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Augusta 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 AU App to your mobile device. Access campus maps to find the best route from academic and campus buildings.
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Senior Career Consultant
aboland1@augusta.edu

Augusta University Career Services | University Hall, Suite 210 | www.augusta.edu/careerservices | 706-737-1604
CHOOSE YOUR FIT

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 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!

Call 706-737-1604 to schedule your appointment.
Business and technology students call: 706-737-1560.

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 students. See full descriptions at http://www.augusta.edu/careerservices/major-and-career-exploration.php

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: 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.
WITH OUR SERVICES

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 http://www.augusta.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 Consultant 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, Instagram, Twitter and Pinterest pages at the Career Services website.

GRADUATE AND PROFESSIONAL SCHOOL: Schedule an appointment with your Career Consultant to discuss your graduate school options, develop your application timeline, review your application, and assist in development of cover letters, personal statements, and statements of intent. Also schedule mock interviews to help prepare for the admissions formal interview.

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

JOB CORRESPONDENCE CRITIQUES: Email your resume, CV, or cover letter directly to your Career Consultant 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. Alumni more than one year post graduation are allowed one free consultation to consider fee paid services.
The National Association of Colleges and Employers (NACE) has identified seven career competencies for college graduates.

- Critical Thinking
- And Problem Solving
- Oral and Written Communication
- Collaboration And Teamwork
- Information Technology Application
COMPETENCIES

Leadership

Professionalism
And
Work
Ethic

Career Management

Let Career Services Help You Connect The Pieces
COME SPEAK TO A CAREER CONSULTANT ABOUT TAKING THE FIRST STEP TOWARDS CHOOSING A CAREER!

Woofound: Interactive, five minute online career assessment using your campus email. [https://augusta.woofound.me](https://augusta.woofound.me)

DISC Index: 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.

Values Index: The Values Index helps to identify what motivates you, what you are most drawn to and where your passions lie.
[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.focus2career.com/Portal/Login.cfm?SID=1183](https://www.focus2career.com/Portal/Login.cfm?SID=1183)

Your student self-registration Access Code is: aug

Knowdell™ Card Sort Program: A hands-on assessment conducted via appointment with your Career Consultant 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.

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

### 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 Consultant 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

### 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

### 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 Consultant
- Research graduate school requirements and prepare for standardized tests
- Review all social media accounts (i.e. Facebook) and delete any negative information

### Action

- Create a job search strategy with your Career Consultant
- 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 Consultant
- 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
## College of Allied Health

