



UNC CHARLOTTE
**CAREER
CENTER**

**CAREER
GUIDE**



(704) 687 - 0795
CAREER.UNCC.EDU
@NINERCAREERS
ATKINS 150



CAREER CENTER PROGRAMS



career meet ups

Career Meet Ups are quick, 30-45 minute small group sessions focused on specific career and industry topics that are led by career coaches and industry professionals. We offer three different types of Career Meet Ups: general career-related topics, career community-focused topics, and industry-related topics. This is a great option for students who want to gain beneficial content in a small group setting while still receiving answers to individual questions.

Career Meet Ups: [CAREER.UNCC.EDU/MEETUPS](https://career.uncc.edu/meetups)



CAREER TREKS

UNIVERSITY CAREER CENTER

Career Treks are one-day opportunities exclusively for UNC Charlotte students to experience the culture at different companies and organizations in the Charlotte area and beyond. Career Treks typically consist of a tour, an overview of the company/organization, and an opportunity to network. Most Treks last between 2 and 4 hours.

Career Treks: [CAREER.UNCC.EDU/PROGRAMS/TREKS](https://career.uncc.edu/programs/treks)



Mock Interview Program

A mock interview is a professional development opportunity for you to gain feedback on your interview skills and resume from Employers, Career Coaches, Alumni, and More! Take the next step in preparing yourself for an internship, scholarship, job interview or continuing your education. There are many different formats to a mock interview based on industry, type of interview and the person conducting the mock interview. Read about the types of mock interviews offered here at UNC Charlotte as well as other tips!

Mock Interviews: [CAREER.UNCC.EDU/PROGRAMS/MOCK](https://career.uncc.edu/programs/mock)



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CAREER SUCCESS STORY ACTION STEPS

The Career Success Story is a framework designed to assist you with career preparation and decisions. Your story consists of 5 chapters (Explore, Experience, Decide, Brand, Implement) that work together to create your career success story. Put a check by the actions you take to stay on track towards success!

- ☐ Choose a major/minor at UNC Charlotte
(academics.uncc.edu/undergraduate-programs)
- ☐ Explore careers using O*NET online (onetonline.org)
- ☐ Connect with alumni on LinkedIn
- ☐ Conduct an informational interview with a professional
- ☐ Attend a Career Meet Up (career.uncc.edu/meetups)

EXPLORE

Learn about your values, interests, personality and skills. Explore potential major and career options.

- ☐ Job shadow a professional in a career of interest
- ☐ Do an internship on or off campus
- ☐ Volunteer with a local organization to gain experience
- ☐ Participate in a Career Trek to meet professionals
(<https://career.uncc.edu/programs/treks>)
- ☐ Join a campus organization (ninerengage.uncc.edu)

EXPERIENCE

Develop vital skills, knowledge and experience valued by employers through activities and experiential education on and off campus.

- ☐ Narrow down your major/career interests
- ☐ Meet with your academic advisor to finalize your program of study & graduation timeline
- ☐ Speak with your Career Coach about next steps
(make an appointment in hireaniner.uncc.edu)
- ☐ Identify academic/career application deadlines

DECIDE

Evaluate your options and utilize effective decision-making skills to pinpoint potential career options.

- ☐ Develop your resume/CV
- ☐ Write a tailored cover letter
- ☐ Complete your LinkedIn profile/get your photo updated
- ☐ Create your professional portfolio (if applicable)
- ☐ Do a mock interview with an employer
- ☐ Practice with Big Interview (uncc.biginterview.com)

BRAND

Create a consistent and professional image that effectively articulates your value.

- ☐ Practice your Elevator Pitch to prepare for networking
- ☐ Attend a career fair/networking event
- ☐ Ask for professional references
- ☐ Network with alumni on LinkedIn
- ☐ Explore and prepare for graduate school
- ☐ Develop a budget and monthly expenses plan

IMPLEMENT

Develop a strong action plan and implement strategies to secure opportunities for employment or continued education.

CAREER COMMUNITIES

Career Communities focus on specific career industries and assist students in exploring their career options within these industries. For example, a marketing major could consider many different industries including doing marketing for non-profits, healthcare, business, etc. Log into **HIREANINER.UNCC.EDU** and choose your Career Communities of interest in your profile, and you will receive resources that will help you explore these communities.

EXPLORE CAREER COMMUNITIES AT [CAREER.UNCC.EDU/COMMUNITIES](https://career.uncc.edu/communities)



ARTS | MEDIA | DESIGN

Do you desire to be innovative, creative, and impact popular culture in your career? Is flexibility, originality, and collaboration something you value in a work environment? Creative opportunities can be found in every sector, nonprofit and for-profit organizations. Check out the Arts, Media, + Design Career Community for assistance in pursuing a career in the creative economy!



BUSINESS | FINANCIAL SERVICES | LOGISTICS

Are you interested in progressing a company forward, acquiring, holding, investing financial funds, building efficiency, or the exchange of goods and services? Organizational targets in this community include start ups, and medium and large enterprise in the consumer product goods, banking, consulting, and manufacturing sectors.



ENGINEERING | MANUFACTURING | ENERGY

Do you have a passion for thinking outside the box, solving technical problems, and doing hands-on projects/designs? Do you find yourself thinking, “how does this work” or “how could this run more effectively”? Are you precise and systematic in your work? Then check out the Engineering, Manufacturing and Energy Career Community to learn more about careers across majors, interests and skills.



EXPLORING CAREER COMMUNITY

For students who aren't really sure where they want to go yet and want guidance in exploring their interests and what industries might be a good fit, check out the Exploring Career Community.



HEALTHCARE | SCIENCE | RESEARCH

Do you have an interest in the health and welfare of people, use of scientific knowledge to make the world a better place, or managing systems that relate to healthcare? This community is for those targeting organizations that promote and manage the health, wellness, and scientific research of life in all of its forms. Individuals in this community might find themselves with work environments such as hospitals, laboratories, health education and policy think tanks, or continuing their career pursuits into health professions programs.



SOCIAL IMPACT | EDUCATION | NONPROFIT

Are you passionate about solving social problems, influencing change, addressing legal issues, supporting underserved communities, and working with children, youth, and families? Are you interested in becoming an advocate, educator, policymaker, or counselor?



TECHNOLOGY | DATA | ANALYTICS

Does the idea of working in a cutting edge and innovative field in terms of technology and analytics sound enticing? Are problem solving, inquiry and application of technology and analytics skills of interest? If so, check out the Technology, Data and Analytics Career Community to learn more about careers across majors, interests and skills!

CAREER COMPETENCIES

Career Competencies are key skills that employers are looking for in future candidates. Consider which are your strongest competencies and which ones you desire to grow in.

8 CAREER COMPETENCIES



Critical Thinking

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



Communication

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



Teamwork

Build and maintain collaborative relationships to work effectively with others toward common goals while appreciating diverse viewpoints and shared responsibility.



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.



Career & 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.



Technology

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



Equity and Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.

COMPETENCY COMPASS

The Competency Compass allows you to search for activities, student organizations or classes across the UNC Charlotte campus in order to grow and develop. Your involvement in these activities allows you to build on your competencies like communication, teamwork and professionalism, which employers are looking for once you graduate or while you're searching for an internship!

Self-Awareness	Communication	Leadership
Criminal Justice Learning Community	Study Abroad Peer Advisor Program	International Club
★★★★★	★★★★★	★★★★★

LOG IN BY GOING TO [COMPASS.UNCC.EDU](https://compass.uncc.edu)

CAREER EXPLORATION

Fill out the following chart to explore potential majors/careers, career communities, and career competencies. Use O*NET (www.onetonline.org) to explore careers and Hire-A-Niner to search positions and employers. Make an appointment with your Career Coach to get further help with this chart.

**MAJORS/CAREERS
TO EXPLORE**

**CAREER COMMUNITIES
OF INTEREST**

**TOP THREE
CAREER COMPETENCIES**

ACTION STEPS



PathwayU can help you explore academic programs and careers to find your best fit! It will help guide you toward discovering purpose and meaning while exploring majors and occupations that align with your interests, personality, values and workplace preferences.

GET STARTED TODAY

[CAREER.UNCC.EDU/ASSESSMENT](https://career.uncc.edu/assessment)

- 1) Go to career.uncc.edu/assessment.
- 2) Click the 'Take PathwayU' button.
- 3) Complete four assessments: Values, Interests, Personality and Workplace Preferences.
- 4) Explore your Career Matches to see what education and career paths are a good fit for you.
- 5) Complete the following activities to help you navigate your results!

Schedule a one-on-one appointment with your Career Coach in Hire-A-Niner to review your results in more depth and explore next steps in your career journey.

UNDERSTANDING YOUR RESULTS

INTERESTS

Your interests describe the subjects you like to learn about, the activities you do in your spare time, and the tasks that you enjoy performing. Understanding your interests will give you clues into the types of careers and jobs you will enjoy in the future.

After you have reviewed your assessment results, what are your top two interest areas? (i.e. Artistic, Social, etc.)

In your own words, based on what you have learned about your primary and secondary interests, complete the following sentence: I am someone who...

UNDERSTANDING YOUR RESULTS

PERSONALITY

Your personality traits describe your patterns of thinking, feeling, and behaving. Understanding them will help you articulate your unique qualities, as well as find a career path that allows you to be you!

Openness to Experience	Key Characteristics _____
Conscientiousness	Key Characteristics _____
Extraversion/Introversion	Key Characteristics _____
Agreeableness	Key Characteristics _____
Emotional Stability	Key Characteristics _____

Based on my personality traits, people experience me as...

VALUES

Your values are things we feel strongly about - the principles and standards that you hold in high esteem. People hold values related to all aspects of life: family, work, spiritual, personal, leisure, etc. Choosing a career that is in line with your core values is more likely to be a positive and lasting career choice.

Value #1 _____ Key Characteristics _____

Value #2 _____ Key Characteristics _____

For me to be satisfied at work, it is important that I...

WORKPLACE PREFERENCES

Your workplace preferences are the characteristics you would like your ideal employer to emphasize and offer within the organization. Understanding these preferences will help you find an organization that is a great fit and work environment for you to be happy and successful.

What are your top two workplace preferences?

What are some qualities or characteristics you might look for in a workplace when you search for a job?

CAREER MATCHES

Your Career Matches are based on your unique assessment results. PathwayU uses a patent-pending predictive algorithm to show you careers that align with your interests and values. This means that your recommended careers will be jobs that are more likely to be a good fit based on whether or not you would enjoy that career and find it fulfilling.

DIRECTIONS

1. Click on your PathwayU assessment results
2. Choose "Explore Career Matches" tab in the right hand corner
3. Select the main industry area you are interested in
4. Once on the career matches page, narrow down your search by selecting "Very Strong/Strong" and "Bachelor/Graduate Degree" from filter
5. Add careers of interest to your "Favorites" so you can look at them more in depth at a later time
6. Use the following questions to help you explore careers of interest

CAREER MATCH #1

Career Name _____

Education Required _____

Job Description/Your Interests _____

Skills You Find Interesting _____

Knowledge Areas You Find Interesting _____

Employment Outlook _____

Average Annual Salary _____

CAREER MATCH #2

Career Name _____

Education Required _____

Job Description/Your Interests _____

Skills You Find Interesting _____

Knowledge Areas You Find Interesting _____

Employment Outlook _____

Average Annual Salary _____

CAREER THEMES

What are two main themes of your career selections? (i.e. helping people, working with tools, etc.)

IDENTIFY A CAREER FIELD

CONNECT WITH THE PROFESSIONAL

SCHEDULE A TIME AND PLACE TO MEET

PREPARE QUESTIONS TO ASK

MEET WITH THE PROFESSIONAL

SEND A THANK YOU NOTE / E-MAIL

The purpose of the informational interview is to learn industry and organization information, potential career paths and advice for starting in the industry. If done effectively, informational interviewing can expand your network, uncover internship and volunteer opportunities and aid in career decision-making.

