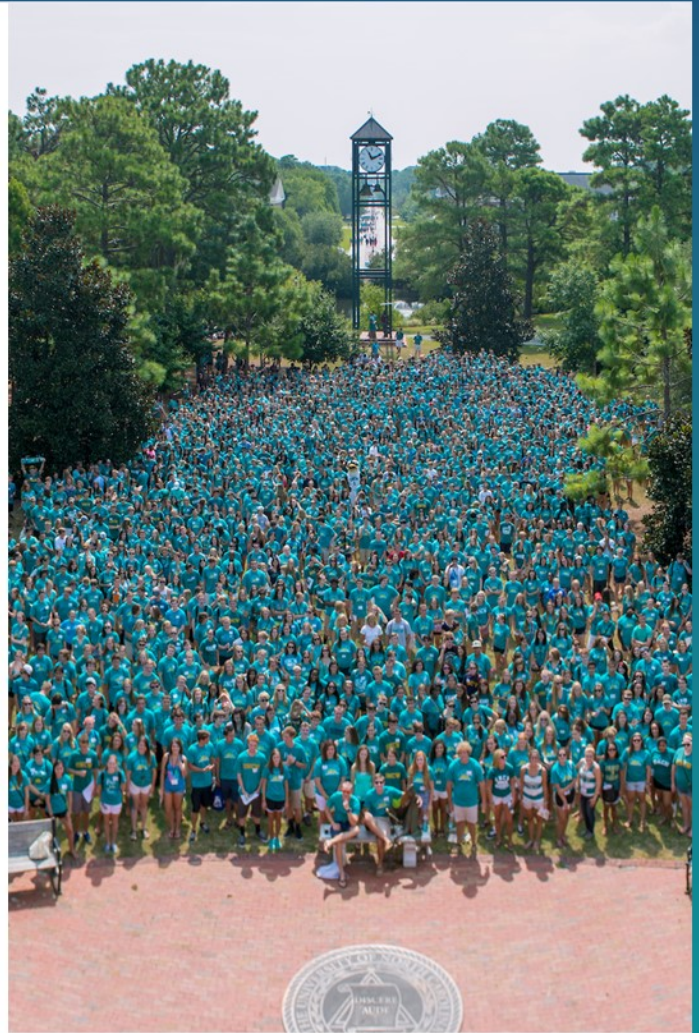


# UNCW CAREER CENTER CAREER PLANNING GUIDE



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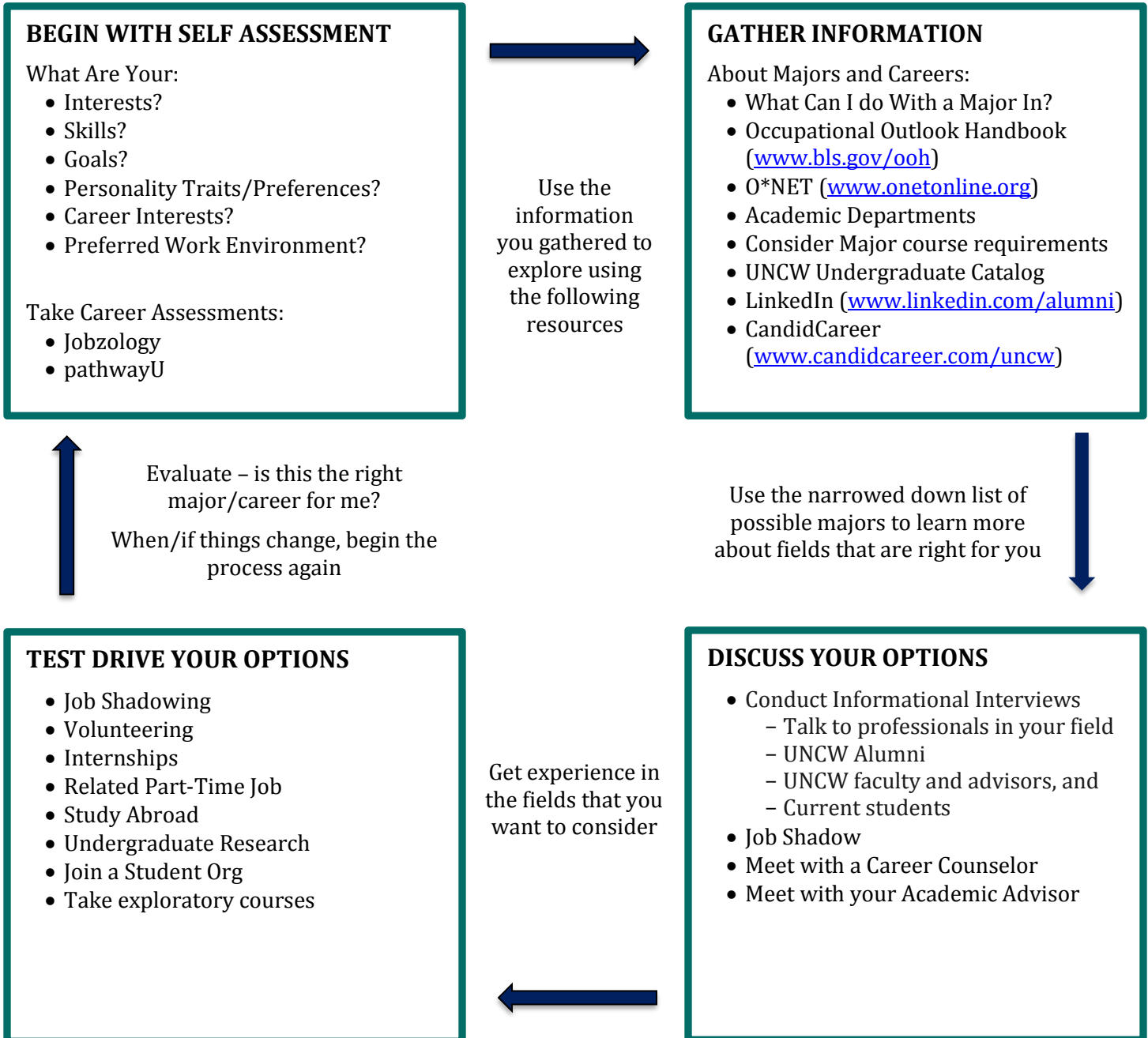


# MAJOR & CAREER EXPLORATION



# MAJOR & CAREER EXPLORATION PROCESS

Students change their major an average of three to five times before graduation. Choosing a major doesn't limit you to one career. Most majors give you the education and skills that can enable you to enter a variety of careers. Here are the most effective steps in choosing a major / career



# FOUR YEAR PLAN – A COLLEGE TIMELINE

## EXPLORE – First Year

- Explore your interests and abilities through academic courses.
- Meet with a Career Counselor to explore majors and utilize self-assessment tools.
- Get active in a student group or other campus activities that match your interests.
- Familiarize yourself with the various offices/ resources on campus available to you.
- Utilize Handshake to find a part-time, summer, or internship experience.
- Attend the Academic Majors and Minors Fair and other helpful workshops
- Attend all of your classes, keep up with assignments, and establish a good GPA.
- Utilize our website or this guide to help you get started.
- Thinking about pre-health or pre-law? Meet with the appropriate advisors to learn more.

## EXPERIENCE – Second Year

- Visit with a Career Counselor to discuss career options and explore various opportunities.
- Choose a major that you will enjoy studying and develop a plan for graduation with your academic advisor.
- Remain involved and take on more responsibilities in your extracurricular activities.
- Attend job fairs and employer information sessions related to your interests.
- Find a summer job or internship using Handshake to test out career fields and increase your ‘relevant’ work experience. Also check out the Career Center "Certified Internship Program".
- Explore potential study abroad opportunities.
- Maintain that good GPA!

## ENGAGE – Third Year

- Continue to explore internship, career, and graduate school options.
- Research potential organizations. Conduct informational interviews in the career fields you want to explore.
- Meet with a Career Counselor to have your resume and job search documents reviewed.
- Provide leadership or plan events in your student or community organizations.
- Obtain an internship or other practical career experience that will contribute to your resume.
- Join LinkedIn and update your profile with relevant experiences.
- Seriously considering graduate school? Learn the application/admission requirements and process.

## EMBARK – Final Year

- Visit with a Career Counselor regarding grad school applications or finalizing career goals.
- Reflect on the skills you developed while at UNCW through classes, internships, and experiences. Record your observations to use in your job search.
- Reach out through LinkedIn to create personal and alumni connections for job search advice and information.
- Stay up-to-date with Career Center events and participate in job fairs and employer information sessions.
- Keep your resume and cover letter updated and ready for the professional job search.
- Select faculty and professionals that will provide references for jobs, graduate or professional school.
- Utilize Handshake or Careershift to find job listings and start early.
- Applying for graduate school? Stay on top of deadlines.
- Research employer information and prepare for upcoming interviews. Consider using “Big Interview” to conduct a practice interview.
- Inform the Career Center when you have a job offer and accept our assistance when negotiating an offer.



CAREER CENTER

# Four Year Plan

## Explore- 1st Year

- Be curious: explore courses, majors, interests, and abilities
- Become acquainted with resources available to you on campus, including your career counselor, academic advisor, and the Career Center website
- Get involved with various on-campus or community clubs and organizations that pique your interest

Signature Event:  
**Academic Majors & Minors Fair**

## Experience- 2nd Year

- Make a plan to be intentional with your time: do you want to study abroad, conduct research, gain leadership experience through an organization, do an internship?
- Put your plan into action: conduct informational interviews, shadow professionals, volunteer for projects or bigger roles within your organization
- Explore part-time work and internship opportunities using Handshake; consider taking advantage of the Certified Internship Program (CIP)

Signature Event:  
**CareerFest**

## Engage- 3rd Year

- Research targeted organizations, industries, and graduate programs to gain deeper understanding
- Grow your professional network and use LinkedIn to track progress. Reach out to faculty, advisors, supervisors, co-workers, alumni, and career counselors
- Complete an internship either through the Certified Internship Program (CIP) or through your academic department

Signature Event:  
**Career Fair**

## Embark- 4th Year

- Participate in Taking Flight to make meaning of your UNCW experience and transition into the post-graduate world
- Have your resumes, cover letters, professional statements, & ePortfolios reviewed by faculty or a career counselor
- Use Handshake to find full-time opportunities and start applying early

Signature Event:  
**Career Success Week**

All signature events are open to students of all years at UNCW

Created by April Feldman '17



# BECOME A SKILL SEEKER



## ***How to Develop Skills Sought By Employers***

Year after year, regardless of job market conditions, employers have a similar wish list for candidates' skills and qualities. Below is a list distilled from employer surveys published by eminent national associations, universities and research groups.<sup>1</sup> Listed below each skill are some opportunities to explore and develop that particular skill or behavior. Use these suggestions to create your own powerful set of skills while at UNCW – in and out of the classroom. These career readiness competencies will increase your marketability for internships, jobs and graduate school.

**The number one way to develop any of these skills is through becoming a student leader or peer educator on campus!<sup>2</sup>**

### ***1. Communication Skills – oral & written***

- Write stories, advertisements, press releases or newsletters for Student Media, or a campus or community organization
- Enroll in an academic class that is writing intensive, or includes presentations or speeches
- Work in a campus office; i.e. at an information desk, or in an operations or program assistant position
- Improve the way you listen to others; use empathy and self-control when diffusing disagreements
- Refine your job search materials (resume, cover letter, interview preparation) at the Career Center
- Act with a theater group, film or broadcast production
- Do fundraising for charities or nonprofit events; volunteer to work on a political campaign
- Help in a literacy or conversational English program

### ***2. Interpersonal Skills – relates well to others, self-confident, tactful, friendly, outgoing, sense of humor***

- Engage in discussions with people different from you
- Participate as an active team member in class, a campus organization, or at a job
- Live in a group living environment (on or off campus)
- Conduct interviews with people to gather information for a class project, organization or personal goal
- Volunteer for a telephone hotline, women's shelter, after school program, hospital, nursing home, etc.
- Work as a tutor, coach, camp counselor, mentor, literacy or conversation partner, or teacher
- Work as wait staff, info desk assistant, office or retail staff, recreation assistant, customer service staff, etc.
- Become a personal assistant for an individual with disabilities
- Develop interpersonal skills in classes that emphasize human relationships or intercultural issues

### ***3. Teamwork Skills – works well with others, flexible, adaptable***

- Lead a project team or committee in class, a student organization or job
- Use an internship, study group, class or research project to help turn a group of people into a team with common goals
- Help a new team develop through the stages of forming, storming, norming and performing
- Join a musical group or act in a play
- Participate on intramural team or sports club, coach Little League, become a summer camp counselor or recreational leader
- Contribute as a valuable member of a team focusing on team goals more than personal goals

#### 4. Initiative – strong work ethic, risk-taker, entrepreneur

- Identify a campus or community need and proactively find and implement solutions
- Select a skill which you would like to improve, and seek out experiences which help you achieve that goal
- Appropriately balance academics, co-curricular activities and employment
- Solicit strong instructor/supervisor references from academic, co-curricular or employment activity
- Take pride in your work
- Study abroad; interact with other cultures
- Start your own business while in college

#### 5. Critical Thinking Skills – analytical, problem-solver, detail-oriented, organized, creative, strategic

- Participate in undergraduate research with a faculty member
- Work as a lab assistant with computers, science or language
- Organize a campus event, including volunteer staff, budget, publicity, etc.
- Seek opportunities to evaluate data to support decision making
- Manage your time well; meet deadlines
- Take a topic you are passionate about, and research the opposing view
- Read an article in an academic area different from your own and develop implications for your area
- Develop a decision tree for an upcoming purchase, researching all relevant information (brand, model, size, etc.)
- Develop a three-year strategic plan for a student organization
- When considering a difficult decision, appraise your choices realistically and seek professional advice when appropriate

#### 6. Leadership Skills – communicate vision, action orientated, influence/motivate others, enthusiastic

- Gain leadership education and experience through the Office of Student Leadership & Engagement, the Cameron School of Business or a Leadership Studies minor
- Run a campaign for student government or campus issue; or get involved in local or state politics
- Be an active officer or committee chair of a campus organization
- Identify a campus or community need and proactively find and implement solutions
- Facilitate group discussions in class or in a campus organization
- Organize and manage an intramural sports team, camp or recreation group
- Lead children's programs, tutor kids in a local school, or coach a children's sports team
- Get an internship in an area of career interest; consult with the Career Center and your department's internship coordinator
- Train new campus organization members or employees at your job

#### 7. Technical Skills – utilize computer software & hardware, web and financial resources

- Work as a student network or computer lab consultant with Residence Life or ITS
- Design or maintain web sites for a student or community organization, campus office or yourself
- Design a brochure, advertisement or newsletter using desktop publishing software
- Assist community agencies with databases, statistical analyses, financial or service reports
- Keep budgets or financial records for campus or community organizations, or work in a billing office
- Design PowerPoint presentation for class or a campus organization
- Work as a tech or projectionist in Campus Life
- Sell computer hardware or software, or start a web-based business
- Work in the studio or control room of a radio or TV station
- Learn computer and technical skills in classes and workshops that focus on software programs and applying technology

<sup>1</sup> Sources include the National Association of Colleges & Employers (NACE), Michigan State University, University of Illinois at Urbana-Champaign, Hart Research Associates, CareerBuilder, US News & World Report, World Future Society, American Society for Training & Development and the U.S. Department of Labor.

<sup>2</sup> Campus leadership and peer educator positions include Resident Assistant, Orientation Leader, Ambassador, Seahawk Link, ACE, Fraternity & Sorority Life, SGA/GSA, Office of Student Leadership & Engagement, CARE/Crossroads, Health Promotion and the University Learning Center.

#### For More Information

Become a Skill Seeker ©  
Student Organizations  
Jobs & Internships

<http://www.uncw.edu/career/documents/beaskillseeker.pdf>

<http://uncw.edu/studentorgs/>

<https://uncw.joinhandshake.com/login>



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*Creating Experiences for Life*  
Fisher University Union 2035 • 910.962.3174  
[careercenter@uncw.edu](mailto:careercenter@uncw.edu) • [www.uncw.edu/career](http://www.uncw.edu/career)



## SELF-ASSESSMENTS

### Interest Assessments



PathwayU is a great solution to help you plan for the right career! Based on your specific needs, PathwayU provides reliable tools to assess your interests/skills/values, suggests education and career options, prepares you for careers relative to your interests, and connects you to today's jobs. Giving students the guidance based on scientific analytics to make the best decision toward their career paths.



CareerLeader is a fully integrated approach to business career self-assessment built on the premise that one's interests, motivators and skills will drive their future business career success and satisfaction. "Business" as a field is much harder to define than alternatives such as "medicine" or "law", and can be overwhelming for students to evaluate. The CareerLeader can be an essential resource to help students in any academic major find their right path in business, as well as the knowledge of why it's the right path. The cost of the CareerLeader is \$30, and can be purchased by credit card – contact the Career Center for more information.

## Internship Predictor

A quick and easy process to help you evaluate your personal preferences and show how they can help you pursue the right academic major, internship and career for you! Results include your career interests, profiles of careers that match your interests, your strengths, and the best work environment all for free.

<http://www.internships.com/predictor>

### Personality Assessments



The Myers-Briggs Type Indicator (MBTI) is the most widely used personality inventory in the world. The preferences suggested by the MBTI can help you make career and personal decisions, with scores highlighting preferences on four dimensions. The various combinations of these preferences result in 16 personality types, which relate to career choices, communication modes and learning styles. Cost to UNCW students: \$17. Login to your SeaWork account, and click "Take/View Assessment" on the left side of page.

## HumanMetrics

HumanMetrics is a free test based on Carl Jung's and Isabel Briggs Myers' typological approach to personality. There are 72 questions that take 20-40 minutes. This assessment will give you a description of your personality type and how it relates to careers and educational programs.

[www.humanmetrics.com/cgi-win/ITypes2.asp](http://www.humanmetrics.com/cgi-win/ITypes2.asp)

# INFORMATIONAL INTERVIEWING

## An Informational Interview is...

- One of the best sources for gathering information about an occupation, industry or company - by talking with people who actually work in your field.
- A means to evaluate your interest in and “fit” for a particular field.
- An interview that YOU initiate with an employee in your desired occupation.
- NOT an interview for employment.
- A way to find out about jobs you might like—to see if they fit your interests and personality.

## Why Conduct Informational Interviews?

- Explore careers and clarify career goals.
- Expand your professional network.
- Build confidence for actual job interviews.
- Access up-to-date career information.
- Tap into the “hidden job market” (employment opportunities that are not advertised).

## Steps to Conduct an Informational Interview

- **Identify Target Occupations/Industries**
  - Assess Your Interests, Skills, Abilities & Major
  - Evaluate labor trends to identify fields to research that match your interests
- **Identify People to Interview**
  - Start with people you know: family, friends, fellow students, supervisors, co-workers, professors, etc.
  - Search online or contact organizations for the name of an appropriate person by job title
  - Call an employer in the field – often someone in HR can provide information about areas they employ
  - Utilize Career Center resources such as CareerShift to find employers & employees in fields that interest you
- **Prepare for the Interview**
  - Research the field prior to meeting with your contacts. Use CareerShift (located inside Handshake, <https://uncw.joinhandshake.com>), the Occupational Outlook Handbook ([www.bls.gov/ooh](http://www.bls.gov/ooh)), O\*NET ([www.onetonline.org](http://www.onetonline.org)).
  - Prepare questions you would like answered (or see our suggestions list)
- **Arrange the Interview**
  - Contact your identified person by phone or email. Be sure to indicate who referred you to this person or organization
  - Be prepared to state the purpose of your call to whomever answers – to arrange an informational interview only!
  - Ask for 15-25 minutes at a mutually convenient time
- **Conduct the Interview**
  - Dress appropriately
  - Arrive promptly and maintain a polite and professional demeanor
  - Refer to your prepared list of questions to stay on track, but allow for spontaneous discussion.
  - Ask for names of others who might be helpful and ask permission to use your contact’s name
  - Take a copy of your resume for review; ask for suggestions to improve it
  - Ask for your contact’s business card
- **Follow Up**
  - Immediately following the interview, record pertinent information. Maintain good records!
  - Send a thank you note within 48 hours (email is acceptable)

## Potential Questions to Ask:

- What is a typical day like in your position?
- What training or education is required?
- Which skills have you found most helpful, and which ones will be most important in the future?
- What part of this job do you find most satisfying? Most challenging?
- How did you find your job? What was your first job after graduation?
- What opportunities for advancement are there in this field?
- What entry level jobs are best for learning as much as possible?
- What is the salary range for various levels in this field?
- How do you see jobs in this field changing in the future?
- What challenges does this industry face?
- What is the demand for people in this occupation?
- What advice would you give a person entering this field?
- What types of training do companies offer people entering this field?
- Which professional journals and organizations would help me learn more about this field?
- If you could do things all over again, would you choose the same path for yourself? Why?
- How would you evaluate the experience I've had so far for entering this field?
- What related or other fields or job titles would you suggest I research further?
- With whom else should I talk? When I contact him/her, may I use your name?

## Tips for Informational Interview Success

- Do your homework.
- Plan and practice your "opener."
- Call or e-mail again in a week if your contact has not responded.
- Maintain your connections and nurture them. This is relationship building!
- Be patient. Networking takes time. NEVER stop networking!

