The UNIVERSITY OF ALABAMA
CAREER CENTER
CAREER GUIDE
2016-17
EXPLORE. DEVELOP. CONNECT.
The UNIVERSITY OF ALABAMA 
CAREER CENTER 
CAREER GUIDE 
2016-17 
EXPLORE. DEVELOP. CONNECT. 

TABLE OF CONTENTS 
Career Center Services and Resources  4 
CrimsonCareers: Your Database of Jobs and On-Campus Interviews  5 

DEVELOPING SKILLS AND STRATEGIES 
Career Action Plan  7 
Choosing a Major  8 
Explore Careers; Off-the-Beaten-Path Careers  9 
Informational Interviewing & Job Shadowing; Building Your Career Network  10 
Transferable Functional Skills; Self-Management Skills  11-12 
Career-Readiness Competencies  13 
Internships or Cooperative Education; Study Abroad  14 
Get Involved on Campus and in the Community  15 
Networking: The Most Effective Job-Search Strategy  16 
‘Networking’ Cards; Effective Online Networking  17 
Your Personal Brand  18 
Making the Most of Your Career Fair Visit  19 
Additional Job-Search Strategies  20-21 
Employer Research Worksheet  22 
Your Best Work Environment  23 

RESUMES, LETTERS, AND INTERVIEWS 
Building Your Resume; Resume Checklist  25-26 
Sample Resumes; Additional Resume Info  27-33 
Power Words for Your Resume  34 
Resume Summary Section; Scanner-Friendly Resumes  35 
Preparing a Curriculum Vitae (CV)  36 
References  37 
Cover Letters and Other Letters (Networking/Prospecting, Thank You, Job-Offer Response)  38-42 
Portfolio Preparation Tips  43 
Interviewing Success  44-47 

PROFESSIONALISM, ETIQUETTE, AND LIFE AFTER COLLEGE 
Professional Dress & Etiquette  49-56 
Dining Etiquette  54-55 
Evaluating Job Offers; Negotiating Salary  57 
Monthly Budget Worksheet  58 
Planning for Graduate School; Life After College  59-60 
Closing Thoughts from Career Center Staff  61 

About the Career Center 
The University of Alabama Career Center is pleased to offer the 2016-17 Career Guide, a resource that provides ideas, recommended steps, and examples for your career planning and job-search efforts. Our material is based on research of best practices and is tailored where possible for UA students and alumni. Topics covered can be discussed personally with a Career Center staff member in one of our four offices any weekday from 8 a.m. to 5 p.m. We look forward to working with you as you plan your career and launch your job search. 

Main Office 
3400 Ferguson ● 205-348-5848 
career.sa.ua.edu 
@UACareerCenter 
@UACareerCenter 

Career Center at Culverhouse 
249 Bidgood ● 205-348-2691 
cba.ua.edu/career 
The University of Alabama-Culverhouse College of Commerce & Business Admin. 
@CareersCBA 

Career Center @ C&IS 
Tisch Student Services 
190 Reese Phifer ● 205-348-5681 
https://cis.ua.edu/current-students/career-center-cis/ 

Engineering Satellite 
1004 Bevil ● 205-348-4839
CAREER ADVISING
A consultant can provide you information and guidance for selecting a major, exploring careers, preparing to be a competitive job-seeker, etc. We hope you will visit one of our locations to get to know your career consultant.

ASSESSMENTS
Our career consultants are able to help you assess your interests, preferences, values, and skills and will discuss with you how these personal factors influence your career planning, from your first year and onward.

GROUP & CLASS PRESENTATIONS
Our staff welcomes opportunities to speak to classes and student organizations regarding career preparation, graduate school planning, and our services.

CAREER FAIRS
The fall and spring career fairs are great opportunities to learn more about future employers. For dates and more information, check the events calendar on career.sa.ua.edu, or look on CrimsonCareers.

ON-CAMPUS INTERVIEWS
During fall and spring semesters, employers from around the country conduct interviews in the main Career Center office (3400 Ferguson Center). To participate in these interviews, activate your CrimsonCareers account (see page 5) and upload your resume. Employers may conduct an initial screening to select qualified candidates.

EMPLOYER INFO SESSIONS
Before conducting interviews on campus, employers may hold information sessions to talk with candidates about their organizations and the positions for which they are interviewing. Employers not interviewing on campus may also schedule information sessions to promote their opportunities and talk with prospective applicants.

PEER ADVISORS
Undergraduate peer advisors are trained to assist with resumes, cover letters, and interviewing. Peer advisors are available at various times during the week for individual conversations and group presentations.
WHAT THE CAREER CENTER CAN DO
FOR UNIVERSITY OF ALABAMA STUDENTS & ALUMNI

CRIMSONCAREERS

A DATABASE OF JOBS
AND ON-CAMPUS INTERVIEWS

CrimsonCareers is The University of Alabama’s online recruiting system that allows students 24/7 access to search jobs and apply for on-campus interviews. At any given time, there are more than 400 job postings from organizations looking for interns or full-time employees. Jobs are posted for all UA majors and the criteria for applying vary. The job locations are national and international.

Along with searching job postings, you can apply for interviews through CrimsonCareers. Many recruiters come to UA during fall and spring semesters to conduct their interviews on campus. More than 150 employers held interviews on campus during the 2015-16 academic year.

To begin using CrimsonCareers, go to career.sa.ua.edu and look for the CrimsonCareers tab. Follow the instructions for logging in to your account. An account is created for you soon after you begin classes at UA, although your profile is not complete. Once in CrimsonCareers, you will see a tab for Resources that includes a Resource Library with a CrimsonCareers Student Guide. This guide will instruct you on how to use the features, which include a virtual mock interview program and how to search for job openings.

When you’re ready to browse job postings or sign up for on-campus interviews, you will need to upload a resume. A Career Center staff member will review your resume to make sure you’re set to share it with employers.

If you haven’t written or updated your resume, you might find the information and sample resumes on pages 25-35 helpful. You may also refer to the resume templates available in CrimsonCareers for ideas on organizing your content initially. Additional tweaking will give you the polished, tailored document you want. Your resume is important because it may be the first document employers see.

If you have questions about starting your resume or if you would like to have your resume reviewed, call the main office at (205) 348-5848 to meet with a member of our consulting team.

Note: If you are interested in finding a job on campus, visit the UA Human Resources page.

RESOURCES FOR
CAREER EXPLORATION
& JOB SEARCH

CrimsonCareers includes a Resources section with videos, sample resumes, and a virtual mock-interview system. Once in CrimsonCareers, you will see the tab for Resources and a drop-down menu showing the categories. The resource library is updated continually based on job-search trends.

You can access CrimsonCareers by visiting our main site, career.sa.ua.edu.
Developing Skills & Strategies

IN THIS SECTION

<table>
<thead>
<tr>
<th>Career Action Plan</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choosing a Major</td>
<td>8</td>
</tr>
<tr>
<td>Explore Careers; Off-the-Beaten-Path Careers</td>
<td>9</td>
</tr>
<tr>
<td>Informational Interviewing &amp; Job Shadowing</td>
<td>10</td>
</tr>
<tr>
<td>Building Your Career Network</td>
<td>10</td>
</tr>
<tr>
<td>Transferable Functional Skills</td>
<td>11</td>
</tr>
<tr>
<td>Self-Management Skills</td>
<td>12</td>
</tr>
<tr>
<td>Career-Readiness Competencies</td>
<td>13</td>
</tr>
<tr>
<td>Internships or Co-op Education</td>
<td>14</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>14</td>
</tr>
<tr>
<td>Get Involved on Campus and in the Community</td>
<td>15</td>
</tr>
<tr>
<td>Networking: The Most Effective Strategy</td>
<td>16</td>
</tr>
<tr>
<td>Effective Online Networking</td>
<td>17</td>
</tr>
<tr>
<td>Your Personal Brand</td>
<td>18</td>
</tr>
<tr>
<td>Making the Most of Your Career Fair Visit</td>
<td>19</td>
</tr>
<tr>
<td>Additional Job-Search Strategies</td>
<td>20, 21</td>
</tr>
<tr>
<td>Employer Research Worksheet</td>
<td>22</td>
</tr>
<tr>
<td>Your Best Work Environment</td>
<td>23</td>
</tr>
</tbody>
</table>

THE UNIVERSITY OF ALABAMA CAREER CENTER
FIRST- AND SECOND-YEARS

✓ Learn more about UA majors. Think of each major in terms of the skills and knowledge you will gain to prepare you for a variety of occupations.

✓ Browse the Occupational Information Network, onetonline.org, to expand your knowledge of possible careers.

✓ Meet with someone in the Career Center to discuss any questions you have about career planning.

✓ Talk with an academic advisor to plan a course of study related to your interests and career goals.

✓ Complete an informational interview to gain a professional’s perspective and advice.

✓ Get to know upperclassmen, faculty members, and administrators who can provide you with information about majors and career options.

✓ Visit the Center for Service and Leadership to learn about volunteering. Volunteering allows you to serve the community, explore career options, network, and build skills.

✓ Browse student employment opportunities on and off campus (see jobs.ua.edu).

✓ View the Student Organization Directory to identify opportunities for campus involvement.

✓ Talk with the Cooperative Education Office (coop.eng.ua.edu) or internship coordinators in your academic area about applying for experiential education opportunities.

✓ Begin to develop your resume and meet with the Career Center for feedback and assistance.

✓ Update your CrimsonCareers account and upload your resume. Begin searching for summer jobs or internships.

✓ Get to know people from different populations through campus and community involvement. Visit the UA Crossroads website, crossroads.ua.edu, for information about intercultural activities.

✓ Demonstrate professionalism in your interactions and emails.

JUNIORS AND SENIORS

✓ Update your profile and resume on CrimsonCareers.

✓ Check the Career Center calendar of events routinely for job application deadlines.

✓ Visit the Career Center to have your application materials reviewed and to discuss job-search strategies.

✓ Schedule a mock interview in the Career Center before going to your actual interview.

✓ Take on a role of responsibility in a student organization or community project to develop leadership and time-management skills while building your resume.

✓ Identify career mentors. Talk with a career consultant for suggestions on identifying mentors.

✓ Continue developing skills and relationships through student organizations, internships, part-time employment, and volunteer experience.

✓ Brush up on dining/professional etiquette. Pages 52-56 offer tips and additional resources.

✓ If interested, research programs and entrance requirements for graduate school. Make plans to take entrance exams. Set up a timeline to apply.

✓ Talk with professors and supervisors about serving as references and provide them a copy of your resume.

✓ Explore career options by viewing job descriptions in CrimsonCareers and attending employer information sessions held throughout recruiting season.

✓ Research how social media networking might help in your job search.

✓ Create a professional LinkedIn profile and begin connecting with others. Tip: To get started with this social network, linkedintelligence.com may help you.

✓ Attend career fairs and employer panels, preparing ahead of time to engage employers in conversation about your qualifications and employment opportunities.

✓ Identify recruiting opportunities on and off campus. Sign up for on-campus interviews through CrimsonCareers, which can be accessed from career.sa.ua.edu.
CHOOSING A MAJOR

Before choosing a major, clarify how your major fits with your goals for college and your career. Ask yourself the following:

• Do I want a major that will prepare me specifically for the career I have in mind?
• Do I want a major that will provide me with a broad skill set?
• Do I want a major that will enhance my chances of acceptance into graduate or professional school?

Self-awareness is necessary for choosing your major and your possible career path because you will invest time and effort into each. Allowing time for self-reflection while choosing a major may lead to more informed decisions, reducing the likelihood of rethinking your choices down the road. As part of your self-reflection, it may be helpful to explore the following:

• Interests: What do I enjoy doing? How do I spend my leisure time? What subjects do I like?
• Personality: What energizes me? What environment suits my learning and work style?
• Values: What is important to me? What motivates me to take action? What problems would I like to solve?
• Skills: What are activities in which I excel? What are my natural abilities?

Identifying Themes from Previous Experiences

Think of experiences in your life when you felt confident in what you were doing or felt things came naturally for you.

1. Describe these with enough detail to capture the setting, the actions you were taking, and the people around you (if any).
2. Look at your descriptions and identify recurring words.
3. Do you see themes among your experiences? If so, what are they?
4. Are you taking similar actions in each of these experiences?
5. Are you working alone or with others?
6. What was being accomplished in each of these experiences?
7. Were there specific challenges or problems being solved?
8. What skills were you demonstrating?
9. What about the situation excited you the most?
10. Do you want to explore careers that will offer you similar challenges?

Easy Steps You Can Take If You’re Exploring Majors

Take a look at a complete list of UA majors (ua.edu/majors). Scroll past majors you would not consider, but don’t eliminate majors simply because you know nothing about them. By clicking each major listed, you can obtain a general description and other information to help you determine if this might be a fit for you. Once you have a list of possible majors, consider talking with faculty and students to learn more about the classes and requirements.

Review the list of occupations often associated with your top majors. List at least five occupations or fields you think you might like or that you can’t rule out with additional information. Note: Many employers will consider candidates from all academic disciplines. Identifying occupations commonly associated with a major does not limit you to those occupations. Go to the Occupational Information Network (O*Net; onetonline.org) and select “Find Occupations.” Choose the filter most appropriate for you. You can also simply enter the title of the occupation into the search box. From the information you read about each occupation, can you eliminate any from your list? Were there are additional occupations that sparked your interest as you scrolled through lists of related occupations?

List common skills, knowledge, and abilities required for the occupations you identified. Refer to your list of academic areas/majors. Which appears to offer the best opportunities for you to develop the qualifications for the occupations of greatest interest to you? In the Undergraduate Catalog (catalog.ua.edu), you will find brief course descriptions for each academic department. Which majors have courses that appeal to you based on your interests and/or career-preparation needs? Identify a faculty member from the department website (or ask a career consultant to recommend someone) and schedule an appointment to talk about the major. Make a list of questions to ask before the appointment. If you continue having trouble deciding, you might consider possible issues preventing you from making a decision. The Career Center is a good place to find help, and we encourage you to call us at (205) 348-5848.
How many careers can you describe in detail? Having limited knowledge of occupations may lead you to make assumptions about what skills are necessary to succeed in a given career. Occupations are constantly evolving, as are the needs of employers.

Knowing how your overall skills and qualifications can add value to an organization will not only help you secure your first job, but also stay relevant and advance as a professional. When faced with career decisions, there are basic questions to answer:

• What kind of work do I want to do based on my interests, abilities, values, and personality?
• Am I prepared? How will my skills and qualifications add value to that occupation/organization?
• Are the requirements of this occupation reasonable to me?
• Where are the employment opportunities?

The process of exploring careers can begin through online research or by talking with professionals in your fields of interest. Experiencing the profession as a volunteer, intern, or part-time employee may be the best way to learn about a career. The following resources may help answer the above questions.

Recommended Resources for Researching Careers

• Watch brief videos of professionals from thousands of occupations talking about their careers. Look for the Resources tab on the Career Center website, career.sa.ua.edu, and select Candid Career from the menu.
• Scan career information presented in bullet-point format by searching keywords at O*Net, onetonline.org.
• Learn about daily tasks, work settings, salaries, education, projected growth, and more through the U.S. Department of Labor Statistics website, bls.gov/ooh.

If you’re drawn to occupations that seem off the beaten path (not typically advertised in databases or filled through on-campus recruiting), then you should prepare for a more challenging job search. Networking can help in any type of job search; however, for some occupations, finding a professional to talk with seems as challenging as finding an actual job. Let your personal contacts know what you’re interested in and the type of careers you’re targeting. Never rule out the possibility that someone you know is connected to someone in your desired professions.

The Occupational Outlook Handbook (OOH; bls.gov/ooh, pictured above right) provides detailed information on careers from 25 occupation groups, including Arts and Design; Entertainment and Sports; Farming, Fishing, and Forestry; and Life, Physical, and Social Science.

If, for example, you dream of creating visual effects for video games, you can read in the OOH about how to become a multimedia artist or animator. The Occupational Outlook Quarterly expands on this information with articles, profiles of professionals, and websites of professional associations for different careers.

If you are interested in exploring careers that are not typically advertised in databases or filled through on-campus recruiting, then you should prepare for a more challenging job search. Networking can help in any type of job search; however, for some occupations, finding a professional to talk with seems as challenging as finding an actual job. Let your personal contacts know what you’re interested in and the type of careers you’re targeting. Never rule out the possibility that someone you know is connected to someone in your desired professions.

The Occupational Outlook Handbook (OOH; bls.gov/ooh, pictured above right) provides detailed information on careers from 25 occupation groups, including Arts and Design; Entertainment and Sports; Farming, Fishing, and Forestry; and Life, Physical, and Social Science.

If, for example, you dream of creating visual effects for video games, you can read in the OOH about how to become a multimedia artist or animator. The Occupational Outlook Quarterly expands on this information with articles, profiles of professionals, and websites of professional associations for different careers.

Talk with professionals in your fields of interest in exploring career options. A great place to have personal conversations with experts is at career fairs.
INFORMATION INTERVIEWS & JOB SHADOWING

An informational interview is a conversation with a contact who can help you learn more about a career, an industry, or even a specific organization. You can get a firsthand account to determine if the career might be a good fit for you.

Job shadowing can be thought of as an extended informational interview. The duration will be decided by you and the person you’re shadowing.

