THE GUIDE TO YOUR CAREER
A Career Readiness Handbook for Students
How We Can Help

Our mission is to encourage students to explore career paths, identify and develop skills, and pursue experiential opportunities. Our vision is that each member of the Appalachian State community will be empowered to achieve lifelong professional success.

**CAREER DEVELOPMENT CENTER**

**CAREER EXPLORATION:**
Plemmons Student Union, Room 216
Mon. - Thurs. 10 a.m. - 5 p.m.
Fri. 10 a.m. - 12 p.m.

Career Exploration helps students to choose a major and find a career that best suits their interests. This office provides a variety of assessments and one on one counseling for students who are still exploring career and major options.

**STUDENT EMPLOYMENT:**
John E. Thomas Building, Room, 369
Mon. - Thurs. 10 a.m. - 12 p.m. / 2 p.m. - 4 p.m.
Fri. 10 a.m. - 2 p.m.

The Office of Student Employment can help with identifying on and off-campus part-time jobs, as well as Federal Work-Study and will process on-campus employment paperwork.

**CAREER COUNSELING:**
John E. Thomas Building, Room, 369
Mon. - Thurs. 8 a.m. - 5 p.m.

Individualized Counseling
Career Counselors designated to a specific college are available to meet individually with students.

**DROP-IN HOURS - Drop in hours are**
Mon. - Thurs. 2 p.m. - 4 p.m.

Counselors can provide insight on topics including
- Careers in My Major
- Resume and Cover Letter Writing
- Interview Preparation
- Job and Internship Search Strategies
- Graduate School Preparation
- LinkedIn
- Pursing a Gap Year

@AppStateCareerCenter

Appalachian State University
Career Development Center

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<td>4</td>
<td>7</td>
<td>25</td>
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**FOLLOW US**

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**PRO-TIP**

Use our social media accounts to stay up-to-date with employers coming to campus, events, and tips about your own career path.
Your 4-Year Plan

First Year: Explore and Self-Discover
- ATTEND career events
- JOIN a club/organization based on interests and identify local volunteer opportunities
- COMPLETE a self-assessment in the Career Exploration Office
- EXPLORE Careers In My Major on careerexploration.appstate.edu
- RESEARCH careers on Handshake and O*Net Online.
- UTILIZE informational interviews to learn from in-the-field professionals
- APPLY for on-campus jobs to expand your skills and help boost your finances

Second Year: Get Involved and Decide on a Major
- CONTINUE to explore and self-discover
- ATTEND career events
- REVIEW course requirements for majors and minors on programsofstudy.appstate.edu
- MEET with your career counselor to discuss internship opportunities and create a LinkedIn profile
- COMPLETE informational interviews and job shadowing with professionals
- PURSUE summer opportunities such as volunteer, work, and internships

Third Year: Internship and Career Prep
- ATTEND career events
- JOIN a professional organization on the regional or national level in your field of study
- BUILD and develop your professional portfolio via A-portfolio
- MEET with your career counselor to update and refine your resume, cover letter, and LinkedIn
- SCHEDULE a practice interview at the Career Development Center
- SEARCH for internship and research opportunities
- RESEARCH graduate and professional schools and their requirements

Fourth Year & Later: Graduation and Post-College
- ATTEND conferences and career events
- MEET with your career counselor to update and refine your resume, cover letter, and LinkedIn
- SCHEDULE a practice interview at the Career Development Center
- IDENTIFY references for your reference list
- COMPLETE admissions tests and supplemental materials for graduate/professional schools
- APPLY to post-graduation opportunities: graduate schools, professional schools, gap year opportunities, and jobs

Career Exploration
careerexploration.appstate.edu
Finding your career path is more than just choosing a major. It is about getting to know yourself. Here are some things to think about and explore your options when you are looking for a major or career.

<table>
<thead>
<tr>
<th>GOALS</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
<th>SKILLS</th>
<th>VALUES</th>
<th>INTERESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are your future goals? What are your current goals? What motivates you?</td>
<td>What level of education are you anticipating? (Technical school? 4-year degree, masters, doctorate?)</td>
<td>What past part-time jobs, teams, organizations have you been a part of? Which would you like to join?</td>
<td>What are you good at? What skills do you have?</td>
<td>What do you value? What is important to you?</td>
<td>What interests you? What are your academic interests? What are your personal interests?</td>
</tr>
</tbody>
</table>

Conducting Informational Interviews
Informational interviews give you the opportunity to spend time with a professional and see the day-to-day of a career in which you are interested. Informational interviews can help you build your professional network as well as help you uncover the hidden job market and learn about the undisclosed details of a specific job, company, organization or school.

Preparing for the Informational Interview
1. Identify a professional to contact in your area of interest. Your career counselor can help.
2. Research the professional and their organization or industry.
3. Reach out to the professional via phone or email to schedule an appointment to meet them.
4. Prepare questions to ask the professional. Utilize some of the sample questions on page 27 to get started, and be sure to ask specific questions related to their position, company or industry.
5. Plan for the interview to take 30 minutes or fewer. Be mindful and respectful of the professional’s time. Make sure to stay focused.

*Need help coming up with questions to ask? Contact the Career Exploration Office.
Finding Your Path

Know Your Options
Stop by Career Exploration and meet with our Interns and Career Counselors. They will provide a variety of assessments that you can take to narrow down your career and major options.
Go on CareerGear and schedule an appointment with a Career Exploration Counselor, or stop by the Career Exploration office and meet with one of our Interns.
Review the Four-Year Guides, Browse Departmental Websites and the Bulletin Visit appstate.edu/academics/all/ to review majors offered at App State.

Explore Your Options
Research careers you are interested in
O*Net Online onetonline.org
Occupational Outlook Handbook bls.gov/oco
Careers In My Major careerexploration.appstate.edu/pagesmith/25
Appstate Student Bulletin bulletin.appstate.edu
Buzzfile buzzfile.com/Major/Employers-by-Major
You can also explore your options by conducting informational interviews with professionals or faculty member in a major, department or field of work you are interested in.

Put Your Options into Action
Gaining experience and discovering interests and skills
Join a club or organization campusactivities.appstate.edu
Attend the ACT volunteer fair act.appstate.edu
Attend Internship Fair internships.appstate.edu/index.php
Get a part-time job studentemployment.appstate.edu

PRO-TIP
DON'T GET CAUGHT UP IN THE IDEA OF "FINDING YOUR PASSION" LOOK FOR INTERESTS AND FIRST STEPS, AND PASSION WILL FOLLOW.

