

**NC STATE UNIVERSITY**

# Job & Internship Guide

PREPARING YOU FOR

**MORE**

2010-2011

**UCC** | UNIVERSITY  
CAREER  
CENTER  
[www.ncsu.edu/career](http://www.ncsu.edu/career)

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## Principles of Professional Conduct

### For University Career Center Staff and NC State Students

Choosing and attaining a meaningful career requires active participation in all phases of the search as well as sincere commitment to professional conduct.

#### Staff Responsibility

1. Provide the best available advice and assistance to you regarding career choice and job search assistance, based on our professional experience.
2. Treat each student with respect and care. Create an atmosphere that encourages participation of all students at NC State without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and provides reasonable accommodations upon request.
3. Provide access for all students to participate in services, programs, and events.
4. Maintain a recruitment process that is fair and equitable to both students and employers.
5. Ensure your confidentiality. Your conversations with our staff, whether in person, on the phone, in writing, or via e-mail, are always confidential.

#### Student Responsibility

1. Prepare for your career by using campus and Career Center resources for maximum employability.
2. Provide accurate information to the Career Center and to employers about your academic record, work experience,

- honors, activities, skills, and visa status. Misrepresentations may be subject to Student Conduct proceedings. Conduct yourself professionally during all encounters with employers.
3. This includes written or e-mail correspondence, phone contact, and personal interactions during career fairs and interviews. Be prepared for every interview by researching employers in advance and preparing answers to interview questions. Show recruiters why they should continue to recruit at NC State.
  4. Follow through on your commitment when you sign up for an interview. If you need to cancel your interview, let us know in advance when possible. (Being a “no show” hurts at least two people: you and the student who could have taken your spot. NC State’s status as a desirable place to recruit could be jeopardized).
  5. Accept a job offer in good faith. Once you accept an offer, honor that commitment. Withdraw from the recruiting process and notify other employers you are actively considering. Do not continue to interview.
  6. Ask questions if you are unclear about any service, resource, or program offered by the Career Center. We are here to help.

### NC STATE UNIVERSITY

University Career Center  
2100 Pullen Hall, Campus Box 7303  
Raleigh, NC 27695 919.515.2396  
career\_center@ncsu.edu  
www.ncsu.edu/career



**Other Career Offices  
at NC State**

Agriculture & Life Sciences, 111 Patterson Hall, 919.515.3249

• Co-op, 300 Clark Hall, 919.515.2300

• Textiles, 2348 Textiles Complex, 919.515.3780

• Veterinary Medicine, 4700 Hillsborough St., 919.513.6203

\*First Year College students may meet with the career counselor who works with majors in an area of interest.



We look forward to helping you achieve your career goals.

**Meet the Staff**

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Career Center Job and  
Internship Guide

## Our Services

### Social Media

Join our fan page on Facebook and follow us on Twitter under the name NCSUCareer. This way, you will stay up-to-date with the happenings around campus that can help launch your career.

### Mock Interviews & Resume Critiques

Employers volunteer their time to assist students with their resumes and interviewing skills. To view upcoming resume critique sessions or mock interviews, log on to ePACK. You may also schedule a mock interview at anytime with your career counselor by calling 919.515.2396.

### Information Sessions

Employers present information about their organization to students throughout the academic year. Learn about potential career opportunities by attending these sessions. Log-on to ePACK for the time, date and location of these sessions.

### Career Fairs

The University Career Center hosts several career fairs on campus throughout the year, providing excellent job and internship opportunities for students. Visit ePACK for the details and a list of employers in attendance.

### Alumni Services

Beyond graduation, the University Career Center continues to be a resource for NC State alumni. You can receive services from us for one year after graduation. Beyond your first year from graduation, you can access services from the Alumni Career Counselor. Check our website for details.

### Individual Appointments

For an appointment with your Career Counselor, call our office at 919. 515.2396.

### Walk-Ins

A career counselor is available Monday through Friday from 11am-2pm for quick questions- while classes are in session from August to May. No appointment is necessary.

### ePACK

Looking for an internship or job? Log-in to ePACK at [www.ncsu.edu/epack](http://www.ncsu.edu/epack). Upload your resume electronically, search for jobs/internships, sign up for on-campus interviews, and access a database of 6000+ employers.

### On-campus Interviewing

Each semester, employers from all over the United States visit the University Career Center to conduct on-campus interviews with students seeking jobs and internships. To participate in on-campus interviews, log in to ePACK. All interviews take place at the Career Center unless otherwise indicated.

### Website

Visit the University Career Center website at [www.ncsu.edu/career](http://www.ncsu.edu/career) for detailed information about planning for your career. The site is comprehensive and includes on-line career assessments, tips and tools for the job/internship search, information on career fairs, workshops, resume tips and samples and much, much more!

## 2010-2011 Career

### Ambassadors



CAREER CENTER  
OVERVIEW

- Travis Jones  
Senior, History
- Meaghan Lynch  
Senior, Psychology & Communication
- Nga Nguyen  
Senior, Chemical Engineering
- Megan Collins  
Junior, Communications- Public Relations
- Sophie Gustafson  
Junior, Biological Sciences
- Tuan Nguyen  
Junior, Mechanical Engineering
- Rachel Stone  
Junior, Business Management
- Heath Witzten  
Sophomore, Business Management

The Career Ambassadors are a group of student volunteers who dedicate their time, energy and talent to the University Career Center. Some of the ways they help the Center in serving the campus community include:

- Represent the University Career Center at campus events
- Provide presentations to student organizations and residence hall programs.
- Welcome employers, faculty, staff and students to the University Career Center.
- Help students with resume building. Interested in being a Career Ambassador? Check ePACK for available opportunities.

# Developing a Career Path

## 4 Year Career Plan

Use as a check list to make sure you are making progress toward an internship, job, or grad school.

### FRESHMAN YEAR

#### Prepare

- Check out the “What can I do with a major in?” website: <http://www.ncsu.edu/majors-careers/> for information on choosing or changing a major.
- Talk with faculty, mentors, family and friends about majors and occupations.
- Talk with a career counselor about possible interest areas and career direction.
- Start to define a strategy for reaching career goals.
- Take courses that will help you decide if your major is a good fit.
- Conduct an informational interview with a professional.
- Consider career assessments to understand your values, beliefs and abilities when it comes to a career. Have a career counselor assist you with interpreting the results.
- Go to the UCC website to learn about career resources; follow the UCC via Facebook, Twitter, and other social media outlets.
- Explore ePACK; watch the quick start tutorial.

#### Participate

- Take advantage of opportunities on and off-campus to gain leadership and teamwork skills through activities and organizations.
- Create a resume and cover letter using the online guide and fine tune it with a career counselor.
- Attend a career fair to learn about different career paths and make contact with professionals.
- View internship and job descriptions of interest posted for NC State students in ePACK.
- Take advantage of an experiential learning opportunity such as internship, co-op, externship, research, or volunteer work relevant to your area of interest.
- Document your experiences, skills, and accomplishments.



### SOPHOMORE YEAR

#### Prepare

- Update and fine tune your resume and cover letter.
- Update your ePACK account.
- Conduct a practice interview with a friend, employer, or a career counselor.
- Speak with faculty and advisors about career interests and plans.
- Join a student organization that is related to your major or career of interest.
- Be open to leadership opportunities.
- Reconnect with professionals you met at last year’s career fairs or other career-related events.
- Choose courses that will help you make your career decision.

#### Participate

- Attend career fairs and events to learn about internships and co-ops.
- Make yourself more marketable by speaking with employers about future opportunities. Collect business cards where possible.
- Apply for internships posted in ePACK.
- Take advantage of employer information sessions listed in ePACK to learn more about companies and to talk with representatives.
- Gain career-related experience through an internship, co-op, externship, research, or volunteer opportunity.
- Set up a job shadowing experience with a professional in a career of interest.
- Document your experiences, skills, and accomplishments.



# Developing a Career Path

## 4 Year Career Plan Continued



### JUNIOR YEAR

#### Prepare

- Update and fine tune your resume and cover letter. Have them ready to respond quickly to an opportunity.
- Update your ePACK account.
- Conduct a practice interview with a friend, employer, or a career counselor.
- Research application deadlines and test information if you are thinking about graduate school.
- Set up an appointment with a career counselor to discuss career strategies including decisions about grad school.
- Speak with faculty about career interest(s) and plans.

#### Participate

- Attend career fairs and events to learn about internships and co-ops.
- Apply for internships posted in ePACK.
- Set up job shadowing visits with professionals in career areas of interest.
- Gain career-related experience through an internship, co-op, research, or volunteer opportunity.
- Become active in a campus or community organization or activity to strengthen skills in leadership, teamwork, and problem solving.
- Document your experiences, skills, and accomplishments.
- Develop relationships with faculty and employers to use as references.
- Explore with faculty in your major the possibility of helping with research projects.
- Develop networking skills attending career events and practicing with a career counselor.

### SENIOR YEAR

#### Prepare

- Update and fine tune your resume and cover letter.
- Contact and create a list of three references.
- Update your ePACK account and maximize your use of the system.
- Discuss your job search strategies with your career counselor.
- Speak with faculty about career interest(s) and plans.
- Applying to grad school? Follow individual program guidelines and deadlines.
- Schedule GRE and other admissions exams.
- Practice your interviewing skills with a career counselor.
- Take advantage of student rates to join professional organizations.
- Be sure all of your social networking sites are professional. Employers may check!

#### Participate

- Begin your active job search at least one semester prior to graduation.
- Use holidays to talk with family, friends and significant contacts regarding your career plans.
- Attend all campus career fairs and events to learn about entry-level jobs.
- Apply for posted jobs and on-campus interviews in ePACK.
- Take advantage of employer information sessions and other related events posted in ePACK.
- Use all of the resources available through the UCC, as needed, for one year following graduation.
- Fill out the new-graduate survey through the UCC website to tell us about your future plans or to let us know that you are still seeking an opportunity.

**Graduate School**

The right option for you?

Among the many paths you have to choose from after graduation is the pursuit of a graduate degree. As you decide whether or not graduate school is the right move for you, be sure to do the following:

Research your career field of interest- is a graduate degree necessary? Should you work a few years before going back to graduate school?

Research the outcome of what a graduate degree will provide; More money? More opportunities in your field? Evaluate what is most important to you.

Talk to faculty and advisers in your field of interest and get their feedback on your graduate school plans.

Start researching graduate schools and programs your junior year to become informed of deadlines and options.

Depending on the application deadlines, you will want to start the application process a few months in advance.

Applications are usually time consuming and require personal statements and letters of recommendation.

Visit the career center for additional information on graduate school, including test and program information.

For assistance in composing your personal statement, please call

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Career Ambassador, Megan Collins, works with a student at the Career Center.

**Career Assessments**

**Explore Your Options**

Assessments can help you explore your career interests, skills, values, and preferences. While no assessment can perfectly describe who you are or what your career is going to be, they are valuable in helping you narrow your search and discovering options you may not have previously considered. To understand your career assessment results, you are encouraged to talk with your career counselor.

**Free Assessments:**

- Career Key
- SIGI 3
- CHOICES
- Jung Typology Test

**Online Fee-Based Assessments:**

*Campbell Interest & Skill Survey*- A survey that examines your career interests and skills and compares them to the results of other people who are successfully employed in the fields you have selected. Receive a comprehensive report that includes strategies for next steps in pursuing and developing your career for \$18.00. 20-25 minutes.

