" if you are attaching materials such as resume or references. You may also include an image of your neat signature above your printed name.

← 4 spaces

NAME

← 4 spaces

Enclosed: RESUME

# COVER LETTER EXAMPLES

Cover Letter\Undergraduate

## Jacob R. Gellar

1234 Kearney St. Manhattan, KS 66502 | 555-555-5555 | jgellar@ksu.edu

---

February 28, 2018

Kimberly Keans  
Senior Talent Manager  
Barkley  
250 Richards Road  
Kansas City, MO 64116

Dear Ms. Keans:

I was fortunate enough to meet with you at the K-State Business Career Fair last week. Our meeting was brief, but I left the fair that day thinking that a mentorship with Barkley was a perfect fit. I am currently a junior at Kansas State University dual majoring in advertising and public relations with minors in marketing and leadership studies. After participating in an informational interview with Jen Aldridge and Melanie Cook, I am confident that my skills in sales and marketing would be an asset to Barkley.

During my time at K-State, I have discovered a passion for the advertising industry that I am eager to put to work in the professional arena. I was recently promoted to the position of Senior Account Executive after one semester at The Collegian, which is the university newspaper at K-State. During my first semester as an Account Executive, I consistently exceeded my sales goal and was named "Employee of the Week" on several occasions. I excel at this position because I have a passion for people and I enjoy sales. My strong communication skills and knowledge of effective advertising have also guided my success. I am often praised by my superiors for my hard work and positive attitude around the office.

Another way I have gained valuable experience is through my previous internship with Special Olympics Kansas. This unique position allowed me to see what marketing was like from a nonprofit standpoint. I learned how to make the most out of a small budget, and the importance of effective fundraising. I also increased my knowledge and abilities in the field of public relations. As a show of appreciation for my contribution, I was asked to continue my work with the organization even after my internship was over. I now serve as the Chairman of the Manhattan, Kansas Special Olympics Media Committee. I have already made strides in this position by increasing student participation in the annual Polar Plunge fundraising event. This year's event had a record number of participants and raised over \$21,000 worth of proceeds benefitting Special Olympics.

I am confident that my skills, attitude, and passion will be the perfect fit at Barkley. Through my education and experience, I truly believe I have what it takes to help Barkley add something good to the world. Thank you for considering me for a mentorship opportunity. I will be following up with you in a week or so regarding this application. I look forward to speaking with you.

Sincerely,

← 4 spaces

Jacob Gellar

**Willie Wildcat**

785-111-3214  
williewildcat@ksu.edu

456 Jardine Apt M 11  
Manhattan, KS 66502

April 14, 2018

Ms. Ann LaGrand  
Corporate Recruiter  
Echo Global Logistics  
605 W Chicago Avenue  
Suite 754  
Chicago, IL 60654

Dear Ms. LaGrand:

Please find my resume attached for the Inside Sales position that Echo Global Logistics has advertised with Kansas State University's Career & Employment Services. Upon graduating in May, I am looking to relocate back to the Chicago area. I was excited to learn of this sales opportunity that would utilize my background in marketing along with my leadership experience.

Over the past two years, I played a key role in marketing K-State through interactions with the public of all ages and demographic backgrounds as one of the school's mascots. As a member of the K-State athletic department football marketing committee, I suggested changes to the football pre-game advertising which were implemented (impacting 40,000+ fans).

I have further enhanced my leadership abilities in the following areas as the Vice President of the College of Business Marketing Club:

- **Generating Results:** As a team, we collaboratively achieved a 15% increase in member involvement through better marketing of events, speakers, and trips
- **Communication:** Assisted in coordinating the logistical details for all team meetings; executed a group site visit trip to Chicago involving members, faculty, and employers
- **Teamwork:** Met bi-monthly for full group meetings and weekly for executive team meetings; determined goals, generated ideas, and executed plans

The Echo Global Logistics Inside Sales position offers an opportunity to utilize my creative marketing abilities, communication, and leadership skills toward building Echo's market share as a third-party logistics supplier. I will contact you the week of April 19 to follow-up on my application. If you would like to contact me prior to this, I can be reached by email at williewildcat@ksu.edu or at 785-111-3214.

Thank you in advance for your consideration.