## Resources for Building Your Network

- **UNCW Resources:**
  - UNCW Alumni
  - CareerShift - Access via Handshake (<https://uncw.joinhandshake.com>)
- **General Web Resources:**
  - [www.Linkedin.com](http://www.Linkedin.com) (Search for Alumni through LinkedIn.com (UNCW Alumni Tab)
  - <https://careercenter.tamu.edu/guides/networking>
  - [www.quintcareers.com/networking-guide/](http://www.quintcareers.com/networking-guide/)
  - Local young professionals associations





# RESUMES & JOB SEARCH DOCUMENTS



# RESUME OVERVIEW

## The Resume is...

- Your professional advertisement
- A highlight of your background
- An individually designed document used by employers as a screening device
- just ONE piece of the job search process

## Is There Such a Thing as a Perfect Resume?

No. There is no perfect resume. However when it comes to resume content and format it is important to think about the industry and company you're applying to. Each resume is as unique as the individual it represents. It's up to you to select the appropriate content that best highlights your skills for the position you hope to acquire, and then effectively communicate your qualifications in a format that is clear to read.

## Resume Formatting

Choose a format which allows the most impressive presentation of your experience history. Whatever the case, be sure to emphasize your key skills and accomplishments with the use of action verbs.

- The reverse chronological format is most frequently used. It lists the most recent experiences first and preceding experiences in reverse chronological order.
  - *Tip - This format has the advantages of being easier to read and more familiar to employers.*
- The second most widely used format is a functional resume which emphasizes skills and capabilities instead of the timeline of a person's experience.
  - *Tip - Very often students with significant experience will use this format to categorize the breadth of skills and involvement.*
- The scannable format is typically retrieved using keyword searches.
  - *Tip - Scannable resumes are somewhat plain in appearance with no underlines, bolding, italicized wording or bullets.*

## What Goes on Your Resume?

- **Identification Information:** Include your name, address, telephone, email, and LinkedIn url. If you have a professional personal web page include this as well.
  - *Tip - Make your name stand out with larger font or bold letters, Careful don't choose a hard to read font*
- **Objective/Summary:** Keep it short and specific and include the industry and relevant skills.
  - *Tip - Objectives/Summaries are optional and are not needed for every resume. It depends on the situation.*
- **Education:** In reverse chronological order include: schools you have attended, degrees completed, the major, minor, and dates of graduation. Other information might include: scholarships, honors, related coursework, percentage of college expenses earned by you, and special projects (e.g. research projects, thesis, and dissertations).
  - *Tip - List GPA if over 3.0. Otherwise, optional unless required by employer.*
  - *Tip#2 -List GPA if over 3.4 when applying to graduate schools as they are normally required along with your GRE, GMAT, LSAT, MCAT, TOEFL, etc.*
- **Experience:** This section includes not only paid positions, but also related volunteering, field experiences, internships, or other relevant experience. Include the name and location of employers, date range, position title and a detail of the level of responsibility. This is also listed in reverse chronological order. Stress any accomplishments or unique contribution you made.
  - *Tip - Quantifiable information supports the scope of your accomplishments and give range to your duties. Consider categorizing in two sections: Relevant Experience and Professional Experience*
- **Additional Information:** Include activities, sports, or organization affiliations that may generate interest from the employer. Include level of proficiencies for any languages and software applications that you have significant strength.
  - *Tip - Include references on a separate page that includes the name, phone number, email address and type of source (intern supervisor, work supervisor, professor).*

## Resume Tips

- Edit and proofread several times
- Set margins between .5 to 1 inch
- Chronological resumes list information in reverse date order
- Consider separating relevant and other work experience
- Develop several resume versions depending on type of job or purpose of resume, i.e. graduate school application
- See various examples specific to your field: [http://www.csoresearch.com/resume\\_gallery](http://www.csoresearch.com/resume_gallery)

## Resume DOs and DON'Ts

### DOs

- Keep it short and provide facts
- Individualize your resume, not everyone will have the same categories or format
- Maintain professionalism and keep information updated
- Present your strongest qualifications first
- Start with action words to describe experiences
- Quantify information to indicate results
- Always include your name and contact information at the top of the resume
- Organize section headings so the most important points are listed first
- Use similar paper and headings when writing your cover letter
- Maintain consistency with format: alignment, bullets, fonts, sizes, etc.

### DON'Ts

- Do not use MS Word or other Templates; format manually
- Refrain from listing personal information such as: age, height, social security number, picture, etc.
- Don't add, "References available upon request"
- Omit experiences from high school after your freshman year of college
- Don't use busy or decorative fonts
- Avoid personal pronouns (i.e. "I", "We", etc.)

## Get a Resume Review!

- Drop in to the Career Center for Express Lane
  - Monday - Friday from 2:00 - 4:00 p.m. or Wednesday/Thursday from 9:00-11:00 a.m.
- Make an appointment with a Career Counselor at 910-962-3174





**ACCOUNTING**

Appraise  
Ascertain  
Assess  
Audit  
Calculate  
Estimate  
Examine  
Figure  
Forecast  
Maintain  
Measure  
Prepare  
Record  
Verify

**ADMINISTRATION**

Access  
Assess  
Coordinate Furnish  
Monitor  
Organize  
Process  
Serve  
Track

**ANALYSIS**

Assess  
Clarify  
Conceptualize  
Conclude  
Discern  
Discover  
Dissect  
Illuminate  
Infer  
Interpret  
Observe  
Quality  
Quantify  
Review

**ARTISAN**

Build Choreograph  
Compose Conceive  
Construct  
Create  
Design  
Draw  
Entertain Illustrate  
Mold  
Perform

**COMMUNICATION**

Address Advertise  
Arbitrate Articulate  
Author  
Clarify Collaborate  
Convey  
Convince  
Correspond Debate  
Define  
Describe  
Develop  
Edit  
Express Formulate  
Incorporate  
Influence  
Mediate Moderate  
Outline  
Persuade  
Present  
Propose  
Publicize Reconcile  
Respond  
Solicit Summarize  
Translate  
Write

**CONSULTING**

Arrange  
Assess  
Assist  
Contribute Counsel  
Guide  
Motivate  
Problem Solve  
Serve  
Survey  
Train Troubleshoot

**COUNSELING**

Align  
Analyze  
Assist  
Coordinate  
Help  
Listen Understand

**CREATIVE**

Begin  
Combine  
Compose  
Conceptualize  
Condense  
Customize  
Design  
Develop  
Direct  
Display  
Entertain  
Fashion  
Formulate  
Illustrate  
Initiate  
Integrate  
Introduce  
Invent  
Model  
Perform  
Photograph  
Plan  
Revise  
Revitalize  
Shape

**DESIGN**

Build  
Create  
Display  
Draft  
Draw  
Explore  
Formulate  
Organize  
Patter  
Plan  
Sketch  
Style

**EDITING**

Advise  
Amend  
Analyze  
Check  
Comment  
Compare  
Correct  
Improve  
Initiate  
Investigate  
Read  
Revise  
Rework

**FINANCE**

Acquire  
Adjust  
Allocate  
Analyze  
Appraise  
Audit  
Balance  
Calculate  
Conserve  
Construct  
Evaluate  
Inventory  
Invest  
Manage  
Project  
Reconcile  
Reduce

**FUNDRAISING**

Analyze  
Contact  
Coordinate  
Develop  
Direct  
Inquire  
Motivate  
Persuade  
Program  
Strategize

**HELPING**

Adapt  
Advocate  
Aide  
Answer  
Assess  
Assist  
Coach  
Collaborate  
Contribute  
Cooperate  
Counsel  
Educate  
Encourage  
Facilitate  
Guide  
Insure  
Intervene  
Prevent  
Provide  
Resolve  
Simplify  
Support  
Volunteer

**HUMAN RESOURCES**

Align  
Analyze  
Appraise  
Assess  
Categorize  
Counsel  
Coordinate  
Design  
Document  
Inform  
Interview  
Inventory  
Manage  
Mediate  
Organize  
Process  
Program  
Recruit  
Screen  
Survey  
Train

**INNOVATING**

Activate  
Change  
Create  
Design  
Establish Implement  
Improve  
Modify  
Restructure  
Transform  
Upgrade

**INVESTIGATION**

Analyze  
Examine  
Explore  
Interrogate  
Probe  
Pursue  
Search  
Seek

**LANGUAGE**

Compare  
Comprehend  
Converse  
Fluency  
Interpret  
Negotiate  
Proficiency  
Translate  
Understand

**LEADERSHIP**

Advise  
 Appoint  
 Approve  
 Assign  
 Attain  
 Authorize  
 Chair  
 Compare  
 Consider  
 Create  
 Decide  
 Delegate  
 Direct  
 Encourage  
 Govern  
 Implement  
 Increase  
 Initiate  
 Inspire  
 Lead  
 Manage  
 Merge  
 Motivate  
 Organize  
 Originate  
 Overhaul  
 Oversee  
 Preside  
 Prioritize  
 Produce  
 Recommend  
 Represent  
 Strengthen  
 Supervise  
 Terminate  
 Transform

**MANAGEMENT**

Conduct  
 Consult  
 Coordinate  
 Delegate  
 Develop  
 Direct  
 Evaluate  
 Facilitate  
 Guide  
 Listen  
 Mediate  
 Monitor  
 Operate  
 Plan  
 Schedule  
 Strategize

**MARKETING**

Advance  
 Advertise  
 Analyze  
 Announce  
 Assess  
 Boost  
 Identify  
 Improve  
 Promote  
 Quantify  
 Review  
 Survey

**ORGANIZING**

Arrange  
 Catalogue  
 Categorize  
 Classify  
 Collect  
 Compile  
 Coordinate  
 Distribute  
 File  
 Generate  
 Liaison  
 Maintain  
 Monitor  
 Obtain  
 Operate  
 Order  
 Record  
 Review  
 Schedule  
 Simplify  
 Standardize  
 Streamline  
 Systematize  
 Update  
 Validate  
 Verify

**PERFORMING**

Accomplish  
 Act  
 Create  
 Dance  
 Implement  
 Inspire  
 Interpret  
 Model  
 Play  
 Present  
 Read  
 Sing

**PERSUADING**

Arbitrate  
 Articulate  
 Challenge  
 Clarify  
 Convince  
 Influence  
 Mediate  
 Negotiate  
 Present  
 Reconcile

**PROGRAM DEVELOPMENT**

Analyze  
 Construct  
 Coordinate  
 Design  
 Develop  
 Formulate  
 Implement  
 Prepare  
 Recommend  
 Strategize

**PUBLIC RELATIONS**

Assess  
 Coordinate  
 Facilitate  
 Negotiate  
 Present  
 Promote  
 Strengthen  
 Troubleshoot

**RESEARCH & DEVELOPMENT**

Analyze  
 Clarify  
 Collect  
 Compare  
 Conclude  
 Critique  
 Diagnose  
 Evaluate  
 Examine  
 Experiment  
 Explore  
 Formulate  
 Investigate  
 Measure  
 Recommend  
 Review  
 Summarize  
 Systematize

**SELLING**

Assist  
 Convince  
 Educate  
 Handle  
 Inform  
 Negotiate  
 Persuade  
 Present  
 Provide  
 Serve  
 Trade

**SERVICE**

Anticipate  
 Assist  
 Coordinate  
 Enhance  
 Maintain  
 Troubleshoot  
 Welcome

**TEACHING**

Adapt  
 Advise  
 Awaken  
 Clarify  
 Coach  
 Commence  
 Communicate  
 Conduct  
 Coordinate  
 Counsel  
 Critique  
 Develop  
 Educate  
 Enable  
 Encourage  
 Entertain  
 Evaluate  
 Explore  
 Facilitate  
 Guide  
 Individualize  
 Inform  
 Instill  
 Instruct  
 Motivate  
 Originate  
 Persuade  
 Simulate  
 Teach  
 Train  
 Transmit  
 Tutor

**TECHNICAL**

Analyze  
 Apply  
 Assemble  
 Build  
 Conceptualize  
 Construct  
 Convert  
 Design  
 Develop  
 Edit  
 Engineer  
 Implement  
 Inspect  
 Locate  
 Modify  
 Operate  
 Overhaul  
 Print  
 Program  
 Regulate  
 Remodel  
 Repair  
 Replace  
 Restore  
 Solve  
 Specialize

**STANDARDIZE**

Troubleshoot  
 Upgrade  
 Utilize

**WRITING**

Abstract  
 Capture  
 Conceive  
 Conclude  
 Construct  
 Craft  
 Express  
 Integrate  
 Interpret  
 Inform  
 Summarize

## Summary of Qualifications

The summary of qualifications is your marketing pitch, which allows you to boast about your talents. It should correspond with your skill set and should include specific achievements, certifications, licenses, computer skills, or other job-related skills. It is important that you list only the skills and the achievements that will help you with the position that you are seeking

### Summary of Qualifications Samples

- Over \_\_\_\_\_ years of experience in management and supervision
- Highly effective in promoting a positive, productive environment
- Committed to bringing about real practical results in peoples lives
- Diplomatic and assertive when dealing with people
- Sincere commitment to the welfare of the student
- Experience with children and parents from varied cultures
- Proven skills in problem solving and customer relations
- Reputation for excellence and high quality service to clients
- Work well under pressure and enjoy challenging projects
- Experience in radio production at a university radio station
- Good eye for detail; well organized, skill in setting priorities
- Resourceful and self-confident; can get the job done, and do it well
- Strong interpersonal and communication skills
- Remain calm and work well under demanding conditions
- Proven record of innovative and effective staff development
- Strong commitment ,vision and leadership to complete new initiatives
- Developed innovative programs for major \_\_\_\_\_, incorporating trends on the leading edge of \_\_\_\_\_ field
- Effective problem Solver; thorough researcher
- Keen perception perception for extracting important data
- Innovative in designing and carrying out projects
- Proven ability to grasp a situation, adapt, and learn quickly
- Highly motivated to achieve set goals
- Successful in mastering new skills through hands-on experience
- Effective and persuasive with all segments of the community.
- Skilled and thorough in analyzing problem situations and finding creative timely solutions
- Sharp, quick, learner, willing to learn new software, and digital techniques
- Strength in analyzing, researching, organizing, and problem solving
- Excellent organizational and communication skills.
- Fluent in \_\_\_\_\_ and \_\_\_\_\_ languages
- Proficient in MS Office, html, Java, Adobe, Basic, Python



# RESUME FORMAT

## Sammy Seahawk

601 South College Road • Wilmington, NC 28403 • (910) 962-3174 • seahawks@uncw.edu

### EDUCATION

#### University of North Carolina Wilmington (UNCW)

May 20xx

Bachelor of Arts, Psychology

Minor: English

GPA: 3.0

Start with your most recent educational experience and list backwards and only list school information in which you obtained a degree or certificate – don't list information of schools from where you transferred

**Relevant Courses:** If applicable, you can list courses you feel would boost your marketability for the opportunity in which you are pursuing – only the course title is needed

#### Cape Fear Community College, Wilmington, NC

December 20xx

Associate of Arts, History

GPA: 3.5

Show off your GPA if it's over a 3.0

### RELATED EXPERIENCE

#### Job Title

Employment Timeframe

#### Name of Organization

City, State

- Begin the documentation of each performed job function with an action verb in the appropriate tense
  - Current employment = Present tense
  - Past employment = Past tense
- Quantify and qualify when possible
- Do not use “responsible for” or “duties included”
- NO FIRST PERSON (I, Me, or My)

Experiences within the “Related Experience” section should be relevant to your objective. If your resume doesn't have a specific objective or you lack related experience, consider utilizing a general “Experience” section.

*Have 3 – 5 bulleted job functions documented*

#### Intern

Show off your experiences in reverse chronological order

February 20xx – present

#### DREAMS of Wilmington, Inc.

Wilmington, NC

- Coordinate the annual fundraiser in conjunction with 5 additional professional staff
- Collaborate with professional staff in order to create relevant content to post on social media sites
- Execute specific administrative tasks including: daily routine correspondence, file organization, management of online accounts database, MS Excel spreadsheets, and organize presentation evaluations

### ADDITIONAL EXPERIENCE

#### Job Title, Name of Organization, City, State

Employment Timeframe

Host, Oceanic, Wrightsville Beach, NC

January 20xx – November 20xx

Camp Counselor, Camp Firewood, Waterville, ME

May 20xx – August 20xx

### LEADERSHIP

Only basic information is needed for other experiences – unless additional content is needed to show off additional skills or knowledge or the experience relates to the objective of your resume

#### Leadership Role, Name of Organization

Involvement Timeframe

Study Abroad Ambassador, Office of International Programs – UNCW

September 20xx – present

Pit Crew, Association for Campus Entertainment – UNCW

October 20xx – present

Volunteer Tutor, Cape Fear Literacy Council

January 20xx – May 20xx

Additional sections can vary; some examples include “Community Involvement”, “Affiliations”, “Professional Development and Training”, etc.

If experiencing difficulty in documenting job functions, conduct a google search; “job functions performed by [job title]” or use onetonline.org

This should provide you with a professionally written list of functions an individual would perform in that specific role. Identify functions from the list that you perform(ed), and use them help you write your own resume

# SAMPLE RESUME

## JESSICA A. SEAHAWK

601 South College Road • Wilmington NC 28403 • 910-123-4567 • abcd1234@uncw.edu

### EDUCATION

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#### University of North Carolina Wilmington

May 20xx

Bachelor of Arts, Communication Studies  
Specialty Areas: Advertising and Public  
Relations GPA 3.46, Dean's List

#### Federal University of Parana, Curitiba, Brazil

August 20xx – December 20xx

Study Abroad

### RELEVANT EXPERIENCE

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#### Cape Fear Community College Foundation, Wilmington, NC

January 20xx – August 20xx

Intern

- Planned various events including Brunswick County Alumni Basketball game
- Composed and distributed foundation press releases
- Provided assistance and input during weekly foundation meetings
- Designed and created a variety of event invitations utilizing InDesign software
- Tracked progressive donors through fundraising process resulting in \$XX.00

#### Glamour Magazine, New York City NY

May 20xx – August 20xx

Intern

- Assisted stylist during photo shoots by organizing wardrobe and dressing models
- Represented Glamour Magazine at meetings with content editors and designers
- Organized, prepared, and maintained inventory in fashion closet
- Provided support during photo shoots with celebrities such as Naomi Campbell and Jonathan Rhys Meyers
- Participated in Glamour Woman of the Year Events
- Prepared fashion storyboards for upcoming issues

### WORK EXPERIENCE

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#### The Fortunate Glass Catering, Wilmington NC

August 20xx – May 20xx

Caterer

- Provided customer service that included: food distribution, event preparation and customer interaction
- Assisted Chef with food placements and onsite event coordination

### LANGUAGES

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Portuguese – Full Professional Proficiency

Spanish – Elementary Proficiency, Oral

### INVOLVEMENT

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UNCW Advertising Chapter

August 20xx – May 20xx

UNCW Communication Studies Society

April 20xx – May 20xx

Centro Hispano

August 20xx – May 20xx

International Criminal Justice Communications Program

August 20xx – April 20xx

Wilmington's Residential Adolescent Achievement Place Inc. (WRAAP)

September 20xx – December 20xx

### TECHNOLOGY

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Adobe InDesign

Adobe PhotoShop

Adobe Illustrator

Microsoft Access

## Michael A. Seahawk

5555 Riverwoods Drive, Apartment 105 Wilmington NC 28403  
(910) 555-8765 | abcd1234@uncw.edu

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### EDUCATION

University of North Carolina Wilmington

Expected December 20XX

Master of Science, Data Science

Bachelor of Science, Statistics | Bachelor of Arts, Psychology

Minor: Mathematics

Overall GPA 3.87, Summa Cum Laude

### TECHNICAL SKILLS

**Software and Programming Languages:** SAS (Macro, ODS, Graph, SQL, Stat, Base), R, Python (numpy, pandas, matplotlib),

SQL PSS Microsoft Excel LaTeX HTML5

**Statistical Methods:** Regression Models Hypothesis Testing and Confidence Intervals

Analysis of Variance Nonparametric Tests

**Selected Coursework:** Introduction to Computational Data Science Data Mining & Statistical Learning Linear Algebra

Data Analytics with Python Design of Experiments & Analysis of Variance Multivariate Calculus

### STATISTICAL ANALYSIS PROJECTS

**Trillium Health Resources; UNCW**

Spring 2017 – Present

- Develop a predictive model using R and Python for patient services in the mental health field alongside the mentorship of Dr. James Blum.
- Collaborate with Trillium team on cleaning up large database using Microsoft SQL Server.

**Data Mining a College Football Data Set; UNCW**

Fall 2016

- Explored various supervised and unsupervised statistical learning methods with a group of graduate students using R to predict winning seasons for power five college football teams.
- Presented results at UNCG Regional Mathematics and Statistics Conference, Greensboro, North Carolina.
- Presented poster at UNCW Fall Showcase of Student Research and Creativity, Wilmington, North Carolina.

**Space Utilization of UNCW Campus; UNCW**

Fall 2016

- Created reports and visually represented data analyzing the effectiveness of space utilization on UNCW campus from 2006 – 2016 using advanced SAS skills, such as Macro, SQL, Report and SGPlot.

### LEADERSHIP EXPERIENCE

**Math and Statistics Peer Tutor**

January 2017 – May 2017

**University Learning Center; UNCW**

- Assisted students in learning mathematical theories and statistical concepts.
- Tailored new approached to learning and studying depending on each individual student's needs.

**Lab Coordinator**

August 2015 – September 2016

**Psychology Research Lab; UNCW**

- Oversaw all technical aspects of multiple projects and ensured the lab functioned efficiently.
- Provided statistical consulting for all projects and publications using SAS and SPSS.
- Managed datasets and created multiple SAS Macros to generate analysis datasets.
- Responsible for testing schedule, task assignment, training, and organizing weekly lab meetings.

