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Why take your Pirate pride elsewhere? Career opportunities are surging in eastern North Carolina with Vidant Health.

Growth like ours requires talented, driven individuals. We’re hiring exceptional nurses, IT professionals, medical technologists and other professionals including physical, occupational and speech therapists.

In our academic medical center, community hospitals, ambulatory clinics and home health agencies, come put your passion to work alongside leaders in your field. You’ll quickly develop the professional experience and confidence needed as you begin your career. It’s all about improving the health and well-being of eastern North Carolina — an incredible place to call home.

Make the choice of a lifetime at VidantHealth.com/Careers.
Dear ECU Students and Alumni:

Career planning for today’s college student looks very different in 2018-2019. The days of waiting until your junior or even senior year to visit Career Services are long gone. It is imperative that you start thinking about post-college employment during your freshman year. ECU Career Services integrates career planning into the “lifecycle” of our students, and this Career Resource Guide serves as a valuable “roadmap” on your college to career journey.

So what are your career options and why start thinking about a career now? Simply put, 87% of ECU graduates were employed or continued their education within six months of graduation and four of every five graduates using Career Services found a job within six months of earning their degree.

Whether you’re deciding on a major, trying to gain relevant work experience, maneuvering the pathway to employment, or learning to live a successful and meaningful life—Student Affairs and Career Services are here to help you!

Once you decide on your academic major, Career Services assigns a career counselor who will help you explore career options or graduate schools, search and apply for internships and jobs, prepare for interviews, and connect with the professional network in your chosen field. We encourage you to schedule an appointment to meet with your counselor now and stay connected throughout your journey at ECU.

Building connections with employers and alumni early in your college experience will pay lasting dividends in your professional life. We urge you to attend as many career fairs and employer events as possible throughout your college career. Finally, we encourage you to secure internships, co-ops or part time employment to acquire real world experience and enhance the learning that occurs inside the classroom.

Utilize every Career Services resource available. We encourage you to visit Career Services at our office on 5th Street or online at www.ecu.edu/career. Most importantly—START NOW!

Sincerely,

Virginia D. Hardy, PhD
Vice Chancellor for Student Affairs
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Career Services

OUR MISSION
East Carolina University Career Services supports and empowers students in their career development to succeed as professionals in a global community.

OUR VISION
ECU graduates are prepared to pursue and manage their careers within a global community.

OUR VALUES
Empowerment
Students will be empowered to make informed career decisions.

Collaboration
Through building relationships with faculty, staff, and employers, students will establish valuable career connections.

Development
Student development is enhanced by self-exploration and discovery.

Preparation
We prepare and engage students to become professionals in a changing global workforce.
As a department within the Division of Student Affairs at ECU, Career Services is dedicated in contributing to the commitments of the Division.

Commitment: Maximize Student Success
The success of our students is the ultimate measure of our university. We will support excellence, expand opportunity, and celebrate achievement.

Services

Counseling
One-on-One
• Career Counseling/Career Education
• Graduate School Preparation
• Interview Preparation and Practice
• Job and Internship Search
• Job Offer Evaluation/Negotiation
• MBTI or Virtual Job Shadow Assessment Debriefs
• Personal Statements and Graduate School Essays

Walk-In
• 15 Minute walk-in meetings with Career Services team members, Thursday and Friday from 11 am-3pm.

CO-Operative Education
The team collaborates with faculty, employers, and students to help develop and facilitate internships and cooperative education opportunities.

Employer Relations and Recruitment
An employer relations team helps connect ECU students and alumni with employers.

Presentations and Workshops
Team members present career-related topics to academic classes and campus groups throughout the year.

Internship & Employment Posting
Career Services hosts a database called Handshake, a multi-functional Career Management System that lists hundreds of employment opportunities exclusive to ECU students and alumni.

Online Services and Technology
• Handshake - Hundreds of jobs and internships
• Virtual Job Shadow
• Interview Stream - Practice interviewing technology
• Career Shift - National job postings and contacts
• Resume Samples
• Virtual Workshops

Student Business Cards
Students can print free personalized business cards for networking events and career fairs.

Programs

Career Fairs
Throughout the year Career Services hosts numerous employment, graduate and pre-professional fairs to connect students with hiring recruiters from local, national, and global companies.

Resume Blitzes
Career liaisons will host resume review sessions in various locations and times throughout campus.

Career Leadership Series
This series educates students on career readiness and leadership topics.

Professional Etiquette Dinner
This annual event helps students learn what to expect and how to perform at formal networking events. A five course interactive dinner is hosted by a national professional Etiquette Consultant. Business attire is required!

Pirate Employer Series
Each semester, employers from various industries visit ECU to recruit students and conduct information sessions about their organizations.

On Campus Interviews
Employers visit campus to meet students and conduct interviews for internships and full-time jobs.

Presentations
Career Services offers a variety of presentations on topics that include: Resume and Cover Letter Writing, Internships and CO-OPs, Interviewing, Job Searching, and Social Media.

Special Programs and Events
Career Services offers special programs as requested for student groups, faculty and employers.
4 YEAR PLAN: YOUR MAP FOR CAREER SUCCESS

1ST YEAR
- Discover Career Resources
  - Visit ecu.edu/career to learn about ECU Career Services resources
  - Establish your Handshake account and unlock over 800 internship, CO-OP, and job opportunities
  - Explore majors and career possibilities
  - 100% of students who visited ECU Career Services reported that their visit helped them with their problem

2ND YEAR
- Engage and Connect Career Interests
  - Connect with ECU Career Services and obtain a Career Resource Guide
  - Join career related organizations for your career interests
  - Secure career related internships, volunteer activities, part-time jobs and CO-OPs
  - Attend career fairs and employer information sessions on campus
  - Employers report that one of the top skills they look for in recent graduates is the ability to work in a team structure

3RD YEAR
- Plan for Graduation and After
  - Develop a LinkedIn profile and resume to communicate career related skills
  - Obtain an Internship or CO-OP for academic credit
  - Research graduate schools and required entrance exams
  - Attend all career fairs and on campus interviews with employers of interest
  - Over 64% of employers made full-time offers to CO-OP students

4TH YEAR
- Implement Graduation Plans
  - Refine resume and social media profiles to reflect career goals
  - Engage in campus recruitment through career fairs and on campus interviews
  - Discuss your graduation plans with a Career Counselor
  - Log in to Handshake daily to discover new job postings and employer contacts

Graduate from ECU with career success!

The average time it takes to find a job after graduation is 6 months.
When preparing to choose a major or career, it is important that you understand that this decision is a process and the best place to start is understanding yourself and exploring self interests, values, personality, and goals. Research suggests that 80% of entering college students admit they do not know what they want to major in and almost 50% of first year students change their major at least once before graduation. The following are suggested phases that can be taken to help you be confident in your career decisions and confirm you have found a career choice that fits you and your future goals.

- **Explore Self**
  What are your interests, values, abilities, strengths, past experiences, and personality type? Through self-assessment you can better understand how certain majors and careers may be a better fit for you. Isn’t it better to discover your interests now, while still in college, then to find out many years later when stuck in a career field that does not hold your interest? Exploring and learning more about yourself is usually the first place to start. This will help you eliminate careers you have no interest in pursuing.

- **Explore Majors & Careers**
  Did you know that there are over 22,000 occupational titles in the United States and over 100 academic majors at ECU? You cannot possibly think about or investigate all of them. You may want to start by learning about different job titles in your major or field of interest, required skills and experience, job outlook in that area, and salary and advancement opportunities. ECU Career Services provides many tools and resources to help you explore these possibilities.

- **Set Goals**
  Once you have learned about yourself and have researched majors and careers, you can start to think about the next steps. Setting goals can help you start small in working towards long-term career goals. Attempt to set achievable goals that move you towards learning more about a career of interest and confirming you are on the right track.

- **Take Action**
  Now that you have identified a career or major of interest and set some goals, it is now time to take action towards these goals. Taking action and testing the water is an important part of confirming your career goals. You will never know if you find fulfillment in a career until you try the occupation out for yourself. ECU Career Services provides several resources and tools to help you identify and secure employment, volunteer and networking opportunities.
Career Exploration Through Assessments

Assessments are tools (surveys) that can be used to explore, evaluate and measure various personal attributes. These tools help you gain a better understanding of yourself by reflecting your core interests, personality traits, values and skills. Self-assessments are not designed to answer all of your questions, and cannot tell you what you are “supposed to be.” Rather, these tools should be used as helpful guides in discovering occupations you may not have considered and/or realistically evaluating fields that you already have in mind. The goal of the assessment process is to identify career options that would be truly interesting and satisfying to you. They are a good foundation for launching focused occupational research and making informed career and education decisions.

Types of Assessments
- **Interest Assessments:** Reflect what activities you most like to do/what you gets you excited.
- **Personality Assessments:** Describe how you react to certain situations and people, how you make decisions, how you organize information and go about solving problems.
- **Skills Assessments:** Are a reflection of your talents and the types of things you easily learn and excel.
- **Values Assessments:** Describe what is most important to you in your life. For example, you might value helping other people, being creative, having a secure job, etc.

How can I complete these assessments?
Many free assessment tools can be found online but the options can be overwhelming and they are not all reliable and valid. ECU Career Services provides students with access to the following tools because of their reliability, validity, and ease of use.

**Myers-Briggs Type Indicator®**
The MBTI is the most widely used personality inventory in the world. The preferences suggested by the MBTI can help you make career and personal decisions, with scores highlighting preferences on four dimensions. The various combinations of these preferences result in 16 personality types, which relate to career choices, communication modes and learning styles. The MBTI is taken online, and the results are provided during an individual appointment with a trained MBTI professional.

Contact ECU Career Services at (252) 328-6050 to receive access.

**Recommended Sources for Occupational Research:**
- O’NET— http://www.onetonline.org
VirtualJobShadow includes innovative tools and resources that blend technology with real-life career knowledge for 21st century learners.

Features include:

Engaging Video Content: Available only at VirtualJobShadow.com, our 1000+ job shadowing and career advice videos give you a window into your dream jobs.

Career and Interest Assessments: Measure your interests using our assessments and match results with exciting new careers in Career Central.

Digital Portfolio: Utilize our guided resume builder, career assessment tools, post-secondary planning and goal setting features to develop a personalized career plan.

To access this FREE resource visit: https://www.virtualjobshadow.com/vs3/ecu
While the resume serves as an “advertisement” and overview of your background, the cover letter can heighten the employer’s incentive to learn more about you and connect your skills to the opportunity. Written communication also demonstrates your ability to construct and convey your writing abilities.

Cover letters and Prospect letters serve the same purpose to introduce who you are and your reason for writing. A Prospect Letter is addressed to organizations that DO NOT have an advertised position while a Cover Letter is addressed to an organization that has an advertised opening which you qualify for. You can also utilize a Letter of Reference if a person such as a recruiter, professor, or professional connection referred you to apply for a position or to a company.

TAILORED your letter to the requirement of the position and the employer’s needs. Know your reader and the organization. PROOFREAD, PROOFREAD AND THEN PROOFREAD AGAIN! Spell and grammar check. Check your format and punctuation. Be brief, but detailed and double check that your content is addressed and detailed for the correct employer!

Don’t make an employer guess why you are writing or what you are writing about. In choosing your words, think about the purpose of your letter and details of your individual circumstances.

Cover Letters

Header and Address
Consider using your header from your resume or use basic letter format by adding your return address at the top.
Address your letter to a direct person in the company. This information can be found through research. However, if you research doe not uncover a direct person, use a title such as “Recruiter” or “Hiring Manager” rather than “To Whom It May Concern”.

Introductory Paragraph
Indicate your interest, and reveal your source of information.

Middle Paragraph(s)
Outline your strongest qualifications—focus on broader occupational and/or organizational dimensions to describe how your qualifications match the work environment. Convince the employer you have the personal qualities and motivation to contribute to the organization. Focus on you, not the employer. Do not repeat the resume but highlight how your skills relate.

Closing Paragraph
Express appreciation to the reader for his or her time and consideration and include contact information.

Signature and Enclosure
Don’t forget to sign your letter. (This is not necessary if you are uploading to a website or emailing)
Enclosure is used to indicate that there is another document (or multiple documents) that accompany your cover letter such as a resume and references.

Ima Pirate
701 East 5th St. • Greenville, NC 27858
Imapirate17@students.ecu.edu • 252-328-6050

January 30, 2019
Mr. Brett Newkirk
Director of College Recruiting
William Morris Endeavor
1400 W. 14th Street, 2nd Floor
New York, NY 10003

Dear Mr. Newkirk:

I am writing to express my interest in completing the emerging media internship as advertised on the William Morris Endeavor website. As a Communications major with a Media Studies concentration and a minor in Business Administration at East Carolina University my foundation is place to exceed as an active member of the internship program. Additionally, my direct experience in sales and marketing make me strong candidate for this program. I am ready to apply my education, business savvy, and enthusiasm for new media to contribute to the success of William Morris Endeavor.

