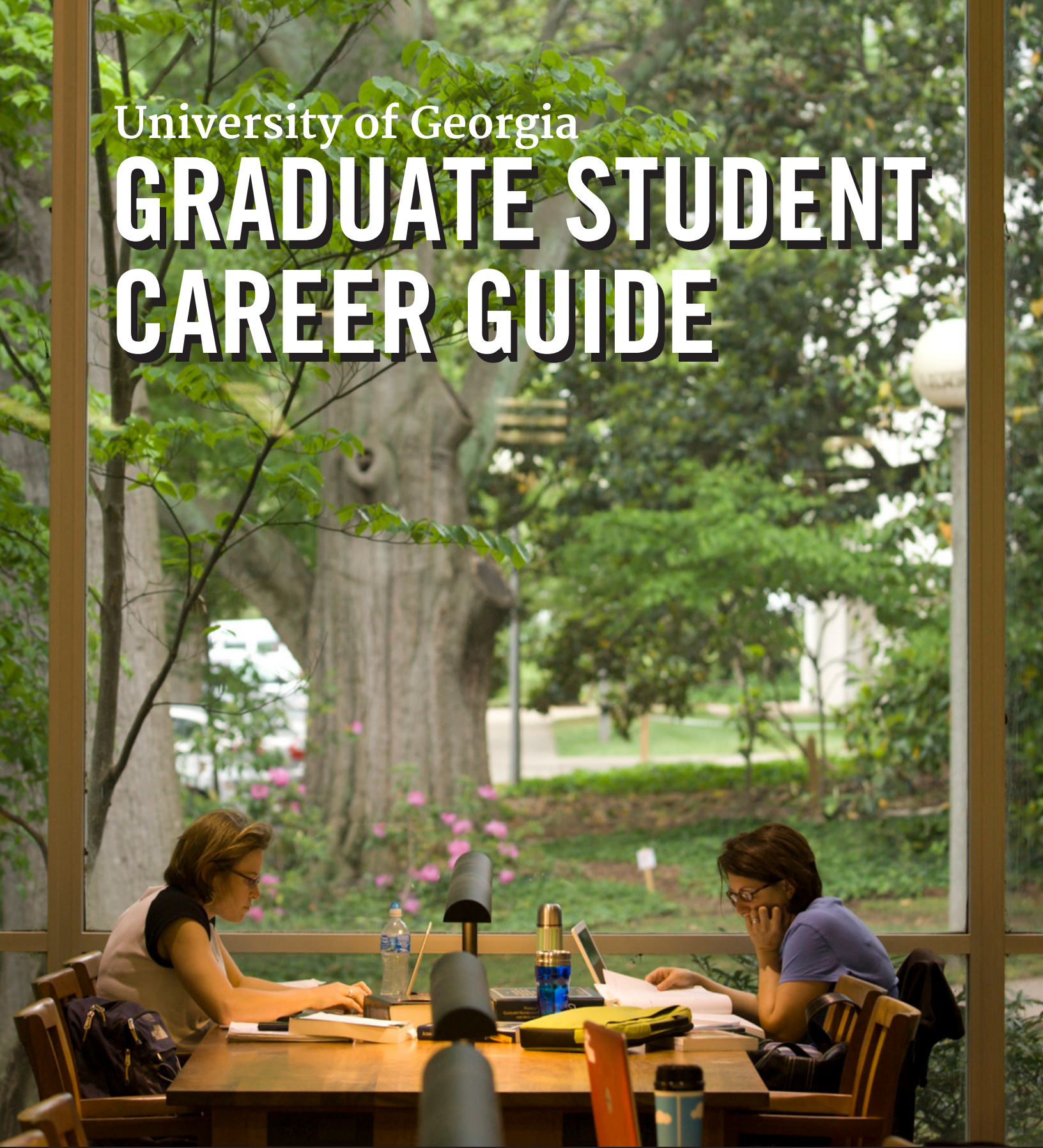


University of Georgia

GRADUATE STUDENT CAREER GUIDE



Career Center
UNIVERSITY OF GEORGIA

706-542-3375
career.uga.edu
[@ugacareercenter](https://twitter.com/ugacareercenter)

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A Quick Guide to Our Services



The UGA Career Center offers many resources for all students and alumni. This guide not only outlines how we can serve you as a graduate student, but also serve as a valuable tool to assist you in your career development. Your faculty members will teach you content in your field of study to build new knowledge applicable to your future career in either academia or industry. We want to help you translate this knowledge onto your resume / CV and communicate it effectively during an interview.

This guide will provide you with a framework to build your resume / CV and conduct a successful industry or academic job search. It will also provide you with best practices for networking and tips for creating a new or stronger LinkedIn profile. Utilize the portions of the guide that are most applicable to you. See our services below if you feel like you need a more in-depth explanation or individualized feedback about your career-related questions.

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

1. Resume & CV Critiques and Creation
2. Cover Letter Critiques and Creation
3. Career Exploration (industry & academia)
4. Professional Etiquette & Networking
5. Employer Communication & Research
6. Salary Negotiation
7. Interview Prep
8. Job & Internship Search Strategies
9. Career Fair Prep
10. Social Media & LinkedIn
11. Evaluating Job Offers

Individual Career Counseling – Career Consultants are available to meet individually with students at any point during their time here at UGA. To find out the name and contact information for the designated Career Consultant for your area of study, visit our website at career.uga.edu. You can schedule an appointment online by logging in to your Handshake account or by calling the Career Center, 706-542-3375.

Drop-In Hours – Have a quick question? Stop by the Career Center Multipurpose Room on the second floor of Clark Howell Hall between 12 p.m. and 2 p.m., Monday-Friday, to meet with a Career Consultant for 10-15 minutes. No appointment necessary.

Satellite Hours – Check our website to find out when your Career Consultant will be holding satellite hours on campus at a location near you. Drop in during these times to ask quick questions. No appointment necessary.

Mock Interviews – Have an interview coming up? Schedule a practice interview with your Career Consultant to make sure you are ready to face employers or faculty.

Career Assessments – Learn how your personality, interests, values, and skills can help you choose a career.

Handshake – This is your online job and internship board. Begin here when looking for internships and jobs for UGA students and alumni; including part-time, full-time, and on- and off-campus opportunities.

Online Career Resources – Under the “Resources” tab at career.uga.edu, check out the “Career Guides” link and “Online Resources” link for additional tools, including our Social Media Guide, the Vault Career Insider, the GoinGlobal Career Guide, and more.

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

Career Development Plan



Master's Student (2 year)

Year 1

Explore Career Options

- Visit career.uga.edu and complete career assessments to help determine interests, values, and personality type; meet with your Career Consultant to discuss your results
- Research career options using websites like Career Insider, O*Net, etc. Check out page 33 for more online resources.

Get Involved & Build Your Network

- Join a graduate student organization or volunteer in an area of your interest
- Attend Career Center programs and graduate student workshops
- Join local chapters of professional associations related to your chosen field
- Create a LinkedIn profile and start building your professional network
- Attend a conference within your area of study

Get Experience

- Create a resume / CV and seek feedback from a Career Consultant, faculty member, and / or industry professional
- Attend career fairs and other recruiting events to chat with employers about employment opportunities
- Seek out internship / research / teaching opportunities within your field using your network of faculty, colleagues, friends, family, and the Career Center

Year 2

Explore Career Options

- Work with your academic advisor to select electives to complement your interests
- Conduct informational interviews with people in potential careers to learn about options
- Shadow professionals in chosen field of interest
- Determine your top career choices and top employers

Stay Involved & Strengthen Your Network

- Interact with guest speakers and college personnel to create connections
- Become a leader in graduate student organizations or professional associations related to your chosen field
- Attend or present at a conference within your area of study
- Attend Career Center programs and graduate student workshops

Increase Experience & Knowledge

- Complete an internship or secure a career-related part-time job
- Strengthen your interviewing skills by scheduling a mock interview with your Career Consultant
- Read magazines and journals to become familiar with career trends and areas of opportunity

Job Search

- Update your resume / CV and have it reviewed by a Career Consultant, faculty member, and / or industry professional
- Create additional documents as needed (research statement, teaching philosophy, cover letter) and review them with your Career Consultant, faculty member, and / or industry professional
- Create a timeline for your job search with deadlines for completing certain tasks
- Determine references (faculty, supervisors, etc.) and provide them with a copy of your resume / CV and other pertinent job information
- Request recommendations on LinkedIn to strengthen your profile
- Research employers through company websites and social media accounts
- Participate in career fairs and other on-campus recruiting events related to areas of interest
- Meet with your Career Consultant to discuss salary negotiation
- Complete the Career Center's Career Outcomes Survey to tell us what you are doing after graduation

Career Development Plan



Doctoral Student (5+ years)

Year 1-2

Explore Career Options

- Visit career.uga.edu and complete career assessments to help determine interests, values, and personality type; meet with your Career Consultant to discuss your results
- Research career options using websites like Career Insider, O*Net, etc.

Get Involved & Build Your Network

- Join a graduate student organization or volunteer in an area of your interest
- Attend Career Center programs and graduate student workshops
- Interact with guest speakers and college personnel to create connections
- Join local chapters of professional associations related to your chosen field
- Create a LinkedIn profile and start building your professional network
- Attend a conference within your area of study

Get Experience

- Create a resume / CV and seek feedback from a Career Consultant, faculty member, and / or industry professional
- Attend career fairs and other recruiting events to chat with employers about employment opportunities
- Seek out internship/ research/ teaching opportunities within your field by using your network of faculty, colleagues, friends, family, and the Career Center

Year 2-4

Explore Career Options

- Conduct informational interviews with people in potential careers to learn about options
- Shadow professionals in chosen field of interest

Stay Involved & Strengthen Your Network

- Update your LinkedIn profile and request recommendations to strengthen your profile
- Obtain leadership role(s) in a graduate student organization or professional association related to your chosen field
- Attend or present at a conference within your area of study
- Attend Career Center programs and graduate student workshops

Increase Experience & Knowledge

- Update your resume / CV
- Complete internship, research, or teaching opportunities or a career-related part-time job
- Strengthen your interviewing skills by scheduling a mock interview with your Career Consultant
- Read magazines and journals to become familiar with career trends and areas of opportunity

Year 4+

Narrow Your Career Options

- Determine your top career choices and top employers




Job Search

- Update your resume / CV and have it reviewed by a Career Consultant, faculty member, and / or industry professional
- Create a timeline for your job search with deadlines for completing certain tasks
- Determine references (faculty, supervisors, etc.) and provide them with a copy of your resume / CV and other pertinent job information
- Research employers through company websites and social media accounts
- Participate in career fairs and other on-campus recruiting events related to areas of interest
- Meet with your Career Consultant to discuss salary negotiation
- Complete the Career Center's Career Outcomes Survey to tell us what you are doing after graduation

Transferable Skills






As you plan your life after graduate school, it is important to evaluate the skills that you have developed during your time as a student. Use this table to reflect upon your experiences and your skill development. Knowing how you have developed each skill will help you as you prepare for your life after UGA!

