Georgia Regents University Career Services is located in University Hall, second floor, Suite 210, next to the elevator.

**Office hours:** Monday through Friday, 8 a.m. to 5 p.m.

**Walk-in Hours:** Monday through Friday, 11 a.m. to 1 p.m.

Evening hours upon request.

**Parking:** Visitors Parking lot—#8. Closest parking lot—#1

**Walking and driving directions:** Download the GRU App to your mobile device. Access campus maps to find the best route from academic and campus buildings.

Call 706-737-1604 if you need further guidance.
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Overview of Services

CAREERLINK: Find part-time, full-time, and intern opportunities. Accessible with your Jagnet credentials via our website.
- Use the Advanced Search feature to find jobs by position type.
- Register for GRU Career Services events.

CAREER ADVISING APPOINTMENTS: Discuss your short and long term job search goals.
- Get tips on your resume, cover letter, interviewing and portfolio.
- Develop an effective career development strategy.
- Career counseling to explore majors and career paths for you!

CAREER ASSESSMENTS: Assess your interests, skills, and values to help make decisions about your major and occupation. Compass, Strong and MBTI®, Focus 2, Knowdell™ Card Sorts, DISC Index and Values are available to all GRU students. See full descriptions at http://www.gru.edu/careerservices/major-and-career-exploration.php See next page for more details and to begin taking assessments.

CAREER EXPLORATION: Use a variety of on-line career assessment modules to assess personal skills and interests and to explore majors and occupations.
- GCIS: The Georgia Career Information System (GCIS) is a state career planning system with on-line assessments, information on occupations, job outlook, wages, financial aid and degree programs provided by the Bureau of Labor Statistics.
- What Can I Do with a Major In: Major-specific information on industries in which you can use your major, employers who may hire you, and strategies to promote your degree and skills well. Links are provided to major-specific professional associations, Bureau of Labor Statistics Occupational Outlook Handbook information and job boards.

CAREER FAIRS/EMPLOYER EVENTS: GRU Career Services hosts annual Employer and Educator job fairs each February and promotes regional career fairs throughout the year. Check the Career Services website for dates and times.

CAREER LIBRARY: The Reese Library contains many career-related resources in book and electronic formats. Visit the Career Services website for a listing or ask a reference librarian for assistance.

CAREER SPOT VIDEOS: View over 600+ high quality videos on career topics like resume development, dress tips for your interview, and managing your on-line profile all on the Video Vault at www.gru.edu/careerservices.

CO-OP PROGRAM: This program provides qualified students with PAID, degree-related experiences with local employers. Academic credit is not awarded, but a pass/fail transcript notation is provided upon the successful completion of the co-op term. Meet with your career advisor to discuss your qualifications.

ELECTRONIC NEWSLETTER: Get the latest listings for on and off campus employment, employer visits, upcoming events, and job fairs. Manage your subscription through your CareerLink profile.

SOCIAL MEDIA PAGES: Link to the Career Services Facebook, Twitter and Pinterest pages at the Georgia Regents University Career Services website.

GRADUATE AND PROFESSIONAL SCHOOL: Schedule an appointment with your career advisor to discuss your graduate school options, to develop your application timeline, to review your application, and to assist in development of cover letters, personal statements, and statements of intent.

INTERVIEW PREPARATION: Don’t walk into your interview cold. Call 706-737-1604 to schedule a personalized mock interview with your career advisor.

JOB CORRESPONDENCE CRITIQUES: Email your resume or cover letter directly to your career advisor for an in-depth critique and suggestions for improvement.

WHO CAN USE OUR SERVICES?: Services are available to currently enrolled students. Graduating seniors have one year to use our services at no cost. After one year, alumni can pay a fee for six months of access to services and resources. Alumni more than one year post graduation are allowed one free consultation to consider fee paid services.
ASSESSMENTS

STEP 1 IN MAJOR CAREER DECISION MAKING
Quick link to these @

**Compass Woofound:** Interactive, five minute online career assessment for your GRU email, no appointment needed. [https://gru.woofound.me](https://gru.woofound.me)

**DISC Index & Values Index:** Need a deeper understanding of yourself to optimize your true potential?

The DISC is designed to help individuals understand how their behavioral strengths and tendencies can impact their goal achievement, interpersonal communication, job selection and optimization of their personal potential.

**DISC Index:** [https://profiles.innermetrix.com/vo/req.php?id=89418b89](https://profiles.innermetrix.com/vo/req.php?id=89418b89) The Values Index helps to identify what motivates you, what you are most drawn to and where your passions lie.

**Values Index:** [https://profiles.innermetrix.com/vo/req.php?id=4785e5e9](https://profiles.innermetrix.com/vo/req.php?id=4785e5e9)

**Focus 2:** Undecided about a major or career? Focus 2 combines self-assessment, career and major exploration, decision making and action planning into one comprehensive product. [https://www.focuscareer2.com/Portal/Register.cfm?SID=1183](https://www.focuscareer2.com/Portal/Register.cfm?SID=1183)

Your student self-registration Access Code is: gru

**Knowdell™ Card Sort Program:** A hands-on assessment conducted via appointment with your Career Advisor using cards to quickly learn what you value and what motivates you to facilitate selecting a rewarding career path.

**Strong and MBTI® Career Report:** provides a complete career development picture based on a combined interpretation of interests and personality using the two leading career inventories available. Includes individualized, interactive content for all clients starting a career, considering a career change, looking for career enrichment, or seeking work-life balance. Schedule an appointment to review results with your career advisor.

Review and identify the assessments you would like to take and call 706-737-1604 to set up your appointment.
## Career Development Timeline

### Freshman Year

**Assess, Explore, Investigate**
- Complete assessments to help determine your interests, values, skills, and personality
- Explore various majors at and maintain a strong GPA
- Meet with your career advisor to learn about different career options related to your major
- Join a student organization to explore your interests and to gain teamwork and leadership skills
- Attend Career Services programs to learn about different industries and career options
- **Job shadow or volunteer** with an organization to gain major-related experience and develop skills for your resume
- Review all social media accounts (i.e. Facebook) and delete any negative information

**Planning**
- **Build your network** by developing and maintaining relationships with your professors
- Familiarize yourself with potential employers
- Attend career fairs, employer information sessions, and review job postings on CareerLink
- **Join a professional association** as a student member to build your network of references
- Complete an additional **internship or co-op**, or continue employment to further develop your skills
- Develop a plan of action by meeting with your career advisor at the Career Services
- Research graduate school requirements and prepare for standardized tests
- Review all social media accounts (i.e. Facebook) and delete any negative information

### Sophomore Year

**Focus & Refine**
- Focus on a major and continue to research major-related options
- Complete your core coursework
- Research and apply for an **internship** or a **co-op** to gain experience related to your major
- Conduct **informational interviews** with employers in fields of interest
- Refine and build your resume with additional work experiences and extra-curricular activities
- Join student organizations and develop your leadership skills
- Volunteer with an organization and begin networking with people in your chosen areas
- Review all social media accounts (i.e. Facebook) and delete any negative information

**Action**
- Create a **job search strategy** with your Career Advisor
- **Research employers** of interest to determine their hiring activity, needs, and training programs for new graduates
- Attend as many local/regional job fairs as possible
- **Fine tune your resume, cover letter and interviewing skills** through mock interviews with your Career Advisor
- Attend employer information sessions and volunteer until you get hired
- **Complete application process** for **Graduate School or Professional School**
- Google your name and open a **LinkedIn.com** account to network, communicate, and keep in touch with others in the industry

### Junior Year

### Senior Year
# Career Development Worksheets

## Step 1  INTERESTS

**What do you do in your free time? Be specific.** If you watch television, list what you watch on television. If you read, list what you read. What school subjects interest you the most?

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**What are you good at AND what do you enjoy doing?**

## Step 2  SKILLS  (Mark with a * those that you enjoy!)

What are some things that your family and friends say you do well? What comes easy to you? What are some talents that you feel you were born with?

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## Step 3  VALUES  (Select and number top ten values with 1 being the most important)

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<tr>
<td>Money/Salary</td>
<td>Honesty &amp; Integrity</td>
<td>Job Security/Stability</td>
</tr>
<tr>
<td>Family/Friends</td>
<td>Work Alone</td>
<td>Excitement</td>
</tr>
<tr>
<td>Autonomy</td>
<td>Self-Expression</td>
<td>Fun &amp; Humor</td>
</tr>
<tr>
<td>Working with People</td>
<td>Job Satisfaction</td>
<td>Status &amp; Respect</td>
</tr>
<tr>
<td>Creativity</td>
<td>Competition</td>
<td>Job Advancement</td>
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<tr>
<td>Influence People</td>
<td>Making A Difference</td>
<td>Helping People</td>
</tr>
<tr>
<td>Diversity</td>
<td>Moral Fulfillment</td>
<td>Knowledge</td>
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<tr>
<td>Help Society</td>
<td>Travel Opportunities</td>
<td>Other</td>
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</table>
Career Development Worksheets

Step 4: What type of work environment do you prefer? Check all that apply:

____ Being alone ______ Working in a calm environment
____ Being with 1 - 2 people ______ Working in a chaotic environment (lots going on)
____ Being with a small number of people ______ Having a predictable day at work
____ Being with a large number of people ______ Tasks change throughout the day

Step 5: In what type of work environment do you see yourself working 5 years from now? Check all that apply:

____ Medical ______ Hospital
____ Outdoors ______ Formal Business (Corporate)
____ Small Office ______ Medical Clinic
____ Casual Business ______ Medium Office
____ Military ______ Manufacturing
____ Large Office ______ Government
____ Entertainment ______ Other

Step 6: Assess your situation:

1. Do you plan to stay in the Augusta area? Can you relocate? Would you want to relocate?
2. What educational resources are available to you? Scholarships? Loans? Money for graduate school?
3. How does your financial situation affect your career choice?
4. Are you limited by family or other responsibilities at this time?
5. Do you expect any of these obligations to change over time?
6. Are there some things you are unwilling to sacrifice for a career goal?
7. Do you have evidence that your career goal is realistic? (GPA, test scores, positive past experiences, and realistic salary expectations)
8. How much time are you willing to spend to obtain the education needed for your career goal?
   _____ 4-5 years for a Bachelor’s Degree _____ 2-3 for a Master’s Degree _____ 5 or more for Dr./Ph.D.
Career Development Profile

Interests: Go back to Step 1 and list your top 3 interests:
1. ________________________________
2. ________________________________
3. ________________________________

Skills: Go back to Step 2 and list your top 3 enjoyable skills:
1. ________________________________
2. ________________________________
3. ________________________________

Values: Go back to Step 3 and list your top 3 priorities:
1. ________________________________
2. ________________________________
3. ________________________________

Environment Preferences: Go back to Steps 4 & 5 to complete the following:
You prefer working alone/with groups:
________________________________________

You prefer the following environments:
1. ________________________________
2. ________________________________
3. ________________________________

Situational Circumstances: Go back to Step 6 and list all facts and concerns:
____________________________________________________
____________________________________________________
____________________________________________________

Access Career Development Modules

- **GCIS:** The Georgia Career Information System (GCIS) is a state career planning system with on-line assessments, information on occupations, job outlook, wages, financial aid and degree programs provided by the Bureau of Labor Statistics (BLS).

- **What Can I Do with This Major:** Information on industries hiring your major, employers who are hiring your major, and strategies to promote your degree and skills well. Links are provided to professional associations, the BLS Occupational Outlook Handbook information and job boards.
The Value of Volunteer and Internship Experiences

EMPLOYERS WANT GRADUATES WITH EXPERIENCE!

Volunteering and completing an Internship are two of the best ways to gain experience in a field you are interested in pursuing.