PREPARATION

- Use LinkedIn to connect with professionals in careers that interest you. (See pages 13-14)
- Dress professionally. (See page 31)
- Prepare a list of questions to ask the professional. Unlike a job interview, the informational interview involves the student/alum asking the questions and leading the meeting.

SAMPLE QUESTIONS

Q: Why did you choose this profession?

Q: Which skills, talents or personal characteristics are integral for this field?

Q: What experiences should I seek to make me competitive for entering this field?

Q: What are some challenges in this industry?

Q: What are some innovative practices in this industry and who, in your opinion, is leading the way?

Q: Are there industry-specific professional organizations I should join or networking events in which I should participate?

Q: What classes or major should I pursue to best prepare me for this field?

Q: What is your favorite and least favorite aspect of your position?

Q: Are you able to recommend anyone else with whom I should speak about this profession?

BUILDING YOUR NETWORK

In addition to establishing the network you already have, there are several ways to add new people to your network. Networking includes both face-to-face and online interaction. Here are some ways to network:

- On-Campus Networking
- Student Associations & Clubs
- Informational Interviews
- Online Networking
- Professional Organizations
- Volunteering



An elevator pitch is a short introduction about you and your experiences, which you could give in the time it takes to ride to another floor in an elevator with an employer.

HERE ARE SOME COMPONENTS TO CONSIDER WHEN DEVELOPING YOUR UNIQUE ELEVATOR PITCH

Greeting: Hello, my name is _____

Year in School: I am currently a _____

Major/Field of Study: I am majoring in _____

Type of Experience: I am looking for _____

When You're Available: for _____ (semester) _____ (year) _____

Strengths: My strengths are _____, _____, _____

Accomplishments: I have _____

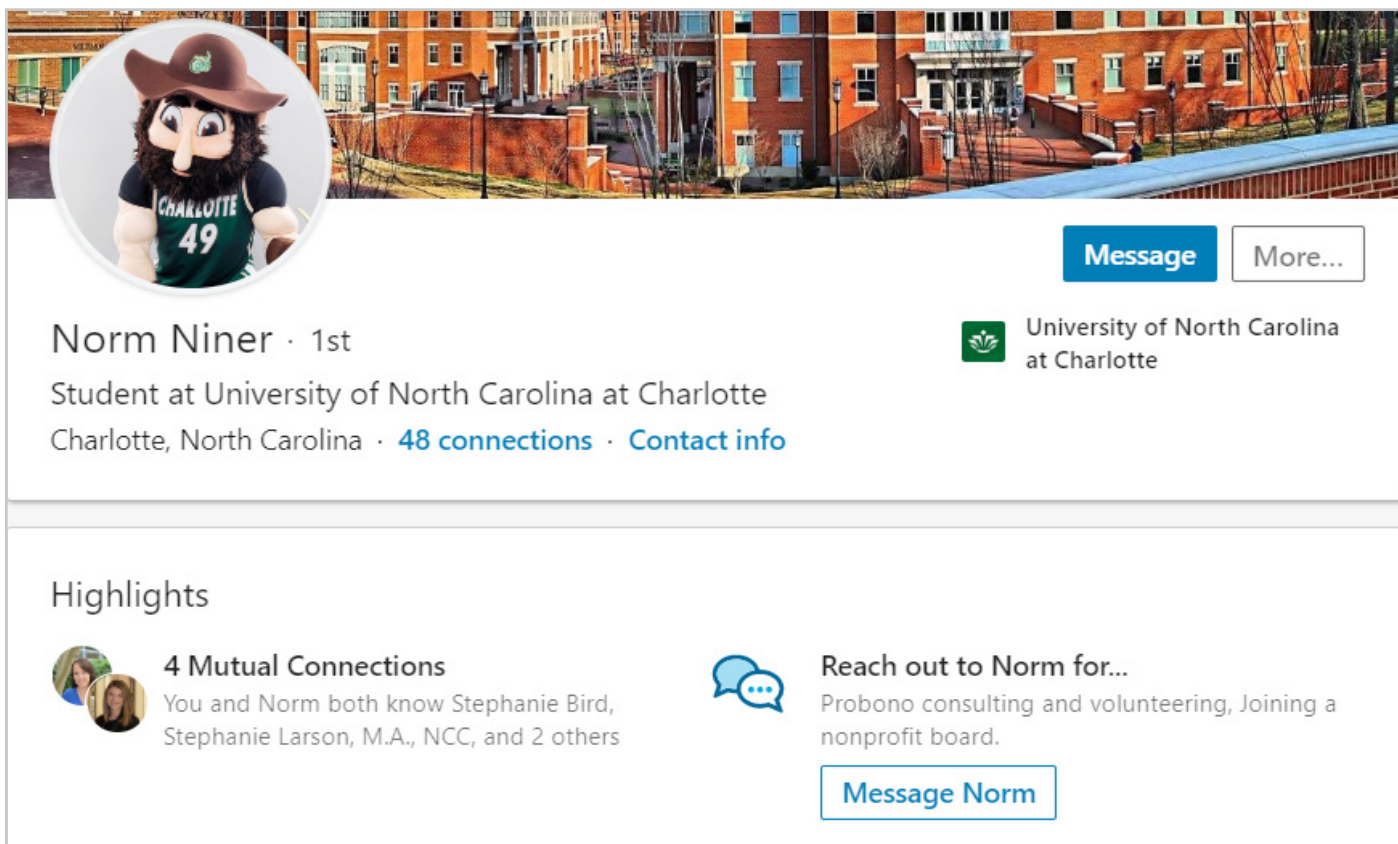
Relevant Activities: I am involved in _____

Example Elevator Pitch: "Hello, my name is Norm, and I am a junior at UNC Charlotte studying Psychology and minoring in Film Studies. I'm looking for an internship working with children in a nonprofit and hope to strengthen my skills in communication, leadership and organization. Tell me more about your summer internship opportunities!"

CONVERSATION STARTERS:

- How long have you worked for this organization?
- What do you do specifically in your role?
- What do you like most about working for this organization?
- Tell me more about your workplace culture.
- What advice would you give someone like me who is interested in pursuing a career in your field?

LINKEDIN PROFILE CHECKLIST



Norm Niner · 1st
Student at University of North Carolina at Charlotte
Charlotte, North Carolina · [48 connections](#) · [Contact info](#)

Highlights

4 Mutual Connections
You and Norm both know Stephanie Bird, Stephanie Larson, M.A., NCC, and 2 others

Reach out to Norm for...
Probono consulting and volunteering, Joining a nonprofit board.

[Message Norm](#)

☐ **Summary:** Here you'll explain relevant qualifications, such as the degree you're seeking and relevant experiences. You'll want to include what you're skilled in and also what your career goals and aspirations are.

☐ **Photo:** Wear professional attire and don't forget to smile!

☐ **Headline:** Customize pre-selected headline if desired to include what you're doing (job, internship, student, etc.).

☐ **Experience:** List jobs you have held, including seasonal, part-time, or full-time. You can also list internships here. Include a description of your roles, responsibilities, and accomplishments for each.

☐ **Organizations:** Are you involved in any student organizations or professional associations? Remember to include your role in the organization.

☐ **Education:** List all of your collegiate experiences, including summer programs.

☐ **Volunteer Experiences & Causes:** Volunteer experience is just as important as paid work. List out some of your volunteer opportunities!

☐ **Skills & Expertise:** Be sure to add a minimum of 5 skill sets – your connections can then endorse you for things you're best at.

☐ **Honors & Awards:** Think about accomplishments and awards you've earned in or outside of school.

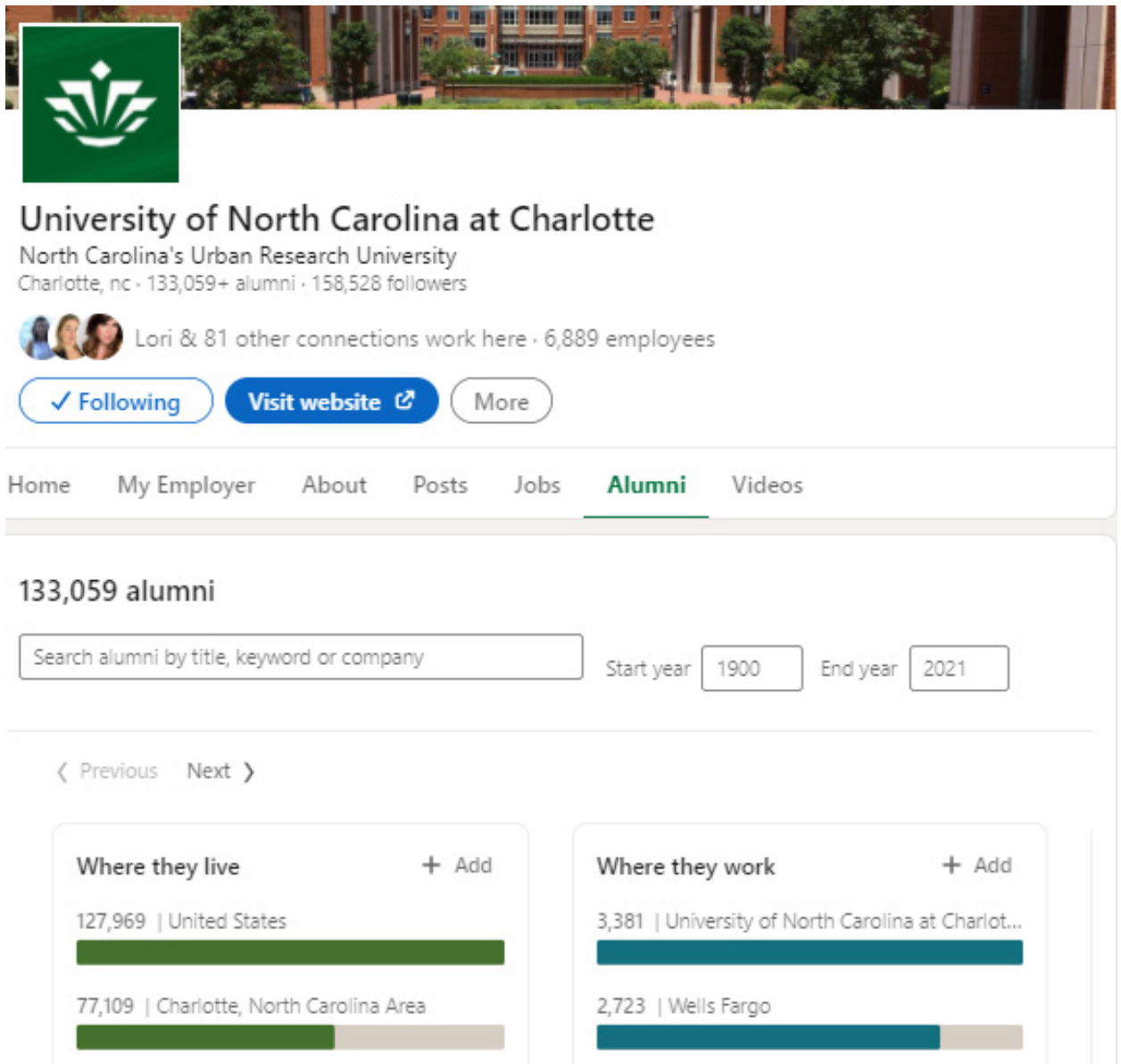
☐ **Courses:** List courses that show skill sets and interests you're excited about.

☐ **Projects:** This could be leading a team assignment in school or building an app on your own. Talk about what you did and how you did it.

☐ **Recommendations:** Ask supervisors, professors, classmates, coworkers, and others to write a recommendation. This provides extra credibility to your skills and strengths.

GET YOUR LINKEDIN PROFILE REVIEWED & PHOTO TAKEN DURING DROP-IN HOURS!