<table>
<thead>
<tr>
<th>Department</th>
<th>Website</th>
<th>Programs Available</th>
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</thead>
<tbody>
<tr>
<td>Applied Health Sciences</td>
<td><a href="http://www.augusta.edu/alliedhealth/phd-ahs/">http://www.augusta.edu/alliedhealth/phd-ahs/</a></td>
<td>Doctor of Philosophy (Ph.D.) in Applied Health Sciences</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td><a href="http://www.augusta.edu/alliedhealth/dental_hygiene/">http://www.augusta.edu/alliedhealth/dental_hygiene/</a></td>
<td>Bachelor of Science in Dental Hygiene</td>
</tr>
<tr>
<td>Health Management and Informatics</td>
<td><a href="http://www.augusta.edu/curs/researchhealthmanagementinformatics.php">http://www.augusta.edu/curs/researchhealthmanagementinformatics.php</a></td>
<td>Bachelor of Science in Health Management Administration</td>
</tr>
<tr>
<td>Medical Illustration</td>
<td><a href="http://www.augusta.edu/alliedhealth/medicalillustration/">http://www.augusta.edu/alliedhealth/medicalillustration/</a></td>
<td>Master of Science in Medical Illustration</td>
</tr>
<tr>
<td>Medical Laboratory, Imaging &amp; Radiologic Sciences</td>
<td><a href="http://www.augusta.edu/alliedhealth/mlirs/">http://www.augusta.edu/alliedhealth/mlirs/</a></td>
<td>Bachelor of Science in Clinical Laboratory Science</td>
</tr>
<tr>
<td>Medical Laboratory, Imaging &amp; Radiologic Sciences</td>
<td><a href="http://www.augusta.edu/alliedhealth/mlirs/">http://www.augusta.edu/alliedhealth/mlirs/</a></td>
<td>Bachelor of Science in Radiologic Sciences with a Major in Nuclear Medicine Technology</td>
</tr>
<tr>
<td>Medical Laboratory, Imaging &amp; Radiologic Sciences</td>
<td><a href="http://www.augusta.edu/alliedhealth/mlirs/">http://www.augusta.edu/alliedhealth/mlirs/</a></td>
<td>Bachelor of Science in Radiologic Sciences with a Major in Radiation Therapy</td>
</tr>
<tr>
<td>Medical Laboratory, Imaging &amp; Radiologic Sciences</td>
<td><a href="http://www.augusta.edu/alliedhealth/mlirs/">http://www.augusta.edu/alliedhealth/mlirs/</a></td>
<td>Master of Science in Clinical Laboratory Science</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td><a href="http://www.augusta.edu/alliedhealth/ot/">http://www.augusta.edu/alliedhealth/ot/</a></td>
<td>Master of Health Science in Occupational Therapy</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td><a href="http://www.augusta.edu/alliedhealth/pt/">http://www.augusta.edu/alliedhealth/pt/</a></td>
<td>Doctor of Physical Therapy</td>
</tr>
<tr>
<td>Physician Assistant</td>
<td><a href="http://www.augusta.edu/alliedhealth/pa/">http://www.augusta.edu/alliedhealth/pa/</a></td>
<td>Master of Physician Assistant</td>
</tr>
<tr>
<td>Public Health</td>
<td><a href="http://www.augusta.edu/alliedhealth/pt/">http://www.augusta.edu/alliedhealth/pt/</a></td>
<td>Master of Public Health with a Concentration in Health Informatics</td>
</tr>
<tr>
<td>Public Health</td>
<td><a href="http://www.augusta.edu/alliedhealth/pt/">http://www.augusta.edu/alliedhealth/pt/</a></td>
<td>Master of Public Health with a Concentration in Health Management</td>
</tr>
<tr>
<td>Public Health</td>
<td><a href="http://www.augusta.edu/alliedhealth/pt/">http://www.augusta.edu/alliedhealth/pt/</a></td>
<td>Master of Public Health with a Concentration in Environmental Health</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td><a href="http://www.augusta.edu/alliedhealth/cdhs/rt/">http://www.augusta.edu/alliedhealth/cdhs/rt/</a></td>
<td>Bachelor of Science in Respiratory Therapy</td>
</tr>
</tbody>
</table>
### AU Health Related Programs

#### College of Nursing

<table>
<thead>
<tr>
<th>Department</th>
<th>Website</th>
<th>Programs Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing</td>
<td><a href="http://www.augusta.edu/nursing/">http://www.augusta.edu/nursing/</a></td>
<td>Bachelor of Science in Nursing</td>
</tr>
<tr>
<td>Nursing</td>
<td><a href="http://www.augusta.edu/nursing/">http://www.augusta.edu/nursing/</a></td>
<td>Master of Science in Nursing (for licensed nurses)</td>
</tr>
<tr>
<td>Nursing</td>
<td><a href="http://www.augusta.edu/nursing/">http://www.augusta.edu/nursing/</a></td>
<td>Master of Science in Nursing (for non-nurses)</td>
</tr>
<tr>
<td>Nursing</td>
<td><a href="http://www.augusta.edu/nursing/">http://www.augusta.edu/nursing/</a></td>
<td>Master of Science in Nursing (Nursing Anesthesia)</td>
</tr>
<tr>
<td>Nursing</td>
<td><a href="http://www.augusta.edu/nursing/">http://www.augusta.edu/nursing/</a></td>
<td>Doctor of Nursing Practice</td>
</tr>
<tr>
<td>Nursing</td>
<td><a href="http://www.augusta.edu/nursing/">http://www.augusta.edu/nursing/</a></td>
<td>PHD in Nursing</td>
</tr>
</tbody>
</table>

#### Additional Master of Science Degrees

<table>
<thead>
<tr>
<th>Programs Available</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Science with a Major in Biostatistics</td>
<td><a href="http://www.augusta.edu/gradstudies/masters.php">http://www.augusta.edu/gradstudies/masters.php</a></td>
</tr>
<tr>
<td>Master of Clinical and Translational Science</td>
<td><a href="http://www.augusta.edu/admissions/graduate/master-clinical-translational.php">http://www.augusta.edu/admissions/graduate/master-clinical-translational.php</a></td>
</tr>
<tr>
<td>Master of Science in Oral Biology</td>
<td><a href="http://www.augusta.edu/admissions/graduate/master-oral-biology.php">http://www.augusta.edu/admissions/graduate/master-oral-biology.php</a></td>
</tr>
</tbody>
</table>

