APPLYING FOR JOBS
CAREER SERVICES

Visit Early & Often to:
EXPLORE Majors & Careers
OBTAIN Student Employment & Internships
PREPARE for Grad School & Health Professions
TAKE Admission & Certification Tests
SUCCEED in your First Career Position

435.797.7777
www.usu.edu/career
University Inn, Ground Level 102

Career Services
myUSU
Division of Student Services
# Table of Contents

Career Services' Staff .................................................................2
Programs and Events ..............................................................3
Coaching Model ........................................................................4-5
Researching Employers .............................................................6
Success Statements .................................................................7-8
Internships ...............................................................................9
Networking ...............................................................................10
  Informational Interviewing .....................................................11
  Preparing for Career Fairs ......................................................12
Social Media .......................................................................13
Letters ......................................................................................14-17
  Elements of a Successful Cover Letter ..................................15
  Sample Cover Letters ............................................................16
  Sample Follow-up Letters .........................................................17
Resumes .................................................................................18-23
  Best Resume Advice ..............................................................18
  Chronological and Skill Resume Outlines ................................19
  Action Words ........................................................................20
  Samples A, B, C, & D ...............................................................21-22
References ................................................................................23
Career AGGIE Student Guide ..................................................24-25
Notes Page ...............................................................................26

**Additional Guides Available:**
- Exploring Careers
- Acing the Interview
- Getting Into Grad School

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**join** USUCareerServices
**the** USU Career Services Group
**conversation** USUCareer
Career Services’ Staff

Career Services’ Staff by Specialty
For appointments, please call 435.797.7777

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Your Career Coach is:

For a list of campus Internship Coordinators, visit www.usu.edu/career
Visit Career Services to...

Explore Majors & Careers
Learn about majors and career options that fit your skills, values, interests, and personality. Access Focus for online career exploration and have your results interpreted by a Career Coach. Consider enrolling in PSY 1220, Career and Life Planning, to further explore your interests as they relate to major and career choices.

Obtain Student Employment & Internships
Explore both on- and off-campus student employment opportunities, including Work-Study, via Career AGGIE.

Gain career-related experience with an internship. Earn academic credit and experience employers are looking for. Over 60% of students receive full-time job offers from their internship employers.

Prepare for Grad School & Health Professions
Your Career Coach can help in reviewing your options for graduate school and your application/personal statement.

Prepare to attend graduate programs in the health professions by meeting with the health professions advising staff.

Take Admission & Certification Tests
Select testing on the Career Services’ website for scheduling, tests offered, and additional information.

Succeed in your First Career Position
Meet one-on-one with your Career Coach to:
• discuss internship and career search strategies;
• build your network of alumni and employers;
• develop an effective LinkedIn profile and personal brand;
• create customized resumes and cover letters;
• participate in a mock interview;
• negotiate job/salary offers; and
• review graduate school applications.

Interview at Career Services with employers for internships and career employment. Attend employer information sessions to: learn about opportunities, receive tips for application success, and to meet recruiters.

Access Career AGGIE, Career Services’ online job posting and networking system, to:
• apply for student employment, Work-Study, internship, and career positions;
• create a customized “Search Agent” to receive email alerts for jobs/internships;
• network with over 12,700 employer contacts; and
• schedule on-campus in

2015-2016 Fair Dates

Fall
Graduate School Fair—September 22, 2015
STEM Fair—October 7, 2015
Fall Career Fair—October 21, 2015

Spring
Summer & Student Job Fair—January 27, 2016
Premier Spring Career Fair—February 24, 2016
Northern Utah Teacher Fair—March 16, 2016

See website for specific times, locations, and tips!

10-Minute Drop-ins
Resume/cover letter edits and quick questions, no appointment necessary
Monday, Tuesday, & Wednesday 1:30-3:30
Thursday & Friday 9:30-11:30
Your internship or career search can be both exciting and overwhelming at the same time. The process involves a series of manageable steps and the good news is you don’t have to do every step in order or on your own. You can receive assistance for each of these steps with the help of your Career Coach who has access to a variety of resources. Perhaps the most important issue regarding the internship or career search is to understand that being passive will not produce results—action is required. Start checking off as many of these activities as you can, and you’ll find yourself on your way to a great career.

Step 1: Clarify Your Goals—“Know Yourself”

- Identify your personal strengths, skills, interests, and values.
- Practice articulating what skills you have that solve problems for employers.
- Identify key skills/projects you obtain(ed) from your academic major.

Step 2: Research Opportunities—“Know the World of Work”

- Research potential career fields: job titles, typical industries, entry-level jobs, and salaries.
- Consider geographic locations (including international), small- to mid-size firms, and government employment.
- Research organizations or companies that might hire someone with your skills, interests, and background.
- Identify the top three geographic areas where you would like to live and work.
- Conduct informational interviews with practicing professionals in careers of interest to you.

Step 3: Get Ready for the Search—“Prepare Yourself”

- Complete your profile in Career AGGIE (Career Services’ job posting and networking site) and upload a resume.
- Have your resume(s) and cover letter(s) reviewed by your Career Coach who is a certified professional resume writer (make a personal appointment or during drop-in times).
- Prepare a portfolio or work samples to highlight your skills, talents, and experiences.
- Develop a 30-second introduction for short encounters with employers and at career fairs.
- Identify international opportunities for internships/career positions and research business practices abroad.
- Identify 3-5 individuals who will serve as references and ask if they will provide a “good” recommendation.
- Attend employer panels, workshops, and fairs.
- Join a national association representing your specific career field.
- Access a variety of online job posting sites beginning with links listed on the Career Services’ website.
- Prepare for interviews by viewing Typical Questions Asked from the Acing the Interview guide and complete a mock interview with your Career Coach.
- Obtain interview attire which is appropriate for the field in which you plan to work.
- Record a professional sounding voice mail greeting in case an employer calls.
- Create a neutral/professional email address to give employers.
- Review your social networking sites (i.e., Facebook, blogs, etc.) and be comfortable with the image they portray of you to potential employers.
- Prepare your online networking presence via LinkedIn.
Coaching Model
A Checklist for Success