NETWORK WITH ALUMNI ON LINKEDIN



University of North Carolina at Charlotte
North Carolina's Urban Research University
Charlotte, nc · 133,059+ alumni · 158,528 followers

Lori & 81 other connections work here · 6,889 employees

✓ Following Visit website More

Home My Employer About Posts Jobs **Alumni** Videos

133,059 alumni

Search alumni by title, keyword or company Start year 1900 End year 2021

< Previous Next >

Where they live	+ Add	Where they work	+ Add
127,969 United States		3,381 University of North Carolina at Charlot...	
77,109 Charlotte, North Carolina Area		2,723 Wells Fargo	

1. Search for the “University of North Carolina at Charlotte” and follow this group.
2. Click on the Alumni tab to see where they live, where they work, and what they do.
3. You can narrow your search results by clicking on each category. The alumni for your search results are listed as you scroll down the page - what they studied, what they’re skilled at, and how they’re connected.
4. Once you find the right alumni, send them an invite. Check out page 15 in the Career Guide to see how you can request an informational interview!

SAMPLE LINKEDIN MESSAGE

Dear _____,

I see that you graduated from my current university, UNC Charlotte—go Niners! I’m a(n) _____ major and would be excited to hear more about your work with _____. I’m really impressed with your background and experience. Would you mind if I added you as a connection?

Thanks so much,
Evan Beasley

NETWORKING CORRESPONDENCE

Did you know that the best way to get an internship or job is through networking? In fact, **75% of internships and jobs are not online**, so it is essential to build connections in industries of interest and navigate available opportunities through the professionals you know. Here are two examples of networking correspondence that will help you begin connecting with professionals.

JOB SHADOWING EMAIL EXAMPLE

Dear Norm,

I am a first year marketing major at UNC Charlotte who is interested in discovering more about public relations. (Consider adding one more line highlighting a connection or other area of common interest you may have.) I found your contact information through LinkedIn.

Would you be open to me coming to job shadow you so that I can see if public relations is a possible career path I might want to explore? I would value learning from your experience and gaining your advice on breaking into the field. (Give a time frame and topics to be addressed). The more specific you can be with the experience, the more productive the job shadow will be.

My contact information is included below. I am sure you have many demands on your time, so I thank you for considering my request. I hope to speak with you soon!

Sincerely,

First Year Student's Name

INFORMATIONAL INTERVIEW EMAIL EXAMPLE

Hello Norm,

I hope you're doing well! I am a second year student majoring in Psychology at UNC-Charlotte. I really admire your [work/experience] with [outlet]. I'm interested in finding out more about [area of expertise] and was hoping you'd be willing to provide some insights from your experience.

If you're open to it, I'd love to buy you a cup of coffee sometime soon so I can ask you some questions and learn more about you and your [journey/career path]. I understand your schedule may be busy, so I'm also happy to pass along some questions via email if that's easier for you.

Looking forward to hearing from you, Norm!

Best wishes,

Second Year Student's Name

GET EXPERIENCE

It is critical to your career success story to develop vital skills, knowledge and experience valued by employers through activities and experiential education on and off campus. Internships assist you in providing a glimpse into the world of work, how to apply your curriculum, and how to navigate building relationships with current professionals in your field. The University Career Center provides several avenues for you to pursue internships.

TYPES OF INTERNSHIPS

University Professional Internship Program

(UIP) - UIP is a paid, on-campus program that provides internships in professional roles to sophomores, juniors, and seniors who are seeking their first bachelor's degree and are in good standing with the University. This program is a great way to learn more about potential career paths while adding value to various departments across campus.

Off-Campus Internships - Off-campus internships provide students an opportunity to gain experience in various fields and industries of interest. There are many opportunities posted in Hire-A-Niner. Internships may be paid or unpaid and some allow for academic credit. Internships tend to be 10-12 weeks in length. Receive academic credit from your academic department or through the University Career Center.

Co-op Program - Paid career-related educational work opportunities that help undergraduate students gain experience in a professional setting before graduating. Co-ops usually last multiple semesters and are often full-time.

Curricular Practical Training (CPT) - Immigration regulations define CPT as training programs that are an integral part of an established curriculum for international students; defined as alternate work/study, internship, cooperative education or any other type of required internship/practicum, which are offered by sponsoring employers through cooperative agreements with the school. The 'training' may be required for a particular course but the course does not need to be a requirement of a program of study.

There are two options for CPT at UNC Charlotte: CPT via the Academic Department and CPT via the University Career Center. You must choose only one option. The University Career Center can only assist with CPT via the University Career Center. Contact the International Student and Scholar Office with any questions about CPT via the Academic Department.

JOB SHADOWING

Job shadowing is a short-term experiential learning opportunity that ranges from one hour to a few days in length. It provides opportunities for students to learn about careers and gain insight into specific industries. Students can gain first-hand on-the-job experience to assist in the career decision-making process.

- Increase your confidence
- Learn about career fields of interest
- Determine if a career is the right fit for you
- Network and make professional contacts
- Learn about professional etiquette

Remember, job shadowing is an opportunity to enhance your personal brand. Make sure to always exhibit professional behavior and pay attention to industry standards. Job shadowing is not an internship, but is an opportunity to learn and develop your professional network.





INTERNSHIP/CO-OP SEARCH STRATEGIES

- 1) Network! Network! Network! Network!
- 2) Log into Hire-A-Niner to search for internships, UPIP, and part-time opportunities. **hireaniner.uncc.edu**
- 3) In Hire-A-Niner, review the “Events” section and look for Career Fairs, Career Treks, Career Meet Ups, Panels, and Recruiting Tables.
career.uncc.edu/event
- 4) Create a profile and use LinkedIn to network directly with professionals in your chosen field.
- 5) Utilize Internships.com, Indeed.com and SimplyHired.com to research viable internship companies. Also, attend employer panels and recruiting tables.

GET INVOLVED

Develop vital skills, knowledge and experience valued by employers through on and off campus activities and experiential education.

STUDENT ORGANIZATIONS (NINER ENGAGE)

UNC Charlotte has more than 400 student organizations to choose from, offering something for everyone. There are many benefits to joining a student organization: making new friends, developing new skills and abilities, working as part of a team, learning to set and achieve goals and sharing your time and talents, as well as having fun. (ninerengage.uncc.edu)

RESEARCH WITH FACULTY (OFFICE OF UNDERGRADUATE RESEARCH)

UNC Charlotte has research opportunities for students interested in an in-depth look at particular topics in their field. Many of these opportunities could lead to more formal internships or career paths in various settings. Great resume builders for those seeking to continue their education. (our.uncc.edu)

VOLUNTEER IN THE COMMUNITY (UNCC OUTREACH / SHARE CHARLOTTE / IDEALIST)

Realize your potential to impact the environment and community through the power of social action, responsible citizenship and volunteerism. (sharecharlotte.org / idealist.org)

GUIDE TO RESUME WRITING

A resume is a tailored marketing document designed to showcase your relevant education, experience and skills. **For approval on Hire-A-Niner, your resume must consist of the following elements:**

HEADING & CONTACT INFO

- Contact Info: Email, Phone
- City and state, full address optional
- Professional email address
- LinkedIn URL

EDUCATION

- UNC Charlotte education is included (i.e. University of North Carolina at Charlotte)
- Title of your degree is spelled out (i.e. Bachelor of Science); if unsure of your exact degree, visit Degree Works: degreeworks.uncc.edu
- Major is included if declared
- Expected graduation date is listed

EXPERIENCE

- Job title, company/organization name, city, state and date range are present for each responsibility/activity
- Bullet Formula: Action verb + what you did + how/why you did it
- Consider the details of your responsibilities, accomplishments and/or transferable skills incorporated for each experience provided
- Experiences are listed in reverse chronological order in each section (newest first)

Norm Niner

Charlotte, NC | norm.niner@uncc.edu | (704) 555-5521 | www.linkedin.com/in/normniner

EDUCATION:

The University of North Carolina at Charlotte, Charlotte, NC

Bachelor of Arts in Communication Studies

May 20XX

Concentration: Mass Media

Minor: Film Studies

GPA: 3.56/4.0

Relevant coursework: Communication and Mass Media, Organizational Communication, Communication and Research Methods, Globalization and Digital Media, Mass Media and Society, New Media for Communications

RELEVANT EXPERIENCE:

Creative Group, Charlotte, NC

Marketing Intern

May 20XX – August 20XX

- Assisted the Marketing Director with social media marketing for Instagram, Facebook, and Twitter
- Increased Instagram following 300% in four months by doing targeted campaigns
- Collaborated with the Marketing Director to create a marketing plan, which increased sales by \$20,000 in two months
- Developed two advertising campaigns for a new product the organization was introducing to their customers
- Built a contact database for 1000 customer contacts using Excel

Target, Charlotte, NC

Retail Sales Associate (part-time)

August 20XX – May 20XX

- Managed merchandise rotation, floor changes, and provided an enhanced visual presentation of merchandise
- Responded to customer questions and concerns with efficiency
- Trained two new staff on working the cash register, ringing up items, returns, and tagging merchandise
- Won employee of the month by increasing sales in department by 30%

VOLUNTEER EXPERIENCE:

Habitat for Humanity, Charlotte, NC

Social Media Campaign Manager

Summer 20XX

- Managed organization's Facebook account and marketed summer events through graphics and video

Dimagi, Inc. (Via CatchAFire.com), Online

Social Media Strategist

August 20XX – October 20XX

- Assisted in the strategy of Instagram and Twitter accounts to reach a wider demographic

CAMPUS INVOLVEMENT:

Lambda Pi Eta (National Communication Honor Society)

Member

January 20XX - Present

Communication Studies Student Association (CSSA)

Treasurer

August 20XX – December 20XX

- Oversee a yearly budget of \$2000 for the organization to use for various events

FORMATTING

- Resume is one page (if you have significant professional or leadership experience, or you are a graduate student, two pages can be appropriate)
- Document is free of spelling errors and grammatical issues
- There is no use of pronouns (i.e. I, me, we, my, them, etc.)
- Easy-to-read, professional looking font is used (Times New Roman, Calibri, Arial, etc.)
- Font size is in the 10-12 pt. range (headers can be 14-16pt font); Margin size is .5 - 1 inch
- Consistency is present throughout the resume; headers and font styles are the same across the document
- Bullet points are not comprised of full sentences or paragraphs - begin each bullet with an action verb

POWER / ACTION VERBS

COMMUNICATION

Addressed
Advertised
Arranged
Articulated
Authored
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Described
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interpreted
Interviewed
Lectured
Listened
Marketed
Moderated
Negotiated
Observed
Outlined
Participated
Presented
Proposed
Publicized
Recruited
Referred
Reported
Resolved

Spoke

Suggested
Summarized
Synthesized
Translated
Wrote

CREATIVE

Acted
Combined
Composed
Conceptualized
Condensed
Created
Customized
Displayed
Drew
Entertained
Fashioned
Illustrated
Initiated
Integrated
Introduced
Invented
Modeled
Modified
Performed
Photographed
Revised
Revitalized
Shaped

FINANCIAL

Adjusted
Allocated
Appraised
Assessed
Audited
Balanced
Budgeted
Corrected
Counted
Estimated
Prepared
Reduced
Regulated
Retrieved

HELPING

Advocated
Aided
Answered
Assisted
Contributed
Cooperated
Counseled
Demonstrated
Educated
Ensured
Expedited
Familiarized
Furthered
Helped
Insured
Intervened
Prevented
Provided
Rehabilitated
Represented
Simplified
Supplied
Supported
Volunteered

LEADERSHIP

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized

Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Implemented
Led
Managed
Merged
Motivated
Organized
Originated
Oversaw
Planned
Prioritized
Produced
Recommended
Replaced
Restored
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Transformed

ORGANIZATION

Catalogued
Categorized
Classified
Coded
Compiled
Distributed
Inspected
Logged
Maintained
Monitored
Obtained
Ordered
Processed
Purchased

Recorded
Registered
Reserved
Responded
Routed
Screened
Served
Submitted
Supplied
Updated
Validated
Verified

RESEARCH

Analyzed
Clarified
Collected
Compared
Conducted
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Gathered
Identified
Inspected
Interpreted
Invented
Investigated
Located
Measured
Researched
Reviewed
Searched
Solved
Studied
Summarized
Surveyed
Systematized

TEACHING

Advised
Coached
Critiqued
Enabled

Encouraged
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Simulated
Taught
Tested
Trained
Transmitted
Tutored

TECHNICAL

Adapted
Adjusted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Designed
Determined
Engineered
Estimated
Maintained
Operated
Printed
Programmed
Remodeled
Solved
Specialized
Upgraded
Utilized

* Remember to put verbs in present tense for current actions and put verbs in past tense for previous actions.