#### College of Dental Medicine

<table>
<thead>
<tr>
<th>Programs Available</th>
<th>Website</th>
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</table>

#### Medical College of Georgia

<table>
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<tr>
<th>Programs Available</th>
<th>Website</th>
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</table>
VOLUNTEER AND INTERNSHIP EXPERIENCES

Employers Want Graduates With Experience

Volunteering and Internships are great ways to gain experience

- Develop or sharpen skills that are transferable to a variety of occupations and careers
- Establish a network of professionals
- Explore and develop a realistic view of the working world

How to find Volunteer Opportunities:
1. Go to the AU Student Life Website: www.augusta.edu/student-life
2. Click on “Community Service”
3. Scroll down and click on “List of Volunteer Service Sites and Organizations”

How to find Internships:
1. Log onto Career Link through the Career Services website: www.augusta.edu/careerservices
2. Click on the JOBS tab at the top
3. Click on AU CareerLink (all job types)
4. Use the Keyword search under Position Type to view Paid Internships
5. Ask your academic department about credit based internships.

Online Volunteer and Internship Links

- Volunteer Augusta: www.volunteer-augusta.com/
- Opportunity Knocks: www.opportunityknocks.org
- Idealist: www.idealista.org
CO-OP EXPERIENCES

COOPERATIVE EDUCATION is a Career Services program that helps provide qualified students with PAID degree or field-related experience prior to graduation. Academic credit is not awarded but co-op participation is noted on the permanent transcript. Employers often use this to screen a student for full-time potential upon graduation.

THREE TYPES OF CO-OP EXPERIENCES

PARALLEL CO-OP
- Student works in a paid part-time position while enrolled in school for twelve or more semester hours
- Lasts at least two or more semesters
- Student must have a minimum GPA of 2.5 and at least 30 credit hours completed

ALTERNATING CO-OP
- Students alternate between semesters of full-time work and school
- Might delay graduation
- Allows students to become more involved in projects at work and to earn more money
- Lasts at least two or more semesters
- Student must have a minimum GPA of 2.5 and at least 30 credit hours completed

CO-OP INTERN
- Student works in a paid full-time or part-time experience
- Must be enrolled in full-time classes in the semesters before and after the internship
- Lasts at least one semester
- Student must have a minimum GPA of 2.5 and at least 30 credit hours completed

Contact the Career Services Office at (706) 737-1604
To schedule your co-op consultation and get more information.

Check out the Career Spot Video “Finding a Co-op/Internship”
DETECTING SCAM JOBS

If it sounds too good to be true, it probably is!

AU Career Services does not endorse any employer and urges students to use good judgment in all of their interactions with employers. Jobs posted on the AU CareerLink/NACElink system may or may not be reviewed before posting. Site users are urged to validate job postings and use caution and common sense when applying for positions.

TIPS

1. Do not disclose social security numbers, credit card information, or bank account numbers to unknown employers.

2. Positions that transfer money to your bank account for you to wire to someone else and take a percentage of the deposit as pay are not legitimate.

3. Job seekers should never have to spend any of their own money on an employment “opportunity.”

4. Information about available federal jobs are all publicly posted and free to access on usajobs.gov.

5. Be aware that scammers will post positions that appear legitimate, and even under a known organization, and then change the type of position upon your application to one of the red flags mentioned.

6. Interview in public places only and always ensure a loved one knows the time and location of your interview.

Students should report any questionable recruitment practices by employers using the CareerLink system directly to AU Career Services.

To learn more about safe job search practices and how to report them, visit: http://www.rileyguide.com/scams.html

Augusta University Career Services | University Hall, Suite 210 | www.augusta.edu/careerservices | 706-737-1604
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 the Career Services Website at www.augusta.edu/careerservices.
2. Look for the CareerLink Logo to the right and “Login for students”
3. Type in your Jagnet username and password

UPLOADING RESUME

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 Consultant 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

SEARCHING FOR JOBS AND INTERNSHIPS for enrolled students

Click on Jobs tab.
- Select “AU 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

SEARCHING FOR OTHER JOBS posted locally, nationally and internationally

- Select Extended Search Using NACELink Network under the CareerLink jobs tab
- Type keyword and location to begin your search