**Research Assistant**

June 2014 – July 2015

**Psychology Research Lab; UNCW**

- Collaborated on research team running subjects on cognitive tasks and generating SAS code for raw data.
- Structured qualitative data based theoretical psychology interviews



## Carly Seahawk

123 Academic Dr.  
Matthews, NC 28105

(704) 111-2222  
carly.seahawk@uncw.edu

### EDUCATION

- Bachelor of Arts, English** May 20xx  
University of North Carolina Wilmington (UNCW)  
GPA: 3.2
- High School Diploma** June 20xx  
Providence Senior High School – Charlotte, NC  
GPA: 3.5

### LEADERSHIP & INVOLVEMENT

- Alpha Delta Pi Sorority - Eta Alpha Chapter, UNCW** 20xx – Present
- Homecoming Chair: led team of 30 sisters to plan and implement event for 300 alumni
  - Participate in service events including Habitat for Humanity and Red Cross Blood Drive
  - Assist with two philanthropy events per semester for Ronald McDonald House raising \$2000
- Siskey YMCA Leaders Club, Matthews, NC** 20xx – 20xx
- Leadership positions as Social Chair, Service Chair and Secretary
  - Planned weekly meetings to promote a healthy spirit, mind, and body

### COMMUNITY INVOLVEMENT

- Lotus Runway Show: Charity event whose proceeds are for the Leukemia and Lymphoma Society 20xx
- Susan G. Komen Race for the Cure 20xx – 20xx
- Habitat for Humanity 20xx – 20xx

### WORK EXPERIENCE

- Receptionist, Office of Admissions, UNCW** January 20xx – Present
- Complete administrative duties (answer phones, greet visitors, and create information packets)
  - Answer general questions about the University
  - Respond to questions from perspective students on Facebook page
- Activity Leader, Ballantyne Country Club, Matthews, NC** August 20xx – Present
- Forged well-built relationships with customers, members, guests and staff,
  - Organized and planned weekly activities to promote proper youth development,
  - Monitored and encouraged the well-being of young children
- Lifeguard, Ballantyne Country Club, Matthews, NC** Seasonal June 20xx – Present
- Established safe and organized environment
  - Managed daily operations of pool and monitored pool area for violations and potential hazardous situations
  - Ability to extend hospitable attitude toward visitors and customers, ensuring a safe and enjoyable stay

### COMPUTER SKILLS

Proficient with Microsoft Office: PowerPoint, Excel, Word; Experience with social media

### CERTIFICATIONS / TRAINING

CPR, AED, Blood Borne Pathogens, Lifeguard, Water Safety Certification

## Brittany Seahawk

(910) 962-3174  
brittany.seahawk@uncw.edu

Permanent Address: 7890  
Pine Forest Lane  
Charlotte, NC 28555

### SOFTWARE PROFICIENCIES

- Adobe Illustrator
- Adobe Premiere Pro CC
- Adobe After Effects
- Adobe Photoshop
- Adobe Media Encoder
- Cisco WebEx
- Cisco Spark
- Echo 360
- OBS
- Microsoft Office Suite
- EQ Software
- Canva
- GIMP

### HARDWARE PROFICIENCIES

- Polycom
- Various microphones
- Nikon cameras
- Sony HD cameras

### HIGHLIGHTED SKILLS

- Attention-to-detail
- Able to meet deadlines
- Able to set priorities
- Critical thinker
- Takes initiative

### INTERESTS

- Writing short stories/scripts
- Gaming and eSports
- Developing characters for gaming (drawing characters and writing back stories)
- Collecting movie memorabilia

### EDUCATION

University of North Carolina Wilmington, May 2020  
Bachelor of Arts in Film Studies, Minor in Digital Arts

### CREDITS

2018 – *Sunny Days* (Motion Graphic) – Animator  
2018 – *Sandy Toes* (Rotoscoped Animation) – Creator/Narrator/Animator  
2017 – *Sea Shells* (Short Film) – Gaffer  
2017 – Bumper for NC College Films Conference (Motion Graphic) – Animator  
2017 – *High Seas* (Mobile Game) – Graphic Designer  
2017 – *Totally Tan* (Short Film) – Sound Mixer and Boom Operator  
2017 – *Memorial Day* (Short Film) – Animation Assistant  
2017 – *Seascape* (Short Film) – Loader  
2016 – *Rough Seas* (Short Film) – Camera PA  
2016 – *Washed Ashore* (Short Film) – Grip

### RELEVANT EXPERIENCE

#### **Internship | Lighthouse Films | Wilmington, NC | January 2018 - Present**

- Lead animator - *Sunny Days* – 16 mm short film
- Created two- and three-dimensional models for upcoming films
- Assisted Creative Director with day-to-day duties

#### **Camera Operator | UNCW Student Media | August 2017 - Present**

- Operate stationary and portable cameras
- Use digital, electronic, and film cameras
- Carry out director's instructions for shot composition
- Assess elements of performance, art direction, lighting, composition and camera movement

#### **Assistant Animator | Crimson Films | Wilmington, NC | Summer 2017**

- Created storyboards depicting script and narrative - *Memorial Day* – HD film
- Designed models, backgrounds and characters - *Memorial Day* – HD film

#### **Festival Volunteer | Wilmington, NC**

Visions Film Festival and Conference Volunteer, March 2017

- Camera operator
- Projectionist

Cucalorus Festival, November 2017

- Stage Manager at various stage events

### HONORS AND AWARDS

Dean's List - Spring 2017, Fall 2017, Spring 2018

Member of Tau Sigma Honors Society, UNCW - Spring 2017-Present

# SAMPLE RESUME

## MATTHEW G. SEAHAWK

6109 Four Wood Drive • Matthews, NC 28104 • 704-111-1111 • matthew.seahawk@gmail.com

### EDUCATION

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**Bachelor of Arts, Elementary Education:** Concentration in Math and Technology University of North Carolina Wilmington, UNCW May 20xx  
Major GPA 3.91, Dean's List

### TEACHING EXPERIENCE

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**Student Teacher,** Edwin A. Anderson Elementary School, Wilmington, NC Spring 20xx

- Taught all curriculum to a classroom of 20 students in 2<sup>nd</sup> grade
- Planned and implemented hands on learning for students below, at, and above level
- Used the "I do We do You do" model which allowed students to explore concepts before teaching
- Incorporated multiple teaching strategies, in order to reach all students, that included small group teaching, partner work, group work, hands on activities
- Prepared multicultural lessons to teach students about various cultures
  - Conducted a two-week unit plan on different Cinderella stories from different countries
  - 9 different stories were read and students created story maps and filled out multiple Venn diagrams to compare different versions
  - To end the unit, students chose their favorite version and write a argumentative paper on why it is the best version
- Attended staff meetings weekly, as well as RTI meeting, IEP meeting, and parent-teacher conferences

**Field Experience,** John J. Blair Elementary School, Wilmington, NC Fall 20xx

- Observed instructional strategies and classroom management strategies of cooperating teachers
- Taught 5 lessons with a partner throughout all subject areas
- Took over the morning calendar routine for one week
- Helped students with work throughout the day

**Field Experience,** Gregory School of Science, Math, and Technology, Wilmington, NC Spring 20xx

- Observed teaching strategies of cooperating third grade teacher
- Learned about Multi Tiered Systems of Support for students with behavioral issues
- Assisted students with Read to Achieve corrections

### RELEVANT EXPERIENCE

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**Tutor,** Watson College Education Laboratory, UNCW Spring 20xx

- Assessed a second grade student in order to determine his areas of highest need
- Designed tutoring plans for Math and Reading
- Communicated with parents about student's improvement with a conference

**Nanny,** Wilmington, NC Fall 20xx

- Creatively incorporated playtime into learning experiences
- Taught the child colors, letters, how to count, and increased motor skills
- Included all aspects of child care

### WORK EXPERIENCE

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**Chick-fil-A,** Charlotte, NC and Wilmington, NC August 20xx - August 20xx

# SAMPLE RESUME

## Hector Seahawk

601 South College Road | Wilmington, NC 28403 | hectorseahawk@uncw.edu | (910) 962-3174

### EDUCATION

**Bachelor of Arts in History,  
Social Studies Teaching Certification, Grades 9-12**  
University of North Carolina Wilmington (UNCW)  
Historical Honor Society, 2014-2017, GPA 3.6, Dean's List  
Sunshine Lady Foundation Scholar, 2012-2017

May, 20xx

### CERTIFICATIONS

- Mental Health First Aid Training
- First Aid & CPR Certified
- USCG OUPV Captain's License
- USCG Ordinary Seaman/Wiper Document

### RELEVANT EXPERIENCE

**Teacher Intern, Sgt. Eugene Ashley High School, Wilmington, NC,** **January 20xx – May 20xx**

- Teach American History – The Founding Principles, Civics and Economics to 30 students in grades 10-12
- Assist in teaching AP Psychology to 35 students in grades 11-12
- Manage classroom behavior through differentiation of instruction and inclusion of competition in learning
- Manage and accommodate the needs of students with IEPs and 504 Plans in the general classroom setting
- Assess student learning through informal assessments such as interactive group trivia, Exit Ticket Questions, and journal exercises to gather student insight and opinion. Incorporate formal assessments such as unit tests, quizzes, & projects
- Experienced in the education of ELL and special needs students within the general classroom setting
- Well versed in the design and implementation of differentiated lesson plans, assessments, & lesson materials for English Language Learners

**Assistant Coach-Men's Tennis, Sgt. Eugene Ashley High School, Wilmington, NC,** **January 20xx – May 20xx**

- Teach the fundamental skills & rules of tennis to 15 student athletes
- Assist with implementation of exercise and conditioning plan, preparing students for competition, and educating students on the sportsmanship associated with the game of tennis

**Field Experiences, New Hanover, Pender, and Brunswick County, NC Schools** **Fall 20xx – Fall 20xx**

- North Brunswick High School: Observation and STAE Tutoring, American History I
- Emsley A. Laney High School: Observation and Assistant Teaching, Honors World History
- Sgt. Eugene Ashley High School: Observation and Assistant Teaching, Civics and Economics
- Heide Trask High School: Observation and Assistant Teaching, American History II

### VOLUNTEER EXPERIENCE

- Disaster relief efforts and youth basketball coach, Church of Jesus Christ of Latter Day Saints
- Photography Archive Research, Core Sound Waterfowl Museum

### LEADERSHIP

**Noah's Ark Fishing Charters, United States Coast Guard Licensed Captain,** **20xx – Present**

- Oversaw the safety and wellbeing of 6 passengers at a time in weather conditions and situations ranging from adverse to optimal during fishing excursions
- Obtained sponsorships from variety of companies as a pro-staff captain

### RESEARCH EXPERIENCE

**Historical Research Assistant to Dr. William McCarthy, Department of History, UNCW,** **20xx**

- Research topic: History of Ancient Pacific Island Trade Routes
- Assisted in finding of research sources including electronic sources, archival sources, ancient literature, & micro-film/micro-fiche
- Conducted research correspondence with professors at other academic institutions around the world in an effort to find additional research information from experts examining similar fields of study



# SAMPLE RESUME

## Joshua Seahawk

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601 South College Road, Wilmington, NC 28403

Email: joshuaseahawk@uncw.edu

Cell: 910-962-3174

### PROFILE

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Dedicated environmental resource manager with excellent technical, analytical and communication skills gained at The North Carolina National Estuarine Research Reserve. Working to preserve and conserve our natural resources

### EDUCATION

---

**Bachelor of Science in Environmental Studies**

expected December 20xx

**Concentration: Biology**

University of North Carolina Wilmington

Relevant Coursework:

- Coastal Ocean Research & Monitoring Methods Research Cruise
- Human Dimensions Natural Resource Management
- Advanced Natural Resource and Wildland Management
- Hazwoper
- Environmental Chemistry
- Environmental Site Assessment

### Associates in Science

May 20xx

Cape Fear Community College, Wilmington, NC

### CERTIFICATIONS

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Hazwoper 40-hour general site worker certified, May 25, 20xx First Aid / CPR,  
expires Month, Year

USLA Lifeguard Certification

### EXPERIENCE

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**Intern**, North Carolina National Estuarine Research Reserve, Wilmington, NC

Fall 20xx

- Conducted research with emphasis on Masonboro Island monitoring of visitor impacts, marsh birds, Diamondback turtles, and fox populations
- Equipment used in research included the following:
  - GIS (Tremble)
  - John Deere Gator
  - Kayak
  - Small skiffs (Boater Licensed)
  - Vehicle for towing skiff
  - Basic Hand and Power Tools

**Swim Coach**, Waves of Wilmington, Wilmington, NC

Summers 20xx – 20xx

- Directed the training of state and nationally ranked age group swimmers
- Effectively communicated with parents, peers and US Swim Association officials

### SPECIAL EQUIPMENT KNOWLEDGE

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- Conductivity Temperature Depth (CTD)
- Dissolved Oxygen sensor
- Acoustic Doppler current profiler
- Salinity
- Turbidity sensors
- Vacuum water filtration
- pH sensors

### CAMPUS INVOLVEMENT

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**Beta Beta Beta**, National Biological Honor Society, UNCW

Fall 20xx – present

**Environmental Concerns Organization**, UNCW

Fall 20xx – present

**Surfrider Foundation**, organization to protect our oceans, waves and beaches, UNCW

Fall 20xx – present

## Heather Seahawk

601 South College Road  
Wilmington, NC 28403  
910-962-3174  
heatherseahawk@uncw.edu

### EDUCATION

---

**Bachelor of Science, Business Administration,**  
**Concentration: Management and Leadership**  
University of North Carolina Wilmington

May 20xx

### RELEVANT EXPERIENCE

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**Carolina Bank**  
**Sales and Service Specialist**

**Wilmington, NC**  
**Jan 20xx-May 20xx**

- Proactively sold complementary bank products to new and existing customers
- Prospected for new customers over the phone and in person outside of branch
- Gained excellent customer service experience while servicing customers' accounts and managing any questions or concerns as they arose

**Management Inc.**  
**Management Trainee**

**Durham, NC**  
**Summer 20xx**

- Provided exceptional customer service to clients in person and remotely
- Developed communication skills selling customers on the benefits of purchasing additional coverage
- Promoted company by making sales calls with area businesses

**Acme Sportscenter**  
**Sales Representative**

**Wilmington, NC**  
**Oct 20xx-May 20xx**

- Promoted and sold merchandise to potential customers
- Provided assistance to customers with concerns/questions about the club

**UNCW TV**  
**Intern**

**Wilmington, NC**  
**Jan 20xx-May 20xx**

- Promoted the television station and its programs
- Worked with sales department in finding new advertising clients
- Wrote scripts and edited clips for promotion of television programs
- Worked with the management team to decide which stories to run each day

### INVOLVEMENT

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**Pi Sigma Epsilon** (National Sales & Marketing Fraternity), UNCW, Fall 20xx – present

**Delta Sigma Theta Sorority**, UNCW, Spring 20xx – present

- Scholarship Chair, Spring 20xx
- Social Chair, Fall 20xx

**Hurricane Florence Clean-up efforts**, Volunteer Trip, Fall 20xx

## TYLER SEAHAWK

601 South College Road • Wilmington, NC 28403 • 910-962-3174 • tylerseahawk@uncw.edu

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### EDUCATION:

#### Bachelor of Arts, Film Studies

University of North Carolina Wilmington

May 20xx

#### Associate of Arts, December 20xx

Cape Fear Community College, Wilmington, NC

### RELEVANT EXPERIENCE:

#### Key Cut Out Assistant, Ichthyopolis, Wilmington, NC, Summer 20xx - Fall 20xx

- Used Adobe Photoshop to digitally alter film images frame by frame for Professors Master's Thesis Film

#### Production Technician, University of North Carolina Wilmington, Wilmington, NC, Fall 20xx - Fall 20xx

- Managed and implemented assembly and operation of sound and lighting equipment, such as Mackie 8 and 16 Channel Mixers, LCD projectors, and microphones
- Communicated effectively with clients to ensure satisfaction with event
- Trained new employees how to operate and set up equipment

#### Digital Film Editor, Whirlygig Farm, Wilmington, NC, Fall 20xx

- Managed and organized footage for student generated film using Final Cut Pro editing software
- Assisted in camera operation

#### Third Key Holder, Movie Stop, Wilmington, NC, Fall 20xx - Fall 20xx

- Trained employees on procedures at store
- Handled opening and closing procedures at store
- Processed inventory and assisted needs of customers

#### Digital Film Editor, Glottis and Meet the Grimlees, Wilmington, NC, Fall 20xx

- Managed and organized footage for student generated films
- Assisted in on-set sound recording for Meet the Grimlees

#### Third Key Holder, FYE, Goldsboro, NC, Summer 20xx - Fall 20xx

- Trained employees on procedures at store
- Handled opening and closing procedures at store
- Processed inventory and assisted needs of customers

### ACTIVITIES/ PERSONAL FILM FESTIVAL SCREENINGS:

- Sound Experiment, Dead Alive Redux, University of North Carolina Wilmington Student Screening, 20xx
- Wilmington Trans-Media Film Co-op, 20xx-present
- Pre-screener for Cucalorus 14th Film Festival, 20xx
- In the Land of the Blind, The Man with One Eye is King, Visions Student Showcase and University of North Carolina Wilmington Student Showcase, 20xx
- Flicker Film Society, 20xx- 20xx

### TECHNOLOGY:

Windows and MAC operating systems, Word, PowerPoint, Excel, Pro Tools, Final Cut Pro/HD, Adobe Illustrator, Adobe Photoshop, DVD Studio Pro, Adobe After Effects, various film (8 and 16 mm) and digital cameras, Marantz sound recorders, and Mackie sound mixers

# Brandon Seahawk

601 S. College Road, Wilmington, NC 28403  
910-962-3174 Email: brandonseahawk@uncw.edu

## EDUCATION

**Bachelor of Arts, Physical Education, Exercise Science Concentration** May 20xx  
University of North Carolina Wilmington (UNCW)  
Minor in Leadership Studies

## EXPERIENCE

**Resident Assistant**, University of North Carolina Wilmington August 20xx–present

- Provide paraprofessional advising and guidance for fifty-two undergraduate women
- Utilize organizational and public speaking skills to create and present educational hall programs on critical issues to residents
- Assisted in the supervision of 10 residence halls of 1100 residents
- Coordinated with fifteen staff members to provide vision and goal setting in innovative environment

**Seahawk Link**, University of North Carolina Wilmington August 20xx–present

- Provide support for freshmen through programming and outreach; support Freshmen Seminar classes
- Coordinate some class content with assigned Freshmen Seminar instructor
- Share knowledge and resources about UNCW; acclimate new students to campus environment
- Attend and participate in Freshmen Convocation
- Serve as role model and mentor
- Volunteer for Freshmen Move-In, UNCWelcome, and Family Weekend

**Orientation Leader**, University of North Carolina Wilmington February 20xx–August 20xx

- Facilitated the adjustment of new students and their parent to UNCW campus and community
- Explained academic opportunities and procedures
- Acquainted new students with campus services and building locations
- Prepared orientation materials (stuffed envelopes, made name tags, created banners)
- Aided in development of class schedules
- Answered questions, concerns and sensitive issues of students and parents

## INVOLVEMENT

**National Communications Coordinator**, UNCW Residence Hall Association October 20xx–present

- Provide communication between the Residence Hall Association, the National Association of College and University Residence Halls (NACURH), the South Atlantic Affiliate of College and University Residence Halls (SAACURH), and the North Carolina Association of Residence Halls (NCARH)
- Attend and vote at NACURH, SAACURH, and NCARH conferences and business meetings
- Serve as delegation chair for conferences
- Affiliate with NACURH, SAACURH, and NCARH by submitting dues and annual reports

**National Residence Hall Honorary** April 20xx–present

- Work closely with other top 1% of student leaders on campus
- Recognize student leaders in residence halls
- Participate in ongoing service

## COMMUNITY SERVICE / CIVIC ENGAGEMENT

Pack the Van December 20xx  
Running Noses Planning Committee January 20xx–April 20xx  
Young at Heart Social February 20xx  
Masquer-AID Date Auction Planning Committee November 20xx



## Harvey Seahawk

2117 Seahawk Road • Wilmington, NC 28405 • (910) 111-1111 • email@gmail.com

### EDUCATION

- 
- Bachelor of Science, Environmental Conservation; Geospatial Technologies minor** May 20xx  
University of North Carolina Wilmington; GPA: 3.58  
Graduating with Distinction – Cum Laude
- Associate of Arts** May 20xx  
Cape Fear Community College, Wilmington, North Carolina; GPA: 3.75

### HONORS

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Dean's List, UNCW and CFCC  
Gilman International Scholarship  
Phi Theta Kappa National Honor Society  
Phillips Merit Scholarship

### RESEARCH EXPERIENCE

- 
- Directed Independent Study**, Department of Earth and Ocean Sciences, UNCW January 20xx – present
- Perform a comparative analysis between the locations of three separate shale basins to determine the environmental, social, and economic effects of hydraulic fracturing during the process of natural gas extraction
  - Compile scientific findings into research poster format for presentation at an Undergraduate Research Showcase
- Senior Seminar, Environmental Science**, UNCW January 20xx – present
- Utilize scientific findings from the above Directed Independent Study, along with various outside resources, to draft and present a federal regulation proposal regarding best management practices for the natural gas extraction industry
- Ecology Class, Biology**, UNCW November 20xx
- Designed and conducted a study on longleaf pine forest ecology and prescribed burn management with lab partners
- Internship**, Conservation Volunteers, Melbourne and Victoria region, Australia May 20xx – June 20xx
- Participated in 120 hours of environmental conservation efforts with both local and international volunteers; activities including habitat restoration, revegetation of coastal areas, invasive species control, and data collection and assessment for future conservation plans
  - Maintained a daily work log of all personal contributions toward projects
  - Compiled a professional portfolio containing a detailed overview of the company as well as the work that I had completed with them during my internship
- Environmental GIS Research Project, Geography**, UNCW October 20xx – December 20xx
- Completed a least cost path analysis using Arc-GIS software to determine a new railroad route from the Midwest to the Pacific Northwest in order to alleviate agricultural shipment delays associated with the recent oil production boom
- Remote Sensing Research Project, Geography**, UNCW March 20xx – May 20xx
- Performed supervised classification with ENVI Classic and carried out a regression analysis to determine deforestation rates in Rondonia, Brazil and forecast future trends regarding those rates

### SPECIAL EQUIPMENT KNOWLEDGE

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ENVI Classic	Compound Microscope	Handheld Anemometer
Arc-GIS products	UV-Spectrofluorometer	Soil Analysis kit
Trimble GNSS handhelds	Dissolved Oxygen sensor	pH sensor
Turbidity sensor	Salinity probes & graphing toolkit	

### OTHER QUALIFICATIONS & SKILLS

- 
- Computer skills in Microsoft Word, Excel, PowerPoint, Outlook, Access, and OneNote
  - Organized and proven work ethic with proficiency in time management and multi-tasking
  - Strong written and interpersonal communication skills
  - Moderate fluency in conversational Spanish up to the intermediate level
  - PADI Open Water Scuba Diving Certification #16020B0381

## SARAH SEAHAWK

601 South College Road • Wilmington, NC 28403 • 910-962-3174 • sarahseahawk@uncw.edu

### EDUCATION

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**Bachelor of Arts, History** May 20xx  
**Bachelor of Arts, Spanish** May 20xx  
University of North Carolina Wilmington (UNCW)  
Cumulative GPA: 3.187

**Study Abroad** Summer 20xx & Fall 20xx  
University of Granada, Granada, Spain  
UNCW program at SAFA, Úbeda, Spain

### SUMMARY OF QUALIFICATIONS

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- Highly proficient in Spanish
- Basic conversational ability Russian and French
- Computer skills in Microsoft Word, Excel, PowerPoint, Outlook, Internet, QuickBooks and other sales software
- Proficient at time management while maintaining a great work ethic
- Excels at multi-tasking under pressure
- Knowledgeable in event planning and scouting locations
- Experience in marketing strategies

### LEADERSHIP & INVOLVEMENT

---

**Student Government Association, UNCW** Spring 20xx-Spring 20xx  
Freshman Representative, Sophomore Representative & Academic Affairs Chair

- Represented constituents by attending weekly meetings and voting for wishes of student body
- Led committee responsible for academic affairs on campus
- Delegated responsibilities within committee
- Communicated with Professors and University Officials
- Planned events to provide opportunities to meet Professors and explore majors

**Alpha Phi Sorority, UNCW** Fall 20xx-Spring 20xx  
Director of Administration & Recording Secretary

- Held position on Executive Board
- Managed paperwork and bylaws of the organization while maintaining the calendar and all event scheduling
- Handled election process and oversaw transition.
- Maintained the minutes and daily activities of the sorority
- Upheld communication within the organization as well as outside organizations.