*Keirsey Temperament Sorter II*- A personality assessment based on the Myers-Briggs Type Indicator. The basic assessment provides a quick overview of your temperament (personality style). The in-depth report includes an evaluation where you can begin to see connections between personality preferences and career interests for \$19.95.

**NC State Counseling Center:**

A 50 minute counseling session designed to provide more intensive assistance to those who are having significant difficulties with career or major related concerns and who may have already tried other resources. The following assessments are available for \$10.00 each.

- Myers Briggs Type Indicator
- Personality Research Form
- Strong Interest Inventory

Call 919.515.2423 for an appointment.

EXPLORING YOUR OPTIONS

## Informational Interviewing

### The Fine Art of Finding Out

If you are still exploring career options or want to find out more about a chosen career direction, one of the most helpful strategies around is informational interviewing.

#### How Does it Work?

You make contact with a professional in a career field in which you think you would like to work. Career Services counselors, professors, friends and family can be helpful simply by asking, “Do you know anyone who works in the field of \_\_\_\_\_?”

Once you have a name and contact information, how you approach the resource person will be very important. Ask if it would be possible for you to meet with them for no more than 30 minutes and be sure to honor this time frame.

#### What Should I Ask?

Four basic questions can help you get started with gathering helpful information.

1. How did you get into this kind of work and what was your preparation?
2. What are the rewards and challenges of this kind of career?
3. What advice would you give a person who wants to pursue this work as a career?
4. Who else do you know that would be a good resource person for me to talk to?

*\*Additional questions visit our website: [www.ncsu.edu/career](http://www.ncsu.edu/career)*

Appropriate dress (at least business casual) is important since you will be making first impressions with people who could be potential job or internship resources in the near future. Always ask for a business card and be sure to send a brief note of thanks for giving you the gift of their time and insights.

#### What are the Benefits?

Informational interviewing can have both short-term and long-term benefits. You immediately gain information and insights that can be helpful in focusing your career direction. In the long run, you have established personal contact with professionals who can be resources to assist you with your job search. Also, be sure your resume is in good shape since you never know when a conversation may lead to an immediate opportunity.

## Networking

### Cultivate Your Relationships

Your network is an organized system of contacts from family, friends, and associates: a chain of information and support. Networking is a powerful tool, exposing you to experts, resources, and contacts, as well as leads and referrals for your job-search. Networking means cultivating relationships by investing personal time and attention to the give-and-take necessary for success. Networking is two-way: establishing a partnership means that information and helpfulness goes in both directions; returning courtesies is essential.

Networking is not a fevered quest to amass as many names as you can so you can ask favors and beg for a job. An excellent strategy is to build your network when you are not desperate to get a job.

Take offers of help willingly. Do not assume you are being a pest; most people, when contacted, are happy to be helpful and actually enjoy speaking about themselves and what they know.

Begin your networking list with accessible people whom you already know and with whom you are more relaxed. Include family, friends, neighbors, community members, classmates and their families, faculty and administration, past and present work associates, former employers and their colleagues, and club members. Contact alumni, professional, industry, and trade associations, recruiter contacts, headhunters, consultants, and volunteer civic, religious, social, recreational, and political organizations. Contact people of all ages. Have a wide-ranging list so you will not rely on any one person for too many requests. Enlist others to help you brainstorm. Do not underestimate the value of any contact or referral.

Always keep a detailed record of your connections, noting what you said, when, where, and what you need to do to follow up. The more you stay “in the loop” and remain in contact with your growing network, the more likely you will be positioned to hear about hidden opportunities or referred for the job you want.

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#### Graduate School

the University Writing and Speaking Tutorial Services at 919.515.3163.

Additional resources for graduate programs:

- Pre-Law: Mary Tetro, 919.515.5830
- Pre-Med: Dr. Anita Flick, 919.513.7392
- Pre-Vet: Tammy Ball, 919.513.6262

EXPLORING  
YOUR OPTIONS



## Action Verbs

Use action verbs to communicate effectively your accomplishments in the experience section of your resume. Take a look at the two job descriptions below and note the positive impact made by using action verbs.

### Without action verbs

IBM, Research Triangle Park, NC

Human Resources Intern, Summer 2010

- Duties included administrative tasks in an office setting.
- Responsible for distributing a survey to current employees.
- The needs of recent hires were collected, documented, etc.
- I was involved in a variety of other activities, as needed.

### With action verbs

IBM, Research Triangle Park, NC

Human Resources Intern, Summer 2010

- Worked with a project team on the redesign of New Employee Orientation.
- Created a survey to use with current employees. Received an 80% response rate.
- Interviewed 15 recent hires to gain insight into the needs of new employees.
- Wrote report and presented results to project team.

### A

accepted  
 accomplished  
 achieved  
 acquired  
 adapted  
 administered  
 advanced  
 advised  
 amended  
 analyzed  
 approached  
 approved  
 assembled  
 assigned  
 attained  
 augmented  
 automated

### B

balanced  
 brainstormed  
 broadened  
 budgeted  
 built

### C

calculated  
 categorized  
 chaired  
 clarified  
 coached  
 collaborated  
 collected  
 communicated  
 completed  
 composed  
 computed  
 conceived  
 conceptualized  
 configured  
 confirmed  
 connected  
 consolidated  
 constructed  
 consulted  
 contributed  
 converted  
 coordinated  
 counseled  
 crafted  
 created

### D

debugged  
 decreased  
 dedicated  
 defined  
 delivered  
 demonstrated  
 designed  
 determined  
 developed  
 devised  
 diagnosed  
 discovered  
 displayed  
 distributed  
 documented  
 drafted

### E

earned  
 edited  
 educated  
 eliminated  
 enabled  
 encouraged  
 engaged  
 enhanced

enlisted  
 enriched  
 established  
 evaluated  
 examined  
 exceeded  
 exchanged  
 executed  
 expanded  
 experienced  
 expressed  
 extracted

### F

fabricated  
 facilitated  
 familiarized  
 financed  
 followed  
 forecasted  
 formed  
 formulated  
 fostered  
 founded  
 functioned  
 funneled  
 furthered

**G**

gained  
gathered  
gauged  
generated  
governed  
guided

**H**

handled  
headed  
helped  
honored  
hired

**I**

identified  
illustrated  
implemented  
improved  
improvised  
incorporated  
increased  
influenced  
initiated  
innovated  
inspected  
installed  
instructed  
integrated  
interacted  
interfaced  
interpreted  
interviewed  
introduced  
invented  
invested  
investigated  
involved

**L**

launched  
learned  
led  
linked  
lobbied  
located

**M**

made  
maintained

managed  
manipulated  
manufactured  
marketed  
maximized  
mediated  
minimized  
modeled  
moderated  
modified  
monitored  
motivated  
multiplied

**N**

negotiated  
nominated  
nurtured

**O**

observed  
obtained  
operated  
optimized  
orchestrated  
organized  
originated  
oversaw

**P**

participated  
performed  
persisted  
persuaded  
pioneered  
planned  
positioned  
prepared  
presented  
prioritized  
processed  
produced  
programmed  
promoted  
proofread  
proposed  
proved  
provided  
publicized  
published  
purchased

**Q**

quantified  
queried  
questioned  
quoted

**R**

raised  
reached  
realized  
recognized  
recommended  
recovered  
recruited  
redesigned  
reduced  
referred  
refined  
related  
renovated  
reorganized  
repaired  
replaced  
reported  
represented  
researched  
reserved  
resolved  
responded  
restored  
restructured  
reviewed  
revised  
revitalized

**S**

scanned  
scheduled  
searched  
secured  
selected  
separated  
served  
shaped  
simplified  
simulated  
sold  
solved  
spearheaded  
specified  
sponsored

stabilized  
standardized  
streamlined  
strengthened  
summarized  
supervised  
supplemented  
supported  
surpassed  
surveyed  
synthesized  
systematized

**T**

tabulated  
tailored  
targeted  
taught  
tested  
tracked  
trained  
transferred  
transformed  
translated  
transmitted  
treated

**U**

uncovered  
undertook  
updated  
upgraded  
used  
utilized

**V**

validated  
verified  
visualized  
volunteered

**W**

worked  
wrote

### Characteristics of a resume that gets results

- Professional in appearance
- Clear, concise, well-organized
- No errors
- One page preferred, two pages if needed
- White or off-white paper, 10-12 pt. font
- Tailored for the organization or position
- Career-related projects, skills, interests
- Relevant paid and unpaid experiences
- Demonstrated accomplishments
- Involvement on campus, in the community

### As you create your resume, look for opportunities to convey the following characteristics employers seek in a new hire

- Energy and enthusiasm
- Flexibility and adaptability
- Ability to multi-task
- Capacity for teamwork
- Leadership potential
- Honesty and Integrity

Continued on Page 13

## Resume Writing

A resume is used when applying for internships, co-ops, and full-time jobs. It may also be requested as part of graduate school, scholarship, and fellowship applications. A resume is always accompanied by a cover letter unless you hand-deliver it to an individual.

Your resume should not be a complete history, but rather a summary of what you have to offer. Your goal is to create a resume that will attract an employer's interest and result in an interview. It must make an immediate positive impact. Create one general resume that will work in most situations. Customize it later for specific opportunities.

### Get Started

First timers may like to start with the resume worksheet found on our website. Fill in the blanks and you are on your way to creating your first draft.

If you are updating or fine-tuning a current resume, take a look at the samples provided in this guide and online. Visit the Career Library for a more extensive collection.

Evaluate formats and choose one that presents your accomplishments in the best light.

We invite you to bring your resume to the Career Center to have it critiqued by a Career Counselor. Call to make an appointment with your Counselor 919.515.2396.

### Resume Templates

Certain websites and software offer resume templates for you to use to construct a resume. We advise you to avoid using templates since they often prevent you from developing a resume that utilizes the space on the page effectively and organizing your information the way you would prefer. We recommend using a blank word document and looking at samples as a guide when creating your resume.

## Create a Structure

Create your heading and place these two categories first.

1. Objective
2. Education

Select two to five additional categories from the list below. Choose those that best present your strengths and prioritize them. A first year student may choose "Honors" next. A graduating senior may choose "Projects" or "Experience" next. (See examples)

- Courses
- Projects
- Experience
- Related Experience / Other Experience
- Skills (subcategories optional)
- Computer Skills
- Study Abroad
- International Leadership
- Honors & Activities
- Choose your own!

## Choose Content

**Heading** – include your name, current address, phone, and e-mail (be sure your e-mail address is professional). If you are going home for the summer or moving in the near future, include your permanent address.

**Objective** – in one or two lines, briefly state the type of position you seek or career area of interest. You may include specific skills you will contribute, allowing the employer to match these to positions. Customize your objective for each position, when possible. A general objective is advisable for situations such as career fairs.

**Education** – place NC State first, previous degrees (including college transfer) next. Mention H.S. if you are a freshman or if you attended a H.S. of distinction. Most students drop H.S. from their resume sophomore year. Highlight your best GPA, overall or major. Study abroad fits well here, but you may prefer to create a separate section for this experience.

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An engineering student speaks about his resume during an interview.

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**Courses** – use this section for one of the following reasons: (1) You are a freshman and you do not have much to put on your resume. (2) Your major is not well known; selected courses will help to clarify. (3) You have taken some hot courses in your field that will be of interest to employers. (4) Your coursework reflects your true career interest more than your major.

**Projects** – list career-related projects and go into detail if space permits. Where practical or space permitting, add your role within project description- chances are an employer will ask. Note the project sponsor, when appropriate. This section is a jewel, often underestimated by students, and valued by employers.

