CAREER Services

JOIN THE COMMUNITY

VISIT WITH YOUR CAREER COACH TO:

OBTAIN
Student Employment & Internships

TAKE
Tests & Prepare for Grad School

SUCCEED
In Your Career

OBTAIN
Student Employment & Internships

TAKE
Tests & Prepare for Grad School

SUCCEED
In Your Career

DROP-IN FOR QUICK EDITS:

Mon 8:00 - 10:00am | Tues & Thurs 3:00 - 5:00pm | Wed 2:00 - 4:00pm | Fri 10:00am - Noon

CONNECT WITH YOUR CAREER COACH ON:

Come Say Hello!
435.797.7777
University Inn, Ground Level 102
career-services.usu.edu
Connect with your Career Coach 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 USU 1220, Career and Life Planning, to further explore your interests as they relate to major and career choices.

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

Gain career-related experience with an internship. Earn the 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 & Take Tests
Your Career Coach can help in reviewing your options for graduate school and your application/personal statement.

Select testing on the Career Services website for scheduling, tests offered, and additional information.

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 an effective LinkedIn profile
- create customized resumes and cover letters
- participate in mock interviews
- negotiate job/salary offers
- 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 NEW AGGIE Handshake (formerly Career AGGIE), your job posting and networking system to:
- view jobs, events & fairs based on your interests
- apply for student employment, work-study, internship and career positions
- network with employers and alumni
- schedule interviews with regional/global employers

Career Fair 2017-2018 Schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Job Fair</td>
<td>1.24.18</td>
<td>9:00am-2:00pm</td>
</tr>
<tr>
<td>Spring STEM Career Fair</td>
<td>2.14.18</td>
<td>3:00-7:00pm</td>
</tr>
<tr>
<td>Spring Career Fair</td>
<td>2.28.18</td>
<td>9:30am-2:30pm</td>
</tr>
<tr>
<td>North Teacher Fair</td>
<td>3.21.18</td>
<td>9:00am-2:00pm</td>
</tr>
<tr>
<td>Last Chance Fair</td>
<td>4.5.18</td>
<td>9:00am-2:00pm</td>
</tr>
</tbody>
</table>

Career Services Staff by Specialty - For Appointments, Call 435-797-7777

**Career Coaching**
- Donna Crow
  - Natural Resources & Alumni
  - donna.crow@usu.edu
- Krystn Clark
  - Humanities & the Arts
  - krystn.clark@usu.edu
- Suzanne Sumsion
  - Engineering
  - suzanne.sumsion@usu.edu
- Sophie Bassett
  - Science
  - sophie.bassett@usu.edu

**Dannon Loveland**
- Business & Human Services (Ed)
  - dannon.loveland@usu.edu

**Jillian Morley**
- Teaching (Ed) & Agriculture
  - jillian.morley@usu.edu

**Employer Relations**
- Jan Lyons
  - Employer Relations & Recruiting Coordinator
  - jan.lyons@usu.edu
- Sophie Bassett
  - Career Fair Coordinator
  - sophie.bassett@usu.edu

**Student Employment**
- Paula Johnson
  - paula.johnson@usu.edu
- Brenda Bohm
  - brenda.bohm@usu.edu
- Kathryn Hadfield
  - kathryn.hadfield@usu.edu

**Testing Services**
- Eric Jensen
  - eric.wj@usu.edu
- Matt Smith
  - matt.smith@usu.edu
Success Statements

Action Verb + Skill, Responsibility, Task + Benefit/Result = Success Statement
Scope & Scale- Use numbers to illustrate your success

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

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

Interpersonal:
• 
•

Technical:
• 
•
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.

### Leadership & Teamwork
- Advocated
- Approved
- Authorized
- Counseled
- Determined
- Developed
- Diagnosed
- Directed
- Disseminated
- Elected
- Enforced
- Enlisted
- Ensured
- Examined
- Explained
- Disseminated
- Distributed

### Planning & Organizational
- Arranged
- Assembled
- Catalogued
- Collected
- Coordinated
- Disseminated
- Distributed

### Communication
- Advised
- Answered
- Apprised
- Assessed
- Authored
- Briefed
- Clarified
- Composed
- Conducted
- Constructed
- Contacted

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

### Creative & Innovative
- Arranged
- Authored
- Composed
- Conceived
- Conceptualized
- Created
- Designed
- Disseminated
- Elected
- Enforced
- Enlisted
- Ensured
- Examined
- Explained
- Explained
- Explored

### Counseling & Helping
- Aided
- Assisted
- Attended
- Collaborated
- Comforted
- Documented

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

### 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 4.62
- Make decisions and solve problems 4.49
- Plan, organize, and prioritize work 4.41
- Obtain and process information 4.34
- Analyze quantitative data 4.21
- Technical knowledge related to the job 3.99
- Proficiency with computer software programs 3.86
- Create and/or edit written reports 3.60
- Sell or influence others 3.55