Step 4: Start Searching—“Take Action”

- Upload your employment documents to Career AGGIE.
- Check Career AGGIE frequently for internship and career opportunities.
- Prepare to attend career fairs by visiting the Career Services’ website and researching organizations.
- Read materials provided by your Career Coach which are customized for your field of interest.
- Develop a system for tracking your contacts, interviews, and other career-search activities.
- Follow-up on every interesting job lead with a targeted cover letter and resume.
- Send a resume and cover letter to all employers of interest regardless of whether a position is posted.
- Develop a list of potential networking contacts—both employers and alumni—and keep in touch with them.
- Follow-up on each cover letter/resume you send with a phone call or email to the employer requesting an interview.
- Send thank you letters or emails to every person who interviews you.
- Review the results of your actions with your Career Coach to adjust your career search plans as needed.
- Negotiate a starting salary and benefits package that suits your needs and matches your skills.
- Report your job offer to Career Services or contact your faculty internship coordinator to receive internship credit for your related experience.

<table>
<thead>
<tr>
<th>Skills/Qualities Employers Want</th>
<th>Less confident</th>
<th>More confident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbally communicate with persons inside/outside the organization</td>
<td>4.63</td>
<td></td>
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<tr>
<td>Work in a team situation</td>
<td>4.60</td>
<td></td>
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<tr>
<td>Make decisions and solve problems</td>
<td>4.51</td>
<td></td>
</tr>
<tr>
<td>Plan, organize, and prioritize work</td>
<td>4.46</td>
<td></td>
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<tr>
<td>Obtain and process information</td>
<td>4.43</td>
<td></td>
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<tr>
<td>Analyze quantitative data</td>
<td>4.30</td>
<td></td>
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<tr>
<td>Technical knowledge related to the job</td>
<td>3.99</td>
<td></td>
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<tr>
<td>Proficiency with computer software programs</td>
<td>3.95</td>
<td></td>
</tr>
<tr>
<td>Create and/or edit written reports</td>
<td>3.56</td>
<td></td>
</tr>
<tr>
<td>Sell or influence others</td>
<td>3.55</td>
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</table>

Source: Job Outlook 2013, National Association of Colleges & Employers
Employers consistently remark that the best candidates have effectively researched their organizations. Thoroughly researching the organization can help you:

- Describe in detail your ability to contribute to the employer’s needs.
- Articulate why you have an interest in working for that organization.
- Quantify your experience with success statements identifying what you accomplished, the tools and processes you used, and your results.
- Describe in more relevant detail how you could work within that environment.
- Explain how your skills can help fill a need or solve a problem.
- Understand how your personality will “fit” in the environment and how your career goals align with the company’s goals.

**Getting Started**

- Research the company’s website thoroughly—use the Employer Research Checklist below to prepare.
- Visit your Career Coach to identify alumni and employers who work inside the organization.
- Search publications online and in print.
- Join professional organizations in your field to access member directories.
- Speak with recruiters at career fairs to gain knowledge of the company.
- Use LinkedIn to view company profiles.

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### Employer Research Checklist

As you research the employer, pay particular attention to the following:

<table>
<thead>
<tr>
<th>Basic Facts</th>
<th>Employer History/Image</th>
<th>Financial Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age/size of organization</td>
<td>Corporate culture</td>
<td>Stock prices (if relevant)</td>
</tr>
<tr>
<td>Complete products &amp; services</td>
<td>Industry outlook</td>
<td>Sales, assets, earnings, growth potential</td>
</tr>
<tr>
<td>Geographical locations of divisions/subsidiaries</td>
<td>CEO’s background</td>
<td>Mergers/acquisitions</td>
</tr>
<tr>
<td></td>
<td>Local and national reputation</td>
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<tr>
<td></td>
<td>Competitors</td>
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</tr>
<tr>
<td></td>
<td>Awards (if relevant) and other recognitions</td>
<td></td>
</tr>
</tbody>
</table>

*“Thoroughly research the company so you can discuss who we are, what we do, and how your skills apply.”*

*Recruiter, Rio Tinto*
Building Effective Success Statements/Bullet Points

An effective success statement used in cover letters, resumes, and online applications should:
- Start with an action VERB and briefly describe a skill, responsibility, or task
- Identify any tools or processes (computer programs, team efforts, equipment) used to accomplish the above
- Use numbers to show results and scope/scale of your success
- Write as statements and not sentences – NO PERIOD is necessary

RELEVANT SKILLS & EXPERIENCE

Planning & Organizational
- Meet deadlines and manage time effectively as a Division I student athlete in tennis
- Assess needs for staffing and create weekly work schedules for 12 employees
- Successfully manage multiple demands at work and school while maintaining a 3.5 GPA

Leadership & Teamwork
- Led and collaborated with executive council of Social Work Club to develop programs for 37 members
- Oversaw annual inventory for 100,000 square foot production facility as a night manager
- Worked effectively with other students to achieve a 50% increase in recycling in campus housing

Communication
- Organize and present ideas effectively using technology and writing skills for presentations to large and small groups
- Write and speak French fluently
- Wrote articles and columns for a bi-monthly arts and entertainment publication

Computer & Technical
- Used iMovie to create a 90-second social marketing campaign on childhood vaccines
- Procured, installed, and maintained hardware and software for 60 users

Engineering
- Applied knowledge of thermodynamics and reactor design to complete simulation from preliminary coding
- Developed 2D rocket trajectory simulator using MATLAB

Management & Human Resources
- Trained and supervised six customer service associates in a retail setting
- Worked on a team to develop a 20-page nationwide relocation policy/procedures manual for new employees

Customer Service & Sales
- Contacted vendors to rent booths and sent promotional materials to potential buyers
- Sold home security systems door-to-door earning over $25,000 in three months

Science
- Developed laboratory microcomputer systems for instrument automation and custom test equipment
- Conducted more than 500 manual and computerized assays of steroids and fibrogens in a hospital lab

Social & Human Services
- Worked in a variety of human service programs including supervising adolescents in group homes
- Administered educational assessments to students from kindergarten to fifth grade

Social Media
- Managed Facebook, Twitter, LinkedIn, and YouTube accounts for Outdoor Recreation Center
- Increased “following” by 50% in the first month by engaging with other campus Facebook accounts
The following are the top 10 skills/qualities employers are looking for; based on a 5-point scale (source: Job Outlook 2013, National Association of Colleges & Employers). Success statements show, with the use of examples, the skills employers look for when hiring. Effective bullet points such as these can be used in letters, resumes, emails, and applications and will prepare you effectively for behavioral interview questions. Use this worksheet to create your own success statements (see Success Statements, page 7 for examples).