PRO-TIP
MEET WITH THE FACULTY AND STAFF IN THE MAJORS AND CAREERS YOU ARE INTERESTED IN. ASK THEM ABOUT THEIR FIELD, WHAT OPTIONS YOU HAVE, WHAT THEY LIKE MOST ABOUT THEIR WORK.
Finding A Part-Time Job

Largest On-Campus Employers
For currently enrolled students looking for on-campus employment, the list of largest campus employers on page 5 is the best place to start.

Contact departments of interest individually as hiring processes may differ.

Some departments may require students to fill out an application in person, while others will allow a student to submit electronically.

Students are invited to apply for multiple departments.

Work Study
Gain experience while financing your education through the Federal Work Study Program. The Federal Work-Study Program provides employment opportunities for students demonstrating financial need and is awarded as part of the student’s Financial Aid package. Applications are made through The Office of Student Financial Aid by completing a FAFSA (Free Application for the Federal Student Aid) Form.

Contact a Financial Aid Counselor to find out if you qualify for Work Study.

Odd Jobs Google Group
Join our Odd Jobs Google Group and receive information on local job opportunities including yard work, moving help, and childcare positions.

As with the Job Board, you must contact the employer directly.

Be sure to act quickly, as these jobs don’t last long.
Internships

Seek an internship that will help expand your skills and competencies. The Internship Coordinator for your major/academic department can assist you in determining whether or not an internship will be substantial enough to count for academic credit. As with all academic credit, you will pay App State tuition and fees.

FAQ About Internships

<table>
<thead>
<tr>
<th>Why should I do an internship?</th>
<th>What goals do I want to accomplish in my internship?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employers and graduate schools value hands-on experience. Plus, this is an opportunity for you to get to know the field a little better, to see what parts of the industry you like and the environment of the industry.</td>
<td>Seek an internship that will help expand your skills and competencies. The Internship Coordinator for your major/academic department can assist you in determining whether or not an internship will be substantial enough to count for academic credit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When should I do my internship?</th>
<th>Why choose to do an internship for academic credit if an internship is not required for your program of study/major?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consult with your academic advisor to investigate an ideal time for you to do your internship. Take into consideration your projected graduation date, when required courses for your major are offered, and when you can be absent from campus if your internship location is away from Boone.</td>
<td>Internship hosts frequently require that you be enrolled in an internship to be eligible for an internship at their site. When enrolled in an internship, you will have professional and general liability insurance coverage while you are on site.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Should I do my internship for academic credit?</th>
<th>If you are experiencing any barriers to your learning or in meeting your goals, you have your site supervisor and your faculty supervisor to support you.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some programs of study/majors at App State require an internship which means a student will enroll in an internship and pay tuition and fees as with any other course. For other programs of study/majors, doing an internship for academic credit is strongly encouraged but not required.</td>
<td>A faculty supervisor in your major will be assigned to assist you in completing your agreed upon learning goals and outcomes for your internship. Learning goals will provide structure to ensure you meet your career and skill development goals. An on-site supervisor with experience in your field of study will be assigned to you to assist in your training and to ensure you have assigned tasks and experiences to meet your learning goals and outcomes.</td>
</tr>
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Finance Your Internship

Budgeting for tuition, housing, travel, and hours on-site are factors to consider as you plan for your internship.

Credit: Consult with your academic advisor and/or internship coordinator to assess how many credit hours you need to satisfy the requirements of your program of study/major. It is important to avoid earning and paying for more academic credit than you need. You will pay for each credit hour you earn as an intern as with any other credit-bearing course.

Tuition: App State tuition costs can be found on the Student Accounts page under Tuition and Fees.

Financial Aid: If you are receiving financial aid, managing your financial aid package and maintaining your satisfactory academic progress is critical. Remember to seek the advice from The Office of Student Financial Aid when addressing your financial aid package.

Work: Take into consideration whether you can maintain part or all of your on/off campus job while you intern.

Housing: Think about whether or not you can secure an internship where you have a place to live. Factor in the cost of your housing arrangement.

Travel: Examine costs of commuting to your internship. Account for your time and transportation costs (gasoline, mileage, public transportation fees).

Pay, stipend, or experience only: The value of an internship is measured by its ability to provide the opportunity to meet your learning and skill development goals for your career and for the completion of your degree program/major. Academic credit can be considered whether you are paid for your internship or not.

Internship sites vary in their ability to pay or to offer a stipend to their intern. It is likely most interns will secure an unpaid internship.
Building Your Resume

HEADING
- Include full name, mailing address, phone number, and email address
- Your name should be bolded and at minimum 2 font sizes larger than content
- You can list current and/or permanent address
- Use school or personal email address (NEVER use a work email). Be sure that your email address is appropriate

EDUCATION
- Include degree title (refer to the online catalog for accuracy), school name, city, and state or country and graduation month and year (you do not have to include “anticipated” or “expected”).
- Include GPA if 3.0 or higher. Make sure to include the scale as well. (Ex. 3.4/4.0)
- List education in reverse chronological order.
- You do not need to include high school.

SAMPLE RESUME HEADINGS

YOSEF MOUNTAINEER
1004 George Washington Dr.
Boone, NC 28607
828-555-1234
mountaineer@mountaineery@gmail.com
linkedin.com/mountaineer

YOSEF MOUNTAINEER
123 Stadum Drive, Boone, NC 28608
828-555-1234
mountaineery@appstate.edu

SAMPLE RESUME EDUCATION LISTINGS

Education
Bachelor of Science in Psychology
Appalachian State University, Boone NC
May 20XX
3.6/4.0

Bachelor of Science in Child Development, Family and Consumer Sciences
Appalachian State University, Boone NC
May 20XX

Appalachian State University, Boone NC
Bachelor of Sciences in Recreation Management with a minor in Sustainable Development
May 20XX
Member of the Watauga Residential College

Appalachian State University, Boone NC
Bachelor of Science in Communication, Advertising
May 20XX
Caldwell Community College and Technical Institute, Hudson, NC
December 20XX

Education
Master of Public Administration
Appalachian State University, Boone NC
May 20XX

Bachelor of Art in Political Science
Appalachian State University, Boone NC
May 20XX

SAMPLE RESUME EXPERIENCE LISTINGS

Camp Counselor, Camp Chetola
Summer 2015, 2016, 2017
Blowing Rock, NC
- Oversaw a group of 15 5-7-year-olds with a co-counselor
- Provided parents and guardians with excellent customer service during check-in and check-out
- Demonstrated concern for the care, attitudes, and behaviors of campers and the relationships they have with other campers
- Served as a resource, as needed, to campers in any situation
- Planned day time activities for kids including arts and crafts, ziplining, and day hikes

Research Assistant
Appalachian State University, Beaver College of Health Sciences, August 2017 - June 2018
- Assisted Primary Investigator and team in evaluating the feasibility of research studies
- Coordinate trial-related activity of patients on protocols
- Collaborated with investigators through attendance at Section meetings, conferences, and other meetings.
- Ensure accurate and timely data collection, submission, and query resolution.