MARKET YOURSELF

Never underestimate the value of what you may think of as “just a simple part-time job.” This work has a legitimate place on your resume. Consider some of these examples of language you can adapt for bullet points on your resume.

ADMINISTRATIVE POSITIONS

- Managed administrative tasks such as data entry and appointment scheduling
- Greeted clients, managed phone system, and ordered office supplies to promote efficiency in office
- Compiled and processed detailed patient information for a busy healthcare practice

CAMP COUNSELING & CHILDCARE

- Planned and led educational, social, and athletic activities for children
- Coached child with special needs to develop math, English, and social skills
- Collaborated in supervising children's activities, from educational to recreational

CAMPUS EMPLOYMENT & INVOLVEMENT

- Monitored library and responded to student inquiries about online and print resources
- Managed dormitory residence of 30 freshmen; counseled students and resolved conflicts
- Collaborated with sorority leaders to hold study sessions for students on a weekly basis

CUSTOMER SERVICE (RETAIL, SALES, ETC.)

- Increased sales by analyzing customer preferences and recommending merchandise, regularly meeting goals of \$10,000 per month
- Managed cash transactions, processed sales returns, and restocked inventory
- Trained 10 new employees, tracked inventory, and responded to customer inquiries

FOOD INDUSTRY (WAIT STAFF, HOST, ETC.)

- Managed dinner operations that served more than 600 customers a night
- Attended to bar patrons while simultaneously communicating with servers to fill drink orders
- Collaborated with team of servers for catered events involving up to 500 guests

SMALL BUSINESS & ENTREPRENEUR

- Launched t-shirt company and built sales using social media and special events
- Expanded business by generating referrals from existing clients, increasing revenue by 30%
- Advised management on use of social media to target new markets



ARTS, MEDIA, & DESIGN RESUME EXAMPLE

LAURA ROMANO

Charlotte, NC
LauraRomano.com

704.456.7890
laura.romano@gmail.com

EDUCATION

Bachelor of Fine Arts in Art: Concentration in Photography May 20XX

The University of North Carolina at Charlotte - Charlotte, NC

Coursework: Photo Media, Video Art, Animation & Interactivity, Digital Photography, Black & White Printing, Digital Photography, Camera & Light, History of Photography

SKILLS

Design Software: Adobe Photoshop, Adobe Illustrator, Adobe After Effects, Final Cut Pro

Computer: Microsoft Office Suite, Mac, PC

PHOTOGRAPHY EXPERIENCE

Photography Intern August 20XX- Present

University Communications (UNCC) - Charlotte, NC

- Intern with University Communications through the University Professional Internship Program
- Assist lead photographer with photography at university events such as receptions, career fairs, alumni events, etc.
- Utilize Photoshop when editing footage to match client's vision for final product

Lead Photographer May 20XX – Present

Lisa Designer Photography - Charlotte, NC

- Photograph special events including weddings, parties, christenings, self-portraits, engagements
- Provide excellent customer service and communication to all clients
- Supervise 1-2 second photographers during photo shoots
- Consult with clients on the photography package that best meets their needs
- Perform image processing to remove flaws and enhance pictures

Second Photographer August 20XX – December 20XX

Light Scapes - Charlotte, NC

- Supported first photographer during all photo shoots in a calm and professional manner
- Assisted team members with styling, prep and post production
- Collaborated with clients to ensure guaranteed satisfaction with photographs
- Cropped, manipulated and performed color-balance for final images

PROJECTS

Digital Photography – UNC Charlotte August 20XX – December 20XX

Name of Project

- Learned the many functions of a DSLR camera when photographing light in a variety of settings
- Utilized Photoshop to manipulate image quality, opacity, color, lighting, etc.
- Took over 3000 digital images and created a short film using After Effects

EXHIBITIONS

Into the Night – New Gallery of Modern Art - Charlotte, NC March 20XX

Meaningful Dreams – UNCC Gallery - Charlotte, NC September 20XX

Moon Beams – UNCC Gallery - Charlotte, NC March 20XX

Kwame Abara

Charlotte, NC • student@uncc.edu • (704) 222-3344

Education

University of North Carolina at Charlotte, Charlotte, NC

May 20XX

Bachelor of Arts in Elementary Education

Minor: Children's Literature & Childhood Studies

GPA: 3.35/4.00

Licensure

- North Carolina Teaching License, K-6, anticipated May 20XX

Teaching Experience

Student Teacher, Albemarle Road Elementary School, Charlotte, NC

August 20XX-Present

Year-long internship in a classroom of 24 first graders

- Utilize children's literature to teach and reinforce reading, writing, grammar, and phonics
- Coordinate and teach math lessons and activities
- Collaborate with teacher in planning, preparing, and organizing thematic units
- Employ a variety of teaching techniques to meet the needs of visual, kinesthetic, and auditory learners for all subject areas
- Assist in quarterly grading; observe parent-teacher conferences

Classroom Intern, Glenwood Elementary School, Charlotte, NC

January 20XX-May 20XX

150-hour internship in a classroom of 17 fourth graders

- Administered diagnostic reading tests and implemented corrective reading strategies on one child
- Constructed and executed weekly Reading Recovery lessons
- Tutored small groups of students needing additional assistance in reading, math, and spelling

Community Service

Buddy Reader, America Reads Program, Charlotte, NC

January 20XX-May 20XX

- Worked individually with two students who were three grade levels behind in reading
- Implemented and adapted verbal and written communication to accommodate individual reading and comprehension needs

Tutor, After School Program, Charlotte, NC

August 20XX-May 20XX

- Conducted weekly small group tutoring sessions on remedial English and math
- Developed lessons, exercises, and activities to encourage learning and retention of material

Leadership & Campus Experience

Committee Chair for Marketing, Campus Activities Board

May 20XX- Present

- Lead a team of seven members responsible for marketing 30+ events; conducted committee meetings
- Raised \$1,200 in event funding through partnerships with local businesses

Member, Urban Educators for Change

May 20XX- Present

- Attend meetings and raise awareness about the need for strong educators to work in urban school settings

Resident Assistant, University of North Carolina at Charlotte

July 20XX-May 20XX

- Organized and executed hall programs for resident students, including discussion roundtables and school spirit projects to unite residents and create a connected student body
- Provided counseling, advising, and mediation on a floor of 45 freshmen, sophomore, and international students

HEALTHCARE, SCIENCE, & RESEARCH RESUME EXAMPLE

Andres Medina

student@uncce.edu | (704) 345-6789 | www.Linkedin.com/in/AndresMedina

EDUCATION

The University of North Carolina at Charlotte, Charlotte, NC

May 20XX

Bachelor of Science in Biology, GPA: 3.3/4.0

Certification: American Red Cross AED and CPR

HEALTHCARE EXPERIENCE

Pivot Physical Therapy, Charlotte, NC

January 20XX – May 20XX

Intern

- Completed over 400 hours for a clinical internship
- Programmed, prescribed, and coached patients through exercise programs
- Shadowed physical therapist clinicians during sessions with athletes and geriatrics
- Assigned and managed the appropriate CPT codes within the EMR system for patients records
- Communicate with staff to discuss and evaluate patient information for planning and coordinating treatment

UnitedHealthcare, Charlotte, NC

June 20XX – August 20XX

Intern

- Completed in a summer internship program within the negotiation department for UnitedHealthcare
- Provided insight and support during Accountable Care Organization (ACO) meetings and during community outreach events
- Participated in the UnitedHealthcare Physician Advocate training program and identified techniques to improve and streamline key procedures
- Coordinated a medical forum in Charlotte, North Carolina for directors of medical offices to help facilitate ideas of innovation and strategy to improve UnitedHealthcare products

RESEARCH EXPERIENCE

ABC Research Foundation, Raleigh, NC

April 20XX – Present

Summer Research Assistant

- *Bullet of key activities or responsibilities (each bullet starts with an action verb and show what you did, how/why, and results)*
- Worked with team of summer interns and professional staff to investigate outbreak of disease in the Raleigh area
- Presented preliminary findings to graduate school deans, principal investigators, and other students at summer poster symposium
- Analyzed research finding and organized data using Excel

PUBLICATIONS

“Legal, Technical, and Economic Challenges in Integrating Renewable Power Generation into the Electricity Grid,” UNC Charlotte Research Journal 1-12, Spring 20XX.

CAMPUS & COMMUNITY INVOLVEMENT

Levine Children’s Hospital, Charlotte, NC

August 20XX – Present

Office Assistant Volunteer

- Performed office related tasks such as answering phone calls, paging staff, copying, and filing
- Assisted in children’s patient care satisfaction through reading stories, playing games, and volunteering at movie time

Nursing Tutoring, UNCC

August 20XX – Present

Private Student Tutor

- Created individualized instructional activities, content reviews, and practice questions
- Provided students with test taking strategies such as answering select all that apply questions and prioritizing nursing interventions

Jessica Wang

jessicawang@gmail.com – (704) 123-4567 – www.linkedin.com/in/jessicawang

EDUCATION

The University of North Carolina at Charlotte, Charlotte, NC

May 20XX

Bachelor of Science in Business Administration

Major: Management with a Concentration in Talent Management

GPA: 3.8/4.0

Study Abroad Experience: Cultural Immersion in Mexico

February 20XX

RELATED EXPERIENCE

Belk Department Stores, Charlotte, NC

June 20XX - Present

Human Resources Intern

- Process, verify, and maintain new hire paperwork
- Assist with reviewing employment applications to evaluate qualifications or eligibility of applicants

Opera Carolina, Charlotte, NC

December 20XX-May 20XX

Digital Marketing Intern

- Created, developed, and managed website content for Operacarolina.org
- Drafted and designed e-blast communications to client-base
- Utilized Twitter, Facebook, and Instagram to market upcoming performances
- Worked with marketing team to define metrics of social media efforts
- Brainstormed and implemented innovative social media campaigns

ADDITIONAL EXPERIENCE

International Student Scholar Office, UNC Charlotte, Charlotte, NC

August 20XX-September 20XX

Volunteer

- Helped set up the game area, provided presentations inside the Earth Balloon, and cleared tables and chairs during the UNC Charlotte International Festival
- Scanned passport and I-90 documents during the International Student Orientation
- Assisted exchange and international students with check-in
- Led and directed more than 100 students to the Atkins Library and ensured that all international graduate students safely arrived at the Student Union
- Assisted faculty and staff in handling international students' work visa and immunization records

Office of Education Abroad, UNCC, Charlotte, NC

January 20XX-May 20XX

Office Assistant

- Accomplished administrative tasks within set deadlines in preparation for study abroad departures
- Assisted faculty and staff with creating student's file, entering application onto the database, and reviewing post acceptance documents
- Utilized attention to detail skills to minimize errors when processing students' advising agreement so that students may received their grades in a timely manner
- Encouraged students to learn and understand more about a particular study abroad program
- Assisted students with any questions or concerns relating to the overall study abroad experience

CAMPUS INVOLVEMENT

SHRM (UNC Charlotte), National Member

September 20XX-Present

International Club, Board Member

August 20XX

BEST Service Learning Community, Member

August 20XX-May 20XX

Office of Disability Services, Volunteer

June 20XX

SKILLS

Computers: Microsoft Office (Excel, Word, Outlook, Access, and PowerPoint)

Languages: Vietnamese (Fluent) Spanish (Basic), Mandarin Chinese (Basic)

TECHNOLOGY, DATA, & ANALYTICS RESUME EXAMPLE

LUCAS MARIANI

Charlotte, NC | (704) 123-4567 | lmariani@uncc.edu | www.linkedin.com/lucasmariani

EDUCATION:

University of North Carolina at Charlotte (UNCC), Charlotte, NC May 20XX
Bachelor of Science in Computer Science | Concentration: Cyber Security | Minor: Mathematics GPA: 3.84
Honors: Dean's List: Spring 20XX-Spring 20XX, Chancellor's List: Fall 20XX

TECHNICAL SKILLS:

Languages: Bash script, Java, C++, Ruby, PHP, JavaScript, MySQL, XML, HTML, CSS

Networking & Security: OSI model, Router configuration, RSA algorithm, Symmetric vs. Asymmetric encryption

Foundational Concepts: Quality assurance, Agile-Scrum framework, Automated testing, Distributed systems

Proficiency: SharePoint, Git

WORK EXPERIENCE:

Oracle Corporation

Test Automation Engineer Co-op, Morrisville, NC Jan 20XX – Dec 20XX

- Reduced test bed builder time by up to 42% through implementing asynchronous function calls, leading to a 50% reduction in execution time of automated regression tests
- Ensured features and components adhere to strict telecommunication high availability standards known as Five 9's and minimized perceived downtime for users through redundancy, failover, and disaster recovery procedures
- Authored and executed feature test plans checking for compliance with functional and industry level security requirements for clients
- Developed software automation to verify system operation, software alarms, and disaster recovery procedures

UNCC Writing Resources Center

Writing Assistant, Charlotte, NC Jan 20XX – Dec 20XX

- Advised undergraduate and graduate students for writing-related projects in various mediums, including doctoral dissertation, master's thesis, and research paper
- Designed and delivered classroom presentations on various writing and documentation guidelines
- Interacted with and listened to clients to provide appropriate solutions to address their needs
- Aided in the development and maintenance of the department's Pinterest account

COURSE PROJECTS:

Infrastructure Testing, Logic & Algorithms Fall 20XX

- Developed bash scripts to deploy and configure the necessary components: Mongo-Connector, Elasticsearch, Logstash, and Grafana, as the infrastructure of the cloud dashboard under the Agile development framework
- Researched and patched compatibility conflicts with existing components and scripts to ensure smooth deployments across Linux distros and virtual machines

STUDENT INVOLVEMENT:

49th Security Division – UNCC

Member Oct 20XX – Present

- Investigated and applied networking and security concepts, such as the OSI model and Man-in-the-Middle attacks
- Performed hands-on activities to strengthen theoretical knowledge, such as (De)obfuscation demonstration

ENGINEERING, MANUFACTURING, & ENERGY RESUME EXAMPLE

Aadesh Patel

Address | Phone | email@uncc.edu | LinkedIn URL

EDUCATION

Bachelor or Master of Science in Electrical Engineering

May or December 20XX

(List if you have a) Concentration: Power and Energy Systems

The University of North Carolina at Charlotte, Charlotte, NC

*Other info to include may be your minor(s), GPA (overall &/or major, if favorable), relevant courses, certifications, dean's list, scholarships

RELATED COURSEWORK (List course names w/in degree program – should be relevant to position you are applying to)

Computer Utilization in C++ Instrumentation and Networks Lab Logic Systems Design Electromagnetic Waves

SKILLS

- (List just technical based skills, for example:) MATLAB, Simulink, Pspice, Multisim, ETAP, Power World Simulator, PSCAD, PSS/E, LabVIEW, Keil uVision, Assembly, C/C++, Python, Verilog, VHDL, Modelism/Quarta, Quartus, IAR, Subversion, DxDsigner

PROJECTS (Course projects, Senior Design project, all in order of most recent to oldest)

(Example) **Team Leader**, *Backflow Prevention Device Test Stand*, Senior Design, UNC Charlotte January – May 20XX

- Incorporated a test stand for a Cognex reader for a 2D data matrix that was dot peened onto the surface of a backflow preventer nameplate
- In a team of five, designed a double check valve assembly (Apollo Model DC4A) to maintain a minimum of 1.0 psid across the valve during normal operations
- Hydrostatically pressure tested each DC to ensure there are no casting leaks

(Example) **Transition Conveyor Redesign**, Junior Design, UNC Charlotte

August 20XX – December 20XX

- Redesigned the transition to eliminate jams by integrating a new design into the current conveyor control system (PLC Control)
- Tested and troubleshooted a design for 55-gallon steel drums for a Charlotte based company (General Steel Drum)
- Provided final design drawings, schematics, and material specifications for General Steel Drum to retain the build

Project Role, *Course or Design Project Name*, UNC Charlotte

January – May 20XX

- Describe scope of project in a few bullet points, what **YOU** contributed, what the result was. Don't just describe the project itself, focus on your contributions and skills you had to use.

ENGINEERING EXPERIENCE

(Example) **Electrical Engineering Intern**, *TE Connectivity*, Charlotte, NC

June 20XX – Present

- Supporting Test Engineers to troubleshoot test failures and offer solutions needed to support project progress
- Working to create a Washer Procedure Checklist that will improve the testing process and reduce discrepancies in test results
- Assisting Washer Application Engineer to improve testing standards and maintain testing methods, datasheets/data

Position Title, *Name of Business or Organization*, City, State

August 20XX – June 20XX

- Describe in detail starting each phrase with a power word, what you did, why you did it, who you did it with, what equipment you used, the results, and what supervision you had or provided to others
- Quantify your results, if possible. Identify personal strengths and skills used to achieve your accomplishments
- Always write out or explain technical terminology and abbreviations; do not leave anything to the employer's imagination
- Avoid using diluted phrases such as "responsible for" or "in charge of"

NON-ENGINEERING EXPERIENCE (Part-time or unrelated jobs)

Position Title

May 20XX – August 20XX

Name of Business or Organization, City, State

- Focus on describing just transferrable skills gained from the work experience

LEADERSHIP/EXTRACURRICULARS/VOLUNTEER EXPERIENCE

Position Title

August 20XX – May 20XX

Name of Business or Organization, City, State

- List and describe organizations, position(s) held, volunteer work, leadership, campus involvement, or other experiences of value to the prospective employer

RESUME SECTIONS

BUSINESS EXPERIENCE

Sales Representative, Apple – Charlotte, NC

August 20XX – December 20XX

Consistently achieved 110% of quota each month over the past year

- Regarded among the top 10-15% (out of 200+ sales representatives) based on sales achievements
- Achieved gold membership in the Apple Learn and Earn Program by passing comprehensive exams
- Recognized by Apple Computer as an “Apple Product Professional”

TEACHING EXPERIENCE

University Meadows Elementary School

Charlotte, NC

Student Teacher (semester internship in K-5 Art)

Fall 20XX

- Collaborated with teacher in planning, preparing, and organizing thematic units
- Taught Art courses to 530 children
- Aligned lesson plans with NC Essential Standards for K-5 Art
- Participated actively in instructional planning
- Utilized classroom management and discipline strategies

CLINICAL EXPERIENCE

Medical/Surgical II, Veterans Administration Hospital, Wilmington, DE.

October - December 20XX

Pediatrics, Christiana Hospital, Wilmington, DE.

September - October 20XX

Homeless Health Care, Elective Clinical Experience, Mary Mother of Hope House III, Wilmington, DE.

April - May 20XX

Psychiatric, Delaware State Hospital, Wilmington, DE.

January - May 20XX

Medical/Surgical I, Union Hospital, Elkton, MD.

October - December 20XX

Geriatrics, Leader Nursing Home, Wilmington, DE.

August - October 20XX

Maternity, Christiana Hospital, Wilmington, DE.

June - August 20XX

TECHNICAL EXPERIENCE

Vertscape InfoTech Pvt. Ltd. Dubai, UAE; Bangalore, India

Team Lead Dec 20XX – July 20XX

- Led a team of twelve developers on the design and implementation of the Federal e-Government portal for the Abu Dhabi Ministry of Economy (UAE)
- Carried out development using ASP.Net 2.0, VB.Net and MS BizTalk Server 06
- Implemented a content management system as well as the accompanying web application (www.greatparkpursuit.com) using ASP.Net2.0, C# and SQL Server 2015

ATHLETIC EXPERIENCE

Division 1 Women's Basketball Team, University of North Carolina at Charlotte – Charlotte, NC

Starting Forward, August 20XX – Present

- Devote an average of 20 hours per week to practices, trainings, team meetings, travel, and games
- Receive full athletic scholarship to the University of North Carolina at Charlotte
- Participate in 2 National Collegiate Athletic Association (NCAA) basketball tournaments
- Won Most Valuable Player Award for 20XX – 20XX basketball season

PROJECT EXPERIENCE

Digital Media Course – Social Media Project (UNC Charlotte) | Aug 20XX – Dec 20XX

- Prepared graphical content meant for a company's social media platforms
- Researched company's website to gather appropriate content for design development

Graphic Design 1 Course – Advertisement Project (UNC Charlotte) | Jan 20XX – May 20XX

- Designed logo prototypes and publication-ready advertisements for a client in the community
- Developed skills around layout design and concept development

RESEARCH EXPERIENCE

Research Fellow, Laboratory of Parasitic Diseases

January 20XX – May 20XX

National Institute of Allergy and Infectious Disease, NIH, Bethesda, MD

- Received Intramural Research Training Award
- Managed care and treatment of 40 rats, including injection and assistance during MRI
- Utilized quantitative analysis of experimental data
- Developed rat infection model for *Taenia crassiceps*

RESUME SECTIONS

LEADERSHIP EXPERIENCE

YMCA: Leadership Program, Charlotte, NC

Head Counselor - May 20XX - July 20XX

- Selected by main supervisor to interview, hire, and train 24 counselors
- Created an innovative leadership training curriculum for new staff onboarding
- Taught leadership lessons to groups of 10-15 campers, ages 6-12
- Managed cabin of 12 campers 24 hours per day, 7 days per week
- Designed detailed and comprehensive camp schedule for all children and staff

MILITARY EXPERIENCE

U.S. Marines, Camp Lejeune, NC April 20XX-April 20XX

Security Specialist

- Led and mentored a diverse team of 26 people, attaining a 7% increase in promotions and 23% decrease in turnovers
- Received recognition for reporting and documentation accuracy
- Achieved a "zero loss" period in 3 years of managing the security of different equipment worth \$135,000

VOLUNTEER EXPERIENCE

Volunteer Participant - April 20XX

Relay for Life, Charlotte, NC

- Raised over \$700 individually and contributed to team fundraising of over \$3,500
- Participated in 24 hour walk-a-thon to raise money and recognize those who have experienced cancer

PERFORMANCE EXPERIENCE

STAGE EXPERIENCE	ROLE	DIRECTOR	LOCATION	DATE
A Midsummer Night's Dream	Sophia/Soloist	Director's Name	McGlohon Theatre	5/20XX
Gypsy	Hollywood Blonde	Director's Name	McGlohon Theatre	2/20XX
Beauty and the Beast	Belle	Director's Name	UNCC Theatre	5/20XX
Hello Dolly	Ensemble	Director's Name	UNCC Theatre	12/20XX
Seussical Jr.	Dance Captain	Director's Name	Children's Theatre	12/20XX
Grease	Ensemble	Director's Name	UNCC Theatre	5/20XX

CAMPUS & COMMUNITY INVOLVEMENT

American Institute of Architecture Students, *Secretary*, UNCC

August 20XX – Present

Tau Sigma Delta, *Member*, UNCC

January 20XX – Present

Habitat for Humanity, *Volunteer (seasonal)*, Charlotte, NC

August 20XX – June 20XX

- Worked in a team of 10 to build homes in the community
- Cut, marked, and drilled lumber in preparation for building
- Cleaned work areas to maintain a clean and safe building site

HONORS

Dean's List: Fall 20XX & Spring 20XX

Psi Chi: Psychology Honor Society

Bonnie E. Cone Scholarship for Merit Recipient: Selected out of 1700 first year students based on academic achievement

RELEVANT COURSEWORK

Investment Analysis and Portfolio Management, Fixed Income, Financial Accounting, Statistics, Corporate Finance, Financial Management, Derivatives

SKILLS

Computer: MS Windows, Word, Excel, Access, and PowerPoint

Language: Spanish (Native), Portuguese 50% Oral Fluency

Social Media: Facebook, Pinterest, Twitter, LinkedIn, Instagram, Snapchat

Design Software: AutoCAD, Photoshop, CS, Adobe Suite, Constructware, Revit, SketchUp, Rhino

Programming Languages: JavaScript, HTML, SQL, C++ (proficient); Python, PHP, C# (familiar)

Carpentry/Lighting: Woodworking, Light Board Operation, Metalworking, Standard/ETC LED Smart Fixtures, Spotlight Operation

A Curriculum Vitae (CV) is similar to a resume - both are utilized as marketing tools to showcase your skills, experiences, knowledge, etc. A CV is more focused on presenting your full academic history and scholarly potential. It can be multiple pages, and the target audience is fellow academics in your field of study.