SKILLS

Verbally communicate with persons inside/outside the organization (4.63)

- 

- 

Work in a team situation (4.60)

- 

- 

Make decisions and solve problems (4.51)

- 

- 

Plan, organize, and prioritize work (4.46)

- 

- 

Obtain and process information (4.43)

- 

- 

Analyze quantitative data (4.30)

- 

- 

Technical knowledge related to the job (3.99)

- 

- 

Proficiency with computer software programs (3.95)

- 

- 

Create and/or edit written reports (3.56)

- 

- 

Sell or influence others (3.55)

- 

-
Internships
Improve Your Employability

By graduating with one or more internship experiences, you position yourself for meaningful career employment in the global economy. Internships allow you to combine career-related work experience with academic coursework to enrich your total educational experience, while earning academic credit and pay!

Through USU’s internship program, you:
- Gain the career-related experience employers want.
- Become more marketable for the job market or graduate school.
- Build networking relationships/contacts for the future.
- Earn college credit and pay.

You will want to utilize a variety of tools and strategies in searching for the ideal internship experience. Career AGGIE is a powerful tool to help you interface with a wide range of employers and alumni. Use this online networking and job posting system to view and apply for internships and to make direct contact with employers and alumni from all types of organizations.

Visit your Career Coach to create a customized strategy to find the internship that will give you the employment and skills necessary to succeed in your field. Start early to obtain an internship that fits your career.

Nearly 60% of students who complete internships receive job offers upon graduation from their internship employers.

National Association of Colleges and Employers, 2013
Networking means developing a broad list of contacts and accessing them when looking for a job. The best place to start developing your network is with your family, friends, and neighbors. Expand your network through your Career Coach, alumni, professors, and potential employers working in your field—both in person and in your social networks.

Continue to broaden your network through volunteering, participating in extra-curricular activities, completing internship experiences, and joining professional student organizations. Your Career Coach can help you identify alumni who have volunteered to help students in their networking efforts.

Informational interviews with professionals working in your field will help you gain more information about an occupation or an industry. These individuals can also help you expand your network by referring you to their colleagues and co-workers. You can conduct your informational interviews in person, by telephone, or via email. Ask the individual what he/she prefers (see Informational Interviewing, page 11).

Prior to scheduling informational interviews, make sure you have a well-developed, targeted resume. Your Career Coach can help to ensure you are marketing your qualifications appropriately. Make sure to send a follow-up thank you email or letter in a timely fashion showing your appreciation for your contact’s time and assistance—include your updated resume.

Consider developing a spreadsheet or database for organizing your networking contacts. This will help you track the contact you’ve had with this ever-expanding list. Remember, in order for your networking contacts to remember you and your skills, you must continue communicating.

Above all, networking is a skill that requires practice and patience. You will use these networking skills throughout your career. Every relationship you develop increases the likelihood of your getting a job offer!

### Build Your Network Through:
- Alumni and Employer Contacts
- Alumni Organizations
- Networking Sites (LinkedIn)
- Faculty and Advisors
- Clubs and Professional Organizations
- Former Employer Contacts
- Family, Friends, and Neighbors
- Sororities and Fraternities
- Classmates
- Church Groups
- Hobby/Sport Groups
- Conferences, Seminars, Workshops
- Political Groups
- Service Providers (dentist, insurance agent, etc.)
- Volunteer Organizations
Informational interviewing is a valuable way to gain specific information and advice, refine your career goals, uncover job openings, expand your network of contacts, and refine your resume.

Make a Connection and State Your Purpose
Initiate the interview by emphasizing your appreciation and identifying the source of your contact.

“I found your name in the Student Alumni Mentor Network at Career Services at USU. My Career Coach recommended I connect with you via LinkedIn. My economics degree coupled with my data analysis skills prepares me for an opportunity with Goldman Sachs. Securities, trading, and investment banking all sound interesting to me at this point, but I want to go into my interviews with a clear sense of direction. I would like to get your advice on my career path.”

Sample Questions
- How did you first get started in this industry?
- What strategies would you recommend for getting a job in your field or with your organization?
- Will my education prepare me for a job in your field? If not, where am I deficient?
- What do you do in a typical workday?
- To whom should I send a resume and may I use your name as a contact?
- What is the availability of housing and the cost of living in this area?
- What skills are necessary to perform well in a position similar to yours?
- Do you know of anyone else I could speak to about this type of position or who might have an interest in my background?

Follow-up Immediately and Regularly
Not only do you want to let the professional know you appreciate the advice he or she shared, but you may also want to use this individual as a valuable contact in your career search. Reiterate your wish to be remembered and referred. Send a thank you note or email immediately after your meeting (see sample Follow-up below). As you read an interesting article, do research, work on a project, or need a “real-world” resource, re-connect with this contact.

Sample Informational Interview Follow-up
(email version)

Omit return address and date when emailing
Omit inside address when emailing

Dear Mr. Thompson:

Thank you for taking time from your busy schedule to meet with me last Friday. Your insights into the future of online trading were fascinating, and I appreciated the opportunity to meet with several of your e-traders.

As you recommended, I contacted John Smith to discuss potential job openings at his company, and I will be meeting with him next week. Please let me know if you hear of any other job openings for a financial manager or if you have further suggestions for people whom I should contact. I have attached my resume for your review.

Thank you, again, for your assistance. I hope to see you at the Career Services MBA Networking Event at Utah State University in the fall.