**Experience** – list internship, co-op, volunteer, and other work experiences in reverse chronological order (most recent first). Select those most relevant to the reader. Include name and location of the employer, your title, and the dates you worked. Use action verbs (see list) and create short statements in bullet or paragraph form to describe your duties, skills developed, and accomplishments.

Consider adding work challenges you overcame, and/or what you learned or taught yourself as well as the value to you and the employer.

**Skills** – create a list or use subcategories (such as laboratory, computer, language, technical, artistic) to organize your skills.

**Computer Skills** – prioritize a list of skills developed in class, at home, and at work. Use subcategories (such as operating systems, programming languages, software) if they help to organize information. Use descriptive words (such as proficient, experienced, exposed, familiar) to help describe your ability.

**Honors & Activities** – prioritize honors and activities from campus and the community. Include awards, leadership, organizations and clubs, athletics, conferences, travel experiences, interests and hobbies. Significant items from H.S. may be included. Note leadership roles or specific accomplishments when appropriate.

**References** – it is not necessary to place a statement such as “References Available Upon Request” on your resume. Employers assume that you will provide them if requested.

If you have the benefit of a job description, look for ways to incorporate their requirements into your resume.

### **Proofread Carefully**

Employers report that a typo or grammatical error on a resume is one of the top reasons for rejection. Once you have reviewed your resume carefully, ask a friend to look it over. It is often difficult to catch your own mistakes.

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### **Adapt resumes for electronic delivery**

When employers ask you to submit your resume electronically, consider the following suggestions.

**E-mail** – Your e-mail message can either serve as a brief introduction or it can contain your cover letter. It is well written, concise, and professional. It is not casual. Use a descriptive subject line to catch the reader's eye.

Attach your resume to the e-mail. We recommend a test run by emailing your resume to yourself and be sure to correct any problems you discover with transmission.

**Website Forms** – Website forms vary from employer to employer; however, instructions are generally provided to ensure your success with their system. Some websites allow you to cut and paste from your personal resume, while others ask you to complete fields of information. In either case, keep it simple and avoid the use of tabs, bullets, and other special characters. Use only keyboard characters such as the asterisk (\*) and dash (-).

If you have the benefit of a job description, look for ways to incorporate their requirements into your resume.

**Top ten mistakes**

- Typos or grammatical errors
- Unprofessional in appearance
- Inconsistent formatting
- Poor organization
- Objective that does not fit the position
- Inaccurate or exaggerated information
- Too long or too short
- Inappropriate use of capital letters
- Includes a personal photo or stats (age, height, place of birth)
- Flat job descriptions without accomplishments

# Incoming Freshman Resume

## Seeking an Internship

Resume Progression Over Four Years



**ERIC LAWSON**

12243 Lee Hall 5555  
Raleigh, NC 27607  
eblawson@ncsu.edu

5555 Cedar St.  
Raleigh, NC 27613  
919.555.4444

**OBJECTIVE**

A summer internship or co-op in mechanical engineering where I will bring my problem-solving ability and a strong work ethic.

**EDUCATION**

**North Carolina State University**, Raleigh, NC  
B.S. in Mechanical Engineering, May 2014

**Leesville High School**, Raleigh, NC  
4.2 GPA, May 2010

**ENGINEERING EXPERIENCE**

**Hovercraft Project**, Team Member, August 2010-present

- Design and build a hovercraft capable of performing specific maneuvers within established time constraints.
- Research potential designs, materials and power supplies.
- Learn how to work with a team of engineering students toward a common goal.

**WORK EXPERIENCE**

**Lawsons Electric**, Raleigh, NC

**Electrician Assistant**, Summer 2010

- Worked under experienced electrician in a family-owned business.
- Helped install residential and commercial wiring in new and old construction.
- Investigated electrical problems and proposed solutions.
- Developed ability to read electrical diagrams and wire electrical panels.

**Landscaping Business**, Raleigh, NC

Owner, May 2007-December 2009

- Managed all aspects of personal business including scheduling, purchasing supplies, and billing.
- Maintained and repaired all equipment when needed.
- Grew business by providing quality service and receiving referrals from customers.

**SKILLS**

**Computer:** AutoCAD, Microsoft Office, build and troubleshoot computers

**Technical:** Extensive carpentry work, welding, electrical wiring

**ACHIEVEMENTS & INTERESTS**

Eagle Scout

Engineers' Council – Freshman Representative

Habitat for Humanity – contributed 50 hrs. to construction projects

Mission trip to Honduras – Team Member

Varsity Baseball (H.S.) – Co-captain

Avid golfer

# Graduating Senior Resume

## Engineering, Seeking a Full-Time Job

### ERIC LAWSON

412 Peace St., #4 \* Raleigh, NC 27606

919.555.4444 \* eblawson@ncsu.edu

#### OBJECTIVE

An entry-level mechanical engineering position where leadership, creativity, and a hands-on approach to solving complex technical challenges will be valued.

#### EDUCATION

**North Carolina State University**, Raleigh, NC

B.S. in Mechanical Engineering, May 2014

Minor in Graphic Communications

3.25/4.00 GPA

**Ground-based Radar Access Door**, sponsored by Northrop Grumman

Held position of design engineer and welder for senior design project. Designed a door array to protect internal components of system. Selected materials to meet structural, EMI and weather shielding requirements. Constructed and tested a fully functioning prototype.

#### EXPERIENCE

**Institute for Maintenance Science & Technology (IMST)**, Raleigh, NC

Research Assistant, May 2013-present

- Provide technical assistance to engineers solving materials-related problems, under the guidance of Dr. Jerome J. Cuomo, Distinguished Research Professor.
- Contribute to three major projects: e-beam free form fabrication (NAVAIR), carbon fiber reclamation (Boeing), and wireless crack detection in aircraft (US Military).
- Plan experimental procedures, research and procure materials needed to carry out experiments.
- Participate in weekly staff meetings to discuss the status of projects.
- Learned the importance of a multidisciplinary approach to solving research problems.

**Advanced Energy Corporation**, Raleigh, NC

Engineering Intern, Summer 2012

- Ran motor testing for efficiency and compliance with ePAct regulations.
- Interpreted results and verified test accuracy.
- Used Excel and database software for data logging and analysis.
- Wrote reports and prepared presentations.
- Gained insights into the role of a nonprofit in evaluating, testing, and providing unbiased solutions to challenges that affect motor applications.

**North Carolina State University Housing**, Raleigh, NC

Resident Assistant, August 2011-May 2012

- Developed leadership skills by overseeing 22 residents in freshman dorm.
- Created monthly workshops on topics related to personal, academic, and professional development.
- Enforced University policies, mediated conflicts, and suggested positive solutions.

**Lawsons Electric**, Raleigh, NC, Electricians Assistant, Summer 2010

**Landscaping Business**, Raleigh, NC, Owner, May 2007-December 2009

#### COMPUTERS

SolidWorks, AutoCAD, MATLAB, Maple, Fortran

#### LEADERSHIP & ACTIVITIES

Eagle Scout

ASME, Vice President

College of Engineering, Ambassador

Undergraduate Tutorial Center, Physics Tutor

Habitat for Humanity

Mission trip to Honduras

Varsity Baseball (H.S.), Co-captain

Avid Golfer



# Seeking an Internship

## GPA, Skills, Honors & Activities

### Sharon L. Haywood

123 Bell Tower Ave., Apt. 400  
Raleigh, N.C. 27695  
919-489-2468  
slhaywood@ncsu.edu

#### OBJECTIVE

Seeking an internship position where I can utilize my analytical skills to gain more experience in the field of geology.

#### EDUCATION

**North Carolina State University**, Raleigh, N.C.  
B.S. Geology  
GPA: 3.00/4.0, May 2012

#### EXPERIENCE

**Summer Intern**, Museum of Natural Sciences, Raleigh, N.C.  
May 2010 – Aug. 2010

- Assisted co-leader with planning and coordination of the Outdoor Ed-venture programs
- Helped organize instructor and participant notebooks for the camps
- Participated in natural sciences videoconference programs

**Sales Associate**, Target Stores, Raleigh, N.C.  
Jan. 2009 – May 2010

- Developed effective interpersonal and teamwork skills dealing with customers and coworkers
- Encouraged customer purchases with insight and persuasion
- Operated cash register and answered telephones

**Crew Trainer**, McDonald's, Raleigh, N.C.  
June 2007 – Aug. 2008

- Supervised crew team and trained them to perform various tasks
- Developed teamwork skills in a fast-paced environment
- Provided excellent customer service and handled customer complaints in an orderly fashion

#### HONORS & ACTIVITIES

Deans List  
NCSU Geology Club, Treasurer  
PAMS Council  
Habitat for Humanity  
Honor Society (H.S.)  
Women's Basketball Manager (H.S.)

#### COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, GIS, and Access

# Seeking an Internship

## GPA, Related Courses, Prior Experience

### MARTA RIVAS

444 Sunset Dr. ▪ Raleigh, NC 27605

(919) 555-2222 ▪ mlrivas@ncsu.edu

#### OBJECTIVE

A summer internship in biomedical engineering with a special interest in biomechanics.

#### EDUCATION

##### **Bachelor of Science in Biomedical Engineering**, May 2012

North Carolina State University, Raleigh, NC

2.87/4.00 GPA

##### **Associate of Science**, December 2009

Carteret Community College, Morehead City, NC

3.8/4.0 GPA

**Related Courses:** Mechanics of Solids, Fluid Mechanics, Hydraulics, Thermodynamics, Materials Science of Biomaterials, Circuits

#### EXPERIENCE

##### **Health Promotions (NCSU)**, Raleigh, NC

Volunteer, September 2010-present

- Lead small group workshops to promote a healthy lifestyle on campus.
- Conduct surveys to obtain baseline of student health.
- Help students set goals and structure activities to meet their goals.

##### **Beacon Prosthetics**, Raleigh, NC

Intern, Summer 2010

- Assisted technician in the creation of orthotic prototypes.
- Learned about the design process to meet individual patient's needs.
- Expanded my knowledge of materials and processes used in research and development.

##### **WakeMed**, Raleigh, NC

- Physical Therapy Volunteer, January 2010-May 2010
- Observed physical therapists' treatment of adults and youth.
- Gained familiarity with assessment tools and rehab equipment.
- Prepared patients with stretching exercises prior to appointments.

#### COMPUTERS

SolidWorks, Matlab, Maple, MS Office tools

#### LEADERSHIP

Society of Hispanic Professional Engineers, Community Chair

- Plan, organize, and promote service activities for membership
- Represent organization at Engineering Open House and recruiting events on campus

#### HONORS / ACTIVITIES

EMT – Basic Certification

BME Club – Member

Phi Theta Kappa Honor Society (scholarship, leadership, service)

Service Raleigh – Participant

# Senior Resume

## Student Athlete

### SARAH ZELLINGER

stzellin@ncsu.edu

101 Wolf Village  
Raleigh, NC 27607  
919.513.2222

505 Walden Way  
Concord, MA 01742  
617.555.8888

#### OBJECTIVE

A marketing position in a sports organization where I will contribute strengths in leadership, creativity, and project management.