Value of Internship/Volunteer Experience:
- Gain professional experience in your preferred career field
- Develop or sharpen specific skills that are transferable to a variety of occupations and career fields
- Establish a network of professional contacts within an organization or industry
- Explore and develop a realistic view of the working world
- Develop a sense of fulfillment

How to find Volunteer Opportunities:
Go to the Career Services Website: www.gru.edu/careerservices
1. Click on the STUDENTS Tab
2. Scroll down and click on GET EXPERIENCE
3. Scroll down until you see VOLUNTEER EMPLOYER LIST and then click for a three page listing of local non-profit and some for profit organizations, a contact name, phone number and email

Internships and volunteer experiences are serious time commitments. Carefully consider the pros and cons before you commit.

How to find Internships:
1. Log onto Career Link through the Career Services website: www.gru.edu/careerservices
2. Click on the JOBS tab at the top
3. Click on GRU CareerLink (all job types)
4. Use the Keyword search or Advanced Search under Position Type to view Paid Internships

BEFORE YOU COMMIT:
- Think carefully about the type of experience you want and whether or not it will provide you with skills you need and will challenge you to define your interests and develop realistic professional goals.
- It is also important for you to identify intentional learning goals and reflect actively on what you are learning throughout the experience.

On-line Volunteer and Internship Links

CareerLink:
www.gru.edu/careerservices

Idealist.org:
www.idealista.org

Network for Good:
www.networkforgood.org

Opportunity Knocks:
www.opportunityknocks.org

GRU Volunteer Services
http://www.grhealth.org/patient-family-centered-care/volunteer-services/volunteer-services-home

Volunteer Augusta:
www.volunteer-augusta.com/

Vault Internship Guide:
www.vault.com

Wetfeet Internship Guide:
http://internships.wetfeet.com

Visit Video Vault
For videos about internships
www.gru.edu/careerservices

Georgia Regents University Career Services | University Hall, Suite 210 | www.gru.edu/careerservices | 706-737-1604
### Requirements
- Have Completed at Least 30 Credit Hours
- Have an Established GPA
- Have Declared a Major
- Maintain an Overall GPA of at least a 2.5
- Be Enrolled Taking 12 Semester Hours (Summer term excluded)
- Be Willing to Co-op at least 2 Semesters

### Enrollment Information
- Schedule an appointment at 706-737-1604 with your Career Advisor to complete Co-op paperwork. Business Majors call 706-737-1560.
- Sign a Transcript Release Form
- Have resume approved by your Career Advisor and uploaded into your CareerLink account

---

### Co-operative Education
**Co-operative Education** is a Career Services program that helps provide qualified students with **PAID** degree or field-related experience prior to graduation.

### Three Types of Co-op Experiences

1. **Parallel Co-op**:
   - Allows a student to work in a Co-op job **PART-TIME** while enrolled in school for 12+ hours a semester
   - Positions last two semesters or more

2. **Alternating Co-op**:
   - Allows a student to **ALTERNATE** between semesters of full-time work and school
   - This type of program can delay graduation
   - Employers often use the alternating Co-op to screen a student for full-time potential upon graduation
   - Allows students to become more involved in projects at work and to earn more money
   - Positions last for at least two work semester rotations

3. **Co-op Intern**:
   - A position (not for academic credit), obtained through career services, allowing a student to receive paid, relevant experience on a part-time or full-time basis for a shorter duration than a traditional Co-op
   - Assignment of at least one semester

**Schedule an appointment with your career advisor to discuss a strategy to identify and apply for Co-ops and Co-op internships appropriate for your major**

### How to Find Co-op Opportunities:
- Log into CareerLink and use Advanced Search to select “Position Type”, **PAID INTERNSHIPS AND CO-OPS** to review current listings
- Ask your Career Advisor about how your current degree-related employer can become a Co-op Employer
- Identify a paid position and ask your Career Advisor to assess the employer’s eligibility as a Co-op Employer

---

Check out the Career Spot Video “Finding a Co-op/Internship” at www.gru.edu/careerservices in the Video Vault
CareerLink

Job Search Tips for CareerLink

- Read the qualifications and application criteria carefully and only submit resumes for positions that match your qualifications.

- Be careful if you keyword search by Augusta, GA; you might miss job listings from Evans, North Augusta and Martinez.

- Read the weekly Career Services newsletter for the latest job postings.

Your Responsibilities as a CareerLink User

- Update changes to your personal information (major, interests, graduation date) and your resume each semester.

- Schedule appointment with your career advisor for assistance with job postings as needed and for additional job search resources.

- Report any job or internship you land while you are a student. Click on the ‘I Got A Job!’ button on the Career Services website to report your success. Your name will be entered into a drawing for $100 that semester.

- Graduating seniors can access CareerLink free of charge for one year after graduation. Alumni fee-paid services are available to graduates after one year past graduation. Call 706-737-1604 for more information.

Invest your job search time on job search methods that will get you results.

CareerLink is an online job search system for students and alumni that lists on and off campus volunteer, part-time, internship, full-time and career opportunities.

GETTING STARTED
1. Go to www.gru.edu and click on Student Portals
2. Log in using your Jagnet username and password
3. Click the CareerLink logo and continue with Step 2 below

OR
1. Go to the Career Services Website at www.gru.edu/careerservices.
2. Look for the CareerLink Logo to the right and “Login for students”
3. Type in your Jagnet username and password
4. Take five minutes to complete Your Personal Profile before you can access Job listings

SEARCHING FOR JOBS AND INTERNSHIPS for enrolled students:
Click on Jobs tab.
- Select “GRU CareerLink (all job types)”
- To look for jobs by position type (part-time, internship…), click on Advanced Search and select from the Position Type drop down
- Click job titles to read description, salary, hours per week, requirements, and application instructions
- Most jobs posted for students require a resume to apply
- Use the Resume Sample, Action Verb List and Resume Guide in the Resource Box on the right hand side of the page to create or revise your resume

SEARCHING FOR OTHER JOBS posted locally, regionally, nationally and internationally:
- Select Extended Search Using NACELink Network under the CareerLink jobs tab
- Type keyword and location to begin your search

UPLOADING RESUMES
- In CareerLink, click on the Resumes and Resources tab
- Scroll down and “Add New”
- Upload your resume then check your CAMPUS email for feedback from your career advisor Monday through Friday
- Once your resume is approved for use, you can use it to apply for jobs
- If you upload multiple resumes, make sure you set one to “Default” that is accessible for employer resume referrals or web resume books
EARN AND LEARN! CareerLink connects students to part-time positions on and off campus through a variety of services.

The Student Assistant Program: paid, on-campus part-time positions for students. Student Assistants are employed in departments on campus for no more than 20 hours a week and the student must be enrolled in a degree or certificate program.

The Federal Work Study Program (FWS): Federally paid program that provides part-time employment for students on campus or with a state or non-profit entity off campus. Students must qualify for FWS program. Visit the Student Employment page on the Financial Aid website: http://www.gru.edu/finaid/employment.php

The Graduate Assistant Program: provides graduate students with work opportunities that are stipend based part-time positions in research or applied learning experiences on campus. You must be fully admitted to a graduate program and maintain enrollment and academic qualifications of their program. Graduate assistantships offer waived tuition at the in-state rate (other fees apply).

Traditional part-time, temporary and seasonal jobs are posted by Augusta area employers in CareerLink. Positions range from childcare and hospitality to clerical and customer service.

Cooperative Education (CO-OP): a program offered by Career Services to help students get paid, career related experience in their field of interest. To qualify, the following criteria must be met:
- Students must have completed at least 30 credit hours
- Students must have overall GPA of 2.5 or higher
- Students be enrolled full-time, excluding summers

Internships: positions that may be paid, unpaid and/or for academic credit. Typically, internships are one semester in length and provide hands on experience in the field of interest. Many academic departments offer elective credit internship programs.

Log into your campus email account daily to read the weekly newsletter and/or receive email announcements about job and internship opportunities.

Tips on finding part-time employment:
- Check CareerLink on and off campus job postings several times per week; some positions are only posted for a few days before removed.
- Check with academic departments on campus for positions that have not yet been posted.
- Talk with your Academic Advisor about possible for-credit internship opportunities available only through the academic department.
- Use Job Preparation Resources on the Career Services website to develop your resume which will serve as your application for most on and off campus jobs.
Specialty Medical Degrees at GRU

Applied Health Sciences (http://www.gru.edu/alliedhealth/phd-ahs/index.php)
Doctor of Philosophy (Ph.D) in Applied Health Sciences

Dental Hygiene (http://www.gru.edu/alliedhealth/dental_hygiene)
Bachelor of Science in Dental Hygiene

Health Management and Informatics (http://www.gru.edu/alliedhealth/dhi/bshia)
Bachelor of Science in Health Management Administration

Medical Illustration (http://www.gru.edu/alliedhealth/med_illust)
Master of Science in Medical Illustration

Medical Laboratory, Imaging & Radiologic Sciences (http://www.gru.edu/alliedhealth/mlirs/clis)
Bachelor of Science in Clinical Laboratory Science
Bachelor of Science in Radiologic Sciences with a Major in Nuclear Medicine Technology
Bachelor of Science Radiologic Sciences with a Major in Radiation Therapy
Master of Science in Clinical Laboratory Science

Occupational Therapy (http://www.gru.edu/alliedhealth/ot/)
Master of Health Science in Occupational Therapy

Physical Therapy (http://www.gru.edu/alliedhealth/pt/)
Doctor of Physical Therapy

Physician Assistant (http://www.gru.edu/alliedhealth/pa/)
Master of Physician Assistant

Public Health (http://www.gru.edu/alliedhealth/pt/)
Master of Public Health with a Concentration in Health Informatics
Master of Public Health with a Concentration in Health Management
Master of Public Health with a Concentration in Environmental Health

Respiratory Therapy (http://www.gru.edu/alliedhealth/rt/)
Bachelor of Science in Respiratory Therapy
Specialty Medical Degrees at GRU

**College of Nursing**

Nursing (http://www.gru.edu/nursing)
Bachelor of Science in Nursing

**Master of Science in Nursing:**
Clinical Nurse Leader (accelerated master's entry)
Nursing Anesthesia
Post-master's Certificates
(Nurse Practitioner - Family, Pediatric or Psych Mental Health)

**Doctor of Nursing Practice Programs:**
DNP - with no concentration
DNP - Adult Gerontology Acute Care Nurse Practitioner
DNP - Family Nurse Practitioner
DNP - Pediatric Nurse Practitioner

**Additional Master of Science Degrees**

Master of Science with a Major in Biostatistics (http://biostat.gru.edu/masters.htm)


Master of Science in Oral Biology (http://catalog.gru.edu/preview_program.php?catoid=12&poid=726)

**College of Dental Medicine**

Dental (http://www.gru.edu/dentalmedicine)
Doctor of Dental Medicine, DMD

**Medical College of Georgia**

Medical (http://www.gru.edu/mcg/)
MD: Doctor of Medicine (http://www.gru.edu/mcg/about.php)
MD/Ph.D (http://www.gru.edu/mcg/mdphd/)
MD/MBA (http://catalog.gru.edu/preview_program.php?catoid=18&poid=1519)
Identify and Develop Your Network

IDENTIFY YOUR CURRENT NETWORK

- **Take Inventory:** Brainstorm a list of people you know like parents, friends, professors, co-workers, relatives, neighbors, health care providers, parents' friends, coaches, or fellow community organization members.

- **Classify:** Define your relationship status with these individuals and strategically determine which relationships you would like to further develop or utilize.

- **Contact:** Contact networks and practice good networking etiquette. Log all of your communication efforts to ensure proper follow-up and to track potential leads.

DEVELOP YOUR NETWORK

- **Brainstorm New Contacts:** Identify who you would like to be in your network. You should have people who can provide you information, advice, and/or referrals for specific job openings. Ideally, you would like to establish a relationship with an individual with hiring power.

- **Tap Ready-Made Networks:** Become a member of networks like student or professional associations, social and community organizations. Check with your local library for a list of organizations in your area. Talk with your Career Advisor for additional resources to help you identify interest-related networks.

- **Places to Network: Everywhere!** Professional association meetings, religious gatherings, school, work, airports, weddings, sporting events, conventions and health clubs. You never know who is around you...just start talking and asking and you'll be pleasantly surprised. Always be ready to network!