Oral and Written Communication	Teamwork and Collaboration	Critical Thinking and Problem Solving
<p><i>Definition</i></p>	<p><i>Definition</i></p>	<p><i>Definition</i></p>
<p>Articulate thoughts/ideas clearly and effectively in written & oral forms to persons inside & outside of the organization. Develop public speaking skills; able to express ideas to others; can write / edit memos, letters, and complex technical reports clearly & effectively.</p>	<p>Build collaborative relationships with colleagues & customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Able to work in team structure and negotiate / manage conflict.</p>	<p>Exercise reasoning, analyze issues, make decisions, and overcome problems. Obtain, interpret and apply knowledge, facts, and data; demonstrate originality / inventiveness.</p>
<p><i>You may have developed this skill through...</i></p>	<p><i>You may have developed this skill through...</i></p>	<p><i>You may have developed this skill through...</i></p>
<ul style="list-style-type: none"> • Writing emails • Writing papers • Writing grants • Classroom presentations • Conference presentations • Teaching assistantship 	<ul style="list-style-type: none"> • Group projects • Student organizations • Intramural sports • Work experience • Internship experience 	<ul style="list-style-type: none"> • Weighing graduate school options • Research projects • Event planning • Classroom projects
		

Adapted from the Career Readiness materials developed by the National Association of Colleges and Employers (NACE)

Why invest in developing these skills?

Experience does not have to be glamorous to be valuable. You've gained skills throughout your academic career that are relevant to your job search. Often times, connecting academic experience to the job search is a challenge. Why is this? Typically, in classes or other academic settings, we think in subjects. In contrast, the world of work thinks in skills. Employers report that they look for the skills listed below in candidates. Therefore, identifying how the skills you developed as a student transfer into the world of work is crucial. Your goal is to articulate these skills on your resume, in your cover letter, and in a job interview. Your UGA Career Consultant is here to help you in this endeavor!

Digital Technology	Leadership	Professionalism and Work Ethic
<p><i>Definition</i></p>	<p><i>Definition</i></p>	<p><i>Definition</i></p>
<p>Leverage existing digital technologies ethically & efficiently to solve problems, complete tasks, and accomplish goals. Demonstrates adaptability to new & emerging technologies.</p>	<p>Leverage strengths of others to achieve common goals; use interpersonal skills to coach & develop others. Able to assess & manage your own emotions and others' emotions; use empathetic skills to guide & motivate; organize, prioritize, & delegate work.</p>	<p>Demonstrate personal accountability & effective work habits such as punctuality, working productively with others, time management, understand impact of non-verbal communication on professional image.</p>
<p><i>You may have developed this skill through...</i></p>	<p><i>You may have developed this skill through...</i></p>	<p><i>You may have developed this skill through...</i></p>
<ul style="list-style-type: none"> • Social media • Microsoft office • Website development or design • Portfolio development • Specialized certifications 	<ul style="list-style-type: none"> • Classroom projects • Student organizations • Development of new initiatives for your department 	<ul style="list-style-type: none"> • Engagement with the UGA Career Center • Forming strong relationships with faculty / staff / graduate school colleagues • Internships & work experience
		

Adapted from the Career Readiness materials developed by the National Association of Colleges and Employers (NACE)

Networking



Networking is a primary part of the job search. Your network consists of family, friends, professors, fellow students, professional organizations, and colleagues. Take advantage of the contacts that you currently have in your graduate cohort and professors. All of these individuals are part of your network and can provide you with vital connections and opportunities in your job search.

Tips for being successful at networking:

- Start early and continue networking throughout your entire college career and beyond
- Set deadlines for yourself to contact individuals in your network or develop new contacts
- Maintain your strong contacts and strengthen weak contacts
- Focus on building quality relationships with your contacts
- Give yourself opportunities to network by attending conferences, career fairs, or on-campus events
- Remember that networking is relationship building, not getting jobs from people

Social Media

Social media sites like LinkedIn are obvious resources for expanding and maintaining your network, but keep in mind Twitter, Facebook, Instagram, etc. can also be utilized for networking. Make sure to use each social media site for its intended purpose. Instead of just focusing on cleaning up your “digital dirt”, use social media sites to make a positive impression on your current network. If you’re not sure how to best utilize your social media, read our Social Media Guide to really assess your digital footprint.

Professional Organizations

Professional organizations offer many opportunities for networking through conferences, online events or forums, and other interactive events. Target industry-specific associations to join and seek out graduate student roles or groups within these organizations. Think about attending or presenting at a professional organization conference to expand your network further.

Campus Resources

Target UGA Career Center career fairs or other events that bring employers on campus from industries that align with your career interests. Your graduate program or department may also offer a variety of resources to help connect you with potential employers or professionals in the field.



Informational Interviews



An informational interview is an opportunity to spend time with a professional in a career field of interest. Informational interviews can help you build your network, tap into the hidden job market, and learn unpublished details about a specific company, organization, or school. Follow the guidelines below to ensure that you show respect for the time and energy put forth by the professional you contact.

Preparation

- Identify a professional to contact in a career field of interest to you
- Research the professional and their organization/industry
- Reach out via phone or via email to schedule
- Prepare for the informational interview using some of our sample questions
- When arranging an informational interview, plan for the interview to take 30 minutes or less
- Pay close attention to the time so that you can respect the professional's schedule

Sample Questions To Ask

1. How did you get started in this field?
2. What is your educational background?
3. What are your major responsibilities?
4. What is the most/least rewarding aspect of your career?
5. Would you choose this career again?
6. What is a typical day like?
7. What is the most common career path to lead to where you are?
8. What are some lifestyle considerations for this career field?
9. What are some common entry-level positions (or graduate programs) in the field of _____?
10. What kind of individual (skills/personality) would be best-suited for these entry-level positions?
11. What are the most important factors used when hiring?
12. What is the future outlook for this career?
13. What is the best educational preparation for a career in this field?

14. Which classes and experiences would be most helpful to obtain while still in grad school?
15. How high is turnover? How does one move within the organization?
16. How do people find out about open positions in this field?
17. What are areas for potential growth/decline?
18. How do you see jobs like yours changing in the future?
19. Which professional journals/organizations would be most helpful in evaluating the field?
20. Who else do you recommend I talk with, and may I have permission to use your name?
21. Can you recommend other types of organizations I might investigate or contact?

Sample Script

“Hello, my name is _____. I was given your name/found your name by _____. I am a (class year) at UGA and am interested in arranging an informational interview to learn more about your journey to _____. Please let me know when would be a good time for me to meet with you over the phone, in person, or via online video for a half hour conversation. I am happy to provide dates and times that are suitable for my schedule should you find this more convenient.”



Using LinkedIn Strategically



LinkedIn is a social media site that allows you to connect with fellow members including colleagues, peers, and potential employers. This site can be a wonderful tool for the job search and to develop your network as a graduate student. Taking advantage of the opportunities through LinkedIn can be done in many ways.

Career Insights

LinkedIn offers a Career Insights tool (previously called LinkedIn Alumni Tool) that provides a database of thousands of alumni. You can search alumni according to location, company, or industry type to identify LinkedIn members with careers in your areas of interest. This tool is helpful during the job search to pinpoint job titles or companies that match your career interests. Look for LinkedIn members who work in your dream job. Observing their previous positions or education can help you identify steps you might take to be successful. Career Insights is also beneficial for networking with alumni from both your graduate and undergraduate institution.

The University of Georgia

Athens, GA 163,099+ alumni 190,831 followers

27 connections work here. [See all 10,671 employees on LinkedIn -->](#)

[Following](#) [See alumni](#)

Reach out to alumni with similar interests using a customized message describing your intent:

“Dear Mr. Smith, I am currently a second-year graduate student at UGA studying Environmental Health Science and hoping to enter the public health industry. I noticed on your profile that you are also a UGA alumnus with experience in this field. I would love the opportunity to connect with you and learn more about your career path. Thanks! Sincerely, John Daniels”

Research

LinkedIn is helpful for researching employers during the job search process. Search for the company to find more information about events the company hosts, posts that are indicative of company culture, and other information not listed on their website. The company’s LinkedIn can also give more in-depth, detailed information which will provide you with context and knowledge for both the cover letter and interview.

Job Search

LinkedIn also has a job search function. You can search by keyword and/or location to find positions of interest. Be sure to click on the “career interests” tab to customize the jobs LinkedIn recommends.

LinkedIn Student App

This customized app provides relevant suggestions for individuals / companies based on your profile. It keeps you engaged in the job search with alerts / suggestions and makes it easily accessible.

Groups

To help expand your network, you can join LinkedIn Groups to give and receive valuable information through online conversations. A few groups to consider joining are the University of Georgia Alumni Association, regional alumni chapters, fraternity / sororities, clubs / organizations, and professional associations.

Graduate Student LinkedIn Profile



Name

Headline: Give a quick one-liner that describes your current role and future professional goals.

Last 2 Employers

Location • Connections

Summary: Concisely highlight several prominent experiences from your college career or past employment as well as fields you are interested in pursuing in the future.

Experience



Reflect any past part or full-time work experiences in this section as well as your current position. Use bulleted statements or full sentences to describe each position in detail. Quantify your experiences, and paint the picture for the employer of the value you added as an employee. Media can be attached to each of these to give a visual portrayal of some of your work, including presentations, documents, graphics, videos, etc.

Education



List your full graduate and undergraduate degree titles and subsequent information regarding your education. You can also list additional activities / societies under each institution.

Volunteer Experience will fall under Education: Describe any community serve projects or volunteer organizations with which you have assisted both through your institution and outside of it. Again, provide detail for these experiences and thoroughly describe significant community service.

