

CAREER GUIDE

CAREER CHAMPION SPONSORS



CAREER GUIDE

LOCATIONS

MAIN OFFICE

3400 UA Student Center • 205-348-5848

🌐 career.ua.edu

🐦 @UACareerCenter

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📍 University of Alabama Career Center

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CAREER CENTER AT CULVERHOUSE

149 Bidgood Hall • 205-348-2691

🌐 careercenter.culverhouse.ua.edu

CAREER CENTER AT C&IS

104E Reese Phifer Hall • 205-348-6804

🌐 cis.ua.edu/current-students/career-center-cis/

ACIPCO ENGINEERING CAREER DEVELOPMENT CENTER

(Cooperative Education and Engineering)

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🌐 ecdc.ua.edu



THE UNIVERSITY OF
ALABAMA | Division of
Student Life
Career Center



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HOW TO USE THE CAREER GUIDE

The University of Alabama Career Center is pleased to present the 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 and best practices and is tailored where possible for UA students and alumni.

WHEN TO USE THE CAREER GUIDE

If you plan for your career from the beginning of your time at The University of Alabama, you will have developed the competencies that make you ready for hire by the time you graduate. On pg. 8 of this guide, you will find a Career Action Plan broken down into recommended steps for you to take while you are a freshman or sophomore, and steps to take while you are a junior or senior. Throughout the guide, you will find information to help you with each of those steps.

NAVIGATION

Sections of this guide are color-coded to correspond to the table of contents. Each section has its own table of contents to remind you what's on each page in that section.



PRO TIPS

On many pages, we've pulled out the crucial information and/or helpful additions into a "pro tip" box. They look like this:



DON'T JUST READ IT, INTERACT WITH IT

The Career Guide is designed to be an interactive resource to help you in your career planning efforts. Throughout the guide, you will find prompts asking you to answer questions, complete statements, or highlight, circle, or check things from a list. We encourage you to make this guide your own.

Complete activities, write in the margins, dog-ear pages, and **highlight important sections!** The more you interact with the Career Guide, the more helpful it will be.

REMEMBER YOU'RE NOT ALONE

We understand that career planning can be overwhelming. Our career consultants are here to help you navigate the process - from choosing a major freshman year to accepting an offer senior year, and everything in between. Set up your Handshake account today so that you can make an appointment to see your consultant whenever you're ready. (Learn more about Handshake on pg. 7.)

You can also call our main office front desk at 205-348-5848 if you have questions or would like to make an appointment.

We look forward to working with you! Roll Tide!

CAREER ADVISING

A career consultant can provide you information and guidance for selecting a major, exploring careers, preparing to be a competitive jobseeker, etc. Make an appointment in Handshake and get to know your consultant.

CAREER FAIRS

The fall and spring career fairs are great opportunities to learn more about potential employers. For dates and more information, look in Handshake or check the events calendar on career.ua.edu.

EMPLOYER INFO SESSIONS

Before conducting interviews on campus, employers may host information sessions to talk with students about their organizations and the positions for which they are interviewing.

Info sessions can also be scheduled as stand-alone campus visits to promote opportunities and provide connections between recruiters and prospective applicants. You can find upcoming employer info sessions on Handshake and career.ua.edu.

ASSESSMENTS

Our career consultants can assess your interests, values, and skills to discuss how they influence career planning and may suggest assessments to help determine the best course of action for you.

PRESENTATIONS

Our team speaks to classes and student groups about career preparation, graduate school planning and our services. For scheduling, visit career.ua.edu.



PEER ADVISORS

Peer advisors are trained to assist with writing resumes and using Handshake. Visit career.ua.edu to see weekly walk-in hours.

ON-CAMPUS INTERVIEWS

Employers from across the country conduct interviews in the main Career Center office (3400 UA Student Center). To research employers and apply for interviews, activate your Handshake account and upload your resume. Employers may conduct an initial screening to select qualified candidates.

IS THERE A LIST OF JOBS AND INTERNSHIPS? YES! MEET HANDSHAKE

Handshake is The University of Alabama's online recruiting system that allows students 24/7 access to:

- Find and apply for internships, co-ops, part-time/full-time jobs, and on-campus interviews.
- Schedule appointments with our career consultants
- View upcoming workshops on career-planning and job-searching.
- View upcoming networking events with employers
- Read reviews of other students' experiences in internships and co-ops
- Personalize career recommendations



ua.joinhandshake.com

ACTIVATE YOUR ACCOUNT AND UPLOAD YOUR RESUME

Go to career.ua.edu/Handshake and follow the instructions for logging into Handshake. An account is created for you automatically after your first few

weeks of classes at UA. You can then activate your account and personalize it according to your preferences for job type, job location, etc.

Complete your profile thoroughly including uploading a professional headshot and resume. The Career Center offers professional headshots for free as well as resume reviews.

For more information about creating a resume, visit pgs. 31-33. If you have questions about starting your resume or if you would like to have your resume reviewed, check our website for resume walk-in hours, or call the main office at 205-348-5848.

SCHEDULE AN APPOINTMENT

No matter where you are in the career planning process, career consultants are here to help. To schedule an appointment, log into Handshake and select "Career Center," and then "Appointments." With a few simple steps, you can schedule an appointment to be conducted in person, by phone, or over Zoom. If you need assistance scheduling, please call our main office at 205-348-5848.



FIND JOBS, INTERNSHIPS, INTERVIEWS, AND EVENTS

Along with searching Handshake for postings, you can apply for on-campus interviews and register for events in Handshake. Many recruiters conduct on-campus interviews each fall and spring semester around the time of the career fairs. Handshake also offers a free app so you can access your job search at your fingertips.

Note: Most student jobs on campus are not posted in Handshake but are available at studentjobs.ua.edu.

CAREER CENTER ONLINE

Get familiar with our website and follow us on social media for helpful information on:

- Resume walk-in hours
- Upcoming events
- Major exploration
- Career Center resources
- External career resources

Through the Career Center website, UA students have access to services that may help you with

your career planning. Some of these services include:

Self-Assessments: Identify your interests, skills and values through exercises designed to help you evaluate majors and career paths based on what is meaningful to you and what will motivate you.

Candid Career: Choose from thousands of informational videos on jobs, industries, or careers.

Mock Interviews: We offer mock interviews in person and virtually. A career consultant will conduct an interview with you and then offer feedback.

VMock: Use the builder or upload your resume to get instant feedback on your resume and/or elevator pitch 24-7.

More information on completing a mock interview on pg. 55.

The Career Action Plan provides recommended steps to reach your career goals. To make informed choices about majors and careers, first evaluate your values, interests, personality traits and skills (see pages pgs. 11-14). Once you chose an intended career path, review next steps below and revisit steps as needed, in an order that makes sense for you to progress toward your career goals. Connect with our career consultants for help with any of the steps.

FRESHMEN, SOPHOMORES, & TRANSFERS

- ☐ Learn more about UA majors. Think of each major in terms of the skills and knowledge you will gain.
- ☐ Talk with an academic advisor to plan a course of study related to your interests and career goals.
- ☐ Browse the Occupational Information Network (onetonline.org) to expand your knowledge of possible careers.
- ☐ Meet with a career consultant about career planning.
- ☐ Get to know upperclassmen, faculty, and staff who can provide you with information about career options.
- ☐ Complete an informational interview to gain a professional's perspective and advice. See pg. 17.
- ☐ Browse local and on-campus student employment opportunities (uastudentjobs.ua.edu).
- ☐ Visit thesource.ua.edu to view the student organization directory to identify opportunities for campus involvement.
- ☐ Explore cooperative (co-op) education or professional internship program (PIP) at ecdc.ua.edu or in the ACIPCO Engineering Career Development Center.
- ☐ Talk with internship coordinators in your academic area about experiential learning opportunities. See pgs. 18-19. Use the Record of Engagement and Learning to document your experiences (sa.ua.edu/students/real-tide).
- ☐ Begin to develop your resume and meet with the Career Center for feedback and assistance, or use VMock to build your resume and get instant feedback.
- ☐ Create your Handshake account and upload your resume. Begin searching for summer jobs or internships.
- ☐ Meet people from different backgrounds. Visit the Crossroads Civic Engagement Center (crossroads.ua.edu) or the Capstone International Center (international.ua.edu) for information about intercultural activities.

JUNIORS & SENIORS

- ☐ Update your resume, profile, and job preferences in Handshake.
- ☐ Take on a role of responsibility in a student organization or community project to develop leadership and time-management skills.
- ☐ Attend career fairs and employer panels, preparing ahead of time to engage employers in conversation about your qualifications, and employment opportunities.
- ☐ Explore career options by viewing job descriptions in Handshake and attending employer information sessions.
- ☐ Visit the Career Center to have your application materials reviewed and to discuss job-search strategies.
- ☐ Identify career mentors. Talk with a career consultant for suggestions on how to identify mentors.
- ☐ Continue developing skills and relationships through student organizations and experiential learning opportunities, such as internships, part-time employment, and volunteering.
- ☐ Check Handshake routinely for job application deadlines.
- ☐ Identify recruiting opportunities on and off campus. Sign up for on-campus interviews through Handshake at ua.joinhandshake.com/interview_schedules.
- ☐ Before you begin interviews, use Handshake to schedule a mock interview in the Career Center.
- ☐ Brush up on dining/professional etiquette. See pgs. 64-66.
- ☐ If planning for graduate or professional school, research programs and requirements, entrance exams, and application deadlines. See pg. 68.
- ☐ Talk with professors and supervisors about serving as references and provide them with a copy of your resume. See pg. 47.
- ☐ Research how social media networking might help in your job search. See pgs. 21-22.
- ☐ Create a professional LinkedIn profile and begin connecting with others. See pg. 21.

BECOMING CAREER READY

Employers expect college graduates to be career ready. The National Association of Colleges and Employers has developed eight key competencies that define career-readiness (below).



CRITICAL THINKING

I can analyze and solve problems on my own.



COMMUNICATION

I can communicate effectively verbally and in writing.



TEAMWORK

I can negotiate and manage conflict and work effectively with others.



TECHNOLOGY

I can select and leverage technologies based on the tasks I have to accomplish.



LEADERSHIP

I can guide, motivate and develop others and manage emotions in the workplace.



PROFESSIONALISM

I can demonstrate a strong work ethic, manage my time and workload and maintain a professional image.



CAREER & SELF-DEVELOPMENT

I can describe my skills, experiences and professional growth to advocate for advancement opportunities.



EQUITY & INCLUSION

I can interact respectfully with all people and I value diverse cultures.

Through your campus involvement, leadership roles, and academic work, you can develop skills in these areas. Once you've developed these essential skills, it's critical that you are able to communicate them to potential employers.

Throughout this guide, you'll find tips on developing and communicating these competencies. Look for these icons throughout the guide and refer back to this page as needed.



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EXPLORING CAREERS AND RELATED MAJORS

Take the following steps to begin exploring majors and careers:

WHERE TO START

If you're concerned about choosing a major or the approach you're taking in making the choice, ask yourself the following questions:

- *Do I feel confident in my ability to make a good choice?*
- *Am I concerned about what others will think of my choice?*
- *Do I feel the need to conform to others' expectations?*
- *Am I putting pressure on myself to make a choice that will stick?*
- *Am I limiting myself to only the majors (or careers) I know about through family and friends?*
- *Am I feeling pressure to make this decision quickly?*
- *Am I hesitant to reach out to professionals to learn more about their careers and how they prepared academically?*

Our career consultants understand the pressure you may feel to make the "right" decision. Talking with a career consultant can help work through these questions and identify steps toward deciding your major.

Make an appointment to see a career consultant through Handshake at ua.joinhandshake.com.

1) Take a look at the complete list of majors (pg. 12) offered at The University of Alabama via catalog.ua.edu/programs. For each major, you will see a brief description and the courses required.

2) Think about these questions as you read through the majors:

- *Which courses will I be most interested in studying?*
- *Which major appeals most to my learning style?*
- *Which major suits my academic abilities? Am I committed to doing the work required?*
- *How might this major contribute to my acquiring the knowledge and skills for career paths that interest me?*

3) Research majors and careers that relate to your interests, the skills you would like to strengthen and use, and the knowledge you would like to gain and apply. Remember that involvement on and off campus can expose you to new interests and may reveal strengths you had not previously noticed.

What skills are you most motivated to strengthen and use?

Highlight any from the list to the right that appeal to you.

CHOOSING A MAJOR

CAREER-RELATED SKILLS

ANALYTICAL

Analyzing	Evaluating
Budgeting	Forecasting
Computing	Researching

CREATIVE

Composing	Integrating
Conceptualizing	Performing
Designing	Visualizing

COMMUNICATION

Interviewing	Promoting
Listening	Selling
Negotiating	Speaking
Persuading	Writing

MANAGEMENT/LEADERSHIP

Building teams	Leading
Coordinating	Managing
Envisioning	Organizing
Implementing	Setting goals

PHYSICAL/TECHNICAL

Demonstrating dexterity	Installing
Building	Operating equipment
Inspecting	Repairing

RELATIONSHIP

Advocating	Instructing
Collaborating	Providing care and support
Counseling	Serving clients/customers
Demonstrating sensitivity	

Visit catalog.ua.edu for course descriptions, major requirements, and updates to majors and *concentrations offered.

ARTS & SCIENCES

African American Studies
American Studies
Anthropology
Art, History
Art, Studio
Biochemistry
Biology
Chemistry
Communicative Disorders
Criminal Justice & Criminology
Dance
Economics
English
Environmental Science
Foreign Language & Literature
Geography
Geology
History
Interdisciplinary Studies (New College)
International Studies
Marine Science
Mathematics
Microbiology
Music
Philosophy
Physics
Political Science
Psychology
Religious Studies
Spanish
Theatre

COMMUNICATION & INFORMATION SCIENCES

Advertising
Communication Studies
Creative Media
News Media
Public Relations
Telecommunication & Film

CULVERHOUSE COLLEGE OF BUSINESS

Accounting
Economics
Finance
General Business
Management
Management Info. Systems
Marketing
Operations Management

EDUCATION

Collaborative Special Ed.
Early Childhood Special Ed.
Educational Neuroscience
Elementary Ed.
Kinesiology
 *Exercise Science
 *Physical Ed.
Multiple Abilities Program
Music Ed. – Instrumental
Music Ed. – Vocal / Choral
Secondary Ed. – English Language Arts
Secondary Ed. – Foreign Language Ed.
Secondary Ed. – Science
Secondary Ed. – Mathematics
Secondary Ed. – Social Sciences

ENGINEERING

Aerospace Eng.
Architectural Eng.
Chemical & Biological Eng.
Civil Eng.
Computer Eng.
Construction Eng.
Cyber Security
Electrical Eng.
Electrical Eng. & Math
Electrical Eng. & Physics
Environmental Eng.
Mechanical Eng.

Metallurgical Eng.
Music Audio Eng.

COLLEGE OF HUMAN ENVIRONMENTAL SCIENCES

Addiction & Recovery
Apparel & Textiles
 *Fashion Design
 *Fashion Retail
Consumer Sciences
 *Consumer Affairs
 *Family Financial Planning & Counseling
Early Childhood Education
Food & Nutrition
 *Dietetics Track
 *Nutrition Sciences Track
Hospitality Management
 *Food & Beverage
 *Hotel & Lodging
 *Meeting Management
 *Sport, Entertainment & Event Management
Human Dev. & Family Studies
 *Adolescent & Youth Dev.
 *Child Life
 *Family Life Ed. & Advocacy
Human Environmental Sciences
Interior Design
Public Health
Sport Management
 *Concentrations

NURSING

Nursing

SOCIAL WORK

Social Work



PRO TIP

**From the list of majors, select your top three.
Explore them at career.sa.ua.edu/explore.
Read the catalog requirements and note courses of interest.
List three potential related
campus involvement opportunities for each.
Consider past jobs you enjoyed as well as leadership,
sports and volunteer activities.**

Your motivation to perform your best is influenced by how you feel about what you're doing and the environment in which you're working. Identifying work that aligns with your values is one of the ideal outcomes of career exploration.