How do I prepare for these experiences? Read about the career or organization of interest so you will have a foundation of knowledge from which to generate questions. Be organized with a list of questions and notepad.

What if I don’t know anyone to interview or shadow? You may be able to identify someone from an organization’s staff directory. Ask family, friends, and acquaintances if they can recommend someone in your targeted profession. A Career Center staff member will also be glad to assist with this.

What’s the best way to request the interview or shadowing experience? When you contact the person by phone or email, introduce yourself and let that person know you are interested in his or her profession and/or organization. Ask if they would be willing to meet with you to discuss their work. Provide a brief statement about yourself (e.g., major, year in school) and let them know what you are hoping to achieve in the meeting. If pursuing an informational interview, you can ask for a period of approximately 30 minutes. If pursuing a job-shadowing experience, you can let them recommend the length of time.

Make an excellent impression. Show respect and professionalism by being on time, dressed appropriately, and aware of the time you’ve been allotted. Write a thank-you note immediately afterward. If the person you interviewed suggested specific actions, report back to let them know the results. If you established good rapport with your interviewee, ask if you might maintain contact as you continue through college and begin your job search. Consider the following when planning questions to ask:

• How would you describe a typical day on the job?
• What do you like most about the job? Least?
• What was your career path? Would you recommend that same path?
• What changes do you anticipate for this industry or profession?
• Do you have any specific advice for me?
• What are your responsibilities in this position?
• What qualifications are most important for this career?
• What are the challenges of this industry or profession?
• What impresses you on resumes of applicants in this field?
• Do you know others in the field with whom I should meet?

Reflect on what you learned from the interview:
• What were the most/least appealing aspects of the job described?
• Does this job seem to be one in which I would like to invest my time?
• What will I need to do to prepare for success in this field?
• What steps am I motivated to take to begin preparing?

BUILDING YOUR CAREER NETWORK

Build a career network by recognizing the connections you have already. Make a list of everyone you know well, beginning with family and friends. Write a second list to include those with whom you have something in common (a shared social group, religious group, etc.). Add a third list to include those whom you see with some regularity (professors, academic advisors, etc.).

Examine your lists and consider what you know about each of your contacts. Is your classmate’s parent in the field you plan to enter? Does your professor keep in touch with former students who have entered the field of your choice?

Your lists will continue to grow, so organizing your contacts may be necessary. Identify the interactions you plan to have and set a goal for what you hope to accomplish through each. For example, your goal might be to learn if your contact knows anyone in a particular organization in his or her city. It will also help for you to think of the appropriate strategy for communicating with each. You may be able to talk with some in person, while others may need to be reached online or by phone.

Be prepared to take initiative and present yourself professionally when an opportunity arises. Networking is most effective when you see it as establishing a mutually beneficial connection. If you plan to ask your contacts for advice or information, then think of what you might offer them. Remember that a sincere offer of assistance in the future is better than neglecting their interests altogether.
Transferable functional skills are those you can apply in a variety of situations. Recognizing skills you possess and identifying ones you would like to develop helps your career planning in several ways. You can research professions that will allow you to use your skills in a rewarding way, create a plan for developing desired skills, and tell networking contacts and potential employers how your skills will fit with your target profession and organization.

Listed below are activities that represent a wide range of abilities. Highlight the skills you currently possess, circle those you would like to use routinely in your profession, and put a check by those you would like to develop. Consider avenues for developing or strengthening skills such as volunteering, working, actively participating in a student organization, and interning.

Assembling things
Compiling statistics
Comprehending ideas
Making decisions
Inventing new ideas
Inspecting physical objects
Interacting with people
Delegating responsibilities
Coordinating schedules
Gathering information
Editing
Organizing data
Working with children
Following the stock market
Writing letters
Raising funds
Mediating between people
Teaching
Listening actively
Gardening
Improving efficiency
Making others feel comfortable
Taking photos
Staying on budget
Breaking down complex problems
Training others
Talking easily with people at all levels
Arranging furniture
Building furniture
Preparing food
Finding markets for new products
Handling detail work
Writing reports
Interpreting languages
Persuading others
Conducting meetings
Confronting others
Motivating others
Handling complaints
Entertaining people
Supervising employees
Adapting to new procedures
Thinking in a logical manner
Writing creatively
Writing speeches
Developing plans
Understanding other cultures
Writing proposals
Recruiting volunteers
Defining a problem
Using scientific rules/methods
Managing financial resources
Writing computer programs
Building teams
Working with animals
Working in a fast-paced setting
Performing music
Debating
Seeing the big picture
Adapting to changes
Following up on details
Prioritizing tasks
Observing behavior
Interpreting information
Designing an audio system
Repairing electronics
Investigating problems
Selling products
Remembering information
Drafting reports
Operating equipment
Dispensing information
Conducting interviews
Deciding uses of money
Collecting money
Maintaining accurate records
Analyzing problems
Resolving conflicts
Auditing
Speaking to groups
Planning social events
Summarizing information
Managing a group
Estimating physical space
Promoting events
Evaluating performance
Drafting budgets
Designing websites
Collecting data
Providing care to others
Designing clothes
Following detailed instructions
Evaluating costs/benefits
Meeting tight deadlines
Networking with people
Designing flyers/ads
Identifying potential in others
Using math to solve problems
Synthesizing data
Serving as a travel guide
Caring for those who are ill
SELF-MANAGEMENT SKILLS

Self-management skills relate to how you respond to life situations, how you interact with others, how you relate to your environment, etc. Some may come so naturally to you that they seem more like traits than skills. The fact is, they all require practice. They are transferable because they can be developed and demonstrated in all areas of life. In cases where task-oriented skills can be refined on the job, employers will prioritize candidates with proven self-management skills that fit the job and organization.

Below are examples. Circle ones that you can claim based on your typical behavior. If you have a specific example of when you have recently demonstrated the skill, put a check by it. In an interview, you may be asked to provide examples of demonstrating these skills.

<table>
<thead>
<tr>
<th>Adaptable</th>
<th>Efficient</th>
<th>Open-minded</th>
<th>Spontaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventurous</td>
<td>Eloquent</td>
<td>Orderly</td>
<td>Stable</td>
</tr>
<tr>
<td>Alert</td>
<td>Empathetic</td>
<td>Original</td>
<td>Sturdy</td>
</tr>
<tr>
<td>Ambitious</td>
<td>Energetic</td>
<td>Outgoing</td>
<td>Successful</td>
</tr>
<tr>
<td>Analytical</td>
<td>Enterpriseing</td>
<td>Patient</td>
<td>Sympathetic</td>
</tr>
<tr>
<td>Articulate</td>
<td>Enthusiastic</td>
<td>Peaceful</td>
<td>Tactful</td>
</tr>
<tr>
<td>Artistic</td>
<td>Ethical</td>
<td>Perceptive</td>
<td>Tenacious</td>
</tr>
<tr>
<td>Assertive</td>
<td>Expressive</td>
<td>Persistent</td>
<td>Thorough</td>
</tr>
<tr>
<td>Attentive to detail</td>
<td>Fair-minded</td>
<td>Persuasive</td>
<td>Thoughtful</td>
</tr>
<tr>
<td>Balanced</td>
<td>Flexible</td>
<td>Poised</td>
<td>Tolerant</td>
</tr>
<tr>
<td>Broad-minded</td>
<td>Forceful</td>
<td>Positive</td>
<td>Tough-minded</td>
</tr>
<tr>
<td>Businesslike</td>
<td>Formal</td>
<td>Practical</td>
<td>Trustworthy</td>
</tr>
<tr>
<td>Calm</td>
<td>Frugal</td>
<td>Precise</td>
<td>Truthful</td>
</tr>
<tr>
<td>Candid</td>
<td>Generous</td>
<td>Proactive</td>
<td>Understanding</td>
</tr>
<tr>
<td>Careful</td>
<td>Genial</td>
<td>Productive</td>
<td>Verbal</td>
</tr>
<tr>
<td>Charitable</td>
<td>Gentle</td>
<td>Protective</td>
<td>Versatile</td>
</tr>
<tr>
<td>Cheerful</td>
<td>Gregarious</td>
<td>Prudent</td>
<td>Vigorous</td>
</tr>
<tr>
<td>Clear</td>
<td>Helpful</td>
<td>Punctual</td>
<td>Virtuous</td>
</tr>
<tr>
<td>Clever</td>
<td>Humorous</td>
<td>Purposeful</td>
<td>Vivacious</td>
</tr>
<tr>
<td>Competent</td>
<td>Imaginative</td>
<td>Quick</td>
<td>Warm</td>
</tr>
<tr>
<td>Competitive</td>
<td>Independent</td>
<td>Rational</td>
<td>Wise</td>
</tr>
<tr>
<td>Consistent</td>
<td>Industrious</td>
<td>Realistic</td>
<td>Zealous</td>
</tr>
<tr>
<td>Cooperative</td>
<td>Intelligent</td>
<td>Reflective</td>
<td></td>
</tr>
<tr>
<td>Courageous</td>
<td>Intentional</td>
<td>Reliable</td>
<td></td>
</tr>
<tr>
<td>Courteous</td>
<td>Judicial</td>
<td>Reserved</td>
<td></td>
</tr>
<tr>
<td>Creative</td>
<td>Kind</td>
<td>Responsible</td>
<td></td>
</tr>
<tr>
<td>Curious</td>
<td>Literary</td>
<td>Responsive</td>
<td></td>
</tr>
<tr>
<td>Decisive</td>
<td>Logical</td>
<td>Self-starting</td>
<td></td>
</tr>
<tr>
<td>Deliberative</td>
<td>Loyal</td>
<td>Sensitive</td>
<td></td>
</tr>
<tr>
<td>Determined</td>
<td>Methodical</td>
<td>Sincere</td>
<td></td>
</tr>
<tr>
<td>Easygoing</td>
<td>Nurturing</td>
<td>Sociable</td>
<td></td>
</tr>
<tr>
<td>Effective</td>
<td>Observant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Job-seekers able to connect their skills to the target position leave a much better impression on employers. Research your target job, organization, and industry and identify how your functional and self-management skills apply.
Are you career-ready? Though valued by employers, a college degree itself does not automatically lead to a good job. Employers want assurance that you can help them solve problems and reach their goals. They want to know that you have developed and demonstrated competencies considered essential in the workplace.

Based on extensive research among employers, the National Association of Colleges and Employers identified and defined seven competencies that determine career-readiness.

Which of the seven competencies have you demonstrated? If you need help thinking about it, try this: List the different roles you’ve had (volunteer, student organization member, athlete, employee, etc.); for each, list problems you’ve solved, decisions you’ve had to make, group activities in which you’ve actively participated, and ways you’ve communicated to individuals and groups. Using the STAR method of answering interview questions (learn more on page 46), describe situations where you have demonstrated each of these. Also, which competencies do you need to develop or strengthen?

Career-readiness competencies can be developed through part-time jobs, volunteer activities, campus involvement, academic projects, internships, cooperative education, and studying abroad. Learn more about experiential learning opportunities and developing career readiness competencies by calling the Career Center at (205) 348-5848.
Steps You Can Take if You’re Exploring Careers

In addition to providing opportunities to develop skills sought by employers, gaining career-related experience before graduation enables you to try out your career of interest and confirm or redirect your goals. Participating in the day-to-day work and observing the culture and environment are the best ways to research a career.

ABOUT INTERNSHIPS

Internships are opportunities to learn through practical experience and can be found in most fields. Internships may be paid or unpaid and may be full-time or part-time. Most positions are for one semester, though some are designed for longer periods. All internships should have the common goal of providing students a chance to learn while they contribute to an organization’s daily operations. In some cases, academic credit may be awarded for internship completion. Check with your academic advisor to determine if this is a possibility for you.

HOW DO I FIND AN INTERNSHIP?

• Create a CrimsonCareers account to view internship postings. CrimsonCareers can be accessed through the Career Center website, career.sa.ua.edu.
• Explore internship databases for your industry and check internship postings on individual employer websites.
• Network and learn about openings by attending career fairs.
• Meet with a career consultant to discuss possibilities, including creating an internship.
• Talk with your departmental internship coordinator.

WHEN SHOULD I DO AN INTERNSHIP?

It’s never too early to begin researching opportunities. Some employers specify juniors and seniors, while others hire freshmen and sophomores. Check with your academic department regarding internship requirements that may exist and be sure to note deadlines for internships. If you get started early, you may be able to do more than one internship during your college career.

WHAT IS COOPERATIVE EDUCATION?

Cooperative education (co-op) is an academic program in which students alternate periods of full-time study with periods of full-time employment. This program offers work that is related to the academic major or career interests of each student, greatly enhancing the student’s employment prospects after graduation. For more information about the UA Co-op Program and possible employment opportunities, visit coop.eng.ua.edu.

STUDY ABROAD

Making Your Dreams of Overseas Study a Reality

Spending time in another country has many benefits, including learning about a culture firsthand and developing language skills through daily conversation. The following skills and qualifications are among many you can acquire through your experience abroad: adaptability, self-confidence, independence, analytical skills, language skills, global perspective, cultural intelligence, and cross-cultural communication skills.

CAPSTONE INTERNATIONAL CENTER

Contact a staff member in the Capstone International Center (B.B. Comer) to learn more about studying abroad.

USEFUL WEBSITES

The University of Alabama Capstone International: international.ua.edu
U.S. Department of State, passport information: travel.state.gov
The Student Study Abroad Handbook: studentsabroad.com
Transitions Abroad (Work, Study, Travel): transitionsabroad.com
Go Abroad (Work, Study, Travel): goabroad.com
STUDENT ORGANIZATIONS
Find an organization on campus that fits your interests and goals and simply get involved! Offer to head a committee or lead a project if you do not wish to run for an office. Employers will want to know how you have demonstrated leadership skills and you can do that without having a specific title.

VOLUNTEERING
As you work with other volunteers and take on assignments that may be new to you, you are networking and expanding your skills. The Center for Service and Leadership identifies meaningful service opportunities and places students in volunteer projects throughout Tuscaloosa and West Alabama. Learn more about volunteering locally by visiting volunteer.ua.edu. Students interested in volunteering in different locations throughout the world can research volunteer positions and read strategies for getting internships and full-time jobs in the nonprofit sector at idealist.org.

DEVELOPING SKILLS
Among the skills students develop through campus involvement and volunteering are organizing, persuading, promoting, brainstorming, communicating (speaking and writing), budgeting, planning, leading, coordinating, fundraising, recruiting, instructing, tutoring, coaching, creating, and time management. What skills do you need to obtain to be successful in your future career?

LEARNING ABOUT CAREERS
If you can volunteer with an organization closely associated with your career interests, then you may be able to gain valuable insight into the field. For example, if you want to work with a large nonprofit associated with health care, then working with any large nonprofit with a health care focus can be educational. Remember, though, that no two organizations are exactly alike, and your perspective as a volunteer will be different from the perspective of an employee. Observe the activities of the staff, but also ask for informational interviews to get a more comprehensive understanding.

BUILDING RELATIONSHIPS
When you volunteer or become involved in campus organizations, you have the chance to get to know people from other places who may have life experiences different from your own. Conversations in such settings can be as educational as those in the classroom and can introduce you to ideas that may influence your world view and career-planning.

REFLECTING ON EXPERIENTIAL LEARNING
Think about what you learned and contributed through your involvement. This can help you identify the types of experiences you would like to have as you move forward. This will also help you organize your thoughts for describing your experience to others, including prospective employers. The prompts below may help you get started.

I chose to participate in this experience because...
My initial contributions were...
My contributions grew to include...
The activity I enjoyed most was...
The skills I applied were...

This experience influenced my thinking on...
I learned that I can...
The people I met were...
I became more aware of...
As a result of this experience, I would like to...
NETWORKING

The Most Effective Job-Search Strategy

Studies reveal that at least 75 percent of jobs are acquired through networking. Networking may strike you as a formal process, but it is often nothing more than a conversation with daily contacts.

YOUR NETWORKING INTRODUCTION

An introduction developed for networking situations may also be suitable as a response to the popular interview request “Tell me about yourself.” Remember that the goal is to be conversational and less formal, so practice your introduction until it flows naturally.

INTRODUCTION EXAMPLE

“I am a ________ at The University of Alabama, majoring in ________. I chose (major) because _______________. Recently I have been (involved in, worked at, volunteered at, etc.), allowing me to strengthen my skills in _______________. Through classes and projects, I’ve learned _______________ and I believe I can contribute to the _______________ of an organization. I’m eager to take the next step in my career and I appreciate having this opportunity to talk with you.”

EXAMPLE OF NETWORKING WITH EMPLOYERS

1. Introducing yourself to the employer: “Hi, Mr. Gates, I’m Pat Student. Thank you for taking time to come to UA to speak with us.”

2. Show your interest in the field or organization: “I am very interested in learning more about the internship program you mentioned. Is there an internship coordinator in your organization with whom I might speak?”

3. Get the contact information and, if appropriate, a recommendation: “May I say that you referred me to her?”

4. Express your gratitude: “Thank you very much, Mr. Gates. And again, thank you for taking time to speak with us.”

EXAMPLE OF NETWORKING WITH PEERS

Casual conversations can lead to sharing information about job opportunities around the world. You may hope to move to San Francisco, and a peer who prefers another city may have leads on jobs in that part of California. It’s also good to keep in mind that your classmate today may be in a position tomorrow to hire you. The student organization you’re involved in may be full of potential employers or references.