CareerLink is FREE for all current Augusta University students. Graduating seniors can use CareerLink free of charge one year after graduation. Alumni fee-paid services are also available.
# PART-TIME EMPLOYMENT OPTIONS

## EARN AND LEARN!
CareerLink connects students to part-time positions on and off campus.

<table>
<thead>
<tr>
<th>The Student Assistant Program</th>
<th>Federal Work Study Program</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
<td>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 through the office of Financial Aid for FWS program.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Assistant Program</th>
<th>Part-Time and Temporary Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time, paid, graduate positions in research or applied learning areas on campus. You must be fully admitted to a graduate program, maintain enrollment and academic qualifications of the program.</td>
<td>Posted by Augusta area employers in CareerLink. Positions range from childcare and hospitality to clerical and customer service.</td>
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<tr>
<th>Cooperative Education (CO-OP)</th>
<th>Internships</th>
</tr>
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<tbody>
<tr>
<td>Helps students get paid, career related experience in their field of interest. To qualify, students must: · have completed at least 30 credit hours · have an overall GPA of 2.5 or higher · be enrolled full-time, excluding summers</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

IDENTIFY YOUR CURRENT NETWORK

- **Take Inventory**: Brainstorm a list of people you know
- **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.

Think about the people you know who can help you reach your academic and professional goals. List people from the following groups:

<table>
<thead>
<tr>
<th>Professors</th>
<th>Religious Leaders</th>
<th>Neighbors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaches</td>
<td>Volunteer Leaders</td>
<td>Professional Parents of friends</td>
</tr>
<tr>
<td>Internship or Work Supervisors</td>
<td>Professional Mentors</td>
<td>Coworkers</td>
</tr>
<tr>
<td>Academic Advisor or Career Consultant</td>
<td>University Faculty and Staff</td>
<td>Family Members</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Academic Contacts</th>
<th>How I know them</th>
<th>Where they work</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
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<tr>
<th>My Professional Contacts</th>
<th>How I know them</th>
<th>Where they work</th>
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</table>

<table>
<thead>
<tr>
<th>My Personal Contacts</th>
<th>How I know them</th>
<th>Where they work</th>
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DEVELOP YOUR CURRENT 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 Consultant for additional resources to help you identify interest-related networks.
- **Expand your network with LinkedIn** (see page 19)
### 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...

---

### 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)
# Tips for On-line Networking

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

<table>
<thead>
<tr>
<th>Do. . .</th>
<th>Don't. . .</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

---

**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.

Networking Safety Site: www.onguardonline.gov

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 Augusta University Career Services | University Hall, Suite 210 | www.augusta.edu/careerservices | 706-737-1604
First Three Things To Do After Creating Your Page

- **List and link to your University.** This will allow you to find and connect with your classmates and professors.

- **Join groups.** Groups exist for activities, interests, organizations, and much more. This is great for networking. You can start off by joining the AU Career Services LinkedIn group here: https://www.linkedin.com/groups/8437399

- **Create your virtual resume.** List your professional experience, objective, and education. Don’t forget to use a professional picture!
EMPLOYER RESEARCH

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 and 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 announcement 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

How does your resume reflect these skills?
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 Consultant 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.

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**Watch the 3 Minute Video**
“The Informational Interview” in the Video Vault at [www.augusta.edu/careerservices](http://www.augusta.edu/careerservices)
INFORMATIONAL INTERVIEW QUESTIONS

- Select open ended questions like the ones below that can be answered within a 20-30 minute informational interview.
- Base these questions on research of your contact and your contact’s company.

What’s a typical day like in your job?

How did you get started in this field?

Based on my experience, where would I fit in this field?

What’s the employment outlook in your field?

Are there programs available for students?

What kind of degree will I need?
Your objective is a clear and concise statement that summarizes the purpose of your job search.

**OBJECTIVE**

What is your objective?

- **Freshman/ Underclassmen:** “To obtain a part-time position on campus”
- **Sophomore/ Underclassmen:** “To obtain an summer internship at _______ company”
- **Junior/ Upperclassmen:** “To obtain an on campus research opportunity”
- **Senior/ Graduates:** “To obtain a ______ position with ______ company.”

