Visit Early & Often to:

succeed
IN YOUR CAREER

explore
MAJORS & CAREERS

obtain
STUDENT EMPLOYMENT & INTERNSHIPS

take
TESTS & PREPARE FOR GRAD SCHOOL

DROP-IN
for a quick edit/chat with a Career Coach
Monday-Wednesday: 1:30 pm to 3:30 pm
Thursday & Friday: 9:30 am to 11:30 am

CAREER Services
435.797.7777
www.usu.edu/career
University Inn, Ground Level 102
Explore Majors & Careers
Learn more 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.

Take Tests & Prepare for Grad School
Select testing on the Career Services website for scheduling, tests offered, and additional information.

Your Career Coach can help in reviewing your options for graduate school and your application/personal statement.

Succeed in Your Career
Meet one-on-one with your Career Coach to:
- Discuss internship and career search strategies;
- Build your network of alumni and employers;
- Develop and effective LinkedIn profile and personal brand;
- Create customized resumes and cover letters;
- Participate in mock interviews;
- 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 interviews.

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2017-2018 Fair Dates

Fall
STEM Fair: 3pm-7pm September 28, 2017
Graduate School Fair: 10am-2pm October 3, 2017
Career Fair: 9:00am-2:30pm October 4, 2017

Spring
Summer Job Fair: 9am-2pm January 24, 2018
STEM Fair: 3pm-7pm February 14, 2018
Career Fair: 9:30am-2:30pm February 28, 2018
Northern Utah Teacher Fair: 9am-2pm March 21, 2018
Checklist for Success

Your career development 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. Perhaps the most important issue regarding the internship or career search is to understand that 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, size of 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.
- Identify five to seven potential employers you intend to reach out to (Step 3).
- 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 and upload a resume.
- Make an appointment with your Career Coach to review documents and to discuss effective networking.
- Prepare a LinkedIn profile and/or a portfolio 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. Check the event calendar on Career AGGIE.
- 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.
- Complete a mock interview with your Career Coach and use the Acing the Interview guide.
- Obtain interview attire which is appropriate for the field in which you plan to work.
- Ensure your voicemail greeting and email address are professional.
- 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.

Step 4: Start Searching—“Take Action”
- Check Career AGGIE frequently for internship and career opportunities. Set up a job search agent and receive customized emails.
- Prepare to attend career fairs by visiting the Career Services’ website and researching organizations.
- 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.
- Prepare a strong resume and cover letter to share with employers you may network with.
- 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 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.
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 an internship, 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.

Where to Look for Internships:
- Handshake
- Indeed.com
- Internships.com
- LinkedIn
- Career Fairs
- Company websites
- Personal Connections

Tips to Look for an Internship:
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. Once hired as an intern, see your department’s internship coordinator and review the internship student manual on the Career Services website under the Student Employment and Internship tab.

How to Succeed in an Internship:
(derived from Lisa Quast’s College Grads: 10 Things You Need To Know To Succeed At Your First Job)

1. Create a game plan: work with your internship coordinator to understand what you’ll be doing in 2 weeks, 4 weeks, 6 weeks. Understand key tasks and projects you’ll need to complete by setting meaningful objectives for your internship.

2. Understand how you will be reviewed: Internships are a great opportunity for constructive feedback. Understand how your supervisor will be reviewing your performance and seek out feedback.

3. Be professional, on-time, and efficient: dress professionally, be on-time every day, stay for your full hours, and work hard during your hours. Make a great impression and get your tasks done in a timely manner.

4. Get to know others in the office: this is a great time to network and learn about what they are working on. You might learn valuable information about the company and areas you are interested in exploring. If you build good relationships, these individuals can be important assets in your job search upon graduation.

5. Pay attention during meetings: Meetings are the perfect time to learn about what is going on in other parts of an office. Focus on the conversation. Make sure to share what you are working on if you have the opportunity.

6. Prove you are an asset to the organization: Many times, internships can lead to future full-time jobs. Finish your work on time, go above and beyond what is expected, be professional, build relationships. You can make your internship what you want it to be!

Nearly 60% of students who complete internships receive at least one job offer upon graduation.

National Association of Colleges and Employers, 2015
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 and how you will be successful in that environment. How will your skills help fill a need or solve a problem?
- 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.
- 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 and GlassDoor to view company profiles and contacts.