**Seahawk Link, UNCW** Fall 20xx

- Assisted freshmen transition into college life. Helped introduce them to on campus activities and resources while providing them with insight and help in any other personal issues.

**Order of Omega Honors Society, UNCW** Fall 20xx-present

### COMMUNITY SERVICE

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- Relay for Life, Wilmington, NC Spring 20xx & Spring 20xx
- Heart Walk, American Heart Association, Wilmington, NC Fall 20xx
- Heart Ball, American Heart Association, Wilmington, NC Spring 20xx
- Beach Sweep, Wrightsville Beach, NC Fall 20xx-Spring 20xx
- Jump for Joy (private event to raise money for American Cancer Association) Apex, NC Fall 20xx
- Special Olympics, Raleigh, NC Summer 20xx

### WORK EXPERIENCE

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- Sales Associate, Trendys, Wilmington, NC Summer 20xx-present
- Swim Instructor, Wilmington YMCA, Wilmington, NC Summer 20xx
- Lifeguard, Cary Family YMCA, Cary, NC June 20xx-August 20xx
- Swim Instructor, Cary Family YMCA, Cary, NC June 20xx-August 20xx

## TAYLOR SEAHAWK

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601 South College Road • Wilmington, NC 28403 • 910-962-3174 • taylorseahawk@uncw.edu

- EDUCATION**     **University of North Carolina Wilmington (UNCW), December 20xx**  
**Bachelor of Science in Business Administration**  
Concentration: Human Resources Management and Supply Chain Management  
Minor: Leadership
- LEADERSHIP**     **UNCW Habitat for Humanity, Spring 20xx – present**
- President - Helped students gain knowledge about the organization and planned builds, fundraisers and community service projects for the chapter to complete
  - Outreach Coordinator - Worked on small teams to plan events and fundraisers
- Chi Omega Sorority, Fall 20xx – present**
- Treasurer - Responsible for the receipt, care and disbursement of money
  - Community Service Chair - Coordinated community service events for the chapter
- Cameron School of Business Student Advisory Council, Fall 20xx – present**
- President - Formed a link with all Cameron Student Presidents
  - Communicate student concerns with the School of Business Dean
- Relay for Life, Spring 20xx – present**
- Team Captain - Organized the walk among 70 members
- Cameron Executive Network, Fall 20xx – present**
- Work with a mentor to gain knowledge about the field of business
- EXPERIENCE**     **Peer Educator: Crossroads, UNCW, Spring 20xx – present**
- Facilitate Alcohol Awareness Week
  - Organize Safe Spring Break
  - Trained for drug and alcohol abuse counseling; promote alcohol and drug awareness to all students
- Mentor: Seahawk Link, Transition Programs, UNCW, Fall 20xx and Fall 20xx**
- Mentor to freshman students and consulted with them on campus life issues
  - Participated with UNI classes and created programs to assist students
- President, Human Resources Association, UNCW, Spring 20xx – Spring 20xx**
- Developed a training program for UNCW students
  - Undertook comprehensive needs analysis, selected appropriate training methods and design, evaluated post training
  - Learned and co-authored an executive summary of training process and results
  - Planned and coordinated the Lower Cape Fear Human Resources March Vendor Fair
  - Networked with individuals in the community and at UNCW to help gain knowledge for the university in the area of HR
- AWARDS**     The Lower Cape Fear Human Resources Association Scholarship, Fall 20xx – present  
NC State Council for the Society for Human Resources Student Chapter Scholarship, Fall 20xx – Spring 20xx  
Eileen G. Brown Scholarship awarded by Chi Omega Sorority, Fall 20xx – Spring 20xx  
Omicron Delta Kappa the National Leadership Honor Society, Fall 20xx – Spring 20xx
- INVOLVEMENT**     Society of Human Resources Management, Spring 20xx – present  
Lower Cape Fear Society of Human Resources Management, Spring 20xx – present  
Information Systems Management Organization, Spring 20xx – present  
Student Organization Leadership Conference, Fall 20xx  
Make-A-Wish Foundation, Spring 20xx  
UNCW Sailing Club, Fall 20xx – Spring 20xx

# SAMPLE RESUME

## EMILY R. SEAHAWK

601 S. College Rd • Wilmington, NC 28403 • (910) 962.3174 • emily.seahawk@gmail.com

### SUMMARY OF QUALIFICATIONS

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- Professional new graduate seeking full-time employment with Baker Hughes
- Passionate about exploring and understanding techniques used in exploration and development of oil and gas
- Creative problem solver with strong fundamental geology background
- Organized, clear and articulate written and oral communication skills

### EDUCATION

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#### Bachelors of Science, Geography; Bachelors of Fine Arts, Creative Writing

May 20xx

University of North Carolina Wilmington

#### Pertinent Courses Include:

Mineralogy

Stratigraphy

Field Methods

Petrology

Sedimentology

Optical Mineralogy

Historical Geology Structural

Global Tectonics Invertebrate

Geophysics Chemistry

Geology

Paleontology

### FIELD EXPERIENCE

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#### Summer Field Course; UNCW; NC, WV, NM;

Summer 20xx

- Conducted intensive geological field mapping in four diverse geological settings
- Pre-Cambrian to Cambrian meta-igneous rocks in the Eastern Piedmont region of NC
- Ordovician to Silurian sedimentary strata in the Valley and Ridge province, VA
- Permian to Cretaceous sedimentary strata uplifted by Precambrian igneous basement of the Nacimiento uplift, NM
- Precambrian meta-sedimentary rock of the Picuris Range, NM
- Constructed geologic maps and cross-section interpretations using topographic data and aerial photographs
- Utilized surface data to understand geological relationships within the subsurface

#### Browns Mountain Mapping Project; UNCW; Pocahontas County, WV

April 20xx

- Produced a structural analysis of Ordovician to Silurian sedimentary strata of the Browns Mountain Anticlinorium in the foreland fold and thrust belt within the Valley and Ridge province

#### Warm Springs Mapping Project; UNCW; Bath County, VA

April 20xx

- Collected measurements and produced a geologic map and cross-section of Silurian to Devonian sedimentary strata in the Valley and Ridge province

### INVOLVEMENT

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#### Co-founder / Vice President; Women in Science and Engineering; UNCW

20xx-20xx

- Collaborated with fellow women science majors to provide academic support and mentoring programs between students and faculty
- Organized public science lectures at UNCW and volunteered in community events
- Judged and facilitated annual science fair for local K-12 students

#### Web Administrator; Geology Club; UNCW

20xx-20xx

- Managed website content and created Facebook fan page to invite interaction with club members
- Planned and organized club field trips and functions with members and faculty

Association of Environmental and Engineering Geologists; 20xx-20xx Geological Society of America – Southeastern Section; Annual Meeting March 20xx

### EMPLOYMENT HISTORY

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Office Assistant, Campus Recreation UNC Wilmington, Wilmington NC, September 20xx-present Office

Assistant, Museum of Natural History, Raleigh NC, May 20xx-August 20xx

Lifeguard, Carolina Pool Management, Matthews NC, May 20xx-August 20xx



**JESSICA NURSE**

6213 Apple Drive, Raleigh, NC 28010

nurse123@uncw.edu

999-999-9999

**PROFILE**

- Ability to work independently and in a team; strong interpersonal and communication skills
- Excellent problem solving skills and ability to resolve issues effectively and quickly

**EDUCATION**

**Bachelor of Science, Nursing** December 20xx  
 University of North Carolina Wilmington (UNCW) GPA: 3.43

**CLINICAL EXPERIENCE**

**Coronary Care Unit: New Hanover Regional Medical Center** Fall 20xx

- Provided care to arctic sun, post-cardiac catheter, respiratory failure, and MI patients
- Coordinated and provided care for complete nurse assignment and participated in various code situations

**Progressive Care Unit: New Hanover Regional Medical Center** Fall 20xx

- Managed care for patients with tracheotomies, paralysis, stroke, and renal failure

**Pediatric Nursing: New Hanover Regional Medical Center** Spring 20xx

- Provided collaborative care for children with different issues including RSV, MVC victim, and foreign body ingestion
- Administered of medications, tracheotomy care, and respiratory interventions

**NICU: New Hanover Regional Medical Center** Spring 20xx

- Aided with premature neonates with issues such as respiratory, nutrition, and dependence

**Community Nursing: Wilmington Health Department and Wilmington Community Clinic** Spring 20xx

- Collaborated with health care professionals to provide services for community members
- Assisted in administering vaccinations, cervical exams, STD testing, and education

**Maternity Nursing: New Hanover Regional Medical Center** Fall 20xx

- Engaged in care for antepartum, intrapartum, and postpartum stages as well as newborns
- Performed insertion of catheters, fetal assessment, newborn care, cervical exams, and monitoring fetal activity

**Mental Health Nursing: Ocean House and Wilmington Treatment Center** Fall 20xx

- Supported and comforted those with a variety of mental illnesses such as depression, schizophrenia, and dependence

**Medical/Surgical Nursing: Cape Fear Hospital and Doshier Memorial Hospital** Spring 20xx

- Assisted in postoperative care including wound care, catheterization removal, and medication administration

**RELEVANT EXPERIENCE**

**Officer, UNCW Association of Nursing Students (ANS)** September 20xx-Present

President (Fall 20xx), Vice President (Spring 20xx), Treasurer (Fall 20xx)

- Organized a formal event to raise money for Guardians of the Ribbon for December 20xx
- Coordinate and plan groups of individuals to promote healthy lifestyles in the community
- Arranged involvement in service projects for members such as “Paws4People Walk” and “Young at Heart”

**Lab Assistant, UNCW School of Nursing** Fall 20xx

- Evaluated health assessment skills
- Mentored first semester nursing students

**Volunteer, Research Department Emergency Room – Cooper University Hospital** June 20xx-Present

- Collaborated with Research Assistant and Doctor on studies involving hypertension and sepsis
- Recruited possible candidates for the above studies

**Summer Volunteer, Camden Coalition for Healthcare Providers** Summer 20xx

- Collaborated with multidisciplinary team to aid patients in managing their long-term disease
- Utilized resources for patients such as housing options

**CERTIFICATIONS**

- Intraosseous Training, January 20xx
- American Heart Association BLS Certification, May 20xx
- National Institutes of Health training course “Protecting Human Research Participants”, May 20xx

## ADAM NURSE

123 Lumina Avenue • Wrightsville Beach, NC 28480 • nurse123@uncw.edu • (910) 962-3174

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### EDUCATION

**University of North Carolina Wilmington (UNCW)**  
**Bachelor of Science, Nursing**

**December 20xx**  
GPA: 3.59

Minor: Spanish

Semester Study Abroad: San Jose, Costa Rica – September 2013 - December 2013

### CLINICAL EXPERIENCE

#### Intensive Care Capstone

Anticipated start date: October 20xx

**Progressive Care Unit:** New Hanover Regional Medical Center

Fall 20xx

- Managed care for patients on ventilator support, with tracheotomies, and stroke victims.

**Pediatric Nursing:** New Hanover Regional Medical Center

Spring 20xx

- Provided care for children with issues including RSV, MVC victim, and foreign body ingestion.
- Administered medications, tracheotomy care, and respiratory interventions.

**NICU:** New Hanover Regional Medical Center

Spring 20xx

- Aided with premature neonates with issues such as respiratory, nutrition, and dependence.

**Community Nursing:** Boys and Girls home, Maxim Health Care, and New Hanover Health Department

Spring 20xx

- Collaborated with home health to provide health and social services in the community.
- Assisted in administering vaccinations, cervical exams, STD testing, and education.
- Created teaching projects and mentored pregnant teen mothers.

**Maternity Nursing:** Onslow Memorial Hospital

Fall 20xx

- Engaged in care for antepartum, intrapartum, and postpartum stages as well as newborns.
- Performed fetal assessment, newborn care, cervical exams, and monitoring fetal activity.

**Mental Health Nursing:** Brynn Marr Hospital and New Hanover Metro Treatment Center

Fall 20xx

- Supported those with a variety of mental illnesses such as depression, schizophrenia, and addiction.
- Collaborated with professionals on addictions and practiced therapeutic communication.

**Medical/Surgical Nursing:** New Hanover Regional Medical Center and Davis Health Care System

Spring 20xx

- Assisted in postoperative care including wound care, catheterization removal, and medication administration.

### ADDITIONAL EXPERIENCE

**Certified Nursing Assistant II and Sitter,** New Hanover Regional Medical Center, Wilmington

March 20xx - Present

- Provide patient care in all types of hospital settings and sitting with patients one on one.

**Certified Nursing Assistant I,** Forsyth Cardiology Associates, Winston Salem, NC

May 20xx - September 20xx

- Collected vital signs, performed EKG's, and assisted with management of the Coumadin clinic.

**Volunteer,** High Point Community Clinic, High Point, NC

December 20xx - January 20xx

- Assisted with patient care, included taking vital signs and intake coordination.

### INVOLVEMENT

Member, Sigma Theta Tau, Nursing National Honors Society

May 20xx - Present

Member, Sigma Alpha Lambda, National Honors Organization

May 20xx - Present

Member, Association of Nursing Students

January 20xx - Present

Study Abroad Ambassador, University of North Carolina Wilmington

January 20xx - Present

Member, Sigma Sigma Sigma Sorority, University of North Carolina Wilmington

August 20xx - Present

Alumnae Relations Chair, Secretary of Honor Council

### AWARDS

Chancellor's Achievement Award, UNCW

Spring 2013 & Spring 20xx

Dean's List, UNCW

Spring 2013 - Spring 20xx

### CERTIFICATIONS

CPR Certification, American Heart Association CPR Certification

Expires April 20xx

CNA II, University of North Carolina Wilmington

May 20xx

CNA I, Davidson Community College

August 20xx

# SAMPLE SKILLS RESUME

## Christopher Seahawk

601 S. College Road, Wilmington NC, 28403 | (910) 962-3174, cas1234@uncw.edu

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### EDUCATION

**Bachelor of Science, Business Administration, May 20xx**

**Concentration: Human Resources Management**

University of North Carolina Wilmington (UNCW)

GPA: 3.251

### SKILLS

#### Training

- Created and presented two-hour workshop, "Persuasive Writing Strategies for Promotional Materials," to 18 volunteer coordinators: United Way Voluntary Action Center
- Designed and presented one-hour workshop, "The New Look in Resumes," to 26 high school seniors
- Contributed writing techniques, story ideas, time management guidelines, and format and production procedures to the Write Place newsletter staff
- Motivated individuals toward healthy lifestyle by teaching aerobic dance classes to groups of 20-40 people: Learning Exchange, Shoemaker Hall - UNCW, Whispering Hills Girl Scout Camp

#### Coordinating

- Supervised and established Speech Communication Week idea, events, program time schedule, budget allocations, delegated responsibilities to faculty, community members, and students
- Planned and organized UNCW Shoemaker Hall 2012 Spring Formal Dinner-Dance for 200: location, entertainment, transportation, menu, beverages, invitation, decorations, advertising
- Coordinated *Writing Consultants' Ink* newsletter production; assisted in implementing newsletter purpose, content, and format: The Write Place
- Organized, promoted, and participated in fundraising event during annual community summer festival: United Way Voluntary Action Center
- Directed and organized Drama Night and Synchronized Swimming Show: Whispering Hills Girl Scout Camp

#### Communicating

- Performed administrative responsibilities and resolved potential personnel problems: The Write Place
- Wrote budget development proposal, final report, and internal-external correspondence: Speech Communication Week
- Edited and contributed articles to newsletter; developed, typeset, key lined student manual and promotional brochure: The Write Place
- Wrote weekly newspaper column for local newspaper; wrote news releases and promotional materials: United Way Voluntary Action Center
- Assisted in writing and creating media kits promoting Speech Communication Week
- Explored printing options, expense estimates for fundraising project by making phone call and personal visits to area print shops and lumber companies: United Way Voluntary Action Center
- Presented Write Place services information to groups of 20-30 students in UNCW classes

### VOLUNTEER EXPERIENCE

**NC Society for Human Resource Management**, The New Look in Resumes, August 20xx

**Whispering Hills Girl Scout Camp**, Learning Exchange, Whispering Hills, SC, May 20xx

**United Way Voluntary Action Center**, Wilmington, NC, April 20xx-April 20xx

**Speech Communication Week**, Wilmington, NC, August 20xx-January 20xx

### EMPLOYMENT

**Office Assistant**, UNC Wilmington Campus Recreation, Wilmington NC, August 20xx-present

**Server**, Tower 7, Wrightsville Beach NC, August 20xx-May 20xx

**Host**, Outback Steakhouse, Raleigh NC May 20xx-August 20xx

## ASHLEY D. SEAHAWK

601 Fayetteville Rd ♦ Durham, NC ♦ (910) 962-3174 ♦ ashleyseahawk@gmail.com

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### EDUCATION:

**University of North Carolina Wilmington**

December 20xx

Bachelor of Arts, Biology

GPA 3.7, Dean's List

### Relevant Experience:

**Charge Nurse// Nurse Preceptor**

March 20xx - October 20xx

UCLA MEDICAL CENTER

Ensure high levels of patient-centric care in the ICU, PTCA, post-CABG and ER units. Worked collaboratively with teams of medical professionals on care plan development; managed execution of care plans and patient evaluations. Utilized strong critical thinking skills to respond efficiently and promptly to rapid changes in patient condition.

- Coordinated and conducted rigorous monitoring of patients, checking and recording vitals and ensuring that patient comfort was optimized.
- Monitored medical equipment and life support devices including, pulse oximeter, heart monitors and ventilators
- Managed IV's, chest tubes, catheters and endotracheal tubes, closely monitoring to ensure proper functioning
- Provided training to student nurses and new graduates, guiding and evaluating performance.

**Circulating/PACU Nurse**

August 20xx- February 20xx

THE KEYES SURGICENTER

Supported patients in recovery post surgery, consistently delivering exemplary and holistic care to maximize patient comfort and ensure treatment and recovery plans were clearly established.

- Educated patients on recovery process and provided them with guidance in response to inquiries
- Managed wound dressings and administered medication to assist in pain management and healing.
- Monitored environment to ensure that levels

**STAFF/ Charge Nurse**

May 20xx- April 20xx

Orange County Medical Center

Assisted patients in prior to surgery, explaining procedures and precautions in compliance with hospital policy and standards.

- Helped promote five individuals to leadership positions
- Served on cross functional teams to review strategic initiatives, non-standard opportunities, and departmental statistics and trends
- Educated patients on recovery process and provided them with post surgery care and at home assistance
- Managed IV's, chest tubes, catheters and anesthesiologist, closely monitoring and ensuring proper functioning of surgical tools

### Work Experience:

**Emergency Medical Technician**

November 20xx - April 20xx

Pender County, NC

- Respond to dispatched emergency assignments quickly and safely.
- Perform basic and advanced patient assessments.
- Interpret limited histories and examine patients to identify underlying critical issues.