Your education section displays **degrees you have earned and degrees that are currently in progress.**

**EDUCATION**

- **Freshman– Senior (one school)**
  - **Augusta University**
  - **Augusta, GA**
  - **Bachelor of Science in Mathematics**
  - **May 20XX (expected)**

- **Transfer Student with Obtained Degree**
  - **Augusta University**
  - **Augusta, GA**
  - **Bachelor of Science in Nursing**
  - **May 20XX**

  - **Georgia Military College**
  - **Augusta, GA**
  - **Associate of Science in Pre-Nursing**
  - **May 20XX**

- **Graduate Student with Obtained Degree**
  - **Augusta University**
  - **Augusta, GA**
  - **Master Public Administration**
  - **May 20XX**

  - **Georgia Southern University**
  - **Augusta, GA**
  - **Bachelor of Arts in Art**
  - **May 20XX**

You can list relevant coursework that you have taken in college on your resume—especially if you have limited field experience.

**RELEVANT COURSES**

- **Freshman-Sophomore**
  - **RELEVANT COURSEWORK:**
    - Principles of Biology I & II
    - Principles of Chemistry I
    - Calculus
    - Statistics

- **Junior– Senior**
  - **RELEVANT COURSEWORK:**
    - Anatomy and Physiology I
    - Organic Chemistry
    - Genetics
    - Cell and Molecular Biology

What are some relevant courses you’ve taken?
YOUR RESUME

Your experience section outlines paid, unpaid, and volunteer work you have done. Always start with the most recent.

EXPERIENCE

Students with Limited Experience

EXPERIENCE
Learning Center
Tutor
Evans, GA
January 20XX – Present
- Assisted over 100 students with math homework
- Coordinated learning activities for advanced students

Students with More Experience

EXPERIENCE
Augusta University
Undergraduate Research
Evans, GA
Fall 20XX
- Assist researcher with analytical research

Learning Center
Tutor
Evans, GA
March 20XX – Present
- Assisted over 100 students with math homework

Your skills section highlights your language and technical skills.

SKILLS

Language
- List any language you speak
- Dictate your level of fluency (Conversational, beginner, fluent, etc.)

Technical
- List any computer programs or software you feel comfortable in
- Be sure to list your skill level (beginner, intermediate, proficient, etc.)

MISCELLANEOUS

AWARDS AND/OR HONORS

SUMMARY

AFFILIATIONS

Your resume should emphasize your accomplishments and how you made a difference in the role—not just about what you did.
John J. Brown
Phone number • email@augusta.edu

OBJECTIVE
To obtain the administrative case management position at AmericanWorks

EDUCATION
Augusta University
Bachelor of Science in Psychology
- HOPE Scholarship Recipient
- GPA: 3.5/4.0

Augusta, Georgia
May 20XX

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

Augusta, Georgia
August 20XX – Present

WORK EXPERIENCE
Multiple Families
Nanny/Babysitter
- 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

Augusta, Georgia
20XX - Present

Crazy Tim’s Funsville
Assistant Manager
- 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

Augusta, Georgia
August 20XX—Present

ACTIVITIES
- Psi Chi, Psychology Honor Society, Member
- Sociology Club, Member

Academic Year 20XX

SKILLS
- Computer: Proficient in Microsoft Word, Excel, PowerPoint,
- Language: Conversational Spanish speaking ability

This resume is recommended for freshmen and sophomores.
Vanessa Rains
2500 Walton Way • Augusta, GA 30904 • 706-737-1604 • email@yahoo.com

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

EDUCATION
Augusta University
Bachelor of Science in Respiratory Therapy
GPA: 3.6

Armstrong Atlantic University
Completed 60 required credit hours
Overall GPA: 3.3

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
- 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
- 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
Jamie Taylor  
2500 Walton Way · 706-737-1604 · noemail@augusta.edu

OBJECTIVE
To obtain an entry level position.

EDUCATION
Augusta University, James M. Hull College of Business  
Bachelor of Science in Computer Science  
Augusta, GA  
Expected May 20XX

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 20XX – December 20XX

- 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 20XX – April 20XX

- 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 20XX–20XX

- 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 20XX–20XX

- 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
Mike Sample  
2500 Walton Way. Augusta, GA 30909 ∙ 706-737-1604 ∙ federalsample@gmail.com  
Country of Citizen: United States ∙ Veteran’s Preference: 5 Points

PROFESSIONAL EXPERIENCE

Supervisor of Personnel Services  
The Bakker Group, Denver, CO  
Supervisor: David Martin, 303-654-1234, Contact: Yes

9 /20XX – 6/20XX  
Salary: $75,000  
40 hours/week

Knowledge of contract administration:  
DESIGNED AND IMPLEMENTED processed improvements, and background check reviews on contractors. Maintained contract administration for the Bakker Group. Produced reports that reduced the possibility of over billing by contractors. Developed low cost recruitment practices through virtual job fairs and supported work programs. Utilized knowledge of contract administration procedures to support contract request by independent contractors. Increased the qualified contact candidate pool by 72%. Monitored contracts to ensure contractors were complying with state and federal guidelines. Assisted in closing out contracts. Coordinated contractors request to deviate from approved company contract agreements.