Pursing a Bachelor of Science in Communication, I have taken several course that will help me excel in this internship. I have had the opportunity to receive advanced education in subjects that include Media Effects, Persuasion Theories, Audio and Video Production, Post Production Techniques, and Web Design. These courses have enhanced my knowledge of emerging media and provide the most recent training in these technologies.

As a former employee of Kaplan Test Prep and Paradigm Books I developed strong marketing and sales skills. Both positions required personal and professional initiative and my success was due to my ability to form relationships, sell services, and prospect new business. Currently, I am employed with the university newspaper, The East Carolinian as a Student Advertising Manager where I not only exceed monthly sales goals, but am also responsible for supervision and training of five team members. An internship with WME will allow me to maximize my skills in sales, marketing, and advertising and to explore the use of social media.

I believe that my education and experience make me a great candidate for this position. I would appreciate an opportunity to meet with you and discuss this internship further. I am also available to interview via phone (252-555-5555) or Skype (Ima.Pirate). Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

Ima Pirate

Enclosure
February 11, 2019
2812 Thackery Road
Greenville, NC 27858

Mr. Eye Gottajob
Human Resources Manager
Google Inc.
1600 Amphitheatre Parkway
Mountain View, CA 94043

Dear Mr. Gottajob:

As a Communication major, I know the future of business is in the internet. Since Google’s creation in 1998, I have watched it set new heights for a new globally interactive world. Your mission to organize the world’s information and make it universally accessible aligns with my own skills in creating comprehensive communication to enhance an end users experience.

The education I have received at East Carolina University and my previous internships have prepared me for Google. While enrolled in advertising courses, I created media plans for Facebook and Microsoft’s Zune. For these projects, I conducted market research to determine targets and decided which geographic regions to run advertisements in. Additionally, I also determined the most effective media to use with a $20 million budgets. Both media plans had a situation analysis, an objective, strategies and rationales section, and promotions.

Currently, as a campus representative for ECU Television, I practice marketing on a daily basis. The marketing plan I devised and executed as an Intern with Panasonic placed third in a national competition for driving the most people to their website. In regards to my writing, online and leadership experience, I have had seven articles published. As an intern with Our State magazine, I used excel and Google Analytics to prepare monthly traffic reports with tables and graphs of click-through rates, pageviews, YOY% increases, unique visits, and popular content.

During the week of March 11 through 15, I will be in the Mountain View area and would like to make arrangements to meet with you. If you need to reach me before then, feel free to connect with me at jobhunterm14@students.ecu.edu or by phone at 252.328.6050. Thank you for your time and consideration.

Sincerely,
Maddie Jobhunter
Enclosure: Resume
March 17, 2019

Mr. Eye Gottajob
Google, Inc.
1600 Amphitheater Parkway
Mountain View, CA 94043

Dear Mr. Gottajob:

I would like to express my gratitude for the opportunity to discuss my qualifications with you on Thursday March 14, 2019. The Advertising Representative position we discussed is a wonderful opportunity for which I feel uniquely qualified. I appreciate you taking the time to interview with me and share interesting information on Google, Inc. and the position.

As we discussed, my educational background in advertising and marketing, along with my previous advertising internship within the field, will enable me to interact effectively with clients and creatively produce results. Not only am I able to discuss the benefits of advertising with Google, but can also relate the technical aspects with the internal creative team and with the client.

Should you need additional information from me, please do not hesitate to contact me by phone or email. Again, thank you for taking the time to connect with me and I look forward to our future conversations on the wonderful opportunities with Google, Inc.

Respectfully,

Maddie Jobhunter

Maddie Jobhunter

April 1, 2019

Mr. Eye Gottajob
Google, Inc.
1600 Amphitheater Parkway
Mountain View, CA 94043

Dear Mr. Gottajob:

Thank you for the recent offer of employment as an Advertising Representative with Google, Inc. It pleases me to accept this offer as the position sounds rewarding and challenging, particularly the opportunity to train with seasoned representatives. I look forward to this opportunity.

I have read and reviewed the contract and understand that your offer involves a start date of June 1, 2019 and starting salary of $35,500 plus benefits. I will contact you within the next several weeks to discuss travel and moving details as you requested.

I am excited about joining Google, Inc. and the distinguished opportunity to be a part of such a well-known organization and team of individuals. Once again, thank you for the offer.

Sincerely,

Maddie Jobhunter

Maddie Jobhunter
**Letter of Decline**

- Professional etiquette requires that you decline a position or a site visit graciously.
- Write to the person who wrote you and thank him or her for the offer and briefly state your reason for declining the offer.
- Restate your appreciation at the end of the letter and, if so inclined, ask that you are kept in consideration for future positions.

---

**Email Correspondence Do’s & Don’ts**

**DO:**
- Include an appropriate subject line
- Include a professional e-signature (Name, Major/Degree)
- Include your resume/CV as an attachment in a PDF format
- Give a brief introduction of who you are and why you are writing
- Spell and grammar check before sending

**DON’T:**
- Send attachments without a subject, body, or signature
- Use text message formatting or shortcuts

---

**From:** Pirate, Victor E  
**Sent:** Monday, March 12, 2019 10:11 AM  
**To:** Jackson, Samuel L.  
**Subject:** Victor Pirate Resume – Hospitality Management Application  
**Attachment(s):** Victor Pirate Cover Letter; Victor Pirate Resume

Greetings Mr. Jackson.

It was a pleasure to meet you at the Spring Career Fair hosted at East Carolina University. I am writing to formally express my interest in the Hospitality Manager position that is advertised on the Hyatt Regency website. My customer service experience coupled with my extensive internships make me an ideal candidate for the position.

I have attached my cover letter and resume which further details my qualifications and look forward to the opportunity to discuss them with you. Thank you in advance for your consideration.

Respectfully,

Victor E. Pirate, B.S. Hospitality Management Candidate May 2017
Employment References

Who Should Serve as Your References?
People who can speak positively and knowledgeably about your work-related qualities and personal characteristics are appropriate references. Possible options include:

- **Volunteer/Co-op/Internship/Clinical Advisors**: have insights that could be relevant to a potential employer such as skills, maturity, initiative, interpersonal skills and leadership qualities.
- **Past and present employers**: can address your skills, reliability, initiative, and ability to work with others. This information is valuable, even if your employment was not related to your career of choice.
- **Faculty members**: can usually speak about your academic ability, productivity, and timeliness, and perhaps can reference your work with others.

Always Secure Permission From a Reference in Advance.

- Provide a current copy of your resume (or vitae) to each person who agrees to serve as a reference. Your references can serve you best when they are provided relevant and timely information.
- When possible, send your references a copy of the job description for the positions for which you are applying.
- Re-contact your references to give them a “heads up” when you expect they will be called and provide them with the names of persons and organizations to which you’ve given their names.

---

**Ima Pirate**
201 Pirate Drive • Raleigh, NC 22222
imapirate10@students.ecu.edu • (919) 222-2222

**REFERENCES**

**Dr. Jane Doe**
Professor ~ East Carolina University College of Human Ecology
East Fifth Street
Greenville, NC 27858
(252) 231-5555
janedoe@ecu.edu

**Mr. Walter Randolph**
Assistant Store Manager ~ Walmart
210 Greenville Blvd, SW
Greenville, NC 27834
(252) 555-2045
wrandolph@walmart.com

**Ms. Jane Wilson**
Department Manager, Cosmetics ~ Saks Fifth Avenue
7700 Old Wake Forest Road
Raleigh, NC 27616
(919) 555-8211
jwilson@saks.com

---

Header and Address
Use your header from your resume and title the page.

Proofread
Verify spelling of names, titles, and all contact information for your references.

How Many?
Each employer will specify the number of references they would like, however 3-4 is a good rule of thumb.

Remember
References = Relationships
Your references should be people whom you feel comfortable asking to speak on your behalf and someone with whom you’ve developed a working relationship.
Ivanna Tawk
1212 Twitter Lane, Purcellville, VA 22022-3332 ivannatawk@gmail.com

Objective
To obtain a social media internship at Talk of the Towne utilizing my formal education and my skills in social media, organization, and communication.

Education
Bachelor of Science, Communication, East Carolina University, Greenville, NC Concentration: Public Relations May 2019
Concentration: Professional Communications

Profile/Skills
Spanish
Media Writing
Leadership
Social Media
Customer Service
Copywriting
Illustrator
Time Management
Deadline Savvy
Website Development
InDesign
Teamwork

Experience
ECU Writing Center, East Carolina University, Greenville, NC September 2018 - May 2019
Writer/Editor
• Reviewed and edited articles, research papers, essays for application to graduate schools, and other formal documents written by undergraduate and graduate students for content, grammar, and compliance to appropriate writing styles.
• Diplomatically discussed recommended edits with clients.
• Developed a research instrument to measure effectiveness and outcomes of services that became a standard tool of the Writing Center.

Rho Rho Rho Service Sorority, ECU September 2016 - September 2017
Events Chair
• Planned, coordinated, and promoted recruitment, fundraising, and celebration events for groups ranging from 25-500.
• Motivated committee of 10 students to develop and execute campaigns that raised more than $6,000 to assist homeless shelter.
• Developed and hosted annual recruitment activities and increased membership in one year by 22%.
• Designed flyers, posters, and T-shirts to promote activities and built and maintained website.

Community and Campus Activities/Affiliations
Student Public Relations Association, Event Planners R Us, Give to the Vets, Marathon for Life

Objective
To obtain a social media internship at Talk of the Towne utilizing my formal education and my skills in social media, organization, and communication.

Resume Styles:
• Resume styles focus on the order and the way information is placed on your resume. Typically resumes fit one of the following three styles: chronological, functional, or combination (see samples for examples of each style).
• Choosing the right style comes down to two factors:
  1. The amount, consistency, and depth of work experience you have in your field of interest
  2. How well the job you currently are seeking aligns with your past work experience

Your resume is destined for the trash if:
• It is not specifically written to match the position
• Includes misspelled words or poor grammar
• Includes your picture and personal information such as height, weight, age, etc.
• Lists titles and positions without explaining activities, experiences and results
• Contains inappropriate or unprofessional email (hotchick123@gmail.com)
• Is filled with irrelevant information

Avoid the trash with these resume prep steps:
• Make a master list of all your past and current experiences that include; class projects, volunteerism, organizations, awards, jobs, etc.
• Analyze the position and identify key skills the employer is seeking. Match your past and current experiences to the position
• Rework your resume so that your past experiences from the master list connect and show related experiences to the position

Purpose:
Think of your resume as an advertising tool that summarizes your relevant qualifications and tells the reader what you have done and can do in the field.

Guidelines:
• Tailor the resume to fit each position; one size does not fit all.
• Find out what is important by researching the website and job descriptions.
• Use action verbs to describe your experiences and achievements.

Format:
• The look: uncluttered, plenty of white space between sections, and error free.
• Length: One page
• Margins: ½ - 1 inch
• Font: clean, easy to read such as Calibri, Arial, Times, size 10-12

Content:
• Contact information: name, phone number, and professional email address

Skills Summary:
List both technical skills and transferrable skills, especially key words related to the position.

Objective:
An objective is a waste of time and space unless it:
• Highlights your relevant skills and experiences
• Includes the job title and industry
• Clearly specifies what you will bring to the table

Education/Special Training:
Include full degree name and graduation date

Experience:
• Highlight your relevant accomplishments, experiences, strengths and skills. Do not restrict your information to jobs only; include volunteer activities, campus involvement, class projects, leadership roles, internships, etc.
• Frame bullet points as accomplishments
• Begin each bullet with an action verb

Community and Campus Activities/Affiliations:
List professional and volunteer activities.

Build a Better Bullet
A strong bullet point includes:
• Goal: The objective or purpose of the task
• Effect: The outcome or result of the task
• Success: The benefit of the task and its positive contribution to the organization.

Begin with a specific task such as: Answered the phone.
Now, apply the above:
• Goal: To answer the phone and direct to appropriate staff
• Effect: Answer the phone quickly and efficiently
• Success: Minimized the amount of time a caller had to wait on the line.

Revised statement: Directed callers to appropriate staff quickly and efficiently, minimizing caller wait time.

ECU Career Services • CAREER RESOURCE GUIDE • www.ecu.edu/career
Transferable Skills on Resumes

As you begin your job search or consider careers that would be right for you, it is important to know what you are good at and what you enjoy doing. Over the years, you have developed many skills from coursework, extracurricular activities, internships, jobs and your total life experiences. If you’ve researched, written, edited and presented papers for classes, you’ve used skills that are not limited to any one academic discipline or knowledge area but are transferable to many occupations. A prospective employer expects you to apply the skills you have learned through your studies, work, and life experiences to the work environment.

What Skills and Qualities Are Important to Employers?

The following is a list of functional areas that you can draw transferrable experiences for your resume or an upcoming interview.