**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>
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<td></td>
<td>Local and national reputation</td>
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<tr>
<td></td>
<td>Competitors</td>
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<tr>
<td></td>
<td>Awards (if relevant) and other recognitions</td>
<td></td>
</tr>
</tbody>
</table>

**Skills/Qualities Employers Want**

(Based on a 5-point scale; 5 = extremely important)

- 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

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

*Recruiter, Rio Tinto*

*Source: Job Outlook 2016, National Association of Colleges and Employers*
Create success statements for your resume, cover letter, and to help you successfully answer questions in an interview.

**Action Verb + Skill/Responsibility + Actions/Tools + Benefit/Result = Success Statement**

Scope & Scale- Use numbers/data to illustrate your success
No periods- success statements are not complete sentences

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**RELEVANT SKILLS & EXPERIENCE**

**Planning & Organizational**
- Meet deadlines and manage time effectively as a Division I student athlete in tennis to successfully balance academics and athletics
- Assess needs for staffing and create weekly work schedules for 12 employees ensuring efficiency and complete coverage of office
- Manage multiple demands at work and school successfully 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 to increase awareness of events taking place on campus

**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

**Customer Service & Sales**
- Contacted vendors to rent booths and sent promotional materials to potential buyers, increasing festival sponsors by 80%
- Sold home security systems door-to-door earning over $25,000 in 3 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

**Interpersonal:**
- 
- 

**Technical:**
- 
- 

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6
Crafting Success Statements

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 an applicant tracking system. NOTE: The items in bold could be subheadings on a Skills Resume.

**Leadership & Teamwork**
- Advocated
- Approved
- Authorized
- Counseled
- Determined
- Developed
- Diagnosed
- Directed
- Disseminated
- Electected
- Enforced
- Enlisted
- Ensured
- Examined
- Explained

- **Mentored**
- **Represented**
- **Monitored**
- **Sponsored**
- **Originated**
- **Spearheaded**
- **Processed**
- **Presided**
- **Taught**
- **Produced**
- **Promoted**

- **Recommended**

**Planning & Organizational**
- Arranged
- Assembled
- Catalogued
- Collected
- Coordinated
- Disseminated
- Examined
- Examine
- Reviewed
- Researched
- Presided
- Taught
- Produced
- Promoted

- **Maintained**
- **Reviewed**
- **Scheduled**
- **Processed**
- **Updated**

**Communication**
- Advised
- Answered
- Apprised
- Assessed
- Authorized
- Briefed
- Clarified
- Composed
- Conducted
- Constructed
- Contacted

- **Corresponded**
- **Interviewed**
- **Introduced**
- **Prioritized**
- **Organized**
- **Processsed**
- **Spoke**
- **Projected**
- **Proofread**
- **Handled**
- **Reconciled**

- **Interpreted**
- **Reported**
- **Responded**
- **Săd**
- **Summarized**
- **Taught**
- **Trained**
- **Published**
- **Transcribed**
- **Wrote**

**Technical & Analytical**
- Administered
- Analyzed
- Assessed
- Audited
- Charted
- Classified
- Compiled
- Conducted
- Consulted
- Designed
- Detected

- **Developed**
- **Identified**
- **Improved**
- **Increased**
- **Operated**
- **Programmed**
- **Reduced**
- **Researched**
- **Streamlined**
- **Solicited**

- **Maintained**
- **Operated**
- **Installed**
- **Searched**
- **Surveyed**
- **Interviewed**
- **Tested**

**Creative & Innovative**
- Arranged
- Approved
- Authorized
- Counseled
- Determined
- Developed
- Diagnosed
- Directed
- Disseminated
- Electected
- Enforced
- Enlisted
- Ensured
- Examined
- Explained

- **Formed**
- **Sponsored**
- **Originated**
- **Staged**
- **Taught**
- **Produced**

- **Recommended**

**Counseling & Helping**
- Aided
- Assisted
- Attended
- Collaborated
- Comforted

- **Contributed**
- **Served**
- **Facilitated**
- **Fostered**
- **Guided**

**Marketing & Sales**
- Arbitrated
- Attained
- Augmented
- Boosted
- Broadened
- Calculated
- Centralized
- Consulted
- Convinced
- Decreased
- Developed
- Dissuaded
- Documented

- **Educated**
- **Established**
- **Exceeded**
- **Expended**
- **Explored**
- **Familiarized**
- **Gained**
- **Generated**
- **Identified**
- **Improved**

**Presented**
- **Publicized**
- **Ascended**
- **Persuaded**
- **Researched**
- **Solicited**

**Your Success Statements should be more than just a list of duties and tasks. They should be focused on your responsibilities and unique contributions.**

A resume and cover letter should be tailored to a job description. A general resume or cover letter will not be as effective. Use the job description to guide how you tailor the documents.
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 or job shadowing 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. The next page offers more details about informational interviews.