- **Informational Interviews:** Conducting an Informational Interview is a great way to build relationships and to gather useful information. It is one of the most frequently used and highly successful networking techniques.

- **Social Networking Sites:** Use social networking sites like FACEBOOK and professional networking sites like LinkedIn. Join virtual professional groups on these sites to connect with professionals in your field of interest. Seek to establish a friendly and professional online rapport.

**IMPORTANT...**

- Don't act desperate and demand information from your contact.

- Establish trust before requesting information.

- Always approach your networking contact using a professional demeanor. Use professional greetings in your emails and phone messages.
My Network

Use the table below for a brainstorming exercise. Think about the people you know who can help you reach your academic and professional goals. List people from the following groups:

- Professors
- Religious Leaders
- Neighbors
- Coaches
- Volunteer Leaders
- Professional Parents of friends
- Internship or Work Supervisors
- Professional Mentors
- Coworkers
- Academic or Career Advisors
- University Staff
- Family Members

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<th>My Academic Contacts</th>
<th>How I know them</th>
<th>Where they work</th>
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Networking Etiquette Tips

**Know your purpose:** In the early stages of exploring majors and careers your purpose is *to gather information about occupations of interest.*

If you are looking for full-time employment, then your purpose is *to obtain advice on how to conduct my job search and how to develop job leads.*

- Define and then practice stating your networking purpose clearly...
  
  **My Purpose is to**

**Dress professionally**

- Watch the CareerSpots Video (in the Video Vault on website) for Informational Interviewing tips and cheat sheet.
- Then see dressing for success in the career guide.

**Be respectful:** Professionals are busy, so respect their time.

- Request a meeting time that is convenient for the professional.
- Confirm the selected time by phone or e-mail.
- During your appointment, make eye contact, listen, and actively engage in the conversation.
- Don’t wear out your welcome. Leave at the agreed time.

**Be thankful and follow-up**

- Send a thank you letter within 24 hours of your meeting.
- Follow-up with the professional in the near future to build and maintain the relationship.

**Do your homework:** Present a professional image by having some knowledge of the employer, the industry, and the individual you are meeting.

- Use the internet to find the company website and links related to the company.
- Use your research to generate a list of questions you might ask in an informational interview or at a networking function.

**BRIEF INTRODUCTION OR 15 SECOND COMMERCIAL**

“Hello, Mr. Jones, my name is John Smith. I’m currently a senior Computer Science major at ABC University, and I am interested in the IT industry. I see that you currently work for IBM as a Technical Support Analyst and I am very interested in what you do and how you got here.” (On website Video Vault, watch CareerSpots Video ‘Informational Interviews’ for tips)

**REQUEST FOR INFORMATIONAL INTERVIEW**

“Hi, my name is John Doe and I am a senior Management major at ABC University. Do you have a few moments? (Wait for response.) I’m in the process of making some career decisions and have discovered through my research that your company is doing some exciting things. I would like to schedule a 20 minute informational interview to discuss your career. What time and date would work best for you?”

**SAMPLE VOICEMAIL (ADJUST FOR EMAIL OR ON-LINE MESSAGE)**

“Hello, my name is John Doe and I am calling to request a few moments of your time. I am currently a senior Management major at ABC University, and I am considering a career in the industry of human resources. At your convenience, I’d like to schedule a 20 minute informational interview with you to learn about your career path and..."
10 Tips for On-line Networking

You have one chance to make GOOD first impression. Use these tips to ensure that you make the best impression possible when networking on-line.

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<th>Do. . .</th>
<th>Don’t. . .</th>
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<tbody>
<tr>
<td><strong>Protect yourself and your family:</strong> Select Privacy and Preference settings carefully.</td>
<td><strong>Risk your safety and the safety of your family</strong> by posting your home address, vacation plans, phone number and email to all.</td>
</tr>
<tr>
<td><strong>Widen your network:</strong> Seek out on-line contacts with similar professional, academic, and social interests.</td>
<td><strong>Ruin your professional and academic reputation</strong> by complaining or gossiping about coworkers, supervisors, professors, friends, and family in a forum or wall.</td>
</tr>
<tr>
<td><strong>Create and maintain a professional Profile:</strong> Join on-line groups within networking sites like Facebook and LinkedIn that connect you with professional, academic, and civic contacts.</td>
<td><strong>Create the wrong impression</strong> by using your status or profile description to broadcast intimate activities.</td>
</tr>
<tr>
<td><strong>Know your audience:</strong> Exchange ideas with your contacts that are appropriate for the conversation. When in doubt, leave it out!</td>
<td><strong>Limit your professional opportunities</strong> by using offensive or profane language.</td>
</tr>
<tr>
<td><strong>Increase your job search success:</strong> Use your status, profile and descriptions to announce your accomplishments, projects and goals.</td>
<td><strong>Raise questions about your sense of judgment</strong> by uploading pictures of questionable activities/poses engaged in by yourself or others.</td>
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**Remember:**

What you put on the internet stays on the internet, so make sure your posts, comments and updates make a positive lasting impression!

Call 706-737-1604 to schedule an appointment for a free on-line profile review.

**Recommended Social and Professional Networking Sites:**

- [https://www.facebook.com/](https://www.facebook.com/)
- [https://www.linkedin.com/](https://www.linkedin.com/)
- [https://twitter.com/](https://twitter.com/)

**Networking Safety Site:**

[www.onguardonline.gov](http://www.onguardonline.gov)
Five Steps to Successful Employer Research

1. **Identify companies that may be hiring in your field of interest** by using search engines like www.indeed.com, www.simplyhired.com as well as company websites to find job listings.

2. **Learn about company values and expectations** by reviewing company mission statements, by reading news coverage about the company, and by conducting informational interviews of company professionals.

3. **Consult with the reference librarians at the campus library.** There are resources they have to identify and research employers through various databases.

4. **Focus your attention on those companies whose values and mission support your own.**

5. **Reach out to people you know** who are employees or vendors of the company to learn about recent company trends and changes.

6. **Understand how your skills and experiences meet the current needs of the companies you research.** Draft a cover letter that concisely describes how your skills meet the requirements listed in a job announcements you select.

**Conducting Employer Research Can Help You...**
- Make an informed employment decision.
- Determine if the employer is a good match for your skills, goals, and values.
- Identify the employer’s needs to market yourself more appropriately.
- Show potential employers your initiative and enthusiasm.
- Ask and Answer interview questions more confidently.

**Top 10 Candidate Skills Employers Seek**

1. Ability to work in a team structure
2. Ability to make decisions and solve problems
3. Ability to plan, organize, and prioritize work
4. Ability to verbally communicate with persons inside and outside the organization
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports

Georgia Regents University Career Services | University Hall, Suite 210 | www.gru.edu/careerservices | 706-737-1604
The Informational Interview

Informational Interviews

... are great ways to learn about different careers and industries. ... can help you build your network and tap into the hidden job market. ... allow you to practice your interviewing skills before an interview. ... can help you complete extensive employer research before an interview. ...are not sneaky ways to ask for a job or to interview for a job!

Ways to Maintain Professional Relationships

- Send a thank you note after each scheduled meeting with a professional.

- Send periodic updates on your academic and professional progress following your meeting.

- Use professional networking sites like LinkedIn and Twitter to stay connected.

- Join professional associations or groups to meet and maintain professional connections with other professionals.

Five Steps to a Successful Informational Interview

1. **Identify a professional in a career field of interest to you**
   - Talk to roommates, classmates, professors, family members, neighbors, co-workers, professional organizations, and your Career Advisor to identify occupations and contacts of interest.

2. **Research the professional and the organization/industry.**
   - Do your homework so you can intelligently state specifically why you are contacting this person and how they can assist you.
   - Select 5 to 10 questions to ask during the informational interview. The better prepared you are, the better information and insights you will gain from the informational interview.

3. **Contact the professional.**
   - Ask to speak directly to your preferred contact person.
   - If your contact is not available ask for the best means of leaving a detailed message for him or her.
   - If you speak with your contact directly, ask if you reached him or her at a good time, and briefly explain that you are contacting them to arrange an informational interview.
   - Ask for no more than 20 minutes on the phone or 30 minutes in person.
   - **Practice writing your request here:**

4. **Conduct the interview.**
   - Dress professionally, take an updated resume and a notepad to record your notes.
   - Arrive early, be courteous, and thank them for taking time to share their advice and experience.
   - Do not stay longer than the length of time agreed.
   - At the end of the interview, verify the contact’s preferred method of follow-up (email, phone call, office visit) so that you can stay in touch.

5. **After the Interview...**
   - Find a quiet place to organize the notes you took during your interview.
   - Send a thank you note — either by email or by mail — to show appreciation for his or her time and to keep the professional updated on your progress moving forward.
   - Then prepare a follow-up plan for this contact that should include a request to connect on professional networking sites like LinkedIn or Twitter.

Watch the 3 Minute Video “The Informational Interview” in the Video Vault at www.gru.edu/careerservices
Select open ended questions that can be answered within your 20-30 minute informational interview based on research of your contact and your contact’s company.

- Can you tell me a little about your job responsibilities, why this job interests you and how you got started?
- What is your job like? A typical day? What percentage of your time is spent doing what?
- What are some challenges of your job?
- Can you suggest some ways a student can gain experience doing this work?
- What are the most important personal satisfactions and dissatisfactions connected with your occupation?
- What are the various jobs in this field or organization?
- What do you like most about this company?
- How does your company differ from its competitors?
- What does the company do to contribute to its employees’ professional development?
- What sorts of changes are occurring in your occupation?
- How does a person progress in your field? What is a typical career path in this field or organization?
- What are the major qualifications for success in this occupation?
- What were the keys to your career advancement? How did you get where you are today?
- What can you tell me about the corporate culture?
- What is the average length of time for an employee to stay in the job you hold?
- Are there advantages or disadvantages for staying in the same job?
- Is there flexibility related to dress, work hours, vacation schedule and place of residence?
- If your job progresses as you like, what would be the next step in your career?
- What can you tell me about the employment outlook in your occupational field? How much demand is there for people in this occupation? Can you estimate future job openings?
- Are there other things you are expected to do outside work hours? How has your job affected your lifestyle?
- What are the salary ranges for various levels in this field? Is there a salary ceiling?
- What are the major rewards aside from extrinsic rewards such as money, fringe benefits and travel?
- From your perspective, what are the problems you see working in this field?
- If you could do things all over again, would you choose the same path for yourself? What would you change?
- What are the educational, requirements for this job? What other types of credentials or licenses are required? What types of training do companies offer persons entering this field? Is graduate school recommended? An MBA? Does the company encourage and pay for employees to pursue graduate degrees?
- How well did your college experience prepare you for this job?
- What courses proved to be the most valuable to you in your work? What would you recommend for me?
- How important are grades/GPA for obtaining a job in this field?
- What abilities or personal qualities do you believe contribute most to success in this field/job?
- Do you know of other people that I might talk with who have similar jobs?
- What advice do you have for someone interested in this field/job? Are there any written materials that you suggest I read? Which professional journals and organizations would help me learn more about this field?
- What kinds of experience, would you suggest for someone pursuing a career in this field?
- Here is a copy of my resume. What opportunities are available now for someone with my experience?
Resume Overview

Headings to Use in Your Resume

- Additional Experiences
- Awards
- Certifications
- Computer Skills
- Education
- Exhibitions
- Field Experiences
- Honors
- Internships
- Leadership Experiences
- Memberships
- Poster Presentations
- Professional Associations
- Projects
- Publications
- Related Experience
- Research Experience
- Skills
- Study Abroad Experiences
- Teaching Experiences
- Volunteer Experiences

Tips to make your resume easy on the eye.

- Use a sans serif font like Arial or Tahoma. ‘Serif’ fonts like Times New Roman can be misread by scanners because the letters might touch.
- Avoid italics, underlining and shading
- Avoid using brackets, parentheses, boxes, graphics and lines.
- Avoid a two-column format.
- Use 10 to 12 point font, except for your name and headings.
- Use high quality white or ivory paper if mailing your scanner-friendly resume.