Skilled as a Project Team Leader:  
SERVED AS A TEAM LEADER on eight major company projects. Developed skills in analyzing projects, writing technical reports, managing budgets, implementing business strategies for new programs, meeting deadlines and delegating task.

Ability to manage and supervise Human Resources:  
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. Resolved personnel disputes. Reviewed personnel contracts. Redesigned primary reporting tool. Initiated cross training program for all corporation personnel. Implemented flex time scheduling which increased worked productivity by 20%. Prepared job descriptions. Worked closely with legal staff in handling employee grievances and disciplinary matters. Designed and launched new employee directory. Performed over 300 employee performance evaluations and salary reviews.

EDUCATION

Augusta University  
Master of Business Administration  
GPA: 3.89/4.0  
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

COMPUTER SKILLS – Proficient in Windows 10, 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)
## ACTION VERBS

### Communication Skills

<table>
<thead>
<tr>
<th>Address</th>
<th>Communicate</th>
<th>Counsel</th>
<th>Draft</th>
<th>Manipulate</th>
<th>Prepare</th>
<th>Translate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbitrate</td>
<td>Compose</td>
<td>Consult</td>
<td>Elicit</td>
<td>Motivate</td>
<td>Reconcile</td>
<td>Write</td>
</tr>
<tr>
<td>Advise</td>
<td>Confront</td>
<td>Contribute</td>
<td>Enlist</td>
<td>Mediate</td>
<td>Recruit</td>
<td></td>
</tr>
<tr>
<td>Arrange</td>
<td>Coach</td>
<td>Develop</td>
<td>Generate</td>
<td>Negotiate</td>
<td>Represent</td>
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<tr>
<td>Clarify</td>
<td>Collaborate</td>
<td>Document</td>
<td>Interpret</td>
<td>Plan</td>
<td>Resolve</td>
<td></td>
</tr>
</tbody>
</table>

### Creative Skills

| Abstract | Create | Fashion | Integrate | Paint | Remodel | Revitalize |
| Act | Design | Generate | Intuit | Perceive | Renovate | Shape |
| Apply | Develop | Imagine | Invent | Perform | Replace | Sketch |
| Conceive | Direct | Innovate | Memorize | Plan | Revise | Transform |

### Detail/Organization Skills

<table>
<thead>
<tr>
<th>Achieve</th>
<th>Collect</th>
<th>Dispatch</th>
<th>Inspect</th>
<th>Organize</th>
<th>Retrieve</th>
<th>Succeed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrange</td>
<td>Compare</td>
<td>Exceed</td>
<td>Introduce</td>
<td>Process</td>
<td>Record</td>
<td>Standardize</td>
</tr>
<tr>
<td>Classify</td>
<td>Compile</td>
<td>Facilitate</td>
<td>Meet</td>
<td>Resolve</td>
<td>Retain</td>
<td>Update</td>
</tr>
<tr>
<td>Collate</td>
<td>Describe</td>
<td>Follow-up</td>
<td>Operate</td>
<td>Respond</td>
<td>Review</td>
<td>Validate</td>
</tr>
</tbody>
</table>

### Financial Skills

| Administer | Audit | Detail | Keep records | Prepare | Qualify | Research |
| Allocate | Calculate | Forecast | Negotiate | Procure | Reconcile | Retrieve |
| Analyze | Compute | Inventory | Plan | Purchase | Reduce | Transfer |

### Service Skills

| Adjust | Consult | Intuit | Mentor | Perceive | Prevent | Rehabilitate |
| Attend | Direct | Inspire | Monitor | Predict | Provide | Resolve |
| Care | Facilitate | Lead | Observe | Protect | Reconcile | Service |
| Commit | Guide | Listen | Participate | Prescribe | Refer | Understand |