#### EDUCATION

**North Carolina State University**, Raleigh, NC  
B.S. in Sports Management, May 2011  
GPA: 3.06/4.00 major, 2.88/4.00 overall

#### ATHLETICS

North Carolina State University Scholarship Athlete – Gymnastics  
East Atlantic Gymnastics League – Conference Champion  
Caterpillar Scholar Athlete

#### INTERNSHIP EXPERIENCE

**Carolina Hurricanes**, Raleigh, NC  
Public Affairs Intern, Summer 2010

- Assisted Director with outreach services and programs for current and prospective fans.
- Interacted with team administrators, business leaders, fans, and the media.
- Created brochure designed to increase the number of group events with local businesses.
- Updated promotions and fan development information on the Hurricanes website.
- Developed strong writing and editing skills.
- Represented the organization professionally at promotional events.
- Learned the complexities of marketing and communication for a professional sports organization.

#### WORK EXPERIENCE

**North Carolina State University – Gymnastics Camps**, Raleigh, NC  
Assistant Coach, Summer 2008, 2010

- Led group activities for campers age 8-10 with a focus on technique, performance and teamwork.
- Mentored campers individually to identify strengths and work on areas needing improvement.
- Used leadership and creativity to motivate, encourage, and inspire success.

**North Carolina State University – Athletics Ticket Office**, Raleigh, NC  
Sales Assistant, Summer 2009

- Interacted with the public regarding group and individual ticket purchases.
- Ensured customer satisfaction, resolving concerns quickly and professionally.

#### SKILLS

**Computers:** Mac OS, Windows, Dreamweaver, Photoshop, Publisher, Word, Excel, PowerPoint  
**Personal:** Leadership, project management, creativity, writing/editing, customer service

#### LEADERSHIP & SERVICE

ASPSA – participated in transition to career panel  
Varsity Gymnastics – Captain  
All Conference Champion – H.S.  
Youth Group – Student Leader, Service Project Leader  
Special Olympics – Volunteer  
Artsposure – Volunteer  
International travel experience – France, Spain, Portugal



# Senior Resume

## Project, Technical Skills and Experience

101 Pecan Lane • Raleigh, NC • 919.515.5555 • Eileen@ncsu.edu

### EILEEN EDGERTON

#### SUMMARY OF QUALIFICATIONS

- Experience in electrical design, testing, construction and manufacturing
- High interest in power systems, power distribution and/or protection
- Capable team player, with strong communication skills and ability to meet deadlines and goals

#### EDUCATION

**Bachelor of Science in Electrical Engineering**, May 2011

Overall GPA: 3.02

North Carolina State University, Raleigh, NC

Passed FE Exam, October 2010

#### Senior Design Project: Solar Powered Charging Station

- Built a solar powered charging station to charge a battery bank
- Programmed LC3 Microcontroller and cache memory using Verilog and Quartus II
- Built a power supply converting 120 VAC to 12 VDC, and a comparator using an operational amplifier, diodes, and a buzzer
- Assembled a vending machine using logical operators, gates, inverters, and LEDs

#### Related Courses

Power System Protection	Electromagnetic Fields	Elements of Control
Power Systems Analysis	Engineering Statics	Solidworks

#### TECHNICAL SKILLS

AutoCAD, AutoCAD Electrical, AutoCAD LT, Verilog, LC-3, PSpice, Java, Matlab, Adobe Acrobat, Adobe Photoshop, SAP, Html, C, C++, Dreamweaver, Linux, Cygwin, Windows, Microsoft Office

#### EXPERIENCE

**Engineering Intern, MC Dean**, Dulles, VA

May 2010 – August 2010

- Coordinated electrical design changes between Project Engineer and Project Managers for three separate design-build projects in the Washington, DC area
- Attended Key Project Review, Design, and Pre-Kickoff Meeting
- Completed site visits, site walk-throughs and troubleshooting
- Formulated Bill of Materials, Purchase Orders, and Operation Manual
- Filed and acquired Electrical Permit
- Developed solar panel array and wind turbine layouts

**Electrical Engineering Intern, Eaton Corporation**, Selma, NC

May 2009 - August 2009

- Prepared components and assembled them into Auxiliary Power Generator (APG) units.
- Ran tests on APG units and wrote test reports.
- Reviewed part lists and drawings in AutoCAD to ensure ROHS compliancy.

**Cashier/Bagger/Produce Worker, Harris Teeter, Raleigh, NC**

December 2008 - present

- Operated cash register to total customer purchases, received payment, and made change.
- Bagged groceries and assisted customers.
- Stocked produce, cleaned the department, and helped close the department.

#### ACTIVITIES AND INTERESTS

Institute of Electrical and Electronics Engineers (IEEE)	NCSU Underwater Robotics Club
North Carolina State University Marching Band	Service Raleigh volunteer

Interests: Computer software/hardware and build/rebuilding of PC's, building and modifying of small electronics (music related). Softball, racquetball, running and music.

# Seeking a Full-Time Job

## Engineering, Relevant Course Work, Projects

Niyati Jain

2500 Champion Court • Raleigh, NC 27606 • 919-515-2396 • njain@ncsu.edu

### OBJECTIVE

Seeking a challenging, full-time software engineering position

### EDUCATION

North Carolina State University, Raleigh, North Carolina  
Master of Science in Computer Science

GPA: 3.50/4.0  
anticipated May 2011

University of Mumbai, Mumbai, India  
**Bachelor of Software Engineering**

First Class graduate  
May 2009

### RELEVANT COURSEWORK

Computer Networks, Operations Research, Object Oriented Design Principles, Internet Protocols, Web Development with ASP, Information System Security, Operating Systems Principles, Advanced Internet Protocols, Wireless Networks, Enterprise Resource Planning, LAN/WAN Design Principles, Artificial Intelligence, Office Automation

### TECHNICAL SKILLS

**Languages** C, C++, C#, Java, VB 6, HTML, XML, ASP.NET, ASP, PERL, JavaScript, UML, SQL

**Databases** Oracle 10g, SQL Server, MS Access

**Platforms** Windows 9X /XP, DOS, UNIX, LINUX

**Networking** TCP/IP, Routing Protocols, VPN, ATM, MPLS, CDMA/GSM/UMTS, Socket Programming

**Tools** MS Office, Ethereal, ClearCase, NDoc, LaTeX, Fireworks, Photoshop, Dreamweaver

### RELEVANT EXPERIENCE

**Intern, NetApp**, Research Triangle Park, NC

May 2010 – August 2010

- Worked in the Performance Measurement and Quality Assurance team
- Created a software simulation of the scheduler used in the lab
- Evaluated performance and usage of lab equipment as part of the equipment utilization project
- Collected data, verified data integrity, provided solutions for representation of data, and provided solutions and fixes for problems

**Development Intern, Tata Consultancy Services**, Mumbai

May 2009 -- August 2009

- Designed, developed and tested features for Red Hat Network 4.10.0, released July, 2006
- Utilized Java, JSP/struts, Hibernate, HTML, CSS, XML as part of the project
- Ported previous Red Hat Network releases from Perl to Java

### COURSE PROJECTS

**TCP/UDP Connection Relay Agent:** Developed software for a relay server that transparently sits between an intranet and the Internet and intercepts TCP/UDP connections/packets and relays the same to the appropriate host.

**e-Commerce website:** Designed and developed an extensive website with support for e-commerce using HTML, ASP scripting, and Oracle backend. Used ASP to implement a key feature, the shopping cart, which allowed customers to purchase more than one item and provided billing facilities.

**OPNET Simulations:** Conducted simulations to analyze and optimize network performance based on delay, load and point-to-point utilization

# Seeking a Full-Time Job

## Communications, Pre-Professional Experience

**LAUREN C. RANDALL**

lcranda@ncsu.edu

3224 Students' Place  
Raleigh, NC 27695

Phone: (555) 555-1212  
Cell: (555) 555-1212

### OBJECTIVE

To bring to a Public Relations firm a strong work ethic and a commitment to academic excellence coupled with communication and public relations skills developed through jobs and a PR internship.

### EDUCATION

**B.A. – Communication with Public Relations Concentration** May 2011  
North Carolina State University – Raleigh, NC

**Relevant Coursework:** Communications Theory; Public Speaking; Organizational Communication; Editing; Introduction to Public Relations; Problems in Public Relations; Interpersonal Communication.

### EXPERIENCE

**Legal Assistant** September 2010- present  
Schiller & Schiller Law Firm – Raleigh, NC

- Developed client correspondence, scheduled appointments, filed documents with courts, maintained client files, and performed basic accounting and notary services.

**Public Relations Intern** May- August 2010  
ClearImage PR - Raleigh, NC

- Gained experience in client marketing, sales, and public relations activities.
- Provided event promotion designs as part of planning and implementation of The Tech Exec, a regional quarterly executive networking event.
- Created and updated databases for interactive gaming division.
- Researched potential clients, completed content analysis, and designed newsletter for GamesBizWire news release service.

**Waitress** June - September 2009  
Houlihan's Restaurant Corporation – Raleigh, NC

- Coordinated room set-up, menu planning, and special arrangements for groups totaling 150+.
- Assumed leadership roles in resolving computer problems and trained new staff employees.

**Sales Representative** November 2008 – April 2009  
Abercrombie and Fitch – Raleigh, NC

- Maintained inventory and set up merchandise displays.
- Trained new employees and recognized as “go-to” person for dealing with difficult customers.

### VOLUNTEER WORK

NCSU Campus Child Care Center - Volunteer 2007 - 2008  
Meals on Wheels, Raleigh, NC - Volunteer 2006 - 2007

### ORGANIZATIONS

Lambda Pi Eta - Beta Chapter - Current member of Communication Honor Society at NCSU  
PRSSA - Current Member of Public Relations Student Society of America at NCSU

### TECHNICAL SKILLS

- Microsoft Office Suite
- Word Perfect
- DreamWeaver
- Windows XP
- Digital Photography Experience
- Picassa

### Why this Resume Works

**Objective:** mentions the specific field of interest as well as the skills she will contribute.

**Relevant Coursework:** exemplifies experience that comes from the academic setting which is a good addition to employment, internship and leadership experience.

**Experience:** This resume demonstrates a variety of work experiences in which the skills are transferable to the position she is seeking. Each description is brief but descriptive.

**Volunteer Work/Organizations:** Points to experiences which came from outside of the classroom and formal work settings. This can be just as valuable as paid experience.

**Technical Skills:** These are important to highlight, particularly if they could be useful in the potential position.

RESUMES & LETTERS

# Seeking a Full-Time Job

## Seeking Job Outside of Major, Related Course Work, Technical Skills

### KAREN DAVIDSON

935 Woodburn Dr., #5  
Raleigh, NC 27606

ksdavids@ncsu.edu  
(919) 555-5678

43-35 Newtown St.  
Astoria, NY 11102

#### OBJECTIVE:

To obtain an entry-level position with a prestigious financial institution in order to showcase my passion for excellence, and my desire to become an industry leader in the field of financial management.

#### EDUCATION:

**North Carolina State University**, Raleigh, NC  
Bachelor of Arts – Communication, December 2011  
Bachelor of Arts - Political Science, December 2011  
GPA: 3.4/4.0 Dean's List

**Related courses:** Financial Markets & Institutions, Marketing Management, Personal Finance, Microeconomics, World Economy, Statistics.

**Finance Project:** Assumed lead in a team of four on a semester long stock and mutual fund project. Developed sophisticated solutions to complex problems and gained working knowledge of Morning Star.

#### EXPERIENCE:

##### **North Carolina State University Varsity Baseball Team**, Raleigh, NC

Sports Marketing Intern, August 2009-present

- Helped develop potential marketing events for the upcoming season by assisting the marketing and promotions staff.
- Assisted with various game-day activities while developing the ability to multitask.