From the values listed below, highlight your top ten and rank them.

**Achievement/
Accomplishment:**

Producing results that are significant; completing tasks

Advancement potential:

Progressive growth through job titles, more responsibility, greater earnings

Autonomy: Ability to choose own projects, set own schedule and work pace and have minimal supervision

Balance: Spending equal time and effort on tasks, work and overall life

Benefits: Insurance, retirement plan, etc.

Building/Developing:

Creating or establishing a thing or an idea

Challenge: Involvement with stimulating or demanding tasks or projects

Competition: Engaging in activities where results are measured frequently and compared with others'

Creativity: Making, inventing, or producing innovative, imaginative, or original things or ideas

Entrepreneurship: Organizing, managing, or starting a business or enterprise

Fame: Possessing extreme visibility, a great reputation, being known and renowned

Financial security: Pay and benefits that are satisfactory and predictable

Fun: Experiencing pleasure, amusement and enjoyment

Helping: Giving assistance, support and aid to others

High income: Income to significantly upgrade or maintain a certain lifestyle

Leadership: Guiding, motivating, or directing others

Learning: Acquiring knowledge and satisfying curiosity

Location: Freedom to choose preferred living area; location not dictated by industry or employer

Personal interactions: Frequent and caring relationships; camaraderie and interaction with others

Physical activity: Involvement in activities that rely on your body and physical exertion

Precision work: Performing tasks that include exact specifications and require accurate attention to detail

Risk-taking: Facing unknown or dangerous challenges or demands

Safety: Freedom from danger, risk, or injury

Security: Protection from fear, anxiety, or danger; predictability

Self-expression: Ability to communicate personal ideas, emotions, or feelings

Stability: Maintaining a predictable situation

Status: Possessing a prestigious position or rank

Teamwork: Working closely with others toward common goals; having close working relationships

Travel: Opportunities to travel for work, nationally or internationally

Variety: Involvement with new and dynamic experiences, perhaps risk



As you learn about different careers, identify ones that appeal to you. Ask yourself:

- How does this career match my interests?
- Could I use the skills I enjoy in this career?
- What connections does this career have with my values?

Our career consultants are trained to help you decide what type of career to pursue and help you find experience. Make an appointment through Handshake today to get started. You can also check out our website resources to clarify career goals, research careers, and industries and implement a targeted job search.

TRANSFERABLE FUNCTIONAL SKILLS

Transferable functional skills are those applicable to a variety of situations. Recognizing your skills and ones you want to develop helps career planning. Research professions that utilize your skills, develop desired skills, and tell networking contacts and potential employers how your skills fit with your target profession and organization.

Listed below are activities that represent a wide range of abilities. Put a check by the skills you currently possess, circle those you would like to use routinely in your profession and highlight those you would like to develop.

LEADERSHIP AND MANAGEMENT

Making decisions
Delegating responsibilities
Raising funds
Mediating between people
Training others
Conducting meetings
Supervising employees
Developing plans
Building teams
Seeing the big picture
Evaluating performance
Identifying potential in others

ANALYTICAL/ORGANIZATION

Compiling statistics
Comprehending ideas
Coordinating schedules
Gathering information
Following the stock market
Improving efficiency
Finding markets for new products
Writing reports
Thinking in a logical manner
Using scientific rules/methods
Following up on details
Prioritizing tasks
Interpreting information
Investigating problems
Drafting reports

Maintaining accurate records
Analyzing problems
Summarizing information
Drafting budgets
Following detailed instructions
Evaluating costs/benefits
Meeting tight deadlines
Using math to solve problems
Synthesizing data

COMMUNICATION

Editing
Teaching
Talking with people
Writing proposals
Debating
Selling products
Dispensing information
Conducting interviews
Speaking to groups
Promoting events
Serving as a travel guide

PHYSICAL/TECHNICAL

Assembling things
Inspecting physical objects
Gardening
Building furniture
Writing computer programs
Working with animals
Designing an audio system

Repairing electronics
Operating equipment
Competing physically
Estimating physical space

CREATIVE

Inventing new ideas
Brainstorming
Taking photos
Arranging furniture
Preparing food
Drawing/painting/graphic design
Designing flyers/ads
Entertaining people
Writing creatively
Writing speeches
Performing music
Planning social events
Designing websites
Designing clothes

RELATIONAL

Interacting with people
Working with children
Listening actively
Making others feel comfortable
Persuading others
Confronting others
Motivating others
Understanding other cultures
Resolving conflicts

Consider avenues for developing or strengthening skills such as volunteering, working, actively participating in a student organization and interning. See pgs. 18-19 on experiential learning.



Self-management skills relate to how you respond to situations, interact with others, and relate to your environment. They are transferable because they can be developed and demonstrated in all areas of life. Employers will prioritize candidates with proven self-management skills that fit the job and organization.

Circle skills 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.

Adaptability	Empathy	Initiative	Poise	Responsiveness
Ambition	Energy	Integrity	Positivity	Sensitivity
Assertiveness	Enthusiasm	Intelligence	Practicality	Sincerity
Attentiveness	Expressiveness	Intentionality	Precision	Stability
Composure	Fairness	Kindness	Proactivity	Tact
Consistency	Flexibility	Logic	Professionalism	Tenacity
Cooperation	Friendliness	Loyalty	Proficiency	Thoughtfulness
Courageousness	Frugality	Maturity	Productivity	Tolerance
Courteousness	Generosity	Open-mindedness	Punctuality	Toughness
Creativity	Gentleness	Organization	Purpose	Trustworthiness
Curiosity	Helpfulness	Originality	Quickness	Understanding
Decisiveness	Honesty	Patience	Rationality	Versatility
Determination	Imagination	Perception	Reflectiveness	Warmth
Effectiveness	Independence	Persistence	Reliability	
Efficiency	Industriousness	Persuasiveness	Responsibility	

In an interview, you may be asked to provide examples of demonstrating these skills. *From the list above, take the skills that you have recently demonstrated (those that you marked with a check) and use the space below to write down examples of times when you demonstrated them below. See the STAR method on pg. 54.*



PROFESSIONALISM

PRO TIP

Job seekers who can connect their skills to the position leave a better impression on employers. Research the job, organization and industry and identify how your functional and self-management skills apply.

WHAT IS AN INFORMATIONAL INTERVIEW?

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

Identifying someone to

interview: Ask family, friends, and acquaintances for recommendations on someone in your targeted profession. You can also identify someone from an organization's staff directory. Career consultants can assist with this.

Requesting the interview: Contact the person by phone or email, introduce yourself, and let them know you are interested in their profession and/or organization. Ask if they are willing to meet for around 30 minutes to discuss their work. Provide a brief introduction (e.g., major, year in school) and share your objectives in the meeting.

Preparing for the interview:

Read about the desired career/organization for a foundation of knowledge to generate questions. Organize a list of questions and notepad.

Making a great impression:

Show respect and professionalism by being on time, dressed appropriately, and aware of the time you've been allotted.

Great questions to ask:

- *How would you describe a typical day on the job?*
- *What are your responsibilities in this position?*
- *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?*
- *What qualifications are most important for this career?*
- *What are the challenges of this industry or profession?*
- *What impresses you on resumes?*
- *Do you know others in the field who I should meet?*
- *Do you have any specific advice for me?*

Following up: Write a thank-you note immediately after. If they suggested specific actions, report back the results. If you established good rapport, ask if you can maintain contact as you continue through college and begin your job search.

Reflecting on what you learned:

After an informational interview, take time to reflect on what you learned. Consider:

- *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?*



PRO TIP

Job shadowing can be thought of as an extended informational interview and is an effective form of job training for certain jobs. If you think a job shadowing experience might be helpful for you, a career consultant can help you explore this option. Make an appointment at ua.joinhandshake.com.



INTERNSHIPS

Found in most fields, internships are opportunities to learn through practical experience. They are paid or unpaid and may be full time or part time. Most are one semester or during the summer, though some are designed for longer periods. Internships provide a chance to learn while contributing to an organization's daily operations. In some cases, you can enroll for academic credit for an internship. Check with your academic advisor to determine if this is a good option for you.

INTERSHIP RESEARCH

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 and note application deadlines. If you get started early, you may be able to do more than one internship.

Experiential learning opportunities (ELOs) include internships, co-ops, and volunteering. ELOs are a great way to develop skills, learn about careers you're interested in, and build relationships.

INTERNSHIPS, CO-OPS, AND PROFESSIONAL PRACTICE

FINDING AN INTERNSHIP

- Use Handshake to view internship postings.
- Explore internship databases for your industry and check internship postings on employers' websites.
- Network and learn about companies' openings by attending career fairs.
- Meet with a career consultant to discuss possibilities, including creating an internship.
- Talk with your departmental internship coordinator.

COOPERATIVE EDUCATION AND PROFESSIONAL PRACTICE

Relevant professional experience during college enhances employment prospects upon graduation.

Cooperative (co-op) Education is an academic program that offers three semesters of relevant, paid experience, alternating semesters of full-time study with semesters of full-time employment. During this time, students take on more responsibilities within one department or vary their experiences by working in other departments.

Co-op students are supervised by

professionals in their field and interact with other employees, strengthening communication and collaboration skills. While at work, co-op students maintain full-time student status and have priority registration each semester through graduation. Rotation typically begins the summer or fall semester after freshman year.

Visit ecdc.sa.ua.edu or call 205-348-6422 to speak with a staff member in the ACIPCO Engineering Career Development Center about co-op.

Professional Practice is a program that allows qualifying students in most any major to work full time during a fall or spring semester and maintain full-time student status. To qualify, students must secure approval from their academic department then apply to the ACIPCO Engineering Career Development Center.

Work experiences associated with Professional Practice must relate to the student's field or provide a distinctive opportunity not offered by an established internship program.

Visit ecdc.ua.edu or call

205-348-6422 to learn more about Professional Practice.

PRO TIP

The ACIPCO Engineering Career Development Center, located in 2004 H.M. Comer, provides specialized career services to engineering students. The Co-op and Professional Practice programs are a part of this Career Center office. You can make an appointment to see a career consultant in the Engineering Career Development Center on Handshake at ua.joinhandshake.com.

VOLUNTEERING, STUDENT ORGANIZATIONS, AND STUDY ABROAD

STUDENT ORGANIZATIONS

Student organizations are a great place to start getting involved. They offer many positions that help build leadership skills. Outside of an official leadership position, you can offer to head a committee or lead a project. Employers want to know how you have demonstrated leadership skills and even without a specific title.

Learn about UA student organizations at thesource.ua.edu or check out Get On Board Day, an event held every spring and fall semester showcasing campus organizations.



TEAMWORK

VOLUNTEERING OUTSIDE OF UA

The Center for Service and Leadership identifies meaningful service opportunities and places to volunteer throughout Tuscaloosa and West Alabama. Learn about volunteering locally at leadandserve.sl.ua.edu.

STUDYING ABROAD

Spending time in another country has many benefits, including learning about a culture firsthand and developing language skills through daily conversation.

Through your experience abroad, you can build adaptability, independence, analytical skills, language skills, global perspective, cultural intelligence and cross-cultural communication skills. Visit international.ua.edu or contact

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



EQUITY & INCLUSION



REFLECTING ON EXPERIENTIAL LEARNING

It's important to reflect on what you've learned and contributed through experiential learning to help identify the types of experiences you want moving forward. It will also help you organize your thoughts for articulating your experiences to others, including prospective employers, both during interviews and on your resume. **Complete the following sentences to get started.**

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 _____

WHY DO I NEED TO BUILD A CAREER NETWORK?

Building your career network is essential to career planning. As many as 75% of jobs are obtained through conversations with acquaintances. Building your career network might sound intimidating, but it starts with a simple step - make three lists.

You can begin your career network lists below. You will likely find that it doesn't take you long to fill this box!

CAREER NETWORK LISTS

- 1) Recognize connections you have already and make a list of everyone you know well, beginning with family and friends.
- 2) Write a second list to include those with whom you have something in common.

3) Add a third list of professional acquaintances who you see with some regularity (professors, academic advisors, etc.).

NEXT STEPS

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 entered the field of your choice? Your lists will continue to grow, so reorganize your contacts as needed. Identify interactions you plan to have and set a goal for your objectives through each. For example, your goal might be to learn if your contact knows anyone in a particular organization in a given city.

It helps to think of appropriate strategies for communicating with each. Some may want to meet in person, while others may need to meet online or by phone.

NETWORKING

Prepare 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 in return. Remember that a sincere offer of assistance in the future is better than neglecting their interests altogether.



PROFESSIONALISM

MY CAREER NETWORK LISTS

1) I KNOW YOU WELL
(Family & Friends)

2) WE HAVE COMMON INTERESTS
(Social & Religious Groups)

3) I KNOW YOU PROFESSIONALLY
(Instructors, Advisors & Employers)

LINKEDIN

LinkedIn is a platform where many recruiters seek candidates and where you can connect to other professionals in your field, allowing for excellent networking and career research. Think of it as a professionally focused social media outlet and a jobs board. LinkedIn lets you build your online brand in a thoughtful and proactive way. Ensure your profile is complete to look professional and make a good first impression.

COMPONENTS OF A LINKEDIN PROFILE

Name – Display your preferred name

Customized URL – Edit your public profile URL so that it's more concise than the auto-generated one. This makes it easier for people to find you.

Privacy & Activity – Visit your 'Settings & Privacy' to see and limit who gets notified when you make updates to your profile, ways in which people can search for you, etc.

Headline – You'll need a headline for your profile, and you can choose to use a current job title, a general title like 'student,' or you can use one that is broad. For example, "Aspiring accounting professional seeking a summer job, project, or internship for experience."

Photos – Use a clear headshot for your profile picture of you by yourself, dressed appropriately and looking professional. For your background photo, choose an image that represents your



industry or one that is neutral and not distracting.

About – A summary can be up to a few paragraphs in length. Think about what you want visitors of your profile to know about you. Instead of listing job descriptions, go big picture and summarize your background, with a focus on your accomplishments, skills, capabilities and professional aspirations. Be careful not to get too specific with your goals so that you keep your options open.

Connections – As you build connections, you will be able to leverage LinkedIn as a networking tool. Find people you know by visiting the 'My Network' tab and scroll down to see 'People you may know.' You can search for supervisors, co-workers, recruiters, professors, advisors, family, friends, classmates and others. Only add people you know. When connecting with others, include a brief message explaining how you know them or where you met them. Providing context may increase the likelihood of them responding.

Experience – List your experiences as you would on your resume. No need to limit the amount of jobs listed since there is no page limit.

Education – List your UA degree (even if you haven't yet graduated) as well as any other colleges you've attended. Some people also include their high school.

Volunteer Experience – List organizations with which you've done community service.

Course Projects – Elaborate on relevant projects you've completed as part of a class.

Skills & Endorsements – Select some skills you'd like to highlight so that others can endorse you for those skills. Return the favor by endorsing your connections for skills you've seen them demonstrate.