Sincerely,

Jane Adams

Attachment
Networking
Preparing for Career Fairs

Make the most of an employer/alumni contact for these important networking events ahead of time. Review the following keys to successful attendance and visit your Career Coach at Career Services for any additional questions and advice. Whether you are a freshman or a PhD candidate, sure of your academic major or not, Utah State's Career Fairs can serve as a valuable resource to explore careers and seek employment.

Five Steps to Networking Success
Depending on your interest in exploring careers versus obtaining an internship/career position, follow these five steps in preparing for successful networking:

1. Research organizations
2. Prepare your resume and online social media presence
3. Prepare your approach & introduction
4. Ask questions
5. Follow-up

Step 1 – Research Organizations
View the online list of employers attending the Career Fair online and identify those you are most interested in approaching. A quick visit to these organizations’ websites to review their mission statements, operations, and typical job openings will help you decide.

Step 2 – Prepare Your Resume
Although a targeted resume works best when applying for employment, a general resume which provides a broad overview of your experiences and skills works well for Career Fairs. You don’t need to include an objective statement but can use one if you are targeting your priority employers with a customized resume. Drop-in resume edits are available on Monday, Tuesday, and Thursdays from 1:30 to 3:30, Wednesday from 11:30-1:30, and Friday from 9:30 to 11:30 (other times by appointment). You can also create a student business card by visiting Career Services’ website.

Step 3 – Prepare Your Approach & Intro.
Name badges are available at the entrance to all Fairs/Expos and employers prefer seeing your name, major, and graduation date before you even begin talking with them! Employers expect you to walk up and introduce yourself. This may feel uncomfortable at first, but with practice you will get used to doing it and doing it well! Remember, recruiters attend Career Fairs to meet you.

Sample Introduction: “Hello, my name is Jon; it is very nice to meet you. I am a senior working on a BS in English with experience and courses in technical writing. I would like to know how I might use these skills with your organization as an intern.”

Step 4 – Ask Questions
The process of researching organizations will help you think of questions you would like to ask recruiters when you meet them at Career Fairs.

Step 5 – Follow-up
Once you make a great first impression, keep the ball rolling with effective follow-up! You can do this through email, phone, or the mail and should be done within a few weeks of the event. Your message should include another thank you, state your interest in pursuing a position with their organization (now or in the future), and request an opportunity to meet again to discuss your qualifications in great detail. Once you have completed an online application, let this contact know.

Having a contact inside the company to follow-up with after a Career Fair is a key reason you should attend!
According to a recent survey, over 92% of college students have social networking profiles but less than 30% have used them to improve their employability in their job searches. To make social media as effective as possible in your job search, follow these tips:

1. Periodically search your name; online information can be inaccurate, out-of-date, or worse, embarrassing. Remove questionable pictures, blog entries, or comments.

2. Fill your profiles with keywords. All of your social media profiles should include key words/phrases that describe your skills and what you can do for an employer. Use job posting sites, like Career AGGIE, to view job listings and social media profiles of people in positions of interest to you.

3. Expand your social networks via Facebook, LinkedIn, and Twitter with people engaged in your field of interest. Once a member, comment on discussions, network with people who share common interests/career goals, and find job listings.

4. Blog about your career interests, campus life, travel, sports, activities, etc. Blogging can demonstrate your knowledge and enthusiasm to a potential employer. You can also comment on the posts of industry bloggers.

5. Update your social networks with information about your job search. Post updates such as “I had a great interview this morning…keep your fingers crossed.”
As you begin to build a network of contacts to help in your internship or career search, you will need to write a variety of letters effectively whether sent via email, hard copy, handwritten, or social media. Be sure to incorporate the skills employers look for (see Coaching Model, page 5) into your employment documents.

**Types of Letters**

**Inquiry Letter** – begins the networking process and asks for an informational interview. Discuss the organization’s needs and your ability to contribute to those needs; be the solution.

**Cover Letter or Application Letter** – relates your skills to the needs of the organization and asks for an interview. A focused cover letter is a “sales document’ about YOU! This letter can be more important than your resume in grabbing the attention of the hiring manager.

**Thank You Letter** – sent as a follow-up to any networking opportunity or interview.

**Follow-up Letter** – an opportunity to inquire about your previous communications or encounters with a potential employer.

**Accept/Decline Letter** – your immediate acceptance or declination of an employment offer.

**Remember to Follow-up**

Whether you are following up after an interview or developing a relationship with a potential employer, keep the lines of communication open. If you say you are going to follow-up within a specified time frame, be sure to do so (see Follow-up, page 17).

**Tips for Letters**

- Use clear and concise writing.
- Address the letter to a specific person if possible; otherwise, use a subject line instead of a salutation.
- Keep it brief.
- Match yourself to the opportunity.
- Illustrate your interests and passions.
- Create a system to track follow-up communication.
- Proofread carefully for grammar, spelling, and format.

---

**Top 3 Cover Letter Mistakes**

**Your career search begins before you ever write a resume or cover letter. It begins the moment you develop a relationship with someone inside the organization.**

Donna Crow, Executive Director
Career Services & Student Success
### Elements of a Successful Cover Letter

<table>
<thead>
<tr>
<th>Format</th>
<th>1st Paragraph</th>
<th>2nd Paragraph</th>
<th>3rd Paragraph</th>
</tr>
</thead>
</table>
| • Use consistent format  
• Clear, concise writing  
• Correct grammar and spelling  
• Omit address if sending as an email | • Identify the position you are applying for  
• If possible, name any referral or contact  
• Link your education and work experience to the job  
• State why you are interested and a good fit for this organization | • Identify your 2-3 strongest qualifications as they relate to the job  
• Build on applicable work, education, or service accomplishments  
• Include results-oriented success statements – using specific examples *(see Success Statements, page 7-8)*  
• Can be paragraph or bullet point format | • Thank the employer  
• Request an interview  
• Discuss how and when you will follow-up |

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1257 Michigan Avenue  
Logan, UT 84321  
(435) 483-5837  
maria.lopez@aggiemail.usu.edu  
March 14, 20xx

Continental Industries, Inc.  
2900 Rosemont Blvd.  
Rosemont, IL 60018

**WEB DEVELOPER POSITION**

My ability to create and implement dynamic web content using a variety of software and design tools makes me a great fit for your organization. In December 20xx I will complete my BS degree in Management Information Systems with an emphasis in web design.