Sincerely,

Willie Wildcat  
[www.linkedin.com/in/ceswilliewildcat](http://www.linkedin.com/in/ceswilliewildcat)

**Cameron T. Whitney, Ph.D.**

Kansas State University  
Department of Electrical and Computer Engineering  
555 Manhattan Ave., Manhattan, KS 66502  
cwhitney@k-state.edu; (785) 555-5555

August 7, 2018

Dr. Paul Aken  
Professor and Chair  
Department of Electrical and Computer Engineering  
United States Naval Academy  
555 Blake Road  
Annapolis, MD 55555

*Some academic cover letters may use letterhead from a current school/department.*

*Address the letter to a person when possible. Use formal titles ie. Dr., Ms., or Mr.*

Dear Dr. Aken,

Please accept my letter of application for the position of Assistant Professor in Electrical and Computer Engineering. I became aware of this position through the Naval Academy's Human Resource Department website, and immediately realized an opportunity that aligns with my specialty. I recently completed a Ph.D. in Electrical Engineering, and I am excited about the prospect of a career in teaching and research at the United States Naval Academy (USNA). USNA values mental, moral, and physical development and as an alumnus, I seek to contribute my leadership, teaching, and research abilities.

Throughout my undergraduate and graduate degrees, I have consistently excelled in leadership and teaching opportunities. In particular, I was a Battalion Training Officer at USNA where I was tasked to revitalize and implement training programs for approximately 720 midshipmen. This experience armed me with the skills necessary to inspire and motivate students. This also set the course for a successful four-year Teaching Assistantship at K-State. Throughout these experiences, I have acquired a teaching skill set that embraces innovation and fosters an environment where the rewards of a challenge supersede the inherent demands.

Research has undoubtedly been integral to my studies. Embarking on projects at both USNA and K-State, I have developed strong collaborative relationships with constituents from research institutions such as Oak Ridge National Laboratory and Raytheon BBN Technologies. Furthermore, my research background has provided the experience and knowledge necessary to instruct on subjects related to graph theory, cryptography, smart grids, and software defined networking. Finally, the rich set of theoretical constructs, practical tools, and collaboration employed through my research, seamlessly facilitate the development of a curriculum in Software Defined Networking and related fields.

I am confident that I have both the strong teaching background and cutting-edge research capabilities to provide world class exposure to midshipmen at USNA. Furthermore, my high level of instruction will be an asset to your department. Please feel free to contact me at (785) 555-5555 or cwhitney@k-state.edu if you have any further questions. Thank you for your time and consideration. I look forward to hearing from you.

Very Respectfully,

← 4 spaces

*For industry applications, include that you will follow-up with the employer. See undergraduate letters on pages 46-47.*

Cameron T. Whitney, Ph.D

# NETWORKING

Networking is talking to people about your career goals and experiences. Networking is not asking someone for a job.

## DEVELOP A PLAN

- Identify people you will contact and decide how you will connect with these individuals.
- Create a list of contacts: mentors, professors, advisors classmates, previous employers, etc.
- Search for people with your desired position using a professional social networking site like LinkedIn.com.
- Determine your preferred mode of communication.

## COMMUNICATE WITH A NETWORKING CONTACT

When seeking to connect with a networking contact, you may want to send a networking letter to set up an informational interview.

➤ *See the networking letter example on page 50.*

The purpose of an informational interview is for you and the employer to exchange information and get to know one another without reference to a specific opening. During an informational interview, make sure to

- Have specific questions about the field and the company; you will need to do some research on the company.
- Have a resume with you in case the employer asks for a copy, otherwise you can follow up with an email and send an electronic version.
- Send a thank you within 24 hours of the interview.

➤ *See the networking thank you example on page 51.*

Sample Questions:

- What path led you to the position you are in today?
- What kind of preparation is needed for this job?
- What do you like/dislike most about your current position?
- Can you describe your company's culture?
- What are the top three things you spend your time doing?
- Who else do you recommend I talk to?

## NETWORKING LETTER EXAMPLE

January 5, 2018

James Denison  
Account Manager  
P & R, LLC  
555 Lions Drive  
Kansas City, MO 64444

Dear Mr. Denison:

Dr. Thomas Martinez, a Finance professor here at Kansas State University, suggested I connect with you regarding the finance industry in Kansas City. I will complete my Bachelor's in May and am hoping to learn more about P & R, as well as your personal career path.

I would appreciate the opportunity to introduce myself over a cup of coffee, through a 10 minute phone conversation, or during a short meeting at your office. I will follow up with a phone call this Friday. In the meantime, feel free to contact me at (785) 555-5555 or msall@k-state.edu.