SKILLS
- List skills that are RELEVANT to the job you want.
- Alternate selection titles include Computer Skills, Language Skills, Technical Skills, Core Competencies.
- Keep in Mind: Skills section should not be used to list “soft skills” such as “communication”, “teamwork” or “customer service skills”. Rather, these skills should be demonstrated in the experience section descriptions.

HONORS
- List name of organization or award
- Note leadership roles
- Include on-campus and community honors and activities
- Your honors section can include academic awards and scholarships, membership in campus, national or international organizations, leadership positions held, university and community service positions and work-related honors.
PRO-TIP
DON’T USE A TEMPLATE. THEY ARE EASY TO SPOT BY EMPLOYERS, AND HARD FOR YOU TO EDIT.

We suggest starting with a blank document

ADDITIONAL RESUME SECTION HEADINGS

• Academic Projects
• Academic Research
• Activities
• Additional Research
• Awards/Recognition
• Campus Involvement
• Certifications
• Community Activities
• Community Service
• Computer Skills
• Employment History

• Internship Experience
• Memberships
• Other Employment
• Presentations
• Professional Affiliation
• Professional Development
• Professional Experience
• Projects
• Publications
• Related Experience
• Relevant/Related Coursework
• Research
• Research Experience
• Summary
• Summary of Qualifications
• Summary Statement
• Teaching Experience
• Technical Experience
• Volunteer Activities
• Volunteer Community Involvement
• Work Experience

REFERENCES

• Your references should be listed on a separate sheet of paper.
• Try to avoid using “References Upon Request” on your resume.
• DO NOT list references on your resume. References are a separate document.
• List 3-5 professional or academic references
• Use the same heading as your resume on your reference sheet so that your materials look like a well put together a packet.
• Include full name, job title, company, mailing address, phone number, and if possible email address.
• DO NOT use family, friends, church members/religious advisors or personal references.
• It is recommended that you list in order of who will give you the best reference
• Ask your references for their permission before listing them.

SAMPLE RESUME REFERENCE

YOSEF MOUNTAINEER
1004 George Washington Drive, Boone, NC 28607
828-555-1234 mountaineery@appstate.edu

Reference Sheet

Dr. Joe Smith Jones
Director, Office of Student Research
Appalachian State University
308 University Park St.
Boone, NC 28608
(828) 444-4444
smithjonesj3@appstate.edu

Briana Williams
Restaurant Manager
Come Back Shack
1521 Blowing Rock Rd
Boone, NC 28607
(828) 555-555
williamsb35@gmail.com

Top 10 Resume Mistakes

1. Typos and Grammatical Errors
2. Lack of Specifics
3. Attempting One Size Fits All
4. Highlighting Duties Instead of Accomplishments
5. Going on Too Long or Cutting Things Too Short
6. Unclear Objective Section
7. No Action Verbs
8. Leaving Off Important Information
9. Visually Too Busy
10. Incorrect Contact Information

Curriculum Vita or Resume?

It is not uncommon for job seekers and graduates school applicants to become confused by the terms resume and CV, or Curriculum Vita or Vitae (plural). The terms are not synonymous and are occasionally used incorrectly by employers and graduate schools. The three major differences between CVs and resumes are the length, the purpose, and the layout.

RESUME

• Summarizes qualification, education experience and skills
• Often no longer than 1 page (maybe 2 depending on the industry)
• Goal is to make an individual stand out from the competition
• Resumes should be adapted to every position that an individual applies for
• A resume DOES NOT have to cover your whole career but rather should be customized to match a desired occupation/position.

CURRICULUM VITA

• In-depth document traditionally used within the academic community covering education, teaching and research experience, publications, presentations, professional memberships, and related involvement
• CVs CAN and should be longer than 1 or 2 pages.
• CV should be organized chronologically to make it easy to get an overview of an individual’s full working career
• A CV is static and doesn’t change for different positions.
Common Job Descriptions on Resumes

Here are a couple examples of common job descriptions that you can put on your resume.

KEEP IN MIND: While these job descriptions may be great to use as a resource, it is important to remember that they SHOULD be modified to YOUR experience.

Power Verbs

Your resume should highlight your tasks, skills, and accomplishments. Resume statements should start with power verbs as descriptors of your experiences. Using power verbs adds variety and accurate descriptions of your experience to your resume. Below are verbs you can use to diversify your resume. To get the full list visit our website, careers.appstate.edu.