Recommendations – Ask for a recommendation from people you've worked for or alongside. Less time consuming than a letter of recommendation, LinkedIn recommendations can be brief blurbs about what it's like to work with you. Customize your message when you send the request, and return the favor by writing recommendations for people you've worked with who have done a good job.

Accomplishments – Highlight honors, awards, etc. in this section.

Interests – Indicate which causes and interests you care about.

Networking is one of the most essential parts of career planning. Studies reveal that at least 75% 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 1

“I’m a _____ at The University of Alabama, majoring in _____. I chose (major) because _____. Recently I have (worked at, volunteered with, 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 this opportunity to talk with you.”

COMMUNICATING YOUR QUALIFICATIONS WHEN YOUR MAJOR IS NOT AN OBVIOUS MATCH

Some employers will consider any major if you can describe potential based on your skills, willingness to learn and initiative. Draw connections between the employer’s job posting and what you can offer without relying on the statement, “I’m majoring in”

Introduction Example 2

“I noticed from your job posting that you need people who can read through complex product reports and create summaries for sales reps. Most of my courses have required reading and summarizing key points of lengthy material. Those assignments energize me and I have always done well with them. . . .”

Employers from all industries value the competencies on pg. 9, so consider those when sharing how you can contribute.

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. 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

EXAMPLE OF NETWORKING WITH INSTRUCTORS, ADVISORS, EMPLOYERS

Introduce yourself to the employer: "Hi, Mr. Gates, I'm Jamie Student. Thank you for taking time to come to UA to speak with us."

1. **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?"
2. **Get the contact information and, if appropriate, a recommendation:** "May I say that you referred me to her?"
3. **Express your gratitude:** "Thank you very much, Mr. Gates. And again, thank you for taking time to speak with us."

EXAMPLE OF NETWORKING WITH DAILY CONTACTS

1. **Contact a professor:** "Hi, Dr. Lecture, this is Jamie 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."

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.



COMMUNICATION



WHY SHOULD I RESEARCH EMPLOYERS?

To make a great impression at a career fair or an interview, you will need to know the prospective employer. Learning details about the organization helps you 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.

Additionally, once informed about an organization, tailor your resume and cover letter to reflect your abilities and knowledge that will benefit the company.

WHERE CAN I FIND INFORMATION ABOUT EMPLOYERS?

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, check

it against other credible sources before making assumptions. Some sources to find information about employers include:

- Company website
- Social media sites (Facebook, LinkedIn, Twitter, etc.)
- Chambers of Commerce
- Government offices – local, state and federal
- Better Business Bureau
- Campus career fairs
- UA alumni events
- Professional associations
- Trade shows
- Annual reports
- Stock reports
- Former employees
- News websites
- Business publications
- In-house publications
- Competitors and suppliers
- Civic and professional organizations

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.
- 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.
- Contact the Better Business Bureau to learn if any complaints have been filed against the organization.

EMPLOYER CREDIBILITY

If you learn of a hiring organization that sounds questionable to you, 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.

The Career Center hosts career fairs during the fall and spring semesters which offer opportunities for students and alumni to network with employers from a wide range of industries. Descriptions and dates for the Career Center's different fairs are listed on the Career Center website (career.ua.edu). Prepare for the fairs with these tips:

DRESS FOR SUCCESS

- ☐ Wear clothing appropriate for an interview (see pg. 59).
- ☐ Business casual is expected if you choose not to wear a suit.
- ☐ Wear little or no jewelry and avoid scented products. Some recruiters may be sensitive to fragrances.
- ☐ Place your name tag on your right side. If a recruiter shakes your hand, your name will be in their line of vision.

PREPARE TO IMPRESS

- ☐ Check the list of employers attending and identify those of interest to you. Research those organizations (see pg. 24).
- ☐ Employers are impressed by students able to confidently share how they can contribute to the organization and ask questions that show they have researched the company's website. As you research, make notes about what to say to each employer.
- ☐ Bring resumes. Also, consider having business cards printed with your contact information, degree, graduation date, major, university and targeted occupational areas (see pg. 26).
- ☐ Identify ways you bring value to the organization based on what you learned from your major and collective experiences.

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 hear and understand you.
- ☐ If a recruiter offers a handshake, make a good first impression by responding with a firm grip to demonstrate your enthusiasm.
- ☐ Know in advance the main points you would like to cover.
- ☐ If the recruiter has items to give away, wait until one is offered before taking it.
- ☐ Ask about what to expect and how to follow up once you apply to the position.
- ☐ Send a personalized thank-you note (email works) to each recruiter with whom you spoke. Aim to send the note or email within 24 hours.



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. Our career consultants can offer suggestions and University Printing Services (printing.ua.edu) offers students business card options. No matter the style you choose, print your card should on quality card stock.

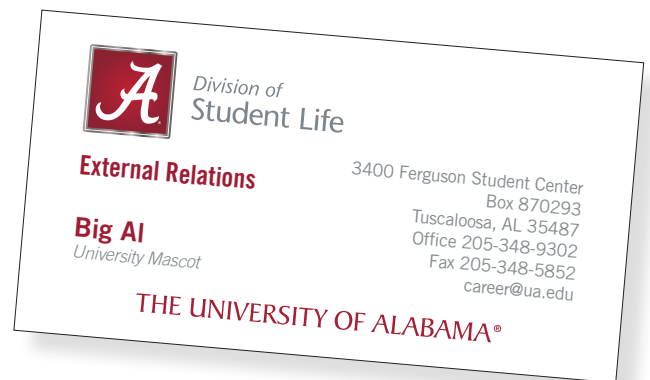
The following are items that might be included on a student’s business card:

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



PROFESSIONAL HEADSHOTS



For job seekers utilizing LinkedIn, Handshake, and other social networks in their searches, or for those whose applications require them, a well-made headshot is an important tool to have.

Suggested attire for headshots is business professional. Business casual is also acceptable. In general, photos depict subjects from the chest up and use a background that is either neutral, like a solid-color sheet or wall, or is otherwise not too distracting or busy; an outdoor scene with a shallow depth of field, for instance, could be used behind the subject. The face should be well lit and in focus, displaying a confident, professional expression.

Students and alumni can have professional headshots made for free in the Career Center. To schedule an appointment, log in to **Handshake**. If you need attire, visit the Crimson Closet (see pg. 58.)



PROFESSIONALISM

PRO TIP

To take a photo to be used for professional purposes, stand with your feet firmly planted about shoulder-width apart, make your spine straight and bring your shoulders back.

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.

Answer the questions below to begin to assess your personal 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 the workplace.



These questions examine how you think about yourself:

What are your natural abilities? _____

What skills have you developed into strengths? _____

What are you eager to accomplish? _____

What are your top values? _____

How do you demonstrate respect for others? _____

These questions examine your personal brand, or how you present yourself to others:

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

What do your social media activities say about you? _____

What does your body language say about you? _____

What does your verbal communication say about you? _____

How are you communicating your goals to others? _____

YOUR ONLINE BRAND

Your social media presence should reflect the personal brand you want to present to employers. To make the most of your social media presence:

- 1) Build a professional brand for with content related to your pursuits.
- 2) Interact with or learn about an organization by liking, commenting, or sharing content.

3) Keep it from being all about you. Offer to assist someone with a project or provide useful information.

4) Follow up with professional contacts. Social media provides convenient ways to stay in touch.

5) Create a professional profile on LinkedIn. Keep it current with your professional information and experience. Use it to connect with professional contacts.

PRO TIP

Follow the Career Center on social media @UACareerCenter for information on events, career-planning tips, student highlights and more!





RESPOND TO OPENINGS IN PRINT AND ONLINE

- **Handshake:**
Activate your account at ua.joinhandshake.com to search thousands of jobs and internships posted with UA students in mind
- **On-campus interviews:** *Sign up through Handshake*
- **Websites of professional associations,** *ex. American Marketing Association*
- **Employment services and agencies** *run by government and for-profit businesses*
- **Organization websites:** *check "Careers" 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.

DETERMINE IF YOU'RE QUALIFIED

When reading a job description, distinguish between the requirements and qualifications versus preferences for the ideal candidate. If you meet most, but not all requirements of a desired position, consider applying if your background is a close match. Work experience, internships, volunteer work, etc. may be substituted for some of the requirements.

INTERVIEW THROUGH THE CAREER CENTER

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

POST YOUR RESUME ON JOB BOARDS

When utilizing this strategy:

- *Ensure your resume is error-free and in your preferred format. Convert your resume to PDF before posting it online.*
- *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 keywords.*
- *Never post your Social Security number or date of birth online.*

BE VISIBLE 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

Employers rely first on internal networks when looking for job applicants. No matter which job-search strategies you use, always ask yourself if there is anyone in your network who might have a connection to the organization.

See also Conducting an Ethical Job Search and Evaluating Job Offers on pg. 69.

PRO TIP

Thousands of jobs are posted on Handshake every semester. These jobs are all appropriate for new college graduates. Start your search today at ua.joinhandshake.com. If you're having trouble navigating the jobs, make an appointment to see a career consultant.

YOUR BEST WORK ENVIRONMENT

Finding an organization that shares your values and offers you the work environment and benefits you desire is crucial to your career satisfaction.

IDENTIFY YOUR CAREER AND WORKPLACE VALUES

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

Sample Benefits

Mental health resources
Education
Diversity hiring
Child care centers
Adoption assistance
On-site fitness services
Sabbaticals

Work Environment

Aesthetics
Noise level
Workspace
Staff interaction
Staff size
Location
Hybrid workplace

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, Twitter and YouTube.
- 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 (see also glassdoor.com).

Research Resources

- Americans with Disabilities Act: ada.gov
- International Student Job Center: internationalstudent.com
- Human Rights Campaign: hrc.org

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?

The Career Center offers resources that guide you through the process of ranking your workplace priorities. Visit career.ua.edu and click the Explore tab to complete the exercises designed to help you identify your interests, skills and values to evaluate majors and career paths based on what is meaningful to you and what will motivate you.

WHERE LEGENDS ARE MADE

A

RESUMES, LETTERS, & INTERVIEWS

Writing an Effective Resume	31 - 33	References	47
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BULLET POINTS AND ACTION VERBS

4. WRITE BULLET POINTS

Employers want to see accomplishments on your resume, not just tasks. Write facts and figures to provide a sense of scale and scope. Use this formula to write your bullet points:

Action verb (skill)
+ noun (what/how many)
+ result

Example: *Organized three fundraisers during two semesters, resulting in donations of more than \$5,000*

If you cannot name a specific result of your actions, you can highlight the skill demonstrated.

Example: *Demonstrated respect and professionalism in working with all customers and staff*

BULLET POINTS THAT SHOW RESULTS:

Here are examples of weak bullet points that are made stronger by including action verbs and results:

WEAK: Assisted with promotions

STRONG: Managed social media accounts, generating an increase in website traffic

WEAK: Duties included customer service

STRONG: Provided excellent customer service during each shift, garnering positive feedback from clients and manager

WEAK: Serve as treasurer

STRONG: Oversee budget of \$30,000, tracking all spending and monitoring adherence to policies

WEAK: Responsible for taking care of children

STRONG: Maintain safe, pleasant environment for three children, ages 2-7 years

WEAK: Ran lawn service

STRONG: Generated new business for personal lawn service by prioritizing customer satisfaction

WEAK: Assisted as tutor

STRONG: Served as a Spanish tutor, tailoring strategies to student’s learning style, resulting in improvement from C- to A- within two semesters



ACTION VERBS TO USE IN YOUR BULLET POINTS				
Interacted	Purchased	Demonstrated	Edited	Communicated
Improved	Appraised	Guaranteed	Introduced	Entertained
Projected	Defined	Rated	Recorded	Located
Achieved	Indicated	Budgeted	Coached	Summarized
Debated	Qualified	Interpreted	Educated	Computed
Included	Assured	Recognized	Investigated	Examined
Promoted	Delivered	Calculated	Combined	Mediated
Advised	Instructed	Earned	Ensured	Sketched
Decided	Questioned	Interviewed	Launched	Conceived
Increased	Briefed	Closed	Streamlined	Excelled

Begin your bullet points below. For more action verb examples, consult a thesaurus or visit career.ua.edu/resumes.

HIGHLIGHTING SKILLS & COMPETENCIES

5. DETERMINE IF YOU NEED A SEPARATE SKILLS SECTION

If you have applied skills in specific roles, you can incorporate them into bullet points for those positions. Alternatively, if you have applied skills or developed competencies in a variety of settings, you can create a separate skills section to highlight them. This is especially relevant if you are applying for a job that requires specific technical skills. *Be sure you can provide examples of how you have demonstrated each as you might be asked to do that in an interview.*

6. USE SCANNER-FRIENDLY TEXT

Organizations receiving a high volume of applications may use an applicant tracking system (ATS) to scan resumes for keywords associated with their requirements. To ensure that your resume makes it through the scanning process, be sure to: incorporate language from the job posting; spell out each organization, title, certification, etc., but also provide the acronym; and proofread very carefully - misspelled words will not be recognized.

BASIC RESUME CHECKLIST

FORMATTING

- ☐ **Resume is no more than one page long.** *There are a few exceptions to this rule. Check the Special Resumes sections (pgs. 43-44) for more information.*
- ☐ Contact information is current. Street address is omitted (city, state is optional).
- ☐ The font size is adequate (at least 11 point) and margins are at least ½ to 1 inch all around.
- ☐ Spacing and punctuations are consistent and sections are evenly aligned on the page.
- ☐ Dates are provided for graduation, jobs, leadership positions, etc., and are presented in same format throughout resume (i.e., not December 2021 followed by 9/2/21).
- ☐ If used, abbreviations are accurate and consistent throughout resume.
- ☐ Names of organizations are written out (ex. Delta Epsilon Iota versus DEI).

CONTENT

- ☐ All content is accurate and tailored for the employer. This includes relevant experience and words from the job posting.
- ☐ Your degree is worded accurately. Check the UA Catalog or the samples on pg. 44.
- ☐ There are no spelling and no grammatical errors.
- ☐ Content under each heading is presented in reverse chronological order (most recent first).
- ☐ Locations (city and state only) are included for each experience.
- ☐ The words "I," "me," or "my" are not used in any part of the resume.
- ☐ No personal information (age, race, marital status, etc.) is provided.
- ☐ Unless required by your profession, your photo is not included.
- ☐ Section headings accurately describe the content within the section.

BULLET POINTS

- ☐ Bullet points focus on results accomplished in a role as opposed to tasks assigned to a position.
- ☐ Bullet points are written in phrases that begin with action verbs or descriptive adverbs like independently or successfully. *Action verb examples can be found on pg. 32.*
- ☐ Some bullet points include numbers to quantify achievements.
Example: "Led group of volunteers" becomes "Organized and led 12 volunteers, resulting in successful renovation of playground in three months."
- ☐ Bullets points do not begin with "Responsible for" or "Duties included..."
- ☐ The appropriate verb tense is used throughout.
Correct: "Manage" or "Managed" (present or past tense). **Incorrect:** "Manages" or "Managing" (no "s" or "ing" endings).

PRO TIP

For extra help with your resume, the Career Center offers resume walk-in hours during fall and spring semesters. You can find the days/times of walk-in hours on our website. Your career consultant can also help you with your resume or you may use the VMock resume builder if you prefer. To see a career consultant, make an appointment in Handshake.

On the next 8 pages, you will find sample resumes for each college. You can also download these as MS Word templates from our website at career.ua.edu/resumes.

ARTS & SCIENCES

TIPS:

- ☑ Remember to tailor your resume and highlight transferable skills that are relevant to the job for which you are applying.
- ☑ As you are working on your resume, it is fine to save it as a MS Word document so that you can make changes. However, once you are ready to send your resume to a potential employer, make sure to save it as a PDF.