WHERE TO NETWORK

• Career fairs in fall and spring
• Employer information sessions
• Employer panels or guest speakers in classes
• Job-shadowing and informational interviewing
• Employer information tables on campus
• College tailgating activities

For more on networking opportunities, visit career.sa.ua.edu.

EXAMPLE OF NETWORKING WITH DAILY CONTACTS

1. Contact a professor: “Hi, Dr. Lecture, this is Pat Student – I’m in your modern art class.”

2. Ask for help: “I need some assistance and thought you might be able to help.”

3. Specify what you are seeking: “I’m looking for a summer internship with an art museum or gallery.”

4. Ask if the professor knows of any possibilities or contacts: “Do you know of any museums that have hired interns from UA?”

5. Get the contact information OR ask if the professor will keep you in mind: “Is there a specific person you suggest I contact?”

6. Express your gratitude: “I appreciate your time and help. I will let you know how things go.”

THE UNIVERSITY OF ALABAMA CAREER CENTER
BUSINESS ‘NETWORKING’ CARDS

While networking with prospective employers or professional contacts, it is not always appropriate or convenient to offer your resume. A recommended alternative is offering a business card that may also serve as a “mini-resume.”

You can choose from a variety of formats, so research your targeted profession or industry to know which styles might work best. UA career consultants will be glad to offer suggestions as well. No matter the style, you want your card to be printed on quality card stock.

The following are items that might be included on a student’s business card:

**Front**
Name
Phone, email
Graduation date
Degree, major, minor
The University of Alabama
URL of online resume or LinkedIn profile
Interest area (e.g. public relations)

**Back**
Internships at _________ (way to show relevant experience)
Skills (a few relevant to the field you’re targeting)
Languages (refer to skill level to clarify)
Certifications or licensures
(Note: If you are open to working in any location, then add that.)

EFFECTIVE ONLINE NETWORKING

The following sites are among those recommended for developing your online presence and social networking strategies.

**LINKEDIN**
(linkedin.com)
Get started by creating your professional profile. Include what you can from the following:

- Photo (professional attire, plain background)
- Headline (What is your field? What do you want to do?)
- Summary (overview of skills and professional interests)
- Experience (jobs held and accomplishments from each)
- Education
- Skills & Expertise
- Volunteer Experiences
- Honors & Awards
- Projects
- Organizations
- Recommendations
- Photos/videos that illustrate your work

The LinkedIn site provides a Help Center with information on features and best practices. In your bio, include a link to your online resume or LinkedIn profile where more detailed information can be viewed.

**TWITTER & FACEBOOK**
(twitter.com, facebook.com)
Online networking opportunities have increased, but essential elements of networking have not changed.

- Engage in networking activities often (weekly Twitter chats, discussion boards, etc.)
- Keep it from being all about you. Offer to assist someone with a project or provide him or her with useful information.
- Follow up. This can make or break the relationship, and social networking platforms provide convenient opportunities.
- Commit to continuing your networking activities even during stretches that seem unproductive.

By searching keywords on search.twitter.com, you can easily connect with others who share similar interests including people who have the potential to hire you. Also, follow those recognized as leaders in your field and/or companies that tweet job postings. You can “like” or follow employer pages and post appropriate updates about your job search. Visit the National Association of Colleges and Employers (NACE) social jobs partnership: facebook.com/socialjobs.
YOUR PERSONAL BRAND

Your personal brand is created through your actions, appearance, and words. When interacting in person and online, think about the image you’re presenting. Employers look for people who demonstrate professionalism, including respect for others and themselves. Your brand also includes your unique talents, skills, values, interests, and the contributions you would like to make as a student and professional.

The following questions provide a starting point for you to assess and, if need be, improve your brand. This is not simply an exercise about marketing yourself, but a way to reflect on who you are and the value you can add to society.

What are your natural abilities?

What skills have you developed into strengths?

What are you eager to accomplish or are interested in doing?

What are your top values?

How do you demonstrate respect for yourself and others?

How are you viewed by your peers? Faculty? Supervisors?

What do your social media/online activities say about you?

What does your body language say about you?

What does your verbal communication say about you?

What are your goals for the next year?
MAKING THE MOST OF YOUR CAREER FAIR VISIT

The Career Center hosts several career fairs during the fall and spring semesters. These events offer opportunities for students and alumni to network with employers from a wide range of industries. The Career Center website, career.sa.ua.edu, provides descriptions and dates for the center’s different fairs. Prepare by following these tips:

I. DRESS FOR SUCCESS

- The serious job-seeker should wear a suit that would be appropriate for an interview (refer to pages 49-51).
- Business casual (refer to page 49) is the expected attire if an interview suit is not worn.
- Wear minimal or no jewelry and do not wear cologne or perfume. Some recruiters may be allergic or sensitive to scents.
- Place your name tag on your right side. When the recruiter shakes your hand, your name will be in his or her line of vision.

II. PREPARE TO IMPRESS

- Check the list of employers attending and identify those of interest to you. Research their websites.
- Make brief keyword notes about what you want to discuss with each employer.
- Consider having business cards printed with your contact information, degree, graduation date, major, university, and targeted occupational areas.
- Practice giving a brief statement of what you are seeking in a job or career. Employers evaluate candidates on their ability to communicate qualifications, interests, and goals. Be prepared to share how you see yourself fitting into that organization.

III. DEMONSTRATE YOUR BEST

- Walk and stand with an upright posture that reflects confidence. Wait patiently if a recruiter is speaking with another student.
- Make eye contact when introducing yourself and while talking. Don’t forget to smile!
- Speak clearly. You want the recruiter to be able to hear and understand you.
- Offer a firm handshake. Your handshake is a part of the initial impression you make.
- Know in advance the main points you would like to cover. You don’t want to take too much of a recruiter’s time.
- If the recruiter has items to give away, wait until one is offered before taking it.
- Ask how you should follow up regarding the hiring process.
- Send a personalized thank-you note to each recruiter with whom you spoke.
ADDITIONAL JOB-SEARCH STRATEGIES

Though networking is the most effective job-search strategy and should be done routinely, other strategies can be implemented as well. Research using LinkedIn, Twitter, Google+, Pinterest, and other professional social media sites, and incorporate strategies listed below that are relevant to your desired field.

RESPOND TO OPENINGS ADVERTISED IN PRINT AND ONLINE

• CrimsonCareers (Activate your account through the Career Center website, career.sa.ua.edu)
• On-campus interviews (Sign up through CrimsonCareers)
• Websites of professional associations (e.g., American Psychological Association, American Marketing Association)
• Employment services and agencies run by government and for-profit businesses
• Organization websites (Check for “Career” or “Employment” tabs)
• Job databases created for specific industries or locations

CONTACT EMPLOYERS DIRECTLY

Contact managers in organizations to request an appointment. During your appointment, emphasize your knowledge and interest in their organization. Many job-seekers have used informational interviewing to create new positions by identifying organizational needs (through the interview, research, etc.) and proposing filling these needs with their own skills.

INTERVIEW THROUGH THE CAREER CENTER

During fall and spring semesters, recruiters from a variety of industries come to campus to interview candidates for full-time jobs and internships. Create an account in CrimsonCareers to view interview schedules and identify positions for which you qualify.

POSTING YOUR RESUME ON JOB BOARDS

If you choose to add this strategy to your job search, consider the following:
• Make sure your resume is error-free and in the format you like before posting it. After posting your resume on multiple sites, you don’t want the task of going back to each one to make edits.
• Review the resume after posting to see how it appears to employers. You may need to edit the format.
• Do not post your references. When you are contacted about a job, the employer can ask for those contacts.
• Include keywords in your resume that accurately reflect your qualifications. Organizations may search on key words from the industry.
• Never post your Social Security number online.
• Find out if the site has an automatic purging date. You may need to update if you have not found a position and still wish to use job boards.

FOLLOW-UP AND RECORD-KEEPING

Follow-up and record-keeping are important for success. Keep records of all interviews, thank-you notes sent, referrals made, and follow-up actions taken. Research recommendations for your field regarding when to follow up after an initial contact or interview.

BE VISIBLE (PROFESSIONALLY) TO EMPLOYERS

Create professional profiles online and engage in social networking appropriately and often. Updating your sites and staying active in discussions shows that you are committed to contributing and not just receiving information. If you frequently update your networking sites, you improve your search-engine advantage.

BE SMART IN YOUR SEARCH

According to the U.S. Department of Labor, employers rely first on internal networks when looking for job applicants. It makes sense that they would turn to those they trust when needing to find new employees. No matter which job-search strategies you use, always ask yourself if there is anyone in your network who might have even a remote connection to the organization you’re targeting. Having someone on the inside mention your name as the resumes are being scanned can be the difference between being noticed and being overlooked.

CRIMSONCAREERS QUICK GUIDE

Printouts detailing how to navigate CrimsonCareers are available at the Career Center, 3400 Ferguson.
ADDITIONAL JOB-SEARCH STRATEGIES

If you want to create a great resume and ace your interview, you will need to know the prospective employer. Learning details about the organization allows you to identify its needs and market yourself accordingly. Knowledge gained from employer research also enables you to conduct a more focused, effective job search and confirm that the work environment will be a good fit.

WHY SHOULD I RESEARCH EMPLOYERS?

Researching a company gives you valuable information before you interview and even before you send out your resume. Once you know about an organization, you can shape your resume and cover letter to reflect your abilities and knowledge that will benefit the company. During the interview, the knowledge gained from your research will enable you to carry on a productive conversation.

WHERE CAN I FIND INFORMATION ABOUT EMPLOYERS?

It is best to use a variety of resources to obtain a broader range of information. Most organizations have websites with mission, history, services, etc. Using search engines and social media sites will give you current information. If you find negative information, be sure to check it against other credible sources before making assumptions. Talk with those who know the organization. Be positive in your comments and neutral in your response to any negative comments. You are gathering information, not sharing your opinions.

**TIPS FOR CONDUCTING EMPLOYER RESEARCH**

- Use a variety of sources and approaches to get a more comprehensive view.
- Research other organizations in the same field to make comparisons.
- Attend career fairs and employer information sessions on campus.
- Contact the Better Business Bureau to learn if any complaints have been filed against the organization.
- Request a copy of the in-house newsletter or magazine for info on the organization’s operations.
- Speak to former employees if you know any, but realize that one person’s view may not represent the majority.

EMPLOYER CREDIBILITY

If you learn of a hiring organization that sounds questionable to you for whatever reason, it is worth your time to contact the Better Business Bureau to confirm the employer’s identity. Avoid jobs that require you to pay money up front, and never provide your Social Security number, driver’s license number, or date of birth until you have confirmed the legitimacy of the employer and the job offer.
EMPLOYER RESEARCH WORKSHEET

Current Contact Information

ORGANIZATION ___________________________  WEBSITE ___________________________
ADDRESS _______________________________  PHONE/FAX __________________________
CITY, STATE, ZIP _________________________  EMAIL ________________________________
OTHER OFFICE LOCATIONS ____________________________

Learning About the Organization

HISTORY ________________________________
PRODUCTS/SERVICES PROVIDED __________________________
ORGANIZATION TYPE: PUBLIC / PRIVATE / NONPROFIT  SUBSIDIARIES __________________________
PARENT ORGANIZATION ________________________________  UNIONIZED: YES / NO
INTERNATIONAL ACTIVITY ____________________________
RECENT ACTIVITIES (Has latest news coverage been good or bad?) ____________________________
NEW PRODUCTS ___________________________  JOINT VENTURES __________________________
ACQUISITIONS ____________________________  INNOVATIONS ____________________________
SOCIAL MEDIA ACTIVITY ____________________________

Learning About the People Within the Organization

CEO/PRESIDENT (Titles of key personnel vary by industry) ____________________________
VICE PRESIDENTS ____________________________
OFFICERS/BOARD MEMBERS ____________________________
MANAGERS/DIRECTORS ___________________________  HUMAN RESOURCES __________________________
ORGANIZATIONAL PHILOSOPHY ____________________________

NOTE: Depending on your field, you may have different categories to research. For example, prospective teachers researching school systems will want to find out about class sizes, community and parent involvement, student achievement, and district goals and resources. Learn what is important for your field and make sure you gather information relevant to your search and employment. Conclude if an organization you’re researching meets your requirements for a good match and determine how you can tailor your application materials and interview discussion to show them why you’re the candidate they need.
In order to feel satisfied that you have made a wise career decision, you want to find an organization that shares your values and offers you the work environment and benefits you desire.

Identify Your Career Values

Consider what is most important to you when evaluating the benefits, work environment, and opportunities. Examples include:

**Sample Benefits**
- Domestic partner benefits
- Education
- Diversity hiring
- Child care centers
- Adoption assistance
- On-site health services
- Sabbaticals

**Work Environment**
- Aesthetics
- Noise level
- Work space
- Staff interaction
- Staff size
- Location
- Variety

**Opportunities**
- Advancement
- Diversity programs
- Training
- Travel
- Networking
- Financial gain
- Recognition

Research to Find the Right Fit

- Research the organization’s website, looking for signs of what you value in the workplace. Read the mission statement, vision statement, and company newsletter. You might also find information from LinkedIn, Facebook, and Twitter.
- Review the benefits and policies of the organization. If you want to work for an organization that values diversity, see if it has nondiscrimination policies. Does it appear that there are others like you working in the organization? Are they in management?
- Search beyond the employer’s website for news (good or bad) about the organization.
- Try to talk with current employees to assess their satisfaction.

Making a Positive Social or Environmental Impact

Often referred to as “impact careers,” careers of service are found in all fields. Avenues for making a difference range from being directly involved with projects to investing in organizations that oversee the work. The following resources have a wealth of information to help you learn more about aligning your professional interests with social, economic, and environmental needs:

**Impact Careers Resources**
- NET IMPACT: netimpact.org
- Idealist Careers: idealist.org

Need Help Identifying Your Workplace Values?

You may have a clear idea of your workplace values, but many job-seekers focus only on their interests and abilities and neglect to spend time reflecting on what they truly value. The Career Center offers resources that guide you through the process of ranking your workplace priorities. CareerBeam is among the resources offered that include exercises designed to help you identify what you value in a job and organization. Take advantage of these services to be prepared to find your best work environment!
Resumes, Letters & Interviews

IN THIS SECTION

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Your Resume; Resume Checklist</td>
<td>25, 26</td>
</tr>
<tr>
<td>Sample Resumes</td>
<td>27-32</td>
</tr>
<tr>
<td>Power Words for Your Resume</td>
<td>34</td>
</tr>
<tr>
<td>Preparing a Curriculum Vitae (CV)</td>
<td>36</td>
</tr>
<tr>
<td>References</td>
<td>37</td>
</tr>
<tr>
<td>Cover Letters</td>
<td>38, 39</td>
</tr>
<tr>
<td>Other Letters (Networking/Prospecting, Thank You, Job-Offer Response)</td>
<td>40-42</td>
</tr>
<tr>
<td>Portfolio Preparation Tips</td>
<td>43</td>
</tr>
<tr>
<td>Interviewing Success Tips</td>
<td>44-47</td>
</tr>
</tbody>
</table>
BUILDING YOUR RESUME

Begin by creating a comprehensive document, then tailor it for each job.

☑ MAKE A LIST: Generate a list of everything you have done or earned in college relating to jobs, campus activities, class projects, travel abroad, sports, volunteer activities, awards, honors, foreign languages, computer skills, and so on. List as many details as you can recall, including dates.


☑ DESCRIBE ACCOMPLISHMENTS: When listing experiences (e.g., work, campus involvement, volunteer activities), describe accomplishments and not just duties. Employers want to know how you performed, as opposed to what you were asked to do.

“Promoted merchandise to customers.” “Exceeded sales goals by 10 percent or more each quarter.”

Lead each phrase with a verb that shows action and, if possible, results. (A list of action words can be found on page 34.)

“I helped this organization by asking others to assist.” “Recruited seven volunteers to deliver meals on weekends.”

☑ TAILOR INFORMATION: Organize your sections according to relevance to the target job. If you have relevant experience (co-op, internship, part-time job, or an activity that directly relates to the target job), list that before experience that is not directly relevant. Learn the key words associated with your target industry and incorporate them appropriately into your resume. Be sure to project an accurate reflection of your skill level and knowledge.

☑ PROOFREAD YOUR RESUME AND HAVE IT CRITIQUED: Proofread every single word and contact the UA Career Center for a resume critique. Career consultants can help you achieve the goal of promoting your qualifications. The resume checklist on page 26 includes items you want to be sure to check when proofreading.

Education Section Examples for Unique Academic Programs

STEM Pathway to MBA
The University of Alabama, Tuscaloosa, AL
Master in Business Administration, May 2017
Bachelor of Science in (discipline), May 2016
GPA: #.##/4.0

New College
Bachelor of Arts, May 2016
The University of Alabama, Tuscaloosa, AL
New College, Interdisciplinary Studies
Depth Study: <name of depth study will go here>

Double Major
Bachelor of Arts, May 2016
The University of Alabama, Tuscaloosa AL
Double major: German and Psychology
OR Majors: German, Psychology
Minor: Blount Undergraduate Initiative

Sample Request to Someone to Serve as a Reference for You

Subject: [Your Name] Reference Request
Dear Mr./Ms./Dr. Jones:

I am writing to ask if you would feel comfortable serving as a reference for me as I begin my job search. In [month], I will complete my undergraduate degree in [major], and I am exploring several opportunities in [field(s)].