<table>
<thead>
<tr>
<th>Clerk &amp; Detail Skills</th>
<th>RESEARCH ASSISTANT</th>
<th>STUDY ABROAD</th>
<th>VOLUNTEER</th>
<th>HOSTESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arranged</td>
<td>Collected</td>
<td>Processed</td>
<td>Systematized</td>
<td></td>
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<tr>
<td>Assembled</td>
<td>Generated</td>
<td>Purchased</td>
<td>Tabulated</td>
<td></td>
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<tr>
<td>Catalogued</td>
<td>Monitored</td>
<td>Recorded</td>
<td>Validated</td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td>Addressed</td>
<td>Collaborated</td>
<td>Conveyed</td>
<td></td>
</tr>
<tr>
<td>Assisted</td>
<td>Developed</td>
<td>Drafted</td>
<td>Edited</td>
<td>Negotiated</td>
</tr>
<tr>
<td>Creative Skills</td>
<td>Acted</td>
<td>Developed</td>
<td>Illustrated</td>
<td>Performed</td>
</tr>
<tr>
<td>Created</td>
<td>Established</td>
<td>Fashioned</td>
<td>Invented</td>
<td>Shaped</td>
</tr>
<tr>
<td>Customized</td>
<td>Appraised</td>
<td>Budgeted</td>
<td>Forecasted</td>
<td></td>
</tr>
<tr>
<td>Financial Skills</td>
<td>Allocated</td>
<td>Audited</td>
<td>Balanced</td>
<td>Calculated</td>
</tr>
<tr>
<td>Helping Skills</td>
<td>Assisted</td>
<td>Demonstrated</td>
<td>Facilitated</td>
<td>Motivated</td>
</tr>
<tr>
<td>Coached</td>
<td>Educated</td>
<td>Guided</td>
<td>Referred</td>
<td></td>
</tr>
<tr>
<td>Counselled</td>
<td>Encouraged</td>
<td>Inspired</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Leadership/Management Skills</td>
<td>Administered</td>
<td>Delegated</td>
<td>Evaluated</td>
<td>Organized</td>
</tr>
<tr>
<td>Analyzed</td>
<td>Developed</td>
<td>Executed</td>
<td>Produced</td>
<td></td>
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<tr>
<td>Coordinated</td>
<td>Directed</td>
<td>Increased</td>
<td>Supervised</td>
<td></td>
</tr>
<tr>
<td>Research Skills</td>
<td>Analyzed</td>
<td>Documented</td>
<td>Identified</td>
<td>Organized</td>
</tr>
<tr>
<td>Collected</td>
<td>Evaluated</td>
<td>Interpreted</td>
<td>Summarized</td>
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<tr>
<td>Critiqued</td>
<td>Examined</td>
<td>Observed</td>
<td>Surveyed</td>
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<tr>
<td>Teaching skills</td>
<td>Advised</td>
<td>Coordinated</td>
<td>Evaluated</td>
<td>Persuaded</td>
</tr>
<tr>
<td>Clarified</td>
<td>Demystified</td>
<td>Explained</td>
<td>Stimulated</td>
<td></td>
</tr>
<tr>
<td>Communicated</td>
<td>Encouraged</td>
<td>Guided</td>
<td>Trained</td>
<td></td>
</tr>
<tr>
<td>Technical Skills</td>
<td>Assembled</td>
<td>Designed</td>
<td>Maneuvered</td>
<td>Programmed</td>
</tr>
<tr>
<td>Calculated</td>
<td>Devised</td>
<td>Modified</td>
<td>Repaired</td>
<td></td>
</tr>
<tr>
<td>Computed</td>
<td>Maintained</td>
<td>Operated</td>
<td>Upgraded</td>
<td></td>
</tr>
<tr>
<td>Accomplishments</td>
<td>Achieved</td>
<td>Expanded</td>
<td>Qualified</td>
<td>Structured</td>
</tr>
<tr>
<td>Discovered</td>
<td>Improved</td>
<td>Restored</td>
<td>Succeeded</td>
<td></td>
</tr>
<tr>
<td>Eliminated</td>
<td>Pioneered</td>
<td>Spearheaded</td>
<td>Transformed</td>
<td></td>
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</tbody>
</table>

STUDENT WORKER/INTERN/ PART-TIME WORKER
Try not to use this as your job title. Instead, consider something more descriptive like Office Assistant or Accounting Intern (or one of the other sample job titles).

TUTOR
• Tutored undergraduate students in ___ (List specific subject area)
• Monitored student progress and provided appropriate feedback
• Understood clear concise language to convey complex concepts
• Developed detailed examples and exercises to increase students understanding and retention of subject material

OFFICE ASSISTANT
• Accurately entered patient information by utilizing Excel
• Exacted excellent communication skills by managing customers in a cheerful manner
• Maintained an organized office by filing and sorting documents in a timely manner
• Scheduled individual appointments with office personnel

FOOD SERVICES
• Effectively performed multiple tasks within a fast-paced environment
• Quickly served meals for up to ___ customers each night
• Supervised ___ student workers and provided constructive feedback when necessary
• Focused on proper safety procedures for preparation and storage of food

VOLUNTEER
• (if you had a significant role as a volunteer, you could include this under work experience)
• Provided ___ hours of service to ___ (include organization name and target population with whom you worked)
• Designed publication and materials for marketing for organization or events
• Trained new volunteers in the proper care of, in work done, etc.

RESEARCH ASSISTANT
• Test human subjects in a professional manner
• Regulated control elements for ___ by taking daily measurements of ___
• Recorded results utilizing an Excel spreadsheet
• Presented analysis and results in poster format at regional conference
• Coordinated research analysis with various labs throughout the country
• Conducted additional experimentation to verify initial findings

STUDENT ORGANIZATION
• Assisted in recruitment for academic/social sorority/fraternity
• Planned and facilitated weekly meetings of members
• Co-managed yearly budget of ___ appropriately, allocating funds to ___
• Ensured all members completed community service hours
• Upheld academic standards and honor code requirements
• Planned and coordinated large scale/small scale events for ___

CAMP COUNSELOR
• Supervised and cared for ___ children per session for ___ sessions throughout the summer
• Led camp activities (list specific activities)
• Maintained a small group of ___
• Reacted calmly and promptly in emergency situations
• Educated campers by turning rules into learning experiences

RESTAURANT SERVER
• Enhanced ability to multitask within a face-paced environment
• Managed guest relations issues
• Recommended nightly specials for customers to enhance sales
• Handled daily revenue averaging ___$__
• Maintained approximately ___ hours per week while enrolled as a full-time student

BARTENDER
• Check identification of customers to verify age requirements for purchase of alcohol
• Attended by bar patrons while simultaneously communicating with servers to fill bar and restaurant drink orders
• Served as private bartender for private parties and functions
• Trained new bartenders and servers on computerized cash register and ordering system

CLERK/CASHIER
• Completed tasks in a face-paced environment
• Handled a daily revenue averaging ___$__
• Communicated extensively with customers
• Effectively utilized company specific point-of-sale system
• Handled returns and purchases with cash, credit cards, and gift cards
• Reconciled cash drawer at the end of each shift

STUDENT WORKER/INTERN/ PART-TIME WORKER
Try not to use this as your job title. Instead, consider something more descriptive like Office Assistant or Accounting Intern (or one of the other sample job titles).

TUTOR
• Tutored undergraduate students in ___ (List specific subject area)
• Monitored student progress and provided appropriate feedback
• Understood clear concise language to convey complex concepts
• Developed detailed examples and exercises to increase students understanding and retention of subject material
Building Your Cover Letter

The purpose of the cover letter is to interest prospective employers to call you to schedule an interview. To fulfill this purpose, you will need to target each cover letter to a specific company and position showing how your background and abilities fulfill particular organizational needs. Below is a step-by-step process on how to write a great cover letter.

1. **SENDER ADDRESS**
   (Your Address)
   •  Your Name
   •  Street Address
   •  City and zip code

2. **DATE**
   This should be the date that you are writing the letter

3. **EMPLOYER ADDRESS**
   DO NOT assume gender titles when addressing employers. If you do not have the address looking up the company/organization’s website or call and ask
   •  Employers name
   •  Employers title
   •  Name of the company or organization
   •  Employers address

4. **Greeting**
   AVOID phrases like “to whom this may concern” or “Dear hiring board”.
   Adress the employer by name. Only use gender pronouns in your greeting when you know which are preferred by the employer.

