

The Next Step

A Guide to Career Development



 University
of Evansville

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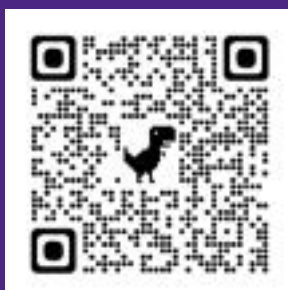
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evansville.edu/CareerCenter

Search for (or post) internships, co-op positions, and part-time and full-time jobs through Handshake!

Additional resources are listed on our website.

Schedule your appointment online:

evansville.joinhandshake.com

Look for these and other career events throughout the year!

Fall 2024

Student Job Fair, On-Campus Employment	Eykamp Hall, Ridgway University Center	Tuesday, August 27
Meet the Firms - Office for Career Success	Eykamp Hall, Ridgway University Center	Thursday, September 5
Accounting Interview Day	Primo South-Indianapolis	Thursday, September 19
Engineering, Business, and Technology Career Fair	Eykamp Hall, Ridgway University Center	Tuesday, September 24
Majors and Minors Fair	Eykamp Hall, Ridgway University Center	Thursday, October 17
Health Career Fair	Eykamp Hall, Ridgway University Center	Tuesday, October 22
Etiquette Dinner	Eykamp Hall, Ridgway University Center	Tuesday, November 12

Spring 2025

Career Day	Eykamp Hall, Ridgway University Center	Tuesday, February 4
Engineering, Computer Science, and Construction Management Career Forum	Eykamp Hall, Ridgway University Center	Tuesday, February 18
Nursing Career Forum	Eykamp Hall, Ridgway University Center	Tuesday, February 25
Speed Networking Event	Eykamp Hall, Ridgway University Center	Thursday, March 20
Health Career Forum	Eykamp Hall, Ridgway University Center	Tuesday, April 1
Teacher Recruitment Fair	Carter Hall, University Center West, USI	Monday, April 7

For full details, please visit evansville.edu/CareerCenter.
Phone: 812-488-1083 | Email: career@evansville.edu

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Services


The Center for Career Development partners with University of Evansville colleges and schools to deliver quality services and support to students and alumni. Our staff maintains relationships with local, state, regional, national, and international employers through alumni contacts, friends of the University, and professional associations such as the National Association of Colleges and Employers and the Career Development Professionals of Indiana.


Location and Contact Information

Hours: M-F, 8:00 a.m. - 5:00 p.m. | Room 234, Ridgway University Center
812-488-1083 | evansville.edu/careercenter | career@evansville.edu

 LinkedIn: UE Center for Career Development

 Facebook: facebook.com/uecareercenter

 Twitter: @UECareers

 Instagram: @UECareers

Schedule Your Appointment Online:

evansville.joinhandshake.com

In Grateful Recognition

The Next Step is a free resource to you thanks to the employers listed in the back of this book. They are interested in University of Evansville students as potential employees, and many of them will visit our campus for career fairs and recruitment during 2024-25. Learn more about opportunities with them by visiting the Center for Career Development's website.

It is with sincere thanks that the University of Evansville Center for Career Development acknowledges the active support, encouragement, and resources of the following. Without their help, this publication would not be possible: Mercer University Career Services, University of Illinois Career Center, University of Missouri-Columbia Career Center, UNC-Greensboro, Indiana University, Ball State University, University of Notre Dame, Monster.com, George Washington University, NACEweb, Georgia Institute of Technology, and Princeton University.



Greetings and welcome to an exciting academic year full of promise and results. The faculty and staff at the University of Evansville are committed to facilitating your transformative learning experience, ensuring your smooth transition into the realms of professional employment and advanced graduate education. Our alumni are living examples of our mission to empower students to think critically, act bravely, serve responsibly, and live meaningfully in a changing world. Indeed, our alumni are CEOs of global corporations, prominent researchers, innovative entrepreneurs, educators, and so much more. It all begins with a well-planned and successful career development program that is designed for you - our UE students and alumni.

The future job market for college graduates promises a dynamic landscape shaped by rapid technological advancements and evolving industry demands. Employers will continue to seek candidates who possess a diverse range of skills that extend beyond traditional academic achievements. Through innovative programs, personalized guidance, and experiential learning opportunities, the University of Evansville ensures that graduates are not only well-prepared academically, but also possess the career competencies necessary to be successful in a professional environment. Students and alumni who have benefited from the university's comprehensive approach to career development will be at the forefront, securing employment, thriving, and advancing in their careers. This 20th edition of the *Next Step: A Guide to Career Development* provides you with valuable information about how to successfully navigate your career choices. This guide, along with the staff in the Center for Career Development and your faculty, are available to support you in the development of your career plan.

In 2023, 97 percent of our graduates were employed or pursuing further education within six months of graduation, demonstrating that a UE education makes a difference to employers and graduate schools. You have a short amount of time at UE to embrace everything available to you – your career search plan is your roadmap to the future. Our team will help you identify the best path as you consider participating in experiential education, planning study abroad programs, partnering with the Center for Innovation and Change, or engaging in discipline-driven research, all of which prepare you for a successful career.

It is never too early to start taking proactive steps towards a promising and successful future and we feel privileged that the University of Evansville holds a substantial role in equipping you for the brilliance that lies ahead.

With my best,

A handwritten signature in black ink, appearing to read 'Chris Pietruszkiewicz'. The signature is fluid and cursive, written over a light-colored background.

Christopher M. Pietruszkiewicz
President

First Year

- Develop relationships with faculty members and advisors by:
 1. Identifying your interests, abilities, skills, and values.
 2. Developing short- and long-term academic and career goals.
- Exploring academic majors? Consider participating in the Major Discovery Program. evansville.edu/majors/undeclared
- Take the **TruTalent Personality** assessment through our office.
- Research interesting occupations and majors through online resources, career development resources, and talking to faculty members and professionals. A list of online resources is on the inside back cover of this guide and on our website at evansville.edu/CareerCenter.
- Conduct an informational interview with a professional to learn more about their career path and position.
- Consider study abroad options. Make your academic advisor aware so they may better advise you during course registration.
- Explore ChangeLab courses.
- Attend career development outreach program workshops and forums, including career fairs.
- Sign up for the ACE Pathway to begin building your professional image. Schedule an appointment with the Center for Career Development for a 15 minute overview.
- Get involved! Explore student organizations, clubs, and departmental groups on campus.
- If you have already declared a major, look for opportunities to gain more experience in your field of interest (e.g., student organizations, part-time jobs, internships, co-op positions, volunteer activities).
- Create a résumé of your current and previous experiences. Upload it to **Handshake**.
- Review information on iBace, a certificate program designed to give all majors business experience. Additional information on iBace can be found at evansville.edu/iBace.
- Start building your all-important online professional image. Learn about the business networking site, LinkedIn, and create your account at linkedin.com.

Second Year

- Continue exploring careers related to your area of interest.
- Register for Experiential Education 090: Building Your Professional Image, a seven-week intensive guide to prepare you for professional document development, job search skills, and interviewing techniques.
- Update and manage your LinkedIn account. Make sure it is 100 percent complete and join the UE Careers group.
- Find us on Facebook at facebook.com/UECareerCenter, follow us on Twitter @UECareers, LinkedIn at UE Center for Career Development, and Instagram at @UEcareers.
- Discuss your career and educational plans with the Center, academic advisors, faculty members, and your own personal network of family and friends.
- Update your résumé with current information and be sure to upload it to Handshake.
- Consider gaining valuable life experiences by studying abroad. Speak with the Office of Study Abroad and your academic advisor to implement a plan.
- Become involved in experiential learning opportunities through internships, co-op positions, and service learning. To learn more, contact the Center for Career Development and your academic advisor.
- Take advantage of career workshops and forums.
- After earning 60 credit hours at UE, you are strongly advised to declare a major field of study in order to make satisfactory academic progress.



Third Year

- Construct a timeline and action plan concerning your post-graduation plans.
- Identify post-graduation options: graduate school, year-of-service programs, professional school, or full-time employment.
- Revisit your career interests, values, skills, and abilities. How have they changed?
- Be a leader! Increase your participation in student organizations and clubs by serving in a leadership capacity.
- Attend career workshops, seminars, job fairs, and graduate school activities.
- Establish a network of professionals in the business world or with graduate schools and maintain communication.
- Take graduate or professional school examinations.
- Gain real-life experience through internships, co-op positions, part-time jobs, volunteer activities, research, conference presentations, and class projects.
- Make an appointment with the Center for Career Development for further career and higher education assistance.
- Consider applying for post-graduate scholarships and fellowships. Visit evansville.edu/careercenter for more information.
- Refine your portfolio items and plan for future projects; practice presenting your portfolio and using its contents to answer interview questions.
- Degree candidates must file an application for the degree with the Office of the Registrar one year prior to the intended date of graduation.



Fourth Year and Beyond

- Build relationships with professionals in your related field, location, or major. The staff in the Center for Career Development will help you get connected to UE Alum. Contact us at career@evansville.edu.
- Narrow your career choices by prioritizing your interests, values, skills, and abilities.
- Make an appointment with your academic advisor early in the academic year to ensure that you are on track for graduation.
- Gain additional experience that strengthens your qualifications.
- If you're planning to attend a graduate or professional school, complete your applications three to four weeks prior to the school deadlines.
- Visit graduate schools and increase communication with your potential department to ensure that the program fits your needs.
- Revise and strengthen your résumé with help from the career development staff. Upload the revised version to Handshake.
- Schedule a mock interview appointment with the Center for Career Development office.
- Make sure your Handshake contact information and profile is up-to-date.
- See Career Development for individualized assistance (such as developing an action plan for employment or mapping out graduate or professional schools) in planning your career path.
- Put the finishing touches on your portfolio. Be sure to include fourth year and beyond projects, research, etc.
- Use your LinkedIn account to its fullest by networking with others who may assist you in reaching your career goals. Keep it updated and have fresh references that reflect the most current experiences.



Schedule your Career Center appointment online.
evansville.joinhandshake.com

Handshake

is a one-stop shop for students to prepare and launch their careers. Through a free Handshake account, students and alumni can search and apply for opportunities, upload résumés, research employers, learn about in-person and virtual career events, and schedule an appointment with the Center for Career Development.

Why Use Handshake?

Get connected, discovered, and hired all in one place!

- Search and apply for internships and jobs.
- Research prospective employers.
- Leverage an engaged community of peers, alumni, and employers.
- Find the best places to work according to classmates.
- RSVP for career fairs, networking events, and other recruiting activities.
- Add your résumé, cover letter, transcript, etc. for convenient access by employers.
- Schedule your appointments with the Center for Career Development.

Profile Checklist


- Activate your account by visiting evansville.joinhandshake.com.
- Set your privacy – determine what access level works best for your needs.
 - Private:** You'll be able to apply for jobs, but employers won't be able to search proactively for you.
 - Employers:** Your profile will be visible to employers. You may receive messages about potential job opportunities directly from employers.
 - Community:** Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You will be able to message students and alumni who have similar interests or experiences.

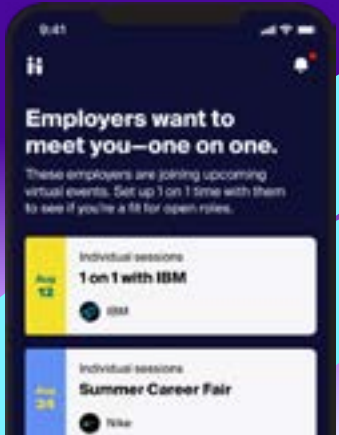
Complete Your Profile

- Create and upload a default résumé – make it public for employers to see.
- Add a professional picture and a bio.
- Complete the "Your Interests" section for better job recommendations. Employers find students based on the job interests in their Handshake profiles.
- Select as many skills as apply to you.
- Add your current and past work experience (internships, part-time jobs, ChangeLab, research, etc.).
- Add any clubs, organizations, campus involvement, or community service.
- Consider adding interesting courses or projects.


Download the app

Search for "Handshake" on the App Store or Google Play or visit app.joinhandshake.com





86.2 k Reviews



15 million+ student users

Used by 1,500+ universities and colleges

900,000+ employers

Schedule your Career Center appointment online at evansville.joinhandshake.com.

ACE Pathway and ACE Certificate

Sign up for the Advanced Career Education (ACE) Pathway today to ensure you are successfully prepared with the most effective tools to launch into today's competitive and aggressive marketplace upon graduation.

The ACE Pathway is the Center for Career Development's rigorous, professional development curriculum centered around career readiness. It is designed to offer you the opportunity to gain skills needed to communicate your professionalism, accomplishments, and career focus to potential employers or graduate schools.

By participating in the ACE Pathway, you will evaluate your career goals, polish your professional image, and create the building blocks of a lifelong professional network. This voluntary, self-guided, Blackboard course can be completed at any point during your four+ years on campus, and covers topics such as:

- Personality and career assessment
- Résumé, cover letter, and interviewing skills
- Networking and professional image development
- An experiential learning component such as an internship, co-op or research experience in your field

You may sign up for the ACE Pathway at any time; however, it is ideal to begin this program in your first or second year to ensure you have the necessary preparations completed prior to entering an internship or other experiential learning.

This zero-credit course will remain open until every element is complete or until graduation. If you complete all items, you will be awarded the ACE Certificate, including a professional UE portfolio!

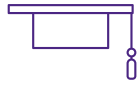
To sign up, email: career@evansville.edu

Once registered, you will have access to the preparation materials for the career elements, including rubrics, templates, video tutorials, and more.



The University of Evansville's professional development certificate is another decidedly tangible step in delivering exceptional value to UE students. Make the important decision to take charge of your professional image and begin your **ACE Pathway** today.

Competencies for a Career-Ready Workforce



Career and Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with others inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity and Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



What is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

naceweb.org/career-readiness-competencies



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Finding the Right Career Path for the Person You Are

The **TruTalent Personality, Intelligences, Skills, and Learning & Productivity assessments** will help you explore your options, make informed decisions, and encourage the pursuit of your dream career.

- I like my major, but I do not know what kind of a career I could pursue.
- I am unsure if there are particular majors or minors better suited to my possible career directions.
- I am considering a few majors and minors but cannot decide which one(s) best fit my interests and talents.
- I am interested in learning about the types of academic and work environments in which I would be most successful.
- I want to identify personal strengths that relate to my major, my academic success, and the career decision-making process.

Upon completion of the assessment tools, we will work with you to plan your next steps. Talking to faculty and staff members about potential majors, minors, and study abroad options could lead to your participation in experiential education. Attending a career fair or networking event allows you to gain a few of the skills necessary for career success. Finally, making connections on LinkedIn is a great way to stay up to date with news from your field and beyond, enhance your professional reputation, and increase your personal visibility.



What Can I Do with This Major?

Have you ever asked yourself “What can I do with this major?” Well, you are not alone. The Center for Career Development has a convenient website resource to help you find answers to that question. **Simply go to evansville.edu/careercenter and click on “Students/ Alumni” and then “Major & Career Exploration.”** You will then have access to information about common career areas, typical employers, and strategies designed to maximize **career opportunities for more than 50 majors.**

Major Discovery Program

Through the Major Discovery Program, you will have resources and expert help as you choose your academic path at the University of Evansville. A class designed for undeclared majors – DISC 100: Student Success Strategies – provides a structured academic approach to discovering options for majors and careers. Learn more at evansville.edu/majors/undeclared.

Explore and Research

The career exploration process really begins during your first and second year of college. The first step, self-exploration, is very important and should not be rushed through or overlooked. We understand that there are minority groups who may have other challenges to consider when looking for a major or career path. The Center for Career Development is always here to assist. Organizations such as the Human Rights Campaign (hrc.org) and Professional Diversity Network (prodivnet.com) also provide helpful information and resources.



Interested in completing the TruTalent Personality?

Please visit evansville.joinhandshake.com and select the “TruTalent Personality” option to schedule your appointment.

What is a Résumé?

- An intentional sales and marketing document – its purpose is to help you obtain a job interview
- A succinct and brief description targeted to a specific career field and addressed to the needs of a specific employer
- An effective summary of your relevant skills, knowledge, and accomplishments

It is possible that you may have to develop several versions of your résumé for an effective, targeted job search.

Good résumés may be presented in the following formats:

- Chronological (good format for traditional college students with an average amount of experience and related activities)
- Functional (most helpful for those changing careers, nontraditional age students, and those with gaps in their employment history)
- Combination of chronological and functional

A résumé should not be:

- Prepared by a stranger
- Copied from another source
- Hurriedly developed in a generic word processing template or wizard function

Step-by-step: creating the first draft

1. Meet with a career advocate. Visit evansville.edu/careercenter/students/careeradvocates.cfm.
2. Brainstorm what you will put on your résumé. Use the worksheet on page 14 as a guide.
3. Determine how these experiences will fit into categories and subcategories (see list on following page for examples).
4. Begin talking about your experiences in terms of the value that you added to the organization or your own skill set. Remember to begin all statements with a past tense action verb. Choosing the right words and phrases is critical for selling your marketable skills and experiences.
5. Work and rework all sections of your résumé.





Summary and qualifications

This section of your résumé should be the last section you create. In it, you will highlight the skills and qualities that you have described in your résumé so that the information is tied together for an employer. This is also a great section to draw parallels between what an employer is looking for in a candidate (find this in the job posting) with the skills that you already possess.

What Sections Should Be in a Résumé?

A résumé generally includes the following broad sections:

Contact Section Who are you? Where and how can you be reached?

Individuals may use their chosen name by writing their first legal initial, their chosen name, and then their last name. "K. Alex Jones," for example.

There will be times a company requests your legal name; if this is the case, you must use your legal name as it may be used for a background check or other legal proceedings.

Objective Statement	What do you want to do? (Be brief - five to 12 words with no personal pronouns)
Summary Section	What skills and qualities do you have?
Education Section	What have you learned? What degrees, training, and certifications have you earned? Have you studied abroad? Have you completed any major projects?
Employment Section	What have you done? Describe your internships, co-op jobs, work, leadership, and volunteerism.

Categories and subcategories may include:

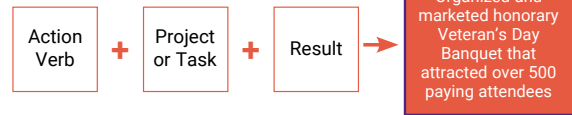
Computer skills	Study abroad	Activities	Training
Qualifications summary	Technical skills	Achievements	Professional development
Certifications	Education/degrees	Laboratory skills	Affiliations
Honors	Cooperative education	Accomplishments	Social innovation
Leadership	Courses	Internship experience	Consulting
Projects	Professional experience	Scholarships	
Community service	Skills	Languages	
Publications	Presentations	Volunteer activities	

Tips for Résumé Development

The type of résumé and categories you choose are determined by educational status (e.g., traditional student, nontraditional student, alumnus) or other factors (e.g., gaps in employment, length of employment, change of career or experience). Consider the following:

Did you know?
Employers prefer a conservative résumé format. Make yours unique by focusing on your specific accomplishments and skills.