PAGE 1 EXAMPLE

Susan B. Anthony

Charlotte, NC 28002
859-000-1000
SBA@gmail.com

EDUCATION

Doctor of Philosophy in Biochemistry and Microbial Ecology, May 20XX

University of North Carolina at Charlotte, Charlotte, NC

- Dissertation Title: Enzymology, synthesis, and biological evaluation of new inhibitors of xenochlorophenoxyacetic acid (2,4-X) metabolism in soil bacteria
- Thesis Advisors: Prof. D. Biochemist and Dr. I. M. Molecular

Bachelor of Science in Chemistry, May 20XX

University of Kentucky, Lexington, KY

- Thesis Project: The structure of mitochondrial proteins from *Carabis ajanus*.
- Thesis Advisor: Prof. C. Harriz

RESEARCH EXPERIENCE

Research Assistant, August 20XX-Present

UNC Charlotte, Charlotte, NC

- Investigated gene products of indigenous bacterial fauna in degradation of the herbicide xenochlorophenoxyacetic acid (2,4-X)
- Developed a new technique for measuring photodegradation of 2,4-X in soils
- Used parallel synthesis and automated parallel protein purification techniques, as well as NMR and Solid Phase Extraction processes
- Maintained operational responsibility for Professor Biochemist's molecular laboratory, including scheduling use of equipment and record keeping
- Supervised work of 3 undergraduate research assistants, including training in lab safety and Southern Blot techniques
- Assist in grant proposal and manuscript preparation and review

Research Intern, Summer 20XX

Champion Printing, New York, NY

- Investigated de-inking efficiency of surfactants for paper recycling
- Studied kinetics of ink-water interactions in paper slurries using HPLC

GRANTS AND AWARDS

- Skowsky Endowed Fellowship for studies in Microbial Ecology, 20XX
- Departmental Travel Award, May 20XX
- Three-year, merit-based fellowship, Predoctoral Training Consortium, National Science Foundation Grant # NS3051

PUBLICATIONS

- **S. B. Anthony**, D. Adams, I. M. Molecular, and D. Biochemist. 20XX. Heptachlor and related analogues as novel agents targeting msuA and msuB condensing enzymes in *Spartanous bacculosis*. Journal of Very Important Research 25: 1687 - 1689.
- **S. B. Anthony**, D. Adams, and D. Biochemist. 20XX. Structural requirements for 2,4-X degradation in *Pseudomonas spartanii*. Science 149: 2903-2904.
- G. Poole and **S. B. Anthony**. 20XX. Structure of *Carabis ajanus* mitochondrial protein derivatives. Tetrahedron Letters 40: 25-28.

WHEN TO USE A CV (INSTEAD OF RESUME)

Use a CV when applying to academic, scientific, or research positions. Also, some graduate and professional programs will request a CV instead of a resume. Use a CV for grant, fellowship and scholarship applications. Finally, a CV can be used for Departmental or Tenure

COMMON SECTIONS ON A CV

- Education, including dissertation/thesis and faculty chair
- Awards/Grants/Honors
- Publications and Research Experience
- Teaching and other Professional Work Experience

PAGE 2 EXAMPLE

POSTER PRESENTATIONS

- Solid State analysis of 2, 4-X decomposing bacterial proteins. April 24, 20XX. Rocky Mountain Conference in Analytical Chemistry, Denver, CO.
- Enzymology, synthesis, and biological evaluation of new inhibitors of 2, 4-X metabolism in soil bacteria. December 10, 20XX. ACS Regional Meeting, Grand Rapids, MI.

PROFESSIONAL SOCIETIES

- Sigma Xi, 20XX-Present
- American Chemical Society, 20XX-Present
- Society for Microbial Ecology, 20XX-Present
- Association for Women in Science, 20XX-Present

TEACHING EXPERIENCE

Teaching Assistant, August 20XX-December 20XX

UNC Charlotte, Department of Biochemistry, Charlotte, NC

- Taught multiple laboratory sections of 40 students in introductory and advanced biochemistry

ADDITIONAL ACTIVITIES

Curriculum Committee, August 20XX-Present

UNC Charlotte, Department of Biochemistry, Charlotte, NC

- Student representative on the departmental committee responsible for curriculum development and educational policy

Intern, January 2014-December 20XX

Chemicals Organization, Lexington, KY

- Improved formulas and processes to increase efficiency
- Created a new laboratory process that impacted overall lab procedures
- Wrote technical papers and reports
- Executed experimental design techniques and evaluation reports

Secretary, January 20XX-20XX

Younger Chemists Society, University of Kentucky, Lexington, KY

- Recruited undergraduate and graduate students for participation in educational and service events
- Maintained records of membership and dues payment
- Coordinated activities with American Chemistry Society and UK Biochemistry Club.

Cats Rugby Club Captain, 20XX-20XX

University of Kentucky, Lexington, KY

- Led a club team of 20 team members and oversaw team recruitment
- Coordinated all practice and game schedules
- Co-created the club manual which detailed rules, policies, and guidelines for the league

COMPUTER SKILLS

- All Microsoft Office programs, including Excel, PowerPoint and Word
- Statistical programs including SPSS and SigmaPlot
- HTML, Dreamweaver, and Photoshop
- Chemistry software packages including the ISIS suite, ChemDraw and various NMR packages

GUIDE TO COVER LETTER WRITING

A cover letter is a tailored marketing document designed to accompany your resume when applying for a position. It tells the employer why you want the position and what makes you the best candidate.

LENGTH

Not longer than one page, unless you can fill two pages with relevant information.

FORMAT

Use standard business letter format with the same font and margins as your resume.

RESEARCH

It is worth some research time to find the specific contact's name. If you can't find a name, use: Hiring Manager, Human Resources Representative, Search Committee. Refer to job description and tailor cover letter accordingly.

WRITING STYLE

Employers will view this as indicative of your communication skills. Be clear, concise, and show your best writing style. Use good grammar, perfect spelling, and vary your sentence structure.

SIGNATURE

Sign in blue or black ink for mailed letters. Type your name for cover letters being shared electronically.

Heading Just Like Your Resume

Address | Email | Phone

Today's Date

Hiring Manager's Name
Title
Company
Address
City, State

Dear First and Last Name,

First Paragraph: The first paragraph of your letter should state the position for which you are applying and how you learned of it. Include the name of a mutual contact if you have one. Express your enthusiasm for the position and/or the organization. End with a brief summary of 2-3 reasons they should hire you.

Middle Paragraphs: Utilize 1-3 short paragraphs, which demonstrate your knowledge of the employer and/or industry, and show how the position is a fit for your values, skills, and experience. Give specific reasons you want to work for them.

Make strong connections between your abilities and their needs. This should be very specific to the position for which you are applying. Emphasize qualifications that best match what the position requires, giving specific examples. Elaborate on or interpret your resume; do not repeat it. Support each statement you make with a piece of evidence. Focus on what you can do for the employer, not what they can do for you.

Closing Paragraph: Restate your interest in and qualifications for the position. Mention your attached resume. Express interest in an interview. State how and when you will follow up (and be sure to do what you say). Encourage them to contact you if they have any questions in the meantime. Thank them for their consideration.

Sincerely,

Handwritten Name (for a mailed letter)

Typed Name

DON'T:

- Focus only on what YOU will get out of it. Emphasize what you will bring THEM.
- Draw attention to any weaknesses.
- Rehash your resume; instead, elaborate.
- Have any errors. Proofread thoroughly.
- Use general statements ("Good communication skills," "Great leader," "Best candidate for the job") without backing it up with specific examples.

SAMPLE JOB POSTING

Highlight all the relevant qualifications the organization is seeking.
Match your skills with their stated needs.

Job Title	Volunteer and Outreach Coordinator
Organization Name	Florence Crittenton Services
Department	FCS Development Department
General Description of Duties	The Volunteer and Outreach Coordinator is responsible for the development and maintenance of volunteer support and volunteer services which expand the resources of the agency to meet the needs of the agency, staff, clients and their families.
Line of Authority	The Volunteer and Outreach Coordinator reports directly to the Program Administrator.
Job Classification	Full time, non-exempt
Specific Duties and Responsibilities	<ul style="list-style-type: none"> -Assess agency need for volunteers and volunteer services which includes donations, contributions, individual and group volunteers. -Request, receive, sort and acknowledge donations made to the agency; maintain efficient organization of all donation rooms. -Recruit, screen, interview and place applicants for volunteer work, matching skills, interest and availability with agency needs. -Manage all human resources functions of the volunteer program including the online volunteer application, volunteer personnel files, performance evaluations, and supervision. -Develop and maintain updated policies and procedures for the volunteer program; conduct periodic formal and informal assessments of the volunteer program. -Maintain records and create and provide statistical reports of volunteer hours, activities and donations. -Work with a volunteer assistant to recruit and train Volunteer Ambassadors. -Hold monthly meetings with clients to gather input for volunteer activities. -Act as liaison between volunteers and staff and FCS Auxiliary. -Strong communication, public speaking, and management skills. -Knowledge of human behavior issues as related to recruitment, motivation and retention of volunteers. -Ability to make requests for financial contributions. -Strong donor relationship skills. -Excellent technology and computer skills (Excel, PowerPoint, Word, Publisher, Outlook and social media). -Strong work ethic and analytical skills. -Experience with nonprofit fundraising and/or special events as a staff or volunteer a plus. -Must be able to work a flexible schedule to include evenings and weekends. -Commitment to Florence Crittenton Services' mission, goals and values.
Education	Four year college degree, all majors
About Florence Crittenton Services	Founded in 1903, Florence Crittenton Services is a non-profit organization. Our mission is supported by our vision to be the national leader in changing the future for girls. We do this by: Achieving excellence in all we do, growing to serve all girls in need and being the foremost expert in gender-specific services for girls.
How To Apply	Email a cover letter and resume to Alex Lee at alee@fcsnc.org . Include a comment as to why Florence Crittenton Services is of interest to you. Florence Crittenton Services is an Equal Opportunity Employer.

CORRESPONDING COVER LETTER

Decide which of your qualifications are most relevant and emphasize those.
You can utilize their terminology in your letter.

<p>Anita Career</p> <p>1045 Sophie Dr. Charlotte, NC 28214 anita.career@uncc.edu 704-555-5555</p> <p>August 25, 2018</p> <p>Alex Lee Hiring Manager Florence Crittenton Services 1300 Blythe Blvd Charlotte, NC 28203</p> <p>Dear Alex Lee,</p> <p>I am writing to apply for the Volunteer and Outreach Coordinator position as posted on UNC Charlotte's University Career Center's Hire-A-Niner website. My communication, volunteer management, and analytical skills make me well suited for this position.</p> <p>Florence Crittenton Services' mission to provide health, education, and social services to at-risk adolescents is a great fit with my passion to pursue a career in the human services field. My experience volunteering with organizations such as Alexander Youth Network and Children's Hope Alliance has allowed me to get my feet wet in this field. This experience has helped me gain more awareness of social services and ways to help reach at-risk individuals. I am eager to work for Florence Crittenton Services, and I feel my skills would be a valuable contribution.</p> <p>My time recruiting and supervising volunteers as a Resident Advisor (RA) is directly applicable to the Volunteer Coordinator Position. As an RA, I coordinated over a dozen volunteers in my hall to host a 5K walk that raised \$14,000 to support breast cancer awareness. This event required close communication with volunteers, vendors, and the host site.</p> <p>My strong work ethic is evident in my job at Joseph's Coffee where I voluntarily created an employee training manual that is now utilized by management with all new hires. Additionally, I kept extensive records of transactions utilizing Microsoft Office, implemented customer surveys, and updated the company website. My well-developed analytical skills and ability to work independently would make me a good candidate to maintain all human resources aspects of the volunteer program.</p> <p>I welcome the opportunity to elaborate on how I could make a substantial contribution to Florence Crittenton Services and have attached a copy of my resume for your review. Please feel free to contact me by phone at 704-555-5555 or by email at anita.career@uncc.edu. Thank you for your time and consideration.</p> <p>Sincerely,</p> <p><i>Anita Career</i></p> <p>Anita Career</p>	
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REFERENCE LIST

For your reference list, make sure to put this information on a separate document, using the same header as your resume/CV and cover letter. Usually, an employer will ask for 2-3 references when applying for an internship or job. For your references, choose individuals who can speak to your professionalism and work ethic. Make sure that you ask in advance of putting a professional's name on your reference list and also that you let them know of the organizations who may call them for a reference check.