5. **FIRST PARAGRAPH**
   •  Indicate why you are writing
   •  Identify specific position and company
   •  Not if someone referred you
   •  Why would you be the best candidate

6. **MIDDLE PARAGRAPHS**
   Explain interest in working for this employer, why you desire this type of work, and showcase your qualifications
   Highlight any relevant work experience or related education, but DO NOT reiterate your resume
   **Tip:** look at the job description of the position for which you are applying and identify the skills and abilities it requires. Then match your skills and abilities to the ones you identified in the job description.

7. **CLOSING PARAGRAPH**
   Reiterate your strong interest in this position/company/organization
   Specify how and when you will follow up

8. **SIGNATURE**
   Close with “Sincerely”, a handwritten signature, and typed name below

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**PRO-TIP**
AVOID USING A GENERIC COVER LETTER. EMPLOYERS WILL SEE THIS AS LACK OF GENUINE INTEREST.
We suggest tailoring your letter to each job you apply for.

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**Top 7 Cover Letter Tips**

1. **Your cover letter should be no longer than 1 page with margins no smaller than .8 inches.**

2. **Address the letter to a specific individual. If you are not sure who to address it, contact the company to find out the name of the hiring official. MAKE SURE TO verify the spelling of his or her name and the correct title and or pronouns.**

3. **Use matching header for a cover letter as resume and reference sheet.**

4. **Tailor your cover letter to each position you apply. Mass produced letters are easily detected and show lack of sincere interest. Your letter should reflect the needs of the company and the position requirement.**

5. **The tone of the letter should be positive and confident. Avoid negativity, boasting, exaggeration, and insincerity.**

6. **Make sure that there are no spelling or grammar errors. Stop by the Career Development Center to have one of our counselors review it for you.**

7. **Keep your cover letter short, sweet and to the point. Focus on the information relevant to your career goals.**

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**COVER LETTERS ARE NOT ALWAYS REQUIRED BUT SHOULD ALWAYS BE SENT.**
Providing a cover letter with your application materials shows interest in job and knowledge of company/organization and position.
Dear Ms. Foxx,

Thanks for the time you took to speak with me on Tuesday. Initially, Ms. Mira Branden, who you know from our Government & Justice Studies Department at Appalachian State, recommended I contact you for your updated internship information. After speaking with you, I am even more interested in pursuing a summer 20XX internship at the Juvenile Evaluation Center.

My resume, reference list, and application are enclosed for your consideration. My experience and future career goals match well with your internship opportunity and the mission of the Juvenile Evaluation Center. My experience includes three summer camp jobs in which I was closely involved in the programming, discipline, and daily management of large groups of youth ages 7 through 14. Additionally, I have two semesters of volunteer experience with the Western Youth Network working with at-risk youth ages 10-17. With a team of three other volunteers, we offer activities and after school programs designed to encourage positive group interaction and healthy emotion management. I have become well vested in facilitating group interactive exercises and discussions.

My long-term career goals are to work with at-risk youth populations. Specifically, I am eager to offer my skills to those individuals who are court referred.

Again, thanks for your time in speaking with me and in assessing my qualification. I can be reached on my cellular phone at 828-555-1212 or my land line at 828-555-4567 if you have any questions. I will be in touch with your office within the week to confirm your receipt of my application materials.

Sincerely,

Kelly Student

Enclosures
Anita Career
1004 George Washington Drive, Boone, NC 28607 | 828-555-1234 | acareer@appstate.edu | http://www.linkedin.com/in/acareer

OBJECTIVE
Obtain an internship in the field of youth corrections where I can utilize my organizational, interpersonal, and assessment skills.

EDUCATION
Appalachian State University, Boone, NC | Anticipated Graduation May 2020
Bachelor of Science in Sociology
Minor: Psychology
- Cumulative GPA: 3.5
- Honors: University Honors Program, Dean’s List 2010; Chancellor’s List 2011 and 2012
Study Abroad - Institute for International Education of Students, La Plata, Argentina | May 2015-August 2015
Completed Coursework in Latin American Culture and Society
- Demonstrated flexibility by enrolling in Spanish speaking only curriculum
- Gained fluency in Spanish
- Conductual independent research study examining the effect of birth control on population growth

RELATED COURSEWORK
- Social Problems
- Psychology of exceptional Children
- Sociology of Mental Health and Illness
- Psychology of Adjustment
- Sociology of Deviant Behavior
- Introduction to Behavior Modification

RELATED EXPERIENCE
Alexander Youth Network, Charlotte, NC | May 2014-August 2014
Intake Specialist
- Interviewed and determined eligibility for youth entering residential program
- Promoted Individual Programming and Behavior Modifications
- Participated as co-leader in self-awareness groups

OTHER EXPERIENCE
Mellow Mushroom, Boone, NC | Spring 2015-Present
Server
- Take and deliver food and drink orders to restaurant patrons
- Work efficiently in fast-paced environment
- Facilitate high-volume customer relations for 50 people per day
- Manage daily revisions exceeding $1000
- Train 3-5 employees per month

Zumiez, Concord, NC | May 2012-July 2014
Shift Manager
- Member of opening staff for franchise
- Provided excellent customer service to ensure a pleasant experience
- Recorded/organized inventory
- Trained new employees

ORGANIZATIONS
Lambda Chi Alpha Sorority | Fall 2015-Present
- Participate in local community service and fundraising activities such as Habitat for Humanity and Walks-A-Thon
- Participate in local Community Organization and Social Administration (ACOSA)

LANGUAGES
- Fluent Spanish
- Conversational French

Future Grad Student
4545 Movin’ On Up Road
Boone, NC 28608
fg4545@appstate.edu
(828-262-5555)

Education
Bachelor of Science: Psychology, concentration: Human Services | May 2018
Appalachian State University
Boone, NC
Minor: Spanish
Servio Thesis: College Student Drinking: Effects of norm perception on students alcoholic beverage consumption.