Ally Bama

ally.bama@crimson.ua.edu | 205-348-5848 | www.linkedin.com/in/abama

EDUCATION

Bachelor of Arts, May 2024

The University of Alabama, Tuscaloosa, AL

Double major: Criminal Justice and Psychology Minor: French

GPA 3.38/4.0

Dean's List

STUDY ABROAD

Academic Programs International, Summer 2022 | Université Paris-Sorbonne. Paris, France

- Engaged in collaborative learning with international counterparts through projects, seminars, and coursework

EXPERIENCE

Intern, May 2023-Present

Northport Police Department, Northport, AL

- Shadow 5+ officers during multiple shifts to understand law enforcement best practices
- Collaborate with 2 administrators to create detailed Excel spreadsheet of training statuses of 20+ employees

Senior Staff Reporter, September 2022-May 2023

The Crimson White student-run publication, The University of Alabama, Tuscaloosa, AL

- Investigated and fact checked 5+ stories each week, meeting all deadlines

Administrative Assistant, September 2021-September 2022

Jane Doe Private Investigations, LLP, Northport, AL

- Promoted from runner within first 3 months
- Worked 20+ hours per week while enrolled for 18 hours of coursework, maintaining strong grade point average
- Entrusted with receiving and recording cash payments in excess of \$3000

RESEARCH

Research Assistant, College of Human Environmental Sciences, September 2023-Present

Consent, Alcohol, and Sexual Assault (CASA) Lab, The University of Alabama, Tuscaloosa, AL

- Awarded \$350 in funding to study sexual violence prevention and etiology
- Analyze data using Statistical Package for the Social Sciences (SPSS) and draft reports using MS Excel
- Write effectively using APA style references, preparing to submit one manuscript for publication

LEADERSHIP

Mentor, September 2022-May 2023

AI's Pals Mentorship Program, Tuscaloosa, AL

- Tutored 5th grade student in underserved school, resulting in noted behavioral improvements

Director of Morale, September 2021-May 2022

The University of Alabama Dance Marathon (UADM), Tuscaloosa, AL

- Managed 30+ students to raise funds as a team through event that raised \$300,000+ for Children's Hospital
- Transitioned to a hybrid platform, demonstrating adaptability and creativity on short notice

SERVICE AND INVOLVEMENT

French Club, International Festival Host, Tide 4 Christ college ministry

SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint)

BUSINESS

Mary Jane “MJ” Washington

linkedin.com/in/mjwashington | 205.348.2691 | mjwash@gmail.com

EDUCATION**Bachelor of Science**, May 2026

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

Major: Marketing

Minor: International Business

GPA: 3.2/4.0

Major GPA: 3.65/4.0

RELEVANT COURSEWORK

Consumer Behavior (MKT 313), Personal Selling (MKT 337), Multinational Business Communication (IBA 351)

STUDY ABROAD**American Institute for International Studies**, Barcelona, Spain, May 2023 – June 2023

- Engaged in collaborative learning with international counterparts through projects, seminars, and course work
- Improved written and verbal communication skills by conducting oral presentations and research in Spanish

PROJECT WORK**Organizational Theory and Behavior (GBA 300)**, Spring 2023

Class Project, The University of Alabama, Tuscaloosa, AL

- Researched 4 companies' financial reports to determine profitability and marketability
- Strategized with 6 team members to compose final report and recommendations utilizing Excel and PowerPoint
- Strengthened public speaking skills by presenting material to 50 peers in a business environment

WORK EXPERIENCE**Marketing and Sales Intern**, May 2022 – Present

Chick-fil-A, Tuscaloosa, AL

- Foster client relations through needs-based promotional activities, events, and creative advertising designs
- Create flyers and marketing documents through InDesign to be used in promotions to students
- Process catering orders, connecting them to one of six local stores, while maintaining accurate billing records

Student Assistant, August 2022 – December 2022

Office of Student Media, The University of Alabama, Tuscaloosa, AL

- Fielded calls, filed paperwork, and assisted a staff of 7 to ensure office efficiency for 20 hours per week
- Completed errands for instructors and staff and delivered messages between office and classrooms
- Communicated with students and visitors while scheduling meetings and directing calls to appropriate departments

LEADERSHIP EXPERIENCE**Sorority Recruitment Chair**, August 2022 – May 2023

Alpha Alpha Alpha, The University of Alabama, Tuscaloosa, AL

- Interacted with 400+ chapter members to discuss recruitment issues and procedures, and directed all recruitment events
- Created team-building activities to involve more members in the recruitment process
- Prepared a recruitment packet for every member including calendar, policies, recruit names, and schedule
- Selected for role following active chapter involvement, demonstrating ability to establish strong relationships

VOLUNTEER EXPERIENCE

Habitat for Humanity, Tuscaloosa Metro Animal Shelter, Temporary Emergency Services, AI's Pals Mentorship Program

HONORS & ACTIVITIES

Alabama Advantage Scholarship

National Society of Collegiate Scholars

American Marketing Association

Intramural Softball

SKILLS

Conversational Spanish, Excel, PowerPoint, Canva, Adobe InDesign, Adobe Illustrator

PRO TIP

You can find this resume example as a MS Word document template on the Career Center at Culverhouse website: careercenter.culverhouse.ua.edu. You can also find templates for each specialty within the business major on this site.

COMMUNICATION & INFORMATION SCIENCES

Casey Carter

<https://ccarter.wixsite.com>
casey.carter@gmail.com

Twitter: @caseycarter
205-348-5848

TIPS:

☑ Notice that the bullet points under Additional Experience don't simply list the tasks associated with the job but reveal accomplishments. If previous work experiences are not directly related to your target job, think of transferable skills or achievements you might emphasize.

☑ If you are applying for a job in a creative field, consider building a portfolio with the link to it on your resume. You can find more information about creative resumes on pg. 43.

EDUCATION	Bachelor of Arts in Communication and Information Sciences , August 2024 The University of Alabama, Tuscaloosa, AL University Honors College Major: Public Relations Minor: Computing Technology and Applications GPA: 3.79/4.0 <i>magna cum laude</i>
SKILLS	Adobe Creative Suite, Microsoft Business Suite, Google Workspace Creating/curating social media content, digital marketing, writing across platforms Website design, search engine optimization, team collaboration, problem solving
INTERNSHIP	Public Relations/Marketing Intern , Fall 2023 Healing Hands International, Nashville, TN <ul style="list-style-type: none"> Collected data, researched, and created and presented proposals to 21 staff member and 12 executives on the board of directors Wrote website content, feature stories, and news releases, and created hashtags for multiple projects and events Optimized the practice of virtual meetings and file sharing with staff through Microsoft Teams
PROJECT WORK	Account Executive , January-May 2023 Public Relations Campaigns class project, The University of Alabama, Tuscaloosa, AL <ul style="list-style-type: none"> Led a group of six to develop an integrated marketing campaign for Tuscaloosa Metro Animal Shelter Conducted market research and created digital and print promotional pieces Presented to clients effective strategies to increase pet adoption and reduce overpopulation through spay/neuter education Managed donated work time to stay within a \$4,000 budget Placed first among seven groups of students
WORK EXPERIENCE	Senior Staff Reporter , January-December 2022 <i>The Crimson White</i> student-run publication, The University of Alabama, Tuscaloosa, AL <ul style="list-style-type: none"> Generated ideas and completed three to five stories per week Edited up to 10 stories each week, consistently meeting tight deadlines Landscape Laborer , May 2019-April 2022 (seasonal) <i>Tidy Lawn</i> , Nolensville, TN <ul style="list-style-type: none"> Serviced a customer base of 25+; trained new workers, and maintain equipment Developed a database for automated targeted marketing to customers
LEADERSHIP	Treasurer , Public Relations Student Society of America, January 2023-Present Social Media Chair , Volunteers Around the World, February 2022-January 2023
GLOBAL & VOLUNTEER ACTIVITIES	Humanitarian Mission Trip to Nicaragua MAGI Gift Box Project Walk4Water Campaign

EDUCATION

Taylor R. Thompson

taylor_thompson@gmail.com | 205-348-5848

EDUCATION	Bachelor of Science in Education , August 2024 The University of Alabama, Tuscaloosa, AL Major: Elementary Education (K-6)/Early Childhood Education (PreK-3) Major: Secondary Education – General Social Sciences (6-12) GPA: 3.4/4.0
CERTIFICATIONS	Class B State of Alabama (Elementary Education, Early Childhood Education, Secondary Education – Social Sciences) Passed Praxis II Teaching Reading, PLT: Grade K-6, ELED Multiple Subjects Alabama Math Science Technology Initiative: 3rd Grade Math & 5th Grade Science edTPA CPR/First Aid Certified
TEACHING EXPERIENCE	Intern , Central Elementary School (Tuscaloosa City), Spring 2024 Kindergarten – 570 hours completed Title I (96% African American, 2% Asian, 2% Hispanic) Practicum Student , Northridge High School (Tuscaloosa City), Fall 2023 9th Grade regular and IB world history – 142 hours completed 250 students • Implemented <i>Out of the Grave</i> project where students learned research techniques, term paper prep, and presentation skills that resulted in 88% pass rate with 30% scoring 90%+ Practicum Student , Rock Quarry Elementary School (Tuscaloosa City), Spring 2023 3rd Grade – 120 hours completed Student Observer , Flatwoods Elementary (Tuscaloosa County), Fall 2022 1st Grade – 10 hours completed Student Observer , Maxwell Elementary (Tuscaloosa County), Spring 2022 2nd grade reading – 18 hours completed
WORK EXPERIENCE	Intake Assistant , Tuscaloosa Metro Animal Shelter (TMAS), Tuscaloosa, AL, May 2020 – 2022 • Conducted health and behavior evaluations on 300+ incoming animals in coordination with Animal Control officers • Processed data for each animal using shelter management software • Implemented behavior plans for 200+ adoptable animals
LEADERSHIP	Treasurer , Delta Epsilon Iota Honor Society, Fall 2022 – Fall 2023 Philanthropy Chair , Crimson Key, Fall 2020 – Spring 2022
SERVICE & INVOLVEMENT	After School Tutor , Holt Elementary School, Tuscaloosa, AL, Spring 2023 – Present • Engage students from low-income communities to improve reading skills Volunteer , Alabama Books for the Black Belt Initiative, Fall 2022 – Present Volunteer , TMAS Happy Hour, Fall 2020 – Present • Escort shelter dogs on outings for socialization, exercise, and exposure to potential adopters Volunteer , Libby Listens K-9 reading buddies, Spring 2022 – 2023
MULTICULTURAL EXPERIENCE	Fluent Spanish speaker; studied 6 months in Cadiz, Spain; communicate and establish rapport with ease with individuals of diverse ethnic backgrounds
SPECIAL INTERESTS	Dog-assisted therapy, pet rescue, childhood literacy

PRO TIP - ALTERNATE WAY TO INCLUDE MULTICULTURAL EXPERIENCES**GLOBAL EXPERIENCE****Travel:** Greece, Italy, Turkey, France, Australia, Fiji Islands**Medical Mission Trips:** Cambodia, Spring 2021; Costa Rica, Spring 2020; Haiti, Spring 2019**Study Abroad:** Universite Paris-Sorbonne, France, Summer 2020

Modern European History, College of Edinburgh, Scotland, Spring 2019

International Competition: 2020 Rio de Janeiro, Brazil, Olympic qualifier for javelin

ENGINEERING

TIPS:

☑ Include your GPA on your resume.

☑ If you have reached that point, include your design project.

PRO TIP

For STEM Path to the MBA, see p. 44 and see ecdc.ua.edu for samples that will differ for freshmen/sophomores vs. juniors/seniors.

James “JT” Harrison

jtharrison1@crimson.ua.edu | 205-348-4839 | linkedin.com/in/jtharrison1

EDUCATION

Bachelor of Science in Electrical Engineering, May 2024

The University of Alabama, Tuscaloosa, AL

Minor: Mathematics, STEM Path to the MBA Program, Honors College

GPA: 3.77/4.00

SKILLS

AutoCAD, MATLAB, SOLIDWORKS, C/C++, Spanish (fluent)

SELECT COURSEWORK

Microcomputers (ECE 383), Signals and Systems (ECE 370), Power Electronics (ECE 451)

RELEVANT EXPERIENCE

Electrical Co-Op, GE Appliances, Louisville, KY, Spring 2022, Summer 2022, Spring 2023 (three rotations)

- Completed hardware debugging assignment for washer systems, leading to improved product
- Collaborated with team to conduct in-depth analysis of new products and identify areas for improvement
- Networked with company leaders and peers while serving at local organizations
- Met or exceeded all objectives and goals set in partnership with assignment leader

Senior Design Team Lead, Department of Electrical and Computer Engineering, Tuscaloosa, AL, Fall 2022

- Led team of 6 peers in the design of a 12U Cube Satellite Power system with solar charging and lithium super capacitor technology
- Received superior rating from professor and selected to apply for conference presentation

Vice President, UA National Society for Black Engineers (NSBE), Tuscaloosa, AL, Spring 2022 – Fall 2022

- Addressed group of approximately 50 student members each week to promote professional development
- Recruited 20+ new members by publicizing organization on social media and through campus info fairs

RESEARCH EXPERIENCE

Undergraduate Research Assistant, Department of Mechanical Engineering, Tuscaloosa, AL, January – May 2021

- Interacted closely with Dr. Phillip Faculty to test electrical systems for large appliances
- Drafted report showing estimated savings using new system

ADDITIONAL EXPERIENCE

Digital Tech Sales Associate, Best Buy, Tuscaloosa, AL, May 2021 – August 2021

- Named ‘Employee of the Month’ in July 2019 based on high customer ratings
- Trained 3 new employees on products and store processes

CAMPUS INVOLVEMENT

National Society of Black Engineers (NSBE), Fall 2020 – Present

Institute of Electrical and Electronic Engineers (IEEE), Fall 2020 – Present

HONORS

President’s List (2 semesters), Dean’s List (3 semesters), Presidential Scholarship

HUMAN ENVIRONMENTAL SCIENCES

PEYTON PARKER

peyton.parker@gmail.com | 205-348-5848

www.linkedin.com/in/pparker

EDUCATION	Bachelor of Science in Human Environmental Sciences , August 2024 <i>The University of Alabama, Tuscaloosa, AL</i> Major: Human Development and Family Studies Concentration: Adolescent and Youth Development GPA: 3.7/4.0	
INTERNSHIP	Program Development Intern , May-August 2023 <i>Youth Rising Campaign, Washington, D.C.</i> <ul style="list-style-type: none"> Developed and presented civic engagement programs for 100+ teens Co-authored the <i>Rise</i> brochure for distribution nationwide Introduced incentives on social media sites, recruiting 275+ followers in two weeks and increasing program attendance 	
WORK EXPERIENCE	Senior Counselor , Summer 2021 Junior Counselor , Summer 2020 Counselor-In-Training , Summer 2019 <i>Camp Mac, Munford, AL</i> <ul style="list-style-type: none"> Supervised up to 16 campers, ages 8 and 9, in program participation Instructed major activities, including water sports and wilderness skills, and enriched peer, parent, and counselor relationships through interactive blogs and group messaging Promoted to positions of increasing responsibility, based on leadership, dependability, interaction with others, and attitude 	
SERVICE	Volunteer , January 2023-Present <i>Tuscaloosa Metro Animal Shelter (TMAS), Tuscaloosa, AL</i> <ul style="list-style-type: none"> Socialize and exercise dogs off site weekly through the <i>Happy Hour</i> program Staff monthly adoption events by greeting potential adopters, fielding questions, and selling TMAS merchandise Collect donations and prepare enrichment activities for 100+ dogs 	
JOB SHADOWING	Extern , November 2022 <i>Brewer-Porch Children's Center, The University of Alabama, Tuscaloosa, AL</i> <ul style="list-style-type: none"> Initiated a week-long experience to tour the center, meet the staff, and learn more about roles working with adolescents Observed a school-based outpatient program that provides therapeutic and independent living skills services to middle and high school students Organized informational interviews with 5 senior staff members 	
LEADERSHIP & INVOLVEMENT	Safe Sisters Peer Education Program UA Health Promotion & Wellness	Al's Pals Mentorship Program Tuscaloosa SAFE Center

PRO TIP

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.