- Categories should reflect what is most important to the employer or industry. Start with what best demonstrates your experience and your career objective.
- One-page résumés are preferred by virtually all employers for most entry-level positions.
- A good rule of thumb is to have one page for every six to 10 years of professional work experience.
- Some fields, such as education, nonprofit, and advanced healthcare tolerate a two-page format.
- When preparing a two-page résumé, make sure the most marketable and critical information is on the first page. If your résumé is two pages, they must both be full pages.
- Be sure to use terminology that is employer-, industry-, or job-specific.
- Well-organized résumés are visually appealing and do not contain spelling, typographical, grammatical, or punctuation errors.
- Every good résumé is concise and well organized so the most important information is first. Remember, the content should reinforce your objective.
- Begin each statement or phrase with a powerful action verb. Statements are best used in a bullet-style format and should be less than three lines. Eliminate unnecessary words. **Use the most aggressive past-tense action verb possible.**
- Your most recent information should come first – most recent education, employment, and leadership.
- Use a readable and familiar font (e.g., Arial, Calibri, Helvetica, Century Schoolbook). The type size should be uniform and fall in the range of 11-12 point (except for your name).
- When employers review résumés, they spend very little time on each, usually only 20 to 30 seconds. Make sure that your résumé is readable.
- Résumés should be printed on high quality (16-25 lb.) bond paper; white, off-white, or ivory preferred. Avoid colors and textures that do not photocopy well, such as gray or marble.
- Photos are not recommended in your résumé; instead, put a photo in your LinkedIn account.



Résumé Tips		
<p>Content</p> <ul style="list-style-type: none"> • List your GPA if 3.0 or better • Statements should indicate your skill set or how you added value to the organization • No high school information (few exceptions) • No personal pronouns • Honors and non-leadership activities in list format • Always use past-tense (even for current positions) 	<ul style="list-style-type: none"> • Use terminology from your field • Begin statements with a powerful action verb (see page 15) • Be ready to talk about everything on your résumé; if you cannot, do not list it <p>Format</p> <ul style="list-style-type: none"> • Margins – .7" all around, possible .5" top/bottom • Use the ruler bar to set your own tabs – do not use the space bar • Do not use tables 	<ul style="list-style-type: none"> • Name in 16-20 point; all other text uniform size, preferably 11 or 12 point • Make information uniform and aligned • Keep bullets and special characters simple; do not use too many • Use all caps, bold, and italics sparingly; avoid underlining • Limit punctuation • Use a common font, such as Century Schoolbook or Calibri

Applicant Tracking Systems

Many corporations, across all industries, use scanners and software, known as Applicant Tracking Systems (ATS), to complete the initial screening of résumés. If a résumé does not meet a specific threshold, it may not get through the system and into the hands of a human recruiter. Be sure to carefully review the job description and specifically tailor your résumé for that position.

Writing a Curriculum Vitae (CV)

A *curriculum vitae* (Latin for “the course of one’s life”), is a comprehensive statement of your educational background, teaching, research experience, and other academic qualifications and activities. In academic circles, the CV is the foundation of any application for employment, funding, awards, fellowships, or grants. A CV can serve other purposes as well, such as providing the basis for an annual review by your employer or for introductions at conference presentations. Many search committees will look at the CVs of job candidates before anything else in screening applications. It is therefore extremely important that your CV effectively communicate the range and scope of your qualifications while highlighting your particular teaching and research strengths. **Because CV styles and norms vary from one discipline to another, you should have your CV reviewed by faculty in your department/field before sending it out!**

Sections

Identification: Name and full contact information
Education: All institutions graduated from; no high school
Dissertation/Abstract/Most Recent Research Awards/Fellowships/Honors/Grants
Publications/Creative Work
Presentations/Meeting Abstracts
Work Submitted/Work in Progress
Research Experience
Teaching/Tutoring/Related Experience
Research/Teaching Interests and Competencies
Professional Training/Related Work Experience
Technical Skills/Computing Language Skills
Languages
Professional Affiliations and Service
Academic Service/Community Outreach
References

General Tips on Form and Style

Even though content determines the length of your CV, you should aim for a tightly constructed, succinct, and efficient presentation of your credentials. **There is no excuse for typographical errors in your CV.** Proofread and ask others to proofread for you. Careless errors send a bad message.

- Your name and the page number should be in a header or footer on each page after the first. Because maintaining a CV is iterative, you should get in the practice of updating it at least every six months to a year. Many scholars include a “revised” date in a footer on the first page.

- Use an 11- or 12-point font size with 0.7” margins.
- Use past-tense action verbs, measured descriptions, parallel grammar, no first-person pronouns, and little punctuation.
- Be careful not to pluralize section headings that cover one entry only.
- Keep dates to the right as opposed to listing them first in your sections. The reader’s eye naturally gravitates to the left—you want your biggest selling points there (e.g. your pedigree/school, your job title, etc.).
- Use boldface, italics, all caps, and spacing to highlight information, but be consistent and sparing in your use. Overuse distracts readers and defeats your purpose.
- Do not use graphics, shading, colors, or underlining; if you use lines, put at least .25” inch of white space around them. Lines are not recommended.
- Cite electronic references to articles, portfolios, courses, etc., to show your technical savvy if you created the site. Personal web pages should be referenced only if all material presented is professional. Irrelevant text (e.g. vacation photos, personal narratives, etc.) may turn off some members of your audience.
- All CVs should be laser-printed in black ink on white or light-colored, 8 ½” x 11” bond paper, 25 percent cotton fiber, minimum 20 lb, not to exceed 30 lb.

Résumé or CV?		
	Résumé	CV
GOAL	Non-academic position	Academic position, grant, graduate program
AUDIENCE	HR, recruiter, corporate employers	Fellow academics
CONTENT	Information relevant to the position	All academic achievements, including awards, research, publications, courses, teaching experience
LENGTH	One page	Multiple pages – generally one to three pages for master’s candidates
FORMAT	Clean and organized	Varies from one discipline to another, but should still be a clean, organized format

The Chronicle of Higher Education “Careers” web page at chronicle.com/jobs
 See especially the CV Doctor in the “Tools & Resources” section.
The Academic Job Search Handbook (Mary Morris Heiberger & Julia Miller Vick, 2001)
The Curriculum Vitae Handbook: Using Your CV to Present and Promote Your Academic Career (Gerald Roe & Rebecca J. Anthony, 1998)
Job Search in Academe: Strategic Rhetorics for Faculty Job Search Candidates (Dawn M. Formo & Cheryl Reed, 1999)

Cracking the Academia Nut: A Guide to Preparing for Your Academic Career (Margaret Newhouse, 1997)
To Boldly Go: A Practical Career Guide for Scientists (Peter Fiske, 1996)
grad.illinois.edu/sites/default/files/pdfs/cvsamples.pdf

Adapted from the University of Virginia Career Services website: *Curriculum Vitae (CV)* – career.virginia.edu/resumes/creating-your-resume/curriculum-vitae-cv

GETTING STARTED: YOUR RÉSUMÉ/CURRICULUM WORKSHEET

Use this worksheet to begin your brainstorming process. Write down key experiences and skills that you want to include in your résumé. Focus on results and accomplishments.

<p style="text-align: center;">Education</p> <p>(Including degrees, courses, projects, study abroad, research, and fourth year and beyond seminar and design)</p>	<p style="text-align: center;">Leadership</p> <p>(Including committee chairs, executive boards, orientation leader, resident assistant, and community service)</p>
<p style="text-align: center;">Work Experience</p> <p>(Including internships, summer jobs, co-op positions, jobs, and campus employment)</p>	<p style="text-align: center;">Professional Affiliations and Awards</p> <p>(Including clubs, organizations, Greek Life, volunteerism, awards, honors, and activities)</p>

ACTION VERBS

The **underlined** words are especially good for pointing out **accomplishments**.

Management Skills

adjudicated
administered
analyzed
anticipated
ascertained
assigned
attained
augmented
authorized
centralized
chaired
consolidated
contracted
controlled
converted
coordinated
delegated
designated
developed
directed
diverted
elected
enacted
evaluated
executed
improved
incorporated
increased
innovated
improvised
launched
lead
mastered
measured
merged
modeled
optimized
organized
outsourced
oversaw
planned
prioritized
produced
proposed
realigned
recommended
recruited
regulated
reinforced
reorganized
repositioned
retained
reviewed
scheduled
stratagized
strengthened
structured
supervised
transitioned
trimmed

Communication Skills

addressed
arbitrated
arranged

authored
briefed
collaborated
convinced
corresponded
corroborated
developed
directed
drafted
edited
enforced
enlisted
explained
expressed
formulated
honored
influenced
informed
interpreted
lectured
listened
mediated
moderated
negotiated
networked
orchestrated
participated
partnered
persuaded
presented
promoted
publicized
reconciled
recruited
responded
revised
sparked
spoke
translated
verbalized
wrote

Research Skills

captured
charted
clarified
collected
compared
concluded
critiqued
deciphered
derived
detected
diagnosed
evaluated
examined
experimented
explored
extracted
found
hypothesized
identified
inspected
interpreted
interviewed
investigated
observed
organized

piloted
pinpointed
polled
predicted
quantified
researched
reviewed
solidified
standardized
studied
substantiated
summarized
surveyed
systematized
targeted
verified

Technical Skills

assembled
built
calculated
computed
conserved
constructed
crafted
designed
devised
distributed
engineered
fabricated
maintained
navigated
operated
overhauled
positioned
programmed
remodeled
rebuilt
redesigned
repaired
solved
upgraded

Teaching Skills

adapted
advised
aligned
clarified
coached
communicated
compelled
coordinated
demystified
developed
enabled
encouraged
energized
enlivened
evaluated
explained
facilitated
guided
influenced
informed
inspired
instructed
persuaded
reinforced

set goals
simplified
standardized
stimulated
structured
supplemented
trained

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
capitalized
commercialized
computed
decreased
developed
diversified
doubled
drove
eliminated
estimated
financed
forecasted
gained
managed
marketed
merchandised
minimized
modified
planned
projected
raised
recovered
renegotiated
reported
researched
secured
solicited
sponsored

Creative Skills

accentuated
acted
altered
brainstormed
changed
composed
conceptualized
conducted
created
customized
designed
developed
directed
dramatized
established
fashioned
founded
illustrated
initiated
instituted
integrated

intensified
introduced
invented
originated
performed
planned
published
recaptured
redesigned
revitalized
shaped

Helping Skills

accommodated
advocated
aided
assessed
assisted
championed
clarified
coached
conveyed
counseled
delivered
demonstrated
diagnosed
differentiated
educated
expedited
facilitated
familiarized
gathered
guided
handled
headed
helped
motivated
recommended
referred
rehabilitated
represented
remedied
renewed
served
steered
supplied

Clerical or Detail Skills

approved
arranged
authenticated
catalogued
classified
collected
compiled
completed
corrected
detailed
discerned
dispatched
dispensed
documented
executed
finalized
generated
implemented
inspected

installed
inventoried
located
mapped
monitored
operated
organized
outlined
prepared
processed
purchased
recorded
reorganized
rescheduled
retrieved
screened
specified
systematized
tabulated
transcribed
transferred
transitioned
updated
utilized
validated

More Verbs for Accomplishments

accomplished
achieved
acquired
advanced
effected
ensured
excelled
expanded
improved
overcame
perfected
progressed
pioneered
qualified
received
reduced (losses)
rejuvenated
resolved (problems)
restored
satisfied
spearheaded
streamlined
succeeded
surpassed
transformed
unified

Additional Verbs

accelerated
adhered
adjusted
applied
appointed
articulated
boosted
conceived
concentrated
condensed
confirmed

confronted
consolidated
consulted
continued
contrasted
convinced
cultivated
decided
determined
defined
discovered
displayed
distinguished
earned
emphasized
empowered
endorsed
enhanced
equalized
exceeded
exhibited
featured
focused
forged
formed
fostered
governed
hosted
inspected
integrated
judged
justified
manufactured
maximized
mentored
mobilized
nominated
obtained
offered
officiated
provided
reengineered
refined
remanufactured
replaced
represented
restructured
secured
selected
separated
streamlined
suggested
supported
synthesized
taught
teamed
tested
tutored
verified
widened
won
worked

Neuro P. Med

100 N Aces Rd ♦ Evansville, IN 47722 ♦ 123.456.7890 ♦ nm000@evansville.edu

EDUCATION	B.S. Neuroscience/Pre Med Baccalaureate to Doctor of Medicine Program (B/MD) UNIVERSITY OF EVANSVILLE Evansville, IN	Expected May 2028 GPA 3.97 <i>Dean's List All Terms</i>
<i>Related Courses</i>	Genetics Ethics Microbiology Biochemistry Neuropsychology Organic Chemistry I & II	
MEDICAL EXPERIENCE	Scribe Good Samaritan Hospital Vincennes, IN May 2024-Present	
	<ul style="list-style-type: none"> Improved knowledge and understanding of the medical field and emergency care by working with physician during patient testing and diagnoses Reviewed imaging and labs, learning significance of test results in the diagnostic process Interacted with medical team, including physicians, nurses, unit clerks, and techs, gaining knowledge and respect for the importance of cooperation in health care Enhanced confidence in personal abilities to provide quality healthcare to all patients 	
	Lab Assistant Good Samaritan Hospital Vincennes, IN May-August 2023	
	<ul style="list-style-type: none"> Developed a compassionate bedside manner while interacting with patients as a phlebotomist in both in- and out-patient settings Efficiently completed responsibilities while maintaining composure in a fast-paced setting 	
RESEARCH	<ul style="list-style-type: none"> Studied the effects of child-parent relation on attachment style; Created IRB proposal, conducted survey research, and analyzed results; Discovered a positive relationship between level of secuness and perceived relationship with father 	
CAMPUS LEADERSHIP	2023 Academic Achievement Chair Zeta Tau Alpha Fall 2022-Present	
	<ul style="list-style-type: none"> Monitored individual members' grades, provided coaching, and implemented programming on goal setting/study skills to ensure academic success for the chapter 	
	2022-2023 Recruitment Director College Mentors for Kids Fall 2022-Fall 2023	
	<ul style="list-style-type: none"> Elected to increase volunteer participation in an effort to increase educational aspirations of local potential first-generation college students 	
	Special Projects Team Member University of Evansville Fall 2022-Spring 2023	
	<ul style="list-style-type: none"> Successfully collaborated with a diverse team to efficiently allocate Student Government Association resources in order to meet student-based goals 	
COLLEGIATE ATHLETICS	Women's Golf Team University of Evansville Fall 2023-Present	
	<ul style="list-style-type: none"> Dedicated numerous hours to practices, conditioning and competition; demonstrated exceptional time-management abilities while balancing a demanding academic course load Recognized as All American Scholar by the Women's Golf Coaches Association, 2016-17 	
WORK EXPERIENCE	Waggoner Farms Premier Driving Range Vincennes, IN May 2021-Present	
	<ul style="list-style-type: none"> Maintained the facility and provided a clean environment for customers successfully demonstrating a dedicated work ethic Instructed youth golfers throughout the duration of summer camps and tournaments developing interpersonal communication skills 	
	Country Club of Old Vincennes Vincennes, IN May 2020-July 2022	
	<ul style="list-style-type: none"> Interacted with members and non-members strengthening professional communication and customer service skills 	
ACTIVITIES	Holiday Care Center Warrick Humane Society Vogel Elementary School	

Polly S. Comm

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OBJECTIVE	Internship with emphasis on political environments, communication or law		
PROFILE	Easily inserted into dynamic team environments and works well under pressure Successfully establishes and maintains connections with members of communities Creatively solves diverse sets of issues, and finds new avenues of growth for the future Efficiently targets and identifies areas of interest through analytics and problem solving		
COMPUTER SKILLS	PremierePro Photoshop Audition Lightroom SPSS Coda/HTML		
EDUCATION	University of Evansville Evansville, IN Expected Graduation Date: May 2022	Bachelor of Science, Political Science and Communication with Specialization in Multimedia GPA 3.2	
RELATED COURSES	Video Production Multimedia Strategies State & Local Government		
RELEVANT PROJECTS	<ul style="list-style-type: none"> Collaborated with a partner to offer marketing communications consulting; independently scheduled and conducted interviews; edited hundreds of hours of footage to develop a 5-minute video advertisement through exceptional abilities in Adobe Premier and Audition Maintained responsibility for creating and managing departmental social media platforms in an effort to produce a coordinated social media, video, print and digital media campaign 		
POLITICAL COMMUNICATION EXPERIENCE	Evansville Office of the IDCC: Senator Joe Donnelly Campaign Summer & Fall 2018	<ul style="list-style-type: none"> Exceeded expectations of performance and recruited more volunteers than in previous cycles Improved voter participation at college campuses that included: voter registration events, training volunteers and get-out-the vote activities Analyzed data to pin-point areas of need throughout Vanderburgh County and directed an intense task-force in the last two weeks of campaign 	
	Political Campaign Warrick County, IN May 2016	<ul style="list-style-type: none"> Collaborated with a political campaign to deliver information to voters prior to primary elections Participated in grassroots activities such as canvassing for a political candidate and calling local voters 	
OTHER COMMUNICATION EXPERIENCE	Sales Associate Banana Republic Evansville, IN Summer 2015-Present	<ul style="list-style-type: none"> Improved communication and promotional skills, enhanced workflow, and increased leadership Established a detail oriented standard and helped lift visual guidelines to the highest degree 	
	Production Assistant ESPN3 University of Evansville January 2019-Present	University Radio Sportscaster WUEV University of Evansville August 2017-December 2018	
	<ul style="list-style-type: none"> Served as color commentator for the UE Purple Aces, an NCAA Division I athletic program Produced several advertisements for university and local events and demonstrated proficiency in graphics development and camera operation Coordinated the future development of political radio shows and new talk radio programs at WUEV 		
LEADERSHIP	Eagle Scout Troop/Crew 352 Evansville, IN 2009-2018	<ul style="list-style-type: none"> Learned and taught various leadership methods and qualities Restructured the troop system to better accommodate younger scouts and formed transition teams Worked with over 25 scouts to help their Eagle Scout award and complete projects nearing deadlines 	

Inga Neer

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EDUCATION	B.S. Mechanical Engineering Minor: Engineering Management Expected May 2022	UNIVERSITY OF EVANSVILLE Evansville, IN G.P.A. 3.66
<i>Computer Skills</i>	Autodesk Inventor NX Excel PowerPoint MATLAB NASTRAN ANSYS	
<i>Related Projects</i>	NASA Human Exploration Rover Challenge Senior Capstone 2018-Present	
	<ul style="list-style-type: none"> Developed an official proposal for the Indiana Space Grant Consortium and received a \$4,500 grant; led the drive train subsection for a two-person human-powered vehicle 	
	SAE Baja Vehicle 2017-2018	
	<ul style="list-style-type: none"> Analyzed the input verses output RPMs of the vehicle's continuous variable transmission and adjusted the CVT to optimize the vehicle performance during the competition Assisted team lead at competition to ensure timely team tech inspection 	
	Nasa Student Launch Initiative 2016-2017	
	<ul style="list-style-type: none"> Designed and constructed a high-powered rocket that competed in a national competition sponsored by NASA against various schools from across the United States Included project objectives of an apogee of 1 mile, successful implementation of an experimental payload, and an outreach to 250 people in the local community Acted as Junior Lead in Project Management and led outreach activities to K-12 students Placed 8th at competition and received the "Rookie Team of the Year" award 	
	Three-Wheeled Bicycle Project 2015-2016	
	<ul style="list-style-type: none"> Utilized Inventor to expand knowledge of software features and applications, to design and fabricate a tricycle for a person with impaired mobility 	
RELATED WORK EXPERIENCE	Rolls-Royce Corporation Indianapolis, IN Summer 2018	
	Product Definition Intern	
	<ul style="list-style-type: none"> Established the fundamental skills in GD&T (Geometric dimensioning and tolerancing) Updated the AGMA standards on the UK CSSIS ForumPass page Learned the fundamentals of the coding languages XML and VBA Created tool in Drawing Request Web App to reduce number of drawings the dimensional management checker must audit based on supplier quality to increase efficiency Investigated reasons that concessions created for the 1st stage turbine vanes in the AE engines are being accepted or rejected by the material review board to reduce waste 	
	Service Growth Intern Summer 2017	
	<ul style="list-style-type: none"> Performed a life-cycle analysis for the Advanced1 compressor Simplified the method used for allocating hours on contracts as part of a green belt project Identified the material of T56 and 2100 engine parts being scrapped for cost saving effort Coordinated with the Field Service Representatives to discover the bandwidth available out on the field, in the shop, and on the flight line in various global locations Modified the way the timeline of MissionCare contracts is managed and sustained 	
VOLUNTEER	Engineering Explorers December 2017 and January 2018	
	Engineering Rocks November 2017	
	New Tech Institute Stemfest September 2016	
	Options Engineering Camp June 2016	
CAMPUS LEADERSHIP/ INVOLVEMENT	2018-2019 President Engineering Honor Society 2016-Present	
	2018-2019 Vice President Mechanical Engineering Honor Society 2016-Present	
	2016-2019 Treasurer Society of Women Engineers 2015-Present	
	2016-2019 Treasurer American Society of Mechanical Engineering 2015-Present	
	Member National Society of Leadership and Success 2015-Present	
	Team Member UE NCAA Division I Women's Swim Team 2015-Present	