Featured Skills & Endorsements

Skill 1 here • 16

Skill 2 here • 12

Skill 3 here • 9

This section incorporates both hard and soft skills and allows others to endorse you for each skill you list. Provide skills related to the industry you are seeking to work in after graduation, but be sure to list a variety of skills that depict a well-rounded candidate.

Who can give endorsements? Fellow colleagues, supervisors, colleagues, or other contacts can use this section to validate your competency in any skills.

See 17 more skills 

Recommendations

Received (1)

Given (4)



John Doe

Professor | University of Georgia
October 20, 2017, John was
_____ professor

Recommendations are written by LinkedIn members to specifically recognize contributions, accomplishments, or quality services by a colleague, supervisor, coworker, etc. These can increase the credibility of your profile, and make you stand out to employers. LinkedIn members can simply write you a recommendation, or you can request recommendations from specific members.

Accomplishments (some of these sections may not be applicable)

- **Publications:** Describe any publications you have authored or co-authored. You can add any collaborators as well as a link to the publication to authenticate your work.
- **Certifications:** List any current certifications with license numbers if applicable.
- **Courses:** This section could be packed full of undergraduate and graduate courses. Pick and choose some that are focused more on career interests or ones where you produced quality projects or presentations.
- **Projects:** List any current or past projects, and detail your contributions to the project. This section can be enhanced with media that depicts your projects.
- **Honors & Awards:** List any awards and/or honors.
- **Patents:** Include any patents (or those pending) in this section.
- **Test Scores:** If you have an industry-specific test for your field of study, it may be applicable to list it here.
- **Languages:** List any languages and provide your proficiency levels. Consider breaking this down into writing, reading, and speaking proficiencies to really specify your language skills.
- **Organizations:** List any social or professional organizations you are currently or have been involved in during your college career. Highlight leadership roles for organizations.

Curriculum Vitae (CV)



WHAT IS A CURRICULUM VITAE (CV)?

A CV is a document used in academia that outlines accomplishments, experiences and information pertaining to your career.

WHAT IS THE DIFFERENCE BETWEEN AN INTERNATIONAL CV AND A U.S.A. CV?

In many other countries a “CV” is equivalent to what the United States refers to as a resume. You need to make sure when applying to jobs that you consider the type of document an employer is requesting.

CURRICULUM VITAE

- Purpose of Document**
Primarily used when applying to academic, educational, scientific, or research positions. These documents are also sometimes used to apply to PhD programs, fellowships or grants. A CV dives extensively into your educational and academic background covering areas such as teaching and research experience, publications, presentations, grants, honors and awards.
- Font**
12 point font for standard text
14-16 point font for your name
- Margins**
1.0” top, bottom, left, and right
- Length**
At least two to three pages but can be longer depending on how far you are into your career. CVs tend to be longer in research fields.
- Content**
CVs include every accomplishment you have experienced in academia. Examples of categories – education / academic background, teaching / research experience, publications, presentations, awards, honors, professional affiliations, grants, and other scholarly categories.
- Name / Contact Information**
Place name at the top, and make sure to center all of your information.
- Education**
Always list education as the first category in the CV, and include your dissertation/thesis title.

VS.

RESUME

- Purpose of Document**
Primarily used when applying to industry job postings, internships, part time jobs, or non-academic jobs. A resume tailors information to outline skills, experiences and education directly related to a specific field area.
- Font**
10-12 point font for standard text
14-16 point font for your name
- Margins**
.5”-1.0” top, bottom, left and right
- Length**
Most of the time one page is a good goal unless you have an extensive work history. Once you have completed another degree, you can consider adding another page.
- Content**
Resumes should include any relevant experience that pertains to the position you are seeking. Examples of categories – education, employment history, leadership experience, and skills.
- Name / Contact Information**
Place name at the top. Right, left, and center justified are all acceptable.
- Education**
List education first for the very first job, then once you have a professional job move it down under experience.

CV Layout



Name (14pt-16pt font)

Postal Address

Phone Number

Professional Email Address

Portfolio, Website, or LinkedIn Address (Optional)

EDUCATION

Institution

Doctor of Philosophy (PhD) in Degree

Dissertation (If Applicable)

City, State

Month and Year Received/Expected

GPA:X.XX/4.00

Institution

Master of Science (MS)/Art (MA) in Degree

Thesis (If Applicable)

City, State

Month and Year Received/Expected

GPA:X.XX/4.00

Institution

Bachelor of Science (BS)/Art (BA) in Degree

Minor/Emphasis

City, State, Country

Month and Year Received

GPA:X.XX/4.00

RESEARCH EXPERIENCE

Department Name, Institution

Your Role (Job Title)

Date Range

City, State

- Start off with action verbs (i.e. researched, investigated, tested, analyzed, etc.) to describe your research experience
- Include #, \$, or % if possible to help the reader understand the scope of what you did.
- Be sure to include any technical, computer, laboratory, or other skills that you gained through this experience
- Use industry jargon and terminology in this section

TEACHING EXPERIENCE

Department Name, Institution

Your Role (Job Title)

Date Range

City, State

- Discuss topics you covered, # of sections taught, level of students you worked with, and so on
- Mention teaching methods (lectured, created handouts, discussion groups, etc.)

SELECTED PUBLICATIONS / PRESENTATIONS

This section should be formatted in your field's citation style (APA, MLA, Chicago, etc.). Always bold your name within formatting to indicate your level of involvement. Remember to make a note if the publication/presentation is pending.

OTHER EXPERIENCE

Company Name

Your Role (Job Title)

Date Range

City, State

- Include industry experiences in your field of interest that you would still like to include on your CV

PROFESSIONAL AFFILIATIONS

Organization name, Your Role (if applicable)

Date Range

- Keep this section focused solely on associations specific to your area of study

HONORS & AWARDS

Name of Honor / Award / Grant

Year Awarded

- This could include assistantships, scholarships, or other forms of recognition

INVITED LECTURES

Title
Institution

Date
City, State

SKILLS

List any skills you may have that pertain to your field of interest.

LANGUAGES

List any languages and proficiency levels

SERVICE PROJECTS

Organization Name, Your Role (if applicable)

Date Range

CERTIFICATIONS

Title of Certification, Association awarded from

Date Range

***Note- order of sections may vary depending on relevance to institution**

ADDITIONAL INFORMATION



Paragraphs or Bullets

Either paragraphs or bullet points are acceptable. However, academia prefers paragraphs with a five-sentence maximum per description.



Publications or Presentations

This should be in the form of a bibliography. It is important to pay attention to the order of names as they should be listed from the most to the least amount of work.



Order

The order of a CV should be based on the focus of the institution to which you are applying to.



Dates

Include months when establishing a time period for most CVs; semesters are acceptable for academia.



Compare

Compare your CV to other faculty members in your area of study.



Personal Information

Do not include personal information like height, weight, marital status, age, picture, or health.



When to Start

Start creating your CV when you first start your program. It will be far easier to remember all of what you accomplished if you update it periodically.



Versions of CVs

Create different versions of your CV. If you are applying for positions that have different focuses (teaching vs. research), customize your application materials to the job position opening.

Resume Layout



Name (14pt-16pt font)

Postal Address

Phone Number

Professional Email Address

Portfolio, Website or LinkedIn Address (Optional)

EDUCATION

Institution

Doctor of Philosophy (PhD) in Degree
Dissertation (If Applicable)

City, State
Month and Year Received/Expected
GPA:X.XX/4.00

Institution

Master of Science (MS)/Art (MA) in Degree
Thesis (If Applicable)

City, State
Month and Year Received/Expected
GPA:X.XX/4.00

Institution

Bachelor of Science (BS)/Art (BA) in Degree
Minor/Emphasis

City, State, Country
Month and Year Received
GPA:X.XX/4.00

RELEVANT EXPERIENCE

Company Name

Job Title

- City, State
Month and Year Range
- Include 3-5 bullet points demonstrating skills you have gained through this position that relate back to the job description
 - Place a strong action verb at the beginning of a bulleted statement
 - Use quantifiers such as numbers, money amounts, or percentages whenever possible

WORK EXPERIENCE

Company Name

Job Title

- City, State
Month and Year Range
- Include 3-5 bullet points demonstrating skills you have gained through this position that relate back to the job description

SKILLS

List any skills in order of what most pertains to your field. Skills can be in computer software, laboratory, and technical.

Computer Software: Skill 1, Skill 2, Skill 3

Languages: Skill 4, Skill 5, Skill 6

CERTIFICATIONS

Name of training/certification you received

Month and Year Range

LANGUAGE

List language and include the proficiency level you have for reading, writing and speaking.

SELECTED PUBLICATIONS/PRESENTATIONS

This section should be formatted in your field's citation style (APA, MLA, Chicago, etc.); always bold your name within formatting to indicate your level of involvement. Remember to make a note if the publication/presentation is pending.

ACTIVITIES AND INVOLVEMENT

Club/Organization Name, Your Role

Month and Year Range

HONORS AND AWARDS

Name of Honor/Award/Grant

Month and Year Given

***Note- order of sections may vary depending on relevance to industry**

Section Breakdown



HEADER

1. Your heading should include your full name, mailing address (optional), phone number, and email.
2. Your name should be 14–16pt font and bolded so it can be the most prominent thing on the page.
3. Your email address should be appropriate and indicate who you are by including your last name. Use a school or personal email address, never one from a current position.
4. You can include your LinkedIn page URL or an URL for a personal portfolio or website

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45 Milledge Avenue • Athens, GA 30606 • 404-665-2345 • JayRoman@uga.edu

EDUCATION

1. Education should be listed in reverse chronological order (i.e. most recent to oldest).
2. GPA does not need to be listed for a PhD–level degree.
3. Include information about your dissertation.
4. If you include your GPA remember to include the GPA scale (e.g. 3.00/4.00) and should be a 3.0 or higher.
5. You can bold / italicize either the institutions you attended or the degrees received.
6. Do not include information from grade school / high school.
7. Include title / info about thesis / dissertation if applicable

The University of Georgia <i>Doctor of Philosophy in</i> Research Focus/Dissertation:	Athens, GA May 2021
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Clemson University <i>Master of _____ in</i> Research Focus/Thesis:	Clemson, SC May 2016
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Maryville College <i>Bachelor of _____ in</i>	Maryville, TN May 2014
--	---------------------------

The University of Georgia <i>Master of _____ in</i> Research Focus/Thesis:	Athens, GA May 2018
--	------------------------

Virginia Tech <i>Bachelor of _____ in</i>	Blacksburg, VA May 2016
--	----------------------------

EXPERIENCE

1. Experiences should be listed in reverse chronological order.
2. Include your position title, name of the institution/company, location (city and state/country), and the dates.
3. Your work title should be bolded, italicized, or underlined.
4. For any current positions, use present tense verbs when describing your experiences.
5. For past positions, use past tense verbs to describe your experiences.
6. Remember to include numbers, percentages, and monetary amounts when describing your responsibilities in numerical form.
7. Use language and terms included on the job description.
8. Your dissertation can be placed under research experience or education.
9. Remember to be consistent with your dates. You should either use seasonal terms (i.e. fall, summer, spring) or list dates by what month you started and ended that experience.