Sincerely,

← 4 spaces

Mark Salling  
1234 College Street  
Manhattan, KS 66502  
(785) 555-5555

## NETWORKING THANK YOU EXAMPLE

Samantha White  
555 Bluemont  
Manhattan, KS 66502

July 15, 2018

Mr. Kade Tyde  
Associate Vice President  
Tran Corporation  
555 SW 10th St.  
St. Louis, MO 63127

*If sending via email,  
exclude all the contact  
information and begin  
with the greeting,  
which can be slightly  
more informal: Hello  
Mr. Tyde*

Dear Mr. Tyde:

Thank you for the opportunity to meet with you regarding your role at Tran Corporation. It was very helpful to hear your perspective on the current job market and your ideas about Tran's global positioning.

As we had discussed, I am including my resume for your review and/or to pass on as you see fit. I certainly appreciate your time and consideration in meeting with me, and I look forward to continued communication.

Sincerely,

Samantha White  
swhite@k-state.edu  
www.linkedin.com/samwhite

## CREATE YOUR 30 SECOND INTRODUCTION

This is an introduction that provides the person you are talking to with key information about you. It is often given in response to the question “Tell me about yourself.” This should be conversational, not rehearsed. Include

- Your name, year, and major
- How your skills/experiences relate to the position, or would benefit the employer
- What you are looking for

***Take advantage of when employers are on-campus: networking nights, informational sessions, etc.***

## MAINTAIN AN APPROPRIATE ONLINE IMAGE

You can utilize social media to not only promote yourself professionally, but also to find out about job opportunities and stay connected with professional contacts.

- Always represent yourself online as you would in person; some employers will search social networking sites, Google, etc. to obtain information on job candidates.
- Be aware that some social media information might be accessible even if you think it is secured.
- Communicate what type of position you are looking for.
- Interact with companies you are interested in.
- Connect with recruiters when possible.
- Follow professional associations and organizations.
- Utilize LinkedIn as a tool to maintain and build professional connections.

***Join groups using LinkedIn to meet alumni in your field. The KSU Alumni Association has an alumni group. There are also informal alumni groups. All are good resources for networking.***



# INTERVIEWING

The interview is a critical aspect of a successful job search. You must be able to effectively sell yourself and your skills to a prospective employer.

## HOW TO PREPARE

Before the interview, you will want to prepare by researching the employer and practicing your interview skills. You will also want to plan appropriate interview attire.

### RESEARCH THE EMPLOYER

Review the company website, literature and press releases, visit with current employees, or contact a career advisor or professor. Research the following areas

- Locations
- Products and services
- Mission of the company/organization
- Major failures and accomplishments
- Financial records
- Reputation
- Major competitors
- Office culture and structure

### PRACTICE INTERVIEWING

Review your skills and experiences, and practice answering interview questions aloud:

- Schedule a mock interview with your Career Center advisor.
- Participate in employer mock interviews. This is a great way to practice without the pressure of having a job on the line.
- Practice with a friend or family member.
- Practice interviewing in professional attire to realistically simulate an interview experience.

## DRESS TO IMPRESS

How you choose to visually present yourself makes a lasting impression. Here are some tips to help you dress appropriately for your interview:

### For Women

- **Suits:** Wear a conservative pant or skirt suit in a neutral color; the skirt should be at least knee-length. Make sure clothing is not too tight or too loose
- **Blouses:** Keep it simple. Avoid flashy colors and styles, low-cut necklines, strapless, halters, sheer, and tank tops
- **Shoes:** Flats or low heels up to 2 inches are appropriate. If you cannot walk normally in them, do not wear them. Avoid bright colors, sparkles, and prints. Pair with plain tights or stockings. Avoid bold patterns and lace

### For Men

- **Suits:** Wear a dark colored, two-piece suit; jacket and slacks should not be contrasting colors. Dark blue, gray, brown, black, or muted pin-stripes are all acceptable
- **Shirts:** A white or light colored button-down shirt with a collar is appropriate. It should always be ironed. Wear a plain white t-shirt underneath light colored dress shirts
- **Ties:** Ties are a non-negotiable. Always wear a tie. Keep it simple, conservative, and complimentary to your suit
- **Shoes:** Wear brown or black dress shoes; match your belt and shoes. Socks should cover your calf and match your suit color; no white athletic socks

### General Tips

- Avoid excessive jewelry, make-up, cologne, or perfume.
- Make sure you are clean and well-groomed: shoes are polished, fingernails trimmed, conservative nail polish, clean shaven, hair is styled appropriately.
- Instead of a casual purse or backpack, carry a professional bag or portfolio.
- Dress one step above the office culture.