Sam Research

(812) 123-4567 ♦ sr000@evansville.edu

PROFILE	Writing scientific lab reports Direct patient care in clinical settings	Interpersonal communication, leadership and management Familiar with advanced lab techniques
	Fundamental understanding of Spanish language and culture	Coaching, mentoring and training others
EDUCATION	Bachelor of Science Professional Biology Expected May 2022	UNIVERSITY OF EVANSVILLE Evansville, IN GPA 3.75
TECHNICAL/COMPUTER SKILLS	JMP Excel Field Studies Mass Spectrometry	IR/NMR Culturing Chromatography Genetics Fundamentals
	Titration Dissections Gel Electrophoresis Organismal Behavior Studies	
PROFESSIONAL RESEARCH EXPERIENCE	University of Alabama at Birmingham Birmingham, AL Summer 2017	
	Undergraduate Research/Department of Nephrology	
	<ul style="list-style-type: none"> Developed professional communication skills collaborating with fellow scientists and strengthened advanced laboratory techniques Expanded knowledge of kidney function and dietary sodium effects utilizing Bradford assays and nucleic acid isolations Presented research at expo earning top recognition in the category of biological sciences 	
CLINICAL & EDUCATION EXPERIENCE	Good Samaritan Hospital Vincennes, IN June 2018-Present	
	Medical Scribe/Emergency Room	
	<ul style="list-style-type: none"> Significantly expanded medical terminology and listening skills in a fast-paced, stressful setting Identified a wide variety of diagnoses by working along-side ER physicians and directly communicating with patients for review of systems 	
	Nursing Assistant/Safety Assistant Summer 2016	
	<ul style="list-style-type: none"> Quickly improved skills in vital signs, provided quality patient care with an emphasis on comfort, collected laboratory samples, IV removal, and monitored patient welfare 	
	University of Evansville Evansville, IN August 2016-Present	
	Lab Assistant	
	<ul style="list-style-type: none"> Maintained laboratory, assisted with plant and animal care, and served as a liaison between laboratory manager, professors, and students increasing leadership skills 	
	Crop Production Services Decker, IN Summers 2014-2016	
	Maintenance Worker/Product Delivery	
	<ul style="list-style-type: none"> Maintained 10 vehicles and all mechanical equipment such as conveyors, scales, hand trucks, and power equipment: changing fluids, tires, greasing and upkeep Learned and applied wire and stick welding techniques for small projects Conducted soil and tissue samples on a variety of crops to identify pH, nutrient deficiency, and diseases 	
HONORS/ACTIVITIES	Agrium Higher Education Award	
	Volunteer at Good Samaritan Hospital Emergency Room	
	Shadowed medical doctors at Good Samaritan Hospital and private clinics	
	Dean's List- University of Evansville and Rose-Hulman Institute of Technology	
	Volunteer activities at Ronald McDonald House charities	

Salley Smart

812-789-0123 ♦ ss000@evansville.edu

OBJECTIVE

Professional teaching position in K-6

TECHNOLOGY

Promethean Board ActivInspire Document Camera PowerPoint Excel

LICENSE/CERTIFICATIONS

Vanderburgh County Substitute License CPR/AED Child and Adult QPR Suicide Prevention

EDUCATION

B.S. Elementary Education Minor, Reading May 2028
UNIVERSITY OF EVANSVILLE Evansville, IN *Dean's List 2 terms* GPA 3.4
 CORE Successfully completed; Pedagogy Test, expected March 2028
 Licensure: State of Indiana Elementary Education K-6

PROFESSIONAL CLASSROOM EXPERIENCE

EVANSVILLE-VANDERBURGH SCHOOL CORPORATION Evansville, IN
Student Teacher Caze Elementary Spring 2028
 • Instructed diverse Title I second grade population strengthening classroom management skills
 • Utilized data-driven results to reflect through instructions meeting the skill-level of students
 • Implemented lesson plans that meet the State Standards when appropriate with hands-on activities such as I Do, We Do, You Do
 • Collaborated in a team environment to provide effective learning experiences
Substitute Teacher Hebron Elementary Fall 2027
 • Strengthened adaptability in subject area and grade level increasing leadership skills
Intern Oak Hill Elementary/Middle School Fall 2027
 • Established engaging learning environment to Kindergarten classroom encouraging peer interaction
 • Developed eight student-driven learning centers for a variety of instruction or activities
Intern Fairlawn Elementary Spring 2027
 • Gained knowledge of a behavioral specialist resource providing assistance in positive behavior reinforcement in a third grade classroom
 • Increased leadership skills and flexibility in teaching methods to reach all students
 • Applied differentiation instruction strategy for diverse learners

RELATED EXPERIENCES

Private Full-time Nanny Sandy Springs, GA Summers 2026, 2027
 • Generated weekly instructions with different themes for exploration and content knowledge
After-School Program/Tutor Dexter Elementary Evansville, IN 2027
 • Created theme-related lesson plans for remediation of subject content
Tutor Ivy Tech Community College Evansville, IN 2027
 • Tutored high school students in a college-ready prep course gaining experience with an older age group
Practicum Lodge Community School Evansville, IN 2026
 • Reinforced career choice of education and inspiration

HONORS

Girl Scout Gold Award Rotary Club – Service Above Self Award

ACTIVITIES

Black Student Union • Hillel • Hispanic Heritage Association • UE Women's Choir • Big Brothers Big Sisters • College Mentors for Kids

Artie Helper

100 Ace Drive ♦ Evansville, IN 47722 ♦ 123.456.7890 ♦ ah00@evansville.edu

ART & YOUTH EXPERIENCE

Vogel Elementary School Evansville, IN January 2022-Present
Art Therapy Intern
 • Collaborated with program lead to facilitate an after school program in an effort to provide a opportunity to facilitate and nurture artistic interests and skills
 • Presented weekly to illustrate famous artists' medium and techniques to inspire and promote the creative process
 • Organized and prepared a student-work gallery for display in the school

YMCA Indianapolis, IN Intermittent 2017-2019
Summer Sports Counselor and Lifeguard
 • Successfully built trusting relationships with children ages five to nine while maintaining responsibility for activities and safety

EDUCATION

B.S. Art - Pre Art-Therapy Concentration Expected May 2019
UNIVERSITY OF EVANSVILLE Evansville, IN G.P.A. 3.36

Proficiencies

Painting Drawing Ceramics

Related Projects

Global Assistance Project Mission Guatemala Summer 2018
Art Teacher
 • Collaborated with a team and translator to prepare projects and deliver lessons in a variety of classrooms in Guatemala; provided locally sourced materials and taught children to make paper for drawing and origami boxes
 • Experienced the value of providing these opportunities to children while successfully managed cultural and language barriers

CAMPUS LEADERSHIP

NCAA Division I Women's Volleyball University of Evansville 2015-Present
 • Developed and consistently demonstrated leadership skills through practices, team building workshops, and leadership seminars
 • Represented the University of Evansville at multiple speaking engagements, tournaments, and off campus events
 • Contributed to earning the AVAC academic award in February 2018

PROFESSIONAL EXPERIENCE

Sickle Cell Anemia Cure (SCACURE) Evansville, IN 2015-Present
Office Manager
 • Increased content knowledge in a way that positively impacted the lives of others
 • Artistically developed promotional material for fundraiser and distributed information on sickle cell anemia to patrons
 • Independently set and manned consultation hours for center and provided referrals to assistance programs

HONOR

Indiana Frank O'Bannon Grant Recipient 2018-2019

Joan Malone

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Computer Skills

EDIUS Photoshop Coda HTML Premier PowerPoint

Languages

Fluent in English and Spanish, basic knowledge of French and Danish

EDUCATION

B.S. in Communication-Journalism concentration Expected May 2022
 B.S. in Psychology
UNIVERSITY OF EVANSVILLE Evansville, IN GPA 3.78

Related Courses

Media Writing News Copyediting Advertisement & Promotion Strategies
 Basic Reporting Principles of Public Relations Professional Speaking / Public Speaking

Communication Projects

• Solidified strengths in investigative journalism, interviewing and journalistic writing abilities while interviewing the CEO of Youth First and writing an article focusing on the mission of the organization and its importance in the community
 • Created radio and television ads, expanded and updated social media profiles, redesigned logo, and developed new brochures to promote awareness and ultimately increase enrollment for UE Adult Education program
 • Designed and coded, using HTML and CODA, a new website for UE Volleyball, including information, pictures and an introduction video; Utilized Adobe Premier to independently film, edit, and produce the video

INTERNSHIP EXPERIENCE

Newsroom Intern CHANNEL 14 NEWS WFIE Evansville, IN Spring 2019
 • Independently shot footage and edited through a proficiency in EDIUS
 • Gained extensive experience in broadcasting writing for newscasts

WRITING EXPERIENCE

Writer EMBRACE MARKETING AND COMMUNICATIONS Fall 2018-Present
 • Served a diverse array of clients to create written marketing content; analyzed current marketing strategies and corporate identity in order to adequately meet specific needs

Journalist SOMOSVOLEY Buenos Aires, Argentina Summer 2017
 • Covered and photographed games of the volleyball professional league in Argentina, World Championships and conducted interviews

Content Creator THE ODYSSEY ONLINE Evansville, IN Summer 2016
 • Contributed articles over topics including travel, study abroad, and personal experience, discovering and improving writing style

LEADERSHIP

UNIVERSITY OF EVANSVILLE DIVISION I ATHLETE Fall 2015-Present
Women's Volleyball
 • Collaborated with athletes to create a new coaching style and culture whitin team in order to obtain wins the best way possible
 • Improved time management, decision making, and improved work ethic by participating in Division I athletics and maintaining high academic record

EVANSVILLE UNITED VOLLEYBALL CLUB Fall 2015
Women's Volleyball Assistant Coach
 • Coached and mentored girls, ages 9-13 years, consistently encouraging leadership in play

MEDIA EXPERIENCE

Crew Member ESPN3 University of Evansville Spring 2017-Present
 • Oversaw the selection of graphics to be included on the viewer's screen as the assistant for the Graphic Designer Director

HONORS

Student Athlete Academic Roll for Five Consecutive Semesters 2016-Present
 Dean's List Five Consecutive Semesters 2016-Present
 Enterbise Bank Missouri Valley Conference Scholar-Athlete October 2018

Benjamin Business

100 Ace Circle Evansville, IN 47722 | 812-123-1234 | bb000@evansville.edu

OBJECTIVE

A full time position in management, working as Maker's Mark Diplomat Program Coordinator

EDUCATION

University of Evansville; Evansville, IN Expected Dec 2022
Bachelor of Science – Business Administration: Management GPA: 4.0

Harlaxton College Grantham, England Expected Summer 2019 & Spring 2020

PROFESSIONAL EXPERIENCE

Intern Sun Windows & Doors; Owensboro, KY May 2018-Present
 • Independently conducted time studies on structure layout in an effort to improve efficiency and increase production; furthered understanding of operations in a manufacturing environment
 • Interviewed sellers and dealers to prepare review documents for individual projects; compiled information and photos regarding initial problems, solutions provided, materials used and installation sites; posted information online for promotion and to be reviewed by potential customers
 • Prepared quotes for new projects analyzing blueprints for measurement information and reviewed final recommendations with sales staff
 • Created bill of materials by reviewing current inventory numbers and preparing recommendations of quantities to order; adjusted journal entries to ensure all inventory items from 2017 – July 2018 were accurate in accounting system

Operator Omico Plastics, Inc.; Owensboro, KY June 2017-August 2017
 • Built teamwork and communication skills by working on large teams of diverse people; learned how upper management decisions affect all areas of a company
 • Operated assembly line machine over 12 hour shifts; moved products from conveyor line to pneumatic secondaries cutting machine and ensured accurate shape to maintain quality
 • Maintained accurate product counts by monitoring the number of products that were boxed each day and the quantity of parts that became waste demonstrating observation abilities

CAMPUS LEADERSHIP

Senior Vice President Delta Sigma Pi October 2018-Present
 • Proved leadership by organizing recruitment and professional events with fellow leader
 • Organized professional events and speakers in addition to collaborating with adviser to effectively market and manage events; improved professional networking capabilities

Admission Ambassador University of Evansville Office of Admission November 2018-Present
 • Communicating with prospective students and families; collaborated with large team to organize and execute campus-wide events

ADDITIONAL EMPLOYMENT

Calendar and Class Scheduler Amy's Fit Island Studio; Owensboro, KY October 2016-April 2017
Kennel Assistant Will's Animal Hospital; Owensboro, KY October 2015-June 2017
Customer Service Baskin Robbins; Owensboro, KY March 2015-October 2015

ADDITIONAL ACTIVITY & INVOLVEMENT

Peer Wellness Educator Student Alumni Ambassador
 Univ. Of Evansville Leadership Academy, Member Student Christian Fellowship
 Order of the Eastern Star, Member Living Word Christian Church

ATHLETICS AND HEALTH SCIENCES

Marilyn P. Therapist SPT, CSCS

812.111.1234 ♦ mt000@evansville.edu

OBJECTIVE	Full-Time Physical Therapist position
SUMMARY	Knowledgeable in musculoskeletal and neurologic patient management; Seeks learning opportunities in challenging environments; Well-rounded in professional and patient-centered communication principles; Patient-first mindset aimed at improving quality of life
EDUCATION	Doctor of Physical Therapy Expected May 2029 Bachelor of Science in Exercise and Sport Science Minor in Sport Psychology May 2027 UNIVERSITY OF EVANSVILLE Evansville, IN Graduate GPA 3.85
CLINICAL EXPERIENCE	St. Vincent Hospital Evansville, IN Expected January-February 2029 Results PhysioTherapy Nashville, TN Expected March-April 2029 UC Health – Daniel Drake Center Cincinnati, OH Summer 2028 <ul style="list-style-type: none"> Delivered therapeutic intervention to a primarily neurologic population in order to improve musculoskeletal function and increase quality of life Provided in-service presentation regarding efficacy of aquatic therapy for stroke patients Communicated with medical personnel of other professions to discuss interventions promoting best patient care KORT Owensboro, KY Summer 2027 <ul style="list-style-type: none"> Evaluated and treated patients with an array of orthopedic pathology and prescribed /oversaw plan of care Trained patients on home exercise programs and intervention to be done after the conclusion of plan of care to decrease risk of re-injury Utilized SFMA Top Tier principles to diagnose orthopedic pathology with a regionally interdependent approach
RELATED EXPERIENCE	ACE+PT/ACERCISE University of Evansville Fall 2026-Present Student Therapist <ul style="list-style-type: none"> Volunteered as a student physical therapist for our student-led, pro-bono clinic treating uninsured patients with primarily orthopedic and neurologic pathology Educated underclassmen students regarding safety and best care for the aforementioned patient population ACEBUDDIES Outcomes Coordinator Spring 2026-Present <ul style="list-style-type: none"> Formulated outcome measures for the efficacy of exercise regimens provided to children with special needs for the purpose of longitudinal research
LEADERSHIP	WILLIAM HENRY HARRISON HIGH SCHOOL Fall 2024-Present Varsity swim coach <ul style="list-style-type: none"> Trained high school athletes in swim technique and competition Prepared and oversaw practice plans in collaboration with other coaches INAPTA STUDENT SPECIAL INTEREST GROUP Fall 2023-Present Secretary <ul style="list-style-type: none"> Scheduled and attended monthly meetings for Board members Acted as liaison between the SSIG and the University of Evansville student population OFFICE OF ACADEMIC ADVISING Teaching Assistant, Tutor, Academic Coach, Supplemental Instructor Fall 2023-Present <ul style="list-style-type: none"> Assisted graduate and undergraduate students' comprehension of material in courses related to physiology, neurology, biomechanics, anatomy, and therapeutic exercise Mentored undergraduate students' transition into collegiate academics
ACTIVITIES	Physical Therapy Club Sigma Alpha Epsilon – Indiana Epsilon NSCA

Nurse C. Wellington

UE Box 100 • Evansville, IN 47722 • nw123@evansville.edu • (812)123-4567

OBJECTIVE	Registered Nurse position with Deaconess Health Systems
SUMMARY	Dedicated to the well-being of others; Proven leader, effective management and teamwork capabilities; Hard-working and dedicated towards reaching goals; Culturally fluent
EDUCATION	Bachelor of Science in Nursing Expected May 2015 UNIVERSITY OF EVANSVILLE Evansville, IN Dean's List 2 terms GPA 3.05
CHARTING	QUEST Nightingale EPIC
PROFESSIONAL EXPERIENCE	VANDERBURGH COUNTY HEALTH DEPARTMENT Evansville, IN Student Nurse Fall 2014 <ul style="list-style-type: none"> Provided cultural competent, in-home care for a diverse population of local residents increasing communication skills to meet client's level of understanding Assisted and directed client to local resources for additional support expanding knowledge of service agencies in the area Assessed both physical and mental conditions through vitals and conversation reporting back to registered nurse Significantly expanded interpersonal and problem solving skills interacting with clients ST. MARY'S HEALTH SYSTEM Evansville, IN March-May 2014 Student Nurse, Oncology Unit <ul style="list-style-type: none"> Improved nursing skills setting up and delivering IV medication pumps to patients Cared for and monitored patients with bleeding and neutropenic precautions Utilized therapeutic communication to care for patients and their families Student Nurse, Medical/Surgical Unit October 2013-December 2013 <ul style="list-style-type: none"> Obtained and documented vital signs for patients on the unit Performed assessments and interventions post-surgical procedures and documented information in the Electronic Medical Records system DEACONESS HEALTH SYSTEMS Evansville, IN January-March 2014 Student Nurse, Surgery Center <ul style="list-style-type: none"> Remained with patient from registration through surgery monitoring condition, inserting IVs with medication, and observing post-op Observed numerous surgeries and expanded knowledge of medical terminology
WORK EXPERIENCE	UNIVERSITY OF EVANSVILLE Evansville, IN May-August 2013 Student Worker to the Vice President for Student Affairs and Dean of Students <ul style="list-style-type: none"> Effectively communicated with students, parents of students, and other faculty via phone calls and emails Assisted the Vice President, Dean of Students with making documents and keeping records (Word and Excel documents, making copies, and filing records) Collaborated with other staff in the Student Affairs department on projects for the University demonstrating professionalism and confidentiality
CAMPUS LEADERSHIP	Orientation Leader January 2012-Present <ul style="list-style-type: none"> Enthusiastically led incoming freshman through a week of events to transition college life and learn about campus support services Served as a role model and support for a small groups of 20 students mentoring them throughout their first semester at UE Represented the University and served as liaison between faculty and students