Honors and Awards
Dr. Frank R. Terrant, Jr. Memorial Scholarship | May 2015-May 2016
- Awarded by Psychology Department

Chancellor’s List, Dean’s List | Fall 2015 - Spring 2016
President’s Scholar | Fall 2016 - Spring 2017

Relevant Experience
Department of Social Work | Summer 2017
Catawba County, NC
- Completed intake interviews for applicants to Drug and Alcohol Counseling Program
- Observed group counseling sessions for clients in the program
- Prepared assessment reports for Drug and Alcohol Counseling Program

Research Assistant | Summer 2016
Professor V. Knowledgeable at Appalachian State University
Boone, NC
- Helped develop coding system for behavior assessment of 8-10 year olds
- Tested 40 research participants for ability to complete various mentor tasks
- Assisted with data analysis using SPSS
- Used PSYCUT and JSTOR to research psychological literature on pre-adolescent behavior assessment

Paraprofessional Counselor | Fall 2015 - present
Peer Career Center at Appalachian State University
Boone, NC
- Work one-on-one with students to describe their interests, abilities, values, and experiences using a profile rubric to determine possible career and major choices
- Administer Discover, O*NET, and Self directed Research Assessments
- Participate in outreach programs to help students understand the value of self-assessment, career exploration, and decision making assistance offered at Peer Career

Professional Associations
Student Member, American Psychological Association | Spring 2010 - Present
Psi Chi Psychology Honor Society (Treasurer, Fall 2016 - Spring 2017) | Fall 2015 - Present

Publications

Presentations
Grad-Student, F. (2017, Mar. 4) Wasting Away: Women and Drinking Patterns in College. Presented at the Women’s Leadership Conference, Appalachian State University, Boone, NC.
Networking is an important first step in the job search process. The saying, “It’s about who you know not what you know”, has some truth to it. Getting to know employers and first impressions are everything. Entering a room with confidence, professionalism and greeting people with a firm handshake will make a world of difference in your job search process. Below are tips to follow when attending a networking event.

Introduce Yourself. Let the professional you making a connection with know who you are and what you do.

“Hello, my name is _____. I am a student at Appalachian State University studying _____”

Tell Them Who You Know If you were connected to this person by someone in your current network, let the professional know.

“____ is an acquaintance/colleague/friend/etc. of mine. They suggested I speak with you because I am interested in ______”

The “WHAT” and the “WHY” Tell the professional what it is that you are interested in and why you are interested in connecting with them.

“I am looking into careers in _____ interested in finding out more about ______. I am interested in finding out more about _____ and how I can utilize my skills in ______ to ______.”

It’s A Date. Be proactive and respectful in requesting a time and day to meet with the professional.

“May I have 10-15 minutes of your time to gain your advice or ideas on ______”

“May we connect via phone or email to discuss a time that is convenient for your schedule?”

Build a 30 Second Commercial

When meeting with professionals, whether it’s in informal settings, career fairs, professional meetings or conferences, you should be able to introduce yourself and highlight your qualifications in 30 seconds. Your “Elevator Pitch” should be all-encompassing but succinct. When crafting your 30-second pitch keep in mind 4 points;

Who are you (name, major, etc.)
What you do/have done (skills and experiences)
Why you do it (motivators, interests)
What you want to do (call to action/ future goals)

Utilizing Social Media to Network

Facebook and Instagram have quickly created a presence in the professional realm if used correctly. Many employers now have fan pages and use social media as part of their strategy to attract and connect with potential hires. LinkedIn, a site dedicated entirely to professional networking provides a guideline for students on how to appropriately utilize the site for their job search at learn.linkedin.com/students. Utilize the following strategies to maximize the benefits of social media:

• Join professional associations affiliated with your field on both Facebook and LinkedIn
• Research companies you are interested in working for and choose “like” on their Facebook page
• Update your profile with posts related to your job search, so employers can see that you are serious about your job search
• Choose a professional headshot photo on LinkedIn and build your professional profile to include all of the experience on your resume
• Establish connections with a personalized message about who you are, why you would like to connect, and whether you have a common connection or affiliate
• Ask for recommendations from past work, internship, volunteer or organizational supervisors and professors on LinkedIn

Building Your Online Presence

Social Media and the internet, in general, are a huge part of your professional presence and networking ability in today’s world. Here are a couple of helpful tips on how you can maintain your professional brand and etiquette.

• Decide which version of your name to use: (nickname vs. full name) whichever you choose to be consistent throughout all your media platforms to avoid confusion and allow potential employers to clearly identify you.
• Choose an appropriate photo: Dress professional and use a high-quality image. This is the new “first impression” potential employers will get you. Make it a positive one.
• Highlight your skills. You have an opportunity to show potential employers what you can do before they even meet you. Show off your talents and abilities. Connect presentations, research, writing samples, etc. to your social media platforms to give potential employers a little taste of who you are.

Networking Tips

1. Bring your resume.
2. Be the master of small talk and initiate conversation. Avoid topics like politics, religious issues, personal questions or statements like “I need a job”
3. Practice your elevator pitch.
4. Take breaks. Give your social skills a rest if you need to take a break.
5. Be a good listener.
6. Make sure to send follow up thank you notes

PRO-TIP

UP TO 70% OF EMPLOYERS HAVE REJECTED JOB CANDIDATES BECAUSE OF INFORMATION FOUND ABOUT THE PERSON ONLINE.

KEEP YOUR PROFILES PROFESSIONAL AND POSITIVE TO INCREASE YOUR ChANCES OF GETTING THE JOB.
Looking for a job can often feel like a full-time job and it can feel overwhelming. We can help
Below are a couple of ways to get your job search started.

1  
**Friends, Colleagues, Faculty, and Family**
Utilize your network. Don’t be afraid to ask around for potential or current job openings. This is a great way to get insight into positions and organizations/companies that you are interested in applying.

2  
**Attend the Career Development Center’s Events**
Throughout the year the Career Development Center at Appalachian State will host a variety of career fairs and networking events. Attending these events is a great opportunity to connect with employers and practice your networking and interviewing skills.

3  
**Targeted Job Search**
Targeted job searches focus on a particular element of the search. Use your network, start with who you know and who they know. Details like job titles, locations, specific industries or companies can help you focus on a targeted job search. Utilize job boards like Indeed, LinkedIn or professional associations you are a part of to look for jobs that interest you.

### Making the Most of Career Fairs
**Take this event seriously.** This is not the time to joke around or go with a group of friends who may influence your choice of companies to visit.

**Prepare in advance.** Take time to research and familiarize yourself with companies you have a particular interest in. Bring multiple copies of your resume that has been reviewed by a career counselor.

**Scope out the Scene.** Before you begin speaking with the companies, take a walk around the room to get the lay of the land. If you get there early, go to the more popular tables first. If you have only limited time to spend, budget your time so you meet with companies high on your list.