TEACHING EXPERIENCE

Teaching Assistant

August 2017 - Present

University of California

Irvine, CA

- Prepare readings and essay assignments, lead discussions, and create writing workshops for 65 undergraduate students
- Use Blackboard to post readings and moderate comments in conversation during virtual class time
- Grade homework assignments, quizzes, and exams
- Meet with students during office hours to address student questions

LABORATORY EXPERIENCE

Graduate Research Assistant

September 2013 - December 2016

Boston University and Biocontainment Lab

Boston, MA

Produced and analyzed 9, large RNA sequence datasets with existing bioinformatics tools resulting in the identification of over 1,000 stress-resistance gene candidates. Trained 5 undergraduate students in the use of these novel assays and existing bioinformatics tools so that new projects could be completed independently. Wrote and revised standard operating procedures for the use in the BSL-3 containment lab.

SUPERVISORY EXPERIENCE

Supervisor- Graduate Student Proctors

January 2015 - May 2015

University of Georgia

Athens, GA

Supervisor: Dr. Arlene Stewart

- Supervised and trained a group of 20 proctors in conducting and facilitating undergraduate exams
- Independently managed scheduling and advising students as needed

CLINICAL EXPERIENCE

Psychological Evaluation Trainee

October 2013 - Present

Santa Monica Child Guidance Center

Santa Monica, CA

Present issues to eliminating learning disabilities, clinical depression, ADHD, and oppositional defiant disorder. Consult and communicate with parents, teachers, and therapists about next steps to ensure childrens success.

RESEARCH EXPERIENCE

Graduate Research Assistant,

May 2008 - February 2009

The James & Jennifer Harrell Center for the Study of Family Violence

Tampa, FL

- Member of team evaluating the impact of dependency mediation programs in Florida in order to improve outcomes for abused or neglected children
- Participated in the design of survey questionnaires for multiple informant types
- Assisted with data collection activities, including retrospective records review and prospective survey administration in courtrooms across the state of Florida

RESEARCH & PUBLICATIONS

1. Address which publications are pending and which ones have been presented.
2. Format this section based on the format used within your field. (i.e. APA, MLA, Chicago, etc.).
3. Always bold your name within formatting to indicate your level of involvement when there is more than one author.

MLA Presentation Format

Author Last Name, First Name. "Title of Presentation." Conference Title, Organization/Association Hosting Conference, Date, Venue, City, State. Type of Presentation.

MLA Presentation Example

Lostritto, Jenny S. "Poetry: The Artistic Writer." Northeastern Annual Conference, Northeastern Writer's Association, 24 May 2015, The Avalon Convention Center, New York, NY. Keynote Address.

MLA Publication Format

Last Name, First Name. "Title of Publication." Name of Journal/Periodical, Date, Page Range.

MLA Publication Example

Smith, Michael. "Fear of Falling: The Psychology of Nightmares." Southern Psychology Journal, 2 August 2017, pp. 111-115.

APA Presentation Format

Last Name, First Initial. Middle Initial. (2017). Title of presentation. Type of Presentation at the Meeting/Conference Type of Organization/Association Hosting Conference.

APA Presentation Example

O'Brien, L. M., & Smith, M. S. (2010). Doing more with less: Examining methods in understaffed schools to promote quality education. Presentation at the Semi-Annual Conference of Eastern Education Organization, Denver, CO.

APA Publication Format

Last Name, First Initial. Middle Initial. (2015). Title of publication. Name of Journal/Periodical, Volume Number(Issue Number), Page Range.

APA Publication Example

Foulke, M. R., Poe, L. K., & Perrin, T. N. (2016). A qualitative analysis of the impact of livestock living conditions on food quality and nutrition. *Agricultural Periodical*, 16(3), 23-29.

SKILLS

1. Skills should be anything that pertains to your field.
2. You can include computer, language, laboratory, or technical skills.
3. In a language skills section, you need to indicate your level of communication: beginner, intermediate, or fluent.
4. Skills should be ranked in order of pertinence to the job (i.e. most to least).

LANGUAGE SKILLS
 English (Native speaker)
 French (Fluent in speaking, writing and reading)

COMPUTER SKILLS

MATLAB	Solid Edge
Microsoft Office	Adobe Photoshop
Maple	Adobe Illustrator
C Programming	Java

FORMATTING RULES

1. Fill the page – no empty space
2. Master level students can go up to two pages and PhD level students can have up to a three-page resume
3. Margins:
1/2" to 1" – Top, bottom, left, right
4. Font Size:
Name – 14-16pt size
All other font – 10-12pt size
5. Types of Font
Arial, Times New Roman, Calibri, Garamond

Action Verbs



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

COMMUNICATION

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

CREATIVE

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

FINANCIAL

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

HELPING

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

LEADERSHIP/MANAGEMENT

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

Action Verbs



ORGANIZATIONAL

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

PROBLEM-SOLVING/ANALYTICAL

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

RESULTS

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

TEACHING

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

TECHNICAL/RESEARCH

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

CV Example



Sonny Montgomery

123 Winding Way Athens, GA 30602
smontgomery@uga.edu - 706-592-0000

EDUCATION

University of Georgia

Doctor of Philosophy, Crop and Soil Science

Dissertation: An examination and comparison of plant genomics in rural Georgia in 1865 and 2009.

Chair: Dr. Plant, Department Head of Crop & Soil Science

Athens, GA

May 2017

The University of Florida

Master of Science in Turfgrass Management

Thesis: Turfgrass breeding for drought and salinity tolerance in Bermuda grass.

Gainesville, FL

May 2013

The University of Tennessee

Bachelor of Science in Environmental and Natural Resources

Knoxville, TN

May 2011

RESEARCH EXPERIENCE

Department of Crop and Soil Science, University of Georgia

Research Assistant

Athens, GA

May 2014 - Present

- Collect, organize, and analyze data on tree growth and health, insect defoliation, atmospheric deposition, precipitation, soil physical and chemical properties, tree mortality, and forest management
- Develop GIS models of sugar maple decline across Georgia utilizing various geostatistical methods
- Conduct or supervise all field work and analytical lab work (physical and chemical soil properties)
- Organize summer field program for 10+ master's level plant pathology students
- Elected to represent the departmental interests during monthly Graduate Student Association meetings

Graduate Assistant

May 2013 - June 2014

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

TEACHING EXPERIENCE

Soils and Soil Fertility

Department of Crop and Soil Science, University of Georgia

Athens, GA

May 2016 - Present

- Prepare laboratory and field equipment
- Create, revise, and present introductory laboratory lectures, lab manual sections and 5 quizzes
- Guide undergraduate and graduate students through field and laboratory exercises
- Assign and grade weekly scientific laboratory

Crop Science and Production

Department of Plant Sciences, University of Georgia

Athens, GA

June 2016 - Present

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

Management of Arid and Salt Affected Soils

Department of Soil, Water and Environmental Science, University of Florida

Jan. 2012-May 2013

Gainesville, FL

Advanced Crop and Soil Sciences

Department of Soil, Water and Environmental Science, University of Florida

Jan. 2012-May 2013

Gainesville, FL

PUBLICATIONS

Montgomery, S., R.L. Smith, S.A. Staggenborg, R.W., & Coulibaly, A. (2017). Predicting yield prospects for the 2008 Georgia grain sorghum crop based upon soil moisture levels prior to planting. *Transaction of the Kansas Academy of Sciences*, 94 (1), 58-66.

Montgomery, S. and K.D. Johnson (2016). The influence of pollination pattern upon intrapancile caryopsis weights in rice bicolor (L.) Moench. *Crop Science*, 33, 549-555.

Montgomery, S., R.L. Smith, and K.D. Johnson (2016). Caryopsis weight patterns within rice. *Crop Science*, 33, 543-549.

CONFERENCES & WORKSHOPS

- Regional Scientific Workshop on Land Management for Carbon Sequestration in West Africa.
- Palais de Congres in Bamako, Mali. February 26-27, 2017.
- Institutional Innovations and Development of Technologies for a Decentralized Natural Resource Management. Palais de Congres in Bamako, Mali. February 24-26, 2017.
- In Situ Measurement Group's Working Meeting. NASA Carbon from Communities Project.
- February 10-13, 2016. Beltsville, Maryland, USA.
- Impact Assessment of Agricultural and NRM Research Workshop. September 12-13, 2015, Washington D.C., USA.
- Research Synthesis Conference: "Capturing Lessons & Looking Forward". SANREM CRSP – November 28-30, 2015, Athens, Georgia.
- Staff Development Training in ACCESS Series – Relational Database, Forms, Filters, Switchboards, Queries and Reports. Washington State University Human Resources Services, Pullman, Washington. October 2014.

GRANTS & FUNDING

- 2017 NASA Travel Grant. University of Minnesota composting school. \$750.
- 2016 University of Georgia Conard Fund Grant- composting and the effect on soil development. \$2,500.
- 2015 University of Georgia Professional Development Fund Grant- composting and the effect on soil development. \$2,500.
- 2013 National Science Foundation-WV EPSCoR and University of Georgia- equipment grant for an atomic adsorption spectrophotometer. \$27,000.