REFERENCE FORMAT

Reference Name

Reference Position

Company Name

Street Name

City, State, Zip

Phone Number

Email Address

Your Relationship to Reference



REFERENCE EXAMPLE

Tom McGrady

Marketing Director

Fastenal

1000 Enterprise Way

Charlotte, NC 28227

(704) 123-4567

tmcgrady@fastenal.com

Internship Supervisor

DEVELOP YOUR
SKILLS, FOLLOW
YOUR PASSION

2021 Spectrum
Paid Internship
Program

APPLY TODAY
jobs.spectrum.com

Spectrum



JOB SEARCH PROCESS

PREPARE

- Clarify your career goals and skills you have to offer to make yourself appealing to employers.
- Have application materials ready:
 1. Resume/CV that has been critiqued
 2. Cover letter that can be tailored to positions
 3. Necessary information for applications: past work history, supervisor names & phone numbers, references
- Make sure your social media and voicemail greeting are professional
- Create or update your LinkedIn profile
- Start an Excel spreadsheet to track all jobs you've applied to, professionals with whom you have connected, and conversations you have had (see below).

Employer	Job Title	Link	Contact	Closing Date of Application	Date Applied	References on Application	1st Interview	2nd Interview	What I am Interested	Questions for Employers

SEARCH FOR JOBS...

- **In-person:** career fairs, networking events, employer information sessions, friends/family/faculty referrals, professional association conferences
- **Online:** Job search websites, employer websites and state/federal job banks
 1. **Hire-A-Niner**
 2. **LinkedIn.com**
 3. **Indeed.com:** large, nationwide job board
 4. **Usajobs.gov:** federal government jobs
 5. **Idealist.org:** non-profit jobs



PROFESSIONAL ATTIRE

TIPS FOR PROFESSIONAL DRESS

- The basic rule is to dress one step above what you'd be wearing on the job
- Think about your career field; research how professionals dress in various organizational environments (i.e., Some company cultures may be more traditional while others may be more relaxed)
- If you are not sure what is appropriate dress for your field, it is ok to call Human Resources to ask
- Do you have questions around gender identity, authenticity and expression in your professional dress?
Contact career@uncc.edu



WHAT IS BUSINESS PROFESSIONAL?

Business Professional traditionally includes a jacket and pants/skirt/dress

WHAT IS BUSINESS CASUAL?

Business Casual does not include the full suit but may include a relaxed style of jacket/shirt/blouse/sweater and pants/skirt/dress

TIPS FOR BOTH PROFESSIONAL AND BUSINESS CASUAL

- Make sure colors of clothing items are complementary
- Try clothes on early and make sure they are the right fit
- Wear closed toed shoes
- Avoid distracting accessories, jeans, shorts, and tennis shoes
- Practice good hygiene

PROFESSIONAL CLOTHING CLOSET

The University Career Center operates a professional clothing closet where students have the opportunity to select professional attire needed for an interview, career fair, networking event or everyday work. Check the Career Center website and Hire-A-Niner for upcoming events.



CAREER FAIR PREP

What Employers Expect



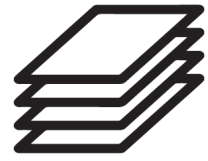
PROFESSIONAL DRESS

- Suit if seeking full-time job, post-grad job, internships or Co-Ops
- Business Casual if seeking part-time job



RESEARCH

- Who will be attending



RESUME

- Bring multiple copies of your resume

How to Talk to an Employer



PREPARE

- Prepare 20-30 second elevator pitch



ASK

- Ask the employers engaging questions



END

- End by thanking the employer

After the Career Fair



ORGANIZE

- Organize contacts you receive



FOLLOW-UP

- Follow-up with the employers you spoke with



EVALUATE

- Evaluate what went well and what you can improve on

Tips



PLAN

- Plan who you want to talk with



PACK

- Pack lightly



SILENCE

- Silence your cell phone before entering career fair

EXPLORE UPCOMING CAREER FAIRS AT [CAREER.UNCC.EDU/EVENTS](https://career.uncc.edu/events)

RESEARCHING EMPLOYERS

In the beginning of every job search, one of the first steps is researching employers.

By researching specific industries and employers, students can

1. Identify employers you have not thought of before
2. Prepare a customized resume and cover letter
3. Prepare for the interview by understanding the employer and identifying questions you can ask at the interview
4. Use **Glassdoor.com** to review organizations

There are several ways to research employers and industries including LinkedIn, social media, professional organizations, Hire-A-Niner, and the company's "About Us" page. When completing employer research, students should examine the following items:

1. MACRO TRENDS WITHIN THE INDUSTRY

- Economic environment
- Globalization
- Technology

2. COMPANY FUNDAMENTALS

- How does the company make money?

3. HISTORY AND VALUES

4. MISSION STATEMENT

5. SERVICES OR PRODUCTS

- What do they offer?
- How are they sourced or offered?

6. REPUTATION WITHIN THE INDUSTRY

7. COMPANY CULTURE

8. COMPANY STRATEGIES AND GOALS

9. RECENT NEWS ABOUT THE EMPLOYER

10. COMPETITORS

- Industry participants
- Strengths and weaknesses of competitors

11. GROWTH PATTERN

12. DIVISIONS WITHIN THE COMPANY

It is also important to research the position for fit and skills needed. Students should research the following items:

13. INDUSTRY-SPECIFIC ANALYSIS

- What kind of skills are needed?
- What areas of knowledge are essential?

14. DAY-TO-DAY ACTIVITIES

- What does the work day look like?
- What will be required of you on a daily basis?
- How are performance and success measured?



INTERVIEW QUESTIONS

GENERAL INTERVIEW QUESTIONS

Here are some standard, traditional questions asked in interviews across every industry.

- Tell me about yourself.
- Describe your current or most recent job role.
- Why do you want to work here?
- What are your strengths and weaknesses?
- Where do you see yourself in 5 years?
- Do you have any questions for me?

BEHAVIOR-BASED INTERVIEW QUESTIONS

Behavior-based questions are designed to elicit examples and contexts from candidates that showcase desired skills and behaviors. Employers commonly ask for examples of transferrable skills and abilities.

- **Adaptability**
 - o Tell me about a situation in which you have had to adjust to changes over which you had no control. How did you handle it?
- **Analytical Skills/Problem Solving**
 - o Describe a situation in which you found a creative way to overcome an obstacle.
- **Decision Making**
 - o Give me an example of a time when you had to be quick in coming to a decision.
- **Team Work**
 - o Tell me about a time when you worked with a classmate or colleague who was not doing their share of the work. How did you handle it?

- **Initiative**
 - o Describe a situation in which you recognized a potential problem as an opportunity. What did you do?
- **Communication**
 - o Tell me about a recent successful experience in making a speech or presentation.
- **Leadership**
 - o Tell me about a time when you demonstrated leadership skills.

Remember the STAR method when answering behavior-based questions.

S Situation	Detail the background. Provide a context. Where? When?
T Task	Describe the challenge and expectations. What needed to be done? Why?
A Action	Elaborate your specific action. What did you do? How? What tools did you use?
R Results	Explain the results: accomplishments, recognition, savings, etc. Quantify.
'STAR' Technique to Answer Behavioral Interview Questions <small>http://www.RightAttitudes.com</small>	

INTERVIEWING TIPS

- Prepare strong, customized examples in each transferrable skill area.
- Get specific about what you did.
- Examples can be pulled from experiences in a job, volunteer position, club/organization position, or from a classroom experience.
- Research the company and industry. Be prepared to answer specific questions about technical skills, industry trends, and current issues.
- Practice!

INTERVIEW TIPS

PREPARE FOR THE INTERVIEW

- Research the organization and the position.
- Prepare situational examples using the STAR method (see page 34 for practice questions).
- Construct relevant and thoughtful questions for the employer that can't be answered with basic information on the employer's website.
 - o How would you describe the company's workplace culture?
 - o Can you describe an ideal employee?
- Dress professionally – it can be best to choose conservative/business attire. See page 31 for more information.
- Arrive at the interview 15-20 minutes early.
- Practice, practice, practice!

DURING THE INTERVIEW

- Put yourself in a friendly, self-marketing state of mind.
- Say only positive things about previous jobs and coworkers. For responses on negative issues, emphasize how you turned it into a positive/what you learned.
- Convince the interviewer you can add value to the organization by selling your skills and experiences.
- Give concise answers using real-life examples.
- Your final question should address the decision-making timeline and interview process for the position. Get business cards for everyone you speak with during the interview.
- Send a thank you email, whether you think you want the position or not, within 24 hours of the interview. Students should ensure they have the business card or contact information for all interviewers.

THANK YOU EMAIL EXAMPLE

Dear Martin Pearson,

Thank you for the opportunity to discuss your opening for an auditor. I enjoyed meeting both you and Barbara Toll and learning more about Gold Star and its current activities and upcoming projects.

I was particularly impressed with Gold Star's strong commitment to innovation, employee satisfaction and productivity. Your new volunteer program is a creative example of your company's belief that corporations should be vitally connected to their communities - a sentiment I wholeheartedly support. I would welcome the opportunity to be part of this culture and work at your firm.

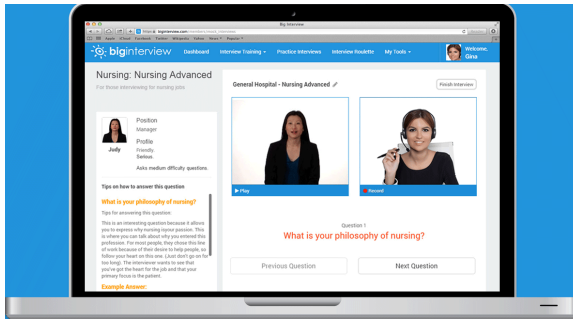
I believe my academic training at UNC Charlotte and my experience working in the accounting department at LYP Company last summer qualify me for this position. In addition, my extensive knowledge of computer systems would be especially valuable as an auditor with your firm.

I look forward to hearing from you soon. If I can provide more information or answer any additional questions, please call 704-687-0795 or email anita.career@uncc.edu.

Sincerely,

Anita Career

INTERVIEW PRACTICE



1. Practice your interview skills for internships, jobs, graduate school, law school, medical school and more.
2. Share your interviews with parents, mentors, professors and career coaches.
3. Receive feedback on your interview.
4. Learn about the interview process and salary negotiation through a full curriculum and videos.

WHAT SHOULD YOU DO TO PREPARE?

1. Research the company/organization and come up with questions to ask the employer about the industry, their work or other career-related topics.
2. Visit their careers page and search current internships or jobs for which they are hiring. The mock interview is a great way to ask about current opportunities if you are interested.
3. Pick out your proper dress attire. Business casual is acceptable, but professional is desired.
4. Practice with Big Interview!

BIGINTERVIEW.UNCC.EDU



STANLY COUNTY SCHOOLS

1000-4 North First Street | Albemarle, NC 28001

704.961.3000 | StanlyCountySchools.org

Be One of The Best.