Having [worked for you, been in your class, etc.], I believe you would provide potential employers valuable information related to my skills in [include relevant skills]. I have attached an updated copy of my resume and would be glad to provide additional information.

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

Sincerely,

Your Name

Note: A similar message can be used to ask for a letter of recommendation for graduate school.
BASIC RESUME CHECKLIST

Research will allow you to address the unique needs of the employer so you can tailor your resume accordingly. Basic points to check before sharing your resume include the following (cut out and/or copy for each resume you create):

BASIC RESUME CHECKLIST

- Contact information is current and email address is professional.
- Objective (if used) is brief and specific (identifies organization and position).
- Degree is written as it will appear on your diploma. You may need to check with your college to confirm accurate wording.
- Summary section (if used) includes skills relevant to the target job and/or organization.
- Information in each section is presented in reverse chronological order (most recent first).
- Descriptions of experiences are written as phrases that begin with action verbs or adverbs (e.g. “successfully,” “independently,” etc.).
- The appropriate verb tense is used throughout. Use either present tense or past tense, depending on the time of the experience.
- Names of organizations are written out and locations of employment include town and state.
- The method of presenting dates, addresses, and other information is consistent (e.g. “AL” or “Alabama”).
- Sections are lined up evenly and font is consistent throughout.
- Pronouns such as “I,” “me,” “us,” “we,” and “our” are not used.
- A recommended font (Calibri, Arial, Times New Roman) is used at point sizes 11 or 12. Name and headings may be larger.
- Personal information (birthday, marital status, etc.) is not included. If hobbies are included, supporting evidence for doing so is included.
- There are NO errors and the resume is clearly written. Proofread carefully and have a Career Center staff member review it also.

Freshman-Year Resumes

Once in college, you’ll want to format your resume similar to those shown on the following pages. Base your section headings on your content (work experience, community involvement, extracurricular activities, etc.). High school experience can be included on your freshman resume but you want to keep the resume to one page. Select the most recent and/or relevant information. Make sure you write years (2016, 2017) instead of grade levels (11, 12) beside extracurricular activities and other experiences. List your UA education (as shown on samples) above your high school. Follow the formatting guidelines and the resume checklist shown above, and visit the Career Center for additional assistance.

Creative Resumes

No matter how clever the design, a resume will still need to convey to the employer your potential to bring value to the organization. Focus first on the content of your resume. Think of creative projects you have done as a volunteer, organization member, employee, or intern. Relevant experience does not have to be a paid experience. If you are interested in learning how you might add an appropriate touch of creativity to your resume, talk with professionals in your targeted field or meet with your career consultant in the Career Center. Examples of creative resumes are available on a variety of websites, including Pinterest (pinterest.com).

International Resumes

If you are interested in working in another country, be sure to research guidelines for writing an appropriate resume for your desired location. A resource that may help you is transitionsabroad.com.

Resumes for Government Jobs

Resumes for federal jobs include more details than those written for jobs in private industries. You can begin building a resume for federal employment in the same way you build any resume: by listing jobs, skills, accomplishments, projects, leadership positions, and activities. After generating this list, visit federaljobresume.com or usajobs.gov to learn how to put your information into the required format.
The most effective resume is one that highlights your qualifications for the target job, presenting accurate, clearly written information that is free of grammatical or spelling errors.

SAMPLE RESUMES

Freshman Resume

Francesca Freshman
FrancescaFreshman@gmail.com
(305) 555-5555

Campus Address
Box 1234
Tuscaloosa, AL

Permanent Address
138 Forest Drive
Mytown, CA 12345

EDUCATION
Bachelor of Arts in Communication and Information Sciences, May 2020
The University of Alabama, Tuscaloosa, AL
Major: Communication Studies
East High School, Mytown, CA, June 2016
GPA: 3.8/4.0

WORK EXPERIENCE
Sales Associate, Big Mart, Mytown, CA, June 2015 – August 2016
• Maintained detailed knowledge of inventory to provide customers with best solutions
• Demonstrated adaptability and teamwork in shift changes and rotations through departments
• Awarded customer service recognition by district manager

Child Care Provider, Mytown, CA, May 2012 – August 2016
• Cared for children ranging in ages from 10 months to 9 years
• Created fun, educational activities prioritizing safety and age-appropriateness

VOLUNTEER EXPERIENCE
Participant, Alabama Action, The University of Alabama, Tuscaloosa, AL, August 2016
• Worked closely with team of 15 fellow freshmen to rebuild school playground
• Gained understanding of challenges faced by children living in poverty

Volunteer, Sycamore Place, Mytown, CA, June 2015 – July 2016
• Promoted fundraisers through social media resulting in more contributions than previous years

Volunteer, Soup Kitchen, Mytown, CA, September 2014 – May 2015
• Worked 10 hours each week stocking supplies and serving food

LEADERSHIP EXPERIENCE
Team Captain, Varsity Soccer East High School, Mytown, CA, January – May 2016
Vice-President, Spanish Club, East High School, Mytown, CA, March 2015 – March 2016

SKILLS
Language: Conversational Spanish
Computer: Proficient in Microsoft Word, PowerPoint, Excel, and Publisher

RESUME TIP: Know your resume inside and out. Be able to talk about everything on your resume in detail if asked!

EDUCATION
Standard format includes name of degree, expected date of graduation, name of institution, major and minor, and GPA. If you have questions about including your GPA, talk with your career consultant.

SKILLS OR SUMMARY
Look at skills specified in the job ad or list those you know to be important to your field.

RELEVANT EXPERIENCE
Consider the job for which you are applying and brainstorm experiences where you demonstrated related skills.

OTHER EXPERIENCE
You may have work experience that is not as directly related but still shows achievement and responsibility. You may highlight accomplishments from these jobs, or simply list them to show that you were working at that time.

OTHER CATEGORIES
Your resume’s content will help you determine appropriate categories. Consider what is most relevant to the target employer.
Jennifer Jareau  
jennejareau@gmail.com  
205-748-5848  
McLean, VA  
www.linkedin.com/jennejareau

EDUCATION  
Bachelor of Arts, August 2017  
The University of Alabama, Tuscaloosa, AL  
Double Major: French and International Studies  
Minor: Blount Undergraduate Initiative  
GPA 3.7/4.0

STUDY ABROAD  
Academic Programs International, Summer 2016  
Université Paris-Sorbonne, Paris, France

SKILLS  
Thorough knowledge of French culture  
Excellent interpersonal communication and presentation skills  
Mastery of all Microsoft Office programs

RELEVANT EXPERIENCE  
Independent Study, College of Arts and Sciences, June 2016-August 2016  
Explored impact of immigration on French economy using primary sources including personal interviews conducted in France

Federal Intern, May 2015-August 2015  
Office of the Assistant Secretary for International Affairs, Washington, DC  
• Worked closely with OASIA representative to monitor international exchange markets  
• Initiated more efficient process for capturing and summarizing financial market activity  
• Handled inquiries regarding data on international money markets

Intern, May 2014-August 2014  
Global Anti-poverty Campaign, Washington, DC  
• Created promotional pieces for different media  
• Accurately translated press releases ahead of given deadlines  
• Provided administrative support to five professionals

Server, August 2012-Present (summers excluded)  
Cypress Inn, Tuscaloosa, AL

COMMUNITY INVOLVEMENT  
Recipient of 6 academic scholarships  
Or-list individual scholarships/honor society if less than 6
**CASEY CARTER**

**www.linkedin.com/caseycarter**

caseycarter@gmail.com

**TWEET:** @caseycarter

**205-348-5848**

---

**Objective**

Account Executive position with RTR Public Relations

---

**Education**

Bachelor of Arts in Communication and Information Sciences, May 2017

The University of Alabama, Tuscaloosa, AL

Major: Public Relations

Minor: Spanish

GPA: 3.3/4.0

---

**Skills**

- Adobe InDesign
- Photoshop
- Microsoft Office Suite

---

**Experience**

**Public Relations Intern**

Webmont: Public Relations, Birmingham, AL

- Work independently on research, data collection, and presentations
- Write and edit press releases for multiple accounts
- Propose hashtags accepted by clients for use with their events
- Introduced practice of virtual meetings with staff through Google Hangouts

August 2016 – Present

---

**Account Executive**

January 2016 – May 2016

Campani Class Project, The University of Alabama, Tuscaloosa, AL

- Supervised comprehensive publicity campaign used by Birmingham Convention and Visitors Bureau
- Conducted market research, developed effective strategies within budget, created promotional pieces, and presented proposal to clients

---

**Senior Staff Reporter**

The Crimson White (UA Student Newspaper), Tuscaloosa, AL

- Edited 10 to 15 stories per week, consistently meeting tight deadlines

January 2015 – December 2015

---

**Additional Experience**

**Sales Associate**

Danielle’s, Tuscaloosa, AL

- Exceeded sales quota each month by over 15%
- Promoted to training team after two months of employment

August 2014 – July 2016

---

**Leadership**

**Public Relations Student Government of America, Treasurer**

ONE Campus Alabama, Social Media Chair

Parent Ambassador

January 2016 – Present

---

**Volunteer Activities**

Habitat for Humanity

Community Soup Bowl

August 2014 – Present

---

**Note:** If the responsibilities of your extracurricular activities relate closely to the requirements of the targeted job, consider adding bullet points emphasizing what you accomplished in those areas.

---

**Tyler Thompson**

**tyler.thompson@gmail.com**

**205-348-8488**

---

**Education**

Bachelor of Science in Education, May 2017

The University of Alabama, Tuscaloosa, AL

Major: Elementary Education (K-6)

GPA: 3.44/4.0

---

**Certifications**

- Class B State of Alabama (Elementary Education)
- Highly Qualified
- Passed Praxis II Teaching Reading, PLT: Grade K-6
- AMISTI Trained: Third-grade Math & Fifth-grade Science
- CPR/First Aid Certified

---

**Clinical Experience**

Intern, Verner Elementary, Spring 2017

- Kindergarten: 970 hours completed

---

**Relevant Experience**

**Practicum Student, Brookwood Elementary, Fall 2016**

Fourth Grade: 142 hours completed

**Practicum Student, Faucett-Vestavia Elementary, Fall 2016**

Third Grade: 120 hours completed

**Practicum Student, Holt Elementary, Fall 2016**

Second Grade: 30 hours completed

**Student Observer, Maxwell Elementary, Fall 2016**

First Grade: 10 hours completed

---

**Leadership**

Treasurer, Delta Epsilon Iota Honor Society, Fall 2016–Present

Philanthropy Chair, Crimson Key, Fall 2015–Spring 2016

---

**Volunteer Experience**

After School Tutor, Holt Elementary, Fall 2015–Present

Habitat for Humanity, Spring 2014

---

**Activities**

Alabama Books for the Black Belt Initiative, 2014–Present

Education Honor Society, 2014–Present

---

**Note:** If you accomplished something in a clinical experience that would not be considered part of the routine duties, you may want to include that bullet point. An example would be filling in for the teacher during an unexpected three-week absence.
For tips on how to build an effective resume, please see the notes starting on page 25.

### Engineering

Maria Martinez
marip.martinez@gmail.com
Tuscaloosa, AL
205-348-5848
www.linkedin.com/mariamartinez

**EDUCATION**
Bachelor of Science in Mechanical Engineering
The University of Alabama, Tuscaloosa, AL. May 2017
Design Project: Thermal Test Chamber
Cumulative GPA: 3.5/4.0  Major GPA: 3.7/4.0

**COMPUTER SKILLS**
Maple, Matlab, AutoCAD, I-DEAS, SINDA, Filemaker Pro
SolidWorks, CATIA, Microsoft Office Suite

**WORK EXPERIENCE**
Engineering Co-op
Acme Auto Manufacturing, Charleston, SC
3rd Term: Quality Analysis - Materials/Metrology Lab, Summer 2016
• Operated materials analysis equipment including SEM and EDS
• Led team of students on QA test procedure project
• Designed trouble-shooting flow chart for new hires to increase efficiency

2nd Term: Mass Production - Parts Quality (Line Support), Fall 2015
• Investigated and resolved issues on assembly line
• Demonstrated ability to make decisions in time-limited situations
• Developed and distributed reports to suppliers

1st Term: Parts Quality (Body and Chassis Group), Spring 2015
• Updated and edited inventory in Excel
• Worked with suppliers to coordinate production process updates
• Performed closing force testing for hydraulic tailgate dampers

**STUDENT RESEARCH ASSISTANT**, January 2014 - May 2014
Department of Mechanical Engineering
The University of Alabama, Tuscaloosa, AL
• Interacted closely with faculty to test electrical systems
• Drafted report showing estimated savings using new system

**ADDITIONAL EXPERIENCE**
Digital Tech Sales Associate, May 2013 - August 2014
Best Buy, Tuscaloosa, AL

**CAMPUS INVOLVEMENT**
Mentor, Mentor UFF (Undergraduate Peer Partnering), 2014 - Present
Society of Women Engineers (SWE), 2014 - Present
Volunteer, Women’s Resource Center, 2014 - Present

### Human Environmental Sciences

Heather Hibbleton
heather.hibbleton@gmail.com
Tuscaloosa, AL
205-348-5848
www.linkedin.com/heatherhibbleton

**EDUCATION**
Bachelor of Science in Human Environmental Sciences, May 2017
The University of Alabama, Tuscaloosa, AL
Major: Human Development and Family Studies
Concentration: Adolescent and Youth Development
GPA: 3.9/4.0

**INTERNSHIP**
Program Development Intern, May 2016 - August 2016
Youth Rising Campaign, Washington, D.C.
• Developed and presented civic engagement programs for teens
• Co-authored the "Rise" brochure for nationwide distribution
• Introduced incentives on social media sites, recruiting 375 followers in two weeks and increasing program attendance

**VOLUNTEER EXPERIENCE**
Volunteer Coordinator, January 2014 - Present
Tuscaloosa, AL
• Coordinate 30+ volunteers in food preparation
• Partner with churches and social services agencies for financial and personnel support
• Receive satisfaction rating of 4.9/5.0 consistently on volunteer feedback surveys

Volunteer, February 2013 - November 2015
Williams Health Services, Northport, AL
• Contributed ideas used in adventure programs for younger teens
• Organized library inventory by recommending and utilizing cataloging app
• Independently handled various office tasks demonstrating professionalism and knowledge of services

**WORK EXPERIENCE**
Catering Assistant, Kristin's Cakes and Catering, September 2013 - Present
Tuscaloosa, AL
• Handle routine store operations in absence of manager
• Create theme parties for birthdays in accordance with client's budget
• Earned the "Preciously Right" award three consecutive years based on feedback from customers

**CAMPUS ACTIVITIES**
Crimson Student Outreach, January 2015 - Present
Safe Sistas Peer Education Program, September 2014 - Present
Crossroads Community Center, January 2014 - September 2014
AL’s Pals (Mentoring Program), September 2013 - December 2013

**NOTE:** If the responsibilities of your extracurricular activities relate closely to the requirements of the targeted job, consider adding bullet points emphasizing what you accomplished in those areas.
**Eric Evans**  
250-A Cedar Drive, Tuscaloosa, AL 35401  
eric.evans@gmail.com — (205) 348-5848

**EDUCATION**  
Bachelor of Science in Nursing, May 2017  
Capstone College of Nursing, The University of Alabama, Tuscaloosa, AL  
Minor 1: Biology  Minor 2: Psychology  
GPA: 3.9/4.0

**CERTIFICATION/LICENSES**  
Alabama Board of Nursing  
Eligible to take National Council License Exam (NCLEX)  
Basic Life Support; Cardiac Life Support

**EXPERIENCE**  
Preceptorship, January 2017-Present  
UAB SICU, Birmingham, Al (225 hours)  
• Monitor patient progress immediately following surgical procedures  
• Coordinate discharge procedures with patients  
Nursing Student, January 2015-December 2016  
The Tuscaloosa Health Department, Tuscaloosa AL  
DHC Home Health, Tuscaloosa, AL  
Northport Medical Center, Northport, AL  
Medical Surgery Unit, DCH Regional Medical Center, Tuscaloosa, AL  
RISE Program, UA Campus, Tuscaloosa, AL

*You may bullet your duties or the units in which you worked.*

**Clinical and Clerical Support Staff, May 2014-December 2014**  
City of Birmingham Medical Unit, Birmingham, AL  
• Performed injections, skin tests and vision/hearing screenings  
• Recorded all activity with patients

**COMPUTER SKILLS**  
Meditech, Electronic Medication Administration Record,  
Microsoft Office Suite

**HONORS/ACTIVITIES**  
Sigma Theta Tau (Honor Society of Nursing)  
Capstone College of Nursing Association of Nursing Students  
Alabama Association of Nursing Students

---

**Kendra King**  
507-A Umbridge Street  
205-348-5848  
kendra.king@gmail.com  
linkedin.com/kendraking

**EDUCATION**  
Bachelor of Social Work, May 2017  
The University of Alabama, Tuscaloosa, AL  
GPA: 3.62/4.0  
Dean’s List: five semesters

**SKILLS**  
Conversational Spanish, Interpersonal Communication  
Researching, Networking, Writing, Facilitating

**FIELD PLACEMENT**  
Residence Counselor, January 2017-Present  
Raeford Village, Montgomery, AL  
• Co-facilitate group sessions for male teenagers  
• Interview low-risk juveniles and prepare initial assessments  
• Observe residents’ interactions to chart behavior  
• Demonstrate clinical skills in drawing conclusions from testing and observing

**RELEVANT EXPERIENCE**  
Para Educator, June 2016-December 2016  
Brewer Porch Children’s Center, Tuscaloosa, AL  
• Guided clients in performing daily living skills demonstrating competence in behavior management  
• Transported clients to medical appointments  
• Wrote shift summaries for treatment team

**ADDITIONAL EXPERIENCE**  
Sales Associate, October 2015-May 2016  
Great Outdoors, Tuscaloosa, AL  
Worked 25 hours per week to help finance education

**LEADERSHIP **  
National Association of Social Workers, 2014-Present  
Sigma Phi Alpha Sorority, Philanthropy Chair, 2014-2015

**VOLUNTEER ACTIVITIES**  
Meals on Wheels, 2015-Present  
Soup Kitchen, 2014-2015  
West Circle Community Council, 2014  
Temporary Emergency Services, 2014
For tips on how to build an effective resume, please see the notes starting on page 25.