##### **Clear Channel**, Raleigh, NC

Radio Production Intern, Summer 2008

- Conceptualized ideas for future segments through brainstorming with members of the program.
- Learned to edit sound files & websites under high-pressure deadlines.
- Gained experience in radio production, marketing, and promotion through both on-air and off-air activities.

##### **District Attorney's Office of Wake County**, Raleigh, NC

Juvenile Unit Intern, Summer 2008

- Gained knowledge on courtroom procedure and learned judicial precedent by observing practicing attorneys.
- Prepared subpoenas and other legal documents that required extensive attention to detail.

##### **YMCA**, Raleigh, NC

Youth Camp Counselor, Summer 2007

- Worked with thirty youth, ages five to twelve, during an eleven-week summer program.
- Led and organized programs and supervised/directed youth in a fast-paced environment.
- Developed strong communication and problem-solving skills dealing with youth and parents.

#### TECHNICAL SKILLS:

**Software Applications:** Working knowledge of Microsoft Word, PowerPoint & Excel on PC & Mac.

**Certifications:** Standard First Aid and Adult/Child CPR.

#### MEMBERSHIPS:

**National Broadcasting Society of America**, August 2006-May 2007

**PRSSA- Public Relations Student Society of America**, August 2006-May 2007

**Pre-Law Student Association**, August 2008-January 2010



# Seeking a Full-Time Job

## Education Major, Certifications, Experience, Interests

### Jeffrey L. Davis

jldavis@ncsu.edu

#### Present Address:

0001 Wood Hall, Box 12345  
Raleigh, N.C. 27607  
(919) 512-4321

#### Permanent Address:

456 East Main Street  
Wilmington, N.C. 28403  
(910) 678-1234

**OBJECTIVE** Seeking middle grades language arts & social studies teaching position where I can contribute my instructional, organizational, and classroom management skills.

**EDUCATION** North Carolina State University, Raleigh, N.C.  
B.S. Middle Grades Education (Language Arts & Social Studies)  
3.49/4.00 GPA, May 2011

**CERTIFICATIONS**  
NC Teaching License in Middle Grades Language Arts & Social Studies (June 2011)  
CPR Certification

#### TEACHING

**EXPERIENCE** Student Teacher, Daniels Middle School, Raleigh, N.C.  
January 2011 – April 2011

- Taught, assisted, and observed 7th grade students in language arts
- Plan and prepare daily lesson plans and instructional materials
- Instruct 7th grade language arts classes and am solely responsible for three days during cooperating teacher's emergency leave of absence
- Adapt and modify instruction to suit learning styles of students
- Create a behavior management plan
- Attend 7th grade team meetings (The Barracudas), staff meetings, and parent conferences

#### OTHER

**EXPERIENCE** Camp Counselor, Camp High Rocks, Cedar Mountain, N.C.  
Summer 2010

- Co-organized instructional sessions on life skills and social activities
- Instructed swimming, lake & whitewater canoeing, and backpacking
- Supervised group of 15 adolescent boys with cabin maintenance

Swimming Instructor, Wilmington YMCA, Wilmington, N.C.  
Summers 2008, 2009

- Instructed multiple levels of swimming
- Developed daily lesson plans and communicated with parents

#### HONORS/ ACTIVITIES

Kappa Delta Pi, International Honor Society  
Phi Kappa Tau (Social Committee -Chair)  
Deans List  
Intramural Football & Baseball

**INTERESTS** Swimming, Canoeing, Weight Training, Hiking, and Traveling

# Seeking a Full-Time Job

## Industrial Engineering, Experience, Technical Skills

**Gregory H. Warner**

ghwarner@ncsu.edu

Present Address:  
123 West Charles Street, Apt. 2B  
Raleigh, N.C. 27608  
Phone: (919) 876-5432

Permanent Address:  
56 East Main Street  
Durham, N.C. 27705  
Phone: (919) 678-1234

### OBJECTIVE

To obtain an industrial engineering position where I can utilize my problem solving, communication and leadership skills within a manufacturing environment.

### EDUCATION

North Carolina State University, Raleigh, N.C.

B.S. Industrial Engineering

GPA: 3.39/4.0, May 2011

#### Related Courses:

Production System Design, Quality Control, Control of Production and Service Systems, Engineering Economic Analysis, Manufacturing Engineering I-Processes, Manufacturing Engineering II - Automation, Work Analysis and Design, Computer Integrated Manufacturing, Simulation, Ergonomics

### RELEVANT EXPERIENCE

**Manufacturing Intern**, Caterpillar, Inc., Peoria, I.L. May 2010 to Aug. 2010

- Traveled to several manufacturing facilities and collected data on the air cleanliness with an air particle counter and helped create map with Deltagraph Software to locate sources of contaminants.
- Used excel and VBA to automate an excel template that the Contamination Control Technology Services Team and Local Process Owners used to rate facilities.
- Worked with other Caterpillar Production Systems teams to obtain similar automation in their scoring templates.
- Discovered good examples of criterion in the Benchmarking Guide for Contamination Control.

**Manufacturing Intern**, Celgard Division of Polypore LLC, Charlotte, N.C. May 2009 to Aug. 2009

- Worked to coordinate raw material flow between purchasing, the production floor and the warehouse.
- Developed new staging system for raw materials on the production floor.
- Organized a new purchasing system of office supplies between administration and manufacturing technicians.
- Designed templates for testing the tolerances of machine parts that return from offsite sharpening.
- Wrote standard operating procedures for new testing methods of machine part tolerances.

### OTHER EXPERIENCE

**Sales Associate**, Wal-Mart Stores, Inc., Durham, N.C. Jan. 2007 – Aug. 2008

- Developed effective interpersonal and teamwork skills dealing with customers and coworkers.
- Encouraged customer purchases with insight and persuasion.
- Operated cash register and answered telephones.

### COMPUTER SKILLS

Microsoft Office, Simulation, Solid Works, Deltagraph, JMP, Arena, VBA, Java

### HONORS & ACTIVITIES

Institute of Industrial Engineering, (Treasurer)

Alpha Pi Mu Industrial Engineering Honor Society

Dean's List

# Seeking a Full-Time Job

## Biomolecular Engineering, Experience, Skills, Honors & Activities

### Daphne Lofton

Local Address  
111 Willow Manor Ct.  
Raleigh, NC 27612  
(919) 765-1234

dclofton@ncsu.edu

Permanent Address  
2222 Lincoln Place  
Lexington, NC 27295  
(336) 432-0009

#### OBJECTIVE

To obtain a job as a chemical engineer that will allow me to contribute my leadership, interpersonal, and problem solving skills.

#### EDUCATION

North Carolina State University, Raleigh, NC  
Bachelor of Science in Chemical and Biomolecular Engineering, May 2011  
GPA: 3.12/4.00

#### EXPERIENCE

##### Novozymes, Franklinton, NC

##### Co-op Student, 40hrs/wk

##### Fermentation Department

May 2010 to Aug. 2010

Analyzed data statistically to quantify effects of process upsets affecting downstream processing. Conclusive upsets were further looked into through pilot-scale experimentation. Estimated process variation for major products. Correlated physical measurements on fermentation broth with performance in recovery.

##### Environmental Operations

Aug. 2009 to Dec. 2009

Participated in site-wide improvements for environmental performance. Responsible for pilot-scale Reverse Osmosis (RO) experiments to determine if RO could be used as part of the wastewater treatment technologies on site. Led to future planning of large scale experimentation. Performed PolyTox Testing to determine site-wide spill limits. Monitored wastewater effluent using conductivity and prepared documentation required to specify and purchase on-line meter.

##### Recovery Department

Jan. 2009 to May 2009

Provided daily product and equipment support for engineers. Optimized CIP cycle to reduce concentration of cleaning solution. Led to significant reduction in costs of raw materials. Assisted in maintenance of ultrafiltration system. Maintenance finished in record time. Transitioned Total Organic Carbon (TOC) Analyzer from Quality Control Lab to production floor. Prepared SOP and led training sessions to inform operators of proper use.

#### SKILLS

Microsoft Office, MATLAB, Solid Works, Aspen, SuperPro Designer and Visual Basic

#### HONORS & ACTIVITIES

Dean's List

R.J. Reynolds Scholarship Recipient, Aug. 2007 to present

American Institute of Chemical Engineers (AIChE), National Member, Aug. 2009 to present

- Participated in three national student conferences

AIChE, NCSU Chapter, Aug. 2007 to present

International Society of Pharmaceutical Engineers (ISPE), NCSU Chapter, Jan. 2008 to present

Co-op Ambassador, Sept. 2009 to present

Intramural Basketball, Jan. 2008 to Mar. 2008

## Curriculum Vitae

The Curriculum Vitae (CV) is a detailed synopsis of your professional experience typically used by master's and PhD students seeking an academic or research position. The format of the CV is different from a resume in terms of length, content, and use. Its length may be extended (2-6 pages) and the categories of information you choose are likely to differ. Its format will vary from discipline to discipline and will contain more detail than a resume. Consult with faculty in your academic department as you prepare an appropriate CV for your field.

To get started, select and prioritize categories of information that best present your credentials. A sample can be found on-line at [www.ncsu.edu/career](http://www.ncsu.edu/career).

- Research Experience
- Conferences
- Teaching Experience
- Presentations
- Administrative Experience
- Publications
- International Experience
- Honors
- Education
- Study Abroad
- Scholarships / Fellowships
- Skills (language, computer, laboratory, technical)
- Areas of Expertise
- Certification / Licensure
- Academic Interests

## List of References

If you are graduating this year, we recommend that you prepare a list of references in advance since some employers will request it. Select individuals who know you well and can clearly articulate your strengths, interests, and accomplishments. These are typically individuals who have supervised you in a work or community experience and/or faculty members or advisors on campus.

Once you have their permission, add them to your list. Provide each reference with a copy of your resume and as much information as you can about your career direction. Send or e-mail a thank you note to each.

When you are asked to provide a list of references, provide just that. It is not necessary to provide reference letters. It is standard practice for employers to check your references by phone.

### ROBERT MITCHELL

202 Wolfview Drive, #C  
Raleigh, NC 27606  
(919) 787-5555  
[rjmitche@ncsu.edu](mailto:rjmitche@ncsu.edu)

### REFERENCES

Ms. Sharon Stewart  
Project Engineer  
Progress Energy  
P.O. Box 1551  
Raleigh, NC 27602  
(919) 555-7777

[sharon.stewart@progress-energy.com](mailto:sharon.stewart@progress-energy.com)  
(Supervisor during summer internship, 2010)

Dr. David Parish  
Coordinator of Advising  
Civil, Construction, and Environmental Engineering  
NC State University  
Box 7908  
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[dwparish@eos.ncsu.edu](mailto:dwparish@eos.ncsu.edu)  
(Academic advisor, 2007-present)

Mr. Chris Edwards  
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(Supervisor during counselor position, summers 2007-2009)



# Letters

The two most common letters you will use for your internship, co-op, or full-time job search are the cover letter and thank you letter. When carefully crafted and customized for each reader, these letters can be the determining factor in your selection as a candidate to interview and hire.

## Cover letter

A cover letter accompanies your resume when you send it to an employer by e-mail or U.S. mail. It is not necessary to use a cover letter when you hand deliver your resume - at a career fair or during an interview.

The cover letter is your introduction and sales pitch. Its goal is to quickly capture the interest of the reader by effectively matching your qualifications to their needs. There is no such thing as a general cover letter- a cover letter is specific and targeted to the job. Draw upon your self-knowledge and employer research to highlight relevant skills, interests, and experiences. Convey energy and enthusiasm for your field, their industry, and the specific position.