PROFESSIONAL ORGANIZATIONS

- American Society of Agronomy 2017-Present
- Soil Science Society of America 2017-Present
- International Soil Science Society 2015-Present

HONORS & AWARDS

- John C. Adams Teaching Assistant Award 2017
- North American Colleges and Teachers of Agriculture (NACTA) 2017

Resume Examples



Mary Johnson

525 Pansy Drive • Greenville, SC 29607 • 864-555-9348 • mjohnson@gmail.com

QUALIFICATIONS SUMMARY

- 5+ years of progressively responsible research administration and coordination duties in clinical and healthcare environments, with an emphasis in organizational and relationship management
- Self-motivated public health professional with dynamic leadership and strategic planning abilities concerning team initiatives and employee supervision
- Exceptional problem-solving and analytical skills with the ability to learn and retain new material and concepts at a rapid pace
- Outstanding written and verbal communication skills
- Highly proficient in Microsoft Word and PowerPoint, and Adobe Acrobat Professional; moderately proficient in Microsoft Excel and Access, and SPSS; basic experience with SAS

EDUCATION

Master of Public Health in Biostatistics
The University of Georgia

May 2019
Athens, GA

Bachelor of Science in Psychology
The University of Georgia

December 2007
Athens, GA

PROFESSIONAL EXPERIENCE

Research Program Coordinator, *Athens Regional Medical Center*, Athens, GA September 2016–Present

- Direct daily operations of the hospital medicine clinical research program which include studies concerning glycemic control, deep vein thrombosis, and catheter-related blood stream infections
- Develop a program manual to streamline business processes and increase productivity
- Provide guidance and supervision to physician researchers on meeting program objectives
- Identify potential internal and external grant funding sources for Hospital Medicine research and acted as a liaison for communication between these organizations and the research program
- Aid the researchers in meeting and tracking grant submission deadlines
- Research internal policies and procedures to obtain a clearly defined process for preparing grants including drafts, budgets, methodology, and style
- Support data collection on multiple projects
- Organize monthly group meetings and prepare meeting minutes
- Prepare quarterly reports used to evaluate the research program's progress
- Coordinated the search, hire and set-up of research staff

Research Study Coordinator, *St. Mary's Hospital*, Athens, GA August 2014–August 2015

- Worked closely with hospital floor nurses and physicians to identify and enroll inpatient research participants for a study that aimed to improve the hospital discharge process
- Conducted follow-up interviews with research participants and caregivers
- Created a relational database for data management using Microsoft Access
- Analyzed study results utilizing SAS to determine common trends in patient responses
- Assembled materials for presentation at national conferences
- Participated in a panel discussion at a national conference
- Prepared quarterly progress reports sent to the Agency for Healthcare Research and Quality (AHRQ)

Lab Coordinator, *The University of Georgia*, Athens, GA May 2014–July 2014

- Worked directly with research participants diagnosed with anxiety disorders to examine the effectiveness of a computerized treatment plan
- Developed and implemented effective advertising strategies to create diverse research pools
- Facilitated in-person and phone interviews with research participants to determine eligibility
- Assigned and monitored the duties of research 5–10 team members per project
- Performed literature reviews for future studies

Student Research Assistant, *The University of Georgia, Athens, GA*

September 2003–May 2004

- Assisted in mass screenings of the undergraduate student body in order to identify suitable research participants for multiple studies examining anxiety disorders
- Enrolled and worked directly with student research participants with anxiety disorders
- Collected and entered data into SPSS for studies pertaining to Post-Traumatic Stress Disorder
- Assisted in the preparation of federal grant proposals with literature reviews and editing

VOLUNTEER ACTIVITIES

Fundraiser and Runner, *Susan G. Komen Race for the Cure*

March 2009–May 2009

- Raised over \$1000 to support research and raise awareness for breast cancer research

Sustainability Representative, *St. Mary's Hospital*

April 2008–December 2010

- Encouraged co-workers to reduce energy consumption and recycle to support Emory University's goal to reduce energy usage 25% by 2015

Work-Day Planner, *McEachern Manor Homeowner's Association*

June 2006–June 2008

- Coordinated and supervised the bi-annual neighborhood work-day, which included clean-up and beautification of the area surrounding the front entrance

Fundraiser and Walker, *Susan G. Komen Breast Cancer 3-Day Walk*

April 2005–October 2005

- Raised over \$2000 and walked over 60 miles in three days to support and raise awareness for breast cancer research

Neonatal Intensive Care Unit Volunteer, *Athens Regional Medical Center*

August 2004–January 2005

- Assembled admission kits, cuddled and read to infants, and changed crib linens


PUBLICATIONS

Walbert, J., **Johnson, M.**, & Ledgerwood, L. (2009). Hospital discharge dilemmas demonstrate system failures. *The American Journal of Bioethics*, 7, 12–25.

PRESENTATIONS

Johnson, M. (2009). Preparing for national disasters. Audio-conference, AHC Media, LLC, Atlanta, GA

Johnson, M. (2007). HIPAA concerns in healthcare, safeguarding patient information national conference, panel discussion, AHRQ Partnerships, Washington, D.C.



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Ashley Begum

123 Epson St.
Fort Myers, FL 33906
(706) 555-2834
abegum@gmail.com

EDUCATION

Master of Art in English

The University of Georgia

GPA: 3.83/4.00

August 2009
Athens, GA

Bachelor of Art in English

Clemson University

GPA: 3.87/4.00

May 2007
Clemson, SC

RELEVANT EXPERIENCE

Acquisitions Intern

The University of Georgia Publishing Press

January 2009–August 2009
Athens, GA

- Acknowledged and declined manuscripts and proposals from professors and graduate students
- Created and maintained a database of 1,000+ records in Access for new incoming projects
- Prepared and sent out reader packets
- Participated in editorial board meetings and launch meetings

Research Assistant

The University of Georgia

April 2005–August 2007
Athens, GA

- Recorded and audited interviews from St. Kitts to gain an understanding about speech patterns
- Edited and wrote articles for *The Simms Review*
- Compiled bibliographies on various scholarly topics
- Proofread selected chapters of professor's manuscripts to check for errors

Assistant Editor of Mandala Literary Journal

The University of Georgia

August 2006– April 2007
Athens, GA

- Co-edited quarterly submissions of articles, poetry, and other written submissions for grammatical errors and content
- Designed the layout for journal using Adobe InDesign
- Submitted 10–page paper that was accepted in *Mandala Journal* on expanding the definition of diversity

Copy Editor of The Tiger

Clemson University

August 2003–May 2005
Clemson, SC

- Edited paper before printing and enforced deadlines for submitted articles
- Wrote over 15 music reviews for the newspaper over the span of 2 years
- Checked newspaper for AP style, accuracy, grammar, and readability

Summer Undergraduate Research Intern

The University of Georgia

May 2004– August 2004
Athens, GA

- Researched the aesthetics of the Afro-Protestant Sermon tradition in the works of Dr. King
- Created a webpage of Robert Williams' photographs and wrote short essays about the images

HONORS & ACTIVITIES

University of Georgia

Sigma Tau Delta International English Honor Society, Member

Graduate and Professional Scholars, Member

Graduation Association of Multicultural Studies, Secretary

Outstanding Teaching Award, Recipient

January 2007–Present
August 2005–August 2007
August 2005–August 2007
August 2005–August 2007

Clemson University

Alpha Kappa Mu Honor Society, Member

Golden Key International Honor Society, Member

January 2004–May 2015
August 2004–May 2005

SKILLS

Computer: Proficient in Visio, Adobe (InDesign, Photoshop, Illustrator), Author-it, and Microsoft (Access, Excel, Word)

Language: Fluent in conversational Hindi; proficient in Urdu

Converting CVs into Resumes



If you already have a CV and you are looking to apply for industry jobs, you may need to consolidate the document to fit into a resume format. Follow these steps to help you start the process:

1 Ask to see classmates', professors', industry professionals' or career services' resume examples to find the right format for your document.

2 Review job descriptions to identify skills and qualifications prospective employers will be looking for on your resume.

3 Develop a list of experiences, accomplishments, and direct and transferable skills from your CV that directly relate to the industry you are applying.

4 Organize the list to reflect the most relevant experiences and skills to the job you are seeking.

5 If your resume exceeds the page limit (Masters 2 pages, PhD 3 pages), eliminate experiences that are not directly related to the job.

6 Convert any paragraph descriptions into bullet points, utilizing action verbs. Describe the skills you gained instead of the tasks you completed during an experience.

7 Meet with your Career Consultant to receive feedback and suggestions for revision.

8 Revise, proofread and check for grammatical errors prior to submitting. If you are going to a conference, make sure to print your resume on resume paper.

Cover Letters



Name

Address, City, State, Zip Code
Phone Number, Email

Date

Name of Contact
Title
Organization's Name
Organization's Address
City, State, Zip Code

Dear _____:

Opening Paragraph

Tell the employer the job title, where you located the position, and the reason for your application. If you have the ability to reference a contact or someone who referred you to this position, this is the paragraph where you will indicate this information.

Body Paragraphs

Use the job description and information you know about the company / department as guidelines for what you should touch upon in this section. Include examples that show employers two key qualifications they are looking for and how these experiences relate to the needs of the employer. Remember to focus in on specific skills and examples of those skills, instead of tasks you have completed in an experience.

Closing Paragraph

After stating your pertinent qualifications in the previous paragraph, you will now indicate your interest in talking about this position further in an interview. Remember to indicate your flexibility in time and place for the interview, and thank them for taking the time to review your application materials. Point out your contact information should employers need to follow up.

Sincerely,

Your Handwritten Signature

Your Name Typed

Academia Application Materials



Teaching Philosophy

A teaching philosophy should introduce your beliefs about teaching and learning to the search committee. This self-reflective statement is an opportunity to express your passion for teaching and your field. As you write your statement, consider why you teach, what you expect of your students, and how you engage students in the learning process. The teaching philosophy is sometimes accompanied by a teaching portfolio that further outlines examples of your teaching experience. Ask a faculty member to read over your teaching philosophy.

Research Statement

A research statement should both summarize your current research and findings, and provide a discussion of the future direction of your research. To be most effective, the research statement should specifically address the importance of your research to your field. Because the statement may be read by committee members outside of your discipline, it is important for the statement to be technical while also clear enough for those outside your field to understand. The statement is typically between 2-5 pages long, depending on your discipline.