My course work and related experience has refined my skills in Adobe Illustrator, Photoshop, ezPlug, and HTML. My experience as a departmental computer consultant gave me exposure to both PC and Apple platforms, while troubleshooting repairs on over 40 work stations. As an intern with the Red Cross, I designed enhancements to their website by working at several levels in the organization.

I will contact you next week to schedule an opportunity to discuss my qualifications as they relate to your needs. Thank you for your consideration, and I look forward to talking with you.

Sincerely

Maria Lopez

Enclosure
Sample Cover Letters

Cover Letter (Sample A)
If you are unable to address your cover letter to a specific person, use a subject line in place of the salutation.

1569 Andover Avenue
Logan, UT 84322
(435) 787-xxxx
david.lawson@aggiemail.usu.edu
February 1, 20xx

PTC
Engineering Division
2930 East Randolph Road
Chicago, IL 84039

IRRIGATION ENGINEER POSITION

Having recently studied the design-build process used at PTC and hearing your presentation in Dr. DuPont's research course, I became interested in joining PTC in order to effectively solve wastewater management challenges with your international clients. The following is an outline of the skills that will allow me to be effective on your design team:

- Working towards a BS degree in civil engineering with emphasis in wastewater management;
- Experience building wastewater treatment systems in Chile working with Engineers Without Borders;
- Ability to communicate project status in English and Spanish to clients, suppliers, and community members;
- Produced designs using CAD;
- Expanded leadership skills while serving as the ASCE vice president and student representative on the College of Engineering Dean’s Council.

Working with local communities as a member of PTC is the way I want to begin my career. I would appreciate an interview and will contact you next week to schedule an appointment.

Sincerely

David Lawson
Enclosure

Cover Letter/Letter of Intent (Sample B)

RITA JOHNSON
(435) 787-xxxx r.johnson@msn.com
(Eliminate your physical address, if desired)

March 6, 20xx

Ms. Heather Preston
Marketing Manager
Alcoa
12345 West Bernardo Drive
San Diego, CA 92717

Dear Ms. Preston:

After reading about your company’s successful publicity campaign in the March 3 edition of the Examiner, I became very interested in a marketing assistant position with your firm. I was given your name by Dr. Vernon Cluff, a former professor of yours, who suggested I meet with you to discuss my ability to support your marketing department. As a recent MBA, I can offer you strong member recruitment and event planning experience.

Last year, while planning an alumni event that attracted 400 people, I helped launch a new membership recruitment program for Utah State’s Alumni Center. This strategy resulted in a 36% increase in revenue over the previous year’s event. My work ethic is supported by outstanding organizational and networking skills.

I am prepared for the opportunity to work with vendors and manage events for Alcoa. I will be in San Diego on April 15-18 and would like to discuss how my combination of organizational skills and enthusiasm could significantly improve relationships with your vendors and guests. I will contact you on March 12 to schedule an appointment. I look forward to speaking with you soon.

Sincerely,

Rita Johnson
Enclosure

16
Application Follow-up (Sample C)

4399 Grant Avenue
Logan, UT 84321
(435) 777-7777
myemail@yahoo.com
January 27, 20xx

Mr. Bryan Robinson
Baylee Financial
5687 Commander Circle
Denver, CO 98483

Dear Mr. Robinson

On April 6, 20xx, I applied for the financial analyst position that was posted on Career AGGIE at Utah State University. I wanted to confirm that you received my resume and to reiterate my interest in this position. As a reminder, I will graduate this May with my BS degree in Finance from the Huntsman School of Business at Utah State University. To this position I can contribute:

- Internship experience with Bosch in Germany as a financial analyst supporting merger and acquisition projects;
- Excellent understanding of quantitative modeling and market share analysis;
- Leadership experience as president of the Finance Club; and
- Proficiency using spreadsheets to analyze and organize large amounts of data.

I have attached an additional copy of my resume for your review and am excited to discuss my ability to contribute to the dynamic work environment at Baylee Financial. I am excited about the prospect of an interview.

Sincerely

James Gordon
Attachment

Interview Follow-Up Email Version (Sample D)

Omit return address and date when emailing

Dear Dr. Bryan:

Thank you for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work. My enthusiasm for the position and my interest in working for Atlantic Engineering Systems designing hydraulic systems were strengthened as a result of the interview.

My education and internship experiences fit nicely with the job requirements, and I can be immediately effective given my CAD and design skills. I neglected to mention in the interview my membership in IEEE. As a member of this student chapter, I gained valuable leadership skills and participated in a variety of community service activities.

I want to reiterate my strong interest in the position and in working with your staff. You provide the kind of opportunity I seek, and I would be happy to meet with you again. Again, thank you for the interview and your consideration.

Sincerely,

Jane Hancock
To ensure you are using the right resume format that best matches your skills, ask yourself:

“Is my work experience related to the job I’m applying for?”

If “yes,” consider using a chronological resume. If “no,” consider using a skills resume. To be effective you may need both types.

**Best Resume Advice**

Resumes often get less than one minute of an employer’s time—make that time count for you.

- Be clear, concise, and accurate; make sure your resume is easily readable.
- Proofread carefully—often when emailing, people tend to be careless with typos, spelling, grammar, and format errors. See your Career Coach for assistance in editing.
- Keep your resume to one page (two if you have advanced degrees or lengthy work experience).
- When mailing or emailing a resume, always include a well-written cover letter.
- If mailing, use good quality paper; white, off-white, or buff-colored paper is preferable.

**Items to Avoid**

- Personal data – height, weight, age, marital status, religion, or health
- Titles – “Resume” or “Curriculum Vitae”
- References—create on a separate sheet
- Salary—discuss in a cover letter if requested
- Long paragraphs—use success statements
- Hobbies—unless they relate to professional interests or show traits an employer wants
Chronological Resume
A **chronological** resume is often used when you easily meet the skill, experience, and/or education requirements for a specific position. This format is good for demonstrating growth in a single profession. The work experience section is the distinguishing characteristic of this resume, as it ties your job responsibilities and achievements to specific employers, job titles, and dates.