# SAMPLE FEDERAL RESUME

## Johnny Seahawk

601 South College Road • Wilmington, NC 28403 • 910-962-3174 • johnnyseahawk@gmail.com

**Country of Citizenship:** U.S.A.

**Hiring Preference:** Recent Graduate

**Security Clearance:** \_\_\_\_\_

**Veterans Preference:** \_\_\_\_\_

If you have graduated within the last two years, you qualify for the recent grad preference – don't forget to show that off in this section

If you have a security clearance list that here – if it's expired, make sure to note that

Are you a veteran? Qualify for the Veterans Reappointment Authority (VRA) and/or the 5-point or 10-point preference? Make a note of the here. If you have questions check out [www.fedshirevets.gov](http://www.fedshirevets.gov)

### EDUCATION

**University of North Carolina Wilmington (UNCW), Wilmington, NC**

**May 20xx**

**Bachelor of Arts, International Studies**

Minor: English

GPA: 3.6/4.0 scale

Read the qualifications section carefully sometimes a higher GPA or membership in an honors society can qualify you for "Superior Academic Achievement" and a higher GS level

**The Center for Mesoamerican Research (CIRMA), Antigua, Guatemala**

**Spring 20xx**

Semester Study Abroad

**Walter Johnson High School, Bethesda, MD**

**June 20xx**

**Diploma**

GPA: 3.87/4.0 scale

High School can be included on a federal resume

### RELEVANT EXPERIENCE

**Building Manager**

**August 20xx – present**

**Campus Recreation – UNCW**

20 hours/week – Stipend \$\_\_\_/month

601 S. College Road, Wilmington, NC 28403

910-962-3241

Supervisor: \_\_\_\_\_, Residence Coordinator; may be contacted

For each experience described on your federal resume be sure to include: 1) position, 2) time period worked, 3) company/organization name, 4) how many hours/week you worked and the compensation, 5) full street address, 6) phone number, 7) supervisors name and title and if they may or may not be contacted

As Building Manager, I am responsible for the operation of the Student Recreation Center during weekday early morning, evening and the weekend hours. Through extensive training I am knowledgeable of all policies of the Campus Recreation operation and make decisions based on previous experience, general philosophy and mission of the facility and program.

- Supervise student employees in the absence of professional team staff
- Administer the policies and rules of the department to students, faculty, staff, and guests
- Act as the general "trouble-shooter" within the facility

**Intern**

**February 20xx – present**

**DREAMS of Wilmington, Inc.**

10 hours/week - Unpaid

901 Fanning Street, Wilmington, NC 28401

910-772-1501

Supervisor: \_\_\_\_\_, Lead Program Coordinator; may be contacted

You do not have to only write in a bulleted list. Feel free to expand upon your experiences in paragraph form and then include any highlights in a list

As an intern, I assist all programmatic areas at a non-profit organization dedicated to providing youth in need with high-quality, free-of-charge classes in the literary, visual and performing arts.

- Coordinate the annual fundraiser in conjunction with other professional staff
- Assist office staff with mailings, special event preparation, and a variety of other projects on an as-needed basis



**Campus Conduct Board (CCB) Member  
Office of the Dean of Students – UNCW**

**October 20xx – May 20xx**

5 hours/week (varied) – Unpaid  
601 S. College Road, Wilmington, NC 28403  
910-962-3119

Supervisor: \_\_\_\_\_, Assistant Dean; may be contacted

As a CCB member, I worked as a team with students and faculty to hear cases of alleged violations of the UNCW Code of Student Life. In this role I was trained by the Office of the Dean of Students to act as a jury member and advocate for justice in the conduct system.

- Conferred with other students on board regarding conduct system
- Heard witness statements regarding offenses of UNCW students
- Worked with Deans and Assistant Deans of UNCW
- Reminded others of student’s rights and how they should apply to conduct system

**LEADERSHIP EXPERIENCES**

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**International Student Mentor, UNCW-Office of International Programs** **Fall 20xx – present**

- Assist new international student acclimate to UNCW and the local community

**Seahawk Admissions Network for Diversity (SAND), UNCW-Admissions** **Spring 20xx – present**

- Work to improve UNCW student diversity numbers through admissions programming
- Provide campus tours and to show perspective students qualities about UNCW that would make it their top school choice

**Seahawk Leadership Conference, UNCW** **Fall 20xx**

- Participated in workshops covering Minimizing Risks with Sound Judgment and Decision Making, Making the Most of your Leadership Experiences, and Conflict Management Techniques

**Program Tutor, Wilmington Youth Center (WIRE)** **Spring 20xx**

- Supported at-risk middle and high school students in New Hanover County by providing tutoring, games, and mentoring

**INVOLVEMENT**

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**Sigma Alpha Lambda**, National Leadership and Honors Organization, Spring 20xx – present

**Habitat for Humanity**, UNCW, Fall 20xx – present

**Stop Hunger Now** (meal packaging program), UNCW, Fall 20xx – present

**REFERENCES**

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Name, Title, Organization, Telephone, Email

Name, Title, Organization, Telephone, Email

Name, Title, Organization, Telephone, Email

There is no page limit for a federal resume – so be sure to fully describe your experiences and tailor your resume for each application

# COVER LETTER & SUPPORTING MATERIALS OVERVIEW

Your cover letter or other professional correspondence provides the opportunity to:

- Introduce yourself and state your objective
- Personalize your resume
- Highlight information that addresses the needs and interests of the employer and highlights your personality

## Cover Letter Tips

- No longer than one page and have no more than four paragraphs
- Tailor each letter to the company and position. Know your reader and his/her organization
- Address your letter to a specific person. Use “Hiring Manager” or “Human Resources Manager” only as a last resort. Call and ask to whom you should address your letter
- Your letter should be easy to read, printed neatly on a single page of good quality paper and free of spelling, punctuation and grammatical errors
- Write each letter in your own words
- **Do not just list your skills and strengths**, use concrete examples of how you have developed your skills and used your talents
- Proofread, proofread, and proofread!!! Then have someone else proofread it for you
- Send a cover letter with all resumes

## Cover Letter Rubric

	Cover letter should get you noticed	Cover letter is ordinary and average.	Cover letter needs significant improvement
Professional format and overall quality of writing	Uses correct professional format with date and addresses on top and a signature on the bottom. It is clear, concise and, grammatically correct. There are no spelling errors.	There are minimal grammar and spelling errors. This letter is decent in content but does not convince an employer to call. There are minor issues with formatting.	Professional formatting not used. The letter is not signed. There are multiple grammar and spelling errors. The content of the letter does not make sense to the reader.
Paragraph 1: Intro	This section identifies the position you're applying for, the reason you're sending the letter, how you heard of the opening, and why you are genuinely interested. Grabs the employer's attention and has a clear pitch.	This section defines the position you are seeking. Does not describe how you heard about the opening. You vaguely describe why you are interested in this job. Might not catch someone's attention.	Does not clearly identify what position you are seeking. No description of how you heard about the position or why you are interested. Starts with "I'm applying for"
Paragraph 2 or 3: Identify skills and experiences related to position	This paragraph identifies two or more of your strongest qualifications and relates how these skills apply to the job. This letter explains specifically why you are interested in the position, and how you can benefit the company based on your skill set.	This paragraph identifies one of your skills, but it may or may not be related to the position at hand. This paragraph does little to explain your interest and vaguely connects your skill to how you can benefit the company.	This paragraph does not discuss any relevant qualifications or skills. It does not explain your interest in the position, company, and/or location and does not connect your skills to how you can benefit the company.
Paragraph 3 or 4: Closing	This paragraph refers the reader to your resume or any other enclosed documents. It thanks the reader for taking time to read it. You are assertive as you describe how you will follow up with the employer. It should be your shortest paragraph.	This paragraph may or may not thank the reader for taking time to read this letter. You do not refer the reader to your resume or application materials. This letter is not assertive and assumes that the employer will contact you.	This paragraph does not thank the reader for taking time to review this letter. There is no reference to a resume or other materials. It does not include any contact information and is not assertive about following up after a given amount of time.

# COVER LETTER FORMAT

Your Street Address  
City, State Zip Code

Month Day, Year

Mr./Ms./Dr. Full Name  
Title  
Name of Organization  
Street or P.O. Box Address  
City, State Zip

Dear Mr./Ms./Dr. Last Name:

**Opening Paragraph** – Tell why you are writing. Name the position, field or general career area about which you are inquiring or applying. Tell how you heard of the opening, the company or organization (mention a contact name, if you have one) and basic information about yourself. Mention your degree or specialization as how it relates to the position you are applying to

**Middle Paragraph** – Tell why you are interested in the company/organization, or specific type of work. Mention the qualifications you believe are of greatest interest to the employer. If you have related experience or specialized training, point it out. Do not repeat what is on your resume, but customize your skills and experiences to the employer’s needs. This is the place to “sell” your skills and abilities to a potential employer. Document your claims with statements to show evidence of your skills by providing specific examples of when/how you demonstrated those skills. End the paragraph with a statement indicating your confidence in your ability to perform in the position.

**Closing Paragraph** – Refer the reader to your enclosed resume or application. *If this is a letter of inquiry*, request an application or other informational materials and an interview. *If this is a letter of application*, state what you will do to follow up, such as telephone the employer within two weeks to check on the status of the application. Include your phone number and state that you would be glad to provide any additional information needed. Thank the employer for their consideration of your application/resume.

Sincerely,

(Your handwritten signature)

Your typed name

Enclosure(s)

# SAMPLE COVER LETTER

601 South College Road  
Wilmington, NC 28403

April 11, 20xx

Ms. Samantha Hire  
Human Resources Manager  
Original Company, Inc.  
123 Real Road  
Raleigh, NC 27601

Dear Ms. Hire:

With the utmost enthusiasm, I would like to express my interest in the [position title] position at [Company]. My interest in [field] has taken me from [experience] to [experience]. I believe that my passion for [aspect of your field or background], and interest in [aspect of your field or background] make me an ideal candidate to join the [department] staff at [Company].

As an effective [descriptor that reflects transferable skill #1], I am/can [action that fits one of the main qualifications]. In my role at [previous job], I [action or accomplishment]. I was also able to showcase my [skill] abilities as a [role] in [project name] by [what you did].

I am also a disciplined [descriptor that reflects transferable skill #2]. I have always displayed my careful approach to [job duty] by [action]. At [Previous Company, Club, or Class], I frequently [action]. In addition, I had the opportunity to [action or accomplishment], which further shows my dedication to [aspect of your field].

Everything that I have engaged in so far has all been driven by my keen interest in [aspect of your field]. Even as a [previous role], I made sure to dedicate part of my day to [action].

I look forward to contributing my skills and experiences to the [position title] position at [Company] and hope to have the opportunity to speak with you in more detail about my qualifications. If you have questions or need additional information you may contact me anytime via phone: 910-123-4567 or email: sammys@uncw.edu. Thank you very much for your time and consideration.

Sincerely,

*Sammy Student*

Sammy Student

# SAMPLE EMAIL COVER LETTER

Seahawk, Jessica C.

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**From:** [jessica.seahawk@gmail.com](mailto:jessica.seahawk@gmail.com)  
**To:** [Katie.smith@vminternational.org](mailto:Katie.smith@vminternational.org)  
**Subject:** Accounting Position # 234321 Jessica Seahawk –  
**Attachments:** Resume.pdf

Dear Ms. Smith,

When reviewing your posting for the Accountant job within V&M International, Inc. on LinkedIn.com, I was pleased to discover that my qualifications align perfectly with your needs and requirements. Therefore, I believe that I am an ideal candidate for the role. What is more, I am certain that I would be a valuable addition to your team and the whole company.

To shortly introduce myself, I am a detail and accuracy-oriented individual offering excellent analytical skills and the important ability to function well both independently and in deadline-driven team environments. At FT Group, Inc., where I worked for over 3 years, I was given the responsibility for completing and reviewing financial statements and records to ensure the accuracy of all data and working on the constant improvement of existing accounting systems to increase efficiency and reduce unnecessary costs. In addition, I stayed up-to-date with current laws and regulations, assisted in the payroll and tax management, reconciled financial discrepancies, and tracked and monitored all expenditures. For constantly executing perfect work and meeting all assigned objectives, I have been awarded the Employee of the Year once.

Next, I am the University of Edinburgh graduate with a bachelor's degree in Accounting & Finance. At the university, I was not only among the top 2% of students with the best academic results but I also served as a Class Representative for 2 years. Offering the experience with all software programs necessary for the role, such as QuickBooks, GnuCash, and Sage, I am a native French speaker with a proficiency in English and a basic knowledge of Spanish.

Last but not least, I have attached my up-to-date CV for your review so please do not hesitate to contact me if you have any questions on my qualities. I can be reached at any time at 555-555-5555 or via email at [hello@kickresume.com](mailto:hello@kickresume.com). Thank you for your time and consideration and I look forward to speaking with you in the near future.

Thank you for your time and consideration. I look forward to discussing my qualifications with you in person. I will contact you this week to follow up and to answer any questions.

Sincerely,  
Jessica

**Jessica A. Seahawk**  
University of North Carolina Wilmington  
[jessica.seahawk@gmail.com](mailto:jessica.seahawk@gmail.com)  
910.123.4567



# SAMPLE REFERENCE LIST

## EMILY R. SEAHAWK

601 S. College Rd • Wilmington, NC 28403 • (910) 962.3174 • emily.seahawk@gmail.com

### REFERENCES

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**Name**  
Title/Position  
Organization  
Address  
Telephone  
Email

**Name**  
Title/Position  
Organization  
Address  
Telephone  
Email

**Name**  
Title/Position  
Organization  
Address  
Telephone  
Email

#### **Reference List Tips**

- Your list of references should match the format of your resume
- Typically, you can include 3-5 references on your list
- Sometimes you will not have all of the above information for each reference
  - Make sure to include as much contact information as possible

# SAMPLE NETWORKING LETTER

**Christopher Seahawk**

601 S. College Road, Wilmington NC, 28403 | (910) 962-3174, cas1234@uncw.edu

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June 18, 20xx

Ms. Anne Jackson  
Recruiter  
Computer World, Inc.  
1001 Fantasy Boulevard  
Raleigh, NC 27609

Dear Ms. Jackson:

Dear Mr. Dorza,

Our paths first crossed several years ago when you spoke to my marketing class at the University of Mid Nebraska. At that time, you challenged each of us to make a difference in the world and told us of your early struggles to not only obtain a degree but also launch your company.

Since that time, I've followed the rapid growth of your cutting-edge marketing firm. This past year I read that Edgie had been awarded an Addy for the innovative marketing campaign you created for WarmStone Creamery.

Your advice to find an internship in my senior year was invaluable to me. Upon graduation, my mentor at that firm introduced me to ACB Multimedia. For the past three years, I have worked in all facets of marketing: internet, multimedia, and print. I would now like to explore where my education and experience would be of the greatest value to a firm located in the St. Louis area.

I do remember you telling us you would always be happy to answer questions, so I kept your business card. I will contact your secretary in a few days to arrange a meeting at your convenience. I will gladly clear my schedule for whenever you are available. I look forward to seeing you again and gaining your insight into my career path.

Thanks so much for the great advice you gave me while at college, which has shaped my career so far.

Sincerely,

Signature (hard copy letter)

Mary Smith

Sincerely,

*Christopher Seahawk*

Christopher Seahawk

# SAMPLE THANK YOU EMAIL

**Seahawk, Matthew D.**

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**From:** matthew.seahawk@gmail.com  
**To:** kimberly.green@newhanovercountyschools.edu  
**Subject:** Thank you – Second Grade Teacher Position

Dear Ms. Green,

Thank you so much for taking the time to interview me today. I really enjoyed meeting you and discussing Bellamy Elementary and the Second Grade Teaching Position. I again wanted to reiterate my interest and excitement in the position, and the school. I know that my experiences at Forest Hills Global Elementary School, Bellamy Elementary School, and Murrayville Elementary School have prepared me for this position.

I really valued getting to speak with the current Second Grade Teachers as well. Their excitement for what they do, and for working with the students at Bellamy Elementary also reinforced my interest in the position.

Thank you for your time today and your consideration. I look forward to hearing from you.

Sincerely,

Matthew

**Matthew G. Seahawk**  
UNC Wilmington Alumni, May 2016  
[Matthew.seahawk@gmail.com](mailto:Matthew.seahawk@gmail.com)  
704-111-1111

## SAMPLE THANK YOU NOTE – HANDWRITTEN

*April 23, 20xx*

*Dear Mr. Edwards,*

*Thank you for the opportunity to meet with you and see your facilities yesterday. Both the interview and the chance to meet other members of the office made me even more excited about the possibility of working at your organization. I was particularly impressed to learn about the new services and amenities you are implementing for your clients.*

*Again, thank you for your time and consideration. I am very interested in the Sales Trainee position, and I look forward to hearing from you.*

*Sincerely,*

*Samantha Seahawk*

*910-962-3174*

*samanthaseahawk@uncw.edu*

# SAMPLE JOB ACCEPTANCE LETTER

## TAYLOR SEAHAWK

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601 South College Road • Wilmington, NC 28403 • 910-962-3174 • taylorseahawk@uncw.edu

March 19, 20xx

Mark Simmons  
TEKsystems  
1201 Edwards Mill Road, Suite 201  
Raleigh, NC 27607

Dear Mr. Simmons:

Thank you for your offer to join your Raleigh site as a Recruiter/Sales Management Trainee. I am pleased to accept your offer and look forward to beginning work with TEKsystems.

You indicated that I will be receiving a salary of \$\_\_\_\_ per year and I will begin work on July 16<sup>th</sup>. In mid-June, after I relocate to the area, I will call you to see what information I should need before starting work in July. In the meantime, do not hesitate to contact me if you require any additional documents from me.

Again, thank you for offering me this exciting opportunity.

Sincerely,

*Taylor Seahawk*

Taylor Seahawk



## SAMPLE JOB REJECTION LETTER

601 South College Road  
Wilmington, NC 28403  
910-962-3174  
joshuaseahawk@uncw.edu

May 6, 20xx

Worldwatch Institute  
1400 16th Street NW, Suite 430  
Washington, DC 20036

Dear Ms. Smith:

Thank you for your telephone call and letter offering me the Research Coordinator position with the Worldwatch Institute. While I am still very much an advocate for the mission of your organization and respect all the work you and your staff complete on a daily basis, I have had another offer which I believe more closely matches my current career goals and interests. Therefore, while it was a difficult decision, I must decline your offer.

I appreciate all the kindness extended to me by the staff at the Worldwatch Institute, and I wish you well in your search to fill the position and all your future endeavors.

Sincerely,

*Joshua Seahawk*

Joshua Seahawk

# ONLINE BRANDING

## Get Noticed

Social media is a great way to stay in touch with friends and relatives, but it also can be a useful tool in your job search. Employers are using social media sites like LinkedIn, Twitter, Facebook, Instagram, and YouTube to both promote their organizations and connect with potential job candidates.

While social media can help you research employers (critical to your job-search success), be sure to use it more actively—as a way to connect with potential employers. By following a few basic tips, you can use social media to get in front of hiring managers.

### **Create a Profile That Gives a Positive Impression of You**

- Think of it as your online resume: What do you want it to say about you?

### **Be Aware of the Keywords You Include in Your Profile**

- Many employers do keyword searches to find profiles that contain skill sets they're seeking in candidates.

### **Don't Mix Personal With Professional**

- Don't include photos, comments, or information you wouldn't want a potential employer to see. You are entitled to your own opinions, but certain speech may seem harmful to an employer and can cause you to be overlooked or

### **Make Sure Your Profile Is Error-Free**

- You wouldn't offer up a resume rife with misspellings, would you?

### **Choose Appropriate Contact Information**

- Your e-mail address or Twitter handle should be professional  
Use your real name and minimal numbers.

### **Connect & Stay Connected**

- Keep in touch with recruiters or other decision makers you may interact with in cyberspace.
- In addition to maintaining your network, use social media to build your network. Don't just establish a social media presence—work it. Reach out. Interact. You will get out of social media what you put in.

## LinkedIn

LinkedIn operates the world's largest professional network on the Internet with more than 225 million members in over 200 countries and territories. Individuals and companies use LinkedIn for networking, job searching, hiring, company research, and connecting with affiliates, including alumni, industry, and a variety of other business related groups.

Additionally, there are over 30 million students and recent college graduates currently on LinkedIn, making that demographic LinkedIn's fastest-growing. So if you're not already on LinkedIn, you definitely need to be! Basically, it's a site that allows you to connect to people you know and the people they know too! It also allows you to see profiles of anyone else on LinkedIn, and gives you ways to connect to them.