***Expectations regarding appropriate interview attire can sometimes vary by industry/organization. If you have questions about what is appropriate, ask for a second opinion and/or talk to your Career Center advisor. You can also view sample interview outfits on the Career Center website.***

## **DAY OF THE INTERVIEW CHECKLIST**

- Know how to get to your interview location and arrive 10 minutes early.
- Take a pen, notepad, and other relevant documents (extra resumes, references, letters of recommendation, writing samples, portfolios, etc.).
- Turn off your cell phone and all other electronic devices.
- Your interview starts as soon as you enter the building. While in the waiting room, smile and ask the names of everyone you meet, including the receptionist.
- During the interview you should smile, refer to the interviewer by name, give a firm handshake, and make appropriate eye contact.
- Show your interest and excitement for the job to the interviewer.

## **INTERVIEW FORMATS**

Interviews may be conducted in several different formats.

### **VIRTUAL/PHONE INTERVIEW- Skype/Zoom**

Employers often use these interviewing methods to screen candidates for on-site interviews:

- Prepare just as you would for an on-site interview.
- Be sure you are in a quiet location and will not be interrupted- remove animals and people.
- Check your background.
- Make sure your signal is strong.

### **Virtual**

- Dress exactly as you would for an on-site interview.
- Maintain eye contact with the camera, not the screen.

### **Phone**

- Keep your resume close by and take notes.
- Speak directly into the phone.

## GROUP INTERVIEW

Employers will interview a group of candidates at the same time in order to get a sense of your leadership potential and style.

- Observe the group dynamics and try to offer valuable input; if you are unsure of what is expected from you, ask for clarification from the interviewer.
- Treat others with respect; avoid overt power conflicts, this will make you look uncooperative and immature.

## PANEL INTERVIEW

A panel involves only one interviewee, but multiple interviewers.

- Shake the hand of each interviewer.
- Bring extra copies of your resume.
- When answering a question, begin by looking at the person who asked the question; also make eye contact with the other panel members.
- Thank everyone at the end, send individual thank you notes.

## ON-SITE INTERVIEW

The on-site interview occurs at the company's location and is often the final step in the interview process. It is also your final opportunity to evaluate the company and determine if it is the right fit for you. Don't be afraid to ask your contact within the company (this is typically the person who conducted the initial interview) some of the following questions:

- Who will I be meeting with?
- Will there be any other activities scheduled?
- What more can I do to prepare myself for this visit?

## **DURING THE INTERVIEW**

You are being evaluated on two things while interviewing: what you say, and how you say it.

### WHAT YOU SAY

The behavioral style interview is one of the most commonly used; it is based on the idea that your past performance predicts your future behavior. Behavioral interview questions are open-ended inquiries that may start out with the following phrases:

- Tell me about a time...
- Describe a situation in which...
- Give me an example...

Interviewers are looking for specific examples from your experience. Your answers can come from work, classroom, personal, and volunteer experiences.

- *See pages 61-62 for a list of behavioral interview questions as well as common and academic interview questions.*

## Answering Behavioral Interview Questions

The **STAR (L)** method is a great way to answer most interview questions. It sets up the basics of a story composition.

**Situation:** Set the scene for your example – provide some brief context.

- **Task:** Describe the specific task you work on in more detail (remember to stay focused on the question).
- **Action:** Explain what YOU did, what YOUR specific role was, or what step YOU took in the situation.
- **Result:** Share what happened as an outcome of your effort.
- **Learned:** Describe what concepts you'll apply the next time you are in this situation – what did you learn from this experience that is applicable to future work?

**Question:** Tell me about a time when you faced a challenge as a team leader.

**Situation:** Last spring, I was a site leader for an alternative spring break trip that traveled to the Calcasieu Parish in Louisiana to learn about the root causes of homelessness in the area and actively work on a Habitat for Humanity site.

- **Task:** Each day for a week, we were to live in a cabin on a camp ground, cook for ourselves, and use van transportation with our advisor to travel to the Habitat for Humanity site. When we arrived, we learned that we would not be needed on the Habitat site for full days. Our team of student participants were investing their own money and spring break time into this trip to learn about this important social justice issue, so I needed to figure out an alternate plan.
- **Action:** I worked with our team advisor to identify food pantries in the area and reached out to a few of them. We served with a food pantry site in the afternoons after leaving the Habitat site.