Brenda P. Medic

1234 Purple Plaza ♦ Evansville, IN 47722 ♦ 121.345.6789 ♦ bm00@evansville.edu

EDUCATION	B.S. Biology Pre-Medicine Track Honors Program Expected May 2021 UNIVERSITY OF EVANSVILLE Evansville, IN G.P.A. 3.9
RESEARCH EXPERIENCE	University of Evansville Biology Department Evansville, IN Summer 2018 An Examination of UE Bacterio Phage Diversity <ul style="list-style-type: none"> Identified and performed experiments in an effort to improve understanding of microbiological perspective Gained extensive hands-on experience in sterile technique in addition to ability to write thorough and condensed lab reports
Laboratory Skills	Centrifuge Autoclave PCR/Imaging Incubator Culture Microscope Nanodrop Gel Electrophoresis Dissection
RELATED EXPERIENCE	University of Evansville Biology Department Fall 2018-Present Teaching Assistant/Supplemental Instructor <ul style="list-style-type: none"> Led table discussions to ensure student understanding in Introductory Biology: Molecular Perspectives furthering ability to clearly communicate concepts and increase knowledge retention Set up lab experiments and assisted students in following experimental protocol; independently cultured bacteria and prepared recipes for their growth and sustainment Accumulated over 90 hours of direct lab experience and 84 hours teaching
LEADERSHIP	Phi Gamma Delta Epsilon Iota Chapter 2017-Present President 2019-Present <ul style="list-style-type: none"> Employed professional and interpersonal communication skills internally and throughout the University while making a continuous effort to represent the Chapter well Improved ability to delegate and effectively provided leadership opportunity for membership Service Chair Fall 2018 <ul style="list-style-type: none"> Planned and executed a variety of community-driven service events and successfully increased chapter volunteer hours by 44% Office of the Dean of Students University of Evansville Spring 2018-Present Orientation Leader <ul style="list-style-type: none"> Collaborated with a team to provide a welcoming environment in which incoming students feel encouraged and allowed to be vulnerable as they navigate the college experience
ATHLETIC EXPERIENCE	NCAA Division I Track and Field University of Evansville Fall 2017-Present Pole Vault/Relay Runner <ul style="list-style-type: none"> Successfully balanced rigorous academic and demanding athletic schedules demonstrating well-developed time-management abilities Acted in various leadership capacities while leading a relatively young squad
MEDICAL SHADOWING	Valley Surgery Center & Talley Eye Institute Evansville, IN 34 Hours Summer 2018 <ul style="list-style-type: none"> Observed cornea and retina surgeries in addition to follow-up appointments learning about the extensive collaboration necessary for excellence in the medical field
ADDITIONAL LEADERSHIP	Habitat for Humanity 499 th & 500 th Home in Evansville Spring 2018-Present Honors Activity Board Vice President Fall 2018-Present Bi-Sci Club 2018-2019 Treasurer Fall 2017-Present
ACTIVITIES	Health Professions Club University of Evansville Leadership Academy UE Gives Back Environmental Concerns Organization (ECO) Club

Trevor Trainer

500 East Terrace Lawn ♦ Evansville, IN 47722
(812) 123-1234 ♦ tt00@evansville.edu

OBJECTIVE	Internship or work experience in an Athletic Training environment
EDUCATION	B.S. Athletic Training Expected May 2020 UNIVERSITY OF EVANSVILLE Evansville, IN Dean's List 3 terms GPA 3.647
CERTIFICATIONS/SKILLS	CPR Certified- American Red Cross Basic and Intermediate Sign Language
RELATED EXPERIENCE	UNIVERSITY OF EVANSVILLE Evansville, IN Fall 2017-Spring 2018 Athletic Training Rotations- 319 hours <i>Volleyball, Softball, Swim and Dive, Baseball, Women's Soccer, Tri-State Orthopedics</i> <ul style="list-style-type: none"> Applied hand-on techniques and expanded knowledge of taping, stretching, injury prevention, and rehabilitation Developed rapport with athletes gaining confidence and strengthening techniques Athletic Training Rotations- 100 hours <i>Men's Soccer, Baseball, Women's Basketball, Volleyball</i> Fall 2016-Spring 2017 <ul style="list-style-type: none"> Observed athletic trainers on field and in training room for various collegiate sports Identified reoccurring injury specific to sport and the pre-game preventative exercise SELECT PHYSICAL THERAPY Hebron, IN June 2017-August 2017 Clinical Observations- 25 hours <ul style="list-style-type: none"> Shadowed a physical therapist in an outpatient care setting identifying different rehabilitation techniques FRANCISCAN HEALTH SPORTS MEDICINE INSTITUTE October 2015-December 2015 Shadowing- 25 Hours Crown Point, IN <ul style="list-style-type: none"> Focused on sports injuries encouraging full-recovery for return to play OAK GROVE RETIREMENT VILLAGE DeMotte, IN October 2015-November 2015 Shadowing with PT/Geriatrics- 10 hours <ul style="list-style-type: none"> Gained a greater understanding of the physical therapist/patient relationship and the benefits in rehabilitation
WORK HISTORY	Server FARMHOUSE RESTAURANT Fair Oaks, IN May 2017-Present Sandwich Artist SUBWAY Evansville, IN October 2016-April 2017 Cashier SPENCER PARK POOL DeMotte, IN May 2013-August 2016
CAMPUS LEADERSHIP	Director of Social Events ZETA TAU ALPHA Bulletin Board Director ATHLETIC TRAINING CLUB
ACTIVITIES	PHYSICAL THERAPY CLUB STUDENT SECTION ASSOCIATION

Paula S. Administrator

pa1234@yahooemail.com

Programs

- QuickBooks Enterprise
- Microsoft Office
- Adobe Illustrator, Photoshop, and Acrobat
- Logmein, Teampass, Teamviewer
- CRM: Technolutions (Slate), Colleague by Ellucian, Hobson CRM, and EX Jenzabar

Skills

Problem Solving

- Negotiated customer contracts with government and private companies in excess of \$1 million
- Handled customer, student, and employee issues to ensure resolution and that losses were not incurred or were mitigated for the benefit of both the individual and the business
- Discerned customer issues while on the help desk in addition to determining what areas could be proactively improved for end users resulting in increased sales
- Correctly classified employee and negotiated contracts

Management

- Established and maintained a budget to reduce \$200,000 debt in one year; to date \$150,000 of debt has been eliminated and income is on target to turn a profit by the end of the year
- Worked with multiple departments to convert to a new CRM, while creating new workflows and making processes more efficient
- Set up partnerships with manufacturers; arranged terms and credit lines with distributors
- Maintained relationships with vendors to ensure delivery of products on time at the best prices
- Reduced invoicing time by one week and ensured materials and labor were recorded and invoiced properly; guaranteed payments were received within the agreed upon terms

Communication and Collaboration

- Developed marketing campaigns that reached target audience in multiple countries and in multiple languages through e-Brochures, messaging apps, and email campaigns
- Worked with A.O. Smith China to create a cultural exchange for employee children to attend university to study English and learn more about American culture for three weeks; program still exists after initial year
- Worked with Embassies, Cultural Attachés, members of all branches of the government from several countries to confirm travel arrangements, issue visa documents as a DSO, and planning events
- Collaborated with local government and presented proactive ways to manage departmental IT

Attention to Detail

- Managed payroll and benefits for all employees
- Oversaw and independently maintained accounts payable to ensure payments were all made on time
- Identified discrepancies in document submissions that might indicate forgery

Education

M.S. Public Service Administration May 2028
 University of Evansville – Evansville, Indiana, USA Cum Lade

B.S. Global Politics and International Relations May 2024
 American University of Rome – Rome, Italy Cum Lade and with Honors

Employment

VP, Accounting & HR **Unity Consulting Services** 2022-Present
 Dir. of Business Development **Parrish Consulting Services** 2020-2022
 International Admission Counselor **University of Evansville** 2020-2022
 Student Assistant to Enrollment Services **American University of Rome** 2019-2021
 Public Affairs Intern **NATO Defense College** 2018

Henry Marine

123.456.7890 ♦ hm000@evansville.edu

SUMMARY

Effective communication and relationship building skills Strong time management and deadline driven
 Team player who thrives in group or individual settings Adaptable, reliable and performs well under pressure

EDUCATION

B.S. Economics Supporting Area: Business Administration Expected May 2020
UNIVERSITY OF EVANSVILLE Evansville, IN

Associates Degree in Arts with Honors May 2018
SOUTHEASTERN ILLINOIS COLLEGE Harrisburg, IL GPA 3.73

Related Courses

Introduction to Financial Accounting Data Analytics International Business Strategy

EXPERIENCE

Franklin Well Services Vincennes, IN August 2014 – March 2016

- *Drilling Fluids Engineer*
- Selected to maintain drilling fluid systems and demonstrated adaptability through hands-on learning experiences in an effort to preventing high cost to company
- Performed in-field and chemical testing to troubleshoot and prevent problems; delegated tasks for a team of four and provided support as a supervisor
- Built relationships with client and nonclient companies via phone and in-person meetings; worked to build client base within company to increase customers and sales

Geo Mitchell Drilling Carmi, IL August 2010 – July 2014

- *Derrick Hand*
- Participated in activities assisting the Drilling Engineer; followed procedures to ensure that the drilling system was at appropriate chemical balances and viscosity
- Scaled rigging system to ensure rig was properly taken care of and there were zero maintenance issues; repaired items at elevation in timely and effective manner reducing down time

United States Marine Corps San Diego, CA November 2005 – November 2009

- *Brigadier General's Enlisted Aid* November 2008 – November 2009
- Organized assembly meetings for companies and base representatives to discuss upcoming and ongoing field operations and ceremonies; hosted events with over 100 attendees in session
- Conducted ceremony preparations including sending invitations, developing seating charts based on rank, ensuring the correct units were on site and day-off timeline details
- Assisted base General with daily tasks to alleviate office work burdens; coordinated incoming phone calls and maintained records
- *Sergeant/Field Radio Operator* November 2005 – November 2008
- Ensured that all troops were field ready and knowledgeable of equipment necessary to complete designated tasks; organized and led the inspections of troops
- Inspected equipment and applied daily maintenance as necessary
- Conducted and led classroom activities to educate incoming troops on equipment details and paperwork processing; instructed them in basic operations and troubleshooting problems

ACTIVITIES

Carmi/White County High School Carmi, IL September 2017 – Present
Wrestling Assistant Coach
 • Worked with Varsity and JV students to educate them in proper wrestling techniques and encouraged sportsmanship and camaraderie

VFW Post 176 Carmi, IL 2016 – Present

- Partnered with fellow veterans to perform a variety of ceremonial respects throughout the community

C.V. Master

812-123-4567 • cvm1234@evansville.edu • 501 S. Weinbach Ave. #004 • Evansville, IN 47714

OBJECTIVE

Graduate programs in organic chemistry

TECHNOLOGY

ChemDraw Scifinder Topspin Igor Pro Excel Word PowerPoint

EDUCATION

B.S. Professional Chemistry May 2021
 UNIVERSITY OF EVANSVILLE Evansville, IN Overall GPA 3.97
Honors Program

RESEARCH

Undergraduate Researcher – University of Evansville
 Summers 2019-2020 – Supervisor: Dr. Slade, Associate Professor
Synthesis of Fischer Carbenes for Intramolecular Decarboxylative Allylation

Spring 2019 – Supervisor: Dr. Slade, Associate Professor
 Teamed with Maegen M. Kincaid; *Total Synthesis of Jozilebomine B*

Summer 2018 – Supervisor: Dr. Thananathanachon, Associate Professor
 Teamed with Nicholas Stafford; *Transfer Hydrogenation of Unsaturated Compounds with Novel Cobalt (PNP) and Nickel (PNP) Pincer Catalysts*

LABORATORY SUPPORT & TEACHING

University of Evansville Evansville, IN 2018-2021
Laboratory Teaching Assistant 2020-2022
 • Aided professor in preparing for lab, maintaining a safe and instructive lab atmosphere
 • Graded student lab reports and quizzes
Chemistry Tutor - Supplemental Instruction Spring & Fall 2018
 • Arranged and facilitated supplementary sessions to assist students with class materials

ACHIEVEMENTS

Dean's List Every Semester
 UE International Student Scholarship 2017-2021
 ACS National Organic Chemistry Symposium Travel Award Summer 2019
 ACS Award for Outstanding Achievement in Chemistry 2019-2020
 Outstanding Student of Chemistry Department 2018-2019; 2020-2021

CONFERENCES

- ACS Southeastern Regional Meeting (SERMACS) in Charlotte, NC November 2019
 Poster: *Synthesis of Co- and Ni-pyrrole(PNP) catalysts and their reactivity toward transfer hydrogenation of aldehydes and ketones*
- 18th Biennial Lilly Grantee Symposium in Indianapolis, IN March 2019
- ACS National Meeting in Orlando, FL April 2019
 Poster: *Efforts Toward the Synthesis of Fischer Carbenes for Intramolecular Decarboxylative Allylation*
- ACS National Organic Symposium in Bloomington, IN June 2019
 Poster: *Efforts Toward the Synthesis of Fischer Carbenes for Intramolecular Decarboxylative Allylation*

LEADERSHIP

President / Vice President (2017-2018) Chemistry Club 2018-2021
 • Strengthened leadership and organization, planned events, invited professional guest speakers, and performed chemistry demonstrations for local elementary students
Secretary Game Players Society 2017-2021
 • Processed minutes for executive board meetings and oversaw all club documents
 • Maintained detailed records of tabletop game collection in UE's library

John Graduate

305 S Weinbach Room 000 ♦ Evansville, IN 47714
 (812) 333-4455 ♦ jg0000@evansville.edu

REFERENCES

Mr. Bob Johnson
 Director, Human Resources
 St. Louis Children's Hospital
 1 Childrens Place
 Saint Louis, MO 63110
 Bob.johnson@bjc.org
 314-000-0000

Dr. Perky Instructor, M.S.N, WHNP-C., Ph.D.
 Professor of Nursing
 University of Evansville
 1800 Lincoln Ave
 Evansville, IN 47722
 001pi@evansville.edu
 812-000-0000

Ms. A.J. Helper, B.S.N., R.N.
 Director, Health & Wellness Center
 University of Evansville
 1800 Lincoln Ave
 Evansville, IN 47722
 555hh@evansville.edu
 812-000-4444

Cover Letter Writing

A cover letter should **always** accompany résumés or applications.

The purpose is to present your qualifications for a specific job and summarize why you believe you are right for the position.

Contact information

- Address the cover letter to a specific person.
- In the address and greeting, use the person's first and last name (i.e., Dear Margaret Smith).
- Avoid honorifics such as Mr., Mrs., or Ms. if you are not sure of a person's pronouns or identity.
- Do use specific titles (i.e., Dr. Margaret Smith) if appropriate.

First paragraph

- Convey your objective for the letter (full-time position or internship).
- Indicate how you found out about the opening.
- Describe why you are interested in that position at that organization, along with your background and qualifications.

Second paragraph

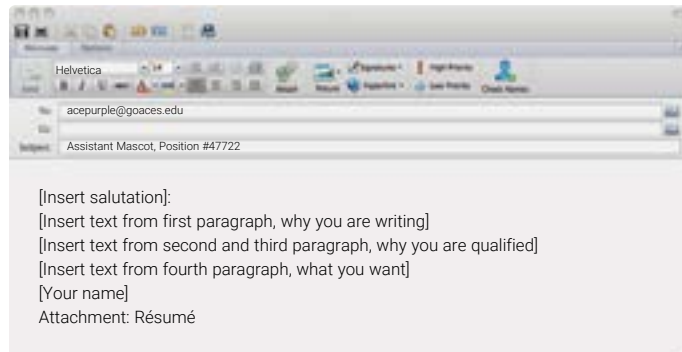
- Describe why you are a strong candidate by expanding upon your experiences, jobs, academics, skills, or personal traits.
- Provide examples of how you have demonstrated the skills necessary for the job.

Third paragraph

- Tie together your overall skills and experiences with the particular position and organization.
- Demonstrate your knowledge of the skills necessary for the job.

Closing paragraph

- Re-emphasize your interest in the position and organization.
- Thank them for their time and consideration.



Formatting a cover letter

1234 Your Street Address
Chicago, IL 60625

1 May 5, 2021 2

1

Margaret Smith, Director 3
Theatre Is Fun, Inc.
200 E. Movie Town Drive
Chicago, IL 60606

Dear Margaret Smith: 4

This is your introductory paragraph, include where you found the job and your background. 5

In this paragraph include your previous work experience and how it will help you with this position. This section may be up to two paragraphs.

Finally, in this paragraph include your availability and contact information.

Best regards, 6

7

Jane A. Doe

Jane A. Doe 8

9

Enclosure: Résumé 10

Return address: third line below 1" margin.

1 Allow two lines between return address and date, and date and company address.

2 Date

3 Address letter to an individual.

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

5 Single space within paragraphs and double space between paragraphs.

6 Double space above the complimentary closing.

7 Leave at least four blank lines for your signature. Remember to sign the letter. If emailing your cover letter, include your digital signature.

8 Writer's identification – type your full name.

9 Double space before enclosure.

10 Enclosure notation signifies your résumé or other enclosures are included.

Cover Emails

- When responding to a job opportunity via the Internet, the cover email follows the same format as described above with one exception. In the subject line of the email, put the exact position title and reference number, if applicable, for which you are applying.
- Start your message with the salutation (there is no need to type dates and addresses) and an introductory paragraph.
- Use the information described in your second and third paragraphs above and close with a variation of your fourth paragraph.

- Type each letter individually.** Keep in mind the specific job you are applying for. The letter should be no longer than one page and follow proper business letter format. Use paper similar to that used for your résumé.
- Research the company.** Show that you know something about that particular organization. Indicating that you have researched the organization shows that you are interested in the employer.
- Write to a specific person.** Find the name of a specific person within the organization, preferably the one who is likely to make employment decisions such as hiring or HR managers. Be sure to correctly spell the individual's name and include their job title. Use gender neutral language and address the letter with the person's first and last name. Avoid generic "Dear Sir/Madam" or "To whom it may concern" letters.
- Focus on the employer's point of view.** Convey your experience and skills in ways that relate to the employer's position, work, or field. Address the company's needs, concerns, and priorities.
- Focus on solutions.** Whenever applicable, present your problem-solving abilities within your cover letter. Employers do not want to read about all the difficulties that you have faced in your education or past careers, but rather how you overcame those difficulties and what you learned from those experiences.
- Be persuasive.** Cover letters are persuasive rather than descriptive documents. Therefore, emphasize specific qualifications that are related to the job or employer.
- Select one or two attributes.** Highlight one or two of your most significant accomplishments or abilities to show that you are an above-average candidate. Selecting only one or two special attributes improves your chances of being remembered.
- Make every word count.** Use clear, crisp, and succinct language.
- Use action verbs.** Describe your previous experience and background with dynamic action verbs. By using the active voice and strong action verbs in your writing, you hold the reader's attention and convey a sense of energy.
- Avoid a familiar tone.** Be sure not to start sentences with "I" or "My" until your last paragraph. This letter is a business correspondence.
- Be specific.** Rather than being "generally qualified," use specific examples to demonstrate your qualifications.
- Use your own words.** Show yourself as being human, real, professional, and employable. Your individuality should be reflected in your cover letter. Be enthusiastic, conversational, and friendly.
- Proofread and spell-check your work carefully.** Your letter should be free of spelling or grammatical errors. These errors detract from your intended message and communicate that you are sloppy or unprofessional.
- Demonstrate sincerity, energy, and enthusiasm.** The cover letter is your opportunity to showcase your interest in the job and the company that you are applying to. Even though your letter is first and foremost a business correspondence, it is still extremely important that you show the employer your excitement and desire to work for their company.
- Be honest.**

Cover letter writing examples

OPENING EXAMPLES:

Weak

I want to apply for the position at your company.