### **LinkedIn Benefits for Students & Alumni**

- 1 - Build a professional online presence
- 2 - Connect in a meaningful way with alumni and other contacts already in your network
- 3 - Research companies and industries
- 4 - Explore opportunities with organizations that don't recruit on campus
- 5 - Learn professional networking etiquette



Source: LinkedIn Resource Center &  
National Association of Colleges and Employers

## Tips for Using LinkedIn

### LinkedIn Etiquette

- 1. Requesting Connections**
  - a. You'll get a better response rate if you write a brief, personalized, polite note reminding them how you met (if necessary) and explaining why you're interested in connecting
- 2. Asking for Recommendations**
  - a. Only request from people who really know you and your work
  - b. Customize each request with a polite and personalized note.
- 3. No response from request or message**
  - a. If you haven't heard from a potential connection in over a month, send an email to say that you've reached out and would like to connect
    - If that doesn't work, it's best to move on
- 4. Professional LinkedIn Profile**
  - a. Be totally truthful
  - b. Write your experiences like you would on a resume or cover letter

### Job Search Tips

- 1. Reach Out**
  - a. Connect on LinkedIn with everyone you know (friends, family, neighbors, professors, family friends, internship colleagues and others)
- 2. Follow Companies**
  - a. When you see a job you like on another job board, use LinkedIn as a company research tool
- 3. Use the LinkedIn Student Jobs Portal**
  - a. Access entry-level jobs and internships at some of the best companies worldwide at the student and recent grad job portal.
    - Students.LinkedIn.com
- 4. You're More Experienced than you think**
  - a. The more info you provide, the more people will connect with you
  - b. Think broadly about your experience:
    - Include summer jobs, unpaid/paid internships, volunteer work, and student organizations

### Steps to Building a Great Student Profile

- 1. Craft an informative profile headline.**
  - a. Many use their job title and company and/or highlight key skills:
    - e.g. Skilled Event Planner with experience in planning, scheduling, coordinating events
- 2. Pick an appropriate photo.**
  - a. Use a head shot, *professional* looking picture of only you
- 3. Show off your education**
  - a. Include your major and minor if you have one, as well as highlights of your activities.
  - b. Don't forget study abroad programs and summer institutes.
- 4. Share your experiences**
  - a. Keep your network informed
  - b. List current and past positions and include roles and responsibilities of positions
- 5. Develop a professional summary**
  - a. Use key words that will pop up in searches
  - b. Emphasize unique skills:
    - What makes you special?
- 6. Show your connectedness with badges**
  - a. Join Groups and display the group badges on your profile
  - b. Start by joining UNCW LinkedIn groups as well as the larger industry groups related to the career you want to pursue
- 7. Collect diverse recommendations**
  - a. Recommendations can come from many sources:
    - e.g. professors, internship coordinators, employers, and professional mentors
- 8. Claim your unique LinkedIn URL**
  - a. Set your LinkedIn profile to "public" and claim a unique URL for your profile
  - b. To claim a unique URL, go to Settings > Edit Public Profile > Customize Public URL

# EPORTFOLIO

## What is ePortfolio?

An ePortfolio (electronic portfolio) is an electronic collection of evidence that shows your learning journey over time. Portfolios can relate to specific academic fields or your lifelong learning. ePortfolios allow you to reflect, connect, and integrate learning across courses, disciplines, and semesters. They can document activities (in and out of the classroom), upload work you are proud of, and reflect on who you are becoming as a scholar and a person. They are your personal websites to highlight coursework, involvement and leadership, research, career competencies, and resumes. ePortfolios can be used for job or graduate school searches. The ePortfolio platform UNCW is utilizing is Digication, and it is free for all students (and remains free after you graduate).



## Getting Started

1. Login to <https://uncw.digication.com> with your UNCW credentials.
2. Watch this Training Video ([https://youtu.be/jhhO\\_b\\_ioSM](https://youtu.be/jhhO_b_ioSM)) on how to create your ePortfolio.
3. View the ePortfolio Guidebook to help you get started with your ePortfolio.  
Guidebook: <http://uncw.edu/career/documents/UNCW%20ePortfolio%20Guidebook.pdf>  
*Check out the different sections you can include on your ePortfolio by career disciplines and academic areas. This will give you suggestions what to include (skills, resume, involvement, study abroad, internships, etc.).*

## Why should I use ePortfolio?

1. **As you build an ePortfolio, you can think critically and creatively about your academic and personal accomplishments.**  
Many students may never think about what they need to bring to an interview until they start the job-search process... and at that point it is a matter of scrambling to find quality pieces that will speak to your skills, interests, and expertise.
2. **Once the ePortfolio is created, you have something to show for all the effort you have put you are your educational experience.**  
Rather than simply listing “public speaking,” “videography,” “graphic design,” “lesson planning,” or “copywriting” as skills on a résumé, students’ ePortfolios can contain papers, videos, photographs, and other “artifacts” that prove you can work with job-relevant skills and tools—and thereby enable employers to see that your talents and abilities fulfill what they’re looking for in a job candidate.
3. **With an ePortfolio, you can tell the story of your educational and professional journey in a way that is personally meaningful to you.**  
With a thoughtfully constructed ePortfolio, you have one attractive package that communicates your skills and ideas in a vibrant and visually compelling manner.

# JOB & INTERNSHIP SEARCH





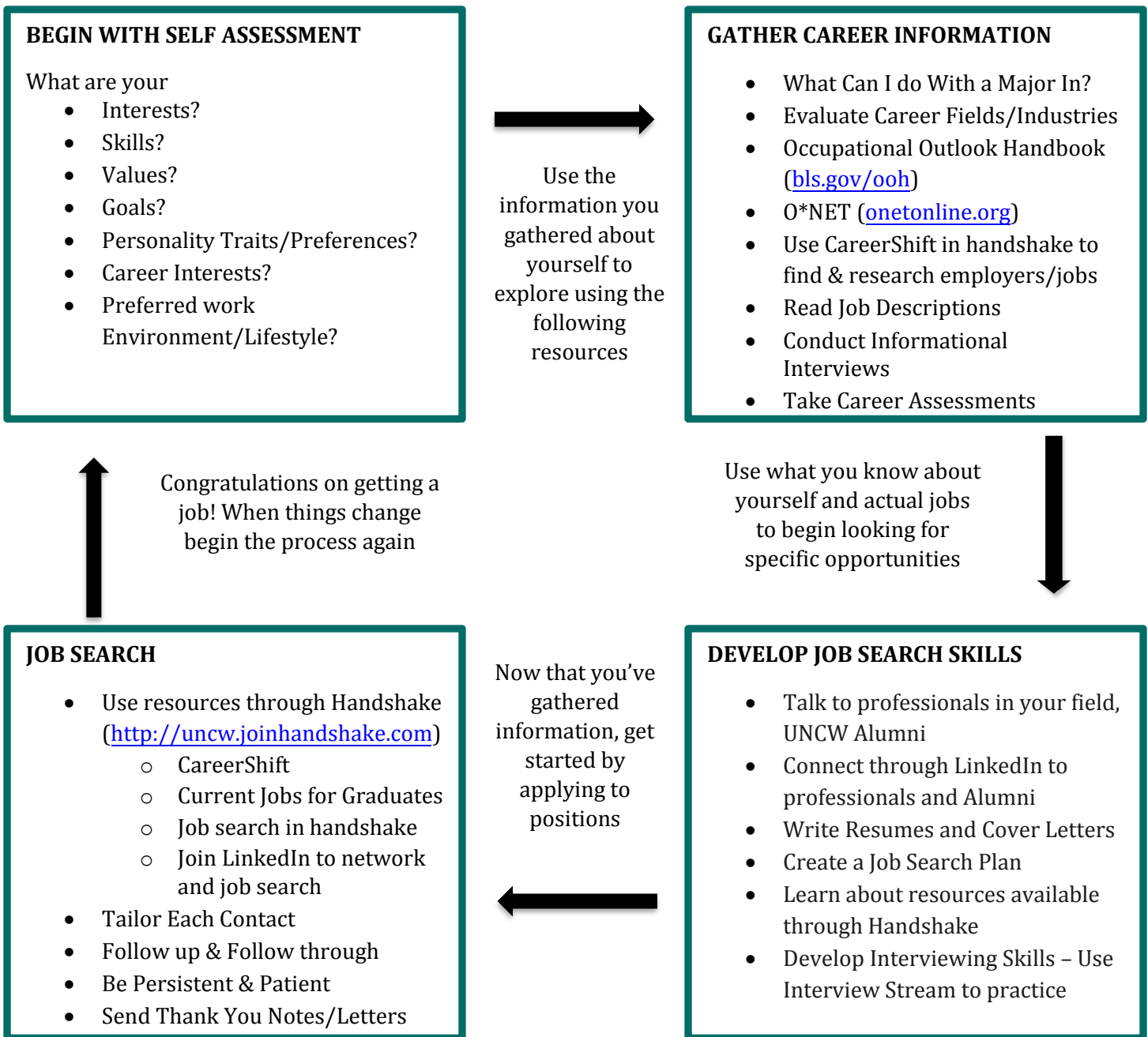
# GETTING CAREER-RELATED EXPERIENCE

**There are many ways to get experience. The key is to get some!**

Employers comparing graduating seniors as job candidates want and expect you to have experience outside the classroom. Freshman year is not too early to start! Look for volunteer work, a part-time or summer job that will be a stepping stone to something more competitive later. Types of opportunities available can vary by career field; however here are some choices you have for gaining experience:


- **Internship** ([www.myseawork.com](http://www.myseawork.com))  
Can be paid or unpaid, full-time or part-time, and are sometimes for academic credit; these factors vary by career field and employer. Internship eligibility varies by employer; some offer internships to students who are freshmen; others require a higher academic level. Academic credit can only be granted by an academic department, and involves paying tuition. Also check out the Career Center Certified Internship Program ([www.uncw.edu/career/cip.html](http://www.uncw.edu/career/cip.html))
- **Summer Job/Part-time employment** ([www.myseawork.com](http://www.myseawork.com))  
A job does not have to be an “internship” to be valuable. The value hinges on the job's relevance to your career field or industry, the skills you develop, and the level of responsibility you earn. These can be stepping stones to getting a competitive internship later.
- **Service Learning/Volunteer Work** ([www.uncw.edu/osle](http://www.uncw.edu/osle))  
This can be your first way to get a foot in the door of an organization or career field. Volunteer work can be something you do as an individual, or as part of club or organization involvement. Volunteering can develop skills and experience that you can list on your resume and thus can be a stepping stone to help you get other kinds of experience. Volunteering shows initiative; always a good thing.
- **Study/Work Abroad** ([www.uncw.edu/international](http://www.uncw.edu/international))  
Study abroad can be good for you academically and personally regardless of your major. Moreover, employers want to hire people with international experience, and graduate schools consider study abroad a “plus” when reviewing applications.
- **Leadership/Involvement in Student Organizations** ([www.uncw.edu/activities](http://www.uncw.edu/activities))  
Leadership in student community organizations is viewed very favorably by employers. You don't have to be president to be a leader. You could be the volunteer recruiter, an event planner or budget manager. The important things are what you accomplish and the skills you use and develop.
- **Research** ([www.uncw.edu/csurf](http://www.uncw.edu/csurf))  
Frequently a one-on-one arrangement between you and a faculty member, usually in your academic department, that may be for academic credit. And while many opportunities are for science and technical majors, opportunities also exist for research in humanities and social sciences. Additionally, organizations external to the university, such as research centers, can offer undergraduate research opportunities.
- **Externship (Job Shadowing)**  
Can be a bridge between exploring career options and getting a look at a real world environment. They may be short-term or long-term in duration: a few hours to a few days, or perhaps a few hours per week over a semester or year (similar to an internship). Externships are mostly for the purpose of learning more about a career field or work environment, but if you make a very good impression on the people you meet, it could open the door to another experience (internship, summer job, etc.).
- **Field Study**  
These are typically done through your academic department, for academic credit, and are sometimes required for certain majors. Consult your academic department to see if field studies are offered or required.

# JOB SEARCH PROCESS



# BENEFITS & CAUTIONS OF DIFFERENT JOB SEARCH METHODS

Below are snapshots of the benefits and cautions of each method. See the Career Center website for more details.

Method	Benefits	Cautions
<p><b>Handshake</b></p>  <p><a href="https://.uncw.joinhandshake.com">https://.uncw.joinhandshake.com</a></p>	<p>Employers list jobs specifically for UNCW students and alumni. Posted jobs typically mean the employer needs it filled soon.</p> <p>Additionally, many other job search resources can be accessed within SeaWork.</p>	<p>Not every industry or job field is represented.</p>
<p><b>CareerShift</b></p>  <p>resource found through handshake</p>	<p>Allows you to bring everything together to search for jobs in one place. Search listings from millions of companies posted across the web and save your searches; find contacts within target organizations along with their email addresses; and manage your job search all within this site.</p>	<p>Avoid solely relying on the job listings. Access contacts at target companies and reach out to them when a listing is not posted.</p>
<p><b>Going Global</b></p> 	<p>If you are looking to broaden your horizons overseas, this is a great place to start. Information includes international job postings and tips on relocating to a new country. Also has relocation and job search information for major U.S. cities, including H-1B Visa info for international students.</p>	<p>There are a lot of details to pay attention to (e.g. passports, cost of relocation and living, language/cultural barriers). Not all countries are included in the Country Guides.</p>
<p><b>LinkedIn</b></p>  <p><a href="http://www.linkedin.com">www.linkedin.com</a></p>	<p>LinkedIn not only allows you to search for jobs, but allows you to immediately find and get in touch with decision makers. Additionally, it offers the ability to research companies, find related news, learn about job openings and find out more about a company's corporate culture.</p>	<p>You'll get out of LinkedIn what you put in. It is important to spend your time creating a well-rounded profile and you'll also need to take some time researching companies in your area.</p>
<p><b>Current Jobs for Grads</b></p>  <p><a href="http://www.collegegrad.com">www.collegegrad.com</a></p>	<p>Provides entry-level job vacancies in the fields of liberal arts and the arts &amp; humanities. Each bulletin contains hundreds of current vacancies, all with direct links to the original posting for further information and application instructions.</p>	<p>As with any internet search the majority of jobs are never posted so it is necessary to combine any internet search with networking by reaching out to individuals and organizations.</p>
<p><b>Job Listings Online</b></p> <p><a href="http://www.uncw.edu/career/WhatCanIDoWithaMajorIn.html">www.uncw.edu/career/WhatCanIDoWithaMajorIn.html</a></p> <p><a href="http://www.uncw.edu/career/jobsearchlinks.html">www.uncw.edu/career/jobsearchlinks.html</a></p>	<p>Find a wide variety of Major-Specific job sites. You can view them at your own convenience and from the comfort of your own home.</p>	<p>Not every industry or type of job represented. Web-hunting is not about finding jobs instantly. You need patience to navigate a variety of sites and read listings.</p>
<p><b>Networking - Talking to Personal Contacts and Career Fairs</b></p>	<p>It's one of the top methods by which graduates find jobs. It's real and it works! In fact, many jobs are never advertised and networking is how you find them.</p>	<p>If you are shy it could be somewhat uncomfortable. You need effective interpersonal skills and strong motivation.</p>

## TOP TIPS FOR YOUR JOB SEARCH

- **There is more to the job search than just sending out resumes**  
The job search includes self-assessment, learning about careers and employers, and talking with professionals. Responding to job postings is just one part of your job search.
- **Use multiple job search strategies**  
Limiting your search to one method (ex: just applying to positions online) limits your options. There are many jobs you will not find through online job boards as many jobs are never even posted. If you want more options, use more methods, including networking, attending Career Center Events (Career Fair, Info sessions, etc.), and SeaWork.
- **Start early**  
One year out is not too early to being a job or internship search. Some employers find employees 6+ months before the anticipated work start date. If you don't begin early there are still opportunities to be found, but you may miss out on some options.
- **Talk with others in your career field about how they have been successful (informational interview)**  
Talk with a variety of people that can help: faculty in your department, students who have graduated in your major/department, alumni, and networking contacts in the fields you are considering. You can find these contacts through LinkedIn.com, your department, professional associations, etc.
- **Realize that your major oftentimes doesn't equal a specific job title**  
Think beyond your major. The workplace is not organized by academic majors, instead think about occupations, career fields, and organizations. And from these where do your skills, interests, and work values fit?
- **Understand that the job search is a job in itself**  
The job search is hard work and it is very likely that it will not be quick and easy. Your attitude and motivation will help you through the process. Expect to put in as much work as you would for your classes. The more work you put in the better the chance that you'll get that great job.



Source: Meredith College Academic and Career Planning,

# JOB SEARCH TRACKING SHEET

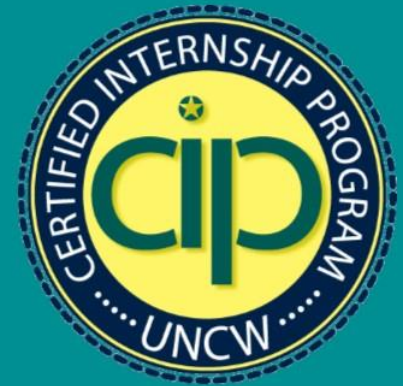
*Instructions: Complete the Position Criteria section, using the job description as your guide. Then list your skills (including transferrable skills) from your relevant experience to compare.*

<b>Company/Organization:</b>	<b>Website Address:</b>
<b>Website Username:</b>	<b>Website Password:</b>
<b>Position Title/Purpose:</b>	
<b>POSITION CRITERIA</b>	<b>YOUR RELEVANT EXPERIENCE</b>
<b>Education and Experience:</b>	
<b>Other Qualifications:</b>	
<b>Duties and Responsibilities:</b>	
<b>SUMMARY</b>	
Overall strengths related to this position:	
Overall development needs related to this position:	
<b>ACTION TAKEN</b>	
<input type="checkbox"/> Submit resume _____ (date) <input type="checkbox"/> Submit cover letter _____ (date)	
<b>FOLLOW UP</b>	
<input type="checkbox"/> Interview _____ (date) <input type="checkbox"/> Send thank you letter _____ (date)	
Progress:	



# EXPERIENCE GET IT NOW!

## UNCW CERTIFIED INTERNSHIP PROGRAM



### WHAT?

The Certified Internship Program (CIP) provides students with a framework to enhance knowledge through an internship or leadership experiences.

Impactful learning is achieved through assignments including: setting learning objectives with the on-site supervisor, engaging in critical reflections to process the experience, and more!



### WHEN?

Students can enroll in the CIP during the Fall or Spring semester as well as over the summer; however, participation in the CIP must occur during the same academic term as the internship or leadership experience.

The application can be found on the CIP website, and if you don't have an experience lined up, the Career Center is here to help!



### WHY?

- It's **FREE** — No tuition! No fees!
- Fulfill your “*Explorations Beyond the Classroom*” graduation requirement
- Earn a Professional Development certificate to show off on your resume
- Receive 1-on-1 coaching throughout your internship with a CIP Coordinator

### Am I Eligible?

- Have an internship or leadership position where you can enhance your skills?
- Current UNCW student
- GPA = 2.5 or higher
- Good academic standing
- Position will be at least 50 hours over 5 or more weeks

### QUESTIONS?

Contact a CIP Coordinator

Career Center  
Fisher University Union, Rm 2035  
910-962-3174  
[www.uncw.edu/career/cip.html](http://www.uncw.edu/career/cip.html)



# FEDERAL GOVERNMENT JOB SEARCH

## Why Go Government?

### 1. The Nation's Largest Employer is Hiring

By 2016, 40% of all current federal employees will retire – that's A LOT of job openings

### 2. Federal Service is Public Service

Federal workers play a vital role in addressing national issues and make a difference in the lives of every American

### 3. Federal Jobs Pay Better Than You Think

Low federal pay is a myth. Federal salaries are often competitive with private sector, plus there are great benefits, job stability and advancement opportunities

### 4. The Government Can Help Pay for School

Federal agencies may help you pay back up to \$10,000 per year of your student loans, and some agencies will pick up the tab if you decide to pursue a graduate degree.

### 5. You Can Develop a Unique Skill Set

Advance your career by developing highly marketable skills. The federal government offers cutting-edge professional development, from technology to foreign language immersion.

### 6. Federal Jobs Are Around the Country & World

Nearly 85 percent of federal jobs are outside the D.C. area. Looking to go global? More than 50,000 federal employees work abroad.

### 7. The Federal Government Values Diversity

Federal agencies actively encourage minorities and individuals with disabilities to consider government service through internships and fellowships.

### 8. There are Jobs for Every Interest and Major

Not a political science major? Not a problem. There are federal jobs suited to every interest and skill, from art history to zoology.

### 9. Federal Jobs = Great Work/Life Balance

Agencies offer flexible work schedules, world class benefits, job sharing, on-site child care and other incentives to facilitate a high quality of life.

### 10. You Can Make a Difference

The federal government is our most powerful agent in addressing national issues. There is no bigger stage for making an impact.

## How to Find Federal Jobs?

As the main destination for federal jobs, [USAJOBS.gov](http://USAJOBS.gov) has around 30,000 vacancy announcements on the site at any given time.

However, navigating the website and understanding job listing information can be a battle. With a little help decoding the language used to describe the types of jobs that the government has available, you'll be well on your way.

### 1. Create a [USAJOBS.gov](http://USAJOBS.gov) Account

To gain full access to USAJOBS.gov, create your own account. Simply create a username and password, and once you are logged in to your main account page, you can:

- Save your searches and edit your profile
- Create and upload multiple resumes
- Create and upload application materials
- Track the status of your applications

### 2. Search for Positions

USAJOBS.gov offers a variety of ways to search for current job openings. The easiest way to look through this database is to perform a broad keyword search and then refine your results according to your preferences.

To start you may want to refine your search results by:

- **Agency:** If you have a few agencies in mind, refine your search by selecting one or more agencies or offices.
- **Grade:** Selecting a GS grade level is an easy way to focus on positions that match your experience level. The GS is separated into 15 grades (1 through 15). Below are general guidelines to help determine what GS level to search:
  - GS-05 = bachelor's degree
  - GS-07 = bachelor's and 3.0 GPA or higher
  - GS-09 = master's degree
  - GS-11 = doctorate
- **Location:** Look for jobs according to your geographical region by typing in your zip code and selecting a radius of 5 to 200 miles on the results page. You can also choose a specific city, state or country in the advanced search.

## Reading Federal Job Announcements

While browsing positions, focus first on whether you meet basic qualifications. When first reviewing job announcements, pay attention to the following sections:

- **Who may be considered:** Review this item in the overview section to ensure you are eligible for this position.
- **Qualifications and evaluations:** This will give you an idea if you have the qualifications to excel in this position. Applications will only be considered if you meet the min. qualifications.
- **How to apply:** Missing documents or incomplete applications will not be reviewed. Make sure you understand what the application entails and follow directions closely to ensure your application is complete.

After you find a few positions that fit what you are looking for, it is critical that you read the position description closely. Even if the description seems unusually long, a careful reading will save you time and energy in the long run.