### Leadership/Management Skills

| Accomplish | Assign | Consolidate | Develop | Generate | Manage | Reward |
| Administer | Assume | Coordinate | Enforce | Implement | Motivate | Schedule |
| Analyze | Chair | Decide | Enhance | Increase | Organize | Streamline |
| Appoint | Choose | Delegate | Establish | Initiate | Plan | Strengthen |
| Approve | Conduct | Determine | Evaluate | Lead | Recommend | Supervise |

### Teaching Skills

| Adapt | Coordinate | Implement | Observe | Rehabilitate | Retrieve | Stimulate |
| Advise | Create | Integrate | Participate | Screen | Structure | Train |
| Assign | Define | Navigate | Regulate | Service | Supply | Tutor |
| Choose | Develop | Operate | Reinforce | Simplify | Survey | Upgrade |
| Coach | Devise | Organize | Research | Solve | Synthesize |

### Technical Skills

| Activate | Compute | Coordinate | Detect | Fabricate | Maintain | Resolve |
| Adapt | Configure | Define | Develop | Formulate | Program | Retrieve |
| Apply | Conserve | Determine | Display | Implement | Reconfigure | Service |
| Assemble | Construct | Deliver | Engineer | Install | Repair | Streamline |
| Build | Convert | Design | Exhibit | Integrate | Remodel | Troubleshoot |
Jane Doe
2500 Walton Way • Augusta, GA 30904
706-555-555 • jdoe323@augusta.edu

REFERENCES
Dr. Jane Smith (Internship Supervisor)
Licensed Clinical Health Psychologist
Outpatient Behavioral Health Services
Department of the ARMY
email@army.gov.mil
706-555-5555

Dr. John Doe (Professor)
Professor of Psychology
Georgia Southern University
jdoe@ga.southern.edu
(861) 555-1212

Ms. Sue Jones (Supervisor)
Owner & Director
Georgia Family’s for America
sjones@gafam.com

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!

Electronic Correspondence Example

Dear Dr. Smith,

I hope you are doing well! I mentioned a few weeks back that I am beginning my job search for after graduation. I was wondering if you would be willing to serve as a reference for me. I believe that you are a good judge of my academic and professional abilities, and I would really appreciate your help. If you think you may be willing or have any additional questions, please let me know.

Thank you,
Jane Doe
COVER LETTER FORMAT

RETURN ADDRESS (or HEADER):
- Type your name and mailing address at the top of your cover letter.
- You may use the same Header used at the top of your resume.

INSIDE ADDRESS
- Type the name and title followed by company name of recipient
- Type company address of recipient

GREETING
- Use Mr., Ms., or Dr. as a title followed the recipient’s last name

1ST PARAGRAPH
“Why Am I Writing?”
- Identify the position title or industry interest area
- Indicate how you heard about the opportunity
- State briefly why you decided to contact the employer

2ND PARAGRAPH
“Who Am I and Why Should You Consider Me?”
- Identify your qualifications for position
- Provide an example of your experience as it relates to the job using vocabulary from job description

3RD PARAGRAPH
“My Next Step”
- Refer reader to attached resume or link to web portfolio
- State your intention to follow up with the contact on a specific date
- Invite reader to contact you and provide email address and phone number

CLOSING
“My Next Step”
- Refer reader to attached resume or link to web portfolio

For more tips, visit the Career Services Website at www.augusta.edu/careerservices. From the ‘Students’ tab, then select the Job Preparation link in the left-hand menu.
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 AU Career Services CareerLink. 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 handwritten or electronic signature here)

Your Printed Name Here
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>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting degree, four years</td>
<td>Obtained a Bachelor of Business Administration in Accounting in 20XX and have</td>
</tr>
<tr>
<td>experience</td>
<td>over four years experience as an Accounting Manager</td>
</tr>
<tr>
<td>Excellent people skills and</td>
<td>Effectively led a staff of 24 to exceed annual goals by 10 percent</td>
</tr>
<tr>
<td>leadership</td>
<td></td>
</tr>
<tr>
<td>Good communication skills</td>
<td>Trained new supervisors and staff via daily coaching sessions, communication</td>
</tr>
<tr>
<td></td>
<td>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 snap shot 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. This personalized, fast, and easy-to-read synopsis of how you can help with current needs makes life easier for the reader.
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,  

(Handwritten Signature)  
Hannah Hess  
Enclosure
THANK YOU CARDS

It is good practice to send thank you cards after an interview. It shows that you are well-mannered and gives you a chance to reiterate your interest. They may even set you apart from other candidates.