Better

Thank you for the opportunity to apply to Acme Operations.

Best

As a long time admirer of the impressive work at Acme Operations, I am delighted to submit my application for the entry-level engineering position.

MIDSECTION EXAMPLES:

Weak

I was a TA for chem lab.

Better

I was a teaching assistant in the lab for the chemistry department for 20 students.

Best

In my former role as a teaching assistant at UE, I was responsible for the instruction of over 20 students each week, aiding in a variety of laboratory procedures and experiments.

CLOSING EXAMPLES:

Weak

Please contact me asap.

Better

Thank you for your consideration. I look forward to hearing from you soon.

Best

After reviewing my résumé, I hope you will agree that I am the type of qualified candidate Acme Operations is looking for, and I am excited to discuss how my credentials will benefit your organization.

First Paragraph

<ul style="list-style-type: none"> ● Address your cover letter to a specific person. ● If a name is not listed in the posting, look up the name of the hiring manager, human resources manager, or similar title. If you can't find a name, make a phone call to the company. 	
<ul style="list-style-type: none"> ● What position are you seeking? Include the exact title of the position you are applying for in the first paragraph. 	
<ul style="list-style-type: none"> ● How did you hear about this position? (Handshake, LinkedIn, company website, etc.) 	

Second Paragraph

<ul style="list-style-type: none"> ● What is the employer's "wish list" of qualifications? Read the job description carefully for details, requirements, desired skills, experience, etc. 	
<ul style="list-style-type: none"> ● What types of related experiences have you had that are most like the open position? <ul style="list-style-type: none"> → Coursework → Volunteer work → Study abroad experiences → Projects or work experiences 	
<ul style="list-style-type: none"> ● What supporting evidence during these experiences do you have that aligns with that "wish list"? 	

Third Paragraph

<ul style="list-style-type: none"> ● What interests you most about the company? ● What separates this company from others that are similar? Show that you are choosing them. <ul style="list-style-type: none"> *Look at their website for the mission statement, recent news, and any awards earned. 	
<ul style="list-style-type: none"> ● What interests you most about the position? ● What tasks stand out to you that would be a good fit? 	

Fourth Paragraph

<ul style="list-style-type: none"> ● Thank them for their time and consideration. ● Make sure to include your phone number and email address. 	
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1650 E. Walnut St. Room A
Evansville, IN 47714

June 28, 2023

Sarah Healthwell
Legislative Assistant
Senate Committee on Health, Education, Labor, and Pensions
428 Senate Dirksen Office Building
Washington, DC 20510

Dear Sarah Healthwell:

After reviewing your Public Health Intern listing on the University of Evansville's Handshake website, I am enthusiastically submitting my résumé for your consideration. As a rising fourth-year student majoring in Public Health and minoring in medical Spanish, I am seeking a position to apply my professional pursuits in health and public policy and complete your full-time opportunity in Washington D.C. Thank you for the flexibility to complete this experience virtually, and I am considering both an in-person and remote option. The emphasis on healthcare policy for underserved communities melds my interests in Public Health and people whose first language is Spanish.

The University of Evansville has been a rich environment for my development as a health care professional. Two summers ago as a Second Year student, I completed an internship in Chicago where I worked at a free women's health clinic, translating information for primarily Spanish speaking patients and learning the administrative functions of a nonprofit health facility. The center saw all manner of patients, mostly women and children, many with little prior interaction with health-care professionals and clinics. The learning curve was steep; however, I developed a much deeper understanding of the needs of underserved and underrepresented populations and the necessity for comprehensive federal health policy change.

As well as being interested in women's health, I am also keen to help those with mental health conditions. Up to 50 percent of the women seen by the Chicago clinic presented with depressive and related mental health symptoms. The COVID-19 pandemic has put the spotlight on the need for mental health treatment in the United States, especially for children and adolescents. Some of my recent research papers have allowed me to examine more in-depth topics such as the Anti-Vaccination movement in America, employment advocacy for people with disabilities, the Affordable Care Act, and the mental health crisis. As I explore my future, I understand the need to apply my interests at the national level by serving the Senate Committee that helps determine funding and policy. This desire will serve me well as an intern with your committee.

Enclosed is my résumé for your review and I am eager to speak with you. I am available for an interview at your convenience and may be reached at XXX XXX XXXX or xxx133@evansville.edu. Thank you for considering my request and I look forward to hearing from you soon!

Sincerely,

Savvee H. Educator
Savvee H. Educator

Enclosure: Résumé

Thank-You Cards and Emails

As a professional courtesy, thank-you letters, handwritten thank-you cards, or thank-you emails should follow every interview 24 to 48 hours after the event. This will further distinguish you from other candidates. Keep in mind the goals of such correspondence:

- To express genuine appreciation for the employer’s time and consideration
- To reaffirm your interest in the position and to cite additional qualifications you may not have discussed thoroughly in the interview
- To clarify information that may not have been positively conveyed
- To confirm your understanding of the next step in the application process
- To include your expense statement and any other details of your visit

In some instances, thank-you cards or emails serve another purpose. Some employers fail to respond expeditiously to job candidates, and they need a nudge. A polite way to nudge the employer to act is to enclose an updated résumé or to comment about any new developments since the initial interview. Another approach is to say that another employer is pressing and a decision is necessary.

Acceptance Letters

While you will initially speak with the employer directly to accept a position, you will also want to send an acceptance letter as a follow-up. The acceptance letter should:

- Be addressed to the person who made you the offer.
- Be typed in a standard business letter format (see page 20, Formatting a Cover Letter).
- Include: appreciation for the offer, acceptance of the position, title of the position/department, and an overview of the hiring terms discussed (start date, who to report to on the first day, etc.).

Withdrawal and Rejection Letters

As part of managing your professional image, you are expected to communicate with employers regarding your candidacy. After you have accepted a position, you should:

- Send a formal business letter to the appropriate companies to withdraw your candidacy from any of the other positions for which you have applied.
- Prepare a courteous and thoughtful letter to decline employment offers that do not fit into your career goals.
- Thank the employer for their offer and consideration and that you hope to communicate with them again in the future regarding additional opportunities.

16 Tips for Using Email at Your New Job

1. Do not use your employer’s email address for anything other than work-related correspondence.
2. Read emails carefully so that you can respond appropriately.
3. Don’t send confidential material by email.
4. Use a subject line that reflects what your message is about.
5. Don’t use abbreviations or text message jargon (BTW, LOL, or smiley faces, and so forth) in your email.
6. Use a brief greeting as you might in a letter (Dear John). Include a closing (Sincerely, Yours, Thanks).
7. Use spell check and reread your message before sending.
8. Respond to email promptly.
9. Use typefaces and colors that are appropriate to your workplace. Ask if your office has a style that you should follow.
10. If you find you are emailing back and forth several times, pick up the phone to settle the issue.
11. If you forward a message, remove the FW from the subject line.
12. Change the subject line if the topic of the email changes.
13. Do not share other people’s email addresses.
14. Be careful using “reply all.” Consider whether it is necessary that everyone sees your reply.
15. Do not forward other people’s messages without permission.
16. Watch the tone of your email. Remember, the person receiving the email can’t see your body language.

Courtesy of the National Association of Colleges and Employers, copyright holder



Employers and graduate schools considering your candidacy often require you to provide a list of references and reference letters. Employers may request a reference list with your initial application, and before or after your interview. Normally references will not be contacted until you are a finalist for a position. Graduate schools often request reference letters as part of the application process.

Give careful consideration of whom you ask to serve as your reference. References verify your experience, confirm your competence, build credibility, and increase the employer's confidence that your skills, abilities, past job and school performance, and accomplishments make you a good fit for the position.

Identifying Your References

- References may include the following people: faculty and academic advisors, professors, bosses, supervisors, and coworkers.
- Create a list of six to 10 possible references who know you as a professional. As a college student or recent alumnus, at least one reference should be a professor or faculty member.
- Choose wisely. Do not include individuals who have minimal knowledge of your professional capabilities.
- Do not settle. If the person seems hesitant to serve as your reference, ask someone else.

Requesting a Reference

- Select three to four professional references for each employment position or graduate school application. Having a list of potential references allows you to pick and choose from the list.
- Personally contact each person and ask if they will serve as your reference. Do not send an email or leave a voicemail message.
- Schedule an appointment with each individual to discuss the types of positions you are interested in applying for and how you see your skills, experience, abilities, and qualifications fitting in with those positions.
- Ask early. Do not wait until the last minute or your last year of college. Build your recommendation portfolio by asking your employer or supervisor to write you a letter whenever you leave or complete your job if you left on good terms. If you did really well in a course you took during your Second Year, do not be afraid to ask your professor to write you a reference letter at the end of the semester.



Providing Your References With Information

- Provide your references with your current résumé, a summary of goals and plans, and any other document (e.g., transcript) you feel is necessary for them to provide an employer with thorough and positive information.
- Notify your references when you have included them on a job application.
- If your reference is writing a letter of recommendation, you should provide them with stamped, addressed envelopes. Include a cover sheet with a list of the graduate schools or employers for which you are requesting letters.

How to cite a reference

April Johnson, PhD
Associate Professor of History
University of Evansville
12 Ace Purple Way
Evansville, Indiana 47722
812-555-5678
aj000@evansville.edu

Use the same header, font, and point size for the reference page that you used on your résumé.

Thanking Your References

- Send a thank-you card to your reference after you know the letter has been sent out or they have spoken with the organization.
- You may also consider recontacting your references to apprise them of your situation. Continue to cultivate relationships with your network even after you have secured employment or graduate school admission.

"I am thankful for my experiential education because it impacted me in ways where I wouldn't know who I would be without it. I learned a lot about myself and what I want to do in the future, and I wouldn't have known where to start without the experiences I had."

"While it can seem daunting at first, it is incredibly helpful to get experience in your preferred field while still in undergrad because then you will be more prepared for what to expect within any graduate studies or future professional work."

"The company where I was an intern prior to my junior year is where I received an offer from/will be working at post-graduation."

Comments from the 2024 UE Student Experiential Education Survey

Benefits of Internships, Co-ops, and Related Experiences

In the National Association of Colleges and Employers (NACE) Job Outlook 2024 survey, employers stated that experience is a significant screening factor for potential employees. Data showed that 52.7 percent of eligible interns converted to full-time employment. Again this year, nearly 85 percent of responding employers indicated internships are the top recruiting method for their

investment of time and money, far ahead of career fairs, on-campus visits, and participating in campus panels. The findings highlight that experience in the industry, participating in an internship, and demonstrating proficiency in career readiness competencies are critical screening filters. When asked to rank the eight career readiness competencies in terms of importance, respondents indicated communication, teamwork, and critical thinking as the top competencies.

Cooperative Education	Internships	Practicums/ Student Teaching/ Clinicals	Research	Part-Time Jobs/Work-Study	ChangeLab/ Service Learning	Job Shadowing/ Informational Interview	Volunteer
Paid	Paid and not paid	Not paid	Paid and not paid	Paid (financial aid, other)	Not paid, paid or stipend	Not paid	Not paid
Two semesters or longer	One semester (fall, spring, or summer)	One semester (fall, spring, or summer)	One semester (fall, spring, or summer) or longer	Varying duration	Varying duration	Brief, limited involvement	Varying duration
Career related employment integrated with academic programs; measurable learning objectives	Career related; measurable learning objectives	Career related; measurable learning objectives, may include a seminar	Career related; measurable learning objectives	May be career related; minimal academic integration	Career related measurable learning experiences integrated with academic programs and social consciousness	Career related, structured information gathering	May be career related; minimally structured experience based in social consciousness
Course	Course or independent	Course	Course or independent	Independent	Course	Independent	Independent

Adapted from the University of Missouri-Columbia Career Center

Undergraduate Experiential Education Stipend

Are you completing an unpaid undergraduate experiential education experience/enrolled in the College of Arts and Sciences or Education and Health Sciences? You may be

eligible for up to a \$500 stipend. Conditions apply. Details and application are available at evansville.edu/careercenter/students/eeintro.cfm.

Benefits to Consider When Completing Your Experience

- **Employment**
Students with internship experience stand out from the crowd in the job hunt.
- **Take charge of your learning**
Internships are opportunities for you to design your own curriculum and expand upon the campus-based curriculum.
- **Theory into practice**
Apply theories learned in class to real-life situations.
- **Awareness through increased community involvement**
Develop a greater understanding of your role and potential contributions to society.
- **Personal growth**
Solving problems in unfamiliar situations can bolster your self-confidence and show you where you need improvement.
- **Helping hand**
Helping others increase their own capacities is also a benefit and goal of an internship.
- **New environment**
Introduce yourself to a new environment and the challenges of a work setting.
- **Research**
Explore new and old academic and career interests.

Excerpts from *The Helping Hand: Student Guide to Getting the Most Out of an Internship*, National Society for Experiential Education

Timeline and Checklist

You want a...	When to start looking...
Summer internship, co-op, or other experiential education opportunity	International: August-September before anticipated experience National or Regional: September-October before anticipated experience
Fall internship, co-op, or other experiential education opportunity	International: November-December before anticipated experience National or Regional: December-January before anticipated experience
Spring internship, co-op, or other experiential education opportunity	International: February-March before anticipated experience National or Regional: May-June before anticipated experience

Identifying and Developing Your Plan

1. Set up a meeting with your academic advisor to discuss curriculum-specific requirements and to identify other individuals who may help you achieve your goal.
2. Register with Handshake and schedule an appointment with the Center for Career Development staff.
3. Create a résumé and cover letter.
4. Enroll in **Experiential Education 90 – Building a Professional Image**. All students considering an internship or co-op position are strongly encouraged to take this course. Some programs require that their students complete this course before being eligible to earn credit. See the career development staff for more information.
5. Review internship descriptions and think about the kind of internship you want to have. Virtually all academic departments offer credit for experiential education opportunities.
6. Consider your academic, student organization, leadership, and athletic schedules. When would you be able to devote 10 or more hours per week to an internship?
7. Apply for the experiential education stipend through the Center for Career Development.

Implementing Your Plan

Please see “How to Conduct an Effective Job Search” on page 37 for more information on this process.

Making the Most of Your Experience at UE

A “Changemaker” is someone who desires positive change in the world and makes that change happen. The University of Evansville is considered a global leader among colleges and universities that believe everyone can make a powerful difference. As the only Changemaker campus in Indiana, UE promotes innovation and collaboration to address the world’s most pressing challenges, and that fits right in with the UE identity.

ChangeLab is a semester-long course in which students create positive change for businesses, nonprofits, and the community. Guided by expert coaches, multidisciplinary student teams provide services or develop innovative solutions to challenges. By participating in ChangeLab courses, students develop the career-ready competencies (critical thinking, communication, teamwork, leadership, and professionalism) that employers seek when making hiring decisions. Learn more at evansville.edu/changemaker/examples.cfm.



“In December of 2021, I found out about the University of Evansville’s local changemaker challenge. After finding out about this scholarship competition, I began brainstorming ideas that could positively impact my community. I was able to pinpoint a basic unmet need that is prevalent in every inner city community across the nation, which is water. The change maker

challenge challenged me to search for a solution and attempt to solve an issue that had yet to be solved in history. Before the creation of Hydration Station in February of 2022, an outdoor automated contactless water dispensing system did not exist in the world. I competed in the local Changemaker Challenge, placing third, and a couple of weeks later, I competed in the global Changemaker Challenge, placing second in the world. From these competitions, I knew that I could make Hydration Station a reality not only for me but also for every underserved community in the country. Hydration station has now installed six water dispensing systems across the city. We have generated over \$63,000 in our efforts to install water stations to serve communities across the city and have partnered with countless nonprofits and for-profits. Without the Changemaker Challenge, I would have never seen such a need and brainstormed ways in which I could solve it. For many, it is easier to turn a blind eye to the issues that face society each and every day, but for a changemaker, the issues that face society serve not as problems but as opportunities. For a changemaker, each problem we face is an opportunity to create a solution in order to better life for everyone around us. The Center for Innovation and Change exemplifies this notion every single day. Each day, I face various obstacles with the hydration station, but the Center for Innovation and Change has mentored and aided me each and every step of the way in the process of making my vision and mission become a reality. The course of my life would have been drastically different had it not been for the Changemaker Challenge, which inspired me to make a significant difference in my community.”

Jack Deig, Class of 2026
Major: Marketing



“I started out as a Cognitive Science major at UE with hardly any business experience. When Embrace Marketing and Communications took a chance on me by hiring me, I had no idea how transformative it would be. I’m forever grateful for that opportunity because it allowed me to grow exponentially, both personally and professionally.

Business isn’t the typical path for most people in my major. However, I’ve always enjoyed trying new things, testing my skills, and doing things a little outside the box. When my roommate Nora told me about Embrace, I felt a strong urge to go for it. I started as a Consumer Insights Specialist, learning about our clients and how best to help them achieve their goals. In my first semester, I realized I wanted to work my way up to becoming the CEO of Embrace. That same feeling urged me on, telling me I could make a difference.

With support from my advisor on the Harlaxton team and a business owner I met there who believed I would be an excellent candidate, I began my journey toward becoming CEO. In the second semester of my first year at Embrace, I took on the role of Account Executive, becoming a crucial liaison between clients and our agency.

The fact that a Cognitive Science major could become the CEO of a student-run marketing organization is fantastic. But even more remarkable was how fulfilling it felt to be a leader. I found where I fit and had the opportunity to create a lasting impact on the students of the 2023-24 Embrace team. I coached them, watched them grow, and helped them discover their passions. This kind of impact is hard to find anywhere else but UE.

Now, I know this is what I want to pursue in my future career. I enjoy seeing people grow and being the person they go to for advice or decisions. I wouldn’t have discovered this about myself without Embrace. Stepping into the role of CEO was not just about overseeing operations but about inspiring and guiding a team of exceptionally talented individuals. Their creativity, dedication, and collaborative spirit were instrumental in our collective success, and I would not have become the leader I did without the amazing team I had the privilege of leading.”

Sadie Scovorn, Class of 2024
Major: Cognitive Science



Employers are keenly aware of the global nature of business in the 21st century and want professional employees who have developed competencies in other cultures. At UE, a majority of students have rated their study abroad experience as the highlight of their college career; take advantage of that enthusiasm by incorporating your study abroad experience into your job search. Your international experience will be attractive to employers. You should include this experience on your résumé and in your cover letter, portfolio, and job interviews to fully leverage this transformative opportunity.

Experiences in other countries offer opportunities for personal growth and exploration as well as the opportunity to build valuable skills and traits that will enhance your ability to compete as a top job candidate. The key to any job search is your ability to communicate the impact and value of your experience to potential employers.

What types of skills and attributes are developed through studying abroad?

The skills and attributes gained while studying abroad are as diverse and varied as each individual's experience. The following list offers examples of skills often developed or enhanced through living in other countries.