While a resume provides a quick overview of everything you have done and accomplished over the years, a cover letter highlights only one or two skills or experiences in detail that are related to the position for which you are applying.

Your Address  
City, state, zip

Date

Their name  
Title  
Organization  
Address  
City, state, zip

Dear Mr./Ms./Dr./ last name:

**Paragraph 1:** This paragraph is brief; 1-3 sentences. Tell the reader why you are writing. State the specific position for which you are applying. (If unknown, describe the type of work you seek). Mention how you heard about the opportunity or the organization. If the position is out of town, state your interest in their location.

**Your goal:** Make an immediate connection with the reader.

**Paragraph 2:** This paragraph is longer, 3-8 sentences. It may be split into two paragraphs, if needed. Show your knowledge of the employer by matching your background with their needs, as discovered through your research. Highlight relevant skills, experiences, interests, and personal qualities that present your qualifications in the best light. If you have the benefit of a job description, show you meet their requirements. Convey energy and enthusiasm for your field and their opportunity.

**Your goal:** Show you are the ideal candidate for the position.

**Paragraph 3:** This paragraph is brief, 1-2 sentences. Close by stating your genuine interest in working for them and in obtaining an interview at their convenience. Thank the reader for their time and consideration. Include your e-mail address and phone number in case the cover letter gets separated from your resume.

**Your goal:** Convey your sincere interest and appreciation.

Sincerely,

(Signature)

Your typed name

Enclosure

## Tips for Letters

- One page
- Quality paper (match resume)
- Professional appearance (match resume)
- Address to a person (when possible)
  - Dear Ms. Larson:
  - Dear Representative:
  - Dear Creative Director:
- Your Signature
- Proofread

## Sample Cover Letter

515 Brooks Ave.  
Raleigh, NC 27606

February 21, 2011

Mr. Jeff Hopkins  
Account Manager, Epley Associates  
3200 Beechleaf Ct.  
Raleigh, NC 27604

Dear Mr. Hopkins:

I am writing to express interest in a summer internship with Epley Associates. I learned about your organization through a public relations class where we studied a plan you developed for Deere & Company. Your multidisciplinary approach to the plan caught my attention.

As a sophomore in Communications at NC State with an interest in public relations, I would like to contribute my corporate experience to your current projects. Last semester I worked part-time at IBM in the Public Affairs Department on the 2010 "It's Your Benefit" publication. I worked on a multidisciplinary team that included members from Human Resources, Marketing, and Graphic Design. My specific role involved the research and writing of summaries for the "Wellness" section. I have attached a writing sample for your review.

Your full-service firm prides itself on its creative, high-energy, team approach to problem solving. I am eager to speak with you about the contributions I will make to your organization as a summer intern.

Sincerely,

*Michael Greene*

Michael Greene

## E-mailing a Cover Letter

When sending a cover letter electronically, you have two options: attach it to the e-mail or make it the body of the e-mail. In either format, the content of your letter is the same. Each option is described below with additional instructions.

- **Option #1:** Attach your cover letter created in a Microsoft Word document to the e-mail. In the body of the e-mail, include a brief note directing the reader to your attached cover letter and resume.
- **Option #2:** Cut and paste the text from a cover letter created in Microsoft Word into the body of the e-mail. Delete the address and date information when sending in this format.

**To:** e-mail.pittman@ae.com

**Subject:** Cover Letter

Dear Ms. Pittman:

It was a pleasure to meet you yesterday at the NC State College of Management Career Fair. Thank you for taking the time to describe the Leadership Development Program at American Express in detail. As you requested, I am sending my resume for your review.

I will graduate in May with a B.S. in Business Management with a concentration in Information Technology. Both my internship experience at Morgan Stanley and leadership position in Alpha Kappa Psi have prepared me well for your competitive program.

You may contact me at mtpurce@ncsu.edu or 919.555.4433 to talk about the program further. I look forward to hearing from you soon.

Sincerely,

Mark Purcell

## Thank You Letter

The thank you letter is your expression of appreciation. It follows an interview (within 24 hours) when you would like further consideration as a candidate. It is your opportunity to reiterate key points in your interview or background and restate your genuine interest in the position. It also follows conversations with those who have generously offered their time and expertise to help you with your job search.

Thank you letters show strong follow up skills and may be e-mailed, sent via U.S. mail, or handwritten.

2115 Dixie Trail  
Raleigh, NC 27607

November 30, 2010

Ms. Emma Bloomquist, Recruiter  
Quintiles, Inc.  
4709 Creekstone Dr., Suite 200  
Durham, NC 27703

Dear Ms. Bloomquist:

Thank you for taking the time to speak with me yesterday at the PAMS Career Fair at NC State. As you may remember, I am graduating in May with a B.S. in Statistics. You had recommended the Analyst position in the Economics Department as a career that would allow me to blend my interest in forecasting with my analytical skills.

I would like to restate my strong interest in this position, and I have attached a copy of my resume for your review. Thank you for your consideration, and I hope to hear from you soon. I can be reached via e-mail at [alsimpso@ncsu.edu](mailto:alsimpso@ncsu.edu) or via phone at 919-782-1234.

Sincerely,

*Alex Simpson*  
Alex Simpson

**To:** Perkins@capitolbroadcasting.org

**Subject:** Thank You

Dear Ms. Perkins:

I wanted to thank you for the interview yesterday at the University Career Center at NC State. As you may recall, I am currently working as a part-time intern at Capitol Broadcasting in Raleigh.

The Associate position we discussed is exactly what I am looking for. It will allow me to immediately contribute the technical skills I have acquired at Capitol Broadcasting and provide an opportunity for growth in the field of media research. Again, thank you for your time and consideration. If you need further information, please do not hesitate to contact me.

Sincerely,  
Mary Martin  
(919) 781-1234

### Tips for Thank Yous

- Two paragraphs
- Address to a person
- Dear Mr. Martin:
- Meaningful subject line (if sent as an e-mail)
- Your signature
- Proofread



A student in Political Science works on his portfolio at the library.

## Letters of Recommendation

Letters of recommendation may be required for graduate programs, scholarships, fellowships, positions in academia, and occasionally for internships and full-time jobs. Those who serve as your references may also write your letters of recommendation.

These letters take time to compose and should be requested well in advance of published deadlines. We advise you to meet with your references personally (when possible) to provide a description of the opportunity, a copy of your resume or CV, and information about how this fits your career direction. This will help them tailor their letter of recommendation to your specific need.

## Portfolios and Work Samples

Employers want to learn as much as they can about you. If you have a visual representation of a project you would like to share, consider preparing it for presentation. This is an opportunity to bring your work to life. Take a moment to reflect on past academic, personal, and work-related projects. Choose a project that displays skills or interests relevant to the employer.

If you are a writer, you may wish to share a report, proposal, press release, or brochure. If you are a designer, you may wish to share 1,2, or 3-D projects in print or electronic form.

If you are in the College of Design, you have been steadily working on your portfolio. Studios, internships, and personal projects are experiences to draw from as you build and refine yours. Show the range and depth of your abilities and interests. Title projects with a brief explanation of the problem you were solving or the situation that inspired you. Faculty members are pleased to review and critique your portfolio with you.

## Transcripts

An unofficial version of your transcript is most commonly used in the job search. Download an unofficial transcript (at no cost to you) from Pack Tracks when you begin your search.

Bring a copy of your transcript with you to interviews. You will not automatically hand it to employers as you would your resume. Rather, you will make it available to them upon request.

There will be situations when an official transcript is required. You may download or pick up a copy through Registration and Records for a small fee.





A representative from Intel talks with a student about possible job opportunities.

## Interviews

An interview is your opportunity to shine. Knowing what to expect and preparing for it will give you confidence and allow you to perform to the best of your ability.

### Visit the UCC for a mock interview.

Preparation is one of the keys to a successful interview. Your career counselor can help you in practicing the questions you might receive at an interview as well as provide suggestions and tips to calm pre-interview jitters.

### Employers want to learn three things about you during an interview.

- Can you do the job? (your skills/credentials)
- Will you do the job? (your motivation)
- Are you a good fit? (relationships)

Since no two interviews are exactly the same, your goal is to quickly assess each interaction and adapt accordingly. The interviewer will lead and give you cues. Ask questions when you are unclear.

### Look for opportunities to match your background with their needs.

This requires preparation - employer research and self-knowledge. Employer research can be as simple as a review of their website or more advanced to include conversations with representatives of the organization or the use of tools found on our website to conduct research. Self-knowledge includes a careful evaluation of your background to identify the breadth of your skills, interests, and accomplishments developed in every part of your life- academic, work, campus, and community. Since employers are also hiring a colleague, your personal characteristics count. Look for ways to convey these through your thoughtful, well-prepared questions and answers.

## Attire

Traditional interviewing attire is expected by most employers. Interns and co-ops may dress in business casual, though still professionally. Choosing appropriate attire allows you to feel comfortable in your interactions and confident that you are making a positive first impression.

### Traditional attire

- **Men:** Dark suit for conservative employers, khakis and dark jacket work well for others. Conservative shirt and tie. Dark socks to match slacks. Dark shoes, polished.
- **Women:** Dark suit (slacks or skirt) with conservative blouse or a dress. Dark shoes, natural color stockings with dress or skirt, dark socks to match slacks. Low to medium heel shoes, polished. Conservative jewelry.

### Business casual

Business casual is one notch down from traditional interviewing attire and is acceptable for interns and co-ops at all times and graduating students attending information sessions, receptions, and social events hosted by employers.

- **Men:** (1) Slacks with coordinating (not matching) jacket with or without tie. (2) Slacks, shirt, and tie (no jacket).
- **Women:** Dark slacks or skirt with tailored shirt, blouse, or sweater.

# Screening & Site Interviews

## Screening Interviews

These are used by employers to quickly gauge your fit with their position or organization. Because this interview is brief, 2 minutes to 1 hour, you must make an immediate positive impression. If mutual interest is established, you will be invited for a second interview, the selection interview.

*Phone interview:* Arrange a quiet place to make or receive your call. Use a landline rather than a cell phone when possible. Have your resume and supporting documents in front of you. Realizing you are not able to exchange non-verbal cues with the interviewer, you will need to convey your energy and enthusiasm through your voice. Hint: standing up helps! This interview is typically 5-30 minutes in length, though it can go as long as one hour.

*Career fair interview:* This is likely to be a brief interaction in a busy environment, ranging from 2-15 minutes. Your focus on the conversation at hand is key. Prepare a brief introduction to begin your conversation. Be aware of the employer's cues as to whether it is appropriate to elaborate or wrap up. Some employers will create their phone, campus, or site interview schedules at the fair.

*Information session interview:* This is generally 1-2 hours in length. A formal presentation by the employer is followed by informal conversations between students and representatives. Information sessions are often scheduled the evening before on-campus interviews. These are posted in These are used by employers to quickly gauge your fit with their position or organization. Because this interview is brief, 2 minutes to 1 hour, you must make an immediate positive impression. If mutual interest is established, you will be invited for a second interview, the selection interview.

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*On-campus interview:* This is typically 30 minutes in length, but some employers prefer 45 minutes to one hour. This interview takes place in the Career Center interview rooms, 2100 Pullen Hall. Information about these interviews (employers, opportunities, and requirements) is found in ePack.