Human Relations

Attend to the social, physical or mental needs of people

- being sensitive
- counsel
- advocate
- coach
- providing care
- convey feelings

empathize

interpersonal skills

facilitating group process

active listening

motivate

Design & Planning

Imagine the future, develop a process for creating it

- anticipate problems
- create images
- design programs
- display
- brainstorming new ideas
- improve

compose

think visually

anticipating consequences of action

conceptualize

creating images

Communication

Exchange, transmission and expression of knowledge and ideas

- speak effectively
- write concisely
- listen attentively
- express ideas
- facilitate discussion
- provide appropriate feedback
- negotiate
- perceive nonverbal messages
- persuade
- describe feelings
- interview
- edit
- summarize
- promote
- work in a team
- make presentations
- think on one’s feet
- deal with public

initiate new ideas

make decisions

lead

solve problems

meet deadlines

supervise

motivate

coordinate tasks

assume responsibility

set priorities

teach

interpret policy

mediate

recruit

resolve conflict

organize

determine policy

give directions

set goals

analyze ideas

analyze data

define needs

investigate

read for information

gather information

formulate hypotheses

calculate and comparing

develop theory

observe

identify resources

outlining

create ideas

identify resources

critical thinking

predict and forecasting

solve problems

Organization, Management

Direct and guide a group in completing tasks and attaining goals

Research & Planning

The search for specific knowledge
Resume Power Verbs

**Fundraising**
- research
- analyze
- strategize
- program
- develop
- contact
- inquire
- inform
- motivate
- direct
- persuade
- monitor
- coordinate

**Public Relations**
- record
- assess
- prepare
- coordinate
- present
- negotiate
- publicize
- strengthen
- promote
- handle
- participate
- facilitate
- troubleshoot

**Accounting**
- record
- assess
- audit
- prepare
- maintain
- forecast
- calculate
- estimate
- figure
- appraise
- examine
- measure
- verify

**Leadership**
- create
- lead
- encourage
- manage
- organize
- compare
- inspire
- represent
- govern
- direct
- advise

**Writing**
- conceive
- construction
- craft
- integrate
- interpret
- capture
- abstract
- express
- inform
- summarize
- conclude

**Craft/Artisan**
- create
- design
- build
- entertain
- perform
- draw
- render
- illustrate
- compose
- construct
- conceive
- choreograph

**Research & Development**
- identify
- evaluate
- review
- assess
- compare
- analyze
- critique
- explain
- prepare
- recommend
- conclude
- determine

**Human Resources**
- assess
- analyze
- invest
- budget
- inventory
- evaluate
- appraise
- construct
- develop
- acquire
- deploy
- manage
- project

**Finance**
- analyze
- assess
- review
- dissec
- interpret
- discern
- conceptualize
- discover
- infer
- illuminate
- clarify
- quantify
- qualify
- conclude
- advise
- read

**Analysis**
- review
- analyze
- check
- compare
- comment
- correct
- rewrite
- revise
- rework
- amend
- improve
- initiate
- investigate
- conclude

**Editing**
- troubleshoot
- problem solve
- assess
- assist
- arrange
- guide
- counsel
- survey
- serve
- contribute
- motivate
- train

**Consulting**
- educate
- tutor
- stimulate
- inform
- instruct
- facilitate
- awaken
- explore
- advise
- counsel
- entertain
- amuse

**Teaching**
- perform
- model
- read
- inspire

**Program Development**
- analyze
- design
- construct
- develop
- prepare
- strategize
- coordinate
- formulate
- recommend
- persuade
- implement
- monitor

**Information**
- appraise
- analyze
- inventory
- structure
- design
- categorize
- document
- process
- manage
- program
- link
- coordinate
- organize

**Management/Supervision**
- organize
- coordinate
- facilitate
- plan
- schedule
- delegate
- mediate
- evaluate
- strategize
- develop
- listen
- consult
- build
- display

**Design**
- conceptualize
- design
- troubleshoot
- inspect
- locate
- edit
- analyze
- implement
- construct
- modify
- operate

**Technical**
- conceptualize
- design
- troubleshoot
- inspect
- locate
- edit
- analyze
- implement
- construct
- modify
- operate

**Marketing**
- review
- assess
- analyze
- quantify
- identify
- announce
- promote
- advertise
- advance
- boost
- improve

**Selling**
- inform
- educate
- persuade
- organize
- assist
- maintain
- liaison
- assist
- support
- arrange
- systematize
- schedule
- coordinate
- streamline
- simplify

**Organizing/Logistics**
- classify
- analyze
- quantify
- identify
- announce
- promote
- advertise
- advance
- boost
- improve

**Counseling/Healing**
- listen
- sense
- intuit
- assess
- analyze
- assist
- align
- coordinate
- understand
- inform
- facilitate
- help

Reprinted from Virginia Tech’s Career Planning Guide.
Resume Rubric

The rubric below can be used to score the effectiveness of your resume. Use the rubric to score your resume before meeting with a Career Counselor to have your resume critiqued. After your final edits are completed, score the final version of your resume using the rubric.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Reviewer:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent (3)</th>
<th>Good (2)</th>
<th>Poor (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Appearance &amp; Style</strong></td>
<td>• Appropriate use of bold, italics, &amp; underlines to emphasize key points</td>
<td>• Fills one page but with too much white space</td>
<td>• Exceeds one page due to irrelevant information</td>
</tr>
<tr>
<td>Goal: To ensure your resume is well-structured and highlights skills, strengths, and experiences that are relevant to the employer/audience.</td>
<td>• Good use of space; not a lot of extra white space</td>
<td>• Some inconsistent fonts &amp; section headings</td>
<td>• Does not fill majority of one page</td>
</tr>
<tr>
<td>Comments:</td>
<td>• Fills one page without over crowding</td>
<td>• Some relevant information throughout</td>
<td>• Font style &amp; size is readable</td>
</tr>
<tr>
<td>SCORE:</td>
<td>• Relevant information appears throughout</td>
<td>• Important information is not clear to reader or does not stand out</td>
<td>• Information not laid out in a clear &amp; consistent layout</td>
</tr>
<tr>
<td></td>
<td>Section headings reflect content &amp; content substantiates headings</td>
<td></td>
<td>• Overall lack of structure</td>
</tr>
<tr>
<td><strong>Typos, Grammar &amp; Spelling Errors</strong></td>
<td>• Free of spelling, punctuation &amp; spacing errors</td>
<td>• Few &amp; minor spelling, punctuation, &amp; spacing errors</td>
<td>• Resume is hard to understand due to numerous errors in spelling, punctuation, grammar, &amp; spacing</td>
</tr>
<tr>
<td>Goal: To ensure your resume is free of errors in mechanics, usage, grammar, or spelling.</td>
<td>• Grammar is appropriate &amp; consistent</td>
<td>• Some personal pronouns</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td>• No personal pronouns present</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCORE:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Objective Statement</strong></td>
<td>• Clear &amp; concise</td>
<td>• Missing key information</td>
<td>• Includes too much or too little information</td>
</tr>
<tr>
<td>Goal: To ensure your statement is clearly targeted to a specific company, industry, and/or position.</td>
<td>• Type of work is clear &amp; targeted</td>
<td>• Does not clearly state the position, industry &amp; relevant skills</td>
<td>• Does not contain key information</td>
</tr>
<tr>
<td>Comments:</td>
<td>• Contains the type of position being sought</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCORE:</td>
<td>• Contains industry and/or company name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Education Section</strong></td>
<td>• Entries are in reverse chronological order</td>
<td>• Degree is abbreviated</td>
<td>• Missing institution name and location</td>
</tr>
<tr>
<td>Goal: To convey academic qualifications and relevant training and certifications.</td>
<td>• Degree is spelled out</td>
<td>• Coursework listed is not all relevant</td>
<td>• Entries are not listed in reverse chronological order</td>
</tr>
<tr>
<td>Comments:</td>
<td>• Major(s) is indicated</td>
<td>• No minor/concentration indicated</td>
<td>• List start and finish range of graduation date</td>
</tr>
<tr>
<td></td>
<td>• Indicate minor/concentration, if applicable</td>
<td>• Institution is named but abbreviated</td>
<td>• Irrelevant or outdated high school information listed</td>
</tr>
<tr>
<td>SCORE:</td>
<td>• Graduation month/year are indicated</td>
<td>• Specific department is listed</td>
<td>• List institution from which no degrees were received</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Experience Section</strong></td>
<td>• Organization name, position title, location, &amp; dates are included</td>
<td>• Action verbs are weak</td>
<td>• Missing degree, major, and/or concentration</td>
</tr>
<tr>
<td>Goal: To highlight your relevant experiences, skills, and accomplishments.</td>
<td>• Bullet/SARs begin with strong action verbs, do not repeat, and are in correct verb tense</td>
<td>• Verb tense is incorrect and/or inconsistent</td>
<td>• Includes too much or too little information</td>
</tr>
<tr>
<td>Comments:</td>
<td>• Bullet/SARs are concise, direct, &amp; indicate one’s impact/accomplishments</td>
<td>• Verbs repeat frequently</td>
<td>• Does not contain key information</td>
</tr>
<tr>
<td></td>
<td>• Results are quantified (fs, $, %, etc.)</td>
<td>• Bullet/SARs are not concise or direct and do not indicate impact</td>
<td>• Does not indicate accomplishments or results</td>
</tr>
<tr>
<td>SCORE:</td>
<td>• Experiences and/or skills are listed in order of relevance</td>
<td>• Bullet/SARs under experiences and/or skills are listed in order of importance</td>
<td>• Exceeds one page due to irrelevant information</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Additional Sections</strong></td>
<td>• Listings are relevant to the target audience</td>
<td>• Some listings are relevant</td>
<td>• Items are wordy</td>
</tr>
<tr>
<td>Goal: To demonstrate additional relevant experiences, skills, or accomplishments.</td>
<td>• Listings are concise</td>
<td>• Some listings are relevant</td>
<td>• Items are vague or irrelevant</td>
</tr>
<tr>
<td>Comments:</td>
<td>• Section title is appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCORE:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL SCORE:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Comment(s):**
Sample Resume

MICHAEL CANNON
244 10th Street • Greenville, NC 27834 • 829.253.9380 • mcannon@gmail.com

Objective
To obtain a position as a Health Educator utilizing my strengths in needs assessment, program planning, and health education.

Capabilities Profile
Program Planning & Evaluation Implementing Programs Health Education
Communication Health Promotion Epidemiology
Public Speaking Certified Peer Educator Needs Assessment

Education
East Carolina University Greenville, NC May 2019
Bachelor of Science in Public Health
Concentration: Community Health
Minor: Biology
GPA: 3.24
Honors: Chancellor’s List (Spring 2018, Fall 2018)

Related Coursework
Needs Assessment and Program Planning, Program Evaluation, Applied Principles of Health Promotion, Community Strategies for Health Education, Theory and Practice in Community Health Education

Relevant Experience
East Carolina University Greenville, NC January 2017 – May 2017
Student: Program Planning & Needs Assessment
• Observed food choices & and health behaviors of female mall patrons
• Completed needs assessment on African American women of reproductive age
• Created a program to increase the knowledge and awareness of preconception care among African American women

Office of Public Health Greenville, NC November 2016 – May 2017
Certified Preconception Peer Educator
• Family life planning; before, during & after care; risk assessment
• Informed females on the steps in becoming healthy before conception
• Educated males and females on preconception and how to decrease barriers and increase a healthy pregnancy
• Performed risk assessment on men and women to better understand their reproductive health behaviors
• Distributed resources on contraceptives, smoking cessation, BMI, and stress management
• Encouraged and educated males on how to increase support of pregnant partner before and after pregnancy

Pitt County Preconception Health Campaign Goldsboro, NC August 2016 – November 2016
Volunteer
• Informed women about the importance of creating a reproductive life plan
• Educated females about making smart food choices and increasing physical activity
• Created flyers to explain the importance of taking a multivitamin with folic acid to prevent birth defects

Work Experience
Server, Carolina Ale House Greenville, NC August 2016 – Present
Mentor, Boys and Girls Club Greenville, NC October 2015 – August 2016

Leadership Activities
Member, North Carolina Society of Public Health Education September 2016 – Present
Member, Eta Sigma Gamma (Health Education Honor Society) September 2016 – Present
Secretary, Eta Sigma Gamma (Health Education Honor Society) January 2016
Volunteer, Special Olympics October 2015
Volunteer, Relay for Life September 2015
Ivanna B. Hired

(333) 333-3333 • nicei08@xmail.com
• www.linkedin.com/in/nicer

SUMMARY
Savvy public relations young professional skilled in writing, public speaking and developing social media content; proven experience creating and pitching brand messages and special event planning and implementation

SKILLS
- Spanish
- Media Writing
- Leadership
- Social Media
- Layout/Design
- Copywriting
- Illustrator
- Time Management
- Customer Service
- Dreamweaver
- Quark
- Public Speaking
- Event Planning
- Website Development
- In Design
- Teamwork

EDUCATION
Bachelor of Science, Communication, East Carolina University, Greenville, NC  May 2019
Concentration: Public Relations
3.6/4.0, Magna Cum Laude, Dean's List, Chancellor’s List

RELEVANT EXPERIENCE
ECU Writing Center, East Carolina University, Greenville, NC  September 2018-May 2019
Writer/Editor
- Reviewed and edited articles, research papers, essays for application to graduate schools, and other formal documents written by undergraduate and graduate students for content, grammar, and compliance to appropriate writing styles
- Diplomatically discussed recommended edits with clients
- Developed a research instrument to measure effectiveness and outcomes of services that became a standard tool of the Writing Center

Public Relations Student Society of America, Member  September 2015-May 2017
Promotions Chair  September 2017 -May 2018
- Designed and maintained website
- Sent out daily tweets; followed relevant groups
- Wrote monthly article for publication in Communication newsletter
- Effectively managed multiple duties under strict deadlines
- Coordinated promotion of all society events
- Worked closely with executive committee to coordinate communication to members

Rho Rho Service Sorority, Member, East Carolina University  September 2016-May 2017
Events Chair  January 2017 -December 2018
- Planned, coordinated, and promoted recruitment, fundraising, and celebration events for groups ranging from 25-500
- Motivated committee of 10 students to develop and execute campaigns that raised more than $6,000 to assist Homeless Shelter
- Developed and hosted annual recruitment activities and increased membership in one year by 22%
- Designed fliers, posters, and t shirts to promote activities and built and maintained website

ADDITIONAL EMPLOYMENT
Eat Your Vegetables, Riverborough, NC, Server  Summers 2015-2018

ADDITIONAL CAMPUS ACTIVITIES
Spanish Club  2015-2019
Alternate Spring Break, Quito Ecuador  Spring 2017
Gina J . Pirate
Gjprofessional@gmail.com | 252.111.1234
720 Pirate Lane Unit 104 | Greenville, North Carolina 27858

OBJECTIVE
To obtain a position as an English/Language Arts educator in the middle grades that will allow me to showcase my content knowledge, along with skills in classroom management, instruction and assessment.