- Communication skills (including listening and overcoming language barriers)
- Foreign language skills and cultural competence
- Global point of view, appreciation of diversity, tolerance, cultural awareness, and sensitivity to customs and cultural differences
- Flexibility and adaptability
- Motivation and initiative
- Organizational and time management skills
- Ability to identify, set, and achieve goals
- General travel and navigational skills
- Problem-solving and crisis management skills
- Patience and perseverance
- Independence, self-reliance, and responsibility
- Inquisitiveness and assertiveness

Where should I include study abroad experience on my résumé?

There is no one approach that works for every candidate. Here are a few suggestions to get you started:

- If you participated in a study program and attended classes abroad, list the experience in your education section.
- If you gained practical work experience while abroad, such as an internship, part-time job, or practicum, list it in a work experience, internship experience, or career-related experience category.
- You can also include study and work abroad programs in a separate category titled "International Experience" or "International Education". This option may be the most appropriate if you have had multiple experiences abroad.
- Include **accomplishment statements** and **mention key skills** you developed through these experiences.

Should I discuss my study abroad experience in my cover letter or during job interviews?

The key to writing a great cover letter and preparing for a job interview is to match your skills and abilities to the needs of the employer. In most cases, international experience will be attractive to employers. You will need to determine which skills will enable you to sell yourself best.

Your cover letter should

- Highlight one or two of your top skills or attributes.
- Refer to your travel experience.
- Spark employers' interest and direct them to your résumé for additional information about your qualifications.

As you get ready for job interviews, prepare stories that highlight your skill sets and reflect on several experiences from your past, including studying abroad. Be sure to tell your story with enthusiasm and genuineness. Employers want to know what meaning you have made out of studying abroad. What changes if any did you make in your curriculum, goals, or approaches to life?

Adapted from cms.bsu.edu/academics/centersandinstitutes/rinker/studyabroad/alumniofsa/marketingyourself

Reasons to Network

- Meet professionals who work in your career field.
- Gain the maximum amount of exposure.
- Get information about target industries or companies, actual job openings, or employment trends.
- Develop rapport with prospective employers.
- Obtain additional names to enlarge your network.
- Establish new, beneficial connections.

Fundamental Networking Techniques

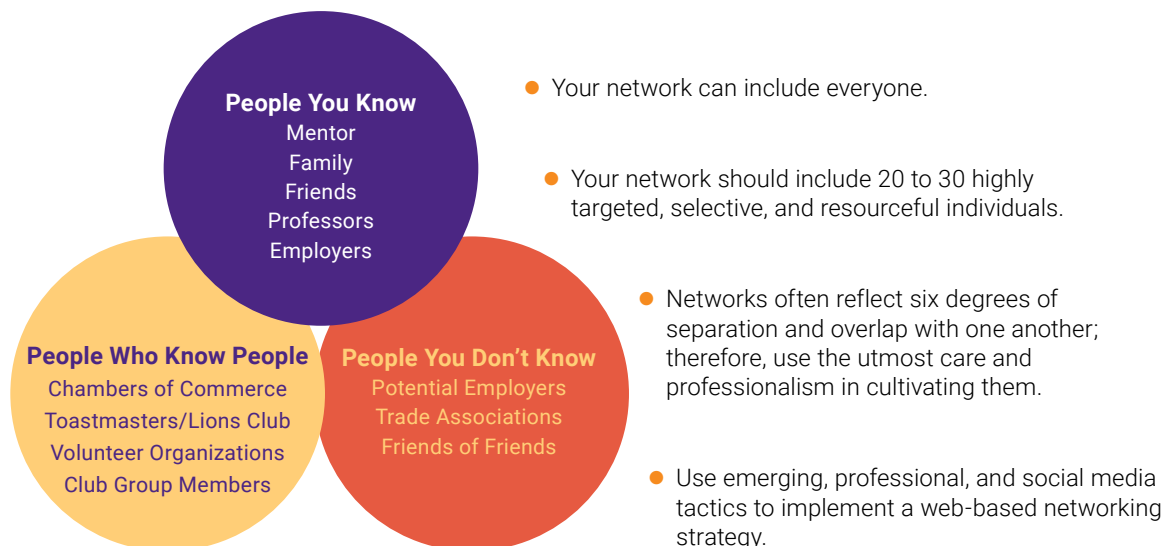
- Ask for additional referrals.
- Develop a tracking system.
- Know your contacts.
- Utilize faculty members, alumni, family, and friends.
- Attend professional conferences and meetings.
- Send thank-you notes, messages, or letters.
- Implement a follow-up system.
- Be courteous and demonstrate tact.
- Have a résumé ready; ask for feedback.
- Develop a basic business card.

Know Your Product (You!): Basic Marketing Concepts

- Be fluent with your 30-second oral résumé.
- Focus on the value you bring to an employer.
- Create and foster a unique brand.
- Help your references prepare to help you.
- Know your market.
- Understand the customer (the employer).
- Work on your packaging (dress like a professional).
- Let your résumé set the table for your interview.

Cultivating Your Network to Find the Hidden Job Market

Statistics show that 70 percent of all jobs are not published publicly on jobs sites and as much as 80 percent of jobs are filled through personal and professional connections*. Networking is a necessary skill in order to access this hidden market.



*cnbc.com/2019/12/27/how-to-get-a-job-often-comes-down-to-one-elite-personal-asset.html

Purpose

It is important to practice and prepare your 30-second oral résumé as a response for the ever-present question, “Tell me about yourself.” Whether the question is asked in a social setting, an interview, or a networking event, a well-planned answer can set you apart from the crowd as well as spark additional conversation with the questioner.



Tips

- Prepare more than one oral résumé for various situations.
- Practice your résumé by yourself, in front of a mirror, with a friend/mentor or career coach, or record on your phone.
- Make sure that your oral résumé will keep the reader’s attention. Be mindful of your body language, minimize hand motions, maintain enthusiasm, and don’t forget to smile!

Sample:

Hi, my name is Ace Purple, and I am a second-year Mechanical Engineering student at the University of Evansville. During my time at UE, I not only have developed strong technical and analytical skills but also hands-on experience while working on the SAE Formula Car. One area I excel is working with and leading a team. This semester, I was selected by my peers to spearhead the walking machine project, where I managed a team of 10 with a resourceful and innovative style enabling us to successfully complete the project on time and within budget. I am at the career fair today looking for an internship opportunity for this summer. Could you tell me about the most collaborative projects you have for interns at XYZ Company?



Outline of a Possible Elevator Pitch

Greeting	Hello, my name is...(If you are comfortable, you may introduce yourself with your chosen name and/or pronouns. “Hello, my name is Alex Smith, and I use she/her pronouns. Thank you for meeting with me today.” Do not feel pressured to include this information if you do not feel safe doing so in the moment.)
Year in school	I am a (second year, third year, etc.)...
Major	majoring in...
Experience	I have done (research, projects, etc.) on...
Accomplishments	I have (produced, presented, written)...
Seeking	I am seeking a(n)...(internship, full-time job, etc.)
Question	I know your company has a program on (x, y, z). Can you tell me a little bit about the ongoing projects in which interns could participate?

Sample Statements:

I have a solid background in...
 I am particularly good at...
 My strongest skills are ...
 I have ___ years of experience.
 I have a good working knowledge of...
 I am proficient/skilled in ...
 I have been trained in...
 My experience includes...
 I have a talent for...
 I have exposure to...
 My abilities/goals are...
 I am passionate about...
 I would like an opportunity to...

What is an Informational Interview?

Talking to people who have jobs that interest you is called informational interviewing. This process can be one of your most valued strategies in gathering information and establishing contacts as you build plans for the future. Many professionals will take time away from their busy schedules to talk with you. With planning and focus, interviews can benefit you and your career.

Conducting the Informational Interview

Before

- Learn as much as you can about the organization and similar organizations.
- Write down any questions you wish to ask. Use open-ended questions to engage your contact in conversation. (Refer to the sample questions below.)
- If possible, learn something about the person with whom you will be interviewing.
- Dress professionally (Page 42).
- Bring copies of your résumé. (Distribute them only upon request.)

During

- Arrive 10-15 minutes before your appointment.
- Restate your purpose and the reason you are talking with this particular person.
- Be prepared to initiate the conversation and use your 30-second oral résumé or 15-second elevator speech (Page 31).
- Adhere to the original time request of 20-30 minutes.
- Ask for referrals to other appropriate individuals in the field or in related organizations. Do they have specific recommendations on professional organizations or business social media sites, such as LinkedIn?
- Keep in mind that this is an information-gathering and advice-seeking interview, not an employment interview.
- Let the individual you are interviewing bring up the discussion of specific job vacancies.

After

- Send a thank-you note and keep the individual you have interviewed posted on your progress.
- Evaluate your style of interviewing. What could you have done better?
- Use what you have learned when you conduct your next interview.
- Evaluate the information you received. How does it relate to your plans?

Know what you want to accomplish

The primary objectives of informational interviews are to:

- Investigate a specific career field
- Obtain advice on where you might fit in
- Learn the jargon and important issues in the field
- Broaden your network of contacts for future reference and incorporate into LinkedIn or other business social media approach



Sample informational interview questions

1. Would you please describe your typical work day?
2. What jobs and experiences led you to your present employment?
3. What general skills are needed to perform your responsibilities (e.g., organizing, supervising, writing)?

For additional informational interviewing questions, please visit evansville.edu/careercenter.





STUDENT INFORMATION

As a college student, there can be immense value in finding a mentor to connect with. You may choose to reach out to your existing network or connecting with UE alumni is another good option as well.

Expectations as a student

- Frequently communicate with your mentor and seek their advice.
- Participate in a job shadow activity with your mentor.
- Conduct a résumé review with your mentor.
- Attend networking functions with your mentor as agreed by both parties.



MENTOR INFORMATION

As an alumnus, parent, or friend of a UE college student, you have the opportunity to offer meaningful insight as a mentor.

Expectations of a mentor

- Assist the student with their professional development needs.
- Provide insight into career opportunities.
- Promote student leadership and encourage experiential education involvement.
- Offer contacts and networking opportunities in the students' fields of interest.
- Participate in a job shadow activity with student.
- Meet once per month for one hour with student.
- Conduct a résumé review with student.
- Introduce the student to your professional network.
- Provide an opportunity for the student to tour your company.



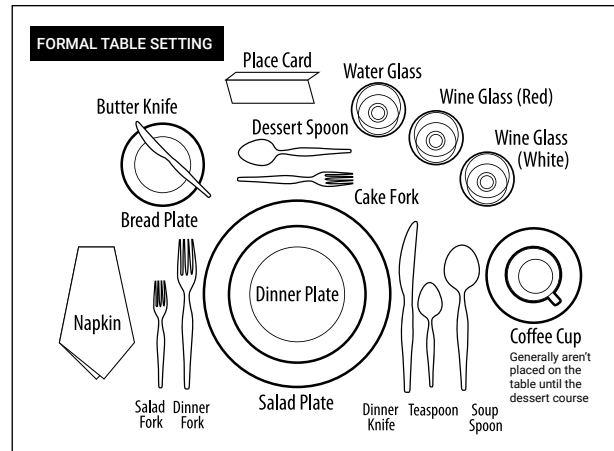
Professional etiquette is invaluable in today's society. As the workplace becomes increasingly competitive, knowing how to behave can make the difference between getting ahead and getting left behind. Manners tell you **what to do** and **what to expect** in a situation.

Introductions – Know in which order to introduce people. In a professional setting, highest ranking or honored guest's name first, and avoid using the word *meet*, as this will actually put the emphasis on the wrong person.

- Introduce a peer within the company to an outsider to your company.
- The purpose of “designed” introductions is to show respect based on position or accomplishment, not to define people by race, color, religion, or sexual preference.
- When being introduced, both of you rise, extend your hands, and give a friendly handshake.

Professionally speaking – common mistakes

- Assuming that all business associates want to be called by their first name. Wait until they ask you to call them by their first name; do not ask them.
- Sending out sloppy-looking business correspondence with errors.
- Mistreating administrative professionals of the business associates.
- Giving conflicting signals about who pays. The interviewer usually pays. If you do not know, you can offer to pay your bill. Do not argue. Say thank you.
- Failing to put your “thank you” in writing when it takes someone more than 10 minutes to do something for you. Respond within 24 to 48 hours.



Mealtime manners – Be refined when you dine

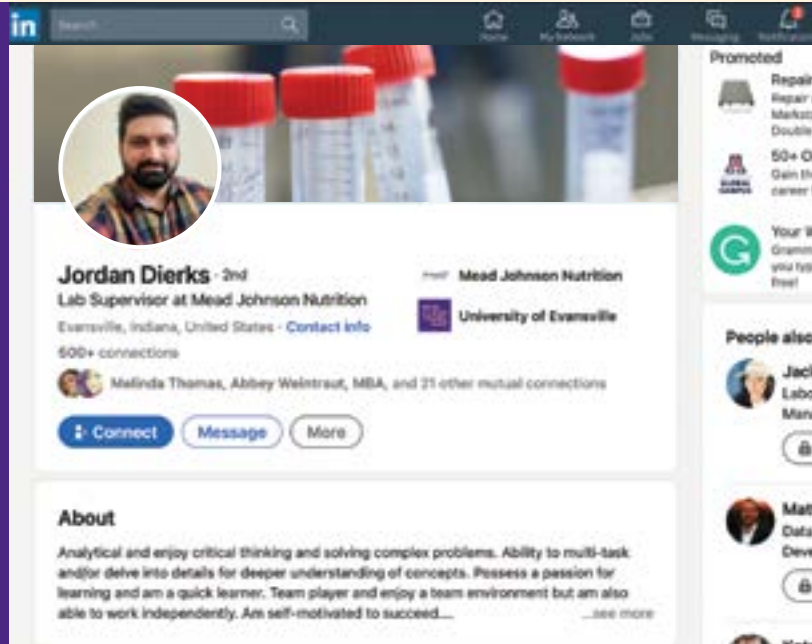
- If there are eight or fewer persons at your table, wait until everyone has been served to begin eating. Wait for several to be served if you are in a large group or at a banquet.
- As soon as you are seated at the table, fold your napkin in half and place it in your lap. It should remain there throughout the entire meal.
- If you need to leave the table during the meal, place the napkin on the chair.
- Remove inedible food with your cupped hand. Try to perform these removals inconspicuously.
- Practice good posture at the dinner table – elbows in, please.
- Use your hands to break your bread. As you go along, break a piece off and then butter it.
- Avoid gesturing with your utensils.



NAME: You may use your chosen name and your pronouns on your LinkedIn profile, if you feel comfortable doing so.

PHOTO: It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

HEADLINE: Describe what you do, why someone should connect with you, and how you can help them!



Create a LinkedIn account: LinkedIn is the world's largest professional network on the internet. You can use LinkedIn to find the right job or internship, connect and strengthen professional relationships, and learn the skills you need to succeed in your career.

Your LinkedIn account must include the following for credit on the ACE Pathway. For best results, complete your profile 100 percent as this increases your visibility to employers.

Headshotphoto and background image

- A professional-looking profile photo is 14 times more likely to be found in searches. Not having a photo or using a bad photo can negatively impact your image.
- Only include yourself in the picture with a neutral background; no selfies, keep it simple, and do not forget to smile.
- Choose a background image: use UE or pick a photo relevant to your field of study as this will make your profile more professional and complete.

Headline

- Along with your photo, this is the most visible part of your profile that recruiters and hiring managers will see when browsing for potential candidates.
- Stand out with a keyword-rich headline that describes how you want to be known on LinkedIn.
- Use descriptor words about you other than "Student." Relate it to your field of study/industry.
- Make it professional, memorable, and keep in mind this 220-character area gives the reader a snapshot of you. Hiring managers use these keywords in their searches.

Summary

- Write a summary that highlights your relevant skills, ability to get results, or what motivates you to help strengthen your searchability.
- Be clear and concise using keywords that relate to your major/industry.

Work and volunteer experience

- List your experiences with a few accomplishment bullets for each, including part-time jobs.
- Include leadership roles, military experiences, and volunteer work.
- Use power statements.

Organizations/activities

- Briefly describe what you did with every organization, each role you held, or skills gained.

Education

- List your UE education, include community college or other schooling (post-high school).
- Add other trainings, such as CPR or lifeguard certifications.

Skills and endorsements

- Add at least five key skills.
- Your connections can endorse you for your best skills.

Vanity URL

- Customize your public URL for use on your résumé or other documents.



Adapted from LinkedIn @ university.linkedin.com

Build Your Network Before You Need It

- See who you already know on LinkedIn by searching your email contacts and send **personalized invitations** to connect.
- Use the **contacts** feature to find out where UE alumni are working and reach out to them.
- Ask for **introductions** through your contacts to others you would like to know.
- **Join** the University of Evansville and UE Center for Career Development group.

Get in the habit of following up meetings, conversations, and career fairs with LinkedIn connection requests.

Dear Michael Smith, I am a third-year student at the University of Evansville majoring in Psychology hoping to enter the social work field. I noticed you are also a UE alumnus with experience in this area. I would welcome the opportunity to connect with you and learn about your career journey. Thank you!

Leverage LinkedIn for Your Job Search

- Sign up to get email alerts about jobs you may be interested in.
- Find jobs by keyword, title, company, postal code, function, industry, years of experience, and date posted using advanced search.

Professional Image Self-Audit

Google yourself

1. **Google Search:** Search your own name on Google. This is something a potential employer will do, and it's a good idea to know ahead of time what they will see.
2. **Google Alerts:** Establish Google Alerts for your name and any of the terms you would check in Step 1. As Google finds new information with those terms posted on the web, you will receive a notification. If you have a common name, consider using your middle initial to differentiate yourself.

Job boards

1. **Update:** Check SimplyHired, Indeed, Glassdoor, TheLadders, and any job boards that feature your résumé to ensure information is current. Be sure to update old profiles or delete them.
2. **Contacts:** Make sure you have search and "contact me" features enabled. Many sites offer features to remain confidential. Ensure they are set to display and search only the information you want public.

Clean up your web presence

1. **Fix it:** If you have the ability to edit the website, do so. Sites like Wikipedia will allow you to edit web pages, but keep in mind most changes are tracked and can be changed back.
2. **Ask:** Contact that former employer to correct the "About Us" page that still lists you as "Managing Director" or that friend who's posted embarrassing photos of you.
3. **Defend:** If you can't edit or delete the information, be prepared to defend it in an interview. This is especially true of negative stories in the press, which can be corrected if proven inaccurate but will rarely be removed.



- Sign up for saved search email alerts to get automatic notifications about new jobs that meet your criteria.
- Follow companies and relevant influencers in your industry to get updates on your homepage.
- In addition to using your LinkedIn profile, you can attach your résumé and your letter to your job applications.
- Keep track of your job applications via the Jobs homepage. See which jobs you applied to, when, and whether or not your application has been viewed.
- See how you are connected to each company through your connections and reach out to them.

Sections adapted from scu/edu

How prepared are you for planning and conducting an effective job search? Successful job seekers must have both good information and well-developed job hunting skills. The most important keys to being a successful job seeker are:

Step 1 Analyze yourself as the product by identifying your values, interests, skills, experiences, goals, strengths, and weaknesses.



Step 2 Explore career options with industries and organizations through company research, information interviews, and a review of professional organizations. Use the HRC Corporate Equality Index to identify employers that are committed to implementing LGBTQ+ inclusive policies and practices.
hrc.org/resources/corporate-equality-index



Step 3 Target and organize your job search. Solicit feedback from experts to evaluate your effectiveness, prepare job goals, organize a timeline, utilize a monthly planner, and expect your search to take six to nine months.

Step 4 Prepare job search support materials. Résumés, cover letters, portfolio information (if applicable), and your customized list of questions to ask employers must be tailored to reflect your qualifications as they relate to the interests of prospective employers. Push your skills!