## Selection (site) Interviews

The selection interview follows a successful screening interview and usually takes place at the employer's site. This interview can range from 2 hours (for a local employer) to 2 days (for an out-of-town employer). Most interviews are 30 minutes to one hour in length. You will have the opportunity to observe the work environment.

In a selection interview, you have several opportunities to make a positive impression since many personnel often have a voice in the hiring decision. You will meet with 3-8 individuals who represent various positions and units -- human resources, a recent college hire, team members, a supervisor, a high level manager. Every interaction counts from the time you arrive to the time you leave.

# Behavioral & Traditional Interviews

## Behavioral interviews

The majority of employers are now using behavioral interviews. Employers first identify the characteristics important for success in their organization. Then employers choose questions to help them identify candidates who possess these characteristics. Behavioral interviews are based on the notion that past behavior is a good predictor of future behavior. A behavioral question will ask you to recall a past situation or task, explain how you responded or the action you took, and describe the outcome or results you achieved.

### Sample behavioral interview

**questions:** (additional samples found at [www.ncsu.edu/career](http://www.ncsu.edu/career))

- Describe a situation in which you were able to persuade someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve that goal.
- Tell me about a recent situation in which you had to deal with an upset customer, co-worker, or classmate.

*Compliments of Monsanto*

### Use the S-T-A-R Situation, Task, Action, Results- method to answer behavioral questions:

#### Situation or Task

- Describe a specific event or situation. Give enough detail for the interviewer to understand. Draw from campus, work, or community experiences.

#### Action you took

- Describe the action you took. If you are describing a group project, focus on your role.

#### Results you achieved

- What did you accomplish? What did you learn?



College of Management student at career fair.

### Your preparation:

Which situations or tasks will you draw from? Examine past or present experiences on campus, at work, and in the community. Think through those you are likely to use as examples. Prepare an outline for each with a beginning, middle, and end -- keeping in mind the employer's use of the STAR approach. Be sure the result reflects positively on you, even if the result itself was not favorable.

### Traditional interviews:

A smaller group of employers conduct traditional interviews. These interviews follow the organization of your resume. Your resume is used as a guide to probe your preferences, decisions, and achievements as demonstrated through academic, work, campus, and community involvement.

### Sample Traditional Interview

**Questions:** (additional samples found at [www.ncsu.edu/career](http://www.ncsu.edu/career))

- Tell me about yourself.
- What do you consider to be your greatest strengths?
- What is your proudest accomplishment?
- What motivates you most in a job?
- Why should we hire you?
- What do you know about our organization?
- Why did you choose your major?

**Your preparation:** A well-prepared resume will help you with this style of interview. Think through every accomplishment on this document. What did you learn from each experience so that you can clearly articulate this to the employer? Help an employer get to know you and all that you have to offer.



Two students majoring in business discuss their recent job interviews.

## Checklist for Success

### Before the Interview

- Know your strengths.
- Research the organization.
- Clarify the details of the interview in advance – date, location, schedule, attire.
- Arrive 10 minutes early.
- Prepare questions to ask employers.
- Bring several copies of your resume and a list of references, if you are graduating this year.
- Bring your portfolio or samples of your work, if appropriate for your field.
- Bring an unofficial copy of your transcript.

### During the interview

- Be a good listener. Let the interviewer guide you.
- Watch your body language – smile, practice a firm handshake, maintain good eye contact, sit and stand in an attentive manner, stay focused on the conversation at hand while in a group setting.
- Ask for clarification if you are unsure of the question.
- Be honest if you are asked a question you are unable to answer. Offer a thoughtful way in which you would try to find the answer.
- Be positive about yourself and your experiences.
- Display energy and enthusiasm for your field and the organization.
- Adjust your answers as the situation demands. You may use more technical terminology while speaking with someone in your field.
- Be prepared to give specific examples to back up statements you make about yourself. These can be from academic, professional, and personal experiences.
- Look for opportunities to highlight your strengths and match them to their needs. Ask good questions.
- Thank the interviewer for their time and ask about next steps in the process.
- Conclude with a sincere statement of interest in the position.

### After the interview

- Evaluate your performance.
- Follow up with a thank you note within 24 hours.



# Answering Tough Questions

## 1. Tell me about yourself.

Keep your answer short. Avoid giving your life story and information not pertinent to the job. This is your 90-second introduction. Include information such as your education, accomplishments, internships, experience, what you are seeking in a job, and how this position fits into your future goals. This question is also your opportunity to answer the question “Why should we hire you?”

## 2. What do you know about our organization?

This is where, if you haven’t done your homework for the interview, it is going to show. Employers ask this question to see how motivated you are and how enthusiastic you are about the position. Show your genuine interest by doing some research, which will also help you determine if the employer is the right fit for you and your career goals. Doing research is more than just going to the homepage of a website. Take the time to thoroughly research the employer by becoming familiar with any current events going on within the company, obtaining a copy of their annual report, and learning about competitors, for example. Rileyguide.com is an excellent resource to learn various ways to obtain information about an employer.

## 3. What is your greatest weakness?

There is another part to this question that isn’t stated that you should address “...and describe how you are turning this weakness into a strength.” Never say you don’t have any weaknesses. Reframe the question to put the emphasis on places where you are still growing and typically use only one example. Don’t use the word “weakness.”

*Example:* “One of the areas I am wanting to grow in is my website development skills. I think this will always be valuable in the kind of work I am doing. Right now, I am enrolled in a course which will enable me to add two new software programs to my skill set.”

## 4. What are your strengths?

Reframe the question by connecting your strengths directly to the job. Supporting your answers with specific examples gives them more credibility.

*Example:* “I was pleased to see you were seeking someone with strong organizational skills. I have strong leadership and organizational skills, developed from when I was in charge of Alumni Relations for my fraternity, which required significant event planning and maintaining a 300+ alumni database.”

## 5. What type of salary are you looking to make?

This question also requires research in advance. If the range is not given in the job description, research average and starting salaries posted online and available at the career center. Come up with a range based on your research. A good range is 3-5K. When you present this information, put it back in the employer’s court.

*Example:* “After doing some research on starting salaries in this field, I have come up with a range of \$\$\$\$ to \$\$\$\$ . However, I am open to negotiation and also realize that other benefits are part of this positions’ package. Is this range in line with what you had in mind?”

## 6. Why should we hire you?

Another opportunity to communicate the value you will bring to the organization. Select two or three strengths relevant to the job that you can highlight, supported by specific examples.

*Example:* “You should hire me because I am someone who has a strong work ethic as demonstrated by my ability to maintain a GPA over 3.0 while working 20 hrs/week. I am reliable and a leader among my peers. My position of vice president of the PRSSA provided many avenues to develop my leadership skills. And finally, in all that I do, I bring professionalism and a positive attitude. I look forward to contributing all of these attributes to your organization.”



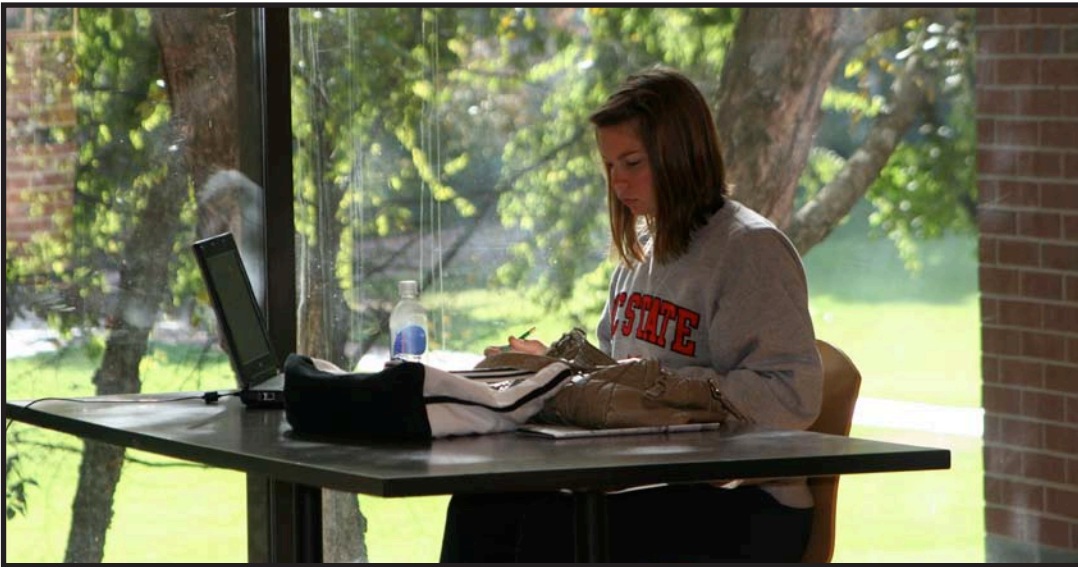
Student speaks with company representative.

## Sample Questions to Ask Employers

When an employer asks, “Do you have any questions?” the appropriate response is YES! If you say, “No thank you, you have answered all of my questions” you have missed an outstanding opportunity. Asking questions shows the employer that you have come to the interview prepared, you are serious about the organization and opportunity, and you are interested in learning more.

- Could you describe a typical assignment of a summer intern?
- Could you describe the career paths available to someone with my skills or background?
- How is performance evaluated?
- I have read about the mentoring program on your website. Would you tell me more about the program?
- What is the supervisory style of the manager in this group?
- Could you describe the current projects the group is working on?
- How would you describe your working environment?
- What are the organization's plans for future growth?

*\*Additional questions found at [www.ncsu.edu/career](http://www.ncsu.edu/career)*



CHASS student looks for summer internships.

## Job & Internship Search Strategies

Successful students spend more of their job search time actively engaging prospective employers through on-campus interviews, by speaking with company representatives, by going to information sessions, and by seeking out employers at career fairs. Unsuccessful students tend to pursue their searches in a more passive manner, relying heavily on researching and responding to ads on websites.

### Most successful strategies:

#### 1. Start early and use the Career Center

Students who use the Career Center experience a higher rate of success. Begin your search with the Job & Internship Guide. Consult with your career counselor as needed.

#### 2. Participate in on-campus interviews

Employers conduct on-campus interviews each semester for internships and jobs. Details are found in ePACK under "Interview Schedules."

#### 3. Speak with company representatives

Employers seek opportunities to speak directly with students via presentations, projects, seminars, and events organized through student organizations, faculty, and other departmental venues. Watch for announcements about these events.

#### 4. Attend employer information sessions

Employers schedule information sessions through the Career Center for you to interact with representatives and learn about

specific opportunities. Details are found in ePACK under events.

#### 5. Turn an internship or co-op into a job

Securing an internship or co-op can lead to a full-time job offer at graduation. Employers often hire interns or co-ops early as a means of cultivating a long-term relationship.

#### 5. Attend career fairs

Employers attend career fairs to meet students of all majors and degree levels to share information about careers and opportunities. Details about career fairs scheduled this semester are found in ePACK.

#### 7. Network

Employers look for referrals of quality candidates. They even encourage their employees to recommend hires. Do not overlook the expertise and assistance of others. Let everyone know about your search.

### Least successful strategy

#### 1. Commercial job search sites

While successful students do visit commercial job search sites, they seriously limit their activity. Finding a job or internship means going beyond mega job listing sites such as Monster and Careerbuilder.

\*NACE (National Association of Colleges and Employers), 2009

\*\* Wall Street Journal, May 2008

### More Job & Internship Resources

**Network:** Everyone you know should know about your job search. Friends, family, classmates, faculty, and community contacts may be aware of opportunities for you to explore.