NURSING

Jordan Jones

jordan.jones@gmail.com | 205-348-5848 | Tuscaloosa, AL

EDUCATION**Bachelor of Science in Nursing**, December 2023

Capstone College of Nursing

The University of Alabama, Tuscaloosa, AL

GPA: 3.89/4.00 Honors College President's List (5 semesters) Dean's List (3 semesters)

CERTIFICATION | LICENSURE | SKILLS

Colorado Board of Nursing, Alabama Board of Nursing

Eligible to take National Council of Licensure Exam (NCLEX)

Basic Life Support, Advanced Cardiac Life Support

Meditech, Electronic Medication Administration Record, Microsoft Excel

CLINICAL EXPERIENCE**Preceptorship**, October – December 2023

UAB Hospital, Birmingham, AL, Surgical Intensive Care Unit (SICU)

Total clinical hours: 180

Nursing Student, August 2021 – September 2023*Complex Client Nursing*: DCH Regional Medical Center*Pediatric Nursing*: Children's of Alabama/The RISE School*Childbearing Family Nursing*: DCH Regional Medical Center/Tuscaloosa County Health Department*Community Health Nursing*: Capstone Village/WellBAMA Employee Health*Mental Health Nursing*: Bryce Hospital/Caring Days Alzheimer's day program/Brewer-Porch Children's Center*Adult Health Nursing*: DCH Regional Medical Center Medical Surgical Unit*Fundamentals of Nursing*: DCH Regional Medical Center

Total clinical hours: 630

INTERNSHIP**Student Nurse Intern**, Summer 2021

Valor Center for Rehabilitation, Veterans Affairs Medical Center, Tuscaloosa, AL

- Attended to 10-12 veterans recovering from recent amputations, brain injuries, or stroke

WORK EXPERIENCE**Child Care Provider**, September 2019 – present (seasonal)

Smith Household, Atlanta, GA

- Manage schedules and provide care for two children, ages 5 and 12, and their adult uncle with Down syndrome
- Tutor children in math, helping them to retain skills and build confidence
- Create fun and educational activities, prioritizing safety and age appropriateness
- Anticipate daily needs and plan ahead, saving employer time and money

GLOBAL EXPERIENCE

Medical Mission Trip to Puerto Rico, Summer 2020

Medical Mission Trip to Haiti, Summer 2019

CAMPUS LEADERSHIP | INVOLVEMENT

National Society of Leadership and Success

Capstone College of Nursing Mentoring Program

Society for Collegiate Leadership and Achievement

Alabama Association of Nursing Students

TIPS:

☑ By the time you're a senior and have experiences from multiple placements, you may have a resume longer than one page. The Nursing Student section may be omitted if you have significant other content to include.

Make sure you list your most relevant experience first and use bullet points to show accomplishments and tasks that are valuable to the targeted employer.

SOCIAL WORK

Kendall King

kmking9@crimson.ua.edu | 205-348-5848 | linkedin.com/in/kmking

EDUCATION	Bachelor of Social Work , May 2024 The University of Alabama, Tuscaloosa, AL Minor: Psychology GPA 3.39/4.00 Dean's List (3 semesters) <i>Work 25+ hours weekly to help finance education</i>	
FIELD PLACEMENT	Resident Counselor , August – December 2023 Raeford Village, Montgomery, AL <ul style="list-style-type: none"> • Co-facilitate group sessions for 15 teenaged males • 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	Instructional Assistant , June – December 2022 Brewer-Porch Children's Center, Tuscaloosa, AL <ul style="list-style-type: none"> • Guided 19 clients in performing daily living skills, demonstrating competence in behavior management • Coordinated transportation for clients to medical appointments • Wrote shift summaries for a treatment team of four 	
JOB SHADOWING	Extern , May 2022 Eagles' Wings, Inc., Tuscaloosa, AL <ul style="list-style-type: none"> • Initiated a one-week experience to shadow a staff member in the operations of a day habilitation and residential services non-profit organization • Observed interactions with 12 adults with developmental disabilities and networked with staff • Gained an understanding of coordinating with agencies to ensure services that develop enrichment opportunities, independent living skills, and inclusion for those with disabilities 	
ADDITIONAL EXPERIENCE	Front of House Team Member , December 2020 – Present Chick-fil-A, Tuscaloosa, AL	
LEADERSHIP	President , Undergraduate Social Work Organization, Spring 2022 – 2023 Social Work Senator , Student Government Association (SGA), Spring – Fall 2021 Philanthropy Chair , Sigma Phi Alpha Sorority, Fall 2020	
VOLUNTEER SERVICE	Meals on Wheels Tuscaloosa Community Soup Bowl	West Alabama Regional Commission Temporary Emergency Services, Inc.

PRO TIP

Don't forget - each of these sample resumes is available to download as a MS Word document template at career.ua.edu/resumes. Save yourself the effort of starting from scratch by downloading a sample!

FRESHMAN

Frankie First-Year

frankie.firstyear@crimson.ua.edu

205-348-5848

EDUCATION

The University of Alabama, Tuscaloosa, AL, May 2026
Major: Pre-major Studies

East High School, Mytown, CA, June 2023
GPA: 3.8/4.0

WORK EXPERIENCE

Catering Assistant, *Kris's Cakes and Catering*, Tuscaloosa, AL, September 2023-present (seasonal)

- Oversee routine store operations in absence of manager
- Create theme parties for special events, adhering to each client's budget
- Provide excellent customer service by customizing menus according to preferences and dietary needs

Sales Associate, *Ace Hardware*, Mytown, CA, June 2022-August 2023

- Maintained detailed knowledge of inventory to provide customers with best solutions
- Demonstrated adaptability and teamwork in assisting as needed throughout store
- Earned employee-of-the-month award twice in 12 months

COMMUNITY SERVICE

Participant, *Alabama Action*, The University of Alabama, Tuscaloosa, AL, August 2023

- Rebuilt school playground with a team of 15 fellow freshmen
- Gained understanding of challenges faced by communities with limited resources

Volunteer, *Sycamore Place*, Mytown, CA, June-August 2023

- Promoted two fundraisers through social media, resulting in \$8,000 in individual donations

Volunteer Coordinator, *Soup Kitchen*, Mytown, CA, September 2021-May 2022

- Coordinated 50+ volunteers in partnership with churches and social service agencies
- Stocked supplies and served food to 200+ people for 10 hours each week
- Earned satisfaction rating of 4.9/5.0 consistently on volunteer feedback surveys

LEADERSHIP EXPERIENCE

Team Captain, Varsity Soccer, *East High School*, Mytown, CA, January-May 2023

- Directed team plays according to coach's strategy
- Mediated conflicts among 11 teammates and encouraged positive behavior in all situations
- Earned Coach's Award for leadership and overall performance

Vice President, Spanish Club, *East High School*, Mytown, CA, September 2021-May 2022

- Organized Spanish Trivia Night, promoting interaction among 75+ club members
- Coordinated and facilitated 7 meetings, including officer elections for the coming year

TIP: ☒ Once in college, your resume should look different. This example offers a recommended layout. Your goal is to begin replacing your high school content with current content as early as possible. Once you establish a GPA at UA, your high school should be removed from your education section as well. Only include transfer institutions if you earned a degree from there.

Some circumstances require special resume formats. If you have questions about any of these formats, make an appointment with your career consultant.

CHRONOLOGICAL AND FUNCTIONAL FORMATS

The resume format most often used by students pursuing internships, co-ops or entry-level positions, is the chronological resume. Chronological resumes focus on experiences and the skills and results associated with each. These experiences are divided by categories (ex. relevant experience, campus involvement) and are listed in reverse chronological order, so that your most recent experiences are first.

The functional resume shows accomplishments under areas of expertise. This format may work well for some career changers with experience in areas outside the new profession. For example, a veteran with military experience may choose a functional resume as a way of showing how experiences and skills translate to civilian jobs.

Not all employers like functional resumes because they prefer to see the details of accomplishments with each position held. Talk with your career consultant if you are trying to decide which format to use. A combination of the chronological and functional formats (referred to as a combination or hybrid resume) may suit your needs.

FRESHMAN-YEAR RESUMES

High school experience can be included on your freshman resume, but keep the resume to one page. Select the most recent and/or relevant information. An example of a freshman-year resume is on the preceding page.

CREATIVE-FIELD RESUMES

Creative fields such as graphic or interior design typically allow for more creative resume formats. However, no matter how clever the design, a resume must convey the potential value you bring to the organization. Focus first on the content of your resume. If interested in learning how to 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.

INTERNATIONAL RESUMES

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

MILITARY-TO-CIVILIAN RESUMES

Military experience provides opportunities to develop a range of skills that transfer to civilian jobs. When reviewing the list of skills on **pg. 11**, quickly identify specific responsibilities in the military that allowed you to learn or strengthen those skills.

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

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

- VA for Vets online Career Center: vaforvets.va.gov
- Veterans' Employment & Training Service Transition Assistance Program: dol.gov/vets/programs

Talk with peers about your career interests to learn about opportunities and/or connections in your chosen field. 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.



LEADERSHIP





RESUMES FOR FEDERAL JOBS

Resumes for federal jobs include more details than those written for jobs in other sectors. Begin building this resume as you would any other by listing experiences, campus involvement, etc. What makes the federal resume different is the details you will need to provide.

Follow guidelines at <https://www.usajobs.gov>.

Target Job Information:

Announcement number, title, series and grade of job you're pursuing

Personal Information: Full name, mailing address with zip code, phone number(s), Social Security number, country of citizenship, veteran's preference, reinstatement eligibility, highest federal civilian grade held

Ex. Contact Information Details:

John Denny Doe (*full name*)
123 Roll Tide Drive
Tuscaloosa, AL 35487 US
Call: 205-348-5848
Email: john.d.doe@fake.com

Education: High school: name and location; date awarded diploma or GED. Colleges/universities: name and location; major(s); type of degree and date awarded. If you are a double major in different colleges, the name of your degree will be indicated by your primary college.

Job-Related Training: Seminars, certifications, licenses, or trainings completed that relate to your professional development and the position description

Language Skills: Language experience/knowledge and level(s) of proficiency

Skills: Skills you acquired that relate to the target job or to your ability to contribute in any work environment

Work Experience: Job title, duties and accomplishments; employer's name and address; supervisor's name and phone number; starting and ending dates; hours worked per week; salary; indication of whether current supervisor may be contacted

Ex. Work Experience Details:

Business Corps Inc.
5/2021-8/2021
Birmingham, AL
\$382/week
Grade Level: NA
30 hours/week

Intern Supervisor: Alice Gorgas
(205-348-5848)

- Bullet points that show duties, accomplishments

Professional Affiliations: Professional associations, societies, clubs, or other organizations. Highlight positions held within these and list any volunteer experience associated with these organizations if related to the target job description.

Additional Information: This might include class projects, honors, awards, publications, memberships in professional associations,

leadership activities, community involvement, etc.

EDUCATION SECTION EXAMPLES FOR UNIQUE ACADEMIC PROGRAMS

Accelerated Masters

The University of Alabama,
Tuscaloosa, AL
Master of Arts in (discipline), May 2024
Bachelor of Science in (discipline),
May 2024
GPA #.#/4.0

STEM Path to the MBA

The University of Alabama,
Tuscaloosa, AL
Master of Business Administration,
May 2024
Bachelor of Science in (discipline),
May 2023
GPA #.#/4.0

New College

Bachelor of Arts, May 2024
The University of Alabama,
Tuscaloosa, AL
New College, Interdisciplinary Studies
Depth Study: <name of depth study
here>

Double Major (same college)

Bachelor of Arts, May 2024
The University of Alabama,
Tuscaloosa, AL
Double major: German and
Psychology

OR

Majors: German, Psychology
Minor: Blount Scholars Program

Double Major (different colleges)

Bachelor of Science in Human
Environmental Sciences, May 2024
The University of Alabama,
Tuscaloosa, AL
Major: Interior Design
Second Major: Studio Art
Specialization: Digital Media

A resume written for graduate or professional school should enhance your application and provide the admissions committee a glimpse into your academic accomplishments and experiences as an undergraduate student. You can format resumes for graduate school as one-page resumes or as multiple-page CVs. Graduate school resumes should focus on:

EDUCATION

Academic information is a focal point of this resume. Highlight accomplishments in the following areas as subheadings under Education or as unique categories:

Research	Conferences
Awards	Publications
Presentations	International Study
Senior Project	Certifications

EXPERIENTIAL EDUCATION/ RELEVANT EXPERIENCE

Focus on experiences related to your educational or career goals:

Internships	Co-ops
Class Projects	Shadowing
Volunteer Experience	Work

COMMUNITY INVOLVEMENT

Include campus or community activities that developed your

leadership, communication, time-management and other skills that support success in graduate study.

ADDITIONAL CATEGORIES

Depending on your experiences and accomplishments, you may have additional categories to include. If you are uncertain about what categories to include, talk with a career consultant and explore the free advice offered on accepted.com.

PREPARING A CURRICULUM VITAE (CV)

The CV is a comprehensive biographical statement, typically three or more pages, emphasizing academic achievements and experiences. Below are tips to help you begin preparing your CV.

IS THE CV FOR YOU?

The CV is a detailed and structured listing of education, publications, projects, awards and work history. They work best for job-seekers applying for positions in academia, research or 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) and 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. Graduate students seeking employment outside academia will want to create a traditional resume instead of a CV.

Visit the Career Center main office for resources on sample CVs.

CV HEADINGS

CV headings may include some or all the following:

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

*A sample CV for graduate school can be found on the next page.
View CVs of graduate and PhD students in your field.*

Cynthia Chinn

cynthia_chinn@gmail.com | 205-456-6859 | linkedin.com/in/cchinn

EDUCATION

Master of Social Work

May 2024

The University of Alabama, Tuscaloosa, AL

Concentration: Children, Adolescents, and their Families

Bachelor of Arts in Psychology

May 2022

Georgia State University, Atlanta, GA

FIELD PLACEMENT

Medical Social Work Intern

September 2022-Present

Hospital for Children, Someplace, AL

- Lead weekly parent support groups, successfully engaging nearly 30 participants
- Provide emotional support for families that includes helpline chat services
- Complete assessments and discharge plans for patients in the Trauma Surgical Intensive Care Unit (TSICU)

Graduate Social Work Intern

January-June 2022

Family Service Center, Someplace, AL

- Completed intakes and assessed needs of 100+ emotionally-disturbed youth with severe learning challenges
- Provided individual, group, and family therapy each week
- Maintained knowledge of community resources and made referrals as appropriate
- Mentored and tutored six adolescents

RELEVANT EXPERIENCE

Youth Recreation Coordinator

May 2019-August 2022 (summers)

Parks and Recreation Association, Northport, AL

- Developed full-day programs for campers, aged 5-9; approximately 60 each day
- Counseled and trained 24 volunteer student leaders
- Raised nearly \$600 to for equipment and supplies
- Transitioned all activities to outdoors only during COVID and secured pavilions for rainy days

Volunteer Mentor

January 2018-May 2021

St. Maria's Center, Atlanta, GA

- Designed and implemented an after-school program for 17 at-risk teens, providing tutoring and emotional support
- Staffed the program 100% with volunteers and created a virtual module for training during COVID

TIPS:

☑ Tailor the CV for its purpose. For example, citations should follow the editorial style guide used in your discipline.