## Federal Resumes

Forget what you know about resume writing. A federal resume should be more detailed and can run 2-5 pages in length for an entry-level job.

A federal resume uses the same information from a typical resume, but goes into more depth about your skills, past duties and accomplishments. Some key points to remember when converting your resume into a federal resume are:

- Tailor Resume to the Job Announcement
- Numbers Impress Hiring Managers
- Sell Yourself and Your Achievements
- Check Spelling and Grammar
- Be Concise

To get more details on formatting a federal resume check out the below sites:

- [GoGovernment.org](http://www.gogovernment.org) – Your Federal Resume ([www.gogovernment.org/how\\_to\\_apply/write\\_your\\_federal\\_resume/create\\_your\\_resume.php](http://www.gogovernment.org/how_to_apply/write_your_federal_resume/create_your_resume.php))
- [USAJOBS.gov](https://help.usajobs.gov/index.php/How_to_create_your_resume) – Create Your Resume ([https://help.usajobs.gov/index.php/How\\_to\\_create\\_your\\_resume](https://help.usajobs.gov/index.php/How_to_create_your_resume))

## Students and Entry-level Jobseekers

Under Presidential mandate, the Federal Government has taken recent steps to help students and recent graduates join the Federal service.

The creation of the [Pathways Program](#) offers clear paths into federal service for undergraduates, graduate students and recent graduates to federal internships and/or full-time careers. Three programs are housed under the Pathways Program and you can begin your career in the federal government by choosing the program that is your best fit:

- **Internship Program:** This program offers current college and graduate students with paid opportunities to work in federal agencies while still in school. The intern's work should be related to their field of study or career goals.
- **Recent Graduates Program:** A full-time, one-year program designed for individuals who have received undergraduate or graduate degrees. Candidates must apply within two years of graduation.
- **Presidential Management Fellows Program:** The federal government's premier leadership development program for advanced degree candidates. For complete program information, visit: [www.pmf.gov](http://www.pmf.gov).

Additionally, many federal agencies and departments offer unpaid training opportunities to students currently enrolled in an academic program. As a student volunteer, you will gain valuable work experience in the federal government as it relates to your field.

If interested in becoming a student volunteer with the federal government you should contact the personnel office at the federal agency or department of your choice.

## Veterans

If you have served our country in a branch of the armed services, your experience and expertise uniquely qualifies you to serve in the civil service. To learn more about opportunities as a veteran:

- [FedsHireVets.gov](http://FedsHireVets.gov)
- [GoGovernment.org - Veterans](http://GoGovernment.org-Veterans)

## Individuals with Disabilities

As an individual with a disability, you have access to programs and hiring authorities to assist in securing federal employment. Learn More:

- [GoGovernment.org - Disability](http://GoGovernment.org-Disability)



# INTERNATIONAL JOB SEARCH & WORKING ABROAD

## Before You Begin Your International Job Search

Clarify what you're looking for...

Do you want:

- Career-related work?
- Work that is not career-specific, but is located in a particular country?
- A working vacation through several countries?

Are you pursuing:

- Short-term employment?
- An international career?

Your answers to these questions will determine which international job search strategies will work best for you.

## Resources

Working overseas is a dream for many students. However, to make that dream a reality requires time and effort. Below are some of the resources that can help guide you in that process. Please note that the Career Center does not maintain the websites listed below, and we have no control over their content. Students should thoroughly research programs of interest.

	<p><b>GoingGlobal</b> - <a href="http://www.myseawork.com">www.myseawork.com</a> The leading provider of both country-specific and USA city-specific career and employment information. The database which can be accessed through your SeaWork account features 89 Country Career Guides and USA City Career Guides, corporate profiles and more than 600,000 internship and job listings within the USA and around the world.</p>
	<p><b>US Government</b> - <a href="http://www.usajobs.gov">www.usajobs.gov</a> The Nation's largest employer is hiring and more than 50,000 federal employees work abroad.</p>
	<p><b>Peace Corps</b> - <a href="http://www.peacecorps.gov">www.peacecorps.gov</a> Since 1961, 210,000+ Peace Corps Volunteers have served in 139 host countries to work on issues ranging from AIDS education to information technology and environmental preservation.</p>
	<p><b>Idealist</b> - <a href="http://www.idealist.org">www.idealist.org</a> Great site to find volunteer opportunities, nonprofit jobs, internships, and organizations working to change the world.</p>
	<p><b>Transitions Abroad</b> - <a href="http://www.transitionsabroad.com">www.transitionsabroad.com</a> A guide to paid and volunteer work abroad, living abroad, study abroad and cultural immersion travel overseas.</p>
	<p><b>GoAbroad</b> - <a href="http://www.goabroad.com">www.goabroad.com</a> A comprehensive database of study abroad, intern, volunteer, work, teach (and more) programs around the globe.</p>
	<p><b>Work Placement Programs</b> There are various programs available to students and recent graduates. These programs typically place you in a job, usually procure work permits, and sometimes assist with housing. Check individual program websites for information and advice from past participants.</p>

## SPECIAL POPULATION RESOURCES

The Career Center is committed to ensuring a welcoming and inclusive atmosphere for all students. We encourage you to take advantage of the services and resources available to assist you with your career planning and job search needs. Check our website under “Multicultural Resources” for even more information.

### **Diversity Link** – [www.diversitylink.com](http://www.diversitylink.com)

Site that links females, minorities and other diversity candidates with proactive employers and search firms offering outstanding career opportunities around the globe.

### **Equal Opportunity Publications** – [www.eop.com](http://www.eop.com)

Find career-guidance and recruitment magazines for women, members of minority groups, and people with disabilities.

### **IMDiversity** – [www.imdiversity.com](http://www.imdiversity.com)

Career site dedicated to providing jobs for minorities, females and other diversity job seekers looking for career employment.

### **Insight Into Diversity** – [www.insightintodiversity.com](http://www.insightintodiversity.com)

The National Equal Employment Opportunity (EEO) recruitment publication directed to females, minorities, veterans, and all other applicants.

## **Students and Alumni with Disabilities**

- Getting Hired – [www.GettingHired.com](http://www.GettingHired.com)
- Disability.gov – [www.disability.gov](http://www.disability.gov)
- Federal Government – [www.opm.gov/disability](http://www.opm.gov/disability)
- Career Opportunities for Students with Disabilities – [www.cosdonline.org](http://www.cosdonline.org)
- Association on Higher Education and Disability – [www.ahead.org](http://www.ahead.org)
- DRM WebWatcher – [www.disabilityresources.org/DRMwww.html](http://www.disabilityresources.org/DRMwww.html)
- AbilityLinks – [www.abilitylinks.org](http://www.abilitylinks.org)
- ABILITYJobs – [www.abilityjobs.com](http://www.abilityjobs.com)
- National Business & Disability Council – [www.business-disability.com](http://www.business-disability.com)
- Just One Break, Inc. – [www.justonebreak.com](http://www.justonebreak.com)
- National Center on Workforce and Disability – [www.onestops.info](http://www.onestops.info)
- Emerging Leaders Summer Internship Program – [www.emerging-leaders.com](http://www.emerging-leaders.com)

## **Veteran Students & Alumni**

- Build Your Career – U.S. Department of Veterans Affairs – [www.va.gov/jobs](http://www.va.gov/jobs)
- Hiring Our Heroes – [www.uschamber.com/hiringourheroes](http://www.uschamber.com/hiringourheroes)
- Civilian Jobs – [www.civilianjobs.com](http://www.civilianjobs.com)
- Veterans' Employment & Training Service (VETS) – [www.dol.gov/vets](http://www.dol.gov/vets)
- Transition Assistance Online-Careers for Transitioning Military – [www.taonline.com](http://www.taonline.com)
- Military.com – [www.military.com](http://www.military.com)
- MilitaryHire – [www.militaryhire.com](http://www.militaryhire.com)
- Key to Career Success for Veterans – [www.careeronestop.org/militarytransition](http://www.careeronestop.org/militarytransition)
- TurboTAP (Transition Assistance Program) – [www.turbotap.org/register.tpp](http://www.turbotap.org/register.tpp)
- JobCentral/VetCentral – [www.jobcentral.com/vetcentral](http://www.jobcentral.com/vetcentral)
- Vocational Rehabilitation & Employment Program – [www.vba.va.gov/bln/vre](http://www.vba.va.gov/bln/vre)
- Military Vet Jobs – [www.militaryvetjobs.com](http://www.militaryvetjobs.com)
- G.I. Jobs: Your Guide to Post-Military Success – [www.gijobs.com/default.aspx](http://www.gijobs.com/default.aspx)
- Student Veterans of America – [www.studentveterans.org](http://www.studentveterans.org)
- FedsHireVets – [www.fedshirevets.gov](http://www.fedshirevets.gov)
- Helmets to Hardhats – [www.helmetstohardhats.com](http://www.helmetstohardhats.com)
- Veteran Employment – [www.veteranemployment.com](http://www.veteranemployment.com)
- Veterans Green Jobs – [www.veteransgreenjobs.org](http://www.veteransgreenjobs.org)
- VetJobs – [www.vetjobs.com](http://www.vetjobs.com)

## **African American Students & Alumni**

- African American National Black Business Trade Association – [www.nbbta.org](http://www.nbbta.org)
- The Black Collegian – [www.black-collegian.com](http://www.black-collegian.com)
- Black Enterprise – [www.blackenterprise.com/careers](http://www.blackenterprise.com/careers)
- Urban National League – [www.nul.org](http://www.nul.org)
- HBCU Career Center – <http://club.hbcuconnect.com/cgi-bin/jobs/index.cgi>

## **Asian/Pacific Islander Students & Alumni**

- AsiaMedia – <http://asiamedia.com/jobs/>
- Asian American Economic Development Enterprises, Inc. – [www.aaede.org](http://www.aaede.org)
- National Association of Asian American Professionals – [www.naaap.org](http://www.naaap.org)
- MindExchange – [www.mindexchange.com/asia.htm](http://www.mindexchange.com/asia.htm)

## **Hispanic Students & Alumni**

- Hispanic Alliance for Career Enhancement – [www.haceonline.org](http://www.haceonline.org)
- Saludos Hispanos – [www.saludos.com](http://www.saludos.com)
- LatPro.com – [www.latpro.com](http://www.latpro.com)
- iHispano.com – [www.ihispano.com](http://www.ihispano.com)

## **LGBTQI Students & Alumni**

- Out for Work – [www.outforwork.org](http://www.outforwork.org)
- Internships for Gay Men, Lesbians, Bisexuals, & Transgendered Individuals – [www.american.edu/ocl/glbta/Resources-GLBTA-Resources.cfm](http://www.american.edu/ocl/glbta/Resources-GLBTA-Resources.cfm)
- Pride at Work – [www.prideatwork.org](http://www.prideatwork.org)
- Human Rights Campaign—WorkNet – [www.hrc.org](http://www.hrc.org)
- PrideNet – [www.pridenet.com](http://www.pridenet.com)
- Simply Hired - Pro Gay Jobs on the Web – [www.simplyhired.com/a/jobs/list/q-pro+gay](http://www.simplyhired.com/a/jobs/list/q-pro+gay)
- Transgender at Work – [www.tgender.net/taw](http://www.tgender.net/taw)
- HireDiversity – [www.hirediversity.com](http://www.hirediversity.com)
- Corporate Equality Index – [http://issuu.com/humanrightscampaign/docs/corporateequalityindex\\_2013?e=1357809/1055049](http://issuu.com/humanrightscampaign/docs/corporateequalityindex_2013?e=1357809/1055049)
- LGBT CareerLink – <http://outandequal.org/lgbtcareerlink>



# NEGOTIATING SALARIES

## Job Application Requesting Salary Requirements?

Asking for your salary requirement is a great way for employers to find out whether or not you have done your research. If you throw out an unrealistic number – too high or too low – the employer can tell that you just took a wild stab in the dark; that you don't know what the current "going rate" is for the position for which you are applying; or that you simply don't care what they might be offering – you only care about how much you want to make.

### How Should You Respond?

Do your homework (research salary data) and provide a range (not a single amount). Giving a range allows room for negotiation when that time comes. If you give a single, specific amount, you leave no room to negotiate.

Let's say their hiring range for a job is \$30,000-\$40,000. If you say your salary requirement is \$32,000, you have just told that employer that they don't need to offer any more than \$32,000. Provide a range – \$32,000-\$38,000, for example – you are leaving the door open to a higher offer.

If you don't want to give a specific range, you can always just respond with "Negotiable," but you will still need to do your homework and prepare for the eventual salary discussion.



## Salary Negotiation with Job Offer

Sometimes when you receive a job offer it may seem like you are not getting fair market value for your skills, experience, and knowledge. This is an important distinction because you want to negotiate for the right reasons – because you're worth more than the offered amount based on industry standards, *NOT* because you just want more money! No matter what, below are some tips to help you through the negotiation process:

- Hold off negotiations until after you're offered the position
- Be able to justify your salary expectations
- Research your career field and determine salary averages in relation to skills and experiences
- Practice negotiating and be prepared to overcome objections, while maintaining a professional attitude
- Finally - Be aware that some companies have formal pay structures and therefore aren't negotiable



## Example of How to Start Negotiations:

*"I've done research of industry standards for similar positions in this area of the country, and it seems that salaries range from \_\_\_\_ to \_\_\_\_ depending on experience and qualifications. Based on my \_\_\_\_ experiences, I was hoping that I would be towards the higher end of that range. Is there a possibility of that?"*

Additionally, remember to evaluate the entire compensation package, because salary isn't everything. Consider things like health insurance, retirement package, vacation/sick leave, personal reward, opportunity for advancement, job security, etc.

## Resources for Salary Information

- NACE Salary Calculator - [www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.php](http://www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.php)
- CareerOneStop Salary Info - [www.careeronestop.org/SalariesBenefits/Sal\\_default.aspx](http://www.careeronestop.org/SalariesBenefits/Sal_default.aspx)
- Glassdoor Salary information - [www.glassdoor.com/Salaries](http://www.glassdoor.com/Salaries)
- Salary.com - [www.salary.com](http://www.salary.com)
- PayScale - [www.payscale.com](http://www.payscale.com)

Source: Campus Career Coach

# REVIEWING JOB OFFERS

## Choosing Among Job Offers

First, make sure you know enough about the organization, the job, and the details of each offer to weigh one offer against another. If you lack information, seek it out by asking the employer, researching the organization, and talking to others who work at or are familiar with the organization or job.

There is no perfect formula for making your decision, but one of the best ways to begin is by making a list of all of the features that are important to you in your first job. These may include such items as the type of work you'll be doing, the organization's reputation/prestige, training program, salary, specific benefits, location of job, opportunity for advancement, work environment, opportunity for free time (evenings and weekends), opportunity for travel, colleagues with whom you'll be working, and so forth. Add every possible item you can think of to your list.

## What Matters Most?

After you have all the features on your list, rank them in order of their priority to you. For example, type of work may be most important to you, followed by salary, and then specific benefits.

Next, look at each job offer you are considering, and rate the features of each using a scale of one to five (with five being excellent and one being poor). For example, if ABC Company's offer provides a great starting salary, you'll most likely give that feature a "5" under ABC. If XYZ Company's offer provides a lesser starting salary, XYZ might earn a "3" rating for salary.

After you have finished rating all the features for all your offers, add up the scores for each offer. Although this is an inexact science, it is a way to demonstrate which offer provides you with the most of whatever features are important to you.



## Weigh Your Options Carefully

In the final analysis, remember to weigh carefully what is most important to you. Don't be swayed by the job title or the prestige of the organization and how it will impress your relatives. While it is helpful to get advice from family and friends, you are the one who will be going to work every day. You need to be sure that your job will be a good experience for you and will allow you to achieve your initial goals. Remember, though, that no job is perfect or able to meet all your needs. Consider the factors that you are willing to compromise on or have met in other ways. For example, if you enjoy travel and your job provides little opportunity for it, you can use long weekends and vacations for this interest.



## Nothing Is Forever

Keep in mind that while you want to make the best possible decision at this moment in time, your decision is not irrevocable. The odds are great that you will not remain with your first employer for your entire career. As you progress in your career, you will continue to learn which features are of highest priority for you (your priorities will also probably change with time) and how to find the best opportunity to have these priorities met. Good luck!



# INTERVIEW PREPARATION



# INTERVIEW OVERVIEW

## What is an Interview?

- Two-way conversation between you and the employer
- A selling situation
- First chance to meet and speak with a potential employer
- Second step of the job search process

## What Do Employers Want to Know?

- Are you capable of doing the job?
- Are you motivated to do the job?
- Are you a person they'll like working with on their team?

## Types of Interviews

### Group interviews

- Several candidates are interviewed at once
- Want to show initiative and creativity in answering questions without being pushy

### Panel interviews

- More than one interviewer posing questions
- Make sure to maintain eye contact and engage each person who is interviewing you

### Phone interviews

- Have your resume, job description, water, pen & paper, and a list of questions to ask interviewer
- Be in a comfortable, quiet place with no distractions
- Use land line if possible

### Video interviews

- Practice with the software so you are familiar with the program – have your phone as back up
- Make sure the room is free of distractions – consider what the interviewer will see on camera
- Dress professionally

## BEFORE – Prepare for the Interview

### Research:

- Research the Employer or Graduate School:
  - What the company does (mission, vision, etc.)
  - Information about the industry
  - Products/Customers
  - What others say about the company
  - Current challenges and industry trends
- Ways to Research:
  - CareerShift
  - LinkedIn.com
  - Company website
  - Glassdoor.com



### Know Yourself:

- What skills/experiences do you bring an employer?
- How do these skills/experiences relate to the position you are interviewing for?
- Prepare a positive spin on any potential negatives. Instead of making excuses, redirect their attention to other activities/skills that will alleviate their concerns.
  - For example: if you're lacking related experience, discuss your skills gained through school projects, organizations you're a part of, or volunteer work.

**\*\*\*Remember the Career Center has interview rooms you can reserve\*\*\***



## During Your Interview

The key to any interview is preparation, and as mentioned in the last section being prepared consists of researching the organization and the position in detail. However, being fully prepared requires understanding what will occur during your interview or the interview process: Introduction → Dialogue → Closing

### Introduction: Make A Good Impression!

First impressions can set the tone for the rest of the interview. When your interviewer comes into the waiting room and calls your name, walk toward that person with confidence, make eye contact, extend your hand for a handshake, and say, "Hello I'm (insert your name here)."

Some Additional Tips Include:

- Be on time! Even better, arrive 10 minutes early
- Do not chew gum or wear too much fragrance
- Turn off your cell phone



### Dialogue: The Actual Interview

The most common type of interviewing today is Behavioral Interviewing. This is a popular method where questions are based on the idea that past behavior best predicts future behavior. For example, if you have shown initiative in a class project, you are likely to show initiative when you are working. So if an employer was looking to hire a candidate with leadership skills they might ask "Tell me about a time you took on a leadership role."

You should respond to these questions with a specific example where you have demonstrated the skill the interviewer is seeking and the "S.T.A.R." method is a useful approach to structure your response:

- **S** – Situation – describe the Situation you were in
- **T** – Task – illustrate the Task you needed to accomplish
- **A** – Action – explain the Action you took
- **R** – Results –and don't forget to tell them the Results.

Remember that no matter what the question or interview format there are three key things that employers want to know:

- Are you capable of doing the job?
- Are you motivated to do the job?
- Are you a person they'll like working with on their team?



### Closing: Close the Sale!

Don't forget that once the interviewer has finished asking you questions the interview is NOT complete. Always finish your interviews by completing these three steps:

- Have questions about the position or organization that you prepared ahead of time (3-5)
- Obtain all interviewers' business cards
- Express your interest and how you fit!



## After Your Interview

### The Five W's of Follow Up

Following an interview, promptly write the interviewer a letter expressing appreciation and thanks for the interview. If you are not sure who or when to contact individuals just follow the five W's of Follow Up:

1. **Who?**
  - Contact each person you met with in-person (or on phone)
  - Hopefully you obtained business cards from all your interviewers
2. **What?**
  - Express thanks for the opportunity
  - Summarize why you feel like the school/program is the right “fit”
  - Be genuine
3. **When?**
  - Immediately following your interview (within 2 business days)
4. **Where?**
  - Sending an email and hand-written thank you card is best
5. **Why?**
  - Set yourself apart and create an excellent “last impression”
  - Opportunity to reiterate & solidify your interest and fill in anything you may have left out

### Interview Do's and Don'ts

- DO know about the organization
- DON'T arrive late
- DON'T appear disinterested or arrogant
- DO identify what you have to offer
- DO offer examples
- DON'T dress unprofessionally
- DO know where you're going
- DO develop your “close”
- DO follow up



Want to practice interviews? Have a webcam?

**Check out Big Interview**

Log in at [uncw.biginterview.com](http://uncw.biginterview.com)



## SAMPLE 60-SECOND COMMERCIAL

The 60-second commercial is a guide to help you consider how to begin a conversation and points you want to mention as you introduce yourself to employers.

***You will not follow this style/format word for word, but it serves as an example as you prepare to communicate appropriately and confidently with employers.***

My name is \_\_\_\_\_, a freshman/sophomore/junior/senior, \_\_\_\_\_ major at UNC Wilmington. I am very interested in your company because (*focus on the employer, not your needs/desires*). May I give you a copy of my resume?

I am interested in talking with you because \_\_\_\_\_ (*keep it employer focused while touching on what you can provide/bring to them. Intertwine your interests as appropriate. Share how your background fits with an employer's needs*). Share a story/experience that is relevant to your career/industry interests that would be appropriately memorable to an employer.

***\*\*Remember: this is a conversation and this serves as a guide with talking points\*\****

### Possible Talking Points:

- From the research I completed about your organization I realized \_\_\_\_\_. Your company appeals to me because \_\_\_\_\_.
- I have taken a variety of courses in \_\_\_\_\_ that have prepared me for this next step. My experience with \_\_\_\_\_ has further prepared me for this opportunity because \_\_\_\_\_.