A resume is a one to two page summary — one page is preferred — of paid, leadership and unpaid experiences within the past ten years.

Types of Resumes:

Academic Resume: Emphasizes academic accomplishments and activities in chronological order.

Curriculum Vita: A curriculum vita — more commonly called a CV — can be three or more pages in length and is a detailed and structured listing of your education, academic projects, research, and work history. CVs are most commonly used for higher education, research and federal opportunities, but can be used for graduate school applications and proposals for fellowships and grants also. Visit www.gru.edu/careerservices Resources by Specialty for samples.

Federal Government Resume: The requirement for these resumes sometimes varies. Please visit the Federal Employment section of the Career Services website under Resources by Major and Special area for tips and samples. A good website for a federal job search is www.usajobs.gov.

Comprehensive, Master or Archival Resume: This resume is a complete list of your work history, projects, awards, student or community activities that you draw from to create resumes tailored for a particular job, internship or scholarship.

How to Tailor Your Resume

Need a resume designed for a particular job or internship?

- Review the job or internship description carefully then use language from the job description in your resume.
- Group academic and work experiences related to the opportunity near the top of your resume for maximum impact.

Resume too long? Not sure what to leave out?

- Trim your resume by moving related experiences to the top of your resume.
- Leave out experiences more than 10 years old — unless they are directly related to your application.

Resume needs more?


Need to copy and paste your resume into a text box?

- Change your resume type from .doc or .docx to Plain Text.
First Name Last Name
Current Street Number, apartment number
City, State Zip Code
Active Phone Number
GRU email address

OBJECTIVE
- To obtain a part-time position on campus
- To obtain a part-time position while completing my degree
- To obtain a position as a [name of position] with [name of employer]

EDUCATION
- First, list Georgia Regents University, Augusta, GA
- Second, list your current degree pursuit — see example below and on resume template
- List expected graduation date from GRU in right hand margin on the degree line
- Third, list other colleges and universities where you earned a degree.

Georgia Regents University
Bachelor of (Science or Arts)
Augusta, GA
May 2019
- Use listing at [http://www.gru.edu/admissions/degrees.php](http://www.gru.edu/admissions/degrees.php) to find the correct way to write your degree. Examples:
  - Bachelor of Science in Education, Early Childhood Education
  - Bachelor of Science, pre-medical, pre-medicine, pre-dental, pre-veterinary...
  - Bachelor of Science in Physics, pre-engineering
  - Bachelor of Arts in English
  - Bachelor of Arts in History, Secondary Teacher Certification

EXPERIENCE
- List most recent paid, unpaid or volunteer position first
- Include employer name, city and state, then your job title and your employment date range.

Employer Name
Your Job Title
Month Year - Month Year
- List remaining jobs in reverse chronological order by end date of job
- Include baby sitting, yard work, and paid work with family and neighbors
- Include volunteer activities through church, clubs or community
- Either use postal abbreviation for state (GA, SC) or provide complete spelling
- Begin each bullet with an action verb (see action verb list)
- Tell the reader how much experience you have by using numbers. Example: Maintained appearance of 12 neighborhood lawns over summer vacation
- Write all numbers from zero to nine as words
- Use Arabic numbers for numbers 10 and up
- Provide complete spelling for month names

SKILLS (language, computer, special certifications, technical)
- Familiar with, skilled at or proficient in use of ….(Microsoft Word, Excel, PowerPoint)
- Fluent/Native [Spanish, Hindi, German...] speaker
- Conversational Spanish speaking ability
- Typing/keyboarding speech 62 words per minute (use [www.typingtest.com](http://www.typingtest.com) to find out!)
- CPR certified
John J. Brown
155 Johns Road
Augusta, Georgia 30909
706-737-1604
e-mail@gru.edu

OBJECTIVE
To obtain the administrative case management position at AmericanWorks

EDUCATION
Georgia Regents University
Augusta, Georgia
Bachelor of Science in Psychology
May 20XX
- HOPE Scholarship Recipient
- GPA: 3.5/4.0

RELATED EXPERIENCE
Friendship Center
Augusta, Georgia
Volunteer Group Leader
August 20XX – Present
- Organize and plan schedules for up to 20 consumers
- Assist leader in social skills group therapy
- Create and plan two group activities per week

WORK EXPERIENCE
Multiple Families
Augusta, Georgia
Nanny/Babysitter
20XX - Present
- Provide consistent care for children ages three months to 12 years old
- Manage time schedules of children depending on their needs
- Tutor and provide assistance with homework in various subjects
- Maintain full responsibility at neighborhood and personal family pools
- Communicate with parents on times and activities of children

Crazy Tim’s Funsville
Augusta, Georgia
Assistant Manager
August 20XX—Present
- Assist manager with scheduling and supervising a 20 member team
- Prepare clubhouse for special events and supervise all weekend events
- Sell over 2000 tickets per day to families and community groups
- Increased sales by 20% during the past winter season

ACTIVITIES
- Psi Chi, Psychology Honor Society, Member
  Academic Year 20XX
- Sociology Club, Member
  Academic Year 20XX

SKILLS
- Computer: Proficient in Microsoft Word, Excel, PowerPoint, SPSS
- Language: Conversational Spanish speaking ability
Ima Teacher
2500 Walton, Augusta, GA 30904 • (706) 555-1212 • imateacher@gru.edu

OBJECTIVE:
To obtain a teaching position in the Central Savannah River Area in grades 1-3

EDUCATION:
Georgia Regents University
Bachelor of Science in Early Childhood Education
- GPA: 3.0 (3.4 in major)
- Passed GACE examination in the following areas: list certification areas separated by a comma

RELATED EXPERIENCE:
J. A. Maxwell Elementary School
Teacher Apprentice, 3rd Grade (Ms. Janice Thompson’s classroom)
- Plan and present lessons for five classes along with Master Teacher
- Create a new parent feedback form to update parents on student progress
- Initiate a program to expand cultural awareness of the Middle East to coincide with current events
- Organize classroom activities and supervise children during field trips
- Monitor progress of students and meet with parents to discuss performance

Washington Elementary School
Lab Assignment, 1st Grade (Ms. Lisa Smith’s classroom)
- Assisted students individually with reading abilities
- Designed a game to stimulate stronger reading comprehension in students
- Assisted the teacher with reading instruction and various projects as needed
- Worked in classroom with 80% minority base population

The Family Y
Student Tutor
- Helped second and third graders with homework
- Assisted director with camp planning

ADDITIONAL EXPERIENCE:
Georgia Regents University
Student Assistant Department of Sociology
- Answered multi-line telephone, assisted 10 professors with special projects and filed documents
- Typed tests, handouts, and syllabi

Macy’s
Sales Associate
- Greeted customers and completed sales transactions
- Maintained the stock and appearance of the merchandising floor
- Balanced cash drawer, took inventory, replaced stock, tagged merchandise, and cleared fitting rooms

SKILLS:
- Skilled at Desktop publishing, Microsoft PowerPoint, Excel, Word and use of Smart and Prometheus Boards

MEMBERSHIPS:
Georgia Association of Educators
- June XXXX - present
Student Professional Association of Georgia Educators
- June XXXX - present
Betty Swan
2500 Walton Way ∙ Augusta, GA  30904 ∙ 706-737-1604 ∙ email@gru.edu

OBJECTIVE: To obtain a position in employment services where my management, sales, and recruiting talents can be effectively utilized.

SUMMARY: Over 15 years of Human Resources experience. Extensive and progressive responsibility for multiple branch offices, an internal staff of 25+ and 250 consultants.

SALES: Increased sales from $0 to over $30 million selling technology consulting services throughout the United States over a seven-year period.

RECRUITING: Developed recruiting sourcing methods for multiple branch offices, streamlining recruitment and hire time by 25%.

TRAINING: Created consulting training programs and trained over 300 salespeople in three metropolitan areas, resulting in a cumulative increase in productivity of 50%.

MANAGEMENT: Managed up to 40 people in sales, customer service, recruiting, and administration. Turnover maintained below 15% in a high turnover business.


PRODUCTION: Opened multiple offices with 100% success in meeting forecasted profitability. Maintained 30% growth over seven-year period in 10 offices.

COMMUNITY LEADERSHIP: Serve as chair of board committees of United Way and Aiken Augusta Society of Human Resource Management. Coordinate community fundraisers that raise awareness of housing needs of the homeless and employment needs of returning veterans. Implement housing and professional development programs in two-state area.

WORK EXPERIENCE:
20XX— Present Howard Systems International, Boston, MA
National Consulting Firm Personnel Manager

20XX – 20XX Technical Aid Corporation, Needham, MA
National Consulting & Search Firm Division Manager

EDUCATION: Bachelor of Business Administration, Marketing
Georgia Regents University, 20XX
Joseph Young
2500 Walton Way • Augusta, GA 30904 • (706) 555-1212 • email@gmail.com

OBJECTIVE
To obtain a position where I can maximize my administrative and management skills.

EDUCATION
Georgia Regents University - Augusta, GA
- Bachelor of Science in Psychology; Minor in Criminal Justice
  - Major GPA: 4.0 - Magna Cum Laude, Multiple Dean’s List Awards
  - May 20XX
Defense Language Institute Foreign Language Center - Monterey, CA
- Diploma in Modern Standard Arabic
  - Overall GPA: 3.7
  - July 20XX

EXPERIENCE

Client Relations/Consultation

Personal Trainer: GRU Wellness Center-Augusta, GA
February 20XX-Present
- Perform fitness assessments for new clients
- Conduct in-depth intake interviews assessing clients’ personal goals and needs
- Create specialized training programs based on fitness assessment results and clients’ personal training goals
- Monitor clients’ progress and adapt programs as needed
- Coordinate marketing strategies with Fitness Director to reach a broader client base

Administrative

Internship: United States Probation Office-Augusta, GA
May 20XX-July 20XX
Teaching Assistant: GRU-Augusta, GA
August 20XX-December 20XX
- Coordinated the initial intake of 75 individuals convicted of low-grade misdemeanors
- Entered criminal histories of 125 individuals into client tracking databases
- Maintained grading and attendance databases for students to ensure accountability

Management

Major, United States Army, NSA – Ft. Belvoir, VA
Mission Manager: NSA- Washington, DC
August 20XX-June 20XX
Small Mission Processor Shift Lead: NSA –Washington, DC
August 20XX -July 20XX
- Managed a 225 member multi-service military and civilian work center
- Maintained staffing accountability and assured critical positions were manned

Teaching/Training

Captain, United States Army, NSA – Ft. Gordon, GA
Small Mission Processor Trainer: NSA - Ft. Belvoir, VA
October 20XX-July 20XX
Arabic Language Tutor: Ft. Belvoir, VA
January 20XX-January 20XX
- Developed an effective training program which increased translation processing time 5%
- Trained 65 personnel on the translation procedures of foreign voice communications
OBJECTIVE
To obtain Computer Science position that utilizes my knowledge in a dynamic environment to assist in reaching company goals.