**Stand a few feet beside the tables that interest you.** Listen to what the company representatives are asking other students. Take company literature and read it. If you don’t like what you hear, you have saved yourself time talking to them. If you do, you have given yourself an advantage.

**Read Body Language.** Those that stand in front of the table are probably more outgoing, and you can expect a less formal interaction. Those sitting behind a table would typically prefer a more formal style.

**Greet the company representatives with enthusiasm.** A firm handshake. A smile. Strong eye contact. Good posture. First impressions, remember?

**Dig deeper.** Even if a company is looking only for sales reps. Ask about how you can get your resume to departments in which you are really interested.

**Think of your dialog with companies as mini-interviews.** Ask questions, answer theirs. As you end the conversation, ask for a business card.

**Leave a good impression.** Before you leave the fair, go back and visit the companies in which you were most interested. Let the company representatives again know you are interested.

**Send Thank you notes.** Make sure you send the company representative a “thank you” note within 48 hours. You can refer to those notes you have kept on the business card. You could also call the company the next day and leave a voicemail message reiterating your interest.
Initial Interviews

Initial interviews are often phone or video interviews. Employers use these interviews to screen and narrow the pool of applicants. Interviews over the phone or video are often tricky and have many external factors that can make or break your interview. It is imperative that you adequately prepare for a phone or video interview to avoid as many technological pitfalls as possible.

Tips for Phone Interviews
- When choosing a location to do your phone interview, choose a quiet place free of any distractions. The Career Development Center offers interview rooms to students to rent out for this purpose.
- Contact the people who call or text you the most and ask them to not call or text you while you are in your interview.
- Keep your resume near you.
- Dress for the interview and sit up straight. Even though no one may be watching, your appearance and actions can reflect how you feel or respond to the interview questions.
- Speak clearly and slowly.
- Make sure you have a professional voicemail.

Types of Interview Questions
- Traditional: questions that are used to gain information about applicants’ background, interest, skills, and reasons for applying. These questions are usually at the beginning of the interview.
- Behavioral: questions that focus on applicants’ personality and behavior. These questions are situation based.
- Case/Situational: questions or scenarios posed for the applicant to solve. Getting the correct answer is not important here. These questions are designed to understand an applicants problem solving/analysis skills.

Tips for Video Interviews
- Verify which program you will be using for the interview. Development Center offers interview rooms to students to rent out for this purpose.
- Make sure your face but your professional dress.
- Dress professionally and make sure they see it. Make sure instead of the camera.
- Make eye contact while interviewing. Look at the screen instead of the camera.
- Dress professionally and make sure they see it. Make sure the camera is focused on you and not called during your interview.
- Practice video chatting with a friend. Use this time to make sure the microphone and video work. You should also use this time to find a good space to do the interview.
- Make eye contact while interviewing. Look at the screen instead of the computer.
- Keep your phone close in case there are technical difficulties on either end of the interview.

What an Employer Cannot Ask
Federal and state laws prohibit employers from asking certain questions during an interview. It is important to know that there are some questions that you legally do not have to answer. Review page guide to know what to avoid and how to respond.

Using the S.T.A.R. Method

The S.T.A.R. method is a structured manner of responding to a behavioral-based question by discussing the specific situation, task, action, and result of the situation you are describing.

| Situation | Describe the situation that you were in or the task that you needed to accomplish. You should describe a specific event or situation, not a generalized description of what you have done in the past. |
| Task | Describe goal were you working toward. What was the problem? What was your role? What was the assignment? |
| Action | Describe the actions you took to address the situation. Keep the focus on YOU! What specific steps did you take and what was your contribution? |
| Results | Describe the outcome of your actions and don’t be shy about taking credit for your behavior. |

PRO-TIP
THE CAREER DEVELOPMENT CENTER HAS INTERVIEW ROOMS PREPARED FOR VIDEO INTERVIEWS STUDENTS CAN RENT OUT

In-Person Interviews

The purpose of the interview is to present your qualifications for job or internships to potential employers. Employers are seeking to find the best fit for the position, department, and the organization’s mission and values. Always be prepared to address your skills, abilities, experiences, and personality effectively and persuasively.

Before the interview
- Check out the organization’s website
- Do a web search of the organization and see what others are saying about them
- Look at promotional materials
- Talk to knowledgeable people in the field
- Know their mission, focus, and values
- Anticipate and practice potential questions
- Prepare questions for the interviewer
- Prepare and bring extra copies of your resume and references

During the interview
- Arrive Early. 10 - 15 minutes ahead of time sets you up for a good first impression.
- Take a deep breath and relax. It is all about being yourself, not who you think they want.
- Be present. Listen closely to the interview questions and ask the interviewer to repeat the question or clarify if you did not hear them or did not understand the question.
- Don’t be afraid to ask for a couple seconds to think about the question and formulate your answer.
- Look out for body language. Keep a professional posture.
- Make sure to turn off or silence your phone and other electronics during your interview
- Be clear and concise with your answers. Use specific examples to back up your skills and knowledge.

After the interview
- Write a thank you note to your interviewers. Always do this whether it is by e-mail or handwritten note, always send a thank you.
- Follow up with a phone call to find out the status of your application.

Questions for the Interviewer
- Always have questions about the organization prepared for the interview. You, as an applicant, have to decide whether the organization offers the type of opportunity, work environment, and challenge you are seeking.

Some Example Questions:
- Why is this position vacant?
- What would a typical working day be like?
- What key challenges and/or problems face the person in this position?
- How, when, and by whom would I be evaluated? What are the performance criteria?
- What is the next step in the hiring process?
- How much contact is there with management?

Practice Makes Perfect
Practice your interviewing skills. The Career Development Center offers a variety of opportunities for you to practice your interviewing skills. TAKE these opportunities.
- Practice interviews with your career counselor
- Schedule a practice interview with an employer
- Utilize “Interview Stream” – our online practice interview system.

PRO-TIP
NEVER ASK ABOUT COMPENSATION UNTIL YOU ARE DONE WITH THE INTERVIEW PROCESS AND HAVE BEEN OFFERED A JOB.