Source: Job Outlook 2016, National Association of Colleges & Employers
Elements of a Successful Cover Letter

<table>
<thead>
<tr>
<th>Format</th>
<th>Elements of a Successful Cover Letter</th>
</tr>
</thead>
</table>
| • Use consistent format  
• Clear, concise writing  
• Correct grammar and spelling  
• Omit address if sending as an email |

| 1st Paragraph Why them? | 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 |

| 2nd Paragraph Why you? | 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  
Can be paragraph or bullet point format |

| 3rd Paragraph Thank you | Thank the employer  
Request an interview  
Discuss how and when you will follow-up |

**AMBER CRANE**  
435.555.xxxx  
amber.crane@aggiemail.usu.edu

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
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
Bachelor of Science., Aerospace Engineering  May 20xx  GPA 3.7
M.S. Aerospace Engineering  May 20xx  GPA 3.7
B.S., Mechanical Engineering  May 20xx  GPA 3.4

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

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

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

Willing to Relocate * linkedin.com/in/bsmith
**Hybrid Resume—Sample D**

TONG CHEN  
tongchen9999@gmail.com  (435) 234-3948

**HEALTH AND SAFETY POSITION WITH MONSANTO**

**EDUCATION**  
BA, Public Health, Industrial Hygiene Emphasis  May 20xx  
Minor: Chemistry  Logan, UT  
Utah State University  
- 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  
- Improved language skills

Willing to Relocate Internationally – Work Permit Eligible
Gracee Cisanaro

*Experienced College Freshman seeks employment*

435 555 XXXX  

---  

g.c@aggiemail.usu.edu

---

**EDUCATION**

**B.S. International Studies**  
Utah State University (USU), Logan, UT  
- Languages: French and Arabic  

**H.S. Diploma**  
Grace High School (GHS), Grace, UT  
- AP Courses: European History (4/5), US History (5/5),  
  Calculus (4/5)  
  GPA 4.0  
  Rank 1/484  
  May 20XX

---

**WORK EXPERIENCE**

**Grader**  
Grace School District  
- Grade AP history papers giving feedback and assigning scores for students at GHS  
- Keep detailed record of student grades in PowerSchool  
  November 20XX—Present  
  Grace, UT

**Server**  
Olive Garden  
- 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  
  May 20XX—February 20XX  
  Grace, UT

---

**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**, team member, 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  
Reliable  
Committed  
Reading  
Rock Climbing  
Snowboarding/Wakeboarding
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.
AGGIE Handshake is your exclusive online resource to:

- View jobs & events based on your interests
- Apply for student employment, work-study, internship, and career positions
- Network with employers, alumni
- Schedule interviews with regional/global employers

Access AGGIE Handshake:

- Go to: usu.joinhandshake.com
- Select the Students/Alumni login option
- You will login with your USU SSO Login

The following headings reflect options on the toolbar:

1. Completing Your Profile
   a. In the <My Profile> tab you will be able to fill in important information such as, your name, grade, work experience, extracurricular activities, courses taken, projects, skills, personal information, and write a short biography for employers to see. You also will be able to see if any employers have viewed your profile.
   b. Make sure to upload a resume and any other important documents in the <Documents> tab.
   c. Also fill out the <Career Interests> survey, this will affect the jobs you will see later on when you begin your search.

2. Searching for Jobs
   a. Go to the <Jobs & Internships> tab, here you can see jobs that have been posted that go along with your career interest. Also you can narrow the search with the filters on the side. If you have work study the information should already be in so you should be able to see those jobs as well.
   b. If you are looking to work under a certain employer, you can go to the <Search Employers> tab and find the employer and any open positions that way.

3. Applying for jobs and On-Campus interviews
   a. Begin by clicking on the job you are interested in applying for. If you match the employer’s preferences, you should see a button in the middle of the screen approximately that will say <Apply Now> upon clicking that button you will need to choose the proper documents to upload. If you do not have any uploaded, you can do so in the <Documents> tab.
   b. If you have applied for a job and need to schedule an interview that will take place on campus you will need to go in the <On-campus Interviews> tab and find a time and date that works for you. If you must cancel be sure to be responsible and contact the employer to tell them you are doing that.

4. Viewing past Job Applications
   a. To view jobs you have applied for go to the <Applications> tab. Here you can view the jobs you have applied for.

5. To find upcoming events
   a. Go to the <Events> tab. This will show all upcoming events that have been posted on AGGIE Handshake.
   b. If you are looking for a certain event or fair go to the <Search Events> or the <Search Fairs> tab.