- **Result:** We were able to serve the community as volunteers in two different ways and this expanded our knowledge of how poverty and homelessness was being addressed in this community.
- **Learned:** When planning for a trip like this, it is a good idea to confirm contacts and the itinerary before departures by emailing and/or calling the contact you will be working with. I also learned how to be an adaptable group leader and to maximize potential opportunities.

## ASKING QUESTIONS

Toward the end of the interview, you will be asked if you have any questions. Do your research on the company; demonstrate interest and initiative by having questions prepared. They should be things you genuinely want to know about the company. Do not simply ask something generic for the sake of asking. If you have questions regarding what you ought to ask the employer:

➤ *See pages 63-64 for a list of questions you can ask.*

## HOW YOU SAY IT

It is important to keep your body language open and positive while interviewing. Here are some tips to keep in mind:

- Use a firm handshake.
- Remember to have direct eye contact.
- Keep your facial expressions relaxed.
- Stand tall and sit tall.
- Pay attention and nod attentively.
- Remember to smile.

Be sure to

- Listen intently to the interviewer and ask questions.
- Use gestures to emphasize main ideas or key words.
- Take a brief pause before you respond to each question.
- Use a positive tone of voice, and speak at a volume that all can hear, yet not too loudly.

Be sure not to

- Fold your arms across your chest.
- Fidget or play with objects on the table.
- Chew gum or eat/drink.
- Dwell on mishaps or negative experiences.
- Inquire about salary and benefits, unless introduced.
- Share negative stories about your previous employment.

## **AFTER THE INTERVIEW**

### **FOLLOW-UP WITH A THANK YOU**

Interviewers expect it! Use the most appropriate method from the following:

- Thank you letter: You can either type the thank you letter or handwrite a thank you note. Send in the thank you note within 1-2 business days of your interview
- Email: If your correspondence with the employer before the interview has been via email, then it is acceptable to follow-up with a thank you note via email within 1-2 days of your interview

# THANK YOU LETTER EXAMPLE

April 29, 2018

Susan E. Wabash  
Senior Human Resources Manager  
Acme, Inc.  
555 Laramie Drive  
Kansas City, MO 64444

Dear Ms. Wabash:

Thank you for the opportunity to interview for the accountant position at Acme, Inc. yesterday. I truly enjoyed meeting with you and John Duncan and learning more about Acme, its current activities and upcoming projects. The potential opportunity to work with a company that places such a strong priority on innovation, employee satisfaction and productivity is very exciting to me.

As we discussed, I am confident that my quality academic training at Kansas State University and my hands-on experience working in the accounting department at JKL Apparel Company last summer qualify me for the position. In addition, my extensive knowledge of computer systems would be especially valuable as an accountant with Acme.

I look forward to hearing from you soon. In the meantime, please do not hesitate to contact me at (785) 555-1234 if I can provide additional information or answer any questions.

Sincerely,

Melanie S. Lindman  
1234 State Street  
Manhattan, KS 66502  
(785) 555-1234



# INTERVIEW QUESTIONS

## COMMON INTERVIEW QUESTIONS

- Tell me a little bit about yourself.
- What are your greatest strengths? Weaknesses?
- How would you describe your best day?
- After attending this school, what single most important statement conveys your experiences while enrolled?
- What do you think determines an individual's success in a work situation?
- Do you consider yourself a leader or a follower? Why?
- Do you prefer working with others or by yourself? Why?
- How do you work under pressure?
- Why are you interested in this organization? What about this job do you find the most attractive? Least attractive?
- What are your short-term goals? Long-range plans?
- What major problem(s) have you faced in the workplace?
- How long would it take for you to make big contributions?
- What do you consider to be your most significant accomplishment? Why?
- Tell me about an accomplishment you are most proud of and why.
- What will be the most difficult aspect of making the transition from college to your career? Why?
- Are you willing to relocate? To travel?
- What would your references say about you?
- Why should we hire you?

## BEHAVIORAL INTERVIEW QUESTIONS

- Describe how you organize your work day and week.
- Give an example of your leadership experience.
- Give an example of a time when you were able to communicate with another person or group, even though they may not have liked what you were saying.
- How do you ensure someone understands what you are saying? Give an example.
- How do you measure success? Give an example.
- Give examples of some of decisions that you have had to make rapidly and those that took more time.
- Describe a major project in which you needed help. What did you do? Why did you ask particular people to help?