**Career Search:** This database of 4M+ employers is available on the Career Center website. Create a list of potential employers by industry, size, and location. Obtain contact information of key employees.

**ePack employer database:** This database is found within ePack. These employers have interviewed on campus or posted positions for NC State students within the past three years.

**eLeads:** This database of employers is available on the Career Center website to help you identify potential employers and contacts within the following fields: environmental, public relations/advertising, publishing, sports management/marketing, public policy, and social services for youth organizations.

Continued on Page 36



Continued from page 35

**More Job & Internship Resources**

**Riley Guide:** Use the "Research & Target" section of this website to obtain employer rankings, on-line company research tools, stock market and financial information, international job resources, and resources for relocation (rileyguide.com).

**Trade journals/publications:**

These resources help you to identify the leaders and participants in your field as you keep abreast of the latest trends. Contact employers who catch your eye. Reference an article or project you learn about when you make contact.

**Job & Internship Resources**

ePACK is the web-based tool available to NC State students to connect with employers and to search for jobs and internships. Follow the tips in the box below to make the best use of the system. Keep in mind that in addition to ePACK and the other sources listed on these pages, there are employers that do not post jobs. You can, however, make direct contact with employers and market your abilities and interests.



<b>Profiles</b>	<b>Documents</b>	<b>Jobs</b>	<b>Employers</b>	<b>Interviews</b>	<b>Events</b>
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- Profile:** Change your password here. Be sure to add your major & update all fields carefully. Use the status box on the right to be sure you have completed all necessary steps.
- Documents:** Upload your resume and cover letter.
- Jobs:** Search for posted internships and jobs.
- Employers:** Find the contact information for employers who recruit at NC State.
- Interviews:** View the list of interviews in which you will participate.
- Events:** Find upcoming career fairs at NC State.

**Success on the Internship or Job**

Here are our suggestions to help you to be a success in your internship, co-op, or job.

**•Set realistic goals and expectations**

Meet with your supervisor to discuss your work plan. What specific skills and competencies do you need to acquire and demonstrate? What is the timeframe? What training is available? Monitor your progress and arrange to meet with your supervisor regularly. Share your career interests and ideas. Communicate concerns early.

**•Maintain a "can do" attitude**

Show your eagerness to learn new things by welcoming new assignments. Understand that all positions engage in a wide range of activities... some that catch your eye while others do not. Tackle all assignments and projects with enthusiasm. Seek additional projects when appropriate.

**•Perform to the best of your ability**

Be sure you understand the assignment and its deadline before you begin. If you need assistance, ask. Check and recheck your work before submitting it to your supervisor. Ask for feedback.

**•Be respectful of colleagues**

You are the new person in the office and you can learn from every colleague, regardless of rank. Show all of your colleagues that you value their opinion and experience.

**•Support the team**

Your ability to work well with others is key to your success. The team's goals are your goals. Understand how your work fits into theirs.

**•Understand the unwritten rules**

As a new employee, you will absorb a tremendous amount of information. Observe. What is appropriate attire? What are expected hours? How do things get done? How do colleagues interact with one another? Are there office politics to steer away from?

**•Be flexible**

You may be near the end of a project, when you are asked to start a new one. Be aware that priorities in an organization change. Your willingness and ability to switch gears easily is required for your success. Your supervisor will help you to prioritize your assignments.

**•Identify a mentor**

A mentor may be assigned to you or you may need to identify your own. This is often a more senior, respected professional in your field who would like to take a personal interest in your career development. With your mentor, you will feel free to ask advice about your career decisions.

**•Document your success**

Record assignments, projects, and achievements. Keep copies of evaluations and samples of your work. Ask your supervisor if he/she will serve as a reference for you or write a letter of recommendation. Keep these handy for future career conversations.

## Making Effective Use of a Career Fair

Each year, over 500 employers visited NC State's campus to attend career fairs. Most colleges on campus host a career fair, and all students from all majors are invited to attend. A Career Fair is an excellent opportunity to:

- Explore career fields and current opportunities with your major and background
- Expand your network of contacts
- Receive advice from recruiters on the job/internship search
- Obtain an interview with an employer

### Before the fair:

- View the list of attending employers in advance on the career center website
- Research the employers you would like to speak with so you can have a knowledgeable conversation with recruiters about their organization
- Prepare your resume and have a career counselor review it
- Take several copies of your resume to the fair- carry in a portfolio or folder
- Practice your 20 second introductory speech that includes
  - 1) Who you are
  - 2) Your area of interest
  - 3) Why you are interested in their organization
  - 4) Skills you have relevant to offer

“Hi, my name is Joe Smith, and I am senior studying Communications with a concentration in Public Relations. I am currently seeking a full time position in a PR Firm where I can contribute skills I've developed at a recent PR internship with the XYZ corporation, including project management and interpersonal skills.”

### Day of the Fair:

- Dress professionally- seeking a full time position? Wear a business suit (men and women).
- Seeking an internship? Business casual will work. Read chapter on Interview Attire for more detailed descriptions.

- Speak to recruiters!! Don't just wander, picking up a brochure or two. Have conversations with the recruiters they want to speak with you!
- Collect business cards from everyone you speak with in order to follow up and send thank you notes.
- If you are nervous, approach an employer that is not on your target list to use as a “practice” session. When you have developed confidence, approach your targeted employers.
- Go early, if possible, when recruiters are fresh.

### After the Fair:

- Send thank you notes to employers you spoke with and follow up with the application process as directed by employers.

*A complete list of career fairs, dates and participating employers can be found at the University Career Center website ([www.ncsu.edu/career](http://www.ncsu.edu/career)).*



Student looking through career fair information.



## Career Fair Follow-Up

When looking for a job or internship, you might wonder if you are being pushy if you contact an employer after submitting a resume. A survey conducted by Robert Half International Inc. asked 150 executives with the nation's 1,000 largest companies, "How long should a job seeker wait to follow up with the hiring manager after submitting a resume?" Eighty two percent of executives polled said job seekers should contact hiring managers within two weeks of submitting application materials, while just 5 percent said professionals should refrain from communicating once a resume has been sent.

Executives participating in the survey also were asked, "In your opinion, what is the best way for a job seeker to follow up with a hiring manager after submitting a resume?" The top three responses were via e-mail (38 percent), telephone (33 percent), and a handwritten note (23 percent).

## Evaluating & Accepting a Job Offer

Congratulations! You've been offered a job and now you are evaluating the offer. Many factors can affect whether or not you accept a job. Be sure to request the offer in writing and evaluate all aspects of the offer. Ask yourself these questions:

- Is the organization a good place to work?
- What do I like/dislike about the job?
- How does this job fit with my career goals?
- What are the pros and cons of the offer? (salary, benefits, location, etc)

Accepting a job offer is an exciting time! You are expected to do the following once you have accepted a job offer:

- Discontinue interviewing with other employers and notify any other companies with outstanding offers of your decision.
- Let the career center know of your post graduation plans through our new-graduate survey. Access to the survey is available at [www.ncsu.edu/career](http://www.ncsu.edu/career).

## Handling Rejection

Rejection is part of the job search process you will not be the right candidate for every internship or job. At the same time, not every internship or job will be right for you.

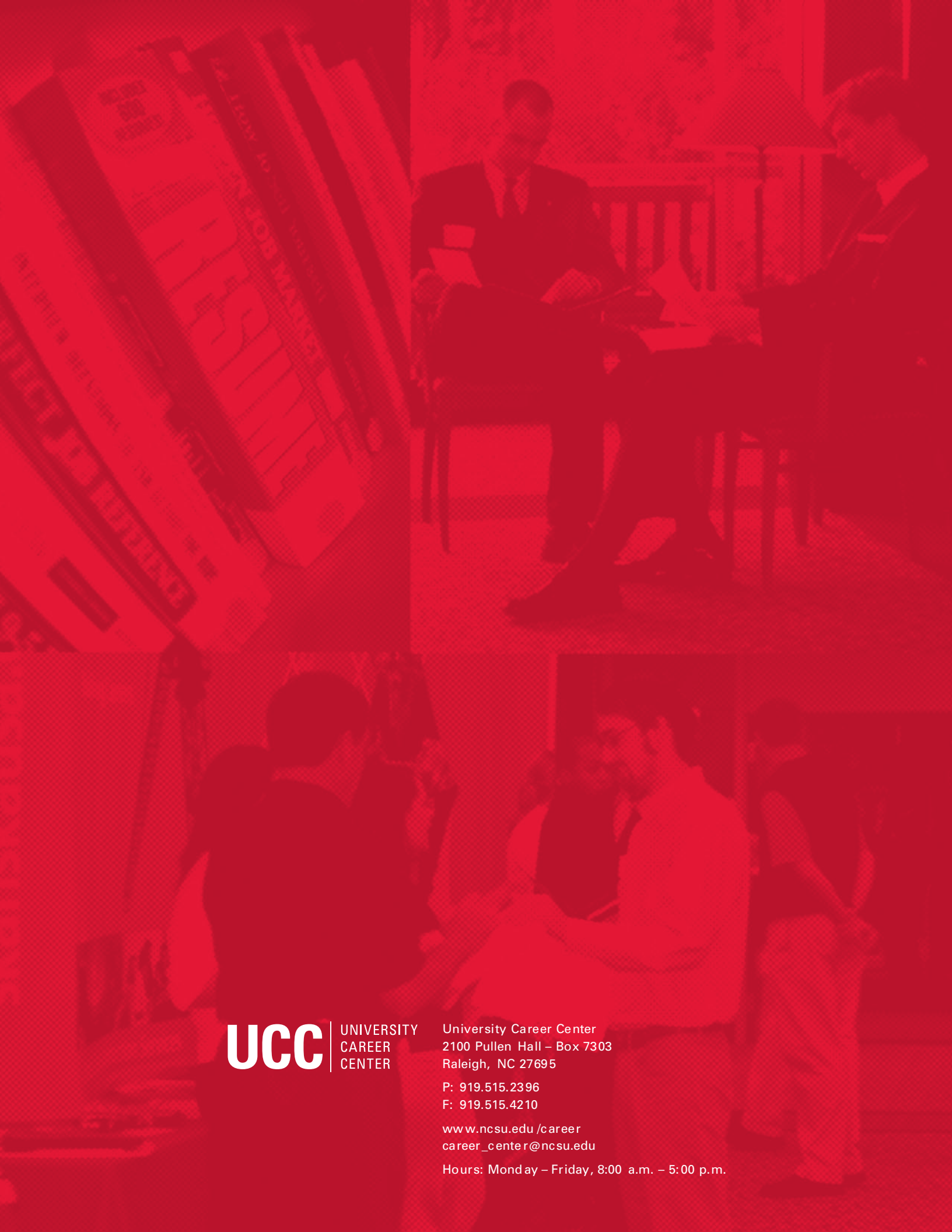
### Keep these tips in mind

- Do not take an employer's decision personally. There are many factors that go into their decision.
- The job search process is competitive. There are many qualified candidates.
- Evaluate your progress. Is your resume or interview the issue? You may need to re-visit "roadblocks."
- Confer with your Career Counselor early if you are not experiencing success. We are here to help.
- Make corrections in your approach with employers immediately while they are still actively recruiting.
- Move forward and stay positive. Consider each new application a "fresh start" and set aside your frustrations. Employers can detect negativity and you want your sincere enthusiasm and confidence to shine through.



University Center Career Ambassadors celebrate a successful year.

**We Wish You Great Success!**  
-The University Career Center Staff



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Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.