Step 5 Build and practice your presentation skills. Create and hone your oral presentation skills through mock interviews and interview question flash cards and by anticipating behavioral, situational, or competency based interview questions.

Step 6 Develop and conduct a job search campaign. Utilize multiple strategies such as pursuing advertised vacancies, developing a contact network, and contacting employers directly while consistently following up, keeping good records, and being persistent.

Step 7 Interview, negotiate, and secure an offer. Manage this critical stage by following through with sending thank-you cards, negotiating with win-win outcomes, signing a formal acceptance, and conducting yourself in an ethical and professional manner.



Everyone benefits from a career fair

First, second, and third year

- Collect information about careers that interest you.
- Learn about prospective internships, co-op positions, part-time jobs, and summer employment.

Fourth year and beyond

- Seek full-time professional positions.
- Gather information about employers in your field.

All students and alumni

- Review the employer list. Determine where employers are located and in what order to visit them. If there is a specific employer that you are interested in, practice speaking with other employers first.
- Take advantage of the opportunity to network with potential employers or contacts. Access recruiters in advance on Handshake.
- Practice meeting employers and discussing positions with potential employers.
- Explore requirements for different careers.
- Make contacts for follow-up discussions regarding their hiring process.
- Collect business cards or write down contact information to keep for your job search.
- Bring plenty of résumés and a folder or portfolio to put materials in.
- Learn about employment trends and current and future positions within different companies.
- Broaden your focus to include many types of employers; for example, hospitals, nonprofit organizations, and government agencies recruit and hire professionals in many different fields.
- Discover the training, compensation, and other benefits of each company (let the employer offer information about salary – do not ask).
- Do not travel in groups with other students or monopolize the employers' time.

What employers want from you

- Be prepared! Have your résumé critiqued by our staff.
- Be enthusiastic, smile, and have plenty of résumés.
- Have a pen or pencil and paper available for notes.
- Take the initiative! Walk up to them and engage the employers; they are at the fair to speak to you. Be direct about the type of position you are interested in, and let them know if you are just gathering information.
- Use a firm handshake and good eye contact.
- Demonstrate strong communication skills.
- Be prepared with questions. Engage the representatives courteously and enthusiastically.
- Follow up and thank the company representative; send a thank-you card within 48 hours.
- Follow-up and follow-through contacts are up to the student; be persistent and polite.
- Submit an additional or amended résumé during your follow-up contacts.

Be prepared to share with employers

- Share specific career and job objectives and expectations.
- Indicate your individual strengths and weaknesses, citing specific examples that demonstrate your skills.
- Let an employer know what contributions you will make to their operation. Be specific, as this is not the time to discuss generically what you can do.

Wear professional attire

This is your chance to make a good first impression. Follow these guidelines:

- Business professional dress is mandatory.
- Refer to page 42 for a complete visual guide of appropriate professional interview attire.
- Hats and tennis shoes are unacceptable.

University of Evansville Sponsored Career Fairs

Student Job Fair
August 27, 2024

Meet the Firms
September 5, 2024

Accounting Interview Day
September 19, 2024

Engineering, Business, and Technology Career Fair
September 24, 2024

Majors and Minors Fair
October 17, 2024

Health Career Fair
October 22, 2024

Etiquette Dinner
November 12, 2024

Career Day
February 4, 2025

Engineering, Computer Science, and Construction Management Career Forum -
February 18, 2025

Nursing Career Forum:
February 25, 2025

Speed Networking Event
March 20, 2025

Health Career Forum
April 1, 2025

Teacher Recruitment Fair
April 7, 2025



Step 1 Preparation

Successful interviewing for any professional position requires extensive preparation. You will not be able to fool an employer; they will know if you have not given much thought to the position and how you would add value to their company.

- Before an actual interview, **schedule a mock interview** with the career development staff to practice your interviewing skills.
- Before every interview, you must **research the company**, scrutinize the position description, anticipate potential questions, plan questions to ask, and understand the company culture. Great sources for information include the organization's annual report; Form 990 (for nonprofit organizations); publications; and the organization's LinkedIn account, website, and employees.
- **Prepare answers to possible questions and practice utilizing the STAR Method for behavior-based interview questions.** Visit evansville.edu/careercenter/students/jobsearch.cfm.

- If you are traveling for the interview, make sure you will have plenty of time when you arrive. Work out all travel arrangements prior to the interview day, including how costs of travel will be handled. Make sure you **have the employer's contact information** in case your travel plans are delayed. Have extra cash and credit cards just in case there are extra expenses.
- Bring extra copies of your résumé as well as a portfolio with pen, paper, and questions that you have prepared.

Star Interview Method



S Situation

Briefly set the scene to give the interviewer some context. Refer to a specific instance and real people. Avoid being vague and don't generalize about situations.

T Task

Explain your responsibility and what challenges and constraints were present.

A Action

Describe what you did and why. Focus on your contribution to the task and not what your colleagues or your team did.

R Results

Always try to end your answers on a positive outcome. If the situation did not end particularly well, explain what you have learned from the experience to turn it into a positive example.

Step 2 The interview

- Research indicates that the **first impression can make or break your interview.** Arrive at the interview 10 minutes early and be confident. Be aware of the message you are sending with your body language and have a firm handshake.
- **Turn off your cellphone** and other electronic devices, or leave them in your car.
- **Bring copies of your résumé and reference sheet.**
- Assume each question has a purpose. Listen attentively and answer directly, in a straightforward manner.
- Keep the interviewer's attention. Use voice inflections and limited gestures. Find out what they like and talk about common interests. You will stand out in a positive way.
- **Treat everyone you meet as if they are interviewing you;** most likely, they are!
- **If the interview includes a meal, avoid alcoholic beverages.** Also, try to avoid messy dishes or foods that are considered finger foods.
- Speak with the interview organizer about the next stages in the hiring process.



Step 3 Closing and follow-up

- **Ask any questions that you still need answered.**
- End the interview with a firm handshake, thank the interviewers, and ask for business card(s) to follow up.
- **Write a thank-you card or letter** to confirm your interest and to inquire about the next step. Send the card or letter 24-48 hours after the interview to everyone you spoke with during the interview. This will further distinguish you from other candidates.
- Consider each interview a learning experience, whether you are offered the job or not. Take thorough

notes, including names, dates, what you felt you did right, and how you could improve next time.

- **If you are offered the position, ask the employer for a chance to think about the decision.** Work with the employer to decide when your answer must be communicated. See page 43 for more information.
- **If you are not offered the position, talk to the employer about how you can improve for your next interview.**

The virtual interview



In today's interview process, utilizing virtual platforms such as Zoom, Teams, FaceTime, or Whereby has become a common practice. While these types of interviews offer the convenience of not having to travel, there are several things you should be prepared to address.

1. Create a professional username. You may use your chosen name on these virtual platforms.
2. Treat the virtual interview just as you would an in-person interview by preparing and following up appropriately.
3. Test technology in advance. As soon as possible, confirm with the interviewer which virtual platform they prefer to use for the interview. Download and test the application several days in advance to make sure your internet connection, your device's camera, and the microphone are all working properly.
4. Dress appropriately – yes, from head to toe! You never know when an interviewer might ask you to stand up, and pajama bottoms with your suit jacket will not be impressive.
5. Prepare your environment – Think about where you will set up your computer, ensuring that you have soft, natural light, clean, uncluttered surroundings, and NO DISTRACTIONS (cell phones, TVs, and other devices should be turned off) Also, be sure that you will not be interrupted by others, including pets. The Center for Career Development can assist you in locating a space.
6. Monitor your body language – sit up straight. Ensure your camera is placed appropriately so your face is in the middle of the screen. Instead of a handshake, find another way to greet and exude enthusiasm, like smiling, a confident wave, and eye contact.
7. Eye contact – remember to look into the webcam, not at the monitor! You will want your interviewer to feel as though you are maintaining good eye contact.
8. Be prepared to share – you can do more than talk in a virtual interview. Share PowerPoints, Word documents, or spreadsheets, or display elements of your portfolio.
9. Technical difficulties – it's technology, and sometimes it just doesn't work properly. Remain calm, explain the situation, and address it as quickly as possible. This allows you to demonstrate your ability to handle "stress under pressure".
10. Always practice ahead of time! Just as with any other type of interview, practicing will help you feel confident and prepared.

Contact the Center for Career Development to schedule your virtual mock interview!

**Information from "9 Things You Need to Prepare for a Skype Interview" by Michelle Gianotti joinkoru.com/skype-interview-tips/*

The Telephone Interview

When you have been selected for a telephone interview or screening, you should prepare for and act as you would in a traditional face-to-face interview. To ensure a seamless conversation consider the following:

- Confirm with the employer if they plan to call you or you should call them at the specified time (also confirm time zones).
- Call from a quiet area with limited background noise.
- Smile to change the tone of your voice and speak clearly.
- Provide shorter answers.
- Have your résumé, questions to ask the employer, and a notes page and pen available.

Remember, the goal of the telephone interview is to schedule a time to speak with the employer in person, so be sure to articulate your interest in speaking with them face-to-face.



The Second Interview

Congratulations! You passed round one; now on to the second interview! Remember that even though the company considers you to be a top candidate, the second interview is definitely not the time to arrive unprepared.

Second interviews typically last either a half day or a whole day. This means that you will have to be mentally alert and ready to go for an extended period of time. The following tips will help you prepare for the second interview; however, it is important that you visit our office in the Student Life Center, Ridgway University Center, and our website at evansville.edu/CareerCenter for additional advice.

Tips for the second interview

- **Review** all the information on pages 39-40 about interviewing.
- **Research information** on the organization. You will need even more information than what you researched for the first interview.
- Develop a **list of in-depth questions** that will give you additional insight into the organization and the duties you will perform if hired.
- **Know the salary range** for your degree level and field. Do *not* bring up salary until the employer does.
- **Ask for a schedule** of the day prior to your interview so that you can be prepared with names and titles as well as the time length of different events.
- **Call your contact** or human resources to determine what type of dress is expected. Dress in a conservative suit unless you are instructed otherwise.
- **Expect little “down” time to relax.** You will most likely have a series of interviews with different individuals or groups. A short break may be all the time that you will have for yourself.
- Remember that **this interview is to assess your fit with the organization** – how well you might get along with coworkers, superiors, and subordinates. Collect business cards or write down the names of everyone that you meet (so you can send thank-you cards to everyone).
- If you are not given one during the interview and if time permits, ask for **a tour of the organization.**
- **After a second interview,** some companies will offer a position on the spot, while others may take a few weeks before an offer is made. Make sure that you follow up with your contact about the next stage in the hiring process.
- Do not forget to **mail or email thank-you notes to everyone** you spoke with during the interview within 24 to 48 hours!

Information adapted from “The Second Interview” by Thomas Denham, National Association of Colleges and Employers. The article can be found online at jobweb.com.

PROFESSIONAL INTERVIEW ATTIRE

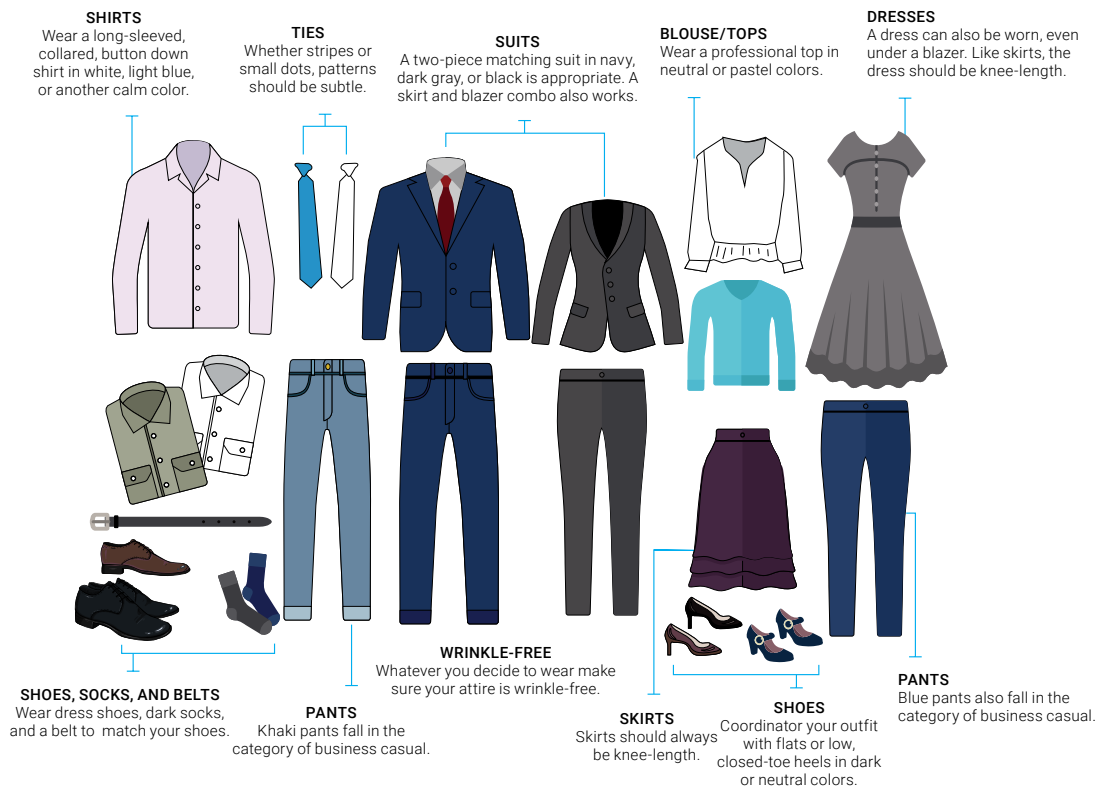
Even though many companies have relaxed the internal company dress code, interviews still follow the conservative standard. Sandals and sweatshirts are out. Oxfords and business suits are in.

This is not to say that you need to go out and buy a whole new wardrobe. Go for quality over quantity. One or two well-chosen business suits will serve you all the way to the first day on the job and beyond. Then, when you are making some money (and have a chance to see what the standard “uniform” is for the company), you can begin to round out your wardrobe. For now, no one will fault you for wearing the same sharp outfit each time you interview. Varying your shirt, blouse, tie, or accessories are simple ways to change your look without breaking your wallet.

If you are transitioning and feel comfortable doing so, dress in the way you wish to be perceived at the interview, whether that means dressing in typically feminine or masculine clothes, or even a gender-neutral way. The most important part of your outfit is that it looks professional and makes you feel confident. You are also welcome to share your pronouns if you feel comfortable doing so.

Interview Dress

What you wear conveys how important the opportunity is to you. The primary goal in dressing for an interview is to feel good while projecting an image that matches the requirements of the position and organization. The professional standard is to wear a two-piece, matching suit in gray, navy, or black. If you are uncertain about attire, check with a career counselor or an alumnus at the organization.



If you are still not sure how to dress for the interview, call the employer and ask! Do not call the hiring manager; instead, ask to be put through to human resources and say:

*"I have an interview with _____ in the _____ department for a position as _____.
Could you please tell me what would be appropriate dress for this interview?"*

For more information, visit evansville.edu/CareerCenter.



The dream scenario has become a reality – you have been offered a job. Now what? At this point, you have an important choice to make. The following are important considerations you should factor into your decision-making process.

- **Evaluate the offer.** Is the position aligned with your professional goals and objectives? Can you picture yourself working in the organization and with your potential coworkers? Is your total compensation (salary and benefits) appropriate? See salary negotiation tips on page 44.
- **Ask for time to think over everything.** The National Association of Colleges and Employers' Principle Committee recommends that employers provide students three weeks to accept a job offer. You have the right to ask the employer for a period of time to reflect on the job offer before it goes cold; however, you do not want to keep the employer waiting. Communicate your decision to the employer as soon as possible.
- **Provide additional information.** Follow up with the employer to make sure they have all of the information they need to finalize the offer (i.e., transcripts, reference letters, and correspondence).
- **Accept a job in good faith.** After you have accepted a position, you are committed to the position and employer even if a better offer comes along a few days later. Your honor and professional reputation are valuable and may be hard to rebuild within your profession. Therefore, it is extremely important for you to take time to make a well-informed decision. You do not need to accept a position immediately after it is offered.
- **Withdraw your candidacy from other positions once you accept the offer.** Informing companies that you are out of the job market will demonstrate your professionalism. It also will help your friends who may be interested in the job(s) for which you were applying during your search.
- **Get the offer in writing.** Having the offer in writing reduces the potential for future misunderstandings and allows for you to be clear about salary, benefits, start date, etc.
- **Follow up with your network.** As you sign on the bottom line, we recommend that you do not forget to thank your references and professional network, as well as notify them of your new employment. Continue to build and strengthen your professional relationships. You never know when you may need them again.

SALARY NEGOTIATION TIPS

From the very first interview with an organization, you want to communicate to the employer how your experience, skills, and accomplishments will add value to their organization. As the employer becomes more interested in your potential, they will be more open to further negotiation. The University's Career Development staff recommends incorporating the following tips in your negotiation approach.

- **Understand the negotiation process.** The purpose of the negotiation process is to reach a mutual agreement with the employer. You do not want the negotiation process to be a confrontation. Remember – in a few weeks, you will be working on the same team as the individual(s) with whom you are negotiating.
- **Avoid discussing salary until you have been offered the position or until the employer brings up the subject.** The employer may have concerns regarding your genuine interest in the position or company if you ask about the salary before you ask about the position description.
- **Know your worth in the marketplace.** Utilize the salary websites listed inside the back cover of this career guide to help you identify an appropriate salary range. Be prepared with this information early in your job search process because you may be asked by the employer for your salary history or expectations.
- **It is not always just about salary – benefits add up too.** As the base salary is discussed, you should also consider fringe benefits such as health insurance, retirement savings plan, vacation plans, opportunities to grow professionally, travel, overtime pay, and compensation time.

More details can be found at evansville.edu/careercenter.

THE ETHICS OF JOB, GRADUATE/PROFESSIONAL SCHOOL, OR EXPERIENTIAL EDUCATION SEARCH

In uncertain economic conditions, especially when first entering the professional marketplace, it may be difficult to adhere to what seems to be a strict code of ethics regarding the role and expectations of a new job seeker. Many current and past blogs, blasts, and internet advice from experts rail against the job seeker who is not prepared or focused and engages in seemingly unethical job search practices. When conducting an effective and ethical job or graduate/professional school search, every detail counts. Always remember: it is a small world we live in.



The National Association of Colleges and Employers (NACE) publishes an annual guide that addresses these concerns: *Playing Fair...Your Rights and Responsibilities as a Job Seeker*: naceweb.org/playing_fair.

Here are their guidelines and some specific advice from the UE Center for Career Development you may use in order to conduct an ethical job or graduate/professional search that is fair and helps you set a high standard of relational interaction between job seekers and employers.

- **Provide accurate information about your academic work and records, including courses taken, grades, positions held, and duties performed.** You can, however, refuse to provide an employer with specific information about any job offers you may have received from other employers. You do not have to name the organizations that have made you offers, nor do you have to provide specific information about what salaries you've discussed with those organizations. Instead, you can give broad responses to such questions, naming types of employers – "I've interviewed with employers in the retail industry" – and offering salary ranges rather than specific dollar amounts – "The salary offers I've received have been in the \$25,000 to \$30,000 range." Incidentally, it's in your best interest to research salaries and to let employers know that you have done so.
- **Be honest.** Conduct your job search with honesty and integrity. Do not lie or stretch the truth on your résumé, applications, or during any part of the interview process.