Prior to scheduling informational interviews or job shadowing, 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

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
Informational interviewing is a valuable way to gain specific information and advice, establish 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, skills, and experience prepare me for a job in your field? If not, where am I deficient?
- What do you do in a typical workday?
- 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. 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)*

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
Social Media is becoming a factor in employability more and more. Your social media should be a positive factor in your employability. Here are some tips on “professionalizing” your online presence:

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

- **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. Look at social media profiles of people in positions of interest to you to help you brainstorm keywords.

- **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.

- **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.

- **Update your social networks by sharing articles that are relevant to the industry you want to work in.**

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### LinkedIn

LinkedIn is a social networking site used for PROFESSIONAL networking. It is a great way to stay connected to individuals that can support you on your career path. LinkedIn also provides information regarding job opportunities, industry news, company research and much more. Below are some general tips.

- **Write an informative profile headline** *(short, memorable, professional slogan- check out the profiles of professionals and recent alumni)*

- **Use a professional photo** *(this is not FaceBook- use a high-quality photo of you alone)*

- **Show off your education** *(include all your schools, majors, minors, courses, GPA, study abroad, etc. Don’t be shy!)*

- **Develop a professional summary** *(this is similar to a cover letter- be concise, confident, personable, and talk about your goals!)*

- **Fill “skills & expertise” with keywords** *(this is the place to use keywords that employers search for- find relevant contacts and look at their skills section)*

- **Update your status regularly** *(stay on your network’s radar and build your professional image- mention articles, authors, etc.-recruiters read your posts!)*

- **Show your connectedness** *(join groups related to your goals and interests- stay updated on current news and learn the ling- start with your university)*

- **Collect diverse recommendations** *(the best profiles have recommendations from various work experiences- they are very impressive from the recruiter perspective)*

- **Claim your unique LinkedIn URL** *(set your LinkedIn to “public” and create a unique URL that is easier to include on your resume)*

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

1257 Michigan Avenue
Logan, UT 84321 (Omit return address and date if emailing)
(435) 483-5837
maria.lopez@aggiemail.usu.edu

March 14, 20xx

Continental Industries, Inc. (Omit inside address if emailing)
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

(Omit handwritten signature if emailing)

Maria Lopez

Enclosure
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
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.

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

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

---

**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

Omit inside address 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  
Attachment
Resumes
Chronological and Skills Based

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.

Chronological Resume Format

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

Headline (position you are seeking)

Education (degree currently seeking, previous degrees, 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)

Projects/Research/Academics (describe relevant projects/research using the language of your field, tools or technologies used, and results obtained)

Work Experience (start with most recent and work backwards)
JobTitle, Organization Name, Location, Dates*
• responsibilities with a focus on quantifying achievements and results

JobTitle, Organization Name, Location, Dates*

Computer Technical Skills
• include computer, field, lab, and other technical skills

Leadership/Service/Activities
JobTitle, Organization Name, Location, Dates*
• contributions made through offices held, projects completed, services delivered, awards, etc.

*List dates as mm/yy-mm/yy, month year-month year, or month year-present

Skills Resume Format

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

Headline (position you are seeking)

Education (degree currently seeking, previous degrees, 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)

Relevant Skills & Experience
Skill Subheading 1
• outline your skills as they relate to the job you are seeking. Under each subheading, write statements that reflect that skill

Skill Subheading 2
• draw from: academics, projects, employment, internships, undergraduate research, volunteer service, leadership, extra-curricular activities, etc.

Skill Subheading 3
• when possible, share results, not simple job responsibilities

Work/Volunteer History
JobTitle, Organization Name, Location, Dates*
(include job titles, company name, location (city & state or city & country), and dates of employment by month and year)

Remember your skills heading should relate directly to the position you are applying for.
Chronological Resume—Sample A

VANESSA MILLER

(839) 738-4938  Vanessa@aggiemail.usu.edu

Seeking a position in the management training program at Target

EDUCATION
Bachelor of Science, Marketing  May 20xx
Utah State University, Logan, UT GPA 3.45
- Spent fall semester 20xx studying in Barcelona; wrote research paper comparing customer service practices in the US and Spain