EDUCATION
Georgia Regents University, James M. Hull College of Business
Bachelor of Science in Computer Science
Augusta, GA
Expected May 2016

COMPUTER SKILLS
- Languages: C#, Java, HTML, Visual Basic, C, C++, PHP, Actionscript, .NET, CSS
- Graphics: PaintNET, Photoshop, GIMP
- Operating Systems: UNIX, LINUX, Android, Windows: XP, Vista, 7, + 8,
- Database: Database: Excel, Access, Oracle, SQL
- Software: Microsoft Word, Microsoft Visual Studio, PowerPoint, Prezi, Internet Explorer, Mozilla Firefox, Google Chrome, Outlook

RELATED EXPERIENCE
Financial Network Services, Pty Ltd
Programming Intern
Augusta, GA
August 2014 – December 2014
- Created page from scratch, using preexisting CSS theming provided by client
- Implemented Excel file generation using NPOI library for C#
- Executed table sorting using TableSorter jQuery plugin
- Tested module rigorously to reduce risk of user generated errors

PROJECT EXPERIENCE
Edgefield Wastewater Treatment Plant
CSCI 4712 Senior Capstone Project
Edgefield, SC
January 2014 – April 2014
- Developed an interface between plant system and web server asset management system
- Consumed the asset management web services with code written in C++ and .NET
- Enabled plant operators to enter or browse work orders via native SCADA system instead of logging into web based system
- Automated meter reading entry into the maintenance system through a web service call

LEADERSHIP EXPERIENCE
Shepard Construction, Inc.
Lead Foreman
Augusta, GA
Summers 2012–2014
- Served as the lead foreman for a 14 apartment, half-million dollar renovation
- Worked within a team of five to plan project phases and schedule subcontractor
- Maintained and updated job applications with MS Office and Quicken

ADDITIONAL EXPERIENCE
Self - Employed Lawn Service
Lawn Maintenance
Augusta, GA
Summers 2011–2014
- Established and retained customer base in local neighborhoods
- Gained experience establishing a small business

HONORS/ACTIVITIES
- National Society for Collegiate Scholar (Top 7% of Class); HOPE Scholarship Recipient (7 semesters); Member of ACM (Association for Computing Machinery); Member of TAG (Technology Association of Georgia); Dean’s List (5 semesters); Intramural football and softball
Betty Wright  
2500 Walton Way  
Augusta, Georgia 30809  
(H) 706-737-1604 · (C) 706-731-7097  
unknown@gru.edu

EDUCATION  
Georgia Regents University  
Bachelor of Business Administration in Marketing  
Augusta, Georgia  
August 20XX

Overall GPA: 3.52/4.0

University of Salamanca  
Study Abroad  
Salamanca, Spain  
June 20XX

RELATED SKILLS  
Language Skills: Proficient in conversational Spanish  
Computer Skills: Adobe Photoshop, InDesign, and limited experience with After Effects; SPSS, HTML5, and Google AdWords; Microsoft Excel, Word, Power Point, Publisher

INTERNSHIP EXPERIENCE  
Under Armour  
Strategic Marketing Intern  
Baltimore, Maryland  
May-August 20XX

• Worked with a team of five interns to develop a detailed and complete marketing plan for Under Armour’s Flow clothing line  
• Held weekly meetings with a mentor to learn the process of conceptualizing ideas and putting them into reality through strategic initiative  
• Learned to master working under the pressure of strict deadlines, while also remaining detail-oriented on multi-dimensional projects  
• Presented final marketing plan to over 40 professionals from various departments during Under Armour’s Pitch It event  
• Intern Team Recognized as “Most Creative” during the Summer Intern Banquet in August 2014

PROJECT EXPERIENCE  
Wild Wings Café  
MKTG 4780: Advertising and Promotion Management  
Augusta, Georgia  
April 20XX

• Developed and conducted surveys to identify current marketing strategies for class project  
• Analyzed research to create a comprehensive marketing plan

Fox 54  
MKTG 4740: Marketing Research  
Augusta, Georgia  
December 20XX

• Completed exploratory research and analysis of topics including attitudinal trends, age, and gender for class project  
• Made recommendations for further research
DEBRA RAINS
2500 Walton Way ▪ Augusta, GA 30904 ▪ email@yahoo.com ▪ 706-737-1604

SUMMARY
 Eight years of administrative and analytical experience
 Strength in creative problem solving
 Outstanding ability in personnel interviewing and skill assessment
 Designed and implemented highly successful employee training programs
 Master of Social Work degree, focusing on administration and planning

PROFESSIONAL EXPERIENCE

Area Office on Aging ▪ Augusta, GA
Personnel Case Manager ▪ April 20XX- Present
 Developed an in-service training program for social work staff which increased their professional expertise and theoretical background
 Developed a form for self-assessment by workers
 Wrote and managed annual training budgets
 Contracted with trainers to provide instruction in specific issues in social work
 Met regularly with supervisors to evaluate the program and on-going basis
 Compiled and edited a comprehensive resource manual instructing social workers in services available in the CSRA, how to access them and procedures for qualifying

Georgia Department of Social Services ▪ Atlanta, GA
Program Development and Administrative Analyst ▪ February 20XX – April 20XX
 Interviewed and assessed skills of applicants for positions as Child Welfare Workers
 Mentored, supervised and evaluated social workers providing guides of improvement in effectiveness in a large public agency
 Designed projects for student interns that enabled them to learn about community resources and produce a resource used by social work staff
 Supervised daily work and evaluated performances of a 26 member staff

Social Worker/Case Manager ▪ June 20XX – February 20XX
 Managed case load of 250 consumers in the Martin Luther District of Atlanta
 Interviewed and assessed needs daily to determine new and continued eligibility
 Provided resources throughout the greater Atlanta area to case load and other social workers from various agencies
 Awarded Social Worker of the Year 2002 title voted on by peers and administrators
 Continued professional development by attending seminars and MSW Association meetings

EDUCATION, CERTIFICATIONS AND ASSOCIATIONS

University of South Carolina, Master of Social Work ▪ Columbia, SC
Georgia Regents University, Bachelor of Social Work ▪ Augusta, GA
NASW Certified, #56798
 National Association of Social Workers in Administration
 Georgia Association of Social Workers
OBJECTIVE
To obtain the lab assistant position in the Department of Oncology at Georgia Regents Medical Center

EDUCATION
Georgia Regents University
- Bachelor of Science in Biology
- Overall GPA: 3.0  Major GPA: 3.6


RELATED EXPERIENCE
Department of Biology, Georgia Regents University
Lab Assistant
- Directed animal dissections in groups and one on one
- Aided professor in explaining biological concepts and processes
- Used microscope, prepared slides, centrifuge, and other experimental apparatuses

WORK EXPERIENCE
Department of Biology, Georgia Regents University
Clerk/Office Aid
- Answer multi-lined telephone and transfer calls
- File transcripts and documents
- Assist students with class scheduling

Cambridge and Associates
Research Assistant/Office Aid
- Collected data on condition of lots and other use restrictions through online research
- Drafted legal documents under supervision of appraiser
- Developed understanding of appraisal processes, read and interpreted blue prints and sketches

VOLUNTEER EXPERIENCE
Adopt-a-Stream, Spirit Creek, Augusta, GA
January 20XX to Present

Kiwanis Club, Atlanta, GA
20XX to Present

Interfaith Hospitality Network at First Baptist Church, Augusta, GA
20XX to Present

HONORS and AWARDS
Dean’s List, 3 semesters

Kiwanis International Academic Scholarship, Recipient

SKILLS/CERTIFICATIONS
Proficient with Simple and Compound Microscope, Microsoft Word, Excel, Access, PowerPoint, and Publisher
Vanessa Rains  
2500 Walton Way ▪ Augusta, GA 30904 ▪ 706-737-1604 ▪ email@yahoo.com

OBJECTIVE  
To obtain the Pediatric Respiratory Therapist position with the Houston Children’s Hospital

EDUCATION  
Georgia Regents University  
(Formerly Georgia Health Sciences University/Medical College of Georgia)  
Bachelor of Science in Respiratory Therapy  
GPA: 3.6  
Augusta, GA  
May 20XX

Armstrong Atlantic University  
Completed 60 required credit hours  
Overall GPA: 3.3  
Savannah, GA  
August 20XX- May 20XX

CLINICAL EXPERIENCE  
CSRA Children’s Clinic  
Student  
January 20XX-May 20XX

- Provided comprehensive respiratory services and consultation for a caseload of nine children  
- Planned and implemented outpatient educational program for parents of children with asthma  
- Performed chest physiotherapy and prepared ventilators for use  
- Educated patients and parents on proper use of equipment

St. Louis Children’s Hospital  
Student  
September 20XX- December 20XX

- Provided comprehensive acute care services for children with breathing or cardiopulmonary disorders  
- Assisted and participated in rehab and clinical rounds and family conferences  
- Assessed patient baseline counts  
- Observed doctor and nursing teams throughout unit

RELATED EXPERIENCE  
Shriners Children’s Hospital  
Respiratory Therapist Assistant  
May 20XX-August 20XX  
Greenville, SC

- Assisted in assessment and medical evaluation of pediatric patients  
- Monitored, identified, and resolved client behavioral problems  
- Participated in rehab and clinical rounds and family conferences  
- Co-authored Fun With Games manual to assist family members of clients in selecting appropriate playtime activities

VOLUNTEER EXPERIENCE  
Miracle Family Camp  
Camp Counselor  
Summers (one week) 20XX - Present  
Augusta, GA

- Monitor and manage two children with special needs during week long camp  
- Assess and provide acute care daily for children  
- Provide educational sessions and communicate ideas on implementation of care for parents  
- Play games and assist with outdoor activities which include horseback riding, water sports and hiking

PROFESSIONAL AFFILIATIONS  
American Respiratory Therapy Association, Member  
20XX-Present

Georgia Respiratory Therapy Association, Member  
20XX-Present
Federal Resume Sample

Mike Sample
123 Pine View Dr. Augusta, GA 30909 ∙ 981-222-3333 ∙ msample@gmail.com
Country of Citizen: United States ∙ Veteran’s Preference: 5 Points

PROFESSIONAL EXPERIENCE

Director of Human Resources 6/20XX - Present
Print One Corporation, Dallas, TX Salary: $90,000
Supervisor: Stanley Steamer, 691-445-0011, Contact: Yes 40 hours/week

ADMINISTER PERSONNEL/PAYROLL SYSTEM to meet management and employee needs. Resolve labor disputes. Develop and implement policy. Consult with managerial staff and supervisors to ensure policy compliance with applicable rules and regulations. Maintain staff training programs. Coordinate new staff orientation training. Manage a 2.4M operating budget.


Supervisor of Personnel Services 9/20XX – 6/20XX
The Bakker Group, Denver, CO Salary: $75,000
Supervisor: David Martin, 303-654-1234, Contact: Yes 40 hours/week

DESIGNED AND IMPLEMENTED process improvements, and background check reviews. Performed over 300 employee performance evaluations and salary reviews. Designed and launched new employee directory. Developed low cost recruitment practices through virtual job fairs and supported work programs. Increased the qualified candidate pool by 72%.

HIRED, TRAINED, SCHEDULED AND SUPERVISED department personnel. Initiated the automation of I-9 Employment verification form through E-Verify which ensured compliance with all federal guidelines and regulations. Researched budget requirements and advised on budget revision request. Redesigned primary reporting tool. Initiated cross training program for all Corporation personnel. Implemented flex time scheduling which increased worked productivity by 20%.
MIKE SAMPLE | 981-222-3333 | msample@gmail.com

Human Resource Specialist
Fuller Corporation
Supervisor: Karen Young, 770-010-0012, Contact: Yes

2/20XX – 9/20XX
Salary: $50,000
40 hours/week

MAINTAINED PERSONNEL RECORDS for all employees. Managed company benefits and compensation. Assisted with recruitment efforts. Prepared Statistical reports relating to department expenditures and provided recommendations for eliminating excessive cost and overhead. Implemented new administration procedures which increased administrative productivity by 67% and reducing personnel department overhead by 25%.

EDUCATION
Georgia Regents University
Master of Business Administration
GPA: 3.89/4.0
Augusta, GA 5/20XX

Georgia Southern University
Bachelor of Business Administration
Statesboro, GA 6/20XX

MEMBERSHIPS & AFFILIATIONS
Society of Human Resources Management (SHRM)
CSRA SHRM Chapter member
7/20XX – Present

MILITARY SERVICE
United States Air Force Reserves (USAFR)
Honorable Discharge
6/19XX – 5/20XX

PROFESSIONAL PROFILE
- Excellent oral and written communication skills along with demonstrated ability to learn new skills and concepts quickly
- Recognized throughout career for honesty, decisiveness and effective problem solving skills. Able to build trust and rapport quickly with both management and associates
- Expertise in Human Resource Management, Organizational and Project Management, Training and Development, Team Building and Leadership, Employee Scheduling and Staffing Requirements

COMPUTER SKILLS – Proficient in Windows 8/7, Microsoft Word, PowerPoint, Excel, Publisher, Human Resource System: PeopleSoft, Trained in Basic Computer Programming, Microsoft Outlook, Internet Explorer, Google, Quicken, and Photoshop

LANGUAGE SKILLS: Fluent in French, Spanish and German (oral and written)
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<thead>
<tr>
<th>Action Verbs</th>
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<tr>
<td><strong>Communication Skills</strong></td>
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<td>Arbitrate</td>
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<td>Clarify</td>
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<td><strong>Creative Skills</strong></td>
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<td>Abstract</td>
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<td>Apply</td>
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<td>Conceive</td>
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<td><strong>Detail/Organization Skills</strong></td>
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<td><strong>Financial Skills</strong></td>
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<td><strong>Technical Skills</strong></td>
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<td>Apply</td>
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<td>Assemble</td>
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<tr>
<td>Build</td>
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PURPOSE OF YOUR REFERENCE PAGE

Your reference page lists supervisors and other people who have seen you in action and can speak to your job skills and special abilities.