EDUCATION
East Carolina University, Greenville, NC  May 2019
Bachelor of Science in Middle Grades Education  GPA 4.0
Licensures: Math and English/Language Arts, Grades 6-9  Honors: Chancellor’s List: Spring 2018, Fall 2017

University of North Carolina at Chapel Hill, Chapel Hill, NC  May 2015
Bachelor of Arts, Journalism and Mass Communication, PR Sequence, GPA 3.4
Minor in History

RELEVANT EXPERIENCE
Riverwood Middle School, Student Teacher Intern, Grade 7 ELA, Clayton, NC  August 2017 - present
• Create original lesson plans and units in accordance with the North Carolina Common Core Standards for English Language Arts grade 7.
• Well-versed in methods of instruction and assessment, creating clear objectives for each lesson and aligning assessments with objectives.
• Solid classroom management procedures and experience in maintaining a productive classroom environment.
• Work with students of all ability levels ranging from AIG to EC students.
• Experience working with IEP and 504 accommodations and modifying lessons and/or assessments to adhere to such modifications.
• Attend parent-teacher meetings to ensure that parents are kept abreast of their child’s progress in the classroom.
• Sit-in on PLC meeting to gain experience on how the curriculum will be employed in the classroom.

Cary Family YMCA, Swim Coach, Swim Instructor, Lifeguard, Cary, NC  October 2015 - present
• Coach the Mini Competitor Swim Team (ages 5-8) and Summer Swim team (ages 7-8), working to build both physical endurance and strength of character to prepare young athletes to swim in competitive environments. Focus is on individual growth and self-improvement.
• Swim Instructor for children of all ages and ability levels, even working with adults at times. Work on building confidence in the water, solidifying technique, and learning water safety all while encouraging the values set forth by the YMCA of caring, honesty, respect, and responsibility.
• Lifeguard to ensure the safety and enjoyment of all those who come to the YMCA. Focus on water safety and encouraging children to be responsible in the water. Current certifications in CPR, First Aid, and Oxygen/AED for the professional rescuer.

AquaVentures Swim Academy, Swim Instructor, Raleigh, NC  June 2015 - August 2015
• Worked with children ages 5-18 who were at various ability levels.
• Instructed children in the basics of swimming and fine tuning technique based on current skill levels.
• Delivered fun and personal swimming experiences to each student, instructing in a friendly and caring environment.

Youth Guidance, Volunteer, Vero Beach, FL  June 2011
• Assisted with after-school art program aimed at youths from single-parent homes and in need of mentors.
• Helped to encourage confidence in children through art, focusing on respect of self and others, and on kindness and caring.

ADDITIONAL WORK EXPERIENCE
• Launched and managed PRBrandBuilder, a subsidiary of ClearImage
• Administered the business development and public relations initiatives for Peak 10, a national data center
• Managed services provider, xaitment, a global AI middleware tool provider for the video game and simulation industries, and Gamebase USA, a global game engine provider for the video game industry.

MMI Public Relations, Project Coordinator, Raleigh, NC  September 2012 - August 2013
• Worked with multiple accounts across various industries including environmental, pharmaceutical, technology, real estate, education, economic development firms and research institutes.

TECHNICAL SKILLS AND PLATFORMS
SMART Technology, VoiceThread, Prezi, Study Island, Edmodo, Blog Talk Radio, Google Docs, NVU (Web-page creation/publishing), Fetch, FileZilla, iMovie, Blogger, WordPress, Blackboard, Moodle, Microsoft Office (Word, Excel, PowerPoint, Publisher
# Sample Resume

## Ivanna Teach

<table>
<thead>
<tr>
<th>Local Address</th>
<th>Permanent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111 NE Pirate Blvd. Apt 000</td>
<td><a href="mailto:Ivrl0@yahoo.com">Ivrl0@yahoo.com</a></td>
</tr>
<tr>
<td>Greenville, NC 27858</td>
<td>(252) 111-1111</td>
</tr>
<tr>
<td></td>
<td>111 Pirate Drive Court</td>
</tr>
<tr>
<td></td>
<td>Jacksonville, NC 28546</td>
</tr>
</tbody>
</table>

## Objective
Seeking a teaching position in Middle School Band with Pitt County Schools that will utilize my skills in classroom management, instruction, assessment, and musicianship to best prepare students for exams, assessments, and performances.

## Capabilities Profile
- Behavior Management
- One-on-one instruction
- Lesson Plan Development
- Counseling & Advising
- Assessment & Evaluation
- Teaching & Content Instruction
- Knowledge of band instruments
- Organizational skills
- Problem-Solving

## Education
- **Bachelor of Arts in Music Education**, East Carolina University, Greenville, NC December 2018
  - Overall G.P.A. 4.0/4.0
  - Certification: Praxis I
  - Honors: North Carolina Teaching Fellow, Phi Kappa Phi Honor Society, Phi Eta Sigma National Honor Society

## Teaching Experience
- Red Oak Middle School, Battleboro, NC
  - **Student Teacher** 2018-present
    - Tutor individual students in various subject matters
    - Lead the class in warm-ups to build flexibility, technique, and musicianship
    - Create and implement curriculum to over 20 students in a classroom
    - Guide and counsel students with adjustment or academic problems
    - Confer with parents or guardians, teachers, counselors, and administrators to resolve students’ behavioral and academic problems
    - Prepare reports on students and activities as required by administration

- Northern Nash High School, Rocky Mount, NC
  - **Student Teacher** 2018-present
    - Tutor individual students in various subject matters
    - Lead the class in warm-ups to build flexibility, technique, and musicianship
    - Create and implement curriculum to over 20 students in a classroom
    - Guide and counsel students with adjustment or academic problems
    - Confer with parents or guardians, teachers, counselors, and administrators to resolve students’ behavioral and academic problems
    - Prepare reports on students and activities as required by administration

## Music Experience
- First Presbyterian Church, Greenville, NC
  - **Handbell Director** 2013-present
    - Teach students to play the bells and conducting choir performances during worship and community events.
    - Coach beginning students in the fundamentals of playing the handbell
    - Train students in how to skillfully utilize diverse playing techniques and expose students to diverse repertoire

- Private Piano & Trumpet Lessons
  - **Private Music Instructor** 2008-present
    - Teach private piano lessons to elementary school students and trumpet lessons to middle and high school students.
    - Work individually with students during the week to instruct and assess their progress.
    - Instruct five students how to read and notate music.
    - Demonstrate the importance of practice and preparation to students through drills.

- Wahl Coates Elementary School, Greenville, NC
  - **Student Teacher** 2016-2018
    - Tutored individual students to improve their singing on pitch.
    - Facilitated lessons on various woodwind and brass instruments.
    - Trained students to read and notate music.

- Wellcome Middle School, Greenville, NC
  - **Tutor** 2006-2007
    - Tutored beginning band students (6th grade) once a week, teaching basic instrumental skills and fundamentals to master increased skill level on individual instruments, improved tone and technique, and greater awareness and appreciation of music.

## Affiliations
- Phi Eta Sigma National Honor Society / National Society of Collegiate Scholars / College Music Educators National Conference (CMENC) / Pi Kappa Lambda the National Music Honors Society
Wanna Getajob
123 Main Way Greenville, NC 27834
Getajobw12@students.ecu.edu
Home 919-961-0393

OBJECTIVE
Graduating Senior at East Carolina University with a Bachelor of Arts in Computer Science seeking an internship position concentrating in software and application development during the summer of 2019.

EDUCATION
East Carolina University, Greenville, NC
Bachelor of Arts in Computer Science
Minor in Information Network Technology

SKILLS AND CAPABILITIES
<table>
<thead>
<tr>
<th>C+</th>
<th>Effective Communicator</th>
<th>Microsoft Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Oriented</td>
<td>Mac OSX</td>
<td>Java</td>
</tr>
<tr>
<td>SQL</td>
<td>Task Oriented</td>
<td>Microsoft Windows Server</td>
</tr>
<tr>
<td>HTML</td>
<td>C#</td>
<td>VMware Workstation</td>
</tr>
<tr>
<td>Trouble Shooting</td>
<td>Problem Solving</td>
<td>Microsoft Visual Studio</td>
</tr>
<tr>
<td>Linux</td>
<td>Quick Learner</td>
<td>CSS</td>
</tr>
</tbody>
</table>

ACADEMIC PROJECTS
Software Engineering I East Carolina University Spring 2019
• Designed a website that allowed the users to logon, upload and share images as a solo project.
• Created the database for utilization of that website.
• Utilized ASP.Net, C#, CSS, and SQL.

Software Engineering II East Carolina University Spring 2019
• Created a website that would help companies locate students within a particular academic program.
• Created documentation for a presentation and worked within a group to design a student page.
• Utilized PHP, SQL. Documented website information Via UML.

E-Business East Carolina University Fall 2018
• Worked with a group of 6 students on a project creating a database for a food selling website.
• Designed buttons that navigated pages within the website, as well as designed products page that displayed items.
• Designed a gift basket and cart page and created a database that held product information.
• Utilized ASP.Net, C#, CSS, and SQL.

RELEVANT WORK EXPERIENCE
ECU Ace Computer Tech Support Fall 2018
Consult Technician
• Removed adware from student’s computers.
• Helped students establish Wi-Fi access in their dorms and around campus
• Assisted with software installation on student’s computers.

LEADERSHIP AND ORGANIZATIONAL MEMBERSHIPS
Association of Computing Machinery, Member 2016-Present
Gamma Nu Eta, Member Spring 2014-Present
North Carolina Food Bank, Volunteer Fall 2014-Present
North Raleigh Ministries, Volunteer May-July 2014
Nurse N. Student
1243 Pirate Lane | Greenville, NC 27858 | (252) 555-5555 | studentn10@students.ecu.edu

OBJECTIVE
CULTURALLY COMPETENT and DRIVEN upcoming nurse graduate seeking a challenging position in the New Graduate Residency Program with Vidant Medical Center to employ comprehensive nursing and demonstrate established customer service, organization and relevant skills.