- Describe a situation where you had to adapt to an initially uncomfortable environment.
- Tell me about a time when you had a personality conflict or disagreement with a co-worker. How did it resolve?
- Tell me about a time when you had to manage multiple projects simultaneously.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give a specific example of when you used good judgment and logic in solving a problem.
- Give an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give a specific example of a time when you had to conform to a policy with which you did not agree.
- Describe how you learn a new technical skill.
- Describe the most significant technical report or presentation you have completed.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give an example.
- Tell me about a difficult decision you made this last year.
- Give an example of a time when something you tried to accomplish failed.
- Give an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give an example of when you motivated others.
- Tell me about a project that you delegated effectively.
- Tell me how you handled an ethical dilemma.

## ACADEMIC INTERVIEW QUESTIONS

- Tell us about your dissertation.
- How does your research relate or compare to what has been written already? How did you contribute to the field?
- What has been the most difficult challenge you have faced?
- If you were going to begin again, what changes would you make in your dissertation?
- What are your future research plans? What resources do you need to conduct that research?
- What is your most important publication? Do you have plans for others? Why don't you have any publications?
- What makes you a good teacher?
- What's your teaching philosophy?
- What about teaching has been challenging? Enjoyable?
- How would you teach a survey course in your field?
- What special seminars could you offer?
- Having not taught a large lecture course, how would you?
- What would be your favorite course to teach?
- What are your strengths outside of the classroom, such as in volunteer/community service projects?
- What contribution can you make to the department?
- Why are you interested in this school?
- If you have more than one job offer, how will you decide?
- What limitations might you have in the selection process?

## QUESTIONS YOU CAN ASK

- What specific skills or personal characteristics do you believe are important for successful performance in this position?
- What are the things you like most/least about working here?
- What qualifications are most important to a person's advancement within your company?
- What type(s) of training programs will be made available to me as a new employee?
- What do you consider to be the biggest challenge(s) I would face if I am hired?
- What would a typical day be like?
- How often will my performance be evaluated?
- Why are you looking to fill this position? Is it a newly created position?
- Can I let you know why I want this job?

- How do you typically make a decision?
- What has been your career path in the organization?
- What will be the measurements for my success in this position?
- What business problems keep you awake at night?
- What would you consider to be exceptional performance from someone in the first 90 days in this position?
- What is your vision for your department over the next two to three years?
- What are your organizational values?
- When can I expect to hear from you on your decision?
- How would you describe your organizational culture?

## IMPROPER/ILLEGAL QUESTIONS

Improper interview questions are those that do not pertain to the nature of the job or to the applicant's ability to perform that job, or those which are not asked of every candidate. They are illegal when the information is used in a discriminatory manner to make a hiring decision. Federal, state, and sometimes even local laws exist which prohibit employment discrimination based on race, religion, national origin, sex, citizenship, and disabilities. The following are examples of some of the specific areas that employers cannot ask or inquire about during an interview:

- **Race:** Any question related to complexion, color of skin, or other inquiries directly or indirectly indicating race or color
- **Religion:** Any question related to religion or religious preferences or affiliations
- **National Origin/Citizenship:** Questions related to your nationality, lineage, ancestry, national origin, birthplace, descent or parentage
- **Disabilities:** General inquiries about disabilities or health conditions that do not relate to job performance
- **Arrest Record:** Employers cannot ask you if you have ever been arrested but they can ask you if you have ever been convicted of a crime that is reasonably related to the performance of the job
- **Family Obligations:** Questions regarding marital status, family plans, children, elder care

Unfortunately, there are no easy answers to improper and illegal interview questions. Should you be asked a question on one of the above topics, you may tell the employer that you are uncomfortable answering because it may reveal your membership in a protected group. If you prefer a less direct approach, you might instead try one of the following strategies: answer in brief and move on to a new topic area, or ignore the question altogether and redirect the discussion to a new topic area.

**If you've encountered questions from an employer that fall into these categories, we encourage you to share your concerns with the Career Center.**

For a more extensive overview of prohibited employment practices, visit the Equal Employment Opportunity Commission website.

<http://www.eeoc.gov/laws/practices/index.cfm>

# ADDITIONAL RESOURCES

## **PROFILE STATEMENT/PERSONAL STATEMENT/TEACHING STATEMENT**

<http://www.k-state.edu/careercenter/students/gradstudents/index.html>

## **SALARY NEGOTIATION**

<http://www.k-state.edu/careercenter/students/salaryinformation/salaryjoboffersnegotiation.html>

## **ADDITIONAL EXAMPLES**

Check out our online version of the guide, which includes additional examples. <http://www.k-state.edu/careercenter/students/resumesandcvs/writearesume>