---

**FUNCTIONAL**

**Victoria L. Vale**
www.linkedin.com/victoria.lvale
Twitter: @victoria.lvale
205-348-5848
victoria.l vale@gmail.com

**OBJECTIVE**
Position in Nonprofit Administration

**HIGHLIGHTS**
- Demonstrated ability to handle multiple projects and coordinate volunteers
- Effective communicator with proposal writing and public speaking experience
- Creative problem-solver with attention to diverse perspectives and solutions
- Successful increasing followers and donors through social networking

**EDUCATION**
- Bachelor of Arts, May 2017
  - New College, Interdisciplinary Studies
- The University of Alabama, Tuscaloosa, AL
  - Depth Study: Nonprofit Management and Philanthropy

**RELEVANT EXPERIENCE**
**PROJECT MANAGEMENT**
- Oversaw all facets of annual fund-raiser for Alabama Learning Initiative, contributing to net donation of $11,000
- Developed detailed job descriptions for 10 volunteer team leaders
- Recommended successful incentive program for sales associates

**COMMUNICATION**
- Readily establish and maintain positive rapport with diverse groups
- Drafted proposals that led to policy changes and additional funding
- Facilitate campus discussion groups often including 10+ participants
- Created pitch and sold sponsorship packages to 20 local organizations

**EMPLOYMENT**
Sales Associate, Accessory Alley, Tuscaloosa, AL, February 2014 - Present
Server, Mugshots Bar and Grill, Tuscaloosa, AL, January 2013 - July 2014

**CAMPU S INVOLVEMENT**
- Philanthropy Chair, Alabama Learning Initiative, January 2014 - Present
- Million Dollar Band, August 2013 - 2015
- Public Relations Staff, New College Review, January 2014 - December 2015

---

**Furman Foster**
205-348-5848
furman.foster@gmail.com
www.linkedin.com/furmanfoster

**OBJECTIVE**
Information Management Internship with Falcon Enterprises, Inc.

**SUMMARY OF QUALIFICATIONS**
- Outstanding performance record and proven interpersonal skills in diverse settings
- Ability to anticipate needs for success in multi-faceted, high-budget operations
- Effective in situations requiring clear focus, precision, and attention to efficiency

**AREAS OF EXPERTISE**

**MANAGEMENT**
- Identified necessary resources to achieve immediate and future objectives
- Enforced policies and ensured compliance with all organizational procedures
- Trained and supervised 15 personnel, ensuring competency in all tasks
- Collected data and generated reports for senior management
- Interacted daily with personnel on all levels to accomplish tasks efficiently

**OPERATIONS / LOGISTICS**
- Improved readiness management by providing equipment status data
- Simplified and standardized the collection and use of maintenance data
- Visually inspected, counted, segregated, and stored supplies and equipment
- Achieved efficiency and productivity through determining accurate field rations

**COMMUNICATION**
- Compiled, wrote, and presented briefings to officials for funding approval
- Effectively trained new and veteran personnel on diverse detailed procedures
- Delivered updates and status reports to senior officers and administrative units

**EMPLOYMENT**
Logistics Specialist, US Army, Iraq
Unit Supply Specialist, US Army, Fort Hood, Texas

**EDUCATION**
Bachelor of Science in Commerce and Business Administration, May 2017
The University of Alabama, Tuscaloosa, AL
Major: Management Information Systems GPA: 3.3/4.0
Military experience provides opportunities to develop a range of skills, many of which transfer to civilian jobs. When you review the list of skills on pages 11 and 12, you may quickly identify specific responsibilities in the military that allowed you to learn or strengthen those skills.

Once you begin targeting jobs, you’ll want to write a resume that includes your military experience described in terms readily understood by someone without a military background. Avoid using military jargon, abbreviations, and acronyms.

**RESOURCES**

The following are resources that can help you translate your military experience and job titles into terms familiar to civilian employers:

- VA for Vets online Career Center: vafortvets.ga.gov/careercenter
- Veterans’ Employment & Training Service Transition Assistance Program: dol.gov/vets/programs

Applying for a job with the federal government is different from applying for a position in the private sector. For more information about applying for federal government jobs, go to the Resource Center at usajobs.gov.

Talking with peers about your career interests can lead to learning about opportunities and/or connections in your chosen field. You may also learn how others have effectively promoted their military experience to civilian employers.

The Center for Veteran and Military Affairs (vets.ua.edu) provides opportunities for student veterans to meet and build relationships.

**THE FUNCTIONAL RESUME**

A functional resume focuses more on your skills and areas of experience or expertise. A chronological resume emphasizes specific positions/titles and the tasks associated with each. If your chronological resume clearly shows experiences related to the target position, then a chronological format is most appropriate for you. If listing your qualifications chronologically does not immediately show the reader that you are a match for that job, then consider the functional format.

Keep in mind that one resume will not necessarily be effective for all the jobs you’re targeting. Consider asking a professional (or several) in your field to review different versions of your resume and offer suggestions on the best approach.

A functional resume may be effective when you are:

- Targeting a career that does not relate directly to previous jobs
- Transitioning from volunteer roles and community activities to paying positions
- Presenting past experiences that are extremely similar (to avoid repeating very similar bullet points)
- Looking for a position for which you might be seen as overqualified based on previous jobs held
- A college student with skills developed from diverse activities including part-time jobs, activities, volunteer experience, etc.
- Someone with gaps in work history, including stay-at-home parents
- A candidate who has changed jobs fairly often and does not want to call attention to the employment dates
- A collegiate athlete who had little time for activities other than practicing, training, and competing

**THE MILITARY-TO-CIVILIAN RESUME**

Military experience provides opportunities to develop a range of skills, many of which transfer to civilian jobs. When you review the list of skills on pages 11 and 12, you may quickly identify specific responsibilities in the military that allowed you to learn or strengthen those skills.

Once you begin targeting jobs, you’ll want to write a resume that includes your military experience described in terms readily understood by someone without a military background. Avoid using military jargon, abbreviations, and acronyms.

**TIP FOR THIS RESUME**

Focus on the skills you developed in leadership, communication, teamwork, management, supervision, training, translating, coordinating, planning, monitoring, and organizing. They are among the many transferable skills gained through military experience.

Applying for a job with the federal government is different from applying for a position in the private sector. For more information about applying for federal government jobs, go to the Resource Center at usajobs.gov.

Talking with peers about your career interests can lead to learning about opportunities and/or connections in your chosen field. You may also learn how others have effectively promoted their military experience to civilian employers.

The Center for Veteran and Military Affairs (vets.ua.edu) provides opportunities for student veterans to meet and build relationships.
Resume writers often use a passive approach in describing their experiences. Most employers do not want to see “responsibilities include…” They want to know what actions you take (or took) in your role, whether an intern, part-time employee, organization member, or volunteer.

Use power verbs to effectively communicate your experiences. Below are examples. Be sure to use the correct tense for current and former experiences.

**GENERAL LIST**

- ACCOMPLISHED
- CALCULATED
- DECREASED
- DEAL
- EARNED
- INTERVIEWED
- IDENTIFIED
- RECOMMENDED
- CLOSED
- EDITED
- INTRODUCED
- PROTECTED
- ADVISED
- DECIDED
- INCREASED
- PURCHASED
- APPRAISED
- DEFINED
- INDICATED
- QUALIFIED
- ASSURED
- DELIVERED
- INSTRUCTED
- QUESTIONED
- BRIEFED
- DEMONSTRATED
- INSURED
- RATED
- BUDGETED
- DISPENSED
- INTERPRETED
- RECOGNIZED

**PLANNING-BASED ACTION WORDS**

- ADMINISTERED
- FORECAST
- RESEARCHED
- ACCOMPLISHED
- ANTIPOIATED
- FORMULATED
- REVISED
- COMMISSIONED
- IDENTIFIED
- STRATEGIZED
- DETERMINED
- OBSERVED
- STUDIED
- DEVELOPED
- PLANNED
- TAILORED
- DEVIRED
- PREPARED
- ULTRASAW
- EVALUATED
- PRIORITIZED

**ORGANIZATIONAL ACTION WORDS**

- ACQUIRED
- COMMITTED
- OBTAINED
- ACTIVATED
- CONFIRMED
- ORDERED
- ADJUSTED
- CONTRACTED
- ORGANIZED
- ALLOCATED
- COORDINATED
- PROCURED
- ALTERED
- CUSTOMIZED
- RECRUITED
- APPOINTED
- DELEGATED
- RECTIFIED
- ARRANGED
- DESIGNATED
- SELECTED
- ASSEMBLED
- DELEGATED
- SECURED
- CATALOGED
- FACILITATED
- SIMPLIFIED
- CENTRALIZED
- FACILITATED
- SUGGESTED
- CHARTED
- IMPLEMENTED
- TRACKED
- CLASSIFIED
- INCORPORATED
- COLLECTED
- INSTITUTED

**EXECUTING ACTION WORDS**

- ACTED
- DISPLAYED
- PROCESSED
- CARRIED OUT
- DISTRIBUTED
- PRODUCED
- COLLECTED
- INSTALLED
- PROOFED
- COLLECTED
- OPERATED
- SOLD
- CONDUCTED
- PERFORMED
- TRANSACTED

**LEADING ACTION WORDS**

- ACCELERATED
- FORECAST
- INSPIRED
- ASSUMED
- FORMULATED
- INVOLVED
- CHARED
- IDENTIFIED
- MANAGED
- CHANGED
- OBSERVED
- MOTIVATED
- CONDUCTED
- PLANNED
- MENTORED
- ELECTED
- PREPARED
- ELECTED
- PRIORITIZED
- EMPLOYED
- SECURED
- PIONEERED
- SUPERVISED
- RAISED
- TRAINED
- EMPOWERED
- SET GOALS
- ENCOURAGED
- SPEARHEADED
- INSTILLED
- STIMULATED
- ENLISTED
- STRENGTHENED
- OFFICIATED
- SPREADHEADED
- CONPARED
- STRENGTHENED
- CORRECTED
- SUPERVISED
- DISCOVERED
- TRAINED
- ESTABLISHED
- TRANSFORMED
- GUIDED
- VISUALIZED

**SUPERVISING ACTION WORDS**

- ADJUSTED
- MEASURED
- ANALYZED
- MODIFIED
- APPORTIONED
- MONITORED
- ASSESSED
- OFFICIAITED
- COMPARED
- OVERSAW
- CORRECTED
- REVIEWED
- DISCOVERED
- REVISED
- ESTABLISHED
- SCREENED
- GRADED
- SET
- INSTRUCTED
- SCRUTINIZED
- INSPECTED
- SUPERVISED
- MAINTAINED
- UPGRADED

**Words You’ll Use**

Which terms listed do you think you might use on your resume? What other power words are you considering? Write your favorites here.
You may have seen resume samples that include a summary section. The summary appears after the contact information because its purpose is to show collective qualifications before getting into the details of each role. Though this section is optional, it can sometimes be beneficial.

Among the titles appropriate for summary sections are “Summary of Qualifications,” “Highlights of Qualifications,” “Competencies,” or simply “Summary.” Before you consider what to call it, consider if you actually need it.

If the bullet points listed for your jobs, volunteer roles, campus involvement, etc., show how you have demonstrated skills the employer needs, a summary may not add value. If you have a lot of experience to connect to the employer’s needs, summarizing your qualifications may be effective. Your summary needs to be tailored for each job in order to highlight your competitive advantage.

For example, if you are pursuing a job in sales and you performed well in multiple retail outlets, you might have a summary section that includes the following points:

- Five years’ experience in retail with multiple awards for top sales
- Establish excellent relationships with customers as noted in satisfaction surveys

Each of these points offers evidence – sales awards and satisfaction surveys – to support the message of being a good fit for the position and worthy of an interview. Summary points that offer only buzzwords without proving demonstration of skill are ineffective.

Having your resume reviewed by a Career Center consultant will help you determine if a summary section will work to your advantage.

**CREATING A SCANNER-FRIENDLY (TEXT) RESUME**

Organizations receiving a large volume of resumes may need to store them electronically and may use scanning hardware or software for the initial resume screening. The following tips can help you create a resume that appeals to the human eye while also being readable by scanners.

- Use a sans serif font like Arial, Calibri, Tahoma, or Verdana. The characters in serif fonts like Times New Roman (Times New Roman) are likely to touch, and this increases the likelihood of your resume being misread by scanners.
- Avoid enhancements like italics, bold type, underlining, parentheses, boxes, graphics, and lines.
- Avoid a two-column format.
- Apply 11- or 12-point font size except for your name and possibly section headings, which may be larger to stand out.
- If mailing your scannable resume, print with jet-black ink on high-quality, solid, light paper and do not fold or staple.
PREPARING A CURRICULUM VITAE & SAMPLE CV

The curriculum vitae is a comprehensive biographical statement, typically three or more pages, emphasizing professional qualifications and activities. Below are tips to help you begin preparing your CV.

IS THE CV FOR YOU?

The curriculum vitae (also referred to as CV or vita) is a detailed and structured listing of education, publications, projects, awards, and work history. The CV works best for job-seekers applying for positions in academics or research. The CV may also work well for graduate school applicants required to elaborate on research experience and/or research interests.

The CV is far more detailed (typically 3-8 pages or more) than a resume (1-2 pages). The CV can include educational and work achievements, research experience, languages, skills, grants/fellowships/scholarships, classes, licenses or certifications, professional associations, and other relevant information. A resume is a shorter, concise document that highlights aspects of your background that relate to the position for which you are applying. Unless the prospective employer specifically requests a CV, it is safest to send a resume.

Visit the Career Center, located in 3400 Ferguson, to look through books of sample CVs and to learn more about ways to format your own.

CV HEADINGS

CV headings may include some or all of the following:

- Personal and Contact Information
- Applicant Information
- Professional, Vocational, or Research Objective
- Education
- Relevant Course Work
- Awards, Honors, and Patents
- Research Experience
- Teaching Experience
- Relevant Experience
- Publications
- Related Skills (including technical)
- Presentations
- Conferences Attended
- Professional Licenses or Certifications
- Memberships and Associations
- Institutional Service
- Community

Sample CV

CYNTHIA CHIN

2514 Cypress Drive
Northport, AL 35473
205-348-5864
ceynthia_chin@gmail.com

EDUCATION

Master of Social Work
The University of Alabama, Tuscaloosa, AL

May 2017

Bachelor of Arts in Psychology
Georgia State University, Atlanta, GA

May 2014

FIELD EXPERIENCE

Medical Social Work Intern
Hospital for Kids, Decatur, AL

September 2010 - Present

- Complete assessments and discharge plans for pediatric unit
- Perform backup services for all units, including the emergency room
- Provide emotional support to families
- Lead weekly parent support group, successfully engaging participants

Graduate Social Work Intern
Family Services Center, Dothan, AL

January 2016 - June 2017

- Completed intake and assessed needs of emotionally disturbed youth with severe learning problems
- Provided individual, group, and family therapy
- Maintained knowledge of community resources and made referrals as appropriate
- Served as mentor to new caseworkers

WORK AND VOLUNTEER EXPERIENCE

Youth Recreation Coordinator

May 2014 - August 2015

Volunteer Mentor
St. Mary’s Center, Atlanta, GA

- Designed and implemented an after school program staffed by volunteers
- Provided counseling and general emotional support for at-risk teens

RESEARCH EXPERIENCE

Research Assistant
Dr. Faculty, The University of Alabama, Tuscaloosa, AL

June 2016 - August 2016

- Performed multiple statistical tests using SPSS
- Analyzed data and drafted reports

PROFESSIONAL ASSOCIATIONS

National Association of Social Workers (NASW)
American Public Human Services Association (APHSA)

January 2016 - Present

CONFERENCES ATTENDED

NASW, Annual Practice Conference
Boston, MA

APHSA Regional Conference
Atlanta, GA

August 2016

April 2016
Some employers will ask you to provide a list of references from individuals who will be able to tell about your skills, work habits, and other qualifications. Generally, you will be asked to give a minimum of three. Consider supervisors, faculty members and advisors of organizations with which you are involved when identifying potential references. Employers want to hear from people who know your work habits and can talk about your performance.