EDUCATION
East Carolina University, Greenville, NC
Bachelor of Science in Nursing
Honors: Beta Nu Chapter of Sigma Theta Tau International Nursing Honor Society, North Carolina Nurse Scholar

Pitt Community College, Greenville, NC
Associate of Arts
Honors: Vice President of Student Government, Phi Theta Kappa Honor Society

CLINICAL ROTATIONS
Nash General, Rocky Mount, NC
Capstone, Emergency Department
January 2018 – May 2018

Rex Healthcare, Raleigh, NC
Medical/Surgical Nursing
January 2017 – May 2017

Vidant Medical Center, Greenville, NC
Pediatric, Labor and Delivery,
Postpartum, Antepartum, Newborn Nursery
Orthopedic, Cardiac Intermediate Care
January 2017 – May 2017

Washington Head Start, Washington, NC
Community Health
January 2017 – May 2017

Vidant Medical Center, Greenville, NC
Fundamentals in Nursing
August 2016 – December 2016

CLINICAL COMPETENCIES
• Develop blood pressure education program based on target population for community service project
• Assess, design, monitor and report on patient care plans for diverse population
• Screen preschoolers for blood pressure, height and weight
• Participate and observe in teaching of preschoolers
• Plan and implement teaching of the five senses to preschoolers

RELEVANT EXPERIENCE
Vidant Medical Center, Greenville, NC
Care Tech - Cardiovascular Intensive Care Unit
August 2016 – Present

• Measures vital signs, intake and output, finger stick blood sugars; Obtain EKG readings; Perform trach care, venipuncture and blood specimen collection; Document using EPIC software
• Performs hygienic and comfort related tasks including baths, personal grooming, oral hygiene, skin care, perineal and catheter care and maintenance of a sanitary and safe patient environment

Vidant Medical Center, Greenville, NC
Nurse Extern - Cardiac Intensive Care Unit
August 2016 - December 2016

• Assessed, monitored, managed, and documented care for critically ill cardiac patients
• Assisted with various procedures including: bronchoscopies, thoracentesis, Swan-Ganz catheter placement at bedside, central line placement, radial arterial line placement, temporary pacemaker placement at bedside, discontinuation of intraaortic balloon pump, transesophageal echocardiogram and suturing of head trauma at bedside

COMMUNITY ENGAGEMENT
Christian Medical and Dental Association, Saline Solution Program, Student Participant
August 2015 - Present

Pitt County Council on Aging, Caregivers Program, Volunteer
October 2015 - February 2016
Teresa VanDoren  
1822 Johnson Avenue Asheville, North Carolina 23333 • (805) 471-3418 • teresavandoren@hotmail.com

EDUCATION

East Carolina University, Greenville, NC  
Bachelor of Arts Foreign Languages and Literatures, Concentration in Spanish  
June 2019

CULTURAL STUDIES ELECTIVE CLUSTER

Elementary Hispanic Language  Cultural Anthropology  The Global Environment  
Microeconomic Theory  Global Geography  Israeli-Palestinian Conflict  
Culture and Politics in U.S.  Comparative Social Change  Literature and Social Change

INTERNATIONAL EDUCATION

El Centro de Lenguas Modernas, University of Granada, Spain  
2017-2018 Academic Year

Language Courses Abroad, International House, Playa del Carmen, Mexico  
Winter 2016

University of Salamanca, Spain  
Study Abroad: Summer 2013

INTERNATIONAL COMMUNITY EXPERIENCE

La Finca Argayall, Place of Light, La Gomera, Canary Islands, Spain  
Assistant Chef/Community Member/Event Planner  
June-August 2018

• Worked 6 days per week in vegetarian kitchen – prepared meals  
• Co-existed with fellow community members and guests from Germany, Belgium, Switzerland, England, Israel, Italy, Argentina  
• Orchestrated community events

Student World Assembly, Raleigh, NC  
Publicity Coordinator  
September 2016-June 2017

• Facilitated discussions at meetings surrounding current events  
• Responsible for publicizing upcoming events throughout the campus  
• Organized film showings and interactive educational displays on campus and in the community

Student Conservation Association, Denali, Alaska  
Conservation Crew Member  
Summer 2014

• Lived and volunteered in Denali National Park helping the Park Service  
• Built a trail covering 3 miles and 3,000 ft. incline  
• Cooperated with five other teens from diverse backgrounds from across the country

EXPERIENCE IN EDUCATION

Greenville Parks and Recreation, Greenville, NC  
Head Teacher  
February 2019-June 2019

• Created educationally stimulating activities for children in grades K-6  
• Implemented planned activities  
• Supervised 14 children, ages 5-12 during each shift

Children Using Language to Understand “R” Earth, Greenville, NC  
Co-founder of Club/Activities Coordinator  
September 2012-June 2013

• Planned lessons aimed at grades K-2 learning Spanish  
• Taught an 8 week course on beginning Spanish at Sinshimer Elementary School  
• Organized activities for the club to gain exposure on campus

SKILLS

Language: Bilingual Spanish/English, Conversational French  
Computer: Word, PowerPoint, Excel, 50 WPM
Graduate Gary
garyg18@students.ecu.edu | 252-328-6050 | www.linkedin.com/in/GraduateGary

CAPABILITIES PROFILE
- Teamwork
- Time Management
- Goal-Oriented
- Public Speaking
- Spanish
- Leadership
- Social Media
- Research
- Fundraising

EDUCATION
East Carolina University, Greenville, NC May 2020
Master of Public Administration Area of emphasis: Management

North Carolina State University, Raleigh, NC December 2017
Bachelor of Science, Communication Minor: Business Administration

RELEVANT COURSEWORK
- Organization Theory in the Public Context
- Human Resource Management in Public Agencies
- Leadership and Ethics in the Public Sector
- Organizational Communication Theory
- Marketing Management
- Public Relations Theory

EXPERIENCE
Organizational/Planning Skills
- Organized weekly events for 20 children and families ranging in ages from 5 years old and up
- Coordinated schedules of two lawyers to ensure maximum efficiency
- Organized, planned, and executed monthly programs and events
- Created and organized fundraising program involving the local community to assist with scholarship fund

Communication Skills
- Delivered professional and courteous customer service while multi-tasking in hectic environments
- Assisted clients by scheduling appointments and provided requested information on services
- Utilized interpersonal communication skills to interact with diverse clientele

Leadership Skills
- Facilitated monthly meetings with staff members
- Collaborated with team members to deliver maximum service as well as worked independently
- Lead two discussion sections when professor and mentor are unavailable

RECENT EMPLOYMENT HISTORY
Graduate Assistant: Department of Political Science, Greenville, NC January 2018-Present
Intern: YMCA, Raleigh, NC May 2017-December 2017
Receptionist: Law Office of Wolfpack and Pirate; Raleigh, NC August 2015-December 2017

VOLUNTEER/COMMUNITY SERVICE
- Foodbank of Eastern North Carolina
- Relay for Life (NC State and ECU)
- Special Olympics

PROFESSIONAL AFFILIATIONS
- Society of Human Resource Management (SHRM), Student Member
Samantha Smith
3200 Main St., Apt. 7  252-555-5555
Greenville, NC 27834  smiths2011@ecu.edu

Education
May 2019  East Carolina University College of Business, Greenville, NC
Bachelor of Science in Business Administration, Management Information Systems
GPA 3.85/4.0

Technical Expertise
• Programming Languages/Software Applications: SQL, Visual Basic, Access, C++
• Networking: Ethernet Connections, Novell Systems
• Hardware/Operating System Platforms: Cisco, Windows, Macintosh OS

Technical Projects
Database Management Project, Greenville, NC
• Served as project team's html coder to create a business application using SQL and Access to insert, update, delete, and query information
• Developed a database to efficiently track and record information concerning product sales and period reports

Analysis of Business Information System, Baltimore, MD
• Collaborated with a group to develop a business application using SDLC to design the management system
• Effectively applied data analysis techniques to evaluate and improve business operations

Experience
June 2016 – Present  Equis Corporation, Charlotte, NC
Present Online Support Customer Service Agent
• Assist 10+ customers per day with internet issues utilizing multiple troubleshooting methods
• Provide customer service to online customers in fast-paced environment to ensure 97% satisfaction rate
• Update and maintain 1000+ customer accounts database

May 2013 – May 2016  ECU Student Union, Greenville, NC
Dining services – Crew Supervisor
• Supervised and scheduled a crew of 17 students by assigning various duties, responsibilities, and work stations in accordance with work requirements
• Interviewed and trained more than 5 new staff members regarding policies and procedures
• Managed the dining area which fed more than 200 students daily

Activities and Honors
• Vice President of the East Carolina AITP  August 2016 – Present
• VMember of the Gamma Beta Phi Honor Fraternity  December 2015 – Present
• VECU Running Club  May 2015 – Present
• VMember at the Greenville Boy’s and Girl’s Club  December 2015 – May 2016
• VChancellor’s List  May 2017
WHEN WOULD A CURRICULUM VITA BE USED?

If you seek a faculty, research, clinical, or scientific position, you will need a Curriculum Vita. You may also want to consider this format when in the fields of healthcare, athletic training, education, social work, counseling, psychology, philosophy, anthropology, journalism, or other areas where you may have participated in various applied, “hands-on” experience and training opportunities related to your major field of interest.

A vita can range from 2 to 12 pages or more, depending on experience, and offers an in-depth look into any and all professional experiences you care to relate to the position you are seeking. For example: Education, Awards and Fellowships, Teaching Experience, Research Experience, Computer/Technical Skills, Honors, Professional Activities, Presentations, Publications, Professional Memberships, Travel/Cultural Experiences, and others.

You should begin with a heading that includes your name, address, telephone number, and email address. If you plan to move, be sure to provide a way for employers to reach you, such as a family member’s address. If your email account was established through the university, make sure you set up an account that will remain active after you leave school (Always choose an email address that appears professional).

WHAT HAVE YOU LEARNED?

You’ll need a section for your education that highlights the knowledge you have acquired through your university preparation and professional and educational experiences. At a minimum, the Education section should include your university, your degree and major, and when your degree was earned or is expected, as well as any certifications or credentials you have earned or expect to earn. Other education-related information which can be included is: GPA, academic minor (or second major), and related coursework (remember to include those courses in which your potential employer will be most interested).

WHAT HAVE YOU DONE?

Your Experience section is key and it usually is listed directly following Education. Whatever order you choose for your vita, you should use the Experience section to highlight your work-related accomplishments, whether they are paid or unpaid. Emphasize the areas related to the position you are seeking. For example, if you are applying to work in a hospital setting, you may identify a section called “Clinical Experience” or “Hospital Experience.”

Quantify and qualify what you did—for example, in a clinical position, such as a Physician’s Assistant, include how many rotations you completed. You can also include experience gained through participation in organizations and associations in a “Professional Memberships” section, or “Committee and Administrative Experience” section, as long as you can relate the experience to the job for which you are applying.

In developing a vita you should:

• Remember that vitae vary in format and style—choose one that suits you and emphasizes your knowledge, skills, strengths, and abilities.
• Pay careful attention to spelling, punctuation, grammar and style.
• Organize information in a logical fashion.
• Keep descriptions clear and thorough, yet concise.
• Use a simple, easy-to-read font.
• Clearly number pages, with your name at the top of each. Do not print pages back-to-back.
• Use good-quality white or off-white bond paper.
EDUCATION

Ph.D. Biochemistry and Molecular Biology, East Carolina University, Greenville, NC  September 2019

Master of Science, Biochemistry, North Carolina State University, Raleigh, NC  May 2015

Thesis Title: Computational Approaches to RNA Aptamer Design and Optimization

Bachelor of Science, Chemistry, University of North Carolina at Chapel Hill, Chapel Hill, NC  May 2012

Minors in Biology and Spanish

Research Project: Integration and Characterization of Biological Macromolecules

TEACHING EXPERIENCE

Instructor, Chemistry Department, East Carolina University, Greenville, NC  2018 - present

• Lead discussion sections for introductory and advanced inorganic chemistry courses.
• Assist in the lab instruction of junior and senior level inorganic chemistry students.
• Instruct students on how to design experiments and demonstrated proper safety practices.
• Supervise advanced lab methods: inert atmospheres; kinetics measurements; and IR, NMR.

Tutor, Pirate Tutoring Center, East Carolina University, Greenville, NC  2015 - 2016

• Helped undergraduate students understand biochemistry concepts through one-on-one appointments.
• Facilitated laboratory experiments for students including the demonstration of proper instrument techniques.
• Resulting in greater understanding of material by the students and attainment of accurate results.

Teaching Assistant, Chemistry Department, East Carolina University, Greenville, NC  2015 - 2016

• Assisted in instruction of general chemistry lab sections and discussion sections.
• Course emphasis in analytical chemistry techniques.

RESEARCH EXPERIENCE

Doctoral Research: Department of Biology, East Carolina University, Greenville, NC  2018 - present

• Field study of the impact of avian predation on Anolis lizards in the eastern Caribbean documents the importance of differences in spatial scale between prey and predators.
• Theoretical analysis of spatial scale and environmental heterogeneity in models of predator-prey communities.
• Analytical and numerical works show how species interactions can sharpen underlying environmental patterns and how heterogeneous environments can stabilize predator and prey populations.

Research Fellowship: Environmental Science Division, Oak Ridge National Laboratory, Boston, MA  Summer 2016

• Development of quantitative theory of hierarchical structure in ecological systems.
• Analysis of how ecological communities reflect environmental heterogeneity at different scales.
• Numerical study of foraging behavior with short and long range movement in heterogeneous environments.

Research Assistant: Brody School of Medicine, East Carolina University, Greenville, NC  2016 - 2017

• Synthesized multifunctionalized sulfur and nitrogen-containing organic molecules, thiolate-ligated iron(II) and low-spin iron(III) complexes.
• Identified and characterized compounds using NMR, ambient and low-temperature ultraviolet, infrared, and electron paramagnetic resonance (EPR) spectroscopies and magnetic susceptibility.
• Used Schlenk and inert atmosphere techniques for manipulation of air-sensitive compounds.