Most frequently employers use your reference page to verify previous employment.

PROFESSIONAL REFERENCES
- Previous work supervisors
- Previous coworkers

ACADEMIC REFERENCES
- Your Professor
- Your Academic Advisor
- Faculty Advisor for Student Organization

CHARACTER REFERENCES
Government employers request character references who can speak about your demeanor or other personal qualities. These people may include:
- Neighbors and Friends
- Church members
- Organization members
- Family members

WHAT TO INCLUDE
- Name and title
- Company name
- Company address
- Company phone number
- Company email address
- Relationship to you: supervisor, mentor, internship coordinator

BEFORE YOU LIST A REFERENCE
- Ask permission before listing individuals as references.
- Be sure that your references are willing to give you a ‘positive’ reference.
- Don’t be afraid to ask what they will say about you!

Jane Doe
1212 Tailtree Way • Martinez, GA 30907 • 706-831-8128 • jdoe323@gru.edu

REFERENCES

Dr. Carol Jones (Internship Supervisor)
Chair, Psychology Department
ABC University
2500 Walton Way
Augusta, GA 30904
cjones@gru.edu
(706) 731-4769

Dr. Jane Smith (Internship Supervisor)
Licensed Clinical Health Psychologist
Outpatient Behavioral Health Services
Department of the ARMY
Headquarters Dwight David Eisenhower Army Medical Center
Fort Gordon, Georgia, 30905
Jane.smith@army.gov.mil
706-787-1212

Dr. John Doe (Professor)
Professor of Psychology
Georgia Southern University
P.O. Box 8041
Statesboro, GA 30460
jdoe@ga.southern.edu
(861) 555-1212

Ms. Sue Jones (Supervisor)
Owner & Director
Georgia Family’s for America
4145 Columbia Rd.
Martinez, GA 30907
sjones@gafam.com
(706) 869-5555
Jackie Jackson  
123 West Avenue  
Augusta, GA  
May 20, 20XX  

Jane Clifton, Vice President of Operations and Federal Relations  
The Washington Center for Internships & Academic Seminars  
2310 M Street, NW, 5th Floor  
Washington, D.C. 20037-1417  

Dear Ms. Clifton:

I am writing in response to an email from the National Internship Foundation (NIF) regarding summer internships with the Washington Center for Internships and Academic Seminars. As a junior at ABC University majoring in Political Science, I am very interested in further developing my leadership skills through your internship. I believe that my course of study, campus leadership roles and strong interest in your operation make me a viable candidate.

As a fundraising committee member on the Jaguar Student Activities Board during my sophomore year, I demonstrated the ability to manage complex operations. For instance, I successfully encouraged the participation of 20 committee members in order to raise and manage a budget of $20,000. In addition, I held a part-time job to cover college expenses while taking a full load of classes each term and maintained a 3.5 grade point average. As a political science major, I initiated a new current events club and coordinated guest speakers and panels to discuss newsworthy issues in our society.

My attached resume provides more details of my campus and community leadership roles. Next week I will contact you to ensure that you have received my resume and cover letter. In the meantime, if you have questions about my experiences, please email me at jjackson@gru.edu or call me at 706-555-1234.

Best regards,

Jackie Jackson
Letter of Inquiry

Susan Watson
1022 Broad Street
Augusta, GA  30304

Month Day, Year

Mr. Timothy T. Mellon
Director of College Recruiting
Midwest Mercantile Company
4500 Randolf Drive
Chicago, IL  60601

Dear Mr. Mellon:

I am writing to inquire about a Sales Professional position at Midwest Mercantile. I am very interested in Midwest Mercantile’s prestigious reputation in the professional apparel industry. I believe my business education, wide range of work experience, and strong interpersonal skills provide me with a valuable knowledge base to be an asset to your company.

I acquired excellent quantitative, interpersonal and analytical skills as a marketing major with a minor in Spanish. My academic coursework has taught me the importance of time management and leadership skills. As a teller with the Georgia State Employees' Credit Union, I learned the importance of attention to detail, sales as a customer service tool and responsiveness to client needs. Additionally, I continue to develop strong organizational and interpersonal skills as I nanny for a family while maintaining a 3.5 GPA.

In addition to my work experience, I had the opportunity to demonstrate my creativity and maturity as an intern in the advertising industry. In this position, I demonstrated my ability to be resourceful, to work under supervision, and to cope with the pressures of a chaotic and stressful environment.

I feel that my skills and experience will benefit your organization, and I welcome the opportunity to give you more information about myself. Please do not hesitate to e-mail me at swatson@gru.edu or call my cell at (706) 555-1234.

Sincerely,

(Written Signature)

Susan S. Watson

Enclosure

Letter of Inquiry

Use this type of letter to express interest and to inquire about opportunities that may be available within a particular organization, but are not publicly posted.
Dear Ms. Brent:

I have nine years of accounting experience and am responding to your recent posting for an Accounting Manager on AugustaHotjobs.com. Please allow me to highlight my skills as they relate to your stated requirements.

<table>
<thead>
<tr>
<th>Your Requirements</th>
<th>My Experience</th>
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<tbody>
<tr>
<td>Accounting degree, four years experience</td>
<td>Obtained a Bachelor of Business Administration in Accounting in 20XX and have over four years experience as an Accounting Manager</td>
</tr>
<tr>
<td>Excellent people skills and leadership</td>
<td>Effectively led a staff of 24 to exceed annual goals by 10 percent</td>
</tr>
<tr>
<td>Good communication skills</td>
<td>Trained new supervisors and staff via daily coaching sessions, communication meetings, and technical skill sessions.</td>
</tr>
</tbody>
</table>

My attached resume will offer more details about my background. I believe the highlights outlined in this executive briefing show that I am an ideal addition to your firm. Please contact me at 706-737-1400 to discuss how I can help McCoy, LLC achieve its goals.

Sincerely,

Joe Black

The Executive Briefing cover letter is beautiful in its simplicity. Its format provides a hiring manager a clear snapshot of your qualifications. It is a cover letter on your standard letterhead or e-mail, with the company’s requirements for the job listed on the left side and your skills -- matching point by point the company’s needs -- on the right.

An Executive Briefing’s ability to graphically match needs with skills will increase the chances that your submission will be read by the Human Resources department and hand-carried to the appropriate manager. This personalized, fast, and easy-to-read synopsis of how you can help with current needs makes life easier for the reader.
Networking Cover Letter

Mike Hampton
2121 Lumpkin Place
Athens, GA 30622

Month Day, Year

Ms. Cynthia S. Kennedy
Vice President
Second City National Bank
8555 Peach Tree Blvd.
Atlanta, GA 39584

Dear Ms. Kennedy:

I am writing this letter to request an informational interview to learn more about the field of human resources and your career path in the field. Mr. John Doe, whom I met at a recent meeting of the Society of Human Resource Management, suggested that I contact you about my interest in entering the human resources field. I am currently a Psychology major at ABC University and I feel my interpersonal and organizational skills can be a potential fit for a career in human resources.

I would be very grateful for 30 minutes of your time to talk about the HR industry and your career path into this industry. I greatly appreciate any information you can provide. I will call you next week to schedule a time for us to meet, if your schedule permits. Meantime, you are welcome to call me at 706-555-8976.

Thank you for your time and consideration.

Sincerely,

(Written Signature)

Mike T. Hampton

enclosure

NETWORKING LETTER

- Use this type of letter to make new networking contacts or when you have been referred to a new contact by someone else in your network. State:
  - How you learned of the individual and why you are writing.
  - Brief information about you.
  - Why you are specifically interested in contacting him or her.
  - Information about how you can be contacted
  - How you plan to follow-up.
  - A statement of appreciation for his or her time.
Jemma Campbell  
290 Colgate Avenue  
Augusta, GA 30909

June 29, Year

Ms. Patricia Holler  
Director of Personnel  
Technology, Inc.  
1105 Broad Street  
Augusta, GA 30909

Dear Ms. Holler:

Thank you for taking the time yesterday to interview me for the Systems Analyst position at Technology, Inc. I enjoyed meeting you and Mr. Jones and learning more about the culture and organizational structure of your company. I am impressed with the company’s reporting structure and I am confident my skills and qualifications are a good fit for the Systems Analyst position and the company as a whole.

If there is anything I can provide to assist in your hiring decision, please let me know. I look forward to the possibility of a second round interview and later joining the Technology, Inc. team.

Thank you again for your time and consideration.

Sincerely yours,

(Handwritten Signature)

Jemma Campbell

**THANK YOU LETTER**

In today’s economy and job market, sending a thank-you letter may be the one thing that sets you a part from everyone else. You must:

1. Send a brief thank-you letter within 24 - 48 hours of the interview to express gratitude for the opportunity to interview and to express continued interest in the employer.  
2. Send the letter by email (if you’ve established contact through email) and/or in a hand-written note by mail or delivery.  
3. Personalize your letter (s) to each person that interviews you.  
4. In your letter (s) make reference to what you valued in the interview.
Hannah Hess  
100 Bold Place  
Augusta, GA 30909  

August, Year  

Mr. Nigel Byrd  
Director of Personnel  
Better Technologies, Inc.  
1000 Broad Street  
Augusta, GA 30909  

Dear Mr. Byrd:  

This letter will serve as my formal acceptance of your offer to join your team at Better Technologies as a full-time computer programmer. Your thorough review of your company's current goals and needs convinced me that your company is the best place for me to start my computer programming career.  

I understand that a condition of my employment is to receive positive responses from my references and to pass a background check.  

During this process, please let me know if you require additional paperwork to complete my file.  

In the meantime, I have submitted a two-week notice of resignation at my current position so that I can be available to work by the beginning of September.  

I look forward to meeting with you to discuss my first projects next Monday, September 8th at 9:00 a.m.  

Sincerely yours,  

(Handwritten Signature)  

Hannah Hess  

Enclosure
Betty Lungsford  
1234 Fleming Street  
Augusta, GA  30904

August, Year

Carol Gates, Human Resource Director  
Better Gardens Magazine  
258 High Street  
Maryville, Tennessee 30025

Dear Ms. Gates:

I am writing to notify you that I am resigning from my position as Financial Manager at Better Gardens Magazine. My last day of employment will be May 10, 20XX.

This was not an easy decision to make. The past five years have been very rewarding and I have enjoyed working for you and managing a team of dedicated professionals who have provided excellent customer service to all of our clients.

I will be working for a local non-profit organization and look forward to the new direction of my career. Thank you for the opportunities that you have provided me during my tenure with the company, as well as your professional guidance and support.

I wish you and the company the best of success in the future. If I can assist with the transition, please let me know.

Sincerely,

Betty Lungsford

Resignation Letter

It is customary to provide an employer with two week’s notice of your intention to resign your job position, when possible. Before resigning your position, check your company’s requirements. Feel free to talk with your career advisor about the best way to negotiate an appropriate resignation date.
Audrey Herring  
1234 Andrews Avenue  
Augusta, GA  30906  

January 14, 20XX  

Sandra Blevens, Hiring Manager  
Essential Securities, Inc.  
96 Herringbone Lane  
Aiken, SC  29842  

Dear Ms. Blevens:  

It was indeed a pleasure meeting with you and your staff to discuss your needs for a Graphic Design Manager. During our meeting, I found your description of your company’s needs and mission very informative.  