Be the one who inspires.
Guides. Leads.
Be the one who is caring.
Kind. Helpful.

Be the one who they remember.

My Teacher.



SALARY NEGOTIATION

Salary negotiation can seem complicated, but with some practice, it can be better facilitated if appropriate for your industry. Salary negotiation should not be done until an employer has made an offer. Here are some things to consider when negotiating.

BEFORE THE PROCESS

- Research the industry; each industry has different standards for negotiation. For example, government salaries are often set and are not negotiable.
- Explore the salary averages for your job target(s).
- Look for job postings with salaries and find competitors' salaries
- Conduct informational interviews and visit company websites.
- Understand your worth in terms of what you have to offer in comparison to the other candidates.
- Know what you need to thrive within a location.
- Evaluate the cost of living within the area, the minimum salary needed for personal expenses or to pay all of your bills, the job location, etc.



DURING THE PROCESS

- When you first receive a compensation package, make sure to review it all, not just the salary.
- It is also important to understand if sections of the package are negotiable.
- Things that may be negotiable may include, but are not limited to; start date, vacation leave, stock options, relocation expenses, tuition reimbursement, professional development, retirement plans, signing bonuses, parking costs, and technology costs.

ENDING THE PROCESS

- The recruiter or manager will often give some verbal clues that the offer is final or nearly so: "This is the best that we can do," or "This is our final offer." This is the time to finalize the agreement when you feel the offer is fair and is within the range that you can accept.
- Finally, accept or decline the offer both verbally and in writing.
- You can practice salary negotiation on biginterview.uncc.edu.

salary.com

Use salary.com to navigate salary ranges for a variety of positions.

Search by industry, location, job type, company size, years of experience, etc.

Look at the range for each position and decide where you might be positioned on that range based on your experience and education.

SALARY.COM

BUDGET SHEET

INCOME

SALARY	
Job 1	
Job 2	
TOTAL AMOUNT	

EXPENSES

HOME	
Security Deposit	
Rent	
Pet deposit / fee	
Furniture / home decor	
Renter's Insurance	
Storage	
Parking fees	
Cell phones	
Electricity	
Gas	
Water	
Garbage	
Sewer	
TOTAL AMOUNT	

FOOD	
Groceries	
Breakfast out	
Lunch out	
Dinner out	
Snacks	
Coffee	
TOTAL AMOUNT	

Car Payment	
Car Insurance	
Gas	
Car Maintenance	
Car Inspection	
Vehicle Registration	
Tolls / Parking Fees	
Car Property Tax	
Public Transportation	
Tickets	
TOTAL AMOUNT	

HEALTH CARE	
Medical Services	
Prescriptions	
Medical Supplies	
Personal Care Products	
TOTAL AMOUNT	

ENTERTAINMENT	
Cable TV	
Internet TV (hulu plus)	
Internet	
Concerts / Clubs	
Plays / Movies	
Books / Magazines	
Hobbies	
Tobacco	
Alcoholic Beverages	
TOTAL AMOUNT	

CLOTHING / GROOMING	
Work Attire	
Personal Attire	
Shoes	
Spa Treatments	
Haircuts / Salon	
Dry Cleaning / Laundry	
TOTAL AMOUNT	

PETS	
Food and Supplies	
Veterinarian	
TOTAL AMOUNT	

DONATIONS	
Charities	
Non-Profits	
TOTAL AMOUNT	

VACATION / HOLIDAYS	
Travel	
Lodging	
Eating Out	
Gifts	
Car Rental	
Miscellaneous	
TOTAL AMOUNT	

FINANCES

FINANCES	
Checking Fees	
Credit Card Payments	
School Loans	
Personal Loans	
Investments (401K)	
Personal Savings	
Emergency Savings	
Tax Preparation	
TOTAL AMOUNT	

TOTAL FINANCES EXPENSES	
--------------------------------	--

SAVING TIPS

- Start saving for your retirement as early as possible.
- Aim for short-term savings goals.
- Track all spending so you will know where your income is going on a regular basis.
- Save your loose change.
- Build an emergency fund.



WHY GRADUATE SCHOOL?

Intellectual curiosity? Advancement?
Entry into field of interest?

IMPORTANT QUESTIONS

- Is a graduate degree required for your field of interest?
- What is the financial commitment?
- Are scholarships, grants or financial aid available?
- Are you ready? Do you feel burned out or need to take time off? Are you certain of the degree you want to pursue?

IMPORTANT CONSIDERATIONS

- **Geographic Location of the Program**
- **Alumni Community** – How involved are they and what are their career outcomes?
- **Cost of the School and of Living**
- **Duration of the Program**
- **Faculty** – Areas of expertise and research
- **Research Opportunities** – Are they available for funding and to build your resume?
- **Diversity & Inclusivity of Program/School**
- **Opportunities to Gain Practical Experience**

RESEARCH

Professional Organizations – Review career development/student sections and program accreditation sections.

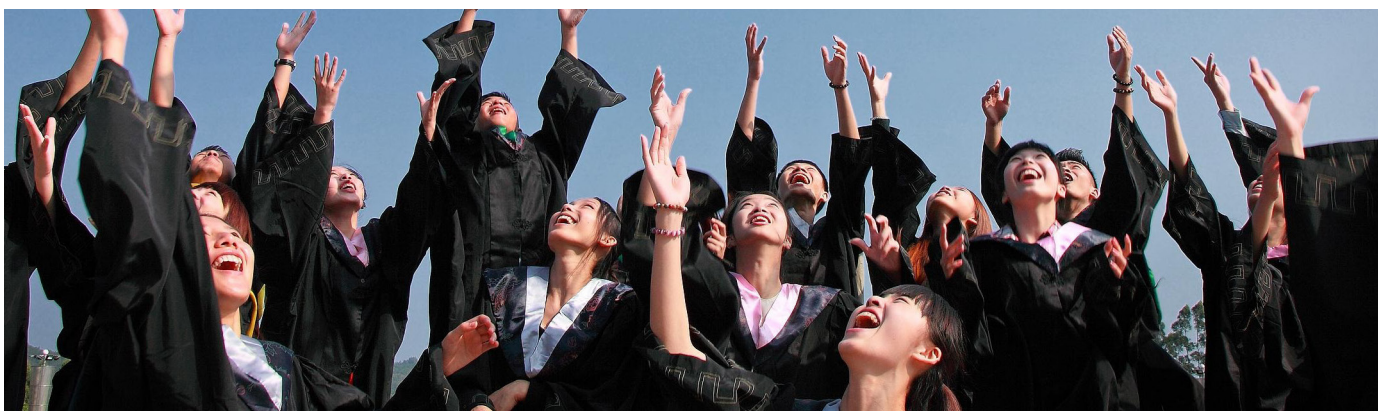
US News & World Reports, Gradschools.com, Peterson's – Identify programs of interest by area of study and location of program.

Program Websites – Understand curriculum requirements, course prerequisite requirements and faculty research preferences.

Network with current students and faculty members by visiting schools and attending in-person or virtual information sessions

GRAD SCHOOL CONSIDERATIONS

List a few of the graduate schools and programs you are considering.



APPLYING FOR GRAD SCHOOL

1) **Research degrees and programs-** www.gradschools.com, www.petersons.com

- **Master's Degree (MA, MS, M.Ed):** 1-3 years
- **Professional Degree (JD/Law school):** 3-4 years
- **MD/DO (Med school):** About 8 years, including residency
- **Doctoral Degree (PhD, PsyD):** 4-8 years

2) **Take required standardized tests.** Find out what test(s) your program requires. Use study books or online prep courses to practice and study. Know which schools you want to send your scores to. Graduate entry exams should be taken 3-6 months prior to the application deadline of the graduate program.

- **Medical College Admission Test (MCAT)** - www.aamc.org
- **Law School Admission Test (LSAT)** - www.lsac.org
- **Graduate Management Admission Test (GMAT)** - www.mba.com/us
- **Graduate Record Examination (GRE)** – www.ets.org/gre
- **Dental Admission Test (DAT)** - www.ada.org/en
- **Miller Analogies Test (MAT)** - <http://bit.ly/2FVYLM8>

3) **Things to consider.** Consider location, cost, size of university/program, funding availability, type of clinical experiences, number of faculty, faculty areas of research, accreditation status, average GPA and test scores of last admitted class. Review each program's required coursework and course sequencing to gauge your interest and skills in those areas.

4) **Refine your resume or CV**

- Use drop-in hours or make an appointment with your Career Coach to have your document critiqued before submission.

5) **Write your personal statement** (see example on page 42)

- A personal statement will summarize your goals and intent for applying to graduate school and allow you to articulate your professional vision and showcase your writing skills.
- Have it critiqued by a Career Coach, faculty and professionals at the Writing Resources Center.

6) **Request your letters of recommendation**

- Ask professors or supervisors at least one month in advance to write your letter. Provide these individuals with a copy of your resume and personal statement.

7) **Complete application forms**

- Request transcripts from the Registrar's Office.

8) **Research financial aid and assistantships**

- Know financial aid deadlines.
- Graduate assistantships provide stipends for on-campus work in teaching, administrative, research, or residential positions.
- Fellowships are grants afforded at the local and national level for graduate, postdoctoral, and dissertation work.

9) **Prepare for interviews if required by your program**

- Meet with your Career Coach or practice interviewing online at biginterview.uncc.edu.

PERSONAL STATEMENT EXAMPLE


MASTERS OF ARTS IN ENGLISH

As I move towards my Masters of Arts in English degree, my goal is to expand my working knowledge of English literature and to further explore and illuminate the intersections between the fields of Psychology and English. I am particularly interested in continuing an interdisciplinary exploration of issues of inferiority, the formation of identity, trauma, and psychopathology in the works of women authors from the late 18th century and entire 19th century. I have a strong interest in the Victorian novel, particularly in terms of analyzing intersections between gender, trauma, and mental illness. I am also very concerned with the methodology that accompanies the appropriate application of psychological principles to texts; I am dedicated to honoring and working closely with the text and ensuring that my lens remains historically accurate.

The acknowledgement that literature was the track for me began at the University of North Carolina at Charlotte where I double majored in Psychology and English. My decision to do a double major arose when I had room in my academic schedule for a literature survey course, and pursuit of that course quickly led to the addition of as many English courses as my schedule would allow. I devoted myself to the study of literature to the point that I decided to focus my honor's thesis on the novels of Jane Austen, which I integrated with psychological theory, particularly the work of Robert Sternberg's theory of love as a story, in order to explore the interpersonal relationships that supported the heroine's formation of identity. In addition, I carried large academic loads that, with the combination of a liberal arts curriculum, prepared me for graduate studies by providing me with a broad knowledge base, critical thinking skills, writing skills, and speaking skills.

After my Junior year of college, I decided to seek entry to a program to continue my studies in literature. At UNCC, I have had classes from a wide span of literary periods, ranging from medieval to contemporary, and literary modalities, including poetry, the novel, short stories, and drama. An interest in and study of trauma theory has driven much of my work under the tutelage of Dr. Anita Career. With the interdisciplinary lens of trauma, I have been able to work within an established framework to examine psychological principles at play within texts as well as to begin forming my own methodology for applying other psychological principles to literary works. In my work on my capstone project, I explore how Charlotte Brontë's use of Gothic conventions seeks to obscure trauma and psychopathology within the text of *Villette*: I affirmed the value of context, particularly the value of extensive research to ensure appropriate application of a psychological perspective.

I am aware of the exceptional scholarship and reputation that your school holds after having discussed this program with several alumni and faculty within the department. These conversations have further deepened my interest in attending your university, knowing that I will be mentored by the best within my areas of interest. Upon graduation, it is my desire to move into a teaching role, which will be dedicated to teaching students how to write in both creative and critical ways. I believe that I am able to contribute to your program through research, publishing, and teaching and look forward to enhancing students' enjoyment of literature as a whole in my future role as a professor.



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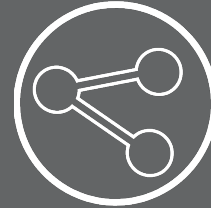
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