PUBLICATIONS and POSTER PRESENTATIONS


AWARDS and HONORS

• National Science Foundation Graduate Fellowship, 2018
• ECU Foundation Graduate Research Fellowship, 2017
• Phi Beta Kappa, 2017 - present

AFFILIATIONS and LEADERSHIP

• Treasurer, American Chemical Association
• Senator, ECU Graduate & Professional Student Senate

CAMPUS and COMMUNITY INVOLVEMENT

• Pitt County Health Sciences Academy Lecturer

LANGUAGES

Fluent in conversational Spanish and Mandarin

Research Assistant: Biochemistry Department, East Carolina University, Greenville, NC  2015-2017

• Lead research team charged with analysis of vertical distribution of speciated hydrocarbons and radiocarbon measurement of atmospheric conditions.
• Planned and implemented study which will be included in upcoming Scientific Journal article by Dr. P. Perfect.
• Directed staff of four research associates to resolve issues, track timeline, and facilitate meeting submission deadlines.
• Isolation and spectral analysis of photosynthetic reaction centers.

PUBLICATIONS and POSTER PRESENTATIONS


AWARDS and HONORS

• National Science Foundation Graduate Fellowship, 2018
• ECU Foundation Graduate Research Fellowship, 2017
• Phi Beta Kappa, 2017 - present

AFFILIATIONS and LEADERSHIP

• Treasurer, American Chemical Association
• Senator, ECU Graduate & Professional Student Senate

CAMPUS and COMMUNITY INVOLVEMENT

• Pitt County Health Sciences Academy Lecturer

LANGUAGES

Fluent in conversational Spanish and Mandarin
1. Discover jobs you actually want
Handshake shares job recommendations based on your interests, major, and skills. Explore collections of jobs just for you.

2. Stand out to employers
Add your work experiences, skills, interests, and organizations to your profile to attract top employers and land your next job.

3. Stay on track
Favorite jobs to prioritize applications and never miss a deadline. Download the app and keep up with the latest opportunities!

ecu.joinhandshake.com
Join over 6M students and over 200K employers

Download the iOS App!
Discover jobs on the go and respond to employers the moment they message you.
## Job Search Strategies

### Making Connections

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<td>JOB BOARDS</td>
<td>Handshake</td>
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<td>SOCIAL MEDIA</td>
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<td>COMPANY WEBSITES</td>
<td>Mission/History Information</td>
<td>Highly accurate and timely</td>
<td>Not all companies post all open positions</td>
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<td></td>
<td>Press Releases and Product Information</td>
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<tr>
<td></td>
<td>Contact Information</td>
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<tr>
<td>STAFFING AGENCIES</td>
<td>Physical Location / Contact</td>
<td>Skills testing and training, one-stop</td>
<td>Typically contract or short-term assignments</td>
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<tr>
<td></td>
<td>30% of current openings are contract positions</td>
<td>access to multiple employers and jobs,</td>
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<td></td>
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<td>national/regional presence</td>
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<td>IN-PERSON VISIT</td>
<td>Company Research</td>
<td>See and be seen</td>
<td>Gatekeepers</td>
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<td></td>
<td>Resume and Business Cards</td>
<td>Engage with staff</td>
<td>Time-consuming</td>
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<td></td>
<td>Professional Attire</td>
<td>View company culture</td>
<td>Requires confidence</td>
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<td>Transportation</td>
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<tr>
<td>TARGETED MAILINGS</td>
<td>Employer Mailing List</td>
<td>Customized</td>
<td>Customized</td>
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<td>CareerShift</td>
<td>Direct contact</td>
<td>Direct contact</td>
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<tr>
<td></td>
<td>Company Research</td>
<td></td>
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<tr>
<td>FACE-TO-FACE (Networking)</td>
<td>Job Fairs, Networking Events, In-Person Visits</td>
<td>Establish a relationship</td>
<td>Confidence</td>
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<tr>
<td></td>
<td></td>
<td>Build rapport</td>
<td>Limited availability</td>
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<td></td>
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<td>Less formal structure</td>
<td>Competition</td>
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**Helpful Hints:**

- Visit company website and apply directly, if possible.
- Follow your targeted companies. Develop your online professional profile and image.
- Visit frequently and sign up for RSS notifications.
- Identify agencies that work with key employers in your targeted fields.
- Research company and contact names. Tuesdays, Wednesdays and Thursdays are the best days for in-person visits.
- Use LinkedIn to learn names/titles to target key personnel within the company.
- Perfect and practice your Power Greeting!
Get the Most Out of an ECU Career Fair

**What Is an ECU Career Fair?**
An ECU Career Fair is an organized event hosted by East Carolina University Career Services to provide employers and ECU students and alumni an opportunity to connect. Employers in a broad range of fields come to share job and internship opportunities and company information with ECU students and alumni. These employers have paid a fee and traveled to Greenville to find candidates to fill their current openings as well as build relationships for future job openings.

**What Happens?**
Employers set up tables at venues off campus or on campus. They may have banners or other displays and oftentimes bring giveaway items such as pens, water bottles, Koozies, etc. Recruiters or Human Resources employees are on hand to talk with ECU students and alumni about their company and their opportunities. Sometimes employers will schedule follow up interviews for the same day or for the next day.

**How Do I Prepare?**
- Check the Career Services website to find out what employers will attend and what majors they would like to see.
- Research the companies of interest.
- Prepare your resume and bring it to Career Services for a critique.
- Develop you and practice your Power Greeting. See page 37.

**What Do I Bring?**
- Copies of your resume. Bring tailored copies if there are specific companies or positions of interest.
- Folder or portfolio. (Backpacks are unprofessional.)

**What Do I Do?**
- When you meet the representative, greet him/her enthusiastically. Shake hands and make good eye contact.
- Have your elevator speech and business card ready, and offer your resume. Do not be offended if the recruiter directs you to apply at the company website instead. Ask for company materials and contact information (their business card).
- Be considerate of others. If there is a line behind you, wrap up your conversation.
- If you are seeking career opportunities focus on the application process and ask for specific information.
- Follow up the next day by connecting on LinkedIn, applying as directed, and sending a thank note to the recruiter. Take an extra step and send a written note in addition to an email.

**What Do I Wear?**
- Business professional. Suits are preferred.

**IMPORTANT TIP**
Never ask an employer, “What do you do?” Take some time to do some advance research. Or, at the very least, pick up some literature from the table, step away and read it, and then come back to the table to talk to the recruiter.

**BTW:** ECU Career Services hires a professional photographer to take headshots at Career Fairs, FREE of charge. While you’re dressed up, stop by the photography station for a professional headshot that can be used for your LinkedIn profile.
Begin Moving Your Career FORWARD!

- Search, select and store job listings from all job boards and all company job postings
  - Get up-to-date contact information for millions of companies
  - Access in-depth information about contacts and companies posting jobs
  - Record, save and store your correspondence history records automatically
- Create personal marketing campaigns, including unlimited resumes and cover letters easily, and save them to access, print or e-mail
- Manage your confidential CareerShift account securely from any computer 24/7, to update & maintain your organized and recorded job search

How to Access CareerShift

1. Login to Handshake at www.ecu.edu/career
2. Under “Career Center” tab click “Resources”
3. Click the CareerShift link
4. In the upper right click “Sign Up Now”
5. Sign up using your email and password of choice
Networking: The Number One Job Search Strategy

Networking is key to locating those non-published jobs that are in the “hidden” job market, which may constitute over 80% of jobs.

The Value of Networking

Strategically connecting with people enables you to:

• Gain insider knowledge and insight into the career field, industry, or organization and the day-to-day experiences, career paths, terminology, organizational culture, sources of industry information, and more.
• Build confidence over time in speaking about yourself, career interests, and future goals.
• Expand the number of people you know who are doing things you are curious about.
• Learn about opportunities, sometimes before they become publicized.
• Refine your goals, make well-informed decisions in your search, and make a positive impression on employers and those who are evaluating your candidacy.

Networking Basics

With practice comes improvement. Ever hear the phrase, “fake it ‘till you make it”? No one needs to know that you’re nervous or that you’ve never done this before. On the other hand, if it makes you more comfortable, feel free to tell people this is new for you. It’s okay. Even after years of practice, introducing yourself to someone new can feel risky. Students we talk to most commonly say that their level of nervousness far exceeded the actual task, and that the conversation was fun! Remember that almost any interpersonal encounter can be an opportunity for intentional networking.

• Know yourself: skills, interests, values, personality and accomplishments.
• Make a list of your current relationships—personal, professional, academic and beyond. Add ECU alums to your list! Your first degree contacts will be instrumental in connecting you with other people you do not yet know, your second-degree contacts.
• Do not discount individuals because you think they do not know the right people. They do not need to be in the area you are pursuing to have valuable relationships to share.
• Create a plan for reaching out to your first-degree contacts and for keeping track of your communications. You might want to start with people who seem to have the closest connections to your interest area OR with those whom you feel most comfortable with. Either way will work. The point is to create a plan you can act on!
• Do your homework. Learn a little bit about each person you contact (profession, current projects, company, relevant personal information, etc.). Use the power of the Internet to your advantage.
• Draft and practice your opening communication (verbal introduction, email, etc.). Discuss this with a friend, career counselor, or someone that you respect.
• Make your move! Send an email first; follow with a phone call. Or simply CALL! Assign yourself a daily quota. Be persistent but not pushy.
• Follow up! Call again within a week if you receive no response. Arrange a meeting in person or by phone. Ask for 20 to 30 minutes only.
• Set the tone. Know and explain why you are calling and what you hope to learn (industry information, career exploration, job search advice, graduate or professional school guidance, etc.) You are NOT asking for a job.
• Ask for referrals. One of the most important questions is, “Whom do you recommend I contact for additional information?”
• Send a thank-you note within 48 hours! Email is OK! A personal letter can be very effective and demonstrate the extra effort.
• Maintain connections. Nurture the relationships by staying in touch and letting them know where you land.
• Be Patient. Networking yields results that often accumulate over time. Never stop networking!
Informational Interviewing: A Smart Way to Learn From the Inside

What is informational interviewing?
Quite simply, it is a meeting where an individual can meet with an industry or organization professional to learn about field(s) of interest and establish a professional network. It is not a job interview.

Aren't professionals too busy?
Yes, but many people enjoy talking about themselves, discussing their field, and sharing information about their pathway to success. Most, if asked appropriately, are willing to meet and answer career-related questions. Depending upon the professional and his or her schedule, the interviews can be conducted in person, by phone, or perhaps even by email or Skype.

How do I set up an informational interview?
Develop a list of potential contacts in the field. Call in advance to request an appointment. Explain why you are calling; be polite, positive, and professional. You may want to rehearse beforehand. If you receive a “no,” move on to the next contact on your list.

How long should the interview last?
Set your interview for 15-30 minutes and DO NOT exceed the time to which you both agreed.

Should I send a thank-you note?
Absolutely. Thank the individual for sharing his or her time and expertise and indicate how you plan to use what you learned or what steps you have already taken as a result of the conversation.

Should I give my resume to the contact?
If you are seeking a job/internship now or will begin soon, you may ask your contact to keep you in mind if any prospects or opportunities arise. It is acceptable to leave a copy of your resume or send one along with a thank you note. Be sure that your resume is up to date, polished, and targeted.

How should I prepare for the interview?
Research the company’s website and visit your contact’s LinkedIn site for context and background. You can also use www.Inthedoor.com on Facebook to find out if anyone you know is employed at the company.

Is there anything I should not ask?
Overly personal questions such as “what is your salary?” are clearly off limits. Also avoid asking questions whose answers you could easily find on your own such as “What does your company do?”

What should I ask?
When developing questions keep in mind that your goal is to develop a relationship with someone in a company or organization of interest to you and to learn more about the field or industry. See sample questions below.

Potential Informational Interview Questions

Career Path/Career Development
Can you tell me how you got into this field?
Are specific majors or coursework necessary for entering and succeeding in the field?
What does a typical career path look like in your industry?
What professional or trade associations do you recommend?
What do you read—in print and online—to keep up with developments in your field?

About the Field/Industry
Can you describe a typical day?
What are some of the biggest challenges facing your company and your industry today?
How do you see your industry changing in the next 5 years?
What do you like most about your field/occupation and what would you change if you could?
What is unique or differentiating about your company?
Which professional publications/organizations and other resources do you consider relevant?

Concluding Questions
Can you recommend other professionals in this field with whom I should speak? May I use your name when I contact them?
Use Social Media to Network and Find a Job

Universal Social Media Tips

1) Take a close look at your profile and decide what you want business contacts or prospective employers to see, changing your privacy setting when needed. Note: You must change your privacy settings on each operating system (iProducts and Windows products).

2) Choose your friends wisely. Consider creating restricted groups for all professional networks. Remember your professional network can see information your other connections post/tweet on your account.

3) Join professional groups and frequently post professional related comments, questions, links, or articles.

4) Let others know you are searching for a job, internship or networking opportunities.

Quick Tips for Using Facebook for Professional Networking

1) First, make a decision whether to keep Facebook social or expand it to include professional purposes.

2) Create a simple profile (or clean up your existing one) with minimal graphics and widgets.

3) Limit the photos you post. Be cautious of the photos you post.

4) Use Facebook email to build relationships with your friends.

6 Tips for Using Twitter for Professional Networking

1) Learn Twitter language.

2) Include Bio and Resume.

3) Learn to Use Hashtags Properly: #jobsearch.

4) Use Proper Keywords for Others to Search.

5) Use Other Twitter Jobs Websites: twitterjobsearch.com, tweetmyjobs.com, jobshouts.com

6) Learn How to Retweet.