**Header**—include name, address, city, state, zip, telephone number(s), and email address.

**Objective/Headline**—some employers look for an objective, others do not. A targeted objective or headline can tell the employer what kind of position you are seeking and helps you match your skills to the employer’s needs.

**Education**—include for the degree you are currently obtaining AND for previous degrees received: degree (BS, MS, PhD, etc.); graduation date; major(s), minor(s), & emphasis; GPA (optional); academic institution (city & state or city & country); academic honors/scholarships (unless included elsewhere); and certifications/licenses. Eliminate high school once in your junior year of college.

**Projects/Research**—briefly describe relevant projects/research using the language of your field, tools or technologies used, and results obtained.

**Work Experience**—begins with your most recent experience and works backwards. For EACH position include: job title, company name, location (city & state or city & country), dates of employment by month and year, and responsibilities with a focus on quantifying achievements and results.

**Computer/Technical Skills**—include computer, field, lab, and other technical skills.

**Leadership/Volunteer Service**—reflect contributions made through offices held, projects completed, services delivered, awards, etc.

**Optional Headings**—market additional appropriate skills to an employer. Ideas: Language Skills, Military Service, Presentations, Honors, etc.

Skills Resume
A **skills** resume focuses on the professional skills you have developed rather than the place or time the skills were acquired. Job titles and employers play a minor role. The focus is on the skill you developed and the results you delivered rather than the dates of a particular job. You may also use a **Hybrid Resume, which is a combination of the two formats.**

**Header**—include name, address, city, state, zip, telephone number(s), and email address.

**Objective/Headline**—some employers look for an objective, others do not. A targeted objective or headline can tell the employer what kind of position you are seeking and helps you match your skills to the employer’s needs.

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**Relevant Skills & Experience**—use subheadings that outline your skills as they relate to the job you are seeking. Under each subheading, write statements that reflect that skill (see Success Statements, page 7-8). Remember each statement can draw from: academics, projects, employment, internships, undergraduate research, volunteer service, leadership, extra-curricular activities, etc.

**Remember your first skills heading should relate directly to the position you are applying for.**

**Work/Leadership History**—include job titles, company name, location (city & state or city & country), and dates of employment by month and year. DO NOT add any responsibilities or accomplishments, as these are outlined above in the Relevant Skills & Experience section.
The following verbs will help you best describe your experience in an “action-oriented” fashion. Use these words in conjunction with nouns; the nouns are what will be picked up by the scanner. NOTE: The items in bold could be subheadings on a Skills Resume.

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**Chronological Resume—Sample A**

**VANESSA MILLER**

(839) 738-4938  
vanessa@hotmail.com

**OBJECTIVE**  
A position in the management training program at Target

**EDUCATION**

**B.S. Degree, Marketing**  
Utah State University, Logan, UT  
May 20xx  
GPA 3.45

- Spent fall semester 20xx studying in Barcelona; wrote report comparing customer service practices in the US and Spain

**RETAIL & SALES WORK EXPERIENCE**

**Retail Associate Intern, The Buckle, Logan, UT, May 20xx - Present**

- Demonstrate effective sales skills; received 3 monthly sales awards
- Provide excellent customer service by phone and in person
- Resolve customer complaints including tracking lost items
- Selected to lead inventory team

**Account Manager, Enterprise Rent-a-Car, Chicago, IL, Summer 20xx**

- Frequently served as store supervisor in the manager’s absence
- Developed 26 new corporate accounts
- Trained 12 employees in rental procedures and liability issues
- Developed Access database to track frequency of customer usage

**MARKETING SKILLS**

Survey Research  
Retail Sales  
Data Analysis  
Report Writing

Graphic Design  
Marketing Audits  
Campaign Management  
Internet Research

**LEADERSHIP & SERVICE**

**Member, Spanish Club, USU, Logan, UT, mm/yy - Present**

- Traveled to Mexico City to perform service at a local orphanage

**Volunteer, Non-Profit Organization, Lompoc, CA, mm/yy - mm/yy**

- Developed strong work ethic by working 12 hours a day to meet specific goals
- Supervised up to 10 volunteers
- Fluent in reading/writing in Spanish; refined public speaking skills

**Volunteer, Boys & Girls Club of America, Logan, UT, mm/yy - mm/yy**

- Planned activities and assisted with homework for 24 elementary students

**Translator, Valley Hispanic Center, Logan, UT, mm/yy - mm/yy**

- Translated documents into English for native Spanish speakers
- Developed relationships with inter-community agencies

*Willing to Relocate*  
linkedin.com/in/vmiller

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**Chronological Resume—Sample B**

**BRADY SMITH**

linkedin.com/in/bsmith  
(801) 435-3988  
bsmith@gmail.com

**ENTRY-LEVEL AEROSPACE ENGINEER**

**EDUCATION**

**M.S., Aerospace Engineering**  
Purdue University, West Lafayette, IN  
May 20xx  
GPA 3.7

**B.S., Mechanical Engineering**  
Utah State University, Logan, UT  
May 20xx  
GPA 3.4

- Passed FE Exam, November 20xx

**AEROSPACE WORK EXPERIENCE**

**Tool Design Intern**  
ATK Thiokol Propulsion, Promontory, UT  
mm/yy - mm/yy

- Researched and selected flight camera optimized for resolution and weight
- Performed extensive modeling and finite element analysis
- Developed a 2D rocket trajectory simulator using MATLAB

**Engineering Assistant**  
Space Dynamics Lab, Logan, UT  
mm/yy - mm/yy

- Completed thermal/structural modeling and finite element analysis
- Conducted research on various launch requirements; coordinated the drawing package on a satellite
- Assisted with the Incident Energy Magnitude and Direction Sensor project

**ENGINEERING PROJECTS**

- Participated on team of four to design flight mechanics of aircraft that took first place in NASA national student competition
- Served as team leader for group project analyzing incompressible flow over finite wings
- Completed a conceptual design and technical report of a theoretical imaging satellite