Ask your selected contacts if they are willing to serve in this role prior to listing them. Provide them with a copy of your resume so they have an idea of your various experiences and the skills you are presenting to employers. You may also want to give them a brief overview of the job and requirements. Occasionally, employers will ask you to provide letters of recommendation. Be sure to give your references all the accurate contact information and ample time (two weeks if possible) to write a letter and send it by the deadline.

You may want to follow up with your references to offer a gentle reminder that the deadline is approaching.

**REFERENCES**

**RICK ROBERTS**
rick_roberts@gmail.com
205-348-5848
www.linkedin.com/rickroberts

Dr. Martin Miller
Professor
Department of Advertising and Public Relations
The University of Alabama
123 Reese Phifer, Box 12345
Tuscaloosa, AL 35487
205-348-5848
martin.miller@ua.edu

Ms. Gabrielle Green
Creative Director
G2 Public Relations
1116 Webbmont Road
Birmingham, AL 35201
205-348-5848
gabrielle.green@g2publicrelations.com

Mr. Anthony Allen
Associate Manager
High Tide Sports
2521 McFarland Boulevard
Tuscaloosa, AL 35451
205-348-5848
anthony.allen@hightidesports.com
The purpose of a cover letter is to entice the prospective employer to review your resume. A well-written, tailored cover letter and a resume targeting the specific job can be the winning combination that results in a call from the employer.

**Should I always send a cover letter?**

If you have an opportunity to upload or send a cover letter along with your resume, do it! A cover letter is another marketing tool. Research the employer and craft your letter to demonstrate your knowledge of the organization and how you can contribute to its success.

**Format**

You can use the standard business letter format (on 8½-by-11-inch paper). Some students choose to use the same heading that appears on their resume to create the appearance of a personal letterhead. For most job-seekers, a one-page cover letter is appropriate.

**Greeting**

Try to identify a specific person involved in the hiring process; use “Dear Human Resources Manager:” or “Dear Hiring Manager:” if that is not possible. Do not use “Dear Sir or Madam:” or “To Whom It May Concern:” as those are considered outdated. Use a colon instead of a comma after the greeting.

**First paragraph**

Refer to the position and how you learned about the opening. Include some piece of information to make the reader want to keep reading. If you have a mutual acquaintance whose name will get attention, this is the place to use it. If the job for which you are applying requires creative writing skills, then research how to write creatively while promoting your qualifications.

**Middle paragraph(s)**

Draw a connection between your qualifications and experiences and the employer’s requirements and needs. Researching the organization will help you tailor this section and keep the reader’s attention. Use examples of how you have demonstrated skills they need.

**Closing paragraph**

In closing the letter, establish your next step. Taking a proactive approach and stating that you will call within the next week or two to inquire about an interview is often an effective way to express your interest and initiative. If employers clearly state that they do not want phone calls, then do not say you will contact them by phone.

**Emailing your cover letter**

If you are going to email your resume, then the content of your cover letter can serve as the body of the email. If the employer requests that you attach both cover letter and resume, then your email will be a brief but professional message indicating that the requested documents are attached. Check to make sure they are attached before sending. Type the targeted position title in the subject line of the email. After sending your initial email, send a follow-up message asking if the attached documents were received.
Sample Cover Letter

Sophia Spencer
sophia_spencer@gmail.com
123 Hire Street
Tuscaloosa, AL 35405

September 21, 2016

Mr. Michael Morris
Human Resources Manager
Northwest Health Services
P.O. Box 1011
Seattle, WA

Dear Mr. Morris:

I am writing to express my interest in the position of program manager with Northwest Health Services posted in The University of Alabama recruiting database, CrimsonCareers. With experience coordinating and implementing community programs, I have developed qualifications directly related to your needs.

Your initiatives in community partnerships are impressive and I would like to contribute my skills in strategic planning and assessment to the growth of these efforts. In my current position with Community Service Programs of West Alabama, I evaluate and promote supportive services including Meals on Wheels and Project SHARE. As the demand for services increases, I am challenged with implementing effective recruitment strategies while being fiscally responsible. Based on data collected, I designed a social media campaign resulting in a 45% increase in active volunteers.

Handling these responsibilities successfully while being a full-time college student requires the ability to manage time and priorities while also being flexible. Working well with people from diverse backgrounds and generations comes naturally to me, and I establish positive relationships with both long-term and prospective partners. In all responsibilities, I hold myself accountable, knowing that my role as an individual affects services provided to others.

The experiences and examples of initiative highlighted on my resume show my commitment to improving services to the community and individual clients. With skills that match those you require, I am confident that I can offer immediate assistance with your programs and marketing operations. Next week, I will contact you to discuss the possibility of meeting. In the meantime, you may reach me at 205-348-5848 or by email at sophia_spencer@gmail.com. Thank you for your time and consideration.

Sincerely,

Signature may be placed here

Sophia Spencer
Networking is the most effective job-search strategy, and pursuing leads through letters is one way to expand your network and possibly obtain a job. A networking letter may be sent via traditional mail or email. An updated resume should accompany the letter.

**TONE**
The tone of a networking letter is professional but not overly formal if you know the individual. If the person is not a close acquaintance, then make the connection for him or her in the first paragraph.

**MESSAGE**
To be effective, your letter needs to provide a brief summary of the skills you can contribute to an employer. You may want to include a brief example of how you have demonstrated these skills.

**BE RESPECTFUL**
Keep the letter brief and positive. You are asking the reader for a favor, and you don’t want to appear negative and frustrated about your job search.

**ASK FOR ASSISTANCE AND DIRECTION**
The purpose of your letter is to get advice and possible job leads. Take initiative to follow up and inquire about other potential contacts.

---

Sample Networking/Prospecting Letter

14 Championship Drive
Tuscaloosa, AL 35487

October 11, 2016

Mr. Patrick Potter
Director of College Recruiting
Patterson Inc.
4694 Murphy Drive
Pasadena, CA 91101

Dear Mr. Potter:

While exploring job possibilities in the marketing field, I read information about Patterson Inc. and wanted to inquire about employment opportunities with your team. My goal is to build a career in marketing and I would like to move to the West Coast after graduation.

My interest in marketing began when I volunteered at The Alabama Sports Festival as a college freshman. While there, I contributed to the promotion of an annual fundraiser, applying my creative thinking abilities and knowledge of the area. I began taking upper-level marketing classes and knew immediately the subject was the perfect fit. My internship with the West Coast League last summer convinced me to pursue a career in marketing and launched my quest to live in a western state.

My resume is enclosed for you consideration. My education and experience match the qualifications of your marketing team, but they do not tell the whole story. Supervisor feedback and comments from co-workers confirm that I have the interpersonal skills and motivation needed to build a successful career in promotions and marketing research.

I understand from researching Patterson Inc. that you maintain a very busy recruiting schedule this time of year. I thought we might be able to talk by phone for just a few minutes during the upcoming week. I will give you a call on October 18 to discuss employment possibilities. In the meantime, if you need to contact me, my number is 205-348-5848 and my email is benbutler@crimson.ua.edu.

Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

Ben Butler
WHY WRITE A THANK-YOU LETTER

A thank-you letter shows thoughtfulness, a characteristic many employers value. Since so few people write a thank-you note, someone who writes one will be remembered and have an edge over other interviewees who do not write letters.

WHEN TO WRITE ONE

Write a letter after receiving information, advice, or a referral from a contact. Write a letter immediately after interviewing for a job, within 24 hours of the interview. If you know the organization will be making a hiring decision right away, then send your thank-you letter as an email.

TIPS ON WRITING LETTERS

Type the letter to make it look more professional and to show that you know how to format business letters. If others in the organization assisted with your interview arrangements, then you might send each of them a handwritten note. Thank employers for their time and express your continued interest in the organization with a letter that’s short and to the point.

Sample Thank-You Letter

123 Cypress Drive
Northport, AL 35473
205-348-5848

October 15, 2016

Mr. Chris Cohen
Human Resources Director
HG Consultants
1212 Old Pike Road
Birmingham, AL 35222

Dear Mr. Cohen:

Thank you for the opportunity to interview yesterday for the systems analyst position. I enjoyed meeting with you and learning more about HG Consultants. You have a creative staff and an impressive history.

Your organization appears to be growing in a direction that parallels my interests and career goals. The interview with you and your staff confirmed my initial positive impression of HG Consultants, and I want to reiterate my strong interest in working for you. My prior experience in evaluating proposed systems, along with my training in communication, will enable me to progress steadily through your training program and become a productive member of your team.

Again, thank you for your consideration. If you need additional information, please feel free to contact me by phone or through email at polina.petrovic@gmail.com.

Sincerely,

Polina Petrovic
CONFIRM/DECLINE ACCEPTANCE OF A JOB OFFER

ACCEPTING AN OFFER
You will likely receive an offer by phone and, after considering the offer, will in turn make a call to initiate the negotiation process or accept the offer. Though verbal commitments are considered final, written communication serves to officially confirm the agreement. If the offer letter you receive requires your signature, you may choose not to write an acceptance letter. If the offer letter does not require your signature, an acceptance letter can serve as your official acceptance of the position. An acceptance letter typically includes the following:
- Confirmation of employment decision
- Confirmation of start date and any other logistics agreed upon in phone conversations
- Expression of appreciation for the opportunity

DECLINING AN OFFER
If you receive an offer and decide that the job is not a good fit, decline the offer so the organization can move on in the hiring process. Declining an offer in a respectful, timely manner shows that you would like to maintain a good relationship with that organization and that you conduct yourself professionally. If the organization presented the job offer through email, then you can decline through email. If they offered the position by U.S. mail, then send your decline letter the same way.

WITHDRAWING YOUR NAME FROM CONSIDERATION
As soon as you decide to withdraw your name from consideration, you are ethically obligated to let the employer know. Doing so saves the employer from spending additional resources to recruit you and allows other candidates the opportunity to be considered. A phone call to your contact person is the most courteous way to communicate your decision; however, it is also recommended that you follow up with a letter.
- State your decision to withdraw.
- Provide a brief explanation (e.g., accepted a job that seems to be a better fit). Note: Do not state that you received a better job.
- Convey your appreciation for the employer’s time and consideration.

Sample
Decline Letter

123 Tide Avenue
Tuscaloosa, AL 35487
205-348-5848

March 12, 2017

Mr. Takeshi Tanaka
Senior Manager
Ealing Industries
456 Seventh Street, NW
Sometown, TX 12345

Dear Mr. Tanaka:

Thank you for offering me the position of Project Manager with Ealing Industries. Though I feel very positive about the services and products of the company and appreciate the challenging opportunity you offer, I have had another offer that I believe more closely matches my current career goals and interests. Therefore, after careful thought, I must decline your offer.

I appreciate the courtesy and hospitality extended to me by your office, and I wish you all well in your endeavors.

Best regards,

Robin Romero
WHAT IS A PORTFOLIO?
A portfolio is a showcase of your work and accomplishments for others to view. In today’s competitive market, a creative and informative portfolio could be the key to setting you apart from other candidates. Remember, a portfolio cannot work magic by itself. Don’t rely on it to sell your skills to an interviewer. A good portfolio can help, but ultimately, you have to prove your skills and abilities in person.

WHY SHOULD I HAVE A PORTFOLIO?
Students from all majors can adapt and utilize portfolios as tools to help market themselves to prospective employers. The purpose and content of your portfolio will be determined by your career goal. If you are looking for jobs that require different experiences or skills, you may need to vary the contents.

WHAT DO I INCLUDE IN A PORTFOLIO?
What you present in your portfolio will vary according to your career field and the type of portfolio created (electronic or traditional). Among the items you might include are:

- Writing Samples
- Evaluations
- Photography
- Fine Arts Samples
- Graphic Design Samples
- Video Clips
- Design Projects
- Web Designs
- Media Campaigns
- Lesson Plans
- Project or Event Budgets
- Certificates
- Project or Event Timetables
- Commendation Letters

CREATE A FREE ONLINE PORTFOLIO
With an online portfolio, you can showcase your videos, photographs, sketches, designs, and projects in one location. There are various free options for creating an online portfolio, including the following:

wordpress.com
visualcv.com
carbonmade.com
wix.com

Creative Portfolio Display is a professional way to showcase your creative work in your LinkedIn profile. The application is offered through the Behance Network, behance.net, a free online platform.
INTERVIEWING SUCCESS

Successful interviewing requires that you prepare, perform your best, and follow up afterward. Below are steps you can take before, during, and after an interview that can help catapult you ahead of the competition and ease anxiety and tension.

Before the Interview

It is critical for you to thoroughly research the organization before your interview. Interviewers may ask you what you know about their organization as a way of evaluating your interest in the position. Review the information on pages 20-22 to learn more about conducting employer research.

Know the Position

Consider: What does the description entail? What are the essential functions of the office, company, or organization? To whom will you report? Does the position meet your expectations? Is the position compatible with your professional and personal ethics?

Be Professional

• Being professional encompasses everything: punctuality, dress, hygiene, verbal and nonverbal behavior, and dining etiquette.
• Arrive at least 10–15 minutes early. Remember, you have only one chance to make a good first impression; being late or not showing at all will not be viewed favorably.
• Do not arrive at the interview empty-handed. Consider bringing a portfolio that includes the following: resume, letters of recommendation, writing samples, projects and, if possible, performance evaluations. This gives the potential employer additional information to consider during the selection process.

Dress Professionally

The way you dress has an effect on the interviewer’s initial impression of you. We recommend you take the conservative approach when dressing for an interview. For details on appropriate attire, see pages 49-51.

During the Interview

In the interview, it is your responsibility to convince the interviewer that you are the most qualified applicant for the position. Remember, you only have one chance to make a good first impression, and first impressions are lasting impressions. Listed below are some tips to follow at the beginning and during the interview.

• Give the interviewer a good, firm handshake, accompanied with eye contact.
• Be enthusiastic, confident, and courteous.
• Be aware of your nonverbal behavior.
• Be prepared to think on your feet.
• Ask relevant questions.
• Convey interest and knowledge about the position and company.
• Stress willingness, ability, and compatibility.
• Avoid using filler such as “umm,” “you know,” “well,” “yeah,” “whatever,” “you know what I mean,” and “like.”
• Listen to the questions carefully and articulate your thoughts clearly and concisely. Thank the interviewer for his or her time.
• Don’t address the interviewer by his or her first name unless invited to do so.
• Don’t let the employer’s casual approach fool you — maintain your professionalism.
• Don’t dominate the interview.
• Don’t discuss your personal problems.
• Don’t speak or act in a nervous manner.
• Don’t criticize yourself, but don’t be arrogant, either.
• Don’t interrupt when the interviewer is talking.
• Don’t bring up negative information about past jobs, co-workers, or former supervisors.
INTERVIEWING SUCCESS, CONTINUED

Telephone Interviews

Employers interviewing candidates in various locations will often narrow the list through phone interviews before arranging on-site interviews.

Telephone interviews may be conducted by one individual or by a panel. If a phone interview is arranged with an employer in another time zone, be sure to clarify which time zone will be observed.

When anticipating a phone interview, answer the call by stating your name. This professional greeting will prevent the caller from having to ask for you.

Arrange to have a reliable phone in a quiet location where you can limit or avoid distractions. Feel free to contact the Career Center (348-5848) and ask about room availability.

Print a copy of your resume, the job description, and questions you plan to ask them. You may also want to have keywords written down that will help you recall examples you would like to share in your responses.

Remember to smile! Smiling will increase the level of energy in your voice. Sit straight as if you were meeting with the interviewers in person.

Video Interviews

To save time and money, employers may interview through video calling programs like Skype.

Practicing will allow you to see how you appear on a screen and hear how your voice carries. Your goal should be to look just as you would if you were sitting in the room with the interviewer.

Position the camera on your computer to capture the upper half of your body. This will allow the employer to observe some of your nonverbal communication. For eye contact, look at the camera rather than the screen. (See page 47 for info about practicing through virtual mock interview.)

Make sure your surroundings reflect a professional setting. Clear away distractions, including pets that might interrupt your thoughts or appear on screen. Check the lighting to make sure you will be visible.

Before speaking, wait to make sure the interviewer is completely finished. Speak clearly and smile!

Structured Interviews

In this interviewing strategy, all potential candidates are asked the exact same questions.

Interviewing with Other Candidates

If you are invited to interview along with other candidates, be mindful of how you interact. Introduce yourself to the other candidates and be sure during the interview to balance contributing your comments with listening. Avoid interrupting and be careful not to dominate the conversation. If another shares a view you planned to share, think of a comment that adds to that one. Make sure you are participating and not simply observing.

Group Interviews

When interviewed by a group, direct your answers to the entire group by making eye contact and addressing each member.
Traveling to an Interview

If the company leaves the planning of the trip to you, be sure to keep receipts of all incurred expenses for possible reimbursement. (Sometimes expenses incurred are not reimbursed.)

After confirming your arrangements with the company either by phone, mail, or email, inquire about your itinerary, directions, and emergency contact numbers.

Arrival

Plan to arrive the afternoon before the interview; this gives you the opportunity to leisurely check into your hotel, make sure you know how to get to the company site, and practice.

Interactions Before or After the Interview

Companies may arrange for the candidate to meet with employees for a meal. The hosts or hostesses will make note of your social graces, ability to converse, and your ability to mix business with pleasure. It is best not to order alcohol. (See pages 54 and 55 for information on dining etiquette.)