☑ It used to be protocol to include references in a CV. However, this has recently changed. Do not add, "References available upon request." Instead, create a separate page for references and submit them when asked.

RESEARCH EXPERIENCE

Research Assistant

September 2021-Present

Dr. Felicia Faculty, The University of Alabama, Tuscaloosa, AL

- Performed multiple tests using Statistical Package for the Social Sciences (SPSS)
- Analyzed data and drafted reports, one of which was published

Research Assistant

August 2019-May 2020

El Centro: National Latino Research Center on Domestic Violence
Georgia State University, Atlanta, GA

- Conducted extensive literature reviews for interdisciplinary intervention efforts
- Collected data through interviews with 75 families
- Demonstrated competence using SPSS

GLOBAL EXPERIENCE

Mission Work

Medical missions in Columbia

March 2022

Habitat for Humanity in Haiti

May 2021

Education

Complutense University of Madrid, Spain (travel cancelled due to COVID)

August-December 2020

- Completed online courses in Spanish literature, conversational Spanish

Travel

Spain, Portugal, Argentina, Costa Rica

CONFERENCES ATTENDED

National Association of Social Workers (NASW), Annual Conference, Washington, D.C.

July 2022

American Public Human Services Association (APHSA) Regional Conference, Atlanta, GA

June 2022

PUBLICATIONS AND PRESENTATIONS

Chinn, Cynthia, (2021). "Effects of stress on creativity among teens who achieve perfect scores on SATs." Educational & Psychological Measurement, 100, 1108-1121.

Chinn, Cynthia (2019, September). *Mood and Memory: Evaluating the Psychological Functioning of Child Prodigies*. Paper presented at Symposium on Creativity, Georgia State University, Atlanta, GA.

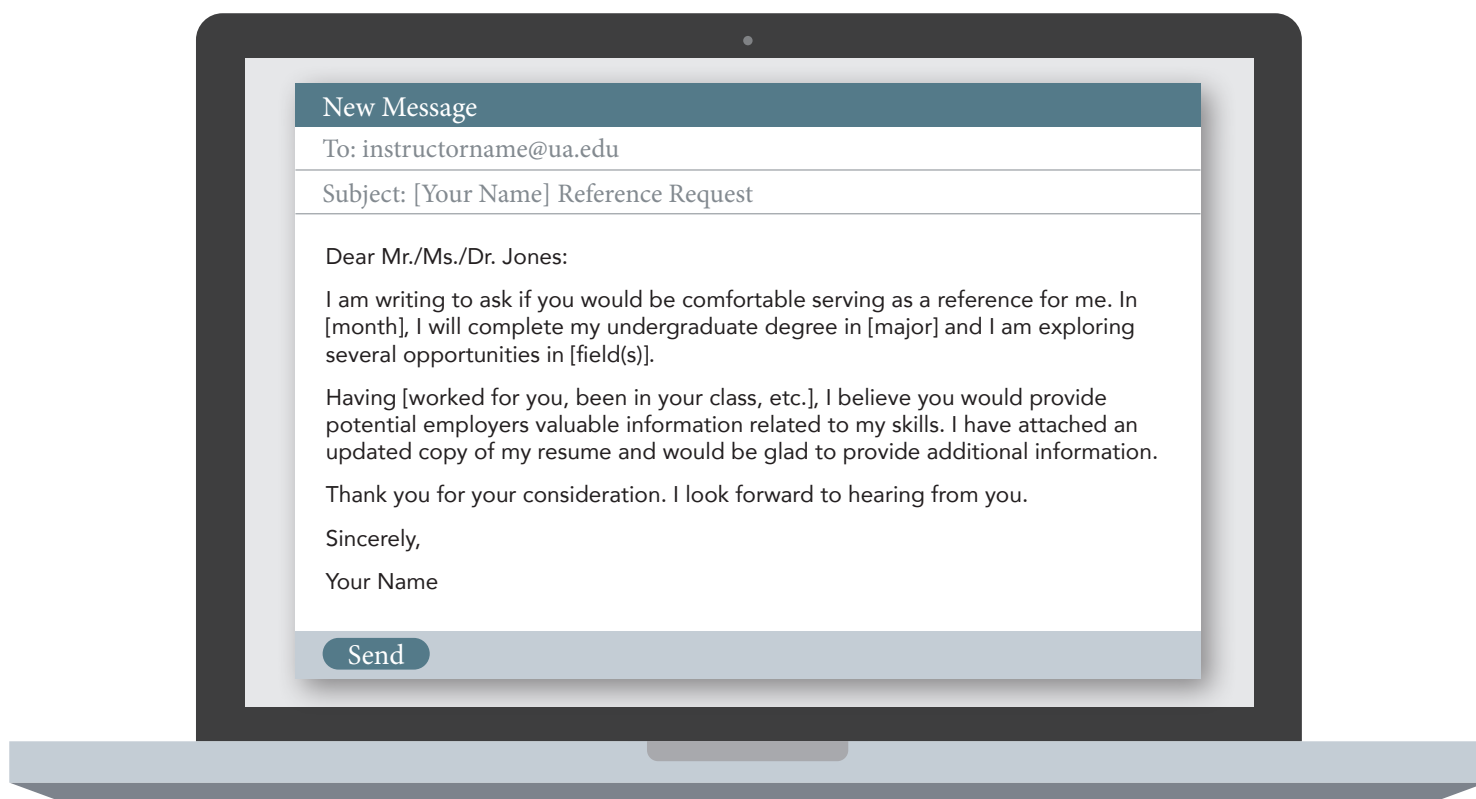
Some employers will ask for a list of references from individuals who can talk about your skills, work habits and other qualifications. Generally, you will be asked to give a minimum of three. Consider supervisors, faculty members and advisors of organizations with which you are involved when identifying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

Ask selected contacts if they are willing to serve in this role before listing them. Provide them a copy of your resume so they have an idea of your experiences and the skills you are presenting to employers and a brief overview of the job and requirements.

Occasionally, employers ask for letters of recommendation. 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.



SAMPLE REQUEST FOR SOMEONE TO SERVE AS YOUR REFERENCE



The purpose of a cover letter is to make a strong case for why you're a good fit for the job. A well-written, tailored cover letter and resume can be the winning combination that results in an interview.



WHEN TO INCLUDE A COVER LETTER

If you have an opportunity to upload or send a cover letter along with your resume, do it! It is another opportunity to market yourself to a potential employer. However, a generic cover letter will not increase your favor with a hiring manager. Research the employer and craft your letter to demonstrate your knowledge of the organization and how you can contribute.

FORMAT

Your cover letter should be one page in length with the same heading and typeface that appears on your resume, with your name, number, email address and LinkedIn URL. Throughout the letter, incorporate key words from the job description, and avoid overuse of personal pronouns. The following sections describe the content that should be found in the greeting, first paragraph, middle paragraph(s) and closing paragraph of your cover letter.

Greeting

Try to identify a specific person/ name involved in the hiring process. Otherwise, use "Dear Hiring Manager:" Do not use "Dear Sir or Madam:" or "To Whom It May Concern:" as those are considered outdated. Use a colon after the greeting.

First paragraph

Refer to the position and how you learned about it. Next, include something that will capture the reader's interest. If you have a mutual acquaintance whose name will get attention, use it.

Middle paragraph(s)

The middle paragraph(s) should describe why you are a good fit for the position and the organization. Draw connections between the skills and qualifications in your background and the employer's requirements and needs. Researching the organization will help you tailor this section. Use concrete examples demonstrating the skills they need.

Closing paragraph

Use the closing paragraph to summarize the benefits you offer the employer and establish your next step. Stating you will call within the next week or two to inquire about an interview is an effective way to express your interest and initiative. However, do not include this if they clearly state that they do not want phone calls. Another acceptable closing is to encourage the hiring manager to reach out to you if you can provide them with any other information.

EMAILING YOUR COVER LETTER

If emailing your resume, your cover letter can serve as the body of the email. If the employer requests you attach both cover letter and resume, write a brief but professional message indicating that the requested documents are attached. Double check your documents are attached before sending the email and include the target position title in the subject line.

COVER LETTER HELP

For help writing or reviewing your cover, the Career Center can help. Our resume walk-in hours during the spring and fall semesters are open to students who need assistance with a resume and/or a cover letter. Visit the Career Center website for days/times of walk-in hours or make an appointment with a career consultant to review your resume and cover letter.

Request an appointment with your Handshake account. Watch for your appointment request to be "accepted" and notice any "comments" your career consultant may have made regarding your appointment.



COMMUNICATION

AVOID COMMON MISTAKES

- ☒ Spelling and grammar errors
- ☒ Too generic; not tailored for specific job posting
- ☒ Failing to show evidence of research and knowledge of employer and position
- ☒ Repeating information
- ☒ Too brief or too wordy
- ☒ Focusing on what you need or want instead of what you can contribute
- ☒ Omitting contact information
- ☒ Beginning most of your sentences with "I"
- ☒ Repeating verbatim what is in your resume

SAMPLE COVER LETTER

Sophia Spencer

sophia_spencer@gmail.com

205.348.5848 | linkedin.com/in/sspencer

September 21, 2023

Mr. Michael Morris
Human Resources Manager
Northwest Health Services

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, Handshake. 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

NOTE: If emailing your resume, your cover letter can be the body of your email. If the employer requests that you attach both cover letter and resume, write a brief, professional message indicating that the requested documents are attached. Make sure your documents are attached and include the target position title in the subject line.

PRO TIP

Letters submitted electronically do not need addresses. Read your cover letter out loud before sending. You can hear awkward wording that needs to be changed. Read it again and point to every word as you read. You will catch missing or repeated words and may catch spelling and grammatical errors.

Pursuing networking 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.

SAMPLE NETWORKING LETTER

tone

Professional but not overly formal if you know the individual. If the person is not a close acquaintance, make the connection for them in the first paragraph.

message

Your letter should provide a summary of the skills you can contribute to an employer with 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 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.

BENJAMIN BUTLER

205.348.5848 | benbutler@crimson.ua.edu

October 11, 2023

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 your 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, I am available by phone or email.

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

Sincerely,

Ben Butler

SAMPLE THANK-YOU EMAIL

Subject: Thank you – systems analyst position interview

Dear Mr. Smith:

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.

HG Consultants 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 the organization, 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 email.

Sincerely,

Polina Petrovic
polina.petrovic@email.com
205.348.5848
Linkedin.com/in/my_profile

WHY WRITE A THANK-YOU LETTER

A thank-you letter shows thoughtfulness, a characteristic many employers value. Sending a thank-you email or letter gives you an opportunity to reiterate your interest in the position and/or organization.

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.

PRO TIP

If mailing a thank-you note, use a business letter format. If others in the organization assisted with your interview arrangements, then you might send each of them a note. Thank them for their time and express your continued interest in the organization with a letter that's short and to the point.

ACCEPTING AN OFFER

You will likely receive an offer by phone and, after considering the offer, will 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. Exercise caution with any decision that is dependent upon the offer until written confirmation is completed. 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 best way to communicate your decision; however, it is also recommended that you follow up with an email.

- State your decision to withdraw.
- Provide a brief explanation (e.g., accepted a job that seems to be a better fit). Do not state that you received a "better job," because this can be seen as unprofessional.
- Convey your appreciation for the employer's time and consideration.

**SAMPLE
DECLINE EMAIL****PROFESSIONALISM**

WHAT IS A PORTFOLIO?

A portfolio showcases 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. Don't rely on your portfolio alone to sell your skills to an interviewer. A portfolio offers samples of your work, but ultimately, you must prove your skills and abilities in person.

WHY SHOULD I HAVE A PORTFOLIO?

Students from all majors can adapt and utilize a portfolio as a tool 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.

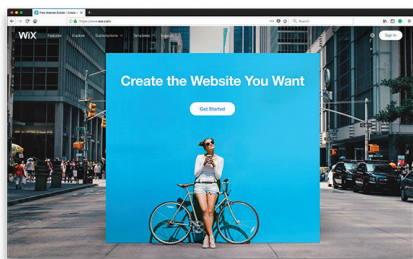
WHAT DO I INCLUDE IN A PORTFOLIO?

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:

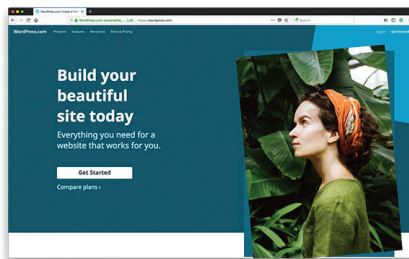
- Writing Samples
- Evaluations
- Photography
- Fine Arts Samples
- Graphic Design Samples
- Video Clips
- Design Projects
- Web Designs
- Media Campaigns
- Lesson Plans
- Project or Event Budgets
- Certificates
- Project or Event Timetables
- Commendation Letters

CREATE A FREE ONLINE PORTFOLIO

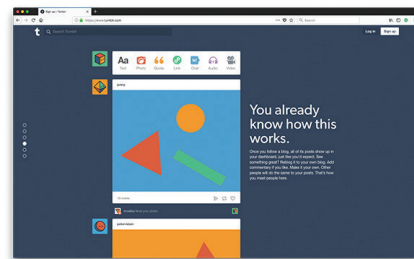
With an online portfolio, you can showcase your videos, photographs, sketches, designs and projects in one location. For ideas, see <https://collegeinfo geek.com/personal-website-examples/>. There are various free and paid options for creating an online portfolio, including the following:



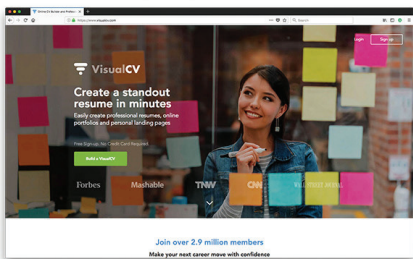
wix.com



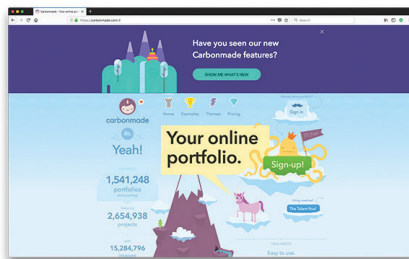
wordpress.com



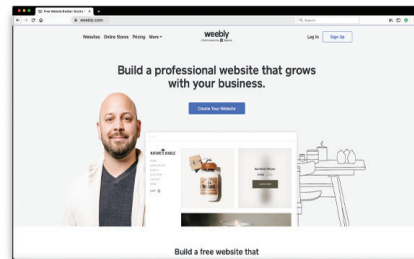
tumblr.com



visualcv.com



carbonmade.com



weebly.com

PRO TIP

Even if you already sent an online portfolio to a potential employer, it's a good idea to bring a hard copy to an interview to refer to examples of your work as you are answering questions.



Successful interviewing requires preparation and practice. Below are popular questions, tips for preparation and information on scheduling a mock interview through the Career Center.