**COMPUTER SKILLS**

MathCAD  
Solid Edge  
Solid Works

C++  
Fortran  
MATLAB

Lab VIEW  
Mathematica  
Microsoft Office

**ACHIEVEMENTS & ACTIVITIES**

**Engineering Ambassador, Utah State University**

**Activities Committee Chairperson, AIAA**

**Recipient, Science Academic Achievement Award, Utah State University**

**Volunteer Math Tutor, Utah State University**
Hybrid Resume—Sample D

TONG CHEN
tongchen999@yahoo.com (435) 234-3948

HEALTH AND SAFETY POSITION WITH MONSANTO

EDUCATION
BA, Public Health, Industrial Hygiene Emphasis May 20xx
Minor: Chemistry
Utah State University, Logan, UT
- Maintained 3.0 GPA while working part-time and participating in campus leadership positions

INTERNSHIP EXPERIENCE
Industrial Hygiene Intern, Summers 20xx and 20xx
Hitachi Global Storage Technologies, Ventura, CA
- Identified, evaluated, and controlled workplace hazards for corporate headquarters and research center
- Conducted air sampling projects, non-ionizing radiation surveys, and completed Qualitative Exposure Assessments for laboratory and clean room procedures and tools
- Performed internal safety audits
- Assisted in teaching ergonomic classes, performed PPE hazard assessments, and participated in regular safety department meetings and activities
- Wrote professional reports for OSHA compliance and documented all activities in Excel
- Used fluent Mandarin skills to communicate with international clients and vendors

LEADERSHIP & SERVICE
Vice President of Activities, Student Alumni Association, 20xx - 20xx
Fundraising Committee Chair, Industrial Hygiene Student Club, 20xx - 20xx
Doctors Without Borders, USU Chapter, 20xx - 20xx

WORK EXPERIENCE
Telephone Interviewer, mm/yy - Present
Information Alliance, Logan, UT
- Conducted telephone surveys to 30 clients daily
- Consistently exceeded call volume goals

Server, mm/yy - mm/yy
Village Inn, Logan, UT
- Served large groups efficiently in a fast-paced environment
- Learned to multi-task, problem-solve, and pay attention to detail

Willing to Relocate Internationally – Work Permit Eligible

Skills Resume—Sample C

JENNIFER WHARTON
PO Box 444 Logan, UT 84341
(435) 755-3948 jenn123@yahoo.com

Wall Street Journal Internship

EDUCATION
B.A., Communications, Print Journalism; French Minor Utah State University (USU), Logan, UT May 20xx GPA 3.5

RELEVANT SKILLS & EXPERIENCE
Writing & Editing
- Revised the text and design for a 125-page student handbook distributed to 2,500 freshmen annually
- Contributed article monthly as feature writer for 16,000 circulation campus newspaper
- Organized a staff of 10 proofreaders and copy editors
- Designed layout and oversaw final production of monthly student housing newsletter

Communication & Interpersonal
- Created and taught 10 weekly classes on “Internet Research” to adult groups of up to 40 people
- Worked well under pressure and demonstrated strong customer relations skills while working as a server
- Spoke to large and small groups while a volunteer in France
- French tutor for USU students and local high school students

Computer
- Designed an Access database for community literacy program to track participant and volunteer hours
- Used ezPlug to re-design and maintain webpage for the USU French Student Club (www.usu.edu/clubs)
- Proficient in: ezPlug, InDesign, HTML, SPSS, and Microsoft Office

Research
- Performed statistical analysis using SPSS, including cross-tabs and regression analysis
- Constructed, administered, and interpreted questionnaires in Qualtrics for research

WORK & LEADERSHIP HISTORY
Feature Writer, USU Statesman, Logan, UT, mm/yy – mm/yy
News Editor, USU Biology Department, Logan, UT, mm/yy – mm/yy
President, USU Biology Student Club, Logan, UT, mm/yy – mm/yy
Server, Café Sabor, Logan, UT, mm/yy – mm/yy
French-Speaking Volunteer, Non-Profit Organization, France, mm/yy – mm/yy
Important Tips for a Reference Sheet

- Always ask your references if they are prepared to give you a good recommendation. Provide your references with a resume, job description, and type(s) of job you are applying for so they can speak about your qualifications effectively.
- Provide three to five references.
- Use at least one (more is better) employment-related reference. Good sources include previous supervisors, co-workers, faculty, advisors, or community/service leaders.
- Keep personal references to a minimum.
- Use the same color and quality of paper for the reference sheet as you do for your resume.
- Only submit your references when requested. Otherwise, take your reference sheet with you to the interview.
- Thank your references and anyone else instrumental in your job search when you accept a job offer.
- As your career builds, keep your reference list up-to-date.

Sample Reference Sheet

YOUR NAME
(repeat the header from your resume)

REFERENCES

Mr. George Hildall
Manager of Production
ACME Company
1234 Address Avenue
City, UT 87888
801-752-9999
georgeh@acme.com
Former Supervisor

Ms. Gale Strong
Training Supervisor
XYZ Company
9444 Southwest Street
City, UT 87888
435-752-9898
gale@xyz.com
Former Supervisor

Dr. Carla Porter
Finance Professor
Business Administration Department
Utah State University
Logan, UT 84322-9999
435-797-0008
carla.porter@usu.edu
Current Professor

Mr. Cal Vale
Vice President
Big Firm
987 Avenue Way
City, UT 88888
801-987-9999
calvale@bigfirmusa.com
Community Leader

Are Your Attachments Getting Read?
Save and send your cover letter and resume as one document – this ensures your cover letter and resume are read as one effective marketing tool.
Career AGGIE is your exclusive online resource to:
- Apply for job postings including student employment (on- and off-campus), internships, and career positions
- Identify key employer contacts
- Sign-up for campus interviews and more!