As we discussed during our interview, this first meeting was meant to explore a possible creative partnership between me and your company. I understand from our meeting that you need a candidate who can provide strong design as well as leadership skills within the department. After careful thought, I have decided to withdraw my name from consideration for this position.  

My decision is based, in part, on the fact that I have accepted a position that is a better fit for my needs. In this position I will spend at least 50 percent of my time on graphic design projects while in the other 40 to 50 percent I will spend on administrative and operational duties.  

I want to thank you for interviewing me and giving me the opportunity to learn more about your operations. You have a fine team and I am sure you will find the right candidate to fill your position.  

Best wishes,  

Audrey Herring
Cover Letter Template

Your Name
Your Present Address
City, State   Zip Code

June 10, Year

Name of Person, Title
Company/Organization Name
Street Address
City, State   Zip Code

Dear Mr./Ms./Dr. Last Name, (confirm the preferred title of the recipient)

I am excited to learn about the ______position with _______ that is posted on the ABC Career Services Career Link. This position seems to fit very well with my education, experience and career interests. I’m confident that my passion and knowledge of the _______ industry, as well as my _____, will make me a strong asset to your organization.

My experience at XXX Company enabled me to develop strong _______ skills and to consistently exceed _____ expectations. While interning with XXX Company, I ________ (Give specific example of how you used these skills.) Additionally, I gained knowledge/experience with __________ while volunteering with ___________ this past semester.

My background and career goals seem to match your job requirements well. Furthermore, I am genuinely interested in the position and in working for XXX Corp. I would appreciate the opportunity to meet with you to see how I can contribute to _______ Company. I will contact you next week to discuss the next step. In the meantime, you can reach me at 706-XXX-XXXX.

Thank you for your consideration.

Sincerely,

(Your signature here)

Your Printed Name Here

Use this template as a guide to writing your first cover letter. Then email your cover letter to your Career Advisor for feedback and suggestions.
What is a portfolio?
A portfolio is a collection of materials to document your experience and skills. A well-prepared portfolio highlights skills and experiences related to a targeted job search in an industry or field of interest. Use your portfolio during interviews to capture the attention of graduate school committees, hiring, managers, and prospective clients.

Types of Portfolios:
Binder portfolios:
- Ideal for face to face interviews
- Provides tangible evidence of your skills and experiences during an interview
- Displays your creativity and attention to detail
- Most effective when developed for a specific opportunity

Web-based portfolios
- Ideal for use as presentation tools for research, art, or community presentations
- Web-link to portfolio allows you to easily share materials by adding the link to your email signature line or by inserting the link in an email message
- Allows for the collection and display of large numbers of documents and graphic files

Types of Web-Based Portfolios
- Slideshare — http://www.slideshare.net/ is a FREE application to upload and display Microsoft PowerPoint based presentations
- Behance Creative Portfolio — https://www.behance.net/
- LinkedIn — http://www.linkedin.com/: The world’s largest professional networking site. Provides FREE applications for professional profile creation and management

When do you use a portfolio?
- As required in college courses that require the production of a collection of your body of work
- As requested by graduate school applications committees
- As a presentation tool for job interviews
- As a presentation tool for class, community or research audience

Materials for your Portfolio
- Updated, tailored resume
- Reference list
- Letters of recognition or thanks
- Recommendation letters from professors, employers and mentors
- Articles written by or about you or a group you represent
- Internship or co-op summaries and evaluations
- Samples of your skills or talents:
  - Writing samples: letters, essays, reports, articles, newsletters, ad copy, speeches, flyers, press releases, lesson plans, manuscripts
  - Design, art, technical samples: photographs, pictures of art compositions, graphic design presentations, computer programming/networking projects
  - Audio and video files of presentations or completed projects
  - Lists of conferences or trainings you have attended
  - Programs, pictures or other documentation of your participation in an event or performance
  - High school and/or college transcripts, certificates of completion
  - Award notifications
How do you assemble a binder portfolio?

Step 1: Collect Academic, Professional, and Creative Materials

- Start saving work related to your major like reports, articles, essays, photos, presentations.
- Don’t rely on your supervisor, professor or internship manager to save your work samples.
- Select a place to store your hard copy documents, brochures, flyers, work samples like a drawer, filing cabinet or box.
- Select a safe place to store computer documents like a cloud storage site, portable hard drive, or USB drive.

Step 2: Sort Your Materials by Relevance

- Determine the purpose of your portfolio? Will it be mailed or emailed to a hiring manager or graduate school committee for a specific application. If so, only include items that represent the desired skills and experiences being reviewed for this application.
- Select the materials and documents for your portfolio that represent your best and most recent work.
- Writers include 10-15 writing samples.
- Artists include 10-15 visual samples of your work.

Step 3: Assemble Your Tailored Portfolio

- Divide your portfolio into sections by skill or type of experience: research, writing, marketing, volunteer experiences.
- Provide a title page, a table of contents, and section dividers to organize your binder portfolio.
- Use sheet protectors in binder portfolio to protect and to display your documents.
- Scan and mount news articles and pictures carefully.
- Download news articles from media archives and include them in your portfolio.
- Follow instructions carefully for graduate school applications to ensure you have included all the documents and samples requested.
- For job interviews, assemble a separate ‘give away’ portfolio to leave with the interviewer.
- Have your portfolio reviewed by a professor, academic or career advisor before distributing or presenting portfolio.

Beat the competition by maintaining an up to date portfolio and give away portfolios that can be shown or emailed at a moments notice.

What’s in Your Portfolio?

Your Portfolio Items:

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<th>Academic documents:</th>
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<tr>
<th>Samples of your leadership, creativity, research:</th>
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<th>Letters of Recommendation: Awards:</th>
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<th>Documentation of projects, internships, volunteer work:</th>
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Three Main Types of Interview Questions

1. Traditional Interview Questions: Traditional interview questions are asked to gain basic information about your background, interests, skills, and reasons for applying.

HOW TO PREPARE:

Know Yourself:
- What are your employable skills and how do they correspond with this position?
- Is this opportunity compatible with your work values?
- Are your interests consistent with the general career area and this specific job?

Know the Organization:
- Knowledge of the organization, its products or services, and needs are essential.
- The more you know about the organization, the industry it represents, the job position under consideration, and how this all relates to your own career goals, the better impression you will make during the interview.

Know the Fit:
- Understand how your qualifications address the needs of the organization.
- Be prepared to explain how your skills and experiences can benefit the organization.

2. Behavioral Based Questions:
- Behavioral based interview questions require that applicants discuss the best examples of previous experiences. These questions are based on the premise that past performances can predict future performances.

HOW TO PREPARE:
- Identify critical skills needed for the position and brainstorm 3-5 success stories from your academic background, activities, or work experiences that demonstrate those skills.
- Use the STAR Technique:
  - **S**- State the SITUATION.
  - **T**- What TASKS were involved?
  - **A**- What ACTION did you take?
  - **R**- What was the RESULT?

3. Case/Situational Based Interview Question:
- Case-based interview questions present the candidate with a situation or case to analyze. Employers are more interested in how your response shows your approach and analysis of the situation.

HOW TO PREPARE:
- Practice thinking out-load and explaining your reasons for providing a particular conclusion or solution.

Personal Factors

Interviewers Seek:

Articulate: Clear, concise expression of ideas including the correct use of grammar — no slang.

Attitude: Outlook on life in general.

Appearance: Physical appearance, neatness, posture and dress.

Maturity: Social behavior and mental stability.

Sociability: Ability to work and get along with others.

Motivation: Initiative, drive, enthusiasm, energy, desire to succeed.

Intelligence: Mental ability, judgment, alertness, organization of thoughts.

Self Confidence and Poise: At ease, self-assurance, interest in challenge.

Interest: Indication of sincere interest in position.

Potential: Ability to progress.
Interview Tips and Etiquette

Before the Interview:
- Accept or decline the invitation to interview for the position in a timely manner.
- Set up a professional voicemail announcement on your home and cell phone.
- Disable ring back tones on your cell phone when expecting calls from prospective employers.
- Research the position for which you will be interviewing.
- Research the organization/employer thoroughly.
- Obtain interviewer(s) name and title.
- Confirm the time/date/location of the interview.
- Identify your skills that relate to the job; review your resume and be able to elaborate on it.
- Review frequently asked questions and practice by doing a mock interview!
- Prepare questions to ask the interviewer.
- Know the general salary range for the position. *(See Dress for Success)*

During the Interview:
- Arrive 15 minutes early.
- Bring extra copies of your resume.
- Relax; be yourself; be positive.
- Follow the lead of the interviewer. (Don’t try to take over the interview).
- Listen closely to the interviewer’s questions; ask for clarification if needed.
- Be concise in your answers; give concrete examples to back up your claims.
- Never slight a former employer or colleague.
- Be aware of your posture and body language; watch your grammar.
- Be sure to clarify any follow-up arrangements.

After the Interview:
- Write a thank-you letter to the interviewer(s).
- Evaluate your performance by asking yourself questions such as:
  - “How well did I present my qualifications?”
  - “Did I use clear, concrete examples?”
  - “What points did I make that seemed to interest the interviewer?”
  - “How can I improve on my next interview?”
- Follow up with a phone call to find out the status of your application if the employer has not contacted you within the time frame stated.

If You Don’t Get the Job:
- Ask for feedback from your interviewer.
- Do a self-analysis to determine how to perform better in the next interview.
- Schedule mock interviews to better prepare for the next interview.
- Disappointment is normal. Be careful not to blame or badmouth others.
- Keep in mind that your resume may be passed on to another employer.
- Establish an action plan and activate that plan.
- Don’t give up. Lean on your support system and career advisors for encouragement.

Possible Reasons You Didn’t Get the Job:

**Appearance:**
- Poor grooming and careless dress.

**Attitude:**
- Attitude of “what can you do for me”.

**Enthusiasm:**
- Lack of enthusiasm and/or interest; no evidence of initiative.

**Expression:**
- Inability to express self well, poor speech habits.

**Goals:**
- Lack of goals and ambition; does not show interest; uncertainty and indecision about career goals.

**Maturity:**
- Lack of maturity; no leadership potential.

**Preparation:**
- Lack of preparation for the interview: failure to research the position, inability to ask thoughtful questions during or at the conclusion of interview.

**Personality:**
- Poor presentation of self; lack of poise; lack of self confidence; hesitant approach; arrogance.

Watch 1-4 minute videos on career topics from interview attire to employer research in the Video Vault [www.gru.edu/careerservices/](http://www.gru.edu/careerservices/)
### Interview Questions By Category

#### Traditional Interview Questions:
- Tell me about yourself. (Walk me through your resume.)
- How has your education prepared you for this position?
- What are your strengths? Weaknesses?
- Which completed courses will contribute the most to your effective performance in this job?
- If we were to ask your professors about your most outstanding quality, what would they say?
- What actions have you taken in your educational career and brief work experience to prepare you for this position?
- What 2-3 accomplishments in college have given you the most satisfaction?
- What motivates you as a person?
- How do you handle stress?
- Where do you see yourself in 5 years?
- What do you see as the future of the ______ field?
- Discuss the market for our products. For example, what could we do better, what do you think we do well?
- How would you summarize what we do as a business?
- What do you know about our customer base?

#### Behavioral Interview Questions:
- Discuss an instance when your work was criticized.
- Discuss a difficult person you worked with and how you handled this.
- Describe a poor decision you have made.
- Tell me about a challenge you faced and how you overcame it.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of when something you tried to accomplish failed.
- Give me an example of when you motivated others.
- Tell me about a situation in which you disagreed with a superior and how you handled it.

#### Industry Specific Questions:
- What do you see as the future of the ______ field?
- Discuss the market for our products. For example, what could we do better, what do you think we do well?
- How would you summarize what we do as a business?
- What do you know about our customer base?