MARKETING SKILLS
Survey Research  Graphic Design
Retail Sales  Marketing Audits
Social Media Analytics  Campaign Management
Report Writing  Internet Research

RETAIL & SALES WORK EXPERIENCE
Account Manager, Enterprise Rent-a-Car, Chicago, IL  May 20xx - present
- 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

Retail Associate Intern, The Buckle, Logan, UT  May 20xx – August 20xx
- 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

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 Church 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

Chronological Resume—Sample B

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

ENTRY-LEVEL AEROSPACE ENGINEER

EDUCATION
Utah State University  Logan, UT
M.S., Aerospace Engineering  May 20xx GPA 3.7
B.S., Mechanical Engineering  May 20xx GPA 3.4
- Passed FE Exam, November 20xx

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

AEROSPACE WORK EXPERIENCE
Tool Design Intern  mm/yy - mm/yy
ATK Thiokol Propulsion  Promontory, UT
- 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  mm/yy - mm/yy
Space Dynamics Lab  Logan, UT
- 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

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
**Freshman Resume—Sample D**

**Gracee Cisanaro**  
Experienced College Freshman seeks employment

| 435 555 XXXX | g.c@aggiemail.usu.edu |

**EDUCATION**

<table>
<thead>
<tr>
<th>B.S. International Studies</th>
<th>May 20XX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah State University (USU), Logan, UT</td>
<td>GPA 3.987</td>
</tr>
</tbody>
</table>

• Languages: French and Arabic

**H.S. Diploma**

<table>
<thead>
<tr>
<th>Grace High School (GHS), Grace, UT</th>
<th>May 20XX</th>
</tr>
</thead>
</table>

• AP Courses: European History (4/5), US History (5/5), Calculus (4/5)  
  GPA 4.0  
  Rank 1/484

**WORK EXPERIENCE**

**Grader**

<table>
<thead>
<tr>
<th>November 20XX—Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grace School District, Grace, UT</td>
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• Grade AP history papers giving feedback and assigning scores for students  
• Keep detailed records of student grades in PowerSchool

**Server**

<table>
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</tr>
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• Serve customers in a fast-paced work environment as a member of the wait staff  
• Managed flow of customers as hostess while seating guests as well as bus duties  
• Stayed organized, industrious, and presentable at all times

**LEADERSHIP INVOLVEMENT & ATHLETICS**

**FBLA Vice President & Secretary**, 20XX—20XX, 20XX—20XX  
• Selected to manage the “March of Dimes” annual fundraiser, Spring 20XX  
• Awarded 2nd place in the “Job Interview” competition, State FBLA Competition, Spring 20XX

**Smile Club President**, Service to Elementary Schools, 20XX  
**Varsity Golf**, GHS, Varsity MC Letter Award, 20XX—20XX  
**Academic Olympiad**, received two 1st place awards in Utah Invitational, fall 20XX  
**Providence City Youth Council**, 20XX—20XX  
**Air-Bound Angels**, 2 years competitive cheer, 20XX—20XX

**SELECTED ACHIEVEMENTS**

**Key Club**, Varsity Letter Award in Service, 20XX—20XX  
**National Honor Society**, 20xx—20xx

**Model United Nations**, Honorable Mention at Regional Competition, fall 20XX  
**AAA Award**, Amazing Academic Achievement 20xx – 20xx, 20xx – 20xx  
**Honor Roll**, All Four Years

**ATTRIBUTES & INTERESTS**

Hardworking  
Committed  
Reading  
Rock Climbing  
Snowboarding/Wakeboarding

---

**Skills Resume—Sample C**

**JENNIFER WHARTON**

(435) 755-3948  
jenn123@gmail.com

Experienced feature writer seeks Wall Street Journal Internship

**EDUCATION**

<table>
<thead>
<tr>
<th>B.A., Communications, Print Journalism; French Minor</th>
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<td>GPA 3.5</td>
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**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

**Research**

• Performed statistical analysis using R and SASS, including cross-tabs and regression analysis  
• Constructed, administered, and interpreted questionnaires in Qualtrics for research

**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, R, SAS, and Microsoft Office

**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

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**Freshman Resume—Sample D**

**Gracee Cisanaro**  
Experienced College Freshman seeks employment

| 435 555 XXXX | g.c@aggiemail.usu.edu |

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**Honor Roll**, All Four Years

**ATTRIBUTES & INTERESTS**

Hardworking  
Committed  
Reading  
Rock Climbing  
Snowboarding/Wakeboarding

---
February 27, 2016

INTERPRETIVE PARK RANGER INTERN

My love for wildlife and our national parks coupled with experience in Grand Teton National Park, has me very excited about sharing knowledge about this park to visitors with the National Park Service. Last summer I worked as an interpreter and first mate on Colter Bay Scenic Cruises. I enjoyed sharing information about landscapes, wildlife, and history in a fun and educational way with up to 40 guests on Jackson Lake. As a junior in Wildlife Science, I am prepared and excited to again work with guests in my favorite national park.