Letters of Recommendation

Applications will typically require between 2-5 letters of recommendation or references for a position. Ask faculty that know you and your work well to serve as these references. For academic positions, oftentimes an actual letter is required. Be sure to provide your recommenders with a copy of your CV and the position descriptions for any jobs for which you are applying. Give your recommenders plenty of advance notice to complete letters, and always ask before applying for a position. Send a thank-you note, and update them on your job search status.

Academia Job Search Timeline



The typical hiring cycle for academic jobs is October through May. Your timeline may differ depending on when you complete your dissertation. The following is a general timeline of an October to May hiring cycle.

Summer (June - September)

STOP: Considerations

Before you begin searching for a job in academia, you must determine the type of institution and role you are seeking. Make a list of your non-negotiables and items on which you are willing to be flexible.

Would you prefer to work at a research or teaching university? Do you prefer public or private institutions? Large or small? What is your ideal location?

- Create or update CV
- Ask for letters of recommendation
- Build or reconnect with network of contacts
- Prepare additional application materials including cover letters, teaching portfolio, teaching philosophy, etc.
- Create a plan for your search

Fall (October - December)

- Review job postings
- Network with other professionals
- Begin applying for positions and develop a plan to keep track of applications
- Prepare for interviews – use the Career Center and faculty for mock interviews

Spring (January - May)

- Continue applying for positions
- Attend conferences – some may have first-round interviews
- Prepare your job talk and practice in front of faculty and peers
- Evaluate your offers

Industry Job Search Timeline



The typical hiring cycle for industry jobs is year round. The steps that follow are all important to include in your plan but may be re-ordered based on your industry-specific needs. The following is a general timeline of what to do one year prior to graduation from your program.

Prior to the Job Search Start Here

STOP: Considerations

Before you begin searching for a job in industry, you must determine the type of field area and role you are seeking. Make a list of your non-negotiables and items on which you are willing to be flexible.

Where would you prefer to work? Do you prefer to work for a government, nonprofit or corporate company? Large or small? What is your ideal location?

- Update your LinkedIn Profile to include your new graduate school experience
- Create a plan to build your network throughout your time as a graduate student
- Research trends within your industry and create a personal “Get Hired” plan. Find out when your industry typically recruits potential hires and when they expect to receive your application
- Begin reading job descriptions for ideal roles to assess how your skills and experience relate to positions of interest

One Year Before Graduation

- Update or create your exhaustive resume and plan to tailor it for each application
- Create a cover letter draft that can be tailored for each application
- Reflect upon your time in graduate school and your current career interests. Use this self-assessment to guide you as you begin researching potential employers and roles
- Use networking and informational interviewing to further research your top options
- Attend events with employers. These events can include the Fall and Spring UGA Career Fairs, conferences specific to your industry, and events held by professional associations within your industry.

Final Semester Before Graduation

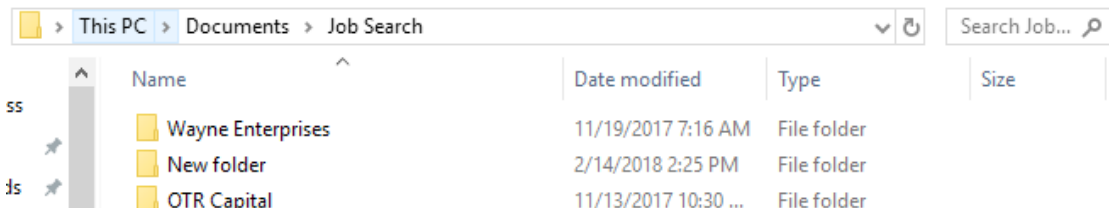
- Use the organizational tips found on page 32 to track your applications and stay organized throughout your search
- Prepare for interviews
- Schedule a mock interview in the Career Center for a chance to practice
- Evaluate your offers

Organizing the Job Search



As you prepare for your job search, you will want to create a system that allows you to stay organized. The UGA Career Center recommends the following system. Please adapt it to fit your needs.

Step 1: Create a Job Search Folder on your Computer

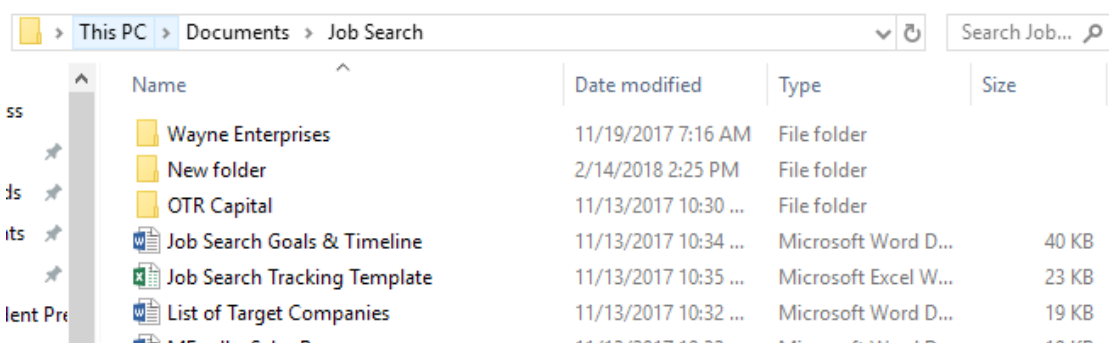


Step 2: Create a Tracking Spreadsheet and save this in your Job Search Folder

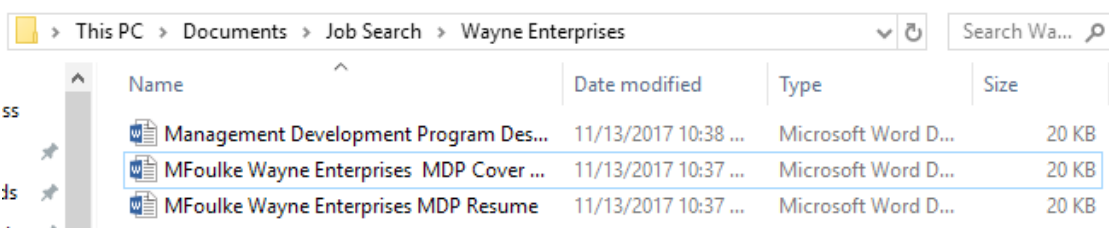
Company	Contact Name	Email	Phone Number	Link to Application	Application Deadline	1st Interview
Wayne Enterprises	Bruce Wayne	Bman@wayneenterprises.com	XXX-XXX-XXXX	wayneenterprises.com/app1	4/17/18	Date: 5/3/18 Time: 10am Who contacts who?: They are calling me

Tabs you can include: company / organization name, contact name, contact email, contact business card, contact phone number, link to application, application deadline, where we met / who referred me / how I found the position, date of initial contact, notes from conversation, follow-up steps taken, date of follow-up, date of application submission, follow-up steps taken, date of follow-up, 1st / 2nd / final interview, notes for interview 1 / 2 / final

Step 3: Within your Job Search Folder, create a Subfolder for each Company/Organization to which you apply



Within Folder View



Your Job Search Tool Kit



Vault is one of the world's leading sources of Career Intelligence. It can help make your efforts at researching employers, industries, and career subjects significantly easier and more efficient. The "Professions" resource (Career Resources -> Professions) provides an in-depth overview including "Tips for Entry" and "Alternate Titles" to use in your favorite job search engines.



GoInGlobal Career Guides are the ultimate international job seeker's guide! Updated continually, this massive research tool contains more than 10,000 resources for finding employment at home and abroad. The Global Key Employer Directory contains corporate listings of leading local and multinational employers in 31 countries around the globe. Additionally, the Country Guides provide an in-depth discussion of what you will need to know as you plan your global career.



Professional associations can help you to build your network and identify post-graduation opportunities. These associations are often specific to certain industries and may include a fee to join. List ones you've joined on your resume to provide evidence of your commitment to your profession. Career One Stop and Vault are great online resources to use if you are looking for an industry-specific organization.



The UGA Library offers over 600 databases- several of which are great for career research. You can use these to find detailed company data as well as recently published articles to ensure you are aware of current events relevant to companies within your industry. To access these databases, visit UGA's Library homepage. For additional assistance doing career research using databases, find the librarian contact for your specific discipline.

Here are some databases that may be useful:



Indeed is a well-known job search engine. This is a great place to start as you begin your search. To use Indeed most effectively, try filtering your search by location and searching by "Alternative Titles" found on the Vault. This will help you to quickly identify relevant positions.

Your Job Search Tool Kit Cont.



Buzzfile prides itself as being “the most advanced company information database”. With an account, your ability to perform detailed company research will be enhanced. You can search companies by area of study and location to identify companies of interest. You can also favorite companies and add them to customizable lists. Visit buzzfile.com to set up your free account.



With more than 500 million members, LinkedIn is the world’s largest virtual professional network. Use LinkedIn to build your professional brand, follow companies, and connect with professionals across the world. Looking for someone from a specific company or industry? Use the Career Insights tool to identify and connect with UGA Alumni who are working in jobs you are interested in pursuing. Visit linkedin.com to set up your account today.



Glassdoor is a free jobs and career community that offers the world an inside look at jobs and companies. What sets this website apart is their “employee generated content” – anonymous salaries, company reviews, interview questions, and more – all posted by employees, job seekers, and sometimes the companies themselves. Now with nearly 3 million salaries and reviews, you have all the information you might need to make your next career decision.



This NEW job search engine from Google provides a hybrid approach to searching for opportunities by pulling information from other tools like Glassdoor and LinkedIn to provide comprehensive information relevant to your industry job search. In the Google search bar type in “position title near city location”, and it will show jobs currently posted in that geographical location.



Researching job roles can be an exhausting process leaving you with more questions than answers. Nextio’s Career Insights answers most of your questions in a matter of clicks by providing a wealth of unique information about positions, including the experience, skills, education, and prior roles of real people in the position.



Handshake is the Career Center’s fast and powerful recruiting platform for UGA students and alumni. Handshake uses cutting edge technology to help you more easily connect with employers and source jobs and internships, event information, and on-campus recruiting opportunities.

Academia Specific Sites



THE CHRONICLE of Higher Education

The Chronicle of Higher Education is a newspaper and website that presents news, information, and jobs for college and university faculty and student affairs professionals. A subscription is required to read some articles.

Academic360

Academic360.com is a meta-collection of internet resources that have been gathered for the academic job hunter. It includes links to 3,121 faculty, staff, and administrative announcements and is not restricted to teaching positions.