Tips
- Bring your blank thank you cards with you to your interview and fill them out after you leave. Everything will be fresh on your mind and you can go ahead and drop them off to be mailed.
- Handwrite your message and add a personal note from the interview. This will show the panelist that you were paying attention and that you didn’t write the cards beforehand.
- Don’t beg for the job or repeat your qualifications. Use this opportunity to genuinely thank everyone for their time.

Dear Dr. Jones,

Thank you so much for taking the time to interview me today. I enjoyed learning more about your company and am now even more excited about the position. Thank you for sharing your experiences at Augusta University with me...Go Jags! Please let me know if I can provide any additional information.

Thanks again,
Jane Smith
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.
Before the Interview:
- Accept or decline the invitation to interview for the position in a timely manner.
- Set up a professional voicemail on your cell phone.
- 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.

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 talk negatively about 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 Consultant 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.augusta.edu/careerservices/
**YOUR EXPERIENCE EXAMPLES**

**Practice telling the story of how you came to apply for your job of interest.** 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.

<table>
<thead>
<tr>
<th>Summary/Overview</th>
<th>Obstacles/Issues/Learning Opportunity</th>
<th>Final Result: The end of your story.</th>
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<td>Describe the project or situation, what you were trying to accomplish and who was involved.</td>
<td>Describe the task assigned and the obstacles you faced to show the interviewer that you can handle difficult challenges.</td>
<td>What happened in the end? Were you successful? Did you learn something new? Describe the measurable result in numbers.</td>
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Example 1

Example 2

Example 3

Example 4

The key to telling your story with confidence is to Practice, Practice, Practice.

Schedule a mock interview with your Career Consultant for feedback on your interviewing skills.
### SAMPLE INTERVIEW QUESTIONS

**Traditional Interview Questions:**
- Tell me about yourself.
- What are your strengths? Weaknesses?
- Which completed courses will contribute the most to your effective performance in this job?
- 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?
- How do you handle stress?
- Where do you see yourself in 5 years?

**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.
- 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 you failed.

**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?
- What have you read lately?

**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?
- 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 Question Topics:
Questions the interviewer has no legal right to ask because the answers are protected by federal, state, and local employment laws.

- Marital Status
- Sexual Orientation
- Family Status/Background
- Disability
- Age
- Gender
- Race/Ancestral/National Origin (questions about citizenship is lawful)
- Religion
### ANSWERS TO INTERVIEW QUESTIONS

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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 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 recommended. 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 not both.

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.

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

Shirt: Wear a long-sleeved, light-colored, collared 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.

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.
- For more information on dressing for an interview, visit: www.symsdress.com, www.quintcareers.com/

Watch Video Vaults videos about interview dress for men and women.
A portfolio is a collection of materials to document your experience and skills. Use your portfolio during interviews to capture the attention of graduate school committees, hiring, managers, and prospective clients. Portfolios can be presented as binder or Web-based portfolio. What’s the difference?

### 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

#### 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.
- 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. Whether you are submitting your portfolio as part of a graduate school application packet or for a job interview, include only those materials that reflect skills and talents related to the opportunity you seek.
- 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.
- **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 Consultant before distributing or presenting portfolio.

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### What to Include:
- Updated, tailored **resume**
- **Reference list** or recommendation **letters** from professors and employers
- **Letters of recognition**
- **Articles** written by or about you
- **Internship or co-op** summaries
- **Writing samples**: letters, essays, reports, articles, newsletters, ad copy, speeches, flyers, press releases or lesson plans,
- **Design, art, technical samples**: photographs, pictures of art compositions, graphic design presentations
- **Audio and video files** of presentations
- Lists of presentations made at **conferences**

### Digital Portfolio Resources:
- Behance.net
- Slideshare
- Wix.com
- LinkedIn.com
APPLY TO GRADUATE AND PROFESSIONAL SCHOOL

1. Research and Select Schools
2. Take Standardized Tests
3. Write Your Resume
4. Assemble Portfolio
5. Write Your Personal Statement
6. Request Letters of Recommendation
7. Complete Application Forms
8. Request Transcripts
9. Apply for Financial Aid
WHAT TO DO IF YOU ARE NOT ACCEPTED

1. Get more experience.
   Gain some work, volunteer, or internship experience. This will boost your credentials!

2. Apply to more schools.
   Three or four is usually considered a good number. Choose some “safe” schools.

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

4. Research similar programs
   With less competitive application requirements.

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