Tips for Using LinkedIn for Professional Networking and Job Searching

Build your network before you need it
No matter how the economy or your career is doing, having a strong network is a good form of job security.

Get LinkedIn recommendations from your colleagues
Show future employers your strengths and unique qualities.

Find out where people with your background are working
Search for keywords, industries, educational backgrounds.

Find out where people at a company come from
“Company Profiles” show the career path of current employees.

Check if a company is still hiring
Check the “New Hires” company page for details on new employees.

Get to the hiring manager
Determine the managers who are two degrees away from you as well as who in your current network is already connected to them. Ask your first degree contact to introduce you to the second degree hiring manager.

First degree contacts
Seek someone in the company you know to give the manager your resume and get inside information on the job and company.

Customize invitations to connect
Change the automatic message “I’d like to add you to my professional network,” to a customized message which reminds the contact of where you met and your discussion.

Source:
http://blog.guykawasaki.com/2009/02/10-ways-to-use.html#ixzz0UgOIOYbr

Source:
Develop Your Power Greeting

A Power Greeting is like a “30-second commercial.” It provides just enough information to make the listener want to know more about you and sets a professional tone for the rest of your interaction. A Power Greeting is composed of 4 distinct parts and a follow-up question:

1. Your education and credentials (what you have studied).
2. Your experience in the field (employment, internship/co-op, volunteer positions).
3. Your strengths and interests (what you do best and enjoy, as related to the position or employer).
4. An open-ended probing question about their needs, problems, and challenges.

When to Use the Power Greeting

Networking Events

Power Greetings can be used at networking events or professional conferences to confidently introduce yourself and share relevant information to colleagues and potential employers.

Career Fairs

Use your Power Greeting during a career fair or recruiting event to introduce yourself to an employer. Make sure to show off your research on their organization and make a clear connection between yourself and the employer.

Interviews

Nearly every interview begins with “Tell me about yourself.” Responding with a well-prepared Power Greeting sets the tone for the rest of the interaction, creates a favorable first impression, and shows strong communication skills.

Anytime

Power Greetings are also referred to as elevator pitches. If you were to meet a dream employer during an elevator ride, you should be able to catch their attention with a compelling statement about yourself. Utilize the Power Greeting to impress anyone at any time.

Here’s an Example:

Hello, my name is Pete Robertson and I hold a Bachelor’s degree in Industrial Technology from East Carolina University with a minor in Business Administration. I have a year and a half experience in the field through a Summer Internship with NACCO Material Handling Group in Greenville, NC, and a two-semester co-op position with National Waterworks in Charlotte, NC. I have discovered that I excel at supply chain management and Just-in-Time delivery challenges. I chose this field because I enjoy finding new ways of solving problems, I am a hands-on person, and I like getting into the thick of things and dealing with tangible, concrete problems. What role does logistics play in your business?

Your Turn

Hello, my name is (only if they do not know it) ________________ and I hold a degree in ________________ from East Carolina University. (add your minor/concentration if relative)

I have _____ semesters/years/months/etc. experience in the field of ________________ and through ________________ I have discovered that I excel at ________________. I chose this field because ________________.

I believe that I can contribute to your organization by ________________. (relate to employer’s needs)

How does this play a role in your organization? (probing question to engage employer)
Don’t Get Caught Unprepared!

Free Online Practice Interviews

- See and hear yourself responding to real interview questions before being in front of an employer.
- Prepare for any job or graduate school interview, choose from pre-selected interviews or 4000+ questions.
- Critique yourself or share your interview with others.
- Practice as much as you’d like—anywhere, anytime from any computer.

www.ecu.interviewstream.com
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“To assure ECU’s leadership in IT, we strive to improve teaching, research, learning and productivity for faculty, students and staff through the effective use of information technology.”

ITCS VISION STATEMENT
“We aspire to build an organization with committed and skilled people accountable to and serving faculty, staff and students; simple processes making it easy to work with us, do our jobs and deliver results; and innovative technology that is the right technology for the right reasons.”

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CUTTING-EDGE TECHNOLOGY
ITCS leverages the latest technology to meet campus needs. Whether your interest is systems administration, networking, application development or various areas of support, you’ll have access to the latest technology and tools in ITCS.

TOP TALENT
ITCS is over 240 team members strong. You’ll work with some of the most talented individuals in the state and use the latest technology – making a huge impact on students, faculty, staff and our entire region.

ecu.edu/itcs
What You Need to Succeed in a Professional Interview

Hiring managers say that one of the biggest mistakes candidates make is coming to interviews unprepared. The candidates don’t know the simplest of details: what the position entails, what the company provides, and what benefits they would bring to the company. You can greatly increase your chances of interview success by researching and practicing beforehand.

**Prepare**

*Know the job, the company, and the value you will bring.*

**Analyze the Position**
- What is the primary function of the position? Sales? Service? Products? Planning?
- Who uses the services or products?
- What are the basic tasks?
- What are the required skills, abilities and education?
- Does the position function independently or as part of a team? Does it do both?

**Research the Company**
- Explore the company website and familiarize yourself with size, location, customers, products, services, names of decision makers, competitors, etc.
- Uncover needs, problems, and challenges, missions, and values.
- Where is the position located? What is the typical salary for the position in the geographical region?
- Research the company further: contact anyone you know in the business, read current or recent articles, visit Hoover’s Guide and Career InfoNet.

**Identify What You Have to Offer**
- Inventory your skills and abilities and identify all the areas in which you have relevant strengths and experiences.
- Reflect on your successes and your experiences in previous jobs, group and individual projects, volunteer activities, and campus involvement.
- Develop a written list of examples that demonstrate your readiness to meet the needs stated in the job description.
- Review your resume and prepare to answer questions about anything that is mentioned.
- Think of stories and examples to tell to demonstrate your ability to handle various situations that might come up in your job. Use the STAR model described on page 42.

**Practice**

*Analysis and research alone are not enough. Practicing out loud is vital.*

- Obtain a list of potential interview questions and decide how you would answer them. Take the time to write the answers down and practice saying them out loud. See page 42 for likely questions.
- Prepare two or three questions to ask the interviewer that show off your research and professional interest. See page 42 for examples.
- Write a power greeting and practice saying it aloud until it sounds and feels natural to you. See page 37 for more information.
- Practice talking about how you have successfully completed activities that demonstrate the skills and experiences employers seek.
- Practice shaking hands. A handshake should last no more than a few seconds and the grasp should be firm.
- Review common illegal questions and decide how you would answer them. Plan how you would respond if asked to provide your Facebook password.
- Practice out loud in the mirror or with a friend.

**Perform**

*You were invited to interview because the recruiter was impressed by your resume. Now, communicate that you are the best person for the job.*

- Arrive ten to fifteen minutes early.
- Carry a briefcase or professional portfolio, not a bookbag.
- Bring several extra copies of your resume.
- Maintain a professional image and treat everyone you meet with politeness and consideration. You never know who might be in the elevator or parking lot next to you or who might be asked for an opinion.
- Express a positive attitude; greet your interviewer(s) with a warm smile, direct eye contact, and a firm handshake.
- Be mindful of non-verbal communication. Maintain eye contact, sit up straight, and avoid crossing your arms across your chest.
Perform (continued)

• Most interviews begin with: “Tell me about yourself.” This is not a request for personal information; it is your first opportunity to highlight your education and experiences as they relate to the position in a well-prepared Power Greeting. See the Power Greeting found on page 37.

• Don’t try to memorize “the right answer” to interview questions. Instead, answer with the idea in mind that each question is a version of “Why are you the right person for the job?” which is best answered by giving examples of successes that align with the job needs.

• Answer questions to demonstrate what you can do for the company, not what the company can do for you.

• If you are interested in the position, say so. Surprisingly, many interviewees neglect to let the interviewer know that they truly want the position. “Thank you for inviting me to meet with you today. After meeting with you and learning more about the position I am sure that I would like to be a part of your team.”

• At the end of the interview, summarize why you are the best match for the position and thank the interviewer(s) for the opportunity to meet with them. Ask for business cards.

• Ask for a business card for contact information and follow-up interactions.

Follow Up

• Send a thank you within 24 hours of the interview. You may call or phone, but a handwritten note or card is especially effective.

• Call within the week to ask if additional information is needed and to re-express your interest.

Navigating Phone and Skype Interviews

While face-to-face interviews are still the preferred interview model for final hiring decisions, some recruiters utilize phone and virtual interviews to narrow the interview pool to a short list.

Phone Interviews

• Schedule your phone interview at a time when you can be in a quiet space without interruption.

• Be available at the interview time to which you agreed.

• Speak clearly and maintain a reasonable volume and pace. If you are asked more than once to repeat an answer, you are probably speaking too softly or quickly, or both. Slow down and speak up.

• Your voice should convey energy and confidence. Some people find that smiling when answering questions helps them sound upbeat and positive.

• You might find it helpful to have your written answers handy, and/or the company’s website open on the computer. If you choose this route, glance at the answers now and again, but do not read the responses verbatim. Also, avoid using the keyboard as the keying will be obvious to the listeners.

• Dress as if you were meeting face to face. Wear a suit or professional business attire. You will be more likely to speak, move, and act professionally if you are professionally dressed. When you are lounging around in your sweats, your demeanor is likely to come across as too casual.

Skype Interviews

• Create a professional Skype username.

• Practice operating the technology in advance until you are comfortable with it. Have a backup plan in place should the technology fail.

• Wear a suit or professional business attire.

• Be mindful of the background and location of your interview. The area should be uncluttered, quiet and project a professional image.

• Practice interviewing in front of the camera and utilize practice software like Interview Stream on page 38.

• Be careful not to fidget or bob in and out of the camera’s view.

Opportunities for Practice Interviewing

ECU Career Services offers a wide range of opportunities for you to prepare and practice interviewing. Try one or try them all.

<table>
<thead>
<tr>
<th>OPTIONS</th>
<th>AVAILABILITY</th>
<th>HOW TO SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice by phone or face to face with a Career Counselor</td>
<td>Monday - Friday 8 am - 5 pm</td>
<td>Call 328-6050 to schedule an appointment</td>
</tr>
<tr>
<td><strong>INTERVIEW STREAM</strong></td>
<td>24/7 - Online</td>
<td>Visit: <a href="http://www.ecu.interviewstream.com">www.ecu.interviewstream.com</a> Learn more on page 38</td>
</tr>
<tr>
<td>Skype Room at The Career Center</td>
<td>Available by appointment</td>
<td>Call 328-6050 to schedule an appointment</td>
</tr>
</tbody>
</table>
Sample Interview Questions

Behavioral Questions
Many recruiters use a technique known as “behavioral interviewing” as part of the interview process. Instead of, or in addition to asking hypothetical questions about how you would behave in various situations, behavioral questions ask what you did or how you handled a particular situation.

Typically behavioral interview questions revolve around work experiences, initiative, planning, teamwork, problem-solving, leadership, and collaboration. Anticipate that you might be asked to explain or talk about times when you demonstrated these behaviors and prepare and practice your answers in advance.

The STAR Model
Use the STAR model (Situation, Tasks, Actions, Results) to set up a situation, describe the tasks needed to be completed, the actions you took, and the favorable result or outcome. Be specific; don’t forget that you should be the hero of the story.

Example: Tell me about a time that you had to work with a difficult person.

S. Last semester I was working on a group project. When we were at an important stage, one of the teammates stopped coming to meetings and doing his part. We called and texted and emailed him over and over but he never responded.

T. We needed this teammate to help us contribute to the assignment and the group asked me to address him in person.

A. One afternoon I went to his house to talk to him in person. I told him that the team was concerned about him and frustrated because we were counting on him. He said that he was sorry to let us down but he was failing Chemistry and was preoccupied. I got him in touch with one of my friends who is a chemistry major, and they set up some tutoring sessions.

R. Once my teammate started working with my friend and doing better in class he returned to the group and did his part and even more. The project was finished on time, we all get a good grade, and our teammate passed Chemistry.

Opening Questions
• Tell me about yourself.
• Why did you choose to interview with our organization?
• What do you know about our organization’s products or services?
• Why are you interested in this industry?

Experience
• What job-related skills have you developed?
• Did you work while going to school? In what positions?
• What did you learn from these work experiences?
• Why should we hire you rather than another candidate?
• What did you enjoy most about your last employment? Least?
• Have you ever quit a job? Why?
• How do you think a former supervisor would describe your work?
• Can you tell me about a time when you had to manage multiple deadlines?
• Give an example of a situation in which you provided a solution to an employer.
• Give an example of a time in which you worked under deadline pressure.

Education-Oriented Questions
• How does your college education relate to this job?
• Why did you choose your major?
• Why did you choose to attend your college or university?
• Describe how your campus activities helped prepare you for this position.
• Which classes in your major did you like best? Least? Why?
• Do your grades accurately reflect your ability? Why or why not?
• What concepts from your academic program could you apply to this position?