#### Questions to Ask the Employer:
- How would you describe your corporate culture?
- Where do you see your company in two years?
- Can you please discuss the review and promotion process at your organization?
- Why is this position open? How often has it been filled in the past five years?
- What are the immediate challenges and objectives facing an individual in this position?
- What are the next steps in your search process and what is your timeline?
- Can I provide you with any additional information to assist you in your hiring decision?

**Illegal and Inappropriate Questions:**
*There are certain questions an interviewer should avoid asking during an interview.*

#### Illegal Question Topics:
- Marital Status
- Sexual Orientation
- Family Status/Background
- Disability
- Age
- Gender
- Race/Ancestral/National Origin (questions about citizenship is lawful)
- Religion

#### Inappropriate Question Topics:
- Questions that invade privacy
- Questions of a sexual or intimate nature
- Questions about your political views
- Questions that may be described as bizarre.

**Suggested Ways to Field These Questions:**
- Decide whether the interviewer made a mistake or is deliberately trying to avoid hiring you; consider whether you want to join an organization that condones such behavior.
- In a non-confrontational tone, ask for further clarification about the question and how the question relates to your assessment as a job candidate.
- If you feel comfortable answering the question, do so, but consider the ramifications of any answer you provide.
- If you are so offended that you realize you do not want the job, politely decline the question and end the interview at an appropriate time.
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Dress for Success

More than 70% of your first impression is what people see. Make a good first impression by dressing professionally and by being well-groomed at your interview.

FOR MEN

Grooming:
- Have your hair neatly trimmed, including facial hair.
- Heavy cologne or other overpowering scents should be avoided.
- Nails should be neat and clean.
- Avoid overly long fingernails and flashy nail polish.
- Avoid overpowering scents, such as lotions and shower gels.

Suit: Wear a conservative dark-colored, two piece matching business suit.
- Two or three button suits are preferred, and the bottom button should be undone.

Shirt: Wear a long-sleeved, light-colored, button-down shirt. Shirt should fall 1/4 to 1/2 inch below suit sleeve.
- Be sure to iron your shirt.
- Consider wearing a white t-shirt underneath to hide perspiration and protect your suit.

Ties: Choose a tie with a conservative pattern that ends at mid-belt.

Socks: Wear dark-colored dress socks to match your suit. Socks should be worn over the calf.

Shoes: Wear comfortable polished dress shoes with laces.
- No sneakers, sandals, or casual shoes.

Accessories: Leather belts should match the color of your shoes.
- No visible piercings or tattoos.

FOR WOMEN

Grooming:
- Hair should be pulled away from your face and neatly cut and styled.
- Wear daytime, natural looking makeup—no heavy eyeliner or glittery shadows.
- Nails should be neat and clean
- Avoid overly long fingernails and flashy nail polish.
- Avoid overpowering scents, such as lotions and shower gels.

Suit: Wear a dark-colored conservative, two piece matching business suit. Knee-length skirts or pant suits are both appropriate.

Blouse: Light-colored professional button-down shirt or blouse should be worn under your suit jacket.

Hosiery: Never show bare legs in an interview! Wear near skin-toned pantyhose, and always have a spare pair in case you get a run.

Shoes: Low-heeled and closed-toe pumps are a must. Polish your shoes!

Accessories: Keep it simple.
- No visible tattoos or piercings.
- Remember the “wear five rule”, two rings (one of each hand), two earrings (one in each ear), and one watch.
- Carry either a small purse or professional bag, but not both.

GENERAL TIPS
- Bring a professional briefcase or leather notebook to carry extra copies of your resume or portfolio, keys, pens, and breath mints.
- NO CELL PHONE! Leave it in the car or at home!
- Appropriate professional dress depends on the industry. If you are unsure about appropriate dress, always dress conservatively to ensure a positive first impression.
- In a manufacturing or factory setting, consult with your Human Resources contact for appropriate dress.
**Practice telling the story of how you came to apply for your job of interest.** First, think of key experiences in which you developed an ability to work in challenging work or project situations and in which you solved problems effectively. Then list four examples of these experiences in the chart below.

**Example:** You work in a retail environment. Describe a challenging day on the job that gave you an opportunity to grow professionally.

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<td>Example 1</td>
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<td>Example 4</td>
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The key to telling your story with confidence is to **Practice, Practice, Practice.**

Schedule a mock interview with your Career Advisor for feedback on your interviewing skills.
# Career Fair Preparation

Career Fairs are a great way to meet recruiters and to network for jobs and internships.

## Step 1
**Get Your Resume Ready!**
- Make 15-20 copies of your resume.
- Print your resume on quality white or ivory colored resume paper.
- **Be prepared:** some employers cannot accept hard copies of your resume and will ask you to apply online.

## Step 2
**Dress The Part!**
- Career Fairs require the same dress attire as an interview because career fairs serve as your first interview.
- Do not wear perfumes and colognes.
- Carry a portfolio with a notepad, copies of your resume, a pen, and samples of your work, if appropriate. If you choose to carry a purse, keep it small and professional.
- Leave your cell phone in the car or at home.
- Do not chew gum while interacting with the employers.

## Step 3
**Do Your Homework!**
- Review the list of participating employers and identify your top 5-10 employers before the fair.
- Do extensive employer research to better interact with employers at the fair.
- Before beginning the fair, review the map of employers and locate your top employers.

## Step 4
**Be Confident**
- Don't bring a friend, child, or parents to accompany you during the fair.
- Demonstrate confidence and approach the employer independently.

**Be Patient.**
- Do not interrupt a conversation and do not avoid a crowded table. Simply be patient, wait your turn, and you might even pick-up valuable information as you wait.
- Watch your disposition and conversation while you wait.

**Show interest and enthusiasm.**
- Don't be afraid to show your excitement about an employer.
- **Be organized.**
  - Use a career fair bag to carry your items. You want to make the impression you are organized and polished.
  - **Prepare appropriate questions.** Prepare appropriate questions from your employer research to show interest and enthusiasm.
  - **Appropriate questions are:** “What are your hiring projections? What are your staffing needs at your preferred locations?”
  - **Inappropriate questions are:** “What jobs are you offering? What is the salary for this position?” Questions such as these are more appropriate for an informational interview, not a career fair.

**Be Enthusiastic**
- Be prepared.

## Step 5
**Follow-Up**
- Collect business cards/contact information and determine the next step in the application process.
- Send an e-mail or written “thank you” letter within 24 to 48 hours. Thank the employer for his/her time and restate your interest in the position.
## 10 Steps to Apply to Graduate or Professional School

<table>
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<tr>
<th>Step 1</th>
<th>Research and Select Schools</th>
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<td>Consider: geographic location, program emphasis, program/school size, professional/career opportunities, accreditation of the program, state regulations, length of program, cost/financial aid, and reputation of the program.</td>
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<th>Step 2</th>
<th>Take Standardized Tests</th>
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<td>Identify which standardized tests are required for admissions. Websites: <a href="http://www.ets.org">www.ets.org</a> (GRE) <a href="http://www.gre.com">www.gre.com</a> (GMAT) <a href="http://www.mba.com">www.mba.com</a> (LSAT) <a href="http://www.last.org">www.last.org</a> (MCAT) <a href="http://www.aamc.org">www.aamc.org</a> (DAT) <a href="http://www.ada.org">www.ada.org</a> (TEAS) <a href="https://www.atitesting.com/Solutions/pre-program/TEAS.aspx">https://www.atitesting.com/Solutions/pre-program/TEAS.aspx</a></td>
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<th>Step 3</th>
<th>Write Your Resume or Curriculum Vitae (CV)</th>
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<td>Update your resume or create a curriculum vitae to showcase all of your honors, awards, activities, research, and other accomplishments and experiences. Schedule an appointment with your Career Advisor to have your resume reviewed before submitting it.</td>
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<th>Step 4</th>
<th>Assemble Portfolio</th>
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<td>Some programs may request samples of your work (papers, research, product development) • See the Portfolio Section in the career guide and the Career Services website for tips and guidelines.</td>
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<th>Step 5</th>
<th>Write Your Purpose/Personal Statement</th>
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<td>Schools ask for a summary of your goals and your reason/intent for applying because they want to know <strong>basically 3 things</strong>: 1) Why this school? 2) Why this program? 3) How are you going to be successful? • Read the instructions for writing your statement very carefully. • See your Career Advisor for guidance.</td>
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<th>Step 6</th>
<th>Request Letters of Recommendation</th>
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<td>Choose professors, supervisors, or professionals who know your work ethic and character from experiences. Provide your recommender with the following information and resources: • Send a detailed request in writing with a description of the program and your resume • Describe in your request how the recommender knows you and include a recent photo if you have not recent contact. • Provide Self-addressed stamped envelope, email link to provide reference and date that recommendation is due (or the date you intend to pick it up from the recommender).</td>
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<th>Step 7</th>
<th>Complete Application Forms</th>
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<td>Schedule an appointment with your Career Advisor for assistance with process and mock interviews, if applicable.</td>
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<th>Step 8</th>
<th>Request Transcripts from Registrar</th>
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<td>Contact the registrar’s office of each school you attended to arrange receipt and delivery of your transcripts. • GRU Registrars Office Summerville Campus: 706-446-1430/1431 • <a href="http://www.gru.edu/registrar/">www.gru.edu/registrar/</a></td>
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<th>Step 9</th>
<th>Request Financial Aid</th>
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<td>Research the school’s financial aid deadlines and complete necessary paperwork in advance for loans, scholarships and graduate assistantships.</td>
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<th>Step 10</th>
<th>Follow-up</th>
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<td>Take responsibility for ensuring all materials are received by the deadline. Make follow-up phone calls to inquire about your application status. <strong>Be persistent, but allow six weeks for processing</strong>, depending on the program.</td>
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Ask yourself these questions before you start this process:

1. Why am I pursuing a graduate degree?
2. Do I have the organization and study skills needed to be successful?
3. Do I have the personal characteristics like discipline, motivation, and interest necessary to be successful in graduate school?
4. Am I qualified for this specific program?
5. Do I have the necessary GPA and completed course work to be considered a “competitive applicant”?

**RESOURCES for Graduate School Preparation:**

- Professors
- Career Advisor
- Academic Advisor
- Professionals in your field of interest

[www.gradschools.com](http://www.gradschools.com)
[www.petersons.com](http://www.petersons.com)
[www.graduateguide.com](http://www.graduateguide.com)
What to Do if You are Not Accepted?

1. **Apply earlier next year.** Avoid the last six weeks before the deadline.

2. **Apply to more schools.** Three or four is usually considered a good number.

3. **Apply to more “safe” schools.** Even 4.0 students and those who exceed the program’s entrance criteria can, and do, get rejected.

4. **Research similar programs** with less competitive application requirements.

5. Visit the programs you really want to pursue. **Demonstrate your interest and build relationships** with faculty and staff of the program.

6. Contact the program and **inquire about ways you could improve your applications** to become a stronger candidate.

7. **Go to summer school** in the targeted subject to demonstrate your interest in the area.

8. **Take one class at a time** in the targeted subject area and make great grades! Remember, the most recent grade counts the most.

9. **Study and retake required standardized tests.** With practice and appropriate studying techniques, you will **improve your scores**.

10. Get a **volunteer or internship experience** in the targeted area. It will boost your credentials even if it’s part-time, a few hours per week, or unpaid.

11. **Work in a “real job”** in the targeted field to gain related experience and to add recommendations from people working in the profession.

12. Get an **intermediate degree** like a certificate or other professional credential.

13. **Get experience and try again.** Many admissions committees value maturity.

14. **Re-evaluate your interest** in pursing advanced studies. Is it possible your lack of passion for the subject area was evident?

15. **Review all application materials** before submitting to catch errors. Sometimes this simple check can make all the difference.

---

**I never dreamed about success. I worked for it.**

~Estee Lauder

**Success is really determined by how well you can learn from your failures.**

~Joel Brown

**If you can dream it. Do it.**

~Walt Disney

**The path to success is to take massive, determined action.**

~Tony Robbins