I am prepared to present short guided talks at visitor centers or on the trails I have hiked so often. The exposure to other divisions will allow me to apply my field and communication skills while learning to help manage this “National Treasure.” Additionally, my love for the outdoors and commitment to preserving parks and wildlife is enhanced when I have the opportunity to share my passions with people of all ages from across the world.

After completing my degree in Wildlife Science, I hope to launch my career with the National Park Service; this chance to work with your team is an unmatched opportunity for me. I am ready to provide the park with an informed, enthusiastic, and hard working interpretive intern.

Sincerely,
Amber Crane

This is a sample of how you can tailor your resume and cover letter together. The cover letter ties in an experience from the resume and expands on it.

Remember, tailored resumes and cover letters are much more effective in the job/internship search.
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 service leaders.
- Keep personal references to a minimum.
- If printing, 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.

*If a reference is at a different company from when you worked with them, list their current company and next to “Former ______” include the company you worked with them at.

---

**Sample Reference Sheet**

YOUR NAME  
(repeat the header from your resume)

REFERENCES

<table>
<thead>
<tr>
<th>Mr. George Hildall</th>
<th>Ms. Gale Strong</th>
<th>Dr. Carla Porter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager of Production</td>
<td>Training Supervisor</td>
<td>Finance Professor</td>
</tr>
<tr>
<td>*ACME Company</td>
<td>XYZ Company</td>
<td>Business Administration Department</td>
</tr>
<tr>
<td>1234 Address Avenue</td>
<td>9444 Southwest Street</td>
<td>Utah State University</td>
</tr>
<tr>
<td>City, UT 87888</td>
<td>City, UT 87888</td>
<td>Logan, UT 84322-9999</td>
</tr>
<tr>
<td>801-752-9999</td>
<td>435-752-9898</td>
<td>435-797-0008</td>
</tr>
<tr>
<td><a href="mailto:georgeh@acme.com">georgeh@acme.com</a></td>
<td><a href="mailto:gale@xyz.com">gale@xyz.com</a></td>
<td><a href="mailto:carla.porter@usu.edu">carla.porter@usu.edu</a></td>
</tr>
<tr>
<td><strong>Former Supervisor</strong></td>
<td><strong>Former Supervisor</strong></td>
<td><strong>Current Professor</strong></td>
</tr>
</tbody>
</table>

---

**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.

---

**Organizing the Job Search**

Create an organization system that works for you to keep track of important information as you apply for jobs. You can create an excel spreadsheet with every job you apply to or a folder for each job. Track important information such as these listed below, creating more categories as you need:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>When the Application Closes</th>
<th>Follow Up 2(^{nd}) Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Follow Up Call/Email</td>
<td>Why You Are Interested</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Website</td>
<td>Salary/Benefits</td>
</tr>
<tr>
<td>Contact Email/Phone</td>
<td>1(^{st}) Interview</td>
<td>Other Categories</td>
</tr>
<tr>
<td>Job Description</td>
<td>Follow Up 1(^{st}) Interview</td>
<td></td>
</tr>
<tr>
<td>When You Applied</td>
<td>2(^{nd}) Interview</td>
<td></td>
</tr>
</tbody>
</table>
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. Complete Your Profile

2. Search for Jobs
   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.

3. Apply for Jobs & Upload Documents

4. Create Job Agent(s)
   Receive Emails of Customized Jobs to get the latest information about opportunities posted in Career AGGIE.

5. View 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).

6. Apply for Open Schedules
   Sign-up for the time slot that works for your schedule. Please note the interview date and time on your calendar.

7. Apply for Pre-Screen Schedules
   Request an interview with visiting companies. Select a date and time that works best for you.

8. Research Employers
   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.

9. Search Career Events
   Select Career Events and all events will automatically be displayed. Choose a Category to refine your search.

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

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

12. Upload a Transcript
    Access your transcripts through the Banner ACCESS system. Upload your transcript into the My Documents section just as you would for your resume.