Additional Questions
• Describe your ideal job.
• What do you consider to be your greatest strengths and weaknesses?
• Of which three accomplishments are you most proud?
• Who are your role models? Why?
• What motivates you most in a job?
• Where do you want to be in five years? Ten years?
• Do you prefer to work under supervision or on your own?
• Describe your preferred style of supervision.
• Would you be successful working with a team or independently?
• Do you prefer large or small organizations? Why?
• Tell me about a time when you worked in an unstructured environment.
• Have you had difficulty getting along with a former professor/supervisor/co-worker? How did you handle it?

Questions to Ask Employers
Specific questions about the job are better asked during second meetings or with Human Resources staff. Ask more general questions that show your interest in the industry or organization.
• What is the biggest challenge the industry will face over the next six months?
• Is there a service or product that you would like to offer your customers that is not currently being offered?
• What products are in the development stage?
• How would you describe the company culture?
• What are the ideal qualities you are looking for in the candidate for this position?
• What do you enjoy about working here?
• What are the next steps in this hiring process?

Examples of Behavioral Questions are written in italics above.
Attire for the Interview

What Should I Wear?
Wear a suit. When you wear a suit you communicate that you are serious about the position and that you respect the process, the position, the company, and the interviewer. If the company or position is casual, you may be tempted to dress down. However, for the interview, you should dress up. Once you have been offered the position, you can adjust your attire to the company culture. If you feel strongly that wearing a suit would be inappropriate, call the company in advance to inquire what is considered proper interview attire.

Males
- Dark suits (black or navy) in natural fabrics (wool or cotton) are safe bets.
- Polished dress shoes (solid heels, complete soles, and no scuffs).
- Dark suit, dark socks. Light suit, light socks (not white).
- Ties should be conservative, limited to small patterns or solid colors.
- Pockets should be free from bulging wallets, tobacco products, or jingling coins.
- Remove earrings and other piercings; cover up visible tattoos.
- Facial hair and nails should be clean and cut short.

Females
- Pant suit or dress suit in conservative colors—black, navy, grey.
- No low-cut shirts.
- Skirt lengths that are not revealing (no higher than 2 inches above knee).
- Makeup should be minimal and hair neatly styled and away from your face.
- Avoid flashy, excessive jewelry, remove body piercings, and cover visible tattoos.
- Wear polished pumps or dress flats.
- Non-textured, neutral hose or socks that complement your attire.
- Clear or conservative nail polish on an appropriate nail length.
- Use a small purse, no large bags.

Tips and Reminders
Don’t forget the little details. If you are expecting to receive calls for interviews, make sure that your outgoing phone message conveys a professional image. Record the message in your own voice and use your first and last name. Speak slowly and clearly. The message should be free of background noises, and should not include jokes or music.
- Call the day before to confirm the interview time.
- Take a trial drive beforehand to make sure that you know the way and travel time; your GPS is not fail proof.
- Bring a list of questions, extra copies of your resume, and pen/paper to make notes.
- Take a last glance in the mirror. Check that your tie is spot free and your teeth are free of lipstick or food.
- Turn off your phone.
- No excessive cologne or perfume.
- No gum.

Want more visual examples of what to wear? Follow us on Pinterest.com/ECUCareerCenter
Description/Job Summary—Operations Management Trainee

The purpose of an Operations Management Trainee is to further develop the interpersonal and team management skills required to become an effective Team Leader and to develop an understanding of the production process, management controls and operations of a production department.

Responsibilities/Duties

• Function as an assistant to a foreman.
• Develop an understanding of the department’s function to include administrative, manpower reports, disciplinary procedures, budget, production processes and requirements.
• Develop an understanding of the team process using the criteria: common mission/goals of all team members; clear role definition of the team members; the work of the team is structured so as to encourage shared accountabilities; effective team procedures and processes such as giving and receiving feedback; problem solving, decision making, coaching and communications are established; team members have a winning “Spirit”; an innovative and certain recognition is used for team accomplishments.
• Implement the policies of the Quality Improvement Process with the team/department.
• Monitor the performance of the team to ensure goals are attained and graphs results for display and presentation at briefings and/or meetings.
• Develop communication skills to: increase self-awareness by analyzing one’s own communication styles and preferences and their effect on working relationships and productivity; be able to select appropriate communications techniques to apply to specific on-the-job situations; build skills in influencing others in positive constructive ways that ensures high quality agreements, effective working relationships and improved productivity; identify and understand the effects of organizational barriers to effective communication; do action planning on ways to resolve on-the-job communication problems.
• Rotate during training through the Hatcheries, Feed Mill, Grow Out, Live Haul, Wastewater, Accounting, Human Resources, Receiving, Dressing, Evisceration, Gib Pack, Grading, Cut Up, Stretch Bag, Overwrap, Deboning, 28 Degree Cooler, Box Room, and Shipping Departments.

Required Qualifications

• Recent College Graduate/will graduate in next 6 months.
• Legally authorized to work in the United States.
• Willing and able to work various shifts.
• Willing and able to work around dust, feathers, animals, and various cleaning chemicals.
• Bachelor of Science or Arts Degree from an accredited institution.
FOR MARINE OFFICERS LEADERSHIP BEGINS WITH EDUCATION.

- Must be a full-time student
- No weekly obligations to include additional classes, wearing of uniform, etc.
- (2) 6-week or (1) 10-week summer training session in Quantico, VA
  *Does not interfere with college schedule
- $3000 - $5000 paid for summer training
- Earn up to (9) college credits for completing training
- Financial Assistance available after completing training
- Upon graduation guaranteed commission as 2nd Lieutenant
- Starting salary - $55k-$60k a year
- Guaranteed flight contracts for those who qualify
- 26 different specialties from Infantry to Logistics

Contact:
Captain Andre C Fontaness
O: (919) 856-4170
C: (919) 349-3692
Andre.fontaness@marines.usmc.mil
Graduate School

Is Graduate School Right for You?

At some point in your college career, you must decide what you would like to do after graduation—and that includes whether or not to attend graduate school. If you’re trying to determine whether graduate school is right for you, here are some pointers to help you make an enlightened decision.

1. Should I consider going to graduate school?
   Going to graduate school might be a good idea if you…
   • want to be a professor, lawyer, doctor, investment banker or work in any profession that requires a post-secondary education.
   • wish to develop additional expertise in a particular subject or field to maximize your future earning potential and opportunities for career advancement.
   • are deeply interested in a particular subject and wish to study it in-depth—AND have the time and financial resources to devote to further education.

   Going to graduate school might not be a good idea if you…
   • are trying to delay your entry into the “real world” with real responsibilities and real bills.
   • are clueless about your career goals.
   • aren’t prepared to devote the time and hard work needed to succeed.
   • want to stay in school longer to avoid a poor job market.

2. Is it better to work first or attend graduate school immediately after I complete my undergraduate degree?
   Work first if…
   • you would like to get some real-world work experience before investing thousands of dollars in a graduate degree.
   • the graduate school of your choice prefers work experience (most MBA and some Ph.D. programs require this).
   • you cannot afford to go to graduate school now, and you haven’t applied for any scholarships, grants, fellowships and assistantships, which could pay for a great deal of your education.

   Go to graduate school now if…
   • you are absolutely sure you want to be a college professor, doctor, lawyer, etc., and need a graduate degree to pursue your dream job.
   • you have been awarded grants, fellowships, scholarships or assistantships that will help pay for your education.
   • you’re concerned that once you start earning real money, you won’t be able to return to the lifestyle of a “poor” student.
   • your study habits and mental abilities are at their peak, and you worry whether you’ll have the discipline (or motivation) to write papers and study for exams in a few years.

3. I am broke. How will I pay for tuition, books, fees and living expenses?
   • Family: You’ve likely borrowed from them in the past; maybe you’re lucky enough for it to still be a viable option.
   • Student Loans: Even if you’ve taken out loans in the past, another $50,000 - $75,000 may be a sound “investment” in your future.
   • Fellowships/Scholarships: A free education is always the best option. The catch is you need a high GPA, good GRE/GMAT/LSAT/MCAT scores and the commitment to search out every possible source of funding.
   • Teaching/Research Assistantships: Many assistantships include tuition waivers plus a monthly stipend. It’s a great way to get paid for earning an education.
   • Employer Sponsorship: Did you know that some companies actually pay for you to continue your education? The catch is they usually expect you to continue working for them after you complete your degree so they can recoup their investment.

4. What are the pros and cons of going to graduate school full-time vs. part-time?
   Benefits of attending graduate school full-time:
   • you’ll be able to complete your degree sooner.
   • you can totally commit your intellectual, physical and emotional energy to your education.
   • ideal if you want to make a dramatic career change.

   Benefits of attending graduate school part-time:
   • work income helps pay for your education.
   • you can take a very manageable course load.
   • you can juggle family responsibilities while completing your degree.
   • allows you to work in the function/industry/career of your choice while continuing your education.
   • employer will often pay for part (or all) of your graduate degree.

5. Assuming I want to go to graduate school in the near future, what should I do now?
   a. Identify your true strengths, interests and values to help you discover what is right for YOU—not your friends or parents.
   b. Keep your grades up and sign up (and prepare) to take the required standardized tests.
   c. Talk to faculty, friends and family who have gone to graduate school to get their perspective about the differences between being an undergraduate and a graduate student.
   d. Talk to faculty, friends and family who are in your targeted profession to get a realistic sense of the career path and the challenges associated with the work they do.
   e. Investigate creative ways to finance your education—by planning ahead you may reduce your debt.
   f. Research graduate schools to help you find a good match.
   g. Investigate the admissions process and the current student body profile of your targeted schools to evaluate your probability for admission.
   h. Have faith and APPLY! Remember, you can’t get in unless you apply.

Written by Roslyn J. Bradford.
Personal Statements

What Are They?
Personal Statements are essays that are written using first person by applicants with the goal of being accepted to either graduate school, professional school, or a particular program. The requirements and prompts differ from program to program, and the length is generally 1-2 pages. The audience typically consists of faculty and staff from the particular department or program.

What Should Be Included?
If a prompt is given, the writer should provide an answer in their essay. Generally, you want to tell your story. The faculty who read the essays spend approximately 10-15 minutes on each one, so you want to capture them quickly and stand out among the rest. It is important to include relevant details that show who you are without stating it. Include background and abilities, strengths that are relevant, knowledge of the field, and immediate and/or long-term goals in the area of interest. Every bit of detail should relate to the overall purpose—it should make you more credible, demonstrate your skills and abilities, and most importantly, show that you have what it takes to succeed in the program.

Do!
• Include personal details or stories that are relevant to your purpose.
• Show that you know what you want to do and why.
• Be concise, try to keep it to one page.
• Focus on your strengths, and be yourself.
• Use first person “I”—don’t overly repeat.
• Show that you have knowledge of the field or school.
• Give them an idea of your future goals.
• Discuss your past achievements and how they relate to your professional goals.
• Stay focused.
• Give them a story! Show them who you are through examples. Instead of telling them your hardworking—reveal it in the details you provide.
• Discuss how the particular program can help you meet your goals.
• Start writing early!

Don’t...
• Be repetitive or ramble—you only have a page or two!
• Write in clichés. You want to stand out among the rest!
• Try too hard to be funny or witty.
• Reveal weakness—unless you are showing something positive!
• Use unnecessary big words.
• Tell them what they already know—there’s no need in repeating what is on your resume already, give them something they don’t have!
• Use slang or offensive language.
• Overshare—only include what is relevant to the purpose.
• Write a biography of another person. This is about you!
• Make them pity you. It can be tricky when discussing a death in the family. Keep in mind the most important rule—be relevant!
• Be critical of a person, ideal, theory, or school
• Wait until the last minute to write!

Personal statements are your chance to stand out among the crowd, be yourself, and show why you are the best fit for the program and school.

For additional assistance with developing or editing your personal statement:
• Call our office to meet with a Career Counselor
• Visit The ECU Writing Center, located in Joyner Library 1015, or online at ecu.edu/writing
Career Services Online
ecu.edu/career
Learn. Prepare. Succeed.

Online Resources for ECU Pirates
Career Exploration
Job & Internship Postings
Online Resume Review
Resume & Cover Letter Samples
Interview Practice
Virtual Workshops
TEACH ABROAD

What we offer:

- Professional development
- Competitive salary
- Accommodation
- Work visa assistance
- Health insurance
- Flight reimbursement
- Performance based bonuses
- Paid annual leave and holidays

Requirements

- Bachelor’s degree
- TEFL / TESOL certification
- Passport holder from the USA, Canada, Ireland, the UK, Australia, New Zealand, or South Africa
- Pass a medical and criminal background check

For More Information

Look us up at www.eftianjin.com or facebook.com/tianjinef/
WHERE YOU CAN MAKE A DIFFERENCE

Greenville Utilities is a vital part of the community. Our employees know their work matters because our customers depend on us every day.

Our mission is to enhance the quality of life for those we serve by safely providing reliable utility solutions at the lowest reasonable cost, with exceptional customer service in an environmentally responsible manner.

We offer State Retirement, 401K, 529, competitive wages, excellent health benefits and much more. Find out why GUC is such a great place to work – visit us at guc.com for a current listing of employment opportunities.

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(class of 2019)

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