The Behavioral and Situational Interview

Behavioral and situational interviewing is based on the idea that past behavior and performance predicts future behavior and performance. It focuses on experiences, behaviors, knowledge, skills, and abilities that are job-related.

Employers use the behavioral and situational interviewing strategy to evaluate three types of skills: content skills or work-specific knowledge; functional or transferable skills that are associated with people or things such as organizing, problem-solving, communicating, and planning; and self-management skills focusing on characteristics or traits such as dependability, teamwork, self-direction, punctuality, etc.

The following sample questions can help prepare you for such interviewing:

1. How have you demonstrated initiative?
2. How have you motivated yourself to complete an assignment or task that you did not want to do?
3. Think about a difficult supervisor, boss, professor, or another person. What made him or her difficult? How did you successfully interact with this person?
4. Tell me about a complex project or task that you have been assigned.
5. Describe a situation where problems began to occur and the action you took.
6. Walk me through a situation where you had to do research and analyze the results for one of your classes.
7. What leadership positions have you held? Describe your leadership style.
8. Summarize a situation where you successfully persuaded others to do something or see your point of view.
9. How have you constructively dealt with a disappointment and turned it into a learning experience?
10. Describe a situation where class assignments and work or personal activities conflicted. How did you prioritize them? How did you manage your time? What was the outcome?

Use the STAR method to answer behavioral questions. Talk about a Situation you were in, the Task or problem you were confronted with, the Action you took, and the Results of your actions. Be specific and use an example from work, school, or organizational involvement rather than from your personal life. Practicing will allow you to develop concise, substantive answers.
Observations to Make During an On-Site Interview

- Are the people happy or tense?
- Were you greeted in a warm, sincere manner?
- Is there enthusiasm within the company?
- Do you feel comfortable in the environment?
- Are your questions being answered honestly, or are they being avoided?
- How do the employees interact with one another?
- Is the workplace in line with your preferences?
- Do you have a good feeling about it? Be specific with the "why or why not" when considering this.

Good Questions to Ask

Your questions should reflect your curiosity about the position and organization. The following are questions you might consider asking in the first interview. **NOTE:** Don’t ask questions that they clearly answered during the course of the interview.

- What will a typical day look like for the person in this role?
- What goals need to be achieved in the first three months?
- How would you describe the ideal candidate for this position?
- How do you see this position evolving over the next few years?
- How will my performance be evaluated?
- How would you describe the organization’s management style?
- How would you describe the organization’s culture?
- What will have been accomplished in the first six months if I am successful in this role?

What Employers Want to Know

During interviews, employers are seeking to answer these questions:

- Can you do the job? (skills, knowledge, training)
- Will you do the job? (work ethic, initiative, commitment, adaptability, teamwork)
- Are you a fit for the organization? (professionalism, type of personality)

Go into each interview prepared to provide answers that illustrate your ability and willingness to do the job. “Fit” is something you will be assessing as well to determine if this is the work environment for you. In all cases, you want to demonstrate professionalism.

**PRACTICE BEFORE YOU INTERVIEW**

Virtual Mock Interviews

The Career Center offers virtual mock interviews through CrimsonCareers. You can access this program by logging into CrimsonCareers through the Career Center website, career.sa.ua.edu, and selecting the appropriate tab.

Students without web cams may call the Career Center at (205) 348-5848 and ask about room availability.

**NOTE:** Practicing through a virtual mock interview is an excellent way to prepare for an interview that will be done through videoconferencing.

Mock Interview Service

UA students in the job-search process may request a mock interview with a Career Center volunteer or staff member. Mock interviews are designed to simulate actual interviews and provide students immediate feedback for improving their interviewing skills. To learn more or to schedule a mock interview, call the Career Center.
Etiquette & Life After College

IN THIS SECTION

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Dress &amp; Etiquette</td>
<td>49-56</td>
</tr>
<tr>
<td>Guidelines for Conducting an Ethical Job Search</td>
<td>56</td>
</tr>
<tr>
<td>Evaluating Job Offers; Negotiating Salary</td>
<td>57</td>
</tr>
<tr>
<td>Monthly Budget Worksheet</td>
<td>58</td>
</tr>
<tr>
<td>Planning for Graduate School</td>
<td>59</td>
</tr>
<tr>
<td>Life After College</td>
<td>60</td>
</tr>
</tbody>
</table>
DRESS GUIDELINES

Hearing dress terms like “business professional” and “business casual” can leave you wondering what to wear. Appropriate work attire depends on several factors: the type of job, the industry, your geographical area, and the company culture. The following lists offer basic guidelines.

**Women**

**BUSINESS PROFESSIONAL**
- Suit — black, gray, or navy are safe bets
- Contrasting jacket and skirt
- White or off-white blouse
- Solid-color blouse (may be pastel)
- Simple jewelry, if any
- Neutral hosiery
- Black or dark brown clutch or small purse
- All-weather coat
- Black, navy, or natural shade pumps (polished)

**BUSINESS CASUAL**
- Skirts and slacks that resemble those from a suit
- Neatly pressed khakis (if acceptable)
- Cotton shirts in solids, prints, or muted plaids
- Cardigan twin sets (no sweaters that are tight, low-cut, baggy, or too casual)
- Blazers
- Low-heeled shoes or boots with hosiery or socks

**DRESS-DOWN AND WEEKEND WEAR**
(Never Acceptable in a Business Environment)
- Leggings, Spandex, or stretch pants
- Wrinkled or clingy clothing
- T-shirts or any type of athletic wear
- Bare midriffs
- Low-cut garments, front or back
- Hats, caps, or hooded clothing
- Ripped, frayed, or tattered clothing
- Extremely tight-fitting blouses, short skirts, or other suggestive clothing
- Jeans, jean skirts, or other denim wear
- Shorts
- Flip-flops, excessively high heels, casual footwear

**ACCESSORIES AND GROOMING**
- Small earrings
- No cologne; others may be allergic
- One ring per hand
- Clean, neatly filed nails
- Neat hair
- No visible piercings or tattoos

**Men**

**BUSINESS PROFESSIONAL**
- Suit — charcoal, navy, or gray are best
- Pants with or without cuffs
- Suit — gabardine, wool, or a blend
- Buttoned jacket while standing
- Shirts — white, ecru, or light blue
- Pointed collars rather than button-down
- Shirt sleeves one-half inch longer than jacket
- A crew neck T-shirt under dress shirt
- Black or brown shoes that are polished
- Socks that match the suit and cover the calves
- 100 percent silk tie in solid or subtle patterns
- Tie that is darker than shirt; falls to middle of belt
- Belt that matches shoe color
- All-weather coat
- Black, brown, or burgundy notebook or portfolio

**BUSINESS CASUAL**
- Sport coat with khakis or dark pants; tie not always necessary
- Pressed khaki, corduroy, wool, flannel, or linen slacks
- Button-down, Oxford-cloth shirts
- Loafers or Oxfords in brown or black

**DRESS-DOWN AND WEEKEND WEAR**
(Never Acceptable in a Business Environment)
- Wrinkled clothing
- Clothing with busy patterns
- T-shirts or any type of athletic wear
- Hats, caps, or hooded clothing
- Ripped, frayed, or tattered clothing
- Denim
- Flannel shirts
- Shorts
- Flip-flops or casual footwear

**ACCESSORIES AND GROOMING**
- Neatly trimmed hair
- No cologne; others may be allergic
- One ring per hand; no bracelets or visible necklaces
- Clean, neatly trimmed nails
- No visible piercings or tattoos
Here are general guidelines for women on attire, accessories, and grooming in preparation for a professional interview.

- Wear a two-piece business suit (solid, darker color and single-breasted).
- A quality, well-tailored suit is a good investment.
- Avoid ill-fitting (short, tight, clingy, or slit) skirts; skirts should be no higher than the knee when you are standing.
- A white, off-white, or neutral-colored blouse or shell is best; no camisoles should be worn unless they are under a blouse. The suit jacket should be worn as well.
- Conservative necklines are extremely important; low-cut tops and other clothes that are too revealing will ruin your chance to make a professional impression.
- Closed-toe leather pumps with low to medium heels (no higher than 2 inches) are best; avoid open-toe, strappy high heels, sandals, or shoes with decorations.
- Wear neutral hose — no bare legs unless you have confirmed with professionals in the specific field that this is appropriate for an interview.
- Carry a portfolio or leather-bound pad in place of a handbag or purse; do not wear a backpack.
- Use conservative nail polish; avoid unusual colors.
- Use understated makeup.
- Small earrings are best as they may be less distracting.
- A watch and no more than one ring per hand are appropriate.
- Choose a well-groomed hairstyle; avoid unusual styles and colors; long hair should be controlled or pulled back in a neat, simple style.
- Don’t wear perfume — recruiters may be allergic.
- Show no body piercing, including multiple earrings in one ear. Your safest step is to have only one small earring in each ear.
- Show no body art; cover tattoos with clothing or concealer.
- If using breath mints, finish before greeting the recruiter; do not use gum.
- Conduct a quick mirror check if possible. You should have clean teeth, combed hair, shoes free of lawn debris or dirt, and clean nails.
Here are general guidelines for men on attire, accessories, and grooming in preparation for a professional interview.

**GENERAL APPEARANCE PREP GUIDELINES — MEN**

- Wear a two-piece business suit (navy, charcoal, or gray, single-breasted); a quality suit tailored to complement your build is a good investment. A black suit may be too formal.
- A long-sleeved, starched, white, ecru, or light-blue Oxford-cloth shirt is best.
- Wear a conservative necktie; avoid busy patterns, loud colors, cartoon characters, and theme ties. Don’t let your tie be the reason you stand out to the recruiter.
- Wear over-the-calf dark socks; avoid light-colored socks with a dark suit.
- Wear business-style leather shoes that are shined; avoid loafers and styles resembling a sports shoes.
- Match shoe and belt color; don’t mix brown and black.
- Carry a portfolio or leather-bound pad; do not wear a backpack.
- A wristwatch and ring (at most, one ring per hand) are permissible.
- Choose a well-groomed hairstyle; avoid unusual styles and colors.
- Do not wear cologne — recruiters may be allergic.
- It is best to make sure no body piercing or body art is visible.
- Maintain clean, neatly trimmed nails.
- Maintain fresh breath. If using breath mints, finish them before meeting the recruiter. Do not use gum.
- Conduct a quick mirror check if possible: You should have clean teeth, combed hair, shoes free of lawn debris or dirt, straight tie, and clean hands.

**Tying a Necktie**

A Windsor knot is the standard choice for business attire. You can view diagrams and watch how-to videos online to learn how to perfect this knot.

**Buying a Suit**

Purchasing professional clothing doesn’t have to break the bank. Watch for seasonal sales and visit consignment shops for gently worn items.
Demonstrating professional etiquette can help you secure employment and advance in your career.

**PROFESSIONAL ETIQUETTE**

**INTRODUCTIONS AND GREETINGS**

When first introduced, stand up to meet the person. If you are introducing other people, introduce the lower-ranked person to the higher-ranked person. For example, “Mr./Ms. Greater Authority, I would like to introduce Mr./Mrs. Lesser Authority.” If you have forgotten someone’s name, ask him or her politely.

**WORK HOURS**

Always be punctual. Pay attention to policies related to breaks and absences. If possible, avoid requesting leave during the first few months on the job. Avoid excessive absenteeism.

**DEADLINES**

Be on time or early on deadlines. Know what and when you need to submit as you begin a project. Be sensitive to others’ schedules when working on team projects.

**NEATNESS**

Management may view neatness as organized and precise. Appear to be neat. Maintain a clutter-free work area especially if you share work space with a colleague.

**CONVERSATIONS**

Listen to others attentively and speak when they have finished speaking. Maintain eye contact and keep a polite tone and appropriate volume. Keep your conversations brief and on track. Do not ask personal questions or offer too much personal information. Be sociable, but avoid gossip.

**TELEPHONE COMMUNICATION**

Turn off your cellphone or switch it to silent mode when you are not on breaks or at lunch. When leaving voice mail messages, speak slowly and clearly. Provide your name and number at the beginning and end of a lengthy message. Always speak politely.

**PERSONAL SPACE**

Try to stand no closer than an arm’s length away from the person with whom you are speaking. Keep your voice at a level appropriate for your work environment during phone calls and face-to-face conversations. Avoid decorating your work space with items that might offend others.

**SHARED SPACE**

Take responsibility for cleaning up after yourself when using counters and appliances shared with others. Avoid strong smells that will travel throughout the office. Wash and return utensils and cups and label items placed in the refrigerator. If using a shared photocopier, make sure the paper tray is full when you leave it.

**MEETINGS**

Arrive several minutes early and ask if you are uncertain about the seating pattern. Turn off your cellphone and give your attention to the speaker. Let the speaker know if you plan to use your phone to enter or search for information during the meeting. Do not interrupt; note what is said and share your points later. If providing a report, be concise and stay on subject. Unless directed otherwise, do not share information discussed in closed meetings.

**SOCIAL AND BUSINESS EVENTS**

Practice the basic rules of social/business events:
- Attend when possible.
- Mingle and meet new people.
- Maintain a professional image.
- Give your attention to those present. Put your cellphone away unless you are expecting an urgent call.
- Limit alcohol consumption.

**PUBLIC SPEAKING**

Speak in a way that suits the circumstances and the audience and that is authentic to your style. Avoid using offensive language even in casual settings. Be aware of your allotted time and stay on track.

**TEAMWORK**

Be respectful of others and listen to their views. Meet your deadlines when contributing to team projects. Learn your role in decision-making in teams and watch for opportunities to lead when your skills can benefit the group. Encourage others and focus on the overall mission.

**COMMON COURTESIES**

Hold the door open for the person behind you. Put items back where you found them. Return a borrowed item in the same condition. Show appreciation; compliment others. Do what you say you will do. Say “please” and “thank you.” Offer assistance to others. Assume the best unless you have facts to prove otherwise.
PROFESSIONAL EMAIL CORRESPONDENCE

While we may be unguarded in our tone when we email friends, in demonstrating professional etiquette, an appropriate tone should be maintained when communicating with employers and other professional contacts.

There are general guidelines that should be followed when emailing cover letters, thank-you notes, and replies to various requests for information. Apply the following advice to every email you write:

- Use a meaningful subject header for your email — one that is appropriate to the topic.
- Always be professional and businesslike in your correspondence. Address the recipient as Mr., Ms., or Mrs., and always verify the correct spelling of the recipient’s name. Business etiquette resources recommend using “Ms.” unless you know the recipient prefers “Mrs.” or “Miss.” If unsure if your instructor has a Ph.D. or Ed.D., “Dear Professor ______:” can be used.
- Be brief in your communications. Don’t overload the employer with lots of questions in your email. Go through your message before sending to make sure it is concise.
- Avoid using slang and text-message abbreviations.
- Sign your email with your full name.
- Exclude the emoticons. While these symbols may go over well with friends and family, do not use them in your email communications with business people.
- Do not use strange fonts, wallpapers, or multicolored backgrounds. A standard font is most appropriate.
- Be sure to proofread and spellcheck your email before sending it. Make sure you capitalize and punctuate correctly. Avoid excessive use of capital letters and exclamation marks.
- Respond to emails promptly.
- Do not assume that professionals who tend to be informal will be tolerant of unprofessional emails.

Examples of Professional and Unprofessional Emails

**UNPROFESSIONAL**

From: 2cute@....com
To: instructorname@ua.edu
Subject: hey

do how’s it going? can you tell me what i missed in class bc iv’e had a lot going on and i could not make it and i want an A in this class. also i need a reference for an internship and thought u would be a good one bc i had you last yr too.

**PROFESSIONAL**

From: studentname@crimson.ua.edu
To: instructorname@ua.edu
Subject: Reference Request for Internship

Dear Dr. Faculty:

Thank you for taking time recently to talk with me about graduate school. I plan to continue researching programs and opportunities to get experience.

Today, I saw an internship posting and would like to stop by during your office hours to talk with you about being a reference for me. I will give you a call Thursday.

Best regards,

Full Name

**TIP:** If you would like a faculty member or other potential reference to tell a prospective employer that you demonstrate professionalism, then you need to demonstrate it. Establish habits that will lead others to see you as a professional.
DINING ETIQUETTE

If invited for a meal interview, remember: In addition to your interviewing skills, your table manners are being observed. Learning proper dining etiquette will serve you well in many business and social settings.

Place Settings Etiquette

**BREAD ON THE LEFT, DRINK ON THE RIGHT**

It may be difficult to determine which drink is yours when you arrive at the table. Here is a helpful tip from Martha Stewart:

Hold both hands in front of you, palms facing each other. Using the tips of your thumb and forefinger, make circles on each hand. The remaining three fingers in each hand point upward. Your left hand will form a \textit{b} and your right hand will form a \textit{d}. Bread (\textit{b}) is on the left, and drink (\textit{d}) is on the right.

**DINNER PLATE**

Between bites, rest your knife diagonally at the top of the plate and your fork nearby with the tines up. When finished, place your utensils parallel to each other on the side of your plate, knife tip resting in the plate well.

**SOUP BOWL**

The soup bowl may be placed on top of the dinner plate when the table is initially set. While eating the soup, rest your spoon in the bowl. Do not put it on the plate under the bowl until finished.

**BREAD PLATE**

Bread should be broken (not cut) into bite-sized pieces. Butter only the piece you are preparing to eat. When butter is served, put some on your bread plate and use as needed.