POPULAR INTERVIEW QUESTIONS

Tell me about yourself:

Your response to “tell me about yourself” should mention experiences and qualifications that meet the employer’s needs. Adding a bit about your life outside work is fine; just make it brief and not too personal. Think of a hobby or skill you’ve developed that shows discipline or interest in learning. Practice your answer to this

question, but don’t memorize it. It should neither sound too rehearsed nor rambling. See pg. 22 for your networking introduction.

Straightforward Questions:

While you can’t practice answering every single straightforward question you might be asked, the more you practice, the more comfortable you will become. Here are some of the most common straightforward questions you might encounter during an interview:

What are your strengths/weaknesses?

Why do you want this job?

What do you know about us?

What motivates you?

Are you a leader or a follower?

What is one of your greatest accomplishments?

Do you work best alone or with others?

Describe your ideal work environment.

What challenges do you anticipate in this role?

Where do you see yourself in five years?

Describe the best/worst supervisor you’ve had.

How do you handle conflict?

How do you handle pressure?

What is your work style?

What do you see as current trends in this field?

What did you like most/least about your last job?

What types of decisions are difficult for you?

What are your long-term professional goals?

How do you evaluate success?

How has your experience prepared you for this?

What can you contribute to our organization?

Why should we hire you?

Tell me about a time. . .

One of the most popular types of interview questions asks you to talk about a time when you demonstrated a skill or behavior that is important to the employer (teamwork, problem-solving, multitasking, etc.). Employers use this interviewing strategy to evaluate content skills, transferable skills and self-management skills.

Use the STAR method (below) to answer these questions.

The STAR Method



The STAR method helps you plan responses to “tell me about a time” questions. The following is a sample response to “Tell me about a time when you had to work under pressure.”

Situation: “I bus tables at a restaurant and one night the other bussers didn’t show up to work.”

Task: “Despite my best efforts to clear and prep tables, I couldn’t keep up with the volume by myself, so patrons were outside waiting in line to be seated; some leaving in frustration.”

Action: “I asked my coworkers for help and assigned them duties to help get the line moving and patrons seated.”

Result: “My initiative helped save the restaurant money they were losing from patrons leaving and taking their business elsewhere.”

WHAT EMPLOYERS WANT TO KNOW

During interviews, employers are seeking to answer these questions:

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

GENERAL TIPS FOR ANSWERING QUESTIONS

Listen carefully and don't interrupt.

Let the interviewer finish the question completely, then take a second or two before responding. You may have an answer prepared for the question, but do not rush to deliver it, as you might interrupt the interviewer.

Be specific. Let them know that you've done your research and that you're able to connect your qualifications with their needs. Vague responses will not give a sense of what you can contribute. Adjectives are not as effective as facts and figures.

Be concise. Being specific does not mean giving lengthy answers. Some responses need more detail to be effective; even so, those should not exceed two minutes.

Use examples. Support short responses with examples. For instance, if you're asked to name a strength, then provide the answer along with a brief example of how you've demonstrated that strength.

Example: "One of my strengths is the ability to prioritize tasks and organize my time. This year, I began volunteering 15 hours a week while continuing my part-time job and maintaining a full course load. I created a weekly schedule and adjusted it as needed. As a result, I was able to accomplish everything."

MOCK INTERVIEWS

Before you begin interviewing for jobs, schedule a mock interview in the Career Center through Handshake to practice with these and other questions. Learn more at career.ua.edu.



COMMUNICATION



PRO TIP - INAPPROPRIATE INTERVIEW QUESTIONS

During a job interview, a hiring manager might accidentally ask an inappropriate question. Know what these are and how to respond.

The Civil Rights Act of 1964 "prohibits employment discrimination based on race, color, religion, sex

and national origin." As a jobseeker, you want to be able to spot red flags that could indicate you're being asked an inappropriate interview question. Read information provided by the U.S. Equal Employment Opportunity Commission at www.eeoc.gov.

If asked an inappropriate question, your options include:

- Briefly answer the question if you are comfortable doing so.
- Respond to the intent of the question. For example, if you are asked about your medical history, you could respond that nothing in your personal life would interfere with your work.
- Ignore the question and change the subject.
- Respectfully tell the interviewer that the question doesn't seem to be legal or relevant to the specific requirements of the job.

PHONE INTERVIEWS



Employers often narrow the list through phone interviews before arranging on-site interviews. When preparing for a phone interview:

- Clarify which time zone will be observed if your location differs from that of the employer.
- Answer the call by stating your name to 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. Contact the Career Center to ask about interview room availability.
- Print a copy of your resume, the job description and questions to ask them. Have keywords written down to recall examples 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



Applicants for jobs, graduate programs, or professional schools may ask to do a video interview before or instead of meeting face-to-face. Preparing for a video interview includes taking the steps recommended for other interviews plus practicing with the technology. Position the camera on your computer at eye level so you are looking directly across from the interviewer. Test the volume and make sure there are no visual or audible distractions in the background.

Sit up straight and avoid reading notes, as that will be detected from your voice and eye movements. Make sure the interviewer has finished before speaking.

DIGITAL INTERVIEWS

Different from video interviews, digital interview questions appear as text on the screen. Candidates are allotted an amount of time to think about their responses and a set time to respond (ex. 30 seconds and 3 minutes).

Once you complete the interview, an email is automatically sent to the hiring manager or committee and your responses are evaluated at their convenience. Sometimes, organizations provide an opportunity to practice with a question or two ahead of time so you can get a feel for the process.

As you should do with every interview, prepare in advance by reviewing the job requirements and listing questions they might ask to determine your ability to meet those requirements. Formulate brief but specific responses to those questions and then practice saying them (not simply thinking them).

TYPES OF INTERVIEWS

GROUP INTERVIEWS



If invited to interview along with other candidates, be mindful of how you interact.

Introduce yourself to the others and balance contributing and listening. Avoid interrupting or dominating the conversation. If another shares a view you planned to share, think of a comment that adds to that one.

In a structured group interview, multiple candidates are gathered at the same time and are all asked the same questions.

PANEL INTERVIEWS

Being interviewed by a group can be intimidating, but it's very similar to a one-on-one interview. Before the interview, shake hands with and introduce yourself to every person participating. During the interview, direct your answers to the entire group by making eye contact and addressing each member. Try to remember each person's name so you can thank them when the interview is completed.



COMMUNICATION

PRO TIP

When preparing for a multiple-mini or technical interview, we highly recommend that you meet with your career consultant for specific resources and tips to help you prepare thoroughly. Log in to Handshake to make an appointment.

CASE STUDY INTERVIEWS

Case study questions are created to determine a candidate's ability to analyze a situation, identify important factors, generate ideas and suggest practical solutions. There may not always be a single correct answer, so the process of arriving at an answer is the focus.

Think first before responding. Is there critical information missing? Some interviewers may expect you to notice and ask. Conversely, they may want you to answer with only the information provided.

Case study questions can vary across professions. Interviewers may be listening for reasoning related to their particular field. For example, someone interviewing for a marketing position may be asked questions about determining the market size for a specific product.

Example: *How would you determine how much coffee is consumed in New York City on Mondays?*

If the position requires a high degree of logical thinking, there may be questions designed to evaluate that ability.

Example: *In the Chicago subway system, there are two escalators going up but only one going down to the subway. Why is that?*

Answer in a reasonable amount of time, so think of the most logical explanation you can and respond confidently.

Some case study questions relate to general management practices.

Researching interviews for your industry and, if possible, for the specific employer, help you prepare for and respond to these questions.

Examples:

- *How would you work with a colleague who is under-performing?*
- *Procedures in your organization are not being followed properly. How would you go about correcting that?*
- *A Tuscaloosa restaurant is losing business. What suggestions would you have for the owners?*

Multiple Mini Interviews (MMI):

MMIs may be conducted by medical, dental, optometry, pharmacy, physical therapy, physician assistant and veterinary schools. They may also be included in exams for licensures, such as the National Council Licensure Exam (NCLEX) for nurses.

Example Health Care Case Study Question:

One of your college patients tells you that during midterm week, she became feverish and did not feel up to studying or going to class. She decided to take some over-the-counter medication and rest. Now that midterms are finished, she tells you that she needs a permission note from you to take two of her exams. With zeros on these two exams, she will likely fail both courses and must pay to take them again. What do you do?

However you answer these questions, you must be prepared to support your decision, no matter the challenges presented by the interviewers.

Research case study questions or MMIs in your field. Schedule a mock interview with the Career Center and request that case study questions be included.

Situational Judgment Tests (SJT):

SJTs allow employers to assess large groups of candidates before the interview stage through job-related multiple-choice questions and scenarios, which may be timed. Designed to determine your suitability, in terms of drive and core knowledge, SJTs are thought to reduce staff turnover.



CRITICAL THINKING

TECHNICAL INTERVIEWS

Unlike other types of interviews, technical interviews involve challenges and assignments. They're more like an exam than a standard question-and-answer interview. A typical technical interview consists of two parts:

1) Whiteboarding or coding

Be prepared to explain a solution to a problem in real time.

2) Knowledge-based Q&A

Expect questions about theories, etc. to demonstrate your knowledge.

To prepare for a technical interview, research the job to which you are applying. For example, if the job requires JavaScript, stick to that and avoid talking about Python. Additionally, you'll want to study fundamentals, but prepare to solve things a different way.



TECHNOLOGY

It's okay to say you don't know something. Acknowledging that you don't know something allows the team to focus on what you do know.

The purpose of the technical interview is not to trick you with impossible questions, but to see how you tackle real-world problems.

EMPLOYER RESEARCH

It is critical for you to thoroughly research the organization before your interview. Interviewers may ask what you know about their organization as a way of evaluating your interest in the position. **Review pg. 24 on 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?

TRAVELING TO AN INTERVIEW

If the company leaves the planning of the trip to you, keep receipts of all expenses for possible reimbursement. (Sometimes expenses 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

If traveling to an interview, plan to arrive the afternoon before giving you the opportunity to leisurely check in to your hotel, make sure you know how to get to the company site and practice your responses.

BE PROFESSIONAL

Being professional encompasses punctuality, attire, hygiene, verbal and nonverbal behavior and dining etiquette.

Timeliness

If your interview is local, plan to 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.

Portfolio

Do not arrive at the interview empty-handed. Before your interview, put together 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.

Attire

The way you dress influences the interviewer's initial impression of you. We recommend you take the conservative approach when dressing for an interview. It's important to plan your outfit before the day of the interview to make sure you have everything you need. **For details on appropriate attire, see pg. 63.**

NON-OFFICE INTERACTIONS

Companies may arrange for the candidate to meet with employees for a meal before or after an interview. The hosts 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 pgs. 64-65 for information on dining etiquette.**



PRO TIP - CRIMSON CAREER CLOSET

The Denise and Chandler Root Crimson Career Closet, located next to the main office in 3400 University of Alabama Student Center, houses professional clothing that students and alumni may borrow at no cost for interviews and other job-related purposes. Appointments can be made through Handshake.

If you reached the interview stage, the employer considers your background a close match to their ideal candidate and it is your goal to convince them you are the most qualified candidate.



INTERVIEW TIPS

Interviews don't only serve to see if you are a good fit for a company but for you to determine if they are a good fit for you. Observe the environment. On the next page, you will find an activity to reflect on these observations after your interview is complete.

- Offer the interviewer a firm handshake, accompanied with eye contact and a smile.
- It's okay to be nervous, and employers will understand if you are. Try to contain your nerves by taking deep breaths and reminding yourself that you are qualified and competent.

- Be enthusiastic and courteous.
- Be aware of your nonverbal behavior. Sit up straight, don't cross your arms and lean toward the interviewer when they are speaking.
- Convey interest and knowledge about the position and company.
- Emphasize your willingness, ability and compatibility.
- Avoid using fillers, such as "um," "you know," "so," "yeah," and "like."
- Listen to the questions carefully and articulate your thoughts clearly and concisely. Remember it's okay to take a minute to formulate your response.
- Don't address the interviewer(s) by their first name unless invited to do so.
- Even if an employer behaves casually during an interview, maintain your professionalism.
- Don't discuss your personal problems.
- 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.
- Ask relevant questions.
- Thank the interviewer(s) for their time.

GOOD QUESTIONS TO ASK

Ask questions that reflect curiosity about the position and organization. Good questions to consider asking include:

- 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 I accomplish in the first six months if I am successful in this role?

On the next page is an activity to help reflect on these observations after your interview is complete.

INTERVIEW FOLLOW UP

After an interview, take the time to write a thank you letter to the employer. This 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.

Write a letter immediately after interviewing for a job, within 24 hours of the interview. If you know the organization is making a hiring decision right away, send your letter as an email. **Refer to pg. 51 for a sample thank-you letter.**

INTERVIEW OBSERVATIONS & REFLECTION

During your interview, make observations about the company, workspace, culture and employees you would work with if you accepted the job. Below are questions to guide your observations. Record your answers to these questions to reflect on if the company is a good fit for you.

Refer to pg. 69 for help reflecting on your answers to these questions. Remember - it's okay to decide that you don't want a job if the environment doesn't feel like a good fit.

Were the people you met or observed in the office happy or tense? _____

Were you greeted in a warm, sincere manner? _____

Is there enthusiasm within the company? _____

Did you feel comfortable in the environment? _____

Were your questions answered honestly, or were they avoided? _____

How did the employees interact with one another? _____

Is the workplace in line with your preferences? _____

Do you have a good feeling about this job? Be specific with why or why not. _____

See pg. 69 for more information about accepting or declining an offer.

SALARY QUESTIONS DURING THE INTERVIEW

Prepare for salary questions you might get during your interview. Below are examples of appropriate responses, plus how to prepare.

Employer: "Are you willing to accept the posted salary?"

Applicant: "I'd like to discuss the job first to be sure it's a good fit for us both."

Employer: "What would it take for you to accept this job?"

Applicant: "If your offer is fair, then I'm sure we can reach an agreement."

Employer: "If you were to receive a job offer from us, would you accept it?"

Applicant: "While I am very interested in the job and the organization, I would want to first evaluate the specific offer."

PLAN FOR YOUR NEGOTIATION

Here are six steps to plan for a salary negotiation conversation:

1. Know specifically how your qualifications meet the needs of the employer. Identify three or four ways you can bring value to the organization. Think about your accomplishments, relevant experiences and strengths.
2. Create a budget using the free online budgeting worksheet at **nerdwallet.com**. This budgeting tool includes your needs, wants, savings and debt repayments. The goal is for you to allocate 50% of your income for needs, 30% for wants and 20% for savings and debt repayment.
3. Visit **careeronestop.org** to get salary and wage information from nearly 900 different occupations. Set your personal target salary to

below, at, or above the median, depending on your qualifications. Be objective about what you have to offer. Do not sell yourself short, but avoid aiming too high. Make sure you can justify the figure.

4. What target salary did you choose? Using that number as the lowest figure, identify your target salary range. This range should not extend beyond 20% of your lowest figure.
5. Calculate the take-home pay for the target salary using **paycheckcity.com**. Identify the lowest salary you're willing to accept. Think about the salary you would accept if other benefits were offered. For example, you might receive an allowance to cover moving expenses.
6. List all benefits you anticipate getting in the compensation package and any benefits that would make the offer more appealing. You may have an opportunity to negotiate benefits in addition to, or instead of, negotiating salary. Examples: tuition reimbursement, retirement, stock options, relocation expenses, bonuses, vacation days, etc.

PRACTICE YOUR NEGOTIATION CONVERSATION

Practicing your salary negotiation conversation can help you feel prepared and confident. Below is an example.