The Higher Education Recruitment Consortium (HERC) offers the largest database of higher education and related jobs in the world. This website is a non-profit consortium of over 600 colleges, universities, hospitals, research labs, government agencies, and related non- and for-profit organizations.



Inside Higher Ed is a media company and daily online publication that provides news, opinion, resources and jobs focused on college and university topics. Online access is free.



Higher Ed Jobs has a wide array of resources available from job search advice, salary surveys, higher education employment reports, webcasts, institutional profiles, and a job board.



American Association of Community Colleges is a professional organization dedicated to connecting individuals working in the community college system. This association has its own job board where many community colleges post positions.

Application Follow-up



Subject Line: Application for Wells Fargo Summer 2018 Internship

Dear Mr. Bond,

My name is _____ and I am writing to let you know of my interest in the Financial Analyst internship with Wells Fargo. I recently applied for the position on your website, and I believe I am a strong candidate due to my strong _____ and _____ skills as well as my experience in _____ and _____. A copy of my resume is enclosed for your review and I would greatly appreciate your consideration. If you have any questions or would like to speak with me further about my qualifications, please feel free to contact me by phone at (706) 555-2222 or by email at georgiared@uga.edu. Thank you for your time.

Sincerely,

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

Job Inquiry



Subject Line: Project Engineer Opportunity at Caterpillar

Dear Mr. Hooper,

I am writing to make you aware of my interest in (working/interning) as a Project Engineer at Caterpillar. I believe I can bring a strong skillset and experience base to your company, including leadership, a high technical proficiency, and clear communication. A copy of my resume is enclosed for your review. Should a position become available at Caterpillar, I would greatly appreciate your consideration.

If you have any questions or would like to speak with me further about my qualifications, please feel free to contact me by phone at (706) 555-4321 or by email at tombrown@uga.edu.

Sincerely,

Thomas Brown
Bachelor of Science in Environmental Engineering, UGA 2018

Thank You: After Interview



Subject Line: Interview Follow-Up and Thank You

Dear Mr. McBride,

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

As we discussed, I am currently serving as the Campus Representative for the Athens Community Foundation where I have held several leadership positions, developed an extensive fundraising knowledge, and cultivated strong public speaking abilities. As a result of these experiences, I am confident that I can succeed as a Client Specialist for your company, and meet the demands of the position.

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

Sincerely,

Milo Santos
msantos@uga.edu
(770) 555-1010
[linkedin.com/in/msantos](https://www.linkedin.com/in/msantos)

Career Fair Follow-up



Subject Line: UGA Career Fair Follow-Up

Dear Mr. Swan:

We met at the UGA Career Fair on September 22 where I expressed my interest in the Risk Consulting position with Federated Insurance. Thank you for taking the time to speak with me about this exceptional job opportunity. I enjoyed hearing more about the preventative side of insurance. I also appreciated learning about the collaborative office culture that Federated Insurance provides as well as the skills that you look for in a candidate.

Based on our conversation, I believe I would be a great addition to your company due to my ___ and ___ skills and my experience in ___ and ___. I am looking to relocate and Federated Insurance seems like a great fit for my personality and career goals. A copy of my resume is attached for your reference. Please feel free to contact me by phone (706-542-1234) or email (jillian@email.com) if you have any questions, or would like to discuss my qualifications further.

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

Sincerely,

Jillian R. Gates
123 Franklin Lane
Athens, GA 30606
706-542-1234
jillian@email.com

Networking Email/Message



Subject Line: Request for Informational Interview

Dear Ms. Liberty,

I am a junior Communication Studies major at the University of Georgia and I am in the process of researching leaders in the Public Relations field. I recently joined the UGA Alumni Association group on LinkedIn to make connections in the industry, as I am hoping to learn more about this field and best practices for beginning my career after graduation.

I am reaching out to you directly to request an informational interview at your convenience. I am interested in learning more about how you began your career and what recommendations you have for someone who is starting out in this field. Additionally, I would greatly appreciate your comments and suggestions for how to further strengthen my resume and increase my knowledge of public relations.

I will be in New York during the first week of December. If you are available, would you be willing to meet with me for a short informational interview during that week? I would also be available for a phone appointment if that is more convenient. Thank you in advance for your time and consideration. If you have any questions, please feel free to contact me at (706) 555-0939 or at sheinz@uga.edu. I look forward to hearing from you!

Sincerely,

Scott Heinz
4456 Bulldog Street
Athens, GA 30605
(706) 555-0939
sheinz@uga.edu

Career Center Tip

A similar message may be sent to an employer on LinkedIn. Be mindful of character limits, and check out p. 19 for a sample.

Accepting an Offer



Subject Line: Acceptance of the Buyer Position at Nelson

Dear Ms. Springer,

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

As the offer letter states, I will be earning a salary of \$_____ per year and reporting to Kathryn Holmes. My start date will be November 15, and I plan to relocate to the area in late October. At that time, I will call you to see what information or materials I may need before my first day. In the meantime, please feel free to contact me at melinda@email.com or (828) 770-1616 if you have any questions, or if I need to provide any additional information.

Again, thank you for this exciting opportunity and I look forward to working with you!

Sincerely,

Melinda Brown
melinda@email.com
(828) 770-1616

Request for Extension



Subject Line: Bilingual Customer Service Representative Job Offer

Dear Mr. Roseman,

Thank you for the telephone call offering me the Bilingual Customer Service Representative position with Unified Uniforms. I am excited about the possibility of working with this particular group of clients as well as the advancement opportunities that you mentioned.

You asked that I notify you of my decision by October 9th. I am very interested in this job and am giving it serious consideration; however, would it work with your timeline if I let you know of my decision by October 15th instead? I want to make sure I have sufficient time to fully consider this opportunity and make an informed decision. I would greatly appreciate this extension and can assure you that I will be able to make a firm decision by that date.

Thank you for your consideration of this request. I will follow up with you next week.

Sincerely,

Minnette Clemons
82 Bark Street, Apartment 1B
Athens, GA 30605
(706) 555-1234
mclemons@email.com

Declining an Offer



Subject Line: Environmental Health and Safety Officer Position

Dear Mr. Kinder,

Thank you for your telephone call offering me the position of Environmental Health and Safety Officer with Lava Technology Corporation in Atlanta. As I expressed in my phone call, I firmly believe in the core values of your organization and I appreciate this challenging opportunity. This has been a difficult decision, but I must decline your offer as I did recently accept another position which I believe is more closely aligned with my current career goals and interests.

I sincerely appreciate the time you took to interview me and share information about Lava Technology Corporation. Thank you again for the offer and I wish you well in your future endeavors. I hope we will have the opportunity to see each other at the upcoming Project Safe Georgia conference.

Sincerely,

Torri Estrada
The University of Georgia
(555) 833-5393
estrada@email.com

Withdrawal from Search



Subject Line: Interview Follow-Up, Clinical Education Consultant

Dear Ms. Mitchell,

Thank you for the opportunity to interview with Blue Health Solutions for the Clinical Education Consultant opening in Alpharetta. I enjoyed our discussion about the responsibilities of the position as well as learning more about the culture and values of your organization; however, to follow up on our phone conversation from last week, I must respectfully withdraw from consideration for this position. I have accepted another employment offer that I feel is a better fit with my career goals at this time.

I appreciate your consideration of me for this opportunity. Thank you again for the time that you took to speak with me about your organization. Best wishes to you and your colleagues for continued success.

Sincerely,

LaShawn Faber
The University of Georgia, May 2017
lfaber@email.com
(555) 443-0232

Acing the Industry Interview



On-Campus Interviews

The UGA Career Center has 16 interview rooms that employers use to conduct interviews with UGA students and alumni in our office. All on-campus interviews are coordinated through Handshake.

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

Typical 30-Minute On-Campus Interview

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

No Show Policy

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

On-Site Interview

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



Accepting the Invitation

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

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

Planning Your Trip

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

Interview Day Snapshot

Begin the morning by checking your email and voicemail to ensure no changes have been made to the time or location of the interview. An interview can range from one to eight hours. It may include multiple interviews, information sessions, tours, meals and other activities. Most on-site visits incorporate some combination of one-on-one, behavior-based and group interview formats. Some employers may invite many candidates to visit at one time so they can observe interactions in a group or team setting.

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

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

How to Dress for Success



Business Professional Attire

Workplace attire varies greatly by company or organization. Industry standards for business professional attire typically include suits, dress shoes and neutral colors and hues. Business professional attire should be crisp and clean and often reflect a more conservative look, rather than bold prints and/or colors.

Business professional standards typically require women to wear their hair pulled back and for men to display low haircuts. You should wear a style that is most comfortable to you and that will allow you to focus on the workplace.

Below are some tips for business professional dress. Consider opting for a more conservative look the first few weeks at an office or organization and adjust as appropriate.

- Suits with matching pieces should be worn (they can include skirts or pants as you desire)
- All clothing should reflect a neutral color palette
- Dress shoes such as low-heeled and closed-toe pumps, oxfords, and loafers should be worn (polish, if necessary)
- Use simple accessories and avoid large watches and jewelry
- Wear neat, simple makeup if you feel inclined to wear any
- Nails should be clean and neat, as should any polish
- Limit perfume or cologne
- Carry a portfolio/ padfolio. Briefcases and handbags should be black, blue or other neutral and conservative tones

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



How to Dress for Success



Business Casual Attire

Business casual attire describes additional suitable alternatives to business professional clothing, depending on your workplace environment. Your workplace will specify if they adhere to a business casual dress code. Business casual dress allows you to add a bit of color and variety to your already professional wardrobe.

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

Below are some tips for business casual dress. If you are in doubt, observe the people in your office and in your industry to understand the standard dress. For additional tips and inspiration, follow the Career Center on Pinterest for both business casual and business professional samples.