Access Career AGGIE:
- Login at: www.usu.edu/career
- Click Career AGGIE
- Select the Students/Alumni Job Seekers login option
- Enter your username: A# (A00000000)
- Enter your password: birthdate (mmddyy)
- no slashes

The following headings reflect options on the toolbar and are identified in italics throughout the guide. Commands are identified in brackets—for example: [Edit] or [Save]. Make sure that pop-ups are allowed on your web browser.

1. Completing Your Profile
   a. Under My Account select My Profile to update the following sections of your profile: Personal Information, Demographic Information, Skills, and Additional Information. Required fields are marked with an asterisk (*)

2. Searching for Jobs
   a. Select Jobs/Internships on the toolbar then Jobs & Internships to view opportunities. If you have been approved for Work-Study, a Work-Study option will be available to you.
   b. Select Advanced Search to customize your job search.
   c. For a customized search, choose Position Type and Major(s), make your selections, and click [Search].
   d. Click on the Job ID number to view the job posting.

3. Applying for Jobs & Uploading Documents
   a. Click on the Job ID Number to view the job posting.
   b. To apply for a position, carefully review the Position Information, Contact Information (if available), and Posting Information.
   c. Pay particular attention in the Position Information section for How to Apply. Typical options include applying via Career AGGIE, directly to the employer's website, or to a contact's email with a specific subject line requested.
   d. Create the employment documents required for the position. Stop by Career Services during drop-in resume edits for assistance or visit our website.
   e. If instructed to apply via Career AGGIE, upload the required document(s) to your account via My Account and select My Documents. Career AGGIE lets you upload multiple documents—label your documents clearly to upload the correct documents for the correct job (ex: Marian Jones IBM Resume).
   f. If you are uploading more than one resume, make sure to identify one resume as your Default Resume. You may update or revise documents in this section at any time.
   g. Select the Submit Resume button and choose the appropriate document(s) as required.
   h. If a transcript is required, see Number 12, Uploading a Transcript.

4. To Receive Emails of Customized Jobs—Create Job Agent(s)
   a. Follow steps 2 a-c above. The Search results will appear.
   b. At the center of the screen select Email me New Jobs for this Search.
   c. Name and [Save] your Job Agent. You can create multiple job agents—name your Job Agent wisely (ex: Marketing Internships).
   d. To manage your Job Agents select My Account and My Activity.
   e. On the tab bar select Job Agent. You can View, Disable/Enable, or Remove Job Agent(s).
   f. You cannot edit Job Agent(s). Simply create a new one.

5. Viewing On-Campus Interview Schedules
   Interview schedules are either Pre-Screen (candidates submit application materials and employers select interview candidates prior to a campus visit) OR Open (candidates sign-up for an interview and submit documents at that time).
   a. To View schedules of employers conducting on-campus interviews, select On-Campus Interviews on the toolbar.
   b. Select Sign-Up—interviews you are qualified for.
   c. Select the Interview Schedule ID Number to view the interview schedule details. Select either Sign-Up (for Open Schedules) or Request Interview (for Pre-Screen Schedules).
   d. Select View ONLY—All future schedules to search future interview schedules. This may include schedules you are not qualified for due to your major, graduation date, etc. Please keep these fields current in your profile.
6. To Apply for Open Schedules
   a. Complete steps 5 a-c above.
   b. Sign-up for the time slot that works for your schedule. Please note the interview date and time on your calendar.
   c. After signing-up for the time slot, you will upload the required documents—see steps 3 e-h.
   d. To cancel or change an interview time slot, go back to the Interview Schedule ID Number, scroll down to the Sessions section and click on the Interview Date. Find yourself on the interview schedule and click on the appropriate Action to the far right of your name.
   e. Application deadlines are at 3:00 p.m. on the deadline date—if you have any problems contact 435-797-7777 as soon as possible.

7. To apply for Pre-Screen Schedules
   a. Complete steps 5 a-c above.
   b. Select the Request Interview button at the top of the screen.
   c. Select the resume (and other documents) you would like to submit.
   d. You will be notified via email if you have been selected/not selected for an interview.
   e. To sign up for an interview select My Account and My Activity.
   f. Click on Schedules and on Pre-Select to see all schedules you have been selected for.
   g. Click on the Job Title and then the Sign-Up button to view all available time slots.
   h. Click Sign-Up next to the interview time slot you would like. Note the interview date and time on your calendar.
   i. To decline an interview, select the Decline Interview button.
   j. Application deadlines are 3:00 p.m. on the deadline date—if you have any problems contact 435-797-7777 as soon as possible.

8. Researching Employers
   a. You may research employers to obtain information for contacts within the organization you have an interest in networking with for student employment, internships, or career employment.
   b. Select Employer Directory and enter an Organization Name (if known). Use various capitalizations and spacing to receive an organization match, as it must be an exact match based on how the employer entered it.
   c. Use Advanced Search to customize your employer search.
   d. For a customized search choose Employer Industry, make your selections, and click [Search]. You can choose City or State but this may eliminate some employers who have multiple corporate locations or whose offices are not in the Intermountain West.
   e. Click on the Employer to view Details, Openings, and Contact(s).

9. Searching Career Events
   a. Select Career Events and all events will automatically be displayed. Choose a Category to refine your search.
   b. To research employers attending Career Fairs, select the appropriate Fair and click View Employers.

10. Searching Career Resources
    a. Select Career Resources to access additional career search technologies including: CareerRookie.com, Internships.com, and Career Services’ Facebook and LinkedIn accounts.

11. Networking with Alumni Via Social Media
    a. Showcase your skills as they relate to employers’ needs, via USU Career Services Facebook and LinkedIn pages while building your network of Aggies. Follow step 10 a above.

12. Uploading a Transcript
    a. Access your transcripts through the Banner ACCESS system.
    b. Login using your User ID and PIN.
    c. Go to Students > Student Records > View Transcripts.
    d. Upload your Undergraduate and Graduate transcripts as separate documents.
    e. Highlight your transcript and right click [Edit] and [Copy].
    f. Open Microsoft Word (make sure your margins are set to 0.5” on all sides) and right click [Edit] and [Paste] your transcript into a blank document. Save the file as a Word document.
    g. Log into Career AGGIE and upload your transcript into the My Documents section just as you would for your resume.
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