**NAPKIN**

Place your napkin in your lap. If you need to excuse yourself, place the napkin in your chair. When leaving the table after the meal, place the napkin on the side of the plate, loosely folded.

**FORKS**

The general rule for silverware is to work from the outside in as the meal progresses. If there are three forks, they are usually salad, fish, and meat, in order of use from outside in. A fourth fork, the cake fork, may be above the plate.

**KNIVES & SPOONS**

KNIVES: Your knife is to the right of the plate. Sometimes there are multiple knives, for meat, fish, and salad, in order of use from the outside in — just like the forks. The butter knife will appear placed horizontally on the bread plate (see above).

SPOONS: Your tea spoon will be to the right of the dinner knife; if needed, the soup spoon will be to the right of the tea spoon. The dessert spoon is above your plate.

**GLASSES**

The water glass is just above the tip of the knife. To the right of the water glass is the red wine glass, and the white wine glass is to the right of that. (A glass of red wine can be held by the stem or partially by the bowl, whichever is more comfortable, while a glass of white wine is held by the stem to preserve the chill.)

**ON ALCOHOL & BUSINESS DINING:** During a job interview or networking function, the general rule is to avoid it.
Table Manners

- If not eating, place your hands in your lap or rest your wrists on the edge of the table. Do not put your elbows on the table.
- Meeting materials should be placed under your chair.
- Do not begin eating until everyone at the table has been served or until the host asks you to begin.
- If you need to signal the server about a problem with your food or utensils, do so discreetly. It is recommended that you refrain from sending back food.
- Do not ask to taste someone else’s food, and do not offer a taste of your food to another.
- Taste your food before seasoning it. Don’t assume it needs seasoning before tasting to see.
- Do not talk or laugh with your mouth full.
- Cut one piece of food at a time. Cut only enough food for the next bite.
- Chew with your mouth closed.
- If soup is too hot to eat, do not blow on it. Let it cool. For soup, dip the spoon into the soup, moving away from you. Fill it only $\frac{3}{4}$ full to avoid spilling. Sip from the edge of the spoon. Do not slurp!
- Try to finish at the same time as your host or the majority of the group at the table.
- Excuse yourself to visit the restroom if you need to blow your nose.
- If you cough or sneeze, cover your mouth with your napkin.
- Keep your focus on the others at your table even if the restaurant or dining area is noisy and full of distractions.
- Avoid discussing politics, religion, or any other topic that might be perceived as controversial. Safer topics include recent best-selling books, movies, travel, sports, technological advances, and hobbies.
- Do not ask for a to-go box. This may be appropriate if you are with close friends in an informal dining situation.
- Do not answer a call or text at the table. If you absolutely must communicate with another party during the meal, excuse yourself politely and be as brief as possible. Diverting your attention from those at your table is considered unprofessional and rude.

Resources

- whascookingamerica.net
- diningetiquette.org
- etiquettescholar.com

Ordering

Order foods that can be eaten with utensils; avoid food that are difficult to eat.
Do not order the most expensive item on the menu.
A la carte items are ordered and priced separately.

Serving

Offer a dish to the person on your left, then serve yourself and pass on to your right. If someone to your left asks you to pass a dish, pass to the left. Servers will typically serve food from the left and clear dishes from the right.
Pass the salt and pepper together and set them on the table rather than handing them directly to the person.
Butter, spreads, or dips should be placed on your plate before spreading or eating.
BUSINESS RECEPTION ETIQUETTE

• Dress appropriately. Check if the reception calls for business casual or business professional attire.

• Take business (networking) cards. See page 17 for recommendations.

• Eat beforehand so you can focus on mingling. It’s fine to eat while there, but that shouldn’t be your priority.

• Arrive on time or a little bit early.

• If name tags are provided, place yours on your right side so it’s more visible to people shaking your hand.

• Show confidence through your posture and body language as you move around the room.

• When introducing yourself, offer a firm handshake and make eye contact. Clearly state your name and also theirs: “It’s nice to meet you, Ms. Davis.”

• When looking for people to approach, consider their body language and facial expressions. Are they into a deeper conversation with someone else at the moment? Do they appear instead to be in a lighter conversation and open to others joining them?

• Approach others and ask if you might join them. Introduce yourself and be prepared with a conversation starter. Then listen attentively so you can continue the conversation. Safe examples are, “How has your day been?” “This is a nice venue. Have you been here before?” “What brought you to this event (don’t ask if the answer is obvious)?” Avoid bringing up subjects that might be controversial (e.g., politics, religion, personal matters).

• Be an attentive listener. Do not talk over or interrupt others.

• When accepting a business card, take a few seconds to read it. You might see a detail that leads to a question; reading also shows respect.

• If you visit the buffet, choose foods that are easily eaten while standing and that will not leave your fingers messy.

• Put dip onto your plate before dunking chips, crackers, veggies, etc.

• Avoid holding a plate and drink at the same time, as that will prevent you from shaking hands.

• Do not monopolize another’s time. When there is a natural break in the conversation, you might say, “I’ve enjoyed talking with you, but I’m sure you’d like to meet some others…” If you’ve exchanged cards, you might add that you’ll be in touch.

• Thank the host before leaving.

CONDUCTING AN ETHICAL JOB SEARCH

From the National Association of Colleges and Employers Principles for Professional Conduct Committee:

1. Provide accurate information about your academic work and records.

2. Conduct your job search with honesty and integrity. Do not stretch the truth on your resume, applications, or during any part of the interview process.

3. Interview genuinely. Interview only with employers you’re sincerely interested in working for and whose eligibility requirements you meet. “Practice” interviewing is misleading to employers.

4. Adhere to schedules. Appear for all interviews, on campus and elsewhere, unless unforeseeable events prevent you from doing so. If you can’t make the interview because of an unforeseeable event, notify the employer at the earliest possible moment.

5. Don’t keep employers hanging. Communicate your acceptance or refusal of a job offer to employers as promptly as possible, so they can notify other candidates that they are still being considered or that the position is filled.

6. Accept a job offer in good faith. When you accept an offer, you should have every intention of honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer.

7. Withdraw from recruiting when your job search is completed. Let employers that are actively considering you for a job know that you are now out of the running.

8. Claim fair reimbursement. If an employer has agreed to reimburse you for expenses you incur in its recruitment process, your request should be only for reasonable and legitimate expenses.

9. Obtain the career information you need to make an informed choice about your future. It’s up to you to acquire the information about career opportunities, organizations, and any other information that might influence your decisions.
CONSIDERATIONS RELATED TO FINANCIAL FEATURES OF THE JOB

Thoroughly evaluating offers includes examining both the nonfinancial features of the job and the financial compensation. Consider first what you value about the job itself, the organization, and the work environment.

You may be eager to discuss salary, but, whenever possible, let the interviewer bring up the topic. Your job in the interview is to convince the employer that you are the candidate they do not want to lose.

Know how your qualifications fit their needs and be able to communicate that confidently (avoid arrogance) and specifically. If asked about salary expectations or requirements, you might ask in return what salary the organization has in mind for that position. If it is lower than you expected, then you have an understanding of where to begin with your negotiation.

Research typical salaries for your targeted position before the interview. Be sure to focus on positions that match your education and level of experience. Websites to review include salary.com and careeronestop.org.

With accurate information, you can respond, “The average regional salary for a person with my qualifications and education is $ ___."

If asked about salary before you have a chance to relate your qualifications to the job, state that the position itself is more important than the salary and that you hoped to discuss your qualifications first. Keep the conversation focused on your qualifications and not your need for a higher salary because of student loans and other expenses. The decision to negotiate should be based on the value you bring to the organization from experience, abilities, and education.

Compensation may be offered in benefits as well as salary (e.g., insurance coverage, pension plans, paid vacations). A low starting salary may be offset by the prospect of a salary increase in the near future. Consider what you might be able to negotiate other than salary, like reimbursement for moving expenses.

If the salary or compensation package offered is unacceptable, politely state what would be acceptable to you and close the interview by reaffirming your interest in the company and the job. If the employer says he/she will think about your offer, wait a week and call back. If the employer states that your salary requirement is unacceptable, then express regret that you were unable to reach a compromise and restate your interest in the position and the organization.

Send a thank-you letter within 24 hours of your interview. This may not lead to a salary agreement, but you will have handled the negotiation process professionally, leaving a positive impression.

It is also important to consider the overall compensation package. A higher salary does not necessarily mean the best offer financially. Consider your needs for health care, tuition reimbursement, relocation assistance, and retirement prep.

EVALUATING JOB OFFERS

Which job seems to be a better fit?
Which job can you see yourself doing each day for at least 40 hours per week?
Which work environment seems to be a better fit?
Which organizational culture suits you best?
Which location is best suited to your needs?
Which job offers more of what you value in a career?
Which job matches your personality type the most (see pg. 4 for more)?

Which employer offers better health insurance for your needs?
Which employer offers better retirement funding?
Is there an option in either organization for profit-sharing?
Which job offers the best compensation package?
Will company-owned work devices be provided?
Is either salary commission-based?
Does either organization have a system in place for promotions?

CONSIDERATIONS RELATED TO NONFINANCIAL FEATURES OF THE JOB

NEGOTIATING SALARY
MONTHLY BUDGET WORKSHEET

Congratulations, you’ve been offered a job! Now you can begin planning your new monthly budget.

Monthly Expenses

<table>
<thead>
<tr>
<th>Monthly Expense</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Payments</td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td></td>
</tr>
<tr>
<td>Renter’s Insurance</td>
<td></td>
</tr>
<tr>
<td>Homeowners Association Fee</td>
<td></td>
</tr>
<tr>
<td>Life Insurance</td>
<td></td>
</tr>
<tr>
<td>Prescriptions</td>
<td></td>
</tr>
<tr>
<td>Student Loans</td>
<td></td>
</tr>
<tr>
<td>Electricity/Gas/Water</td>
<td></td>
</tr>
<tr>
<td>Cable/Internet/Video-Streaming Service</td>
<td></td>
</tr>
<tr>
<td>Car Payment (including insurance)</td>
<td></td>
</tr>
<tr>
<td>Food (groceries and dining out)</td>
<td></td>
</tr>
<tr>
<td>Gas for Car</td>
<td></td>
</tr>
<tr>
<td>Dry Cleaning</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Clothes</td>
<td></td>
</tr>
<tr>
<td>Hair Care and Manicures</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
</tr>
<tr>
<td>Charitable Contributions</td>
<td></td>
</tr>
<tr>
<td>Health Club Membership</td>
<td></td>
</tr>
<tr>
<td>Entertainment (movies, ball games, concerts, trips)</td>
<td></td>
</tr>
<tr>
<td>Magazine Subscriptions and Books</td>
<td></td>
</tr>
<tr>
<td>Jewelry, Electronics, Games</td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
</tr>
<tr>
<td>Pet Expenses</td>
<td></td>
</tr>
<tr>
<td>Other: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Other: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Other: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Other: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Other: ___________________________</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

TIP: Pay your bills on time. Do your best to save a certain amount each month.
QUESTIONS YOU SHOULD ASK YOURSELF

- What kind of positions am I qualified for with my undergraduate degree?
- Will a graduate degree be beneficial for better job offers, higher initial starting salaries, and advancement opportunities in my chosen career?
- What types of graduate and professional degree programs exist for my chosen career and where are they?
- Should I look at pursuing a master’s degree or earning another baccalaureate degree?
- How do I feel about taking more tests, writing papers again, and having tons of reading?
- Does the thought of more studying trigger anxiety and stress?
- Which schools offer the field of study I am interested in pursuing?
- Where is the school located geographically?
- What are the application procedures and admission requirements?
- Will the program I choose require a thesis or dissertation?
- How long do I have to complete the program of study?
- What about cost (i.e., cost of living, out-of-state tuition, rent, on-campus housing, health insurance, and other miscellaneous expenses)?
- Does the department or university offer assistantships to offset the cost of tuition?
- Will I have an internship, practicum, or field experience?
- What is the placement rate into full-time employment?

CONSIDERATIONS WHEN APPLYING TO GRADUATE SCHOOLS

Admissions criteria are one of the main factors you consider when applying to graduate and professional schools. Entrance criteria and standards vary from institution to institution and are dependent upon the academic discipline, selectivity of the institution, and number of seats available in the program. Criteria for admission typically include:

- Grade Point Average (GPA)
- GRE, MAT, LSAT, MCAT, or GMAT Scores
- Personal Statement
- Experience or Undergraduate Research
- Completion of Prerequisites
- Letters of Recommendation
- Admissions Essay(s)
- Resume or Curriculum Vitae (CV)

Career consultants review personal statements as well as resumes and CVs; feel free to make an appointment when you would like your documents reviewed. Visit testing.ua.edu for registration info on graduate school admission testing.

TO HOW MANY SCHOOLS SHOULD YOU APPLY?

A common recommendation is to apply to five or six schools, reflecting the following categories:

- One program that is extremely desirable with very competitive admissions standards
- Three programs that are realistic for you in terms of admission standards and that also meet your criteria
- Two programs you are confident in being admitted to that meet your criteria

Some students choose to apply to 10 or more graduate and professional schools; however, keep in mind that this can become costly in terms of both time and money.

WHEN SHOULD YOU START SUBMITTING APPLICATIONS?

Many graduate programs have deadlines from December to March; however, be aware that each institution has different deadlines for application packets to be completed before submitting them to the appropriate department for selection.

If you would like to be considered for an assistantship, make sure you know when your application needs to be submitted. When deciding who will receive assistantships, departments review the applications of students who have been fully admitted by deadline. Generally, the more competitive the program is, the earlier you need to submit all pertinent application materials.

FINANCIAL AID & ASSISTANCE

Each school and lending institution has its own standards for the application process and system of awarding financial assistance; check the website of the school or agency for details.

The Career Center (3400 Ferguson) has several books about writing personal statements and preparing for entrance exams.

Talk with professors in the field you plan to study.

U.S. News and World Report ranks institutions and identifies best buys and top-10 programs in specific disciplines.

Visit the Career Center website at career.sa.ua.edu for additional information and links to helpful sites.
LIFE AFTER COLLEGE

Making the Transition from School to Life in the Working World

There is a lot to consider as you leave college to enter the workforce. Prepare early for this transition.

ORGANIZATIONAL BEHAVIOR & OFFICE POLITICS

• Take time to learn how to work with new managers.
• Learn to listen to others and seek advice; don’t try to prove yourself all the time.
• Consider what others on a team have to say, and work together. Be respectful in all situations.
• If no mentor is set up for you, find one for yourself.
• Be careful what you say about others; protect your image; know who can be trusted and who cannot.
• Adapt to the organization’s style and culture.
• Don’t be afraid to ask questions.
• Volunteer for projects and committees, but don’t line up more work than you can handle.
• Show enthusiasm and take initiative. Offer to help others with projects as time allows.
• Remember that you are in charge of your own career; don’t blame others if it’s not going the way you want.
• If you make a mistake, take responsibility and communicate with management.

OUTSIDE THE WORKPLACE

• Take an inventory of your strengths and weaknesses and know what you want to achieve.
• Give yourself time to adjust, especially if you’ve moved far from home.
• Get involved in places that allow you to meet people.
• Make a budget and stick to it; keep track of your expenses so you can tell where your money is going. A budget worksheet can be found on page 58.

EFFECTS OF BREAKING THE LAW

Any criminal record can have a negative effect on your career. You may not be eligible for teacher certification; you won’t get security clearance for military, state, or federal jobs; you will have trouble getting a job in a medical field where there is access to controlled substances; and you may not be eligible for jobs requiring travel if you have driving offenses.

Consequences for different violations vary, but you don’t want to give an employer any reason to question your character or judgment.

MOVING

• Know what your needs are in a home or apartment.
• When you look at properties, check to make sure everything works as it should.
• Read leases carefully and discuss any questions or concerns with the leasing agent.
• Complete a condition report so you have a record of any damages already made to the property; if not, you may lose your security deposit for something you didn’t do.
• There are lots of costs to consider: moving expenses, deposits, utilities (there is a charge to hook them up when you move in, and you need to have an idea of how much they’ll cost per month), phone, Internet access, water, cable, trash pickup, insurance, etc.

FROM STUDENTS TO ALUMNI

Alumni can contribute significantly to UA’s efforts in recruiting and preparing students for successful employment. The following are among the many possible contributions alumni can make:

• Let the Career Center know about your employment status (or acceptance into graduate school) at the time of your graduation.
• Offer to do an informational interview with a student interested in your field or organization.
• Arrange for a student to shadow you on the job.
• Talk with your organization about posting jobs in CrimsonCareers and/or attending UA career fairs.
• Talk with your alumni chapter about networking events you might host for UA students.
Students, Alumni, & Friends of The University of Alabama:

We hope the Career Guide will be a valuable tool in your pursuit of a satisfying career. The job-search process requires individual thought and decision-making, and this guide can serve as a foundation from which to start. The content has been compiled from our own research and excellent resources on career-related topics.

If you have questions about information or tips included in the Career Guide, or would like specialized assistance from one of our career consultants, we hope you will come see us in the main office in the Ferguson Center or in one of the satellite offices. Our contact information is on the opening page of this guide and also on our website (career.sa.ua.edu).

We look forward to being of service to you in the future.

Best wishes as you continue along your career path!

— The UA Career Center Staff