### Possible questions/comments to add to your 60-Second Commercial:

- What would it take to exceed your expectations for the opportunity? What are you looking for in incoming interns/hires?
- What have been some challenges previous hires have faced in being successful in this position?
- What factors are most important in your candidate selection process? Grades? Experience? Something else?
- Can you tell me about appropriate follow up at this point?
- Thank you for your time today. I will follow up with you as you suggested. I look forward to speaking with you soon.



# INTERVIEWING TIPS & STRATEGIES

Below are some sample questions to anticipate in the job interview and possible ways to respond.

## Open Ended

### **Tell me about yourself.**

- Be focused and incorporate how you will add value to the employer
- Spend about 15 seconds to respond to each of the following:
  - Can you do the job- discuss training, skills, accomplishments
  - Will you do the job- demonstrate your work ethic- give examples
  - Your fit with the organization- Explain how you will fit (teamwork)- give examples

### **Why our company?**

- Do your homework before the interview- visit the employer's website, utilize CareerShift, LinkedIn, and the researching employers part of the Career Center webpage
- Be able to explain who they are, what they do, and how that matters to you.

### **Why did you decide to enter this field?**

- Tell your story

### **Describe your major strengths and weaknesses.**

- Mention a few strengths and just 1 weakness. Relate your strengths to the positions and their needs.
- Focus weakness on your work – have it be something you are trying to improve, or you could improve. Spin it positively or discuss how you are already working to improve that weakness.

### **Describe your best and toughest boss.**

- Best – describe what made it a positive work environment. Toughest – describe what you learned, and how you are better as a result.

### **What are your short term and long term career goals? OR Where do you see yourself in 3-5 years?**

- Include their organization and how you are going to grow and improve yourself and abilities, while working for them... how you may move up within the organization or how you will continue to grow.

### **Why should we hire you?**

- Why you can't wait to work for the company/organization. The training, accomplishments, skills, expertise you possess. Your ability to learn, work ethic or teamwork ability, provide examples.

## Situational

### **What would you do if the work of a team member was not up to expectations?**

- Balance between blaming others with standing up and taking responsibility for the situation and doing something positive about it... How do you handle tough situations?

### **Describe how you would handle the situation if you met resistance when introducing a new idea or policy to a team or work group.**

- Discuss being able to listen to all perspectives and ideas and how you also stick to your thoughts, particularly those grounded in experience, training and research.

### **What would you do if you realized at deadline time that a report you wrote for your boss or professor was not up to par?**

- Discuss honesty and positive aspects that you completed. Focus on what you've done. Don't make excuses.

### **You disagree with the way your supervisor says to handle a problem. What would you do?**

- Describe how you would approach the situation and the type of conversation you would have with him/her.

## Behavioral

STAR method: Situation/Task, Action, Results/what you learned; use specific examples from your experiences. Focus should be on the action and results, less on the situation - don't lose the interviewer.

### Examples of Questions:

- Can you tell me about a time when you felt you had to make an unpopular decision based on your beliefs and values?
- What are three effective leadership qualities that you think are most important in the workplace? How have you demonstrated these in your current/past experience?
- Describe a situation where you were able to comfortably delegate an important task to another team member.
- Describe a situation when you felt that you overpromised and under-delivered. What did you learn?
- Tell me about a time when you looked beyond the obvious to find an unusual solution.
- Tell me about a time where you admitted a mistake and it paid off.

### Questions for the Interviewer

- What are the main objectives that you have for this position?
- Describe the typical first assignments.
- What are the challenging aspects of the job?
- What is your organization's culture?
- What do you enjoy/dislike about working here?
- What characteristics does a successful person have at your organization?
- Will there be opportunities for increased responsibility and broader experience?
- How will I and how often will I be evaluated? Who does the evaluation?
- What are the next steps?

*Want to see other sample questions and responses? Check out the Career Center website ([www.uncw.edu/career](http://www.uncw.edu/career)).*

*Want to practice interviews? Have a webcam? Check out Big Interview - available through ([www.myseawork.com](http://www.myseawork.com)).*



## INTERVIEW PREP – STAR METHOD

### Prepare for Behavioral Interviews

Use the STAR formula for responding to behavioral questions: **S** – Situation, **T** – Task, **A** – Action, **R** – Results. To help you prepare, use the STAR formula to come up with a story you would tell for each skill area below.

SKILL	YOUR STAR STORY	
Communication	Situation:	Action:
	Task:	Result:
Interpersonal	Situation:	Action:
	Task:	Result:
Teamwork	Situation:	Action:
	Task:	Result:
Initiative	Situation:	Action:
	Task:	Result:
Critical Thinking	Situation:	Action:
	Task:	Result:
Leadership	Situation:	Action:
	Task:	Result:
Technical	Situation:	Action:
	Task:	Result:
Other:	Situation:	Action:
	Task:	Result:
Other:	Situation:	Action:
	Task:	Result:
Other:	Situation:	Action:
	Task:	Result:

# PROFESSIONAL ATTIRE

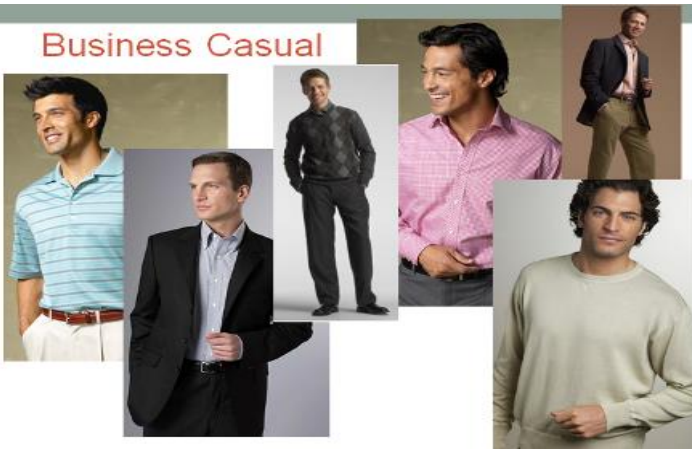
## Business Professional (Interview Attire):

- **The Suit:** single breasted 2-3 buttons jacket. Matching jacket and pants or knee length skirt. Best colors: grey, black, navy, or brown. Pant length should give a slight break at the front of your shoe. ½” of shirt collar showing.
- **Shirts/Blouses:** Thick enough so that it isn’t see-through. Avoid tight fit, low necklines, and busy patterns. Best colors are white, light blue, and pale colors.
- **Ties:** Darker than your shirt. Length should end at your belt. Keep it conservative.



- **Accessories:** Stay conservative; jewelry and other accessories can overshadow you. No piercings other than earrings. Professional watch. Nude colored hose. Natural looking makeup. Shave or neatly trimmed beard. Professional haircut. Briefcase/portfolio OR purse. No book bags. Match belt and shoes. Calf length socks should match or be slightly darker than pants. No cologne/perfume. Cover tattoos if possible.
- **Shoes:** closed toe, 1” – 1 1/2” heel, comfortable, polished leather. Best colors are black, brown or burgundy.

## Business Casual



## Business Casual:

- **“The Suit”:** Casual pants, skirts, or dresses. Pants/skirts/dresses neatly pressed. Recommended colors: navy, black, gray, brown, or khaki.
- **Shirts/Blouses:** Button down, polo/golf shirts tucked in; sweaters; cardigans, knit shirts.
- **Shoes:** Leather, low heels; boots; or dress sandals.
- **Accessories:** Socks match shoes, can be bolder with jewelry. Neat and groomed hair on head and face.

## Business Casual



## Where to Buy Locally:

- Banana Republic
- J. Crew
- The Limited
- Ann Taylor
- JoS. A. Bank
- Men’s Warehouse
- Express
- Belk
- Dillard’s
- New York & Company
- Kohl’s
- Target
- T.J. Maxx
- Marshalls
- JC Penny

\*Check with retailers for student discounts\*



# GRADUATE & PROFESSIONAL SCHOOL





# PLANNING FOR GRADUATE SCHOOL

## Is Grad School in Your Future?

Before deciding on graduate school, either at the masters (2 years) or doctorate level (4-8 years), it is strongly encouraged that you fully explore every aspect of your chosen career. Ask yourself...

- Should I go directly into grad school vs. taking some time off to work?
- Do I have the determination to devote the next 2-8 years in a specific field?
- Will grad school give me greater personal and professional development?
- Is a graduate degree necessary to gain entry into my chosen career field?
- Will I advance faster in my career?
- Is grad school worth the financial investment?
- Will I have a higher earning potential after grad school?

## Which Academic Programs Should I Consider?

- What schools offer my desired program?
- What programs do faculty recommend?
- Which programs do professionals in the field recommend?
- Which are accredited?
- Which are highly rated by national or professional reports?

## Evaluate your Choices

- Admissions requirements
- Academic program emphasis
- Quality of faculty
- Quality of facilities
- Cost and financial aid
- Location and size
- Post-graduation employment

## Applying

Entrance criteria vary between programs and can even change from year to year within a program depending on the quality of applicants. Deadlines are usually 7-8 months before your entrance date. Determine all deadlines for graduate school applications, financial aid, and assistantship applications. Send in applications early! Don't worry if you shine in some areas but are lacking in others. Most programs use a trade-off approach to gain an overall picture of an applicant. Criteria for admissions will typically include:

- GPA – most minimum requirements range from 3.0-3.5, although students can get in with lower GPAs. Official transcripts from all colleges attended will be required.
- Admissions tests
- Letters of recommendation (3) can really make a difference so think carefully about who you ask. Choose people that can truly attest to your academic or work life. Tips:
  - Ask for letters in person (consider asking 4 people in case one doesn't get finished on time).
  - Provide your qualifications/resume that may include your personal attributes (shows you are well-rounded), goals, and what program you are seeking.
  - Give recommenders the deadlines.
  - Send a thank-you letter to show appreciation.
- Write your personal statement (see next page)
- Field/Research Experience. Plan early so you'll become invested in the research with faculty who could write recommendation letters for you.
- Clubs and organizations may be good if they provide you with experiences that graduate schools value.
- Resume and interviews (usually required by more competitive programs).

# POWERFUL PERSONAL STATEMENTS

A personal statement provides info beyond your transcript and entrance exam scores. It should provide a personal account of why the program should choose you!

## Your statement should explain:

- Who you are
  - Your characteristics, skills, character, motivations, experiences
  - How you've changed over the years
  - How you're different from other applicants
  - How you've dealt with past difficulties
  - Past experiences that have impacted your goals
- Your goals
- Why you are applying to grad school?
- How you match their program

## Make sure to consider:

- Who are they?
  - The audience for your statement
  - Their institution & culture
  - Their program
  - Their faculty
  - Unique attributes of their program
- How do you match their program?
  - Academic interests
  - Research experience or interests
  - Career focus
  - Teaching experience or interests
  - Service experience or interests
  - What you offer their program; their faculty
- Carefully read the application and instructions
  - Highlight your accomplishments relevant to each program
  - Personalize each statement to match with the targeted program
  - Edit and proofread; repeat

## Get others to proofread:

- Have your personal statement reviewed by faculty, Writing Center tutors, Career Center counselors, etc.
- Did my opening paragraph capture your attention?
- Did you find the statement as a whole interesting?
- Did you find it to be well written?
- Did it seem positive, upbeat?
- Did it sound like me?
- Do you regard it as an honest and forthright presentation of who I am?
- Did it seem to answer the question(s)?
- Can you think of anything relevant that I might have inadvertently omitted?
- Is there material within the statement that seems inappropriate?
- Did you gain any insight about me from reading this?
- Did you notice any typos or other errors?
- Do you think the statement has in any way distinguished me from other applicants?
- Do you think my application is logical?

# PRE-PROFESSIONAL TRACK: HEALTH OR LAW

## What is Pre-Professional?

“Pre-Professional” is a category for students who are interested in entering a professional school after graduation, and a bachelor’s degree in any field from UNCW is excellent preparation for further educational opportunities.

**Pre-health** is for those interested in a health profession including:

- Chiropractic
- Dentistry
- Medicine
- Occupational Therapy
- Optometry
- Podiatry
- Pharmacy
- Physical Therapy
- Physician Assistant
- Veterinary Medicine

**Pre-law** is for students who want to attend law school

## Where Do I Go to Get Help? Pre-Professional Programs!

Within University College the office of Pre-Professional Programs is available to assist students interested in either the Pre-Health or Pre-Law fields. The advisors in Pre-Professional Programs offer one-on-one advising and curricular programming for all students interested in pursuing a degree in legal education or a career in the health field.

Students are encouraged to get involved with volunteer opportunities, leadership roles in campus clubs and organizations, and take advantage of the Pre-Professional Programs' curricular programs and workshops that are offered to enhance their candidacy for graduate education.

You can learn more about getting involved with Pre-Professional Programs or the workshops/programs happening throughout the year by visiting [www.uncw.edu/preprofessional](http://www.uncw.edu/preprofessional) at any time.

## Resources for Researching Your Options

### Pre-Health:

- Explore Health Careers – [www.explorehealthcareers.org](http://www.explorehealthcareers.org)
  - Provides a wide array of information about a variety of health careers
- American Academy of Physician Assistants (AAPA) – [www.aapa.org](http://www.aapa.org)
- American Dental Association (ADA) – [www.ada.org](http://www.ada.org)
- American Medical Association (AMA) – [www.ama-assn.org](http://www.ama-assn.org)
- American Occupational Therapy Association (AOTA) – [www.aota.org](http://www.aota.org)
- American Osteopathic Association (AOA) – [www.osteopathic.org](http://www.osteopathic.org)
- American Pharmacists Association (APhA) – [www.pharmacist.com](http://www.pharmacist.com)
- American Physical Therapy Association (APTA) – [www.apta.org](http://www.apta.org)
- American Podiatric Medical Association (APMA) – [www.apma.org](http://www.apma.org)
- American Public Health Association (APHA) – [www.apha.org](http://www.apha.org)
- American Veterinary Medical Association (AVMA) – [www.avma.org](http://www.avma.org)

### Pre-Law:

- Law School Admission Council (LSAC) – [www.lsac.org](http://www.lsac.org)
  - Provides services, including the LSAT, and information for students applying to law school
- American Bar Association – [www.abanet.org](http://www.abanet.org)
  - The national organization for the legal profession
- National Association of Law Placement – [www.nalp.org](http://www.nalp.org)
  - Provides info and stats on current legal careers and recent salaries of law school graduates
- The Pre-law Commentator – [www.prelawnews.com](http://www.prelawnews.com)
  - Provides pre-law "news" and editorials that are relevant and interesting to pre-law students such as one entitled "The Law School That's Right for You"

# PROFESSIONALISM IN THE WORKPLACE





# TRANSITIONING TO THE WORKPLACE

## First Year on the Job

Your first year on the job is a great opportunity to learn more about yourself, assess your strengths and weaknesses, and start devising a long-term career path. It seems like a lot to accomplish in 12 short months, but the first year is one of the most crucial for both personal and professional growth, so it's important to get as much as you can from it.

## Master the Basics

As a new hire, it's natural for you to want to dazzle your boss with your knowledge, revolutionary ideas, and unwavering team spirit. These are all important, but your first job is to demonstrate that you have mastered the basics:

***Show up on time every day, ready to work, and dressed appropriately.***

Sound simple? Many employers report an alarming shortage of qualified, enthusiastic job applicants who can be trusted to report to work each day. Your first job in your new job is to demonstrate your reliability, trustworthiness, and enthusiasm.



## Know What's Expected

It's critical that you understand your job, your supervisor's expectations, and how you fit into the larger picture of the company. Ask as many questions as you need to do your job well and learn about the organization and its culture. Don't worry about looking foolish; it's more foolish to pretend you know something (and risk getting it wrong) than to admit up front you don't.

It's also important to find out about your organization's performance review process and terminology—such as “meets expectations” and “exceeds expectations”. You can't meet or exceed expectations if you don't know what they are!

## Watch and Learn

While it might be tempting to contribute ideas at every staff meeting or team-building session, it is generally better for you as a new hire to sit back and observe your co-workers before jumping into a discussion. You don't want to come across as a “know-it-all,” or as dismissive of the knowledge and insight those senior to you have. Listen. Pay attention. Not only will you gain information that is relevant to your job, but also you will learn about your company's culture and your co-workers' distinctive personalities.



## Closing Out the Year

New hires in virtually every industry can expect a yearly performance review, and some employers require them at the end of the 90-day probationary period, or after the new hire's first six months of employment.

Seek out constructive feedback periodically so there are no surprises at your review. This will also help you correct mistakes or improve your processes quickly. Use your performance review to your professional advantage. Build on your supervisor's comments to assess your work style and improve your performance. Your review can help you get to the next step in your career.

With the right combination of a strong work ethic, the willingness to learn and improve, and the ability to accept constructive feedback, this year can be an amazing learning opportunity, and can help you lay the foundation for later career success.

# PROFESSIONALISM IN THE WORKPLACE

## Email Etiquette Tips

- € Check your junk mail regularly. You may miss something!
- € Allow someone 24 hours to reply to your email before you email them again. Following up by phone may be preferable.
- € If you are replying to an earlier email, reference that in your reply
- € Acknowledge receipt of emails from individuals
- € Use proper business letter form and use a salutation
- € " « texting abbreviations (ur, btw, lol)
- € If need immediate response, call don't email
- € Use a professional email signature; it's your billboard!



## Phone Etiquette

- Allow people 24 hours to return your call before calling again
- In a voice mail message, leave name and phone number, a good day and time to call, and then repeat phone number
- Edit your voice mail message when your phone becomes a professional phone
- Avoid taking a call if meeting with someone in your office
- Avoid taking a call or texting when in the presence of someone else or excuse yourself from the room
- If someone plans a meeting or meal with you, give them your undivided attention; leave calls, text replies for another time
- If in a public place, go outside to take a call!

## Social Media Issues

- Save social networking for home - even if your company does not restrict use of these sites, you shouldn't abuse this privilege by signing on every hour or Facebook-ing when you should be working.



## Office Etiquette Tips

- Knock before entering offices even if the door is open
- Ask if they have a minute or better time to come back
- Avoid removing items on someone's desk without asking
- Watch your volume, especially in public areas
- Close an office door if having a private or heated convo
- Be kind to support staff and respect everyone
- Make your boss look good

## Self-Management Tips

**Introductions** – Always explain who people are and use full names.

**Handshakes** – Make a “V” with your thumb and forefinger. Then extend your right arm across your body and pump about two times. Make sure your grip is not too hard or too weak.

**Name Tags** – A name tag should be worn on the right side of your front shoulder area. Pay attention to people's names when being introduced, and use names after introductions. Use Ms., Mr. Professor, Dr., unless asked otherwise.

**Socializing vs. Gossiping** – In a professional setting, stay away from cliques. Be nice and friendly to everyone, and volunteer to help out when you can. It's okay to have appropriate fun, and don't forget to communicate regularly and effectively.



# PROFESSIONALISM IN THE WORKPLACE

-BY THE NUMBERS-



**96%**

of HR executives/managers believe that professionalism relates to the person, not the job title.



**92%**

of HR executives/managers believe that colleges and universities should develop professionalism in students regardless of their field of study.



**51%**

of HR executives/managers believe that the sense of entitlement has increased among employees.



**96%**

of the HR executives/managers reported that a job applicant's professionalism affects the likelihood of being hired.

## Top Characteristics of Today's Professional



**34%**

Interpersonal Skills



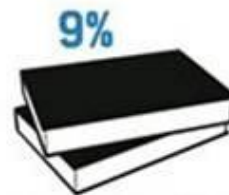
**21%**

Time Management



**25%**

Communication Skills



**9%**

Knowledgeable



**25%**

Appearance



**27%**

Work Ethic

## IT Misuse on the Job



## Deadly Interview Mistakes



- 40%** Inappropriate Attire
- 29%** Late for Interview
- 26%** Lack of Preparation
- 23%** Poor Verbal Skills/Grammar

# So, You Want to Stay in Wilmington?

## The Wilmington Job Market

The job market in Wilmington is extremely tough! While there are jobs, you have to start early and reach out through networking, and hitting the pavement.

Join organizations, meet new people, get involved with things you are interested in, volunteer – all to network, and learn about opportunities!



## Get Involved with Alumni Chapters

Alumni chapters give Seahawks the ability to connect with others who share a common interest or live in the same region. As alumni programming grows, chapters remain at the core of keeping alumni connected. Events are seasonal and vary depending on the location or group preferences.

*The Cape Fear Area Chapter, where the largest concentration of alumni lives, hosts many events each year.*

## Networking Groups in Wilmington

### Port City Young Professionals

The Port City Young Professionals (PCYP) is a network of professionals in their 20's and 30's designed to engage and introduce young professionals to Greater Wilmington's vast resources and opportunities.

Website: [www.pcypapp.com](http://www.pcypapp.com)

Follow them on Twitter @PCYP – Like them on Facebook “Port City Young Professionals”

### Wilmington Minority Professionals Networking Group

The Wilmington Minority Professional Networking Group (WMPNG) addresses the challenges facing Wilmington's Minority professionals. The organization is dedicated to bringing together diverse people who live and work in Wilmington, N.C., and share similar backgrounds and experiences for personal and professional awareness, interaction, and development.

Find them on Facebook: [www.facebook.com/groups/wmpng](http://www.facebook.com/groups/wmpng)

*\*\*Groups and their activity level changes periodically. Be sure to search other groups/areas of interest that may fall in line with your desired career path.\*\**

## Research Wilmington Area Employers

Use CareerShift and LinkedIn to research employers in the Wilmington area that are in your industry. Search jobs at those companies, see who you know, network, and conduct informational interviews with employers.