EVEN THEN, LET THE INTERVIEWER BE THE FIRST TO BRING UP SALARY AND BENEFITS. HAVE A SALARY RANGE IN MIND AND DO SOME RESEARCH INTO STARTING SALARIES IN YOUR FIELD AND COST OF LIVING IN THE EMPLOYERS AREA.
ASU Box 03637
Appalachian State University
Boone, NC, 28608
February 14, 20XX

Ms. Shirley Glass
Internship Coordinator
All Good Things Association
XXX Constitution Avenue, NE
Washington, DC, 20002

Dear Ms. Glass,

It was a pleasure to speak with you and Mr. Martin on the phone yesterday. Thank you for the time you took to interview me for a summer 20XX internship. After speaking with you, I am even more excited about the opportunity to bring my writing skills to All Good Things. I know I could be an asset as you prepare your proposals for the upcoming year. It would also be a pleasure to offer my strong web writing skills to your new website project. You face an ambitious timeline and I would be glad to work diligently to help make that launch date a reality.

Please let me know if I need to provide you with additional information. I can be reached easily on my cellular phone at 828-773-XXXX.

Again, thank you for the interview. I look forward to hearing from you!

Sincerely,

Jack Jefferson

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25 Popular Behavioral Interview Questions

- Give an example of an occasion when you used logic to solve a problem.
- Give an example of a goal you reached and tell me how you achieved it.
- Give an example of a goal you didn’t meet and how you handled it.
- Describe a stressful situation at work and how you handled it.
- Tell me about how you worked effectively under pressure.
- How do you handle a challenge?
- Have you been in a situation where you didn’t have enough work to do?
- Have you ever made a mistake? How did you handle it?
- Describe a decision you made that was unpopular and how you handled implementing it.
- Did you ever make a risky decision? Why? How did you handle it?
- Did you ever postpone making a decision? Why?
- Have you ever dealt with company policy you weren’t in agreement with? How?
- Have you gone above and beyond the call of duty? If so, how?
- When you worked on multiple projects how did you prioritize?
- How did you handle meeting a tight deadline?
- Give an example of how you set goals and achieve them.
- Did you ever not meet your goals? Why?

- What do you do when your schedule is interrupted? Give an example of how you handle it.
- Have you had to convince a team to work on a project they weren’t thrilled about? How did you do it?
- Give an example of how you’ve worked on a team.
- Have you handled a difficult situation with a co-worker? How?
- What do you do if you disagree with a co-worker?
- Share an example of how you were able to motivate employees or co-workers.
- Do you listen? Give an example of when you did or when you didn’t listen.
- Have you handled a difficult situation with a supervisor? How?

Questions Employers Cannot Ask

Employers are legally restricted from asking you questions on the following topics:
- Age
- Gender
- Religion
- Sexual preference
- Marital/family status
- Country of origin
- Disabilities

If you are asked these questions you have options on how you may answer the employer,
- You may choose to answer the question, but only if you are comfortable with doing so;
- You could change the subject of the conversation to avoid the question; You can ask why they are asking so you can understand how that information is important to the job;
- And of course, because you are not legally required to answer, you can always refuse to answer the question.
**Dress for Success**

Workplace attire will vary from industry to industry and office to office and that will be important to note once you get the job. For the interview and career fairs, you should almost always wear business professional attire. Typical professional business attire includes dress shoes, suits, and neutral colors and hues. Dressing professionally will set the right tone for potential employers. When in doubt, air on the side of a more conservative look because once you are hired you will be able to adopt company or office dress culture.

**GROOMING**
- Hair should be trimmed, pulled away from face and or neatly styled.
- Wear daytime, natural-looking makeup
- Avoid overpowering scents like perfumes or cologne
- Nails should be clean and manicured

**SUITS**
- Wear a 2 piece, matching suit
- If you wear a skirt it should be knee length
- Stick to neutral colors (brown, dark gray, black or navy)

**SHIRTS/BLOUSES**
- Light colored button-down shirts or blouses are usually appropriate
- Long sleeve button down shirts should fall ¾ to ½ inch below the suit sleeve
- Be sure to iron your shirt
- Cotton is a good fabric to wear because it is very breathable
- Wear a shirt that you are comfortable in even if you have to take off your jacket.

**ACCESSORIES**
- Keep jewelry and accessories simple. Avoid distractions, You want the employer to focus on your qualifications.
- Limit rings and piercings for interviews and job fairs.
- Padfolios, a purse, or professional bag is good.
- Belts should match the color of your shoes
- Avoid, if possible, visible tattoos

**SHOES**
- Select comfortable shoes
- Low and closed toed heels or dress shoes
- For dress shoes wear socks that match the colors in your suit or shirt should be worn.

**ADDITIONAL PIECES**
- Consider wearing hosiery or pantyhose to provide a clean look. Make sure that your pantyhose do not have holes or runs in them. Bring an extra pair to fix this problem if this happens
- Choose a tie that does not have a busy pattern. Your tie should end at mid belt

**Pursuing Graduate and Professional School**

Applying to graduate or professional school can be a time-consuming and tedious process. It is important to consider all the options and factors, from researching schools and programs to submitting your application. There are plenty of people on campus who are ready and willing to help you start and get through this daunting process, like your career counselor, academic advisor and/or professors. As you are getting started, make sure to consider the timeline and notes below.

**Key Steps for Applying to Graduate and Professional School**
- Research graduate programs of interest
- Complete volunteer work or internship in intended field
- Grab every opportunity to make conference presentations or to collaborate on publications
- Be active and selective in student organizations
- Write an honors thesis if you have the option
- Join professional organizations in your discipline
- Get research experience with a faculty mentor
- Take the appropriate entrance exam at least six months before you need to apply
- Select references carefully and give them enough time and information
- Make sure that your entire application is NEAT and complete

**Graduate Admissions Test**

Tests you need to take vary by the types of programs you are applying to and can vary from school to school.

- GRE – Graduate Record Examination
- GMAT – Graduate Management Admission Test
- MCAT – Medical College Admissions Test
- LSAT – Law School Admission Test
- PCAT – Pharmacy College Admission Test
- MAT – Miller Analogies Test

**The Entrance Essay**

The entrance essay provides an opportunity for you to differentiate your qualifications from other candidates. It can have various names such as personal statement, letter of intent, statement of purpose, autobiographical statement and/or objectives of the graduate study.

**Structure of Your Essay**

Adhere strictly to all content/format guidelines and page/word number limits. If no specific guidelines for format or content are offered, be brief and state your points clearly.
**Style of Your Essay**
Engage your reader. Avoid flowery wording. Be compelling and offer an interesting opening paragraph and supporting paragraphs that help the reader understand why you are applying to this type of graduate program. Each paragraph should be focused and have a topic sentence that informs the reader of the paragraph’s emphasis.

**Checklist for Admissions to Graduate/Professional School**

*Use this checklist to record your actions as you apply to Graduate/Professional Schools*

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*Compliments of ASU Career Development Center*