- Blazers are a good business casual item
- Buttoned shirts, blouses, and collared shirts are all acceptable
- Spaghetti straps and narrow tank tops should have a top or sweater over and/or under them
- Polo shirts may be appropriate if the environment will be more casual, or outdoors
- Ties are generally not necessary for business casual, but if in doubt, you can wear a tie
- Dresses and skirts should be knee-length
- Dress slacks/pants, khaki pants, and dress capri pants are all acceptable options, and pants should be neatly pressed
- Dress shoes (flats, closed-toe shoes), heels and loafers are acceptable



Tips for Skype and Phone Interviews



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

For both types of interviews, be sure to do the following:

- Research the company, read through the job description and practice answering interview questions in the same way you would for an in-person interview
- Understand that many companies approach these as screening interviews, so don't worry if it seems brief. Be sure to ask about next steps
- Be prepared to take notes. It's okay if your interviewer sees you writing something down. It means that you're taking this interview (and the job itself) seriously
- Let your interviewer know if you cannot hear properly. There may be an easily resolved connection problem, and it's better to speak up than to misunderstand an important detail
- Ask for the interviewer's email address, and send a thank you note within 24 hours of the interview

For a successful phone interview:

- Have a professional voicemail message, should you miss a call from an employer.
- Choose a quiet interview location that is free from distractions
- Contact family, friends, and group text members to let them know not to call or text during your interview time
- Keep your resume and notes nearby
- A smile on your face will produce a smile in your voice
- Sit up straight or stand during a phone interview to sound more confident and alert
- Speak clearly, slowly, and directly into the phone
- Be sure your location has reliable cell service or Wi-Fi

For a successful video interview:

- Download Skype or a similar program in advance and choose a professional username.
- Practice talking with a friend
- If a friend is not available, practice using the interview modules on Optimal Resume or Big Interview, a resource that is free with your UGA email. Log in at uga.optimalresume.com or uga.biginterview.com
- Make sure your background is uncluttered
- Turn your cell phone on silent. Keep all pets in a separate room. Ask all roommates to stay out of the room
- Adjust the camera to ensure the employer can see your professional attire, not just your face
- Dress professionally from head to toe – you never know when you may need to stand up.
- Make (virtual) eye contact by looking at the camera. If you're using a laptop, try elevating it by approximately six inches
- Be sure to have a phone available in case there are any technical issues
- Call the Career Center at least 24 hours in advance to inquire about using one of our interview rooms for your video interview

For both types of interviews, remember:

- Don't wait until the last minute to call in. You'll want to have a few minutes to resolve any problems that may occur
- Don't talk too much. Depending on the scenario, you may not be able to pick up on visual cues that you've said enough. Keep your answers fairly brief
- Don't multi-task. Keep your attention 100% focused on the interview
- Don't call on speakerphone. It may seem like a good idea to have your hands free to take notes or sort through your research and resume, but it's more important that your interviewer can hear you clearly

Ultimate Guide to In-Person Interviews



Before The Interview

Do

- Schedule a mock interview with your career consultant
- Obtain the interviewer's name and title
- Research the position and organization / company thoroughly
- Review common questions and practice answering them
- Understand the four main types of interview questions, and how to prepare for them
- Plan what to wear. Check out p. 40-41 for tips

Don't

- Don't forget the details. Confirm the time, date and location
- Don't prepare for each interview the same way. Identify your skills that relate to each job; review your resume and be able to demonstrate how you're a good fit for the role
- Don't forget that you will need to assess if the job and organization are a good fit for you, too. Prepare 3-5 questions to ask
- Don't plan to ask questions about salary and benefits, but do some research to learn the general salary range for the position

During The Interview

Do

- Relax, be yourself, and be positive
- Listen closely to questions; ask for clarification if needed
- Be aware of your posture, eye contact and body language
- Be sure to clarify any follow-up arrangements
- Time your arrival to 10-15 minutes before the interview start time, and bring extra copies of your resume

Don't

- Don't ramble. Be concise in your answers, and give concrete examples to back up your claims
- Don't slight a former employer or colleague. Keep everything as positive as possible

After The Interview

Do

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

Don't

- Don't have any spelling or grammatical errors in your follow-up email
- Don't be afraid to express your interest in the position. Make it known why you are an ideal candidate
- Don't stop your job search after one interview. Most students experience several interviews before landing an offer

Career Center Tips

Four Main Types of Interviews

Traditional: Gains basic information about an applicant's background, interests, skills, and reasons for applying.

Behavioral: Based on the premise that past behavior predicts future behavior on the job. Questions are situation-based and often start with, "Tell me about a time when..."

Cases: Presents the interviewee with a problem to solve. Getting the correct answer is not as important as your analysis of the problem.

Situational: Presents the interviewee with a scenario to solve. The interviewer will pose a hypothetical situation and ask the interviewee how to resolve it.

STAR Technique

The best way to respond to behavioral interview questions is to brainstorm your top



stories, and then use the STAR technique when sharing your answers.

On our homepage, ask Bark Bot, "What is STAR Technique?" to learn more.

32 Sample Interview Questions



Sample Behavioral Questions

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

Sample Situational Questions

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

Sample Traditional Questions

- Tell me about yourself.
- Why are you interested in this position?
- What do you know about our company/organization/school?

- What are your greatest strengths and weaknesses?
- What two or three accomplishments have given you the most satisfaction? Why?
- How would a friend or professor describe you?
- Why did you select your college / university / major?
- What are your future career goals? 5 years? 10 years?
- Why should I hire you over any other candidate?

Sample Case Questions

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

Questions To Ask Employers

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

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

Don't forget that you can schedule a mock interview with your career consultant to practice your responses to any type of interview question.

Acing the Academic Interview



ACADEMIC INTERVIEWING

Academic interviewing typically involves multiple steps. The process involves multiple interviews and can span over an entire day or longer. You may meet with the search committee, faculty, students, and administrators over the course of your interviews.

The first interview will usually be via phone or video conferencing, or in-person at a conference/convention. There may be a second interview that will also take place over phone or video conferencing. The last interview is the on-campus interview, which may last one or multiple days, where you will interact with a number of people and departments on campus.

THE ACADEMIC JOB TALK

The on-campus interview may also include one or multiple presentations. Some departments may ask that you present a class lesson to faculty and students. In addition to the lesson, you will also present a job talk. In the job talk, you will present your research. The most important things to do to prepare for the job talk are to practice, and to find out what to expect. Find out who will be in the audience – faculty, students, staff, or a combination. Confirm the length of the presentation and the topic.

In the job talk you will typically give a brief overview of the research you have conducted, but do not make the mistake of making your talk too technical. There may be members on the search committee that are unfamiliar with your area of expertise and come from other outside departments. This talk is simply designed to showcase your teaching style. Be sure to define technical terminology that may not be familiar to some of your audience members.

COMMON INTERVIEW QUESTIONS

- Tell us about yourself
- Please discuss your dissertation research with the committee.
- Will you have your dissertation completed by the start of the next academic year?
- What direction do you expect to see your research to take in the future?
- Describe your research plan and potential funding sources?
- What are your short-term and long-term professional goals?
- What areas of teaching do you want to work in and what could you handle if you had to?
- What is your teaching philosophy?
- Which of our courses would you be most comfortable teaching?
- Describe a challenging situation with a colleague, professor or student. How did you handle it?
- How interested are you in collaborating with other faculty in other disciplines?
- With the courses you would be teaching in this role, what textbooks would you use to teach those subjects?
- Do you plan to apply for any funding? Do you have grant writing experience?
- How do you address culture, language, ethnicity, and race in your courses?
- Why are you interested in our school/department?
- Would you be able to take on a student immediately?
- How do you integrate technology in your teaching/lab activities?
- How would you balance research and teaching?
- Do you have any questions for us?

Make sure to have questions prepared! Address the curriculum, research, tenure, and any other questions you have about the position or department.

Negotiation 101



Career Center Tips

The Negotiation Process

Salary negotiation can be a complicated and intimidating process, but the Career Center is here to help. Negotiation can be very effective when handled in the proper manner.

Negotiating should be a friendly process. Be sure to identify the proper person(s) to negotiate with before beginning the process.

Before Negotiation, Ask Yourself:

- What do you wish to negotiate and why?
- Do you know what the minimum salary and benefits you are willing to work for are?
- If you are negotiating with a company that is not willing to budge on salary, do you have other benefits you wish to include?

Negotiation Tips

On our homepage, ask Bark Bot, “How do I negotiate my salary?” for tips on how to present yourself in the negotiation process. For more detailed info, check out the salary & negotiation section of our website.



section of our website.

Practice Scenarios

Scenario 1

Early in the interview process you are asked the question, “What salary are you seeking?” How do you respond?

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

Employer: “We need to know what you are expecting.”

You: “Based on the research I have conducted, the market rate salary for this type of position could be anywhere from \$50,000-\$55,000, depending on the specifics of the job, the location, and the total compensation package. I would expect a salary and benefits package that is comparable to market rate.”

Scenario 2

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

You: “I am pleased to read the initial annual salary of \$45,000 provided by your company. According to my market research, the average salary for Financial Advisors in this region is above \$50,000. Such salaries correspond with the experience and knowledge that I will bring to your team. I am very interested in this position and your company; is there any room to negotiate this initial offer?”

Scenario 2 Alternative

You: “I am very excited to work for Company XYZ, and I am confident that I will bring value to the job. I appreciate the initial salary offer of \$45,000, but I am expecting to be in the \$50,000 range based on my experience, past performance, and offers extended to me by other companies. While salary is not my only motivation for working here, would it be possible to discuss a salary and/or benefits increase?”

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

You: “I understand. Are there other areas we can discuss such as start date, childcare, and / or a flexible work schedule to accommodate the gap in total compensation?”

HAVE YOU CHATTED WITH BARK BOT YET?

If you have been on the Career Center website recently, you may have noticed a new feature in the lower right-hand corner. Meet Bark Bot - our Virtual Assistant!



Powered by artificial intelligence, Bark Bot is a great resource to help you navigate our website. Ask Bark Bot a question and it will be able to provide you with information or links to resources on our website pertaining to that question.

Be sure to pay close attention to the content of this year's Career Guide to get you started with chatting with Bark Bot. Ask our suggested questions on select pages, and Bark Bot will provide you with additional information that will build on what you learned in the Career Guide.

Bark Bot is also able to provide suggestions for questions if you're not sure where to start. Try asking "How do I create a resume?," "What do I wear to an interview?," or "Who is my career consultant?" and Bark Bot will take it from there! At the end of your session, click the "x" and you will be able to have a transcript of your conversation sent to your email.

Bark Bot is constantly learning, so if you ever ask a question to which it doesn't know the answer, it will learn!



**UNIVERSITY OF
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Career Center

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