- **Interview genuinely.** Interview only with employers you're sincerely interested in working for and whose eligibility requirements you meet. "Practice" interviewing is misleading to employers – wasting both their time and money – and prevents sincerely interested candidates from using those interview slots.
- **Adhere to schedules.** Appear for all interviews, on campus and elsewhere, unless unforeseeable events prevent you from doing so. And, if you can't make the interview because of an unforeseeable event, notify them at the earliest possible moment.
- **Don't keep employers hanging.** Communicate your acceptance or refusal of a job offer to employers as promptly as possible, so they can notify other candidates that they are still being considered or that the position is filled. The Center for Career Development suggests that job search candidates request a minimum of three business days to respond to a written offer and, depending on how far off a start date is (more than 120 days), up to three weeks to consider.
- **Accept a job offer in good faith.** When you accept an offer, you should have every intention of honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer. It can be considered a serious ethical breach to accept and then decline an offer. Not only is it professionally damaging to the job searcher, it may also affect the relationship between your alma mater and that organization. A college student candidate's reputation is very much tied to their academic department, college or school, the institution, and in many cases the career center. Burning your own bridge is bad enough; damaging your institution's reputation may be unresolvable.
- **Withdraw from recruiting when your job search is completed.** If you accept an offer or decide that full-time graduate or professional studies are for you, notify the Center for Career Development and withdraw from the on-campus recruiting process immediately. Let employers that are actively considering you for a job know that you are now out of the running by sending an email or letter if necessary. By informing everyone that you've got a job or are headed to graduate school, you not only get the chance to brag but also to help your friends who are trying to get on interview schedules or who are being considered for positions.
- **Claim fair reimbursement.** If an employer has agreed to reimburse you for expenses you incur throughout the recruitment process, your request should be only for reasonable and legitimate expenses.
- **Obtain the career information you need to make an informed choice about your future.** It's up to you to acquire the information about career opportunities, organizations, and any other information that might influence your decisions about an employing organization. Your faculty, advisors, the Center for Career Development, and others stand ready to assist you with gathering relevant data and supporting you in the many challenges of conducting an effective and ethical job or graduate/professional school search.



PROFESSIONAL EMPLOYMENT OPPORTUNITIES FOR INTERNATIONAL STUDENTS

Curriculum practical training (CPT) is an experiential education employment opportunity that is an integral part of your curriculum and will be counted toward your degree.

Optional practical training (OPT) is a benefit for international students who hold F-1 visas. OPT permits up to 12 months of off-campus employment for the purpose of gaining independent practical experience related to the student's major field of study. It is usually awarded at the completion of a degree program.

Getting Started

Communicate your interest in CPT or OPT with your academic advisor, the Office of Cultural Engagement and International Services, and the Center for Career Development six to 12 months before the date you wish to begin the experience. It is your responsibility to tell your advisor and the Office of Cultural Engagement and International Services staff of your intent so that they are able to provide the necessary support and guidance.

The preceding information gives a general overview. For more detailed information, please visit the career development website (evansville.edu/CareerCenter) or contact the International Support Services staff in the Center for Student Engagement.

Stacie Miller, PDSO/RO, *International Services Specialist*
812-488-5607 • sm634@evansville.edu

Graduate school is right for you if:

- The career you want to pursue requires education beyond the baccalaureate level. Education, law, medicine, dentistry, pharmacy, and psychology are examples of such fields.
- You are interested in the particular academic discipline purely for the love of it and would never forgive yourself if you did not give it a try.
- After working for a while, you want to add a graduate degree in order to advance professionally or to change your field of employment.

Graduate school may be wrong for you if:

- You have not decided what kind of career you want to pursue. Remember, competitive programs look for individuals who have clearly defined interests.
- You are pressured by family or friends.
- You are doing it simply to postpone the inevitable job search; a graduate degree is not a job guarantee.

APPLYING TO GRADUATE SCHOOL

TIMELINE

- 18-24 months prior to application deadline: **Evaluate your options**
 12-18 months prior to application deadline: **Narrow down your choices**
 6-12 months prior to application deadline: **The application process**
 2-3 months post-application deadline: **Make your decision**



Evaluate Your Options

18 - 24 months prior to application deadline

<p>Petersons Guide • petersons.com</p> <p>Petersons Guide assists you with finding schools that offer the programs you are interested in. Each school's listing gives the following information: address, degrees offered, enrollment numbers, number of applications received and percentage of those accepted, entrance requirements, financial aid offered, and a contact person.</p>	<p>Graduate School Guide • graduateguide.com</p> <p>This guide is a good resource if you need to stay in a particular state for graduate school. Each school's listing gives the following information: address, programs and degrees offered, tuition, and contact information.</p>
<p>Contact your schools of interest</p> <p>It is essential that you have a catalog from the schools and programs that interest you. Request application and financial aid materials when you request the catalog.</p>	<p>U.S. News & World Report • usnews.com</p> <p>Check graduate school rankings through <i>U.S. News & World Report</i>. Bear in mind that these cannot offer a comprehensive picture.</p>



Narrow Your Choices

12-18 months prior to application deadline

- ❑ **Read the materials you have received** from the schools to learn about their class sizes, specialties, entrance requirements, and faculty research areas.
- ❑ **Do a reality check** of your qualifications and the schools' admission criteria. For example, if a program requires a 3.5 GPA and a 1300 GRE score, but your GPA and test score are not quite that high, check with the admission office for that graduate school. The staff can tell you whether your test scores and GPA might be acceptable.
- ❑ **Use personal fit** rather than rankings to select your top choices. Just because a graduate program is ranked number one by *U.S. News & World Report* does not mean that it is the program for you.
- ❑ **Narrow your choices** of schools and programs down to about 10 (three minimum). Apply to these schools early in your Fourth Year.
- ❑ **Check the competitiveness of the program** by looking at the number of applications received versus the number of acceptances. This way, you can ascertain how competitive a program is and the likelihood of your acceptance.
- ❑ **Pay close attention to the entrance requirements** of a school and its program. It doesn't hurt to include one or two schools which are a "sure thing." These include schools that have score and GPA requirements which are far lower than your own and schools that accept far more applications than they reject.
- ❑ **Investigate application deadlines.** Don't wait until the last minute to begin preparing your materials. While some colleges have rolling admission, meaning programs continue to evaluate applications until all slots for an incoming class are filled, most programs have strict deadlines. These deadlines are non-negotiable – a late or incomplete application may not be considered.
- ❑ **Consider applying to similar programs.** For example, if you are pursuing a career in clinical psychology, think about applying to some counseling psychology graduate programs.
- ❑ **Visit your top two or three choices.** Speaking with faculty and current students gives you an accurate picture of the program and its requirements. If it is not possible to visit the school, contact the program to see what current students and professors would be willing to speak with you via a phone appointment.

Develop a professional online presence. You can include links to your LinkedIn profile, digital portfolio, or personal website to allow admission officers to see your academic and professional accomplishments, leadership, and subject matter expertise. See pages 35-36 for tips on strengthening your online presence.

Applying to Schools

Six to 12 months prior to application deadline

Prepare for the appropriate test

- ❑ Prepare for the test several months in advance. Free materials are available for most admission tests if you register early.
- ❑ Websites and information on graduate admission tests are available at evansville.edu/careerservices.

Strengthen your application

- ❑ Schools look at more than your entrance exam scores and your grade point average.
- ❑ Involvement in some activities and leadership positions while at UE is important. Schools appreciate a 4.0, but they also want someone who can interact with peers.
- ❑ Get some practical experience. Plan to do an internship prior to your Fourth Year, so it appears on your application. Try to find a summer job in the career field you wish to pursue.
- ❑ Select references who can speak of your abilities and accomplishments. Prestigious references are fine. However, if they cannot speak honestly and openly of your accomplishments, they will not be effective. Only send in the number of references that are asked for in the application materials.
- ❑ Your essay must be PERFECT. Make sure you have several people proofread this essay before you send it. Current professors, employers, the writing center, or Center for Career Development staff are great resources to review your essay. The essay must not only be typographically error free, but also grammatically correct.
- ❑ Schedule a mock interview with the Center for Career Development prior to the admission committee interview.
- ❑ Send in all materials (transcripts, entrance exams, application, personal statement, etc.) two to three weeks in advance of the deadline. Call each school to ensure all materials were received.

Apply for scholarships and fellowships

- ❑ Scholarships and fellowships provide students with opportunities to make graduate school an affordable option. For more information visit evansville.edu/careercenter/students/psintro.cfm.

Make Your Decision

Two to three months post application deadline

If you have been accepted to more than one graduate program, you must decide which one is right for you.

- Research and review the number of students accepted into your program. Some are very large and some are very small – which is a better fit for you? Also, compare the number of applicants versus the number of acceptances. This can tell you the popularity and competitiveness of a program.
- Pay attention to the specialty of the program. Each graduate school catalog usually has a career section to let you know what types of careers their graduates end up with. Do these fit your career goals?
- Discuss career goals with faculty of the graduate program to see if their curriculum fits your needs. Faculty will be honest with you – they are not paid to do recruiting. If their program is not a good fit for you, they will tell you.
- Officially accept or decline graduate school admission offers.

If you are not accepted into a graduate program, you must coordinate a strategic plan.

- Next time, apply to a larger number of graduate schools to better your chances of admission.
- There are many reasons a student may not be accepted into a graduate program, including a bad fit between the program and the student. **Do not give up hope.** There are many things you can do to attempt to make your second shot at graduate school a success.
- Ask an Admission Counselor or a faculty member at the graduate school why you were not accepted. Ask them to be candid.
- Consider taking additional undergraduate courses to either raise your GPA or to fulfill missing graduate program entrance requirements.
- Sit out of school a year or two. Get a job that is in the area you wish to pursue or participate in a year of service program. The real-life experience will help you the next time you apply to graduate school.
- If your test scores are the reason you did not get accepted, consider retaking the tests. Make sure you practice and study for the exam this time. Do not just assume that it will be easier the second time around.

Consider a Gap Year, Year of Service, or Fellowship

Students often find themselves unsure about if or when graduate school is the right choice for them. It is okay to take some time to figure that out, but it is important to fill that time with something intentional and meaningful. It will give you the opportunity to explore interests, enhance skills, and consider career goals.

Is a gap year right for me?

- What experience do I want to have prior to entering grad school or professional work?
- Do I need this experience to enhance or build my skills and professional experience? Will it improve my résumé/CV or my research skills?
- How will this experience foster my long-term career goals?
- Do I want to use this time to travel internationally?
- What about a short-term internship instead of a full year commitment?
- Could this experience make me a more competitive applicant for a graduate or professional school?

For more information, visit evansville.edu/careercenter/students/infellowships.cfm.



ATTENTION

FUTURE UE ALUMNI

Graduation is not the end – just a change in your relationship with UE.

Congratulations on your recent graduation, and welcome to the UE Alumni Association!

Did you know, as a recent graduate, you qualify for President's Club membership at a discounted rate? For only \$100, you can join UE's premier giving society and gain access to special events, opportunities to network, and other cool benefits.

To make a gift to any area on campus and join the President's Club for only \$100, please visit evansville.edu/give.

Thank you for giving back to your alma mater and...

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Alumni Services and Benefits

Upon graduation, you become a member of the UE Alumni Association and are entitled to the following benefits:

- Opportunities to network with fellow UE alumni at social and professional development events
- Access to uealumnionline.com for alumni events, alumni news, and an alumni directory
- Low-cost transcripts from the Office of the Registrar
- Free subscription to *UE Magazine*
- Lending privileges at the University's libraries
- Special discounts on select insurance, hotels, and rental cars
- Alumni discount in the UE Bookstore
- Numerous volunteer opportunities to work with other alumni, as well as with current and prospective students



**University
of Evansville**

**Keep in touch with the
Office of Alumni and Engagement!**

**812-488-2586 | alumni@evansville.edu
evansville.edu/alumni/keepingintouch**



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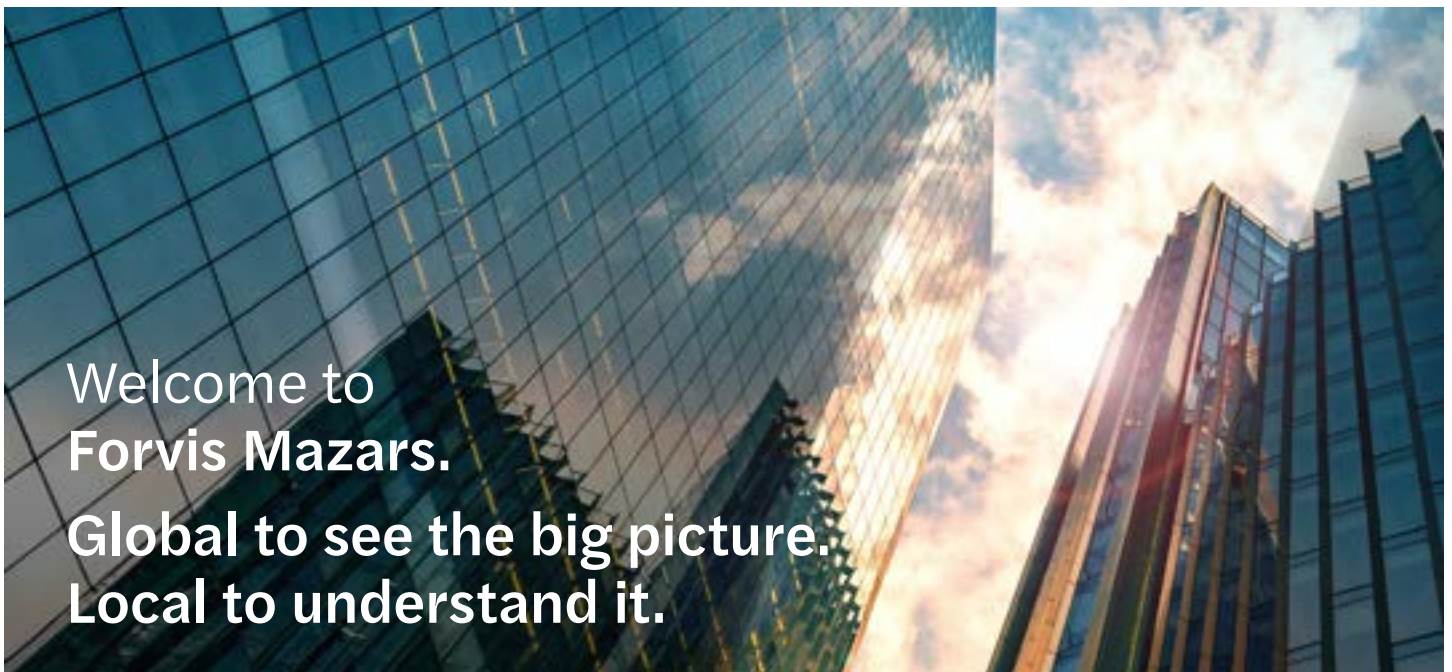


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PURSUE DISCOVERY

EXPERIENCE EDUCATION like never before. At the University of Evansville, we offer a unique and unforgettable opportunity: Harlaxton. Students can take general education or major-specific courses through the week while exploring the United Kingdom and beyond on the weekends! It's a study abroad experience that will transform you mentally, culturally, emotionally, and socially.

- Harlaxton is a manor house (not a castle, though it might look like one!) built in the Victorian era.
- Harlaxton is located in the small town of Grantham, England, about a one-hour train ride north of London.
- Harlaxton has been owned and operated by the University of Evansville as a study abroad center for over 50 years!
- UE students can study abroad at Harlaxton without paying extra tuition, and scholarships and financial aid apply as though the student were here on campus!
- About half of UE students go to Harlaxton at some point during their college careers.
- Most UE students spend a semester at Harlaxton during their sophomore year, but it depends on the courses and major.
- There are semester, summer, internship, and graduate program options offered at Harlaxton.



HARLAXTON

PERSONALIZED CAREER ADVICE FROM THE CAREER ADVOCATES



Get Help With

Résumés

Cover Letters

Job Search

Handshake

In-person or virtual appointments and drop-in hours available

Visit the Center for Career Development
Second floor, Ridgway University Center

evansville.edu/careercenter/students/careerAdvocates.cfm



GRADUATE OUTCOMES BY THE NUMBERS

After surveying our Class of 2023, the University of Evansville is pleased to report that 97 percent of graduates were employed or pursuing further education within six months of graduation based on a 96 percent knowledge rate. The median salary of those employed full-time was \$60,000.

.....
evansville.edu



97%

Employed or furthering education
within six months of graduation



Of the 97 percent...

74%

Employed



Of the 97 percent...

23%

Furthering education

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Job search engines

careerbuilder.com
about.com/careers
simplyhired.com
jobstar.org/tools/career/index.php
educationamerica.net
indeed.com
teachingjobs.com
idealist.org
indianacareerconnect.com

Public service sites

philanthropy.com
independentsector.org
nonprofitcareer.com
nptimes.com
opportunityknocks.org

Government careers

bestplacestowork.org
federaljobs.net/federal.htm
govtjobs.com
statelocalgov.net/index.cfm
usajobs.gov
clearancejobs.com

Internship sites and undergraduate research

internship-usa.com
indianaintern.net/home.asp
internjobs.com
nsf.gov/crssprgm/reu/reu_search.cfm

Salary information

homefair.com
jobstar.org
salary.com

salaryexpert.com
salary.monster.com
payscale.com
jobsearchintelligence.com/NACE/
salary-calculator-intro

Career and major exploration sites

online.onetcenter.org
jobstar.org/tools/career/index.cfm
bls.gov/ooh

International internship and job sites

online.goinglobal.com/default.aspx
idealist.org
goabroad.com/intern-abroad

Fellowships and year of service programs

evansville.edu/careercenter/
students/InFellowships.cfm

GRADUATE SCHOOL INFORMATION

Places to start

grad-schools.usnews.rankingsandreviews.com/
best-graduate-schools
aals.org
nces.ed.gov/collegenavigator
gradschools.com
petersons.com/graduate/gsector.html
utexas.edu/world/univ
princetonreview.com

Testing information

gre.org
mba.com
lsac.org
aamc.org/students/applying/mcat

Guidelines for writing personal statements

essayedge.com
accepted.com/grad/essays
owl.english.purdue.edu/owl/resource/642/2
rpi.edu/dept/cdc/students/graduate/essays.html

Deciding and applying

naceweb.org
wm.edu/career

Student Affairs Mission Statement

The University of Evansville offers a distinctive educational experience encouraging personal transformation through a wide range of opportunities for intellectual, emotional, spiritual, and physical growth. The Office of Student Affairs plays a key role in the educational mission of the University by intentionally creating an environment of self-discovery. Partnering with the campus to foster character development and community engagement, the Office of Student Affairs commits itself to personal interaction, quality services, collaborative education, and student empowerment. This commitment encourages and supports the journey of relevant and responsible adult life.

Career Development Mission Statement

As part of the student affairs division, the Center for Career Development actively facilitates educational opportunities that empower and engage students in self-discovery, development,

and professional transformation in a collaborative community of students, alumni, employers, and University partners and friends. We deliver resources and guidance that enable students and alumni to achieve their career goals.

Our Commitment

The Center for Career Development is committed to:

- Maintaining a creative, flexible, and welcoming career exploration and recruiting environment.
- Supporting and collaborating with the faculty to deliver transformative educational experiences.
- Bringing excellence to all constituent relationships, including University students, alumni, faculty and staff members, employers, and community partners.



Center for Career Development

Room 234, Ridgway University Center

812-488-1083

career@evansville.edu

evansville.edu/CareerCenter