"Thank you for taking time to talk with me about the offer. In researching salaries for this job in (geographical area), I found that the typical range is \$__ to \$___. With my ability to __ and my experience in __, I believe this is a fair range."

Imagine responses from the employer and talk through how you would handle them. It's helpful to have someone respond as the employer when you practice.

Examples:

"We think you'd be a great addition, but we can't offer the salary you're requesting."

"We can't offer that now, but we may be able to review things again in six months or so."

"That's more than others here in this same position are making."

"What is your must-have amount?"

"There may be other benefits we can adjust. What if we added _____?"

TAKE IT OR LEAVE IT

After evaluating the pros and cons of the job, the organization and the offer, make your decision and stick with it. It is considered unprofessional to accept an offer and then back out. Employers invest time and money in recruiting, so you want to be sure before agreeing to their offer. If a contract was signed, there may also be legal consequences to changing your mind.

GET IT IN WRITING

If you're satisfied with the agreement reached, you might say, "This sounds fine and I look forward to reviewing everything you've proposed. May I expect to receive something through email for my signature?" Before signing, make sure that you understand all terms of the offer.



PROFESSIONALISM



PROFESSIONALISM, ETIQUETTE, & NEXT STEPS

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Professional Etiquette	66	Life After College	70
Professional Email Correspondence	67	Closing Thoughts	71
Planning for Graduate or Professional School	68		

Business Professional

JOB INTERVIEWING ATTIRE



CLOTHES SHOULD BE:

- ✓ SOLID, DARK OR NEUTRAL COLORS
- ✓ LIGHT COLORS CAN BE WORN UNDERNEATH
- ✗ NO STRIPES OR BRIGHT PRINTS/COLORS

SHOES SHOULD BE:

- ✓ CLOSED-TOE HEEL OR DRESS SHOES

SUIT JACKET & PANTS/SKIRT
SHOULD BE MATCHING COLORS

PERSONAL ITEMS & CELL PHONES
Keep cellphones turned off and out of sight with personal items



Carry a portfolio, professional bag or simple purse

BRING ESSENTIALS ONLY!

Business Casual

DAILY WORK ATTIRE

BUSINESS CASUAL COLORS & STYLES

- ✓ NICE PANTS/SLACKS
- ✓ DRESSES
- ✗ NO JEANS, SHORTS, SUNDRESSES OR ATHLETIC WEAR

TIES
OPTIONAL



SKIRTS & DRESSES
should be knee length when standing and thighs covered while seated



JACKETS & SHOES
Blazers & cardigans with flats, boots, closed-toe shoes, or comfortable shoes for walking in



General Recommendations

IT'S ALL ABOUT THE FIRST IMPRESSION

CLOTHES SHOULD BE:

- ✓ TAILORED
- ✓ IN GOOD CONDITION
- ✓ WRINKLE & LINT FREE

HAIR
Well groomed hairstyle

NAILS & MAKEUP
Natural in style

JEWELRY & FRAGRANCE
Wear moderate jewelry with mild fragrance

PIERCINGS & TATTOOS
Align to company culture or standards

NEAT & CLEAN
DRESS SHOES



Belts should match the color of your shoes and attire.

PROFESSIONAL ATTIRE

Appropriate work attire depends on several factors: the type of job, the industry, your geographical area and the company culture. For a job interview, it's important to know which style is preferred for your chosen field. When in doubt, assume that business professional is appropriate.

See pg. 58 for details on the Root Crimson Career Closet.

BUSINESS PROFESSIONAL

- Invest in a conservative suit—black, gray and navy are safe bets.
- Dress shirts and blouses should be solid or pastel colors and complement your suit color.
- Closed-toe shoes are appropriate.
- Socks/hosiery should match your outfit color scheme or should be neutral.
- If carrying a notebook, portfolio, or padfolio, select a dark or neutral color.

BUSINESS CASUAL

This is a style of clothing that is less formal than business professional but is still intended to give a professional impression.

- Color and pattern are acceptable for shirts and blouses, but shouldn't be outlandish.
- Golf shirts or polo shirts may be appropriate.
- Pants should be neat; fabrics may include khaki, corduroy, wool, flannel, or linen.

- Sweaters and blazers should fit well and not too tight, baggy or low-cut.
- Loafers, flats and boots are acceptable footwear.
- Denim is generally not considered business casual.

ACCESSORIES AND GROOMING

- Avoid wearing fragrances; others may be allergic or sensitive. Deodorant should be neutralizing.
- Nails should be well-manicured and clean.
- Hairstyles should be well-groomed; long hair should be controlled or pulled back into a neat, simple style.
- For jewelry, a watch, smart watch, or bracelet and one ring per hand are appropriate. A single pair of earrings should be small.
- For ties, a Windsor knot is the standard choice. Learn to perfect this knot with diagrams and videos online.

Overall, employers' should focus on your skills and personality, not your appearance, so it's best to remove any potential distractions. If starting a new job, ask your supervisor about the dress code. The organization may have an official dress code policy to read over. Otherwise, your supervisor can instruct you on attire preferences.



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. Below are general tips on dining etiquette for an interview or professional meeting. The next page provides place setting etiquette and diagrams.

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.
- Place meeting materials under your chair.
- Do not begin eating until everyone at the table has been served or the host asks you to begin.
- If you need to signal the server about a problem with your food or utensils, do so discreetly. Avoid 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 half 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 most 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 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 prove controversial. Safer topics include recent best-selling books, movies, travel, sports, technological advances and hobbies.
- Do not ask for a to-go box. This is only 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.

ORDERING

Order foods 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.

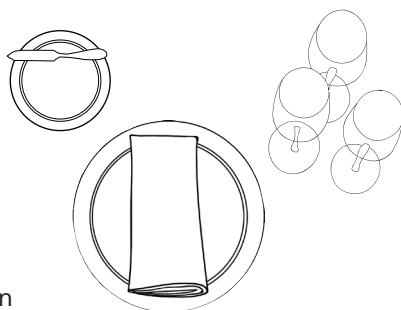
Place butter, spreads, or dips should on your plate before spreading or eating.

RESOURCES

- whatscookingamerica.net
- diningetiquette.org
- etiquettescholar.com

BREAD ON THE LEFT, DRINK ON THE RIGHT

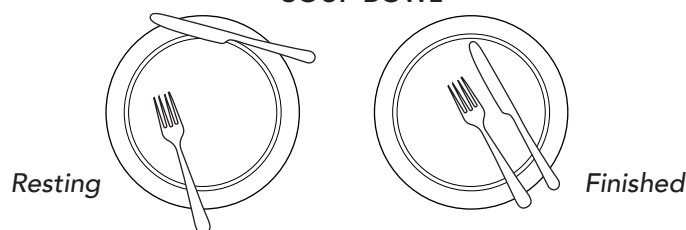
It may be difficult to determine which drink is yours when you arrive at the table. A helpful tip is to hold both hands in front of you, palms facing each other. Using the tips of your thumb and forefinger, make circles on each hand. The remaining three fingers in each hand point upward. Your left hand will form a **b** and your right hand will form a **d**. **Bread** (b) is on the left and **drink** (d) is on the right.



DINNER PLATE

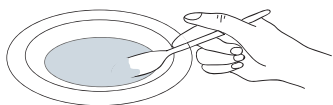
Between bites, rest your knife diagonally at the top of the plate and your fork nearby with the prongs up. When finished, place your utensils parallel to each other on the side of your plate, knife tip resting in the plate well.

SOUP BOWL



You can place the soup bowl 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.

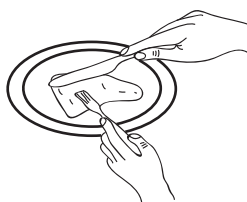
BREAD PLATE



CUTTING

When holding the meat knife, place your index finger about an inch down the handle to help press down firmly. Hold the fork in your left hand, prongs down. Cut only enough for each mouthful.

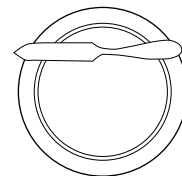
MEATS



Break bread (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 AND 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: The tea spoon is to the right of the dinner knife; if needed, the soup spoon is 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. As a rule, it is best to avoid alcohol during a job interview or networking function.

FINGER FOODS

Raw vegetables, crispy bacon, corn on the cob, artichokes, raw asparagus and fruits with stems are among foods you may eat with your fingers. French fries may be eaten with your fingers if the other foods served are also finger foods. If the other foods are eaten with a fork, use a fork to eat the fries.



INTRODUCTIONS AND GREETINGS

When first introduced, stand up to meet the person. If you are introducing other people, first offer an introduction to the higher ranked person, addressing them by name. For example, "Dr. Greater Authority, I would like to introduce you to my friend, Taylor Jones." If you have forgotten someone's name, ask them 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 workspace 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 conversations brief and on track. Do not ask personal questions or offer too much personal information. Be sociable but avoid gossip.

AUDIO COMMUNICATION

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

PERSONAL SPACE AND SOCIAL DISTANCING

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 video conferencing, phone calls and face-to-face communications. Avoid decorating your workspace 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 printer or 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. Silence your phone 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 phone 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 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." Help others. Assume the best unless you have facts to prove otherwise.



TEAMWORK

PROFESSIONAL EMAIL CORRESPONDENCE

Demonstrate professional etiquette by maintaining an appropriate tone when communicating with employers and other professional contacts.

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

- Use a meaningful subject header for your email — one that is appropriate to the topic.
- Remain professional and businesslike. Address the recipient as “Mr.,” “Ms.,” or “Dr.,” and verify the correct spelling of the recipient’s name. If unsure if your instructor has a doctoral degree, use “Dear Professor ____:” in place of “Dr.” If unsure of how to address the recipient, use the first and last name (“Dear Alex Doe:”).
- Stay 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.
- There is no need to begin with “my name is.” Simply sign your email at the end with your full name.
- Avoid using slang, text-message abbreviations and emojis. While appropriate with friends and family, do not use them in your professional communications.
- Avoid strange fonts, wallpapers, or multicolored backgrounds. A standard typeface is appropriate.
- Proofread and spell-check your email before sending it. Make sure you capitalize and punctuate correctly. Avoid excessive use of capital letters and exclamation points.
- Respond to emails promptly.
- Do not assume professionals who are informal will tolerate unprofessional emails.

EXAMPLES OF PROFESSIONAL AND UNPROFESSIONAL EMAILS

UNPROFESSIONAL

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

so 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

PLANNING FOR GRADUATE OR PROFESSIONAL SCHOOL

QUESTIONS TO 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 starting salaries and advancement?
- What types of graduate and professional degree programs exist for my chosen career?
- Should I look at pursuing a master's degree, earning another bachelor's degree, or pursuing a certification?
- Does the thought of more studying trigger anxiety and stress?
- Which schools offer the field of study I am interested in pursuing?
- What are the application procedures and admission requirements?
- Will the program I choose require a thesis or a dissertation?
- How long do I have to complete the program of study?
- What about cost (of living, tuition, rent, health insurance and other miscellaneous expenses)?
- Does the department or university offer assistantships to offset the cost?
- Will I have an internship, practicum, or field experience?

CONSIDERATIONS WHEN APPLYING TO GRADUATE SCHOOL

See blog.accepted.com. Admissions criteria are among the main factors to consider

when applying to graduate and professional schools. Criteria for admission typically include:

- Grade Point Average (GPA)
- Scores from a Graduate Record Examination (GRE), Miller Analogies Test (MAT), Law School Admission Test (LSAT), Medical College Admission Test (MCAT), or Graduate Management Admission Test (GMAT)
- Personal Statement
- Undergraduate Research
- Letters of Recommendation
- Admissions Essay(s)
- Resume or Curriculum Vitae (CV)

Career consultants review personal statements as well as resumes and CVs by appointment. Visit testing.ua.edu for registration info on graduate school admission testing.

HOW MANY SCHOOLS TO CONSIDER

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

WHEN TO START SUBMITTING APPLICATIONS

Many graduate programs have deadlines from December to March. However, each institution has different deadlines.

If interested in 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 are fully admitted by the deadline.

ESSAYS

The two essays most often associated with applications to graduate school are the statement of purpose and the personal statement.

Statement of Purpose:

Focus on your interests and experiences as they relate to what you plan to do during and after your time in the program. Connect your professional or research interests with faculty in each program you're targeting.

Personal Statement:

Mention academic/professional interests as they relate to the specific program, but share more about your life (e.g., experiences that shaped your character). Make sure the personal information you share aligns with the prompt or directions provided.

Typically, there is a page or word count limit, so write concisely and proofread thoroughly. The Career Center can talk you through possible topics and proofread your document once you've written it. Additionally, visit the Writing Center at UA for another review.

FINANCIAL AID AND 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 program for details.

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.

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 as a precautionary measure is misleading to the employer, as it may restrict opportunities for others who are genuinely interested in that employer, or damage your reputation with employers.

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, only request 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.

EVALUATING OFFERS

Your hard work paid off and now you have multiple job offers. How do you make the right choice? Evaluating offers includes examining both the non-financial features of the job and the financial compensation. Consider what you value about the job, the organization and the work environment. It is also important to consider the compensation package. A higher salary does not necessarily mean the best offer.



CAREER & SELF DEVELOPMENT

NON-FINANCIAL CONSIDERATIONS

Which job seems a better fit?

Which job can you see doing each day for at least 40 hours per week?

Which work environment seems 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. 60.)

FINANCIAL CONSIDERATIONS

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?

Are company-owned work devices provided?

Is either salary commission-based?

Does either organization have a system in place for promotions?



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

ORGANIZATIONAL BEHAVIOR AND OFFICE POLITICS

Below are tips as you enter the workplace for the first time.

- Take time to learn how to work with new managers.
- Learn to listen to others and seek advice.
- 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.
- Don't gossip about your co-workers.
- 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.
- If you make a mistake, take responsibility and communicate with your manager.

BUSINESS RECEPTION ETIQUETTE

Business receptions or networking events are important opportunities for you to make new professional contacts.

- Dress appropriately. Check if the reception calls for business casual or business professional attire.
- Take business cards.
- Eat beforehand to focus on mingling. It's fine to eat, but that shouldn't be your priority.
- Arrive on time or a little 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 posture and body language.
- 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."
- Approach others and ask if you might join them.
- Avoid bringing up controversial subjects (e.g., politics, religion, personal matters).
- 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 or clothes messy.

- Put sauces onto your plate before dipping chips, fruit, veggies, etc.
- Avoid holding a plate and drink at the same time, as that will prevent you from shaking hands.
- Thank the host before leaving.

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 to know where your money is going.

MOVING

- Know what your needs are in a home or apartment.
- When you look at properties, check that everything works as it should.
- Read leases carefully and discuss any concerns with the leasing agent.
- Complete a condition report to 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.
- Consider costs including: moving expenses, deposits, utilities (a charge to connect them, and a monthly cost), internet, water, cable, trash pickup, insurance, etc.

FROM STUDENT TO ALUMNUS

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 post-graduation plans (job, grad school, etc.) when you graduate or soon after with the First Destination survey, administered in Handshake.
- 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 Handshake and/or attending UA career fairs.
- Talk with your local alumni chapter about networking events you might host for UA students. Visit alumni.ua.edu.



CLOSING THOUGHTS FROM OUR STAFF

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 serves as a foundation from which to start. The content is compiled from our own research and resources on career-related topics.

For questions about information or tips included in the Career Guide or specialized assistance from one of our career consultants, visit us in the main office in the University of Alabama Student Center or in one of the satellite offices. Our contact information is on the opening page of this guide and on our website (career.ua.edu).

We look forward to serving you in the future. Best wishes as you continue along your career path!